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PREAMBLE

Dr. Kiran C. Patel Medical College & Research Institute, Bharuch (“KMCRI” or the “Institute”) is a medical teaching institution and a division of Rudraksh Academy Private Limited (CIN: U80302GJ2008PTC055404). The Institute is presently engaged in imparting undergraduate medical education through the MBBS programme and currently admits approximately 150 undergraduate students annually. The Institute also proposes to progressively expand its academic and institutional activities through postgraduate, super-speciality, fellowship, research, doctoral, and allied academic programmes in future.

KMCRI is committed to maintaining a safe and professionally governed residential environment for students and other authorised occupants residing within the hostel premises of the Institute.

The residential facilities of the Institute are intended not merely to provide accommodation, but to function as an extension of the academic, ethical, and professional ecosystem of the Institute. Every resident is therefore expected to conduct himself or herself in a manner consistent with the standards of discipline, integrity, responsibility, professionalism, and lawful behaviour expected from members of a premier medical and educational institution.

This **Residential Hostel Governance & Discipline Framework** (“Framework”) establishes the institutional mechanism governing allotment, occupation, administration, discipline, safety, security, conduct, supervision, and use of the hostel facilities of the Institute. The Framework further seeks to ensure orderly functioning of the hostel system, protection of institutional property, maintenance of safety and discipline standards, and provision of a secure and academically appropriate residential environment.

FOUNDATIONAL PROVISIONS

1. Short Title, Commencement and Applicability

- 1.1. This document shall be known as the “**KMCRI Residential Hostel Governance & Discipline Framework 2026**” and shall apply to all residential hostel premises administered, managed, supervised, or controlled by the Institute.
- 1.2. This Framework shall apply to all residents permitted to access or use hostel facilities of the Institute.
- 1.3. The Institute reserves the right to amend, supplement, modify, withdraw, interpret, relax, suspend, enforce or replace any provision of this Framework at any time in the interest of institutional administration, safety, discipline, compliance, welfare, operational efficiency, or regulatory requirements.

2. Hostel Infrastructure

- a) At present, the hostel accommodation infrastructure of the Institute broadly comprises the following facilities:

Sr. No.	Hostel	Accommodation Details
1	Undergraduate Girls’ Hostel	48 General Rooms with attached toilets (1st to 3rd Floor); 32 Semi-Deluxe Rooms with attached toilets (4th to 5th Floor); 48 Deluxe AC Rooms with attached toilets (6th to 8th Floor)
2	Undergraduate Boys Hostel	48 General Rooms with attached toilets (1st to 3rd Floor); 32 Semi-Deluxe Rooms with attached toilets (4th to 5th Floor); 48 Deluxe AC Rooms with attached toilets (6th to 8th Floor)

- b) The total presently approved accommodation capacity under the aforesaid hostel facilities is 256 rooms.
- c) The Institute reserves the right to create, discontinue, redesignate, expand, reduce, convert, reallocate, or otherwise modify hostel infrastructure, room classifications, occupancy structures, or accommodation arrangements in accordance with institutional, operational, regulatory, welfare, or infrastructural requirements.

3. Nature of Hostel Accommodation

- a) Hostel accommodation provided by the Institute is a privileged institutional facility and not a matter of right. Allotment of hostel accommodation shall constitute only a temporary, conditional, revocable, and non-transferable arrangement to occupy the allotted premises subject to continued compliance with this Framework and other institutional requirements.
- b) No allotment, occupation, fee payment, or continued stay in the hostel shall create or be construed as creating any tenancy, leasehold, ownership, easement, proprietary interest, protected occupancy, or any other right of a similar nature in favour of any resident under any law for the time being in force.
- c) The Institute shall at all times retain complete ownership, possession, supervision, administrative control, and regulatory authority over the hostel premises and all associated facilities.
- d) By applying for, accepting, occupying, or continuing to use hostel accommodation, every resident shall be deemed to have read, understood, accepted, and agreed to abide by this Framework and all directions, circulars, notices, instructions, and policies issued by the Institute from time to time.

HOSTEL GOVERNANCE & ADMINISTRATION

4. Hostel Governance Structure

The overall strategic management, financial control, and policy-making ownership of the hostels shall vest with Rudraksh Academy Private Limited ("Rudraksh Management").

The Hostel Committee shall function as the operational and administrative body under the direct oversight of Rudraksh Management.

4.1. Hostel Committee

- a) The Hostel Committee shall comprise the following members:

Sr. No.	Position	Designation
1	Chief Medical Director, KMCRI	Chairperson
2	Dean (Student Welfare)	Member
3	Hostel Superintendent	Member
4	Hostel Admin, KMCRI	Member
5	Hostel Supervisor (Male)	Member
6	Hostel Supervisor (Female)	Member
7	President, KMCRI Student Association	Member
8	General Secretary, KMCRI Student Association	Member
9	Associate Dean (Student Welfare)	Member Secretary

- b) The composition of the Hostel Committee may be modified, expanded, revised, or reconstituted by the Rudraksh Management from time to time.
- c) Rudraksh Management reserves the right to modify, expand, restrict, delegate, or reconstitute the functions, powers, and scope of the Hostel Committee, as well as the administrative roles under it, at any time as deemed necessary for the effective administration of the institution.
- d) Subject to approval from Rudraksh Management, the core functions of the Hostel Committee shall include:

Policy Formulation: Framing and revising rules regarding student occupancy, room allotments, mess operations, security protocols, visitor entry, and code of conduct.

Operational Oversight: Supervising campus welfare systems, vendor contracts (catering/security), safety mechanisms, and resource allocation.

Review & Meetings: Meeting at least four times in each academic year to review administrative performance. Additional meetings may be called by the Member Secretary as required.

4.2. Administrative Hierarchy

Daily operations of the Hostel shall function through following operational hierarchy -

- a) **Residents** shall ordinarily report directly to the respective Resident Warden.
- b) The **Resident Warden** (Male and Female) and **Hostel Supervisors** (Male and Female) shall function under the direct supervision of the Hostel Superintendent and Hostel Admin.
- c) The **Hostel Superintendent** and **Hostel Admin** shall report directly to the Hostel Committee.
- d) The **Hostel Committee** remains ultimately accountable to **Rudraksh Management**.

4.3. Functional Roles and Responsibilities

a) Hostel Superintendent & Hostel Admin

The Hostel Superintendent and Hostel Admin serve as the principal executive authorities responsible for the administrative continuity, regulatory compliance, and daily operational health of the hostel ecosystem.

- **Executive Implementation:** Execute all policy directives, rules, and administrative mandates issued by the Hostel Committee and Rudraksh Management.
- **Personnel Supervision:** Oversee the performance, attendance, duty rosters, and operational conduct of all Resident Wardens, Hostel Supervisors, security staff, and support personnel.

- **Disciplinary & Grievance Management:** Conduct preliminary inquiries into incidents of student indiscipline, breach of conduct, or operational non-compliance. They are empowered to resolve minor issues or escalate major infractions to the Hostel Committee.
 - **Records & Compliance:** Maintain and audit all official institutional documentation, including room allotment ledgers, biometric/attendance records, asset stock registers, and movement logs.
 - **Stakeholder Communication:** Serve as the official channel for formal communications with parents, guardians, and university authorities regarding student welfare, medical emergencies, or administrative requirements.
 - **Functional Sub-Committees:** Empowered to constitute and chair specialized administrative sub-committees (such as Mess, Cleanliness, or Common Room sub-committees) comprising up to four student representatives to ensure operational transparency.
- b) **Resident Wardens (Male and Female)**
- Resident Wardens serve as the primary on-site administrative and pastoral presence within the respective residential wings, ensuring student welfare and strict adherence to institutional discipline.
- **Resident Welfare & Pastoral Care:** Act as the immediate point of contact for students, managing daily welfare, addressing general grievances, and coordinating immediate medical attention or hospital transfers during health emergencies.
 - **Attendance & Movement Monitoring:** Conduct mandatory daily roll-calls, supervise evening curfews, maintain gate registers, and systematically verify student leave applications and night-out requests against parental confirmations.
 - **Discipline Enforcement:** Monitor respective residential wings to ensure a safe environment, enforce code-of-conduct regulations, prevent unauthorized guest entries, and report any disciplinary violations immediately to the Hostel Superintendent.
 - **Room Administration:** Supervise the physical check-in and check-out processes for residents, verifying room occupancy states and documenting the initial handover of room inventories.
- c) **Hostel Supervisors (Male & Female)**
- Hostel Supervisors are responsible for the physical environment, infrastructure upkeep, and operational readiness of their respective residential blocks.
- **Facility & Asset Upkeep:** Perform regular inspections of the physical infrastructure to ensure the optimal functioning of civil structures, plumbing systems, electrical grids, HVAC units, Wi-Fi networks, etc.
 - **Inventory & Asset Control:** Maintain precise asset tracking registers for all institutional property within the rooms and common areas, identifying instances of damage and calculating structural recovery costs where necessary.
 - **Housekeeping & Hygiene Management:** Supervise daily cleaning schedules, waste disposal mechanisms, and sanitation protocols across residential rooms, corridors, common areas, and washrooms.
 - **Vendor & Contractor Oversight:** Direct and monitor the daily performance of on-site maintenance workers, external repair technicians, security guards and other contracted housekeeping staff, to ensure quick resolution of infrastructure complaints.

ALLOTMENT OF HOSTEL ROOMS

5. Allotment of Hostel Rooms

Allotment of Hostel Rooms shall be governed by following rules and regulations -

a) Admission and Eligibility Clearances

Room allotment shall be processed exclusively after a student's institutional admission is confirmed and all formal enrollment procedures are complete. Eligible students seeking accommodation shall report directly to

the Hostel Superintendent and Hostel Admin, who shall hold the administrative authority to issue final room allotments.

b) Allocation Priorities and Fee Compliance

Rooms shall be allocated strictly on a First-Come, First-Served basis. No room allocation shall be processed or confirmed until the full hostel fees corresponding to the selected room category have been paid and verified.

c) Occupancy Structures and Capacity Categories

Room occupancy shall be regulated category-wise in accordance with the accommodation structures designated by the institution. The baseline occupancy capacity for each category is as follows:

- i. General Rooms: Three [3] occupants per room
- ii. Semi-Deluxe Rooms: Three [3] occupants per room
- iii. Deluxe / AC Rooms: Three [3] occupants per room

The Hostel Committee reserves the right to modify, adjust, or vary this occupancy capacity at any time due to operational necessities, infrastructural constraints, emergency requirements, or housing shortages.

d) Mandatory Personal Records and Data Declarations

At the time of hostel check-in and at the commencement of each academic year, every resident must submit a comprehensive personal data form. This form must include verified email addresses and active phone numbers for the student, parents, and local guardians (including physical addresses). Any subsequent changes to contact details, emergency numbers, or guardian statuses must be communicated immediately in writing to the hostel office.

e) Facility Inventories and Handover Protocols

The hostel administration shall provide each occupant with one standard bed frame (without mattress), one study table, one chair, and one built-in wardrobe cupboard. Upon arrival, the resident shall report to the **respective Resident Warden** to conduct a joint physical audit of the room. The student shall officially take possession of the room only after verifying and signing the inventory record for all provided furniture, electrical items, fixtures, and fittings.

f) Administrative Reporting Flow

Respective Resident Wardens shall compile and submit formal joining reports and occupancy logs for all checked-in students directly to the Hostel Superintendent and Hostel Admin for institutional record-keeping

g) Restrictions on Room Transfers

A room assigned to a student at the start of the academic year shall ordinarily remain their fixed assignment for the entire duration of that year. Mid-term room transfers or changes are strictly prohibited unless exceptional circumstances arise and formal written permission is granted by the Hostel Superintendent.

h) Contingent Allocation Extensions

In scenarios involving unforeseen room shortages, unexpected institutional demands, or acute accommodation constraints, the hostel administration reserves the authorization to temporarily assign occupants in excess of standard room capacities.

i) Changes in Enrollment and Eligibility Status

If a resident's institutional status, enrollment eligibility, or course affiliation changes at any point during their stay, they must immediately report the change to the Hostel Superintendent. The student must strictly comply with all subsequent administrative directives regarding continued occupancy or immediate vacating of the premises. Any resident found occupying a room without active eligibility or valid administrative authorization shall face immediate disciplinary, financial, and legal action.

j) Clearance and Vacating Formalities

Prior to vacating the accommodation, residents must complete a physical inventory check with the respective Resident Warden to hand over all furniture, fixtures, fittings, electrical installations, and keys completely intact (subject to reasonable wear and tear). The student must successfully fulfill all prescribed checkout procedures with the respective Resident Warden and secure a formal "No-Dues Clearance" verified by the Hostel Superintendent and Hostel Admin before exiting the facility.

CODE OF CONDUCT FOR RESIDENTS / UG AND PG STUDENTS

6. General Standards of Conduct

a) Professional and Lawful Demeanour

Every resident shall maintain high standards of discipline, dignity, professionalism, lawful conduct, hygiene, responsibility, and mutual respect consistent with the status and objectives of a premier medical and educational institution. Residents shall conduct themselves in a manner which does not disturb the academic environment, interfere with institutional order, compromise safety, prejudice welfare of other residents, or adversely affect the reputation of the Institute.

b) Mandatory Identification

All residents shall carry valid institutional identity cards at all times and shall produce the same whenever required by hostel authorities, wardens, security personnel, or authorised representatives of the Institute.

7. Property Maintenance, Upkeep, and Anti-Defacement

a) Personal Responsibility for Room Upkeep

Rooms are allocated on a personal responsibility basis. Every resident is held individually and jointly accountable for the general upkeep, preservation, hygiene, and baseline maintenance of their assigned room and its shared facilities throughout their tenure of occupancy.

b) Campus Cleanliness and Anti-Defacement Mandates

Residents must maintain absolute cleanliness and high hygiene standards across all bedrooms, common rooms, corridors, washrooms, dining areas, and surrounding grounds. Residents are strictly prohibited from scribbling on surfaces, pasting unauthorized notices, damaging campus displays, or committing any act that defaces, deteriorates, or damages institutional property.

c) Prompt Maintenance Reporting

Residents shall promptly report any pending maintenance work, infrastructure defects, sanitation concerns, electrical issues, carpentry requirements, plumbing defects, leakages, or structural safety concerns. All such infrastructure matters must be logged with the respective **Hostel Supervisors** or recorded in the designated hostel maintenance registers.

d) Operational Cooperation and Temporary Relocation

Residents shall fully cooperate with all maintenance, repair, inspection, renovation, safety, pest control, and sanitation work undertaken by the Institute, making their rooms available whenever reasonably required. When operationally necessary, the Institute reserves the right to temporarily relocate residents or require the temporary vacating of rooms, providing alternate accommodation subject to institutional feasibility and availability.

8. Institutional Property and Damage Accountability

a) Tampering and Unauthorized Possession

Residents shall not damage, remove, alter, misuse, shift, exchange, relocate, tamper with, or interfere with furniture, fixtures, fittings, installations, electrical systems, or any other institutional property provided within the hostel premises. Additional institutional items found in possession of residents without authorization shall attract immediate asset recovery, penal charges, or disciplinary action.

b) Liability and Collective Financial Recovery

Any resident responsible for the damage, destruction, loss, misuse, or deterioration of institutional property shall be liable for full repair costs, replacement costs, penal recovery, or disciplinary action as determined by the Hostel Committee. Where individual responsibility cannot be reasonably identified, collective financial recovery or disciplinary measures shall be imposed equally upon the room occupants, wing residents, floor residents, or entire hostel block as deemed appropriate.

c) Authorized Room Access and Emergency Entry

The Hostel Superintendent, Hostel Admin, or respective Resident Warden (in coordination with security personnel) hold the authority to open locked rooms in situations involving emergencies, safety concerns, infrastructure maintenance requirements, operational necessity, suspected misconduct, health risks, or institutional security considerations.

9. Personal Property and Institutional Liability

a) Safeguarding Personal Assets

Residents shall be solely responsible for safeguarding their personal belongings, valuables, documents, electronic devices, cash, vehicles, and other personal property.

b) Limitation of Liability

The Institute and Rudraksh Management shall not be liable for the theft, loss, disappearance, damage, or deterioration of personal belongings, except to the extent liability is explicitly established under applicable prevailing law.

c) Assumption of Risk

Residents acknowledge that utilizing residential hostel facilities is subject to inherent operational and institutional risks and agree to exercise reasonable care and personal responsibility at all times.

10. Energy Usage and Utility Regulation

a) Monitored Consumption

Each hostel room shall be subject to monitored electricity and energy consumption through metering systems installed or approved by the Institute.

b) Monthly Free Electricity Entitlements

Residents shall be entitled to a baseline free electricity consumption allocation per month per room, structured as follows:

- i. General Rooms: Up to 120 units per month per room.
- ii. Semi-Deluxe Rooms: Up to 120 units per month per room.
- iii. Deluxe / AC Rooms: Up to 160 units per month per room.

c) Excess Tariff Charges

Electricity consumption in excess of the prescribed monthly free entitlement shall be chargeable to the occupants at the rate of Rs. 8 per unit, or such revised rates as may be formally notified by the Institute from time to time.

d) Apportionment and Allocation Policies

Excess electricity charges shall be apportioned and billed equally among all registered occupants of the room, unless otherwise explicitly determined by the Institute. Unused electricity units shall automatically lapse at the end of each billing month and shall not be carried forward, accumulated, adjusted, or transferred to any other room or billing cycle.

e) Waste Prevention

The Hostel Committee and Rudraksh Management reserve the right to regulate, restrict, prohibit, or penalize excessive, unsafe, commercially inappropriate, or wasteful electricity usage.

11. Electrical Appliances, Utilities and Resource regulation

a) Banned and High load Equipments

Residents are strictly prohibited from possessing or using unauthorized electrical appliances within hostel premises, including but not limited to standalone air conditioners, refrigerators, immersion rods, electric stoves, induction cooktops, or any high-load heating devices. The Institute reserves the right to confiscate prohibited equipment and levy penalties.

b) Acoustic and Electronic Etiquette

The use of personal audio systems, musical instruments, or electronic devices at volumes that cause a nuisance, disturbance, or inconvenience to other residents is strictly prohibited.

c) Conservation and Room Security

Residents must turn off all lights, fans, cooling systems, and electronic appliances before leaving their rooms. Every resident is responsible for ensuring their room remains securely locked during their absence. Negligent waste of utilities or failure to secure rooms may result in disciplinary fines as determined by the Hostel Committee.

d) Resource Conservation Reporting

Residents shall actively conserve water and electricity. Any observed leakages, water wastage, electrical short-circuits, or structural infrastructure defects must be logged immediately with the respective **Hostel Supervisor** or recorded in the building maintenance register.

12. Emergency Protocols, Safety, and Resident Health

a) Immediate Emergency Escalation

In the event of a medical emergency, acute health crisis, accident, fire hazard, or physical safety threat, residents must immediately notify the respective Resident Warden and campus security personnel for immediate intervention and logistical deployment.

b) Medical Verification Requirements

True medical emergencies arising outside the campus limits that impact a resident's curfew or attendance must be reported immediately to the respective Resident Warden via verified contact channels, backed by legitimate medical documentation upon return.

13. Attendance, Curfew and Late Return Regulations

a) Campus Curfew Timing

All residents must return to the hostel premises on or before 10:00 p.m. daily. Extensions beyond this curfew are strictly prohibited unless a prior written gate-pass or digital authorization for a delayed return, night-out, official academic activity, or approved travel has been issued by the Hostel Superintendent or Hostel Admin.

b) Curfew Breach Documentation

Residents returning after the 10:00 p.m. curfew shall be required to furnish a formal written explanation and record their details in the late-entry register managed by the security staff. Respective Resident Wardens shall maintain cumulative logs of repeated late arrivals or non-compliance incidents and escalate these records to the Hostel Superintendent for administrative action.

c) Disciplinary Consequences for Curfew

Any violation of curfew hours, unauthorized absences, or failure to comply with gate-pass protocols shall attract progressive disciplinary actions. Depending on the severity and frequency of the breach, penalties may range from official warnings and financial fines to the suspension of hostel privileges, immediate cancellation of room allotment, or expulsion from the hostel.

14. Prohibited Conduct and Restricted Activities

a) Tier 1: Zero-Tolerance and Statutory Offences

Engaging in any of the following acts constitutes an absolute breach of institutional code and statutory laws. Violations shall result in immediate suspension from the hostel, permanent expulsion, and mandatory escalation to state law enforcement authorities:

i. Ragging

Engaging in any form of physical, verbal, or psychological ragging. This is treated as a zero-tolerance criminal offence, and action shall be taken in strict accordance with statutory national anti-ragging regulations, alongside the mandatory filing of a police FIR.

ii. Substance Abuse & Narcotics

Possession, distribution, or consumption of narcotic substances, illicit drugs, or prohibited intoxicants. These violations shall be dealt with strictly under the National Drugs and Psychotropic Substances (NDPS) Act.

iii. Alcohol & Liquor Violations

Possession, trade, or consumption of alcoholic drinks within campus limits. In strict accordance with Gujarat State Prohibition Laws, these offences carry immediate institutional expulsion without prejudice to ongoing civil or criminal prosecution.

iv. Weapons & Hazardous Materials

Possession, storage, or concealment of firearms, knives, ammunition, explosives, firecrackers, or hazardous inflammable materials.

v. Unlawful Associations

Participating in anti-social, anti-national, immoral, or legally prohibited group activities.

b) Tier 2: Serious Institutional Misconducts

Engaging in the following acts directly compromises campus safety, infrastructure integrity, and communal harmony. Violations shall attract immediate formal investigation, heavy financial penalties, or suspension of hostel privileges as determined by the Hostel Committee:

i. Violence & Harassment

Intimidation, physical violence, harassment, bullying, or abusive behavior toward peers, wardens, or campus staff.

ii. Intoxicated Entry

Entering or attempting to enter the hostel premises under the influence of alcohol, drugs, or banned intoxicants.

iii. Major Property Damage

Willful destruction, defacement, malicious tampering, or unauthorized modification of institutional infrastructure, buildings, or safety networks.

iv. Objectionable Digital Content

Viewing, storing, projecting, or circulating illegal, obscene, or highly objectionable digital material on campus networks, Wi-Fi systems, or devices.

v. Gambling

Engaging in any form of gambling, card games for financial stakes, or unauthorized wagering within the premises.

vi. General Prejudicial Conduct: Any deliberate behavior that compromises the physical safety, hygiene, structural harmony, or lawful administration of the Institute.

vii. Digital & Social Media Defacement

Engaging in cyberbullying, online harassment, or utilizing digital platforms and social media networks to troll, deface, or compromise the reputation of the Institute, its management, faculty, or fellow residents.

viii. Academic Dishonesty

Utilizing hostel infrastructure or campus networks to harbor, plan, or coordinate examination malpractices, proxy academic setups, or institutional cheating syndicates.

c) Tier 3: Operational non-compliances

Engaging in the following acts violates the daily house rules and operational decorum of the residential blocks. Violations shall attract progressive actions ranging from official written warnings to structured administrative fines:

i. Cooking Bans

Preparing food, boiling items, or cooking inside residential rooms, corridors, or unauthorized common areas.

- ii. **Room Service Restrictions**
Bringing mess food, plates, or dining utensils into individual residential rooms. However, a verified sick diet may be delivered to a resident's room exclusively after securing explicit written clearance from the respective Resident Warden.
 - iii. **Smoking & Tobacco**
Smoking, vaping, or consuming tobacco products within the campus limits.
 - iv. **Acoustic Nuisance & Disruption**
Shouting, using abusive language, creating a campus ruckus, playing loud music, or engaging in disruptive conduct that breaks quiet hours.
 - v. **Unauthorized Outside Staff**
Employing outside individuals for personal domestic work, private cleaning, or unauthorized services within the hostel blocks.
 - vi. **Biometric & Roll Call Manipulation:** Engaging in proxy attendance logging, providing falsified identification data to security guards, or attempting to spoof or manipulate biometric access systems.
 - vii. **Commercial Enterprise Restrictions:** Conducting unauthorized commercial trades, operating private room-based businesses, or organizing micro-lending operations among peers.
 - viii. **Animal & Pet Prohibitions:** Keeping pets, birds, or animals inside residential wings, or foraging and feeding stray animals within the hostel corridors and balconies.
- d) **Outstation Absenteeism and Leave Protocols**
Residents are strictly prohibited from leaving the station, remaining absent from the hostel for extended durations, or staying overnight outside campus boundaries without obtaining prior written permission from the **Hostel Superintendent or Hostel Admin.**
- **Emergency Exception:** In sudden, verifiable emergency circumstances where prior approval is impossible, the student must notify the administration immediately, and a formal post-facto written approval must be submitted and processed immediately upon return.

e) **Comprehensiveness of Prohibitions and Restrictions**

The list of prohibited conducts, restricted activities, and offences set out in this Section is strictly illustrative and indicative in nature, and shall not be construed as exhaustive. Residents are explicitly cautioned that additional operational prohibitions, specific curfews, movement controls, utility limits, and safety restrictions are embedded throughout various other chapters and clauses of this policy framework.

Accordingly, this document must be read and interpreted comprehensively as a single, unified governance framework. The absence of a specific act or behavior from this particular Section shall not exempt a resident from disciplinary, financial, or legal liabilities if that conduct violates any other restriction, instruction, protocol, or implied standard of discipline outlined elsewhere in this document or subsequently notified by the hostel administration.

15. Additional Regulations for Girls' Hostel

To ensure maximum safety, streamlined operational logistics, and institutional accountability, the following additional regulations apply specifically to residents of the Girls' Hostel blocks:

a) **Town Outing and Daily Curfew Logs**

If a resident leaves the hostel premises for town outings, personal errands, or authorized academic/institutional work, she must accurately document the purpose of the visit, specific destination, departure time, and expected return time in the movement register managed by the security guard on duty. Residents must return to the hostel no later than 10:00 p.m. In instances where an unavoidable delay is anticipated, prior administrative clearance must be secured from the Hostel Superintendent or Hostel Admin.

b) After-Hours Academic and Institutional Activities

Residents participating in official curricular, co-curricular, extracurricular, institutional, cultural, or sports activities extending beyond regular institutional working hours must log their details, location, and the nature of the activity in the prescribed registers maintained for after-hours accountability.

c) Local Guardian Declarations

Residents must furnish comprehensive details regarding their local guardians - including names, physical addresses, active contact numbers, and signatures - verified and authorized by their parents. This data must align with the declarations submitted at the time of admission and shall be securely maintained on file by the respective Resident Warden.

d) Overnight Stay at Local Guardian Residences

Prior written permission from the Hostel Superintendent or Hostel Admin must be obtained for any late-night stay or overnight halt at the residence of an authorized local guardian. Upon return, the resident must submit a written confirmation signed by the local guardian verifying that the student resided with them during the specified period.

e) Home Leave and Odd-Hour Travel Coordination

Prior administrative permission from the respective Resident Warden must be obtained before a student leaves the campus to travel home or undertakes other authorized outstation travel. In scenarios where a resident is required to board a train, flight, or transit service during odd or late-night hours, she must coordinate 48 hours in advance with the respective Resident Warden to facilitate safety arrangements, movement tracking, and associated exit gate clearances.

f) General Visitors Protocol

Visitors may meet residents only outside the main gate of the Girls' Hostel block up to 7:30 p.m., subject to the prior permission of the respective Resident Warden and compliance with standard entry-exit logging procedures.

g) Absolute Prohibition of male visitors

No male person - including students, parents, relatives, or vendors - is permitted inside the internal residential wings or rooms of the Girls' Hostel. Authorized immediate male family members (limited to father or brother) whose names are verified on the admission declaration may meet the resident exclusively in the designated Visitor Room up to 6:30 p.m., subject to logging entry protocols with campus security.

h) Female Relative Guest Accommodations

Prior written permission from the Hostel Superintendent or Hostel Admin must be secured before making arrangements for the temporary overnight stay of any female relative within the guest accommodation areas of the Girls' Hostel.

i) Fixed Maintenance Timings

Routine infrastructure repairs, preventative electrical/plumbing works, and facility inspections by Hostel Supervisors or engineering technicians within the Girls' Hostel wings shall be restricted strictly to a fixed designated window of **[10:00 a.m. to 2:00 p.m.]** on designated working days.

** Emergency Exceptions: In cases involving acute safety risks, active utility flooding, short-circuits, or life-threatening infrastructure failures, maintenance entry outside these fixed hours may be authorized exclusively by the Hostel Superintendent or Hostel Admin, provided the Resident Warden is physically present to escort and supervise the technician throughout the deployment.*

j) Adaptive Safety Modifications

The Hostel Committee and Rudraksh Management reserve the right to introduce, modify, expand, or enforce additional safety restrictions, operational protocols, movement controls, or visitor regulations within the Girls' Hostel blocks at any time in the interest of resident welfare and institutional security.

CODE OF CONDUCT FOR RESIDENT WARDENS

16. General Standards of Professional Conduct

a) Role Model and Institutional Representation

Resident Wardens shall maintain the highest standards of professional conduct, integrity, discipline, accountability, personal decorum, and ethical behavior. As live-in institutional representatives, they must conduct themselves in a manner that commands respect and reinforces the academic, orderly, and safe environment of the hostel ecosystem.

b) Prohibition of Disruptive Behavior

Resident Wardens shall strictly refrain from organizing or participating in personal gatherings, parties, entertainment activities, or any noise-generating behavior that may disturb residents, compromise student discipline, or disrupt the academic environment.

c) Substance Abuse Restrictions

Smoking, gambling, and the possession or consumption of alcohol, tobacco, narcotic substances, or prohibited intoxicants are strictly banned across all hostel premises, including within the private staff quarters allotted to the Resident Wardens.

d) Availability and Continuous Supervision

Resident Wardens are designated as on-duty supervisory personnel and must remain highly visible, accessible, and responsive at all times to manage student welfare, coordinate emergency responses, enforce discipline, and oversee daily operations. They must continuously reside within their assigned hostel premises to maintain administrative continuity.

e) Standard Working Hours

Resident Wardens shall remain available in their designated hostel administrative offices between 9:00 a.m. and 5:00 p.m. daily to handle student grievances, room allocations, and baseline operations, unless engaged in off-site institutional duties, campus inspections, emergency responses, or approved leaves.

17. Leave, Attendance, and Movement Restrictions

a) Absence and Backup Coordination

Resident Wardens must secure formal, prior written approval from the Hostel Superintendent or Hostel Admin before proceeding on any leave, vacation, or extended absence. They must coordinate with the hostel office to ensure complete continuity of campus supervision through approved alternate backup personnel.

b) Late-Night Movement Restrictions

Resident Wardens are strictly prohibited from leaving the hostel campus boundaries between 9:00 p.m. and 6:00 a.m. without obtaining prior written authorization from the Hostel Superintendent or Hostel Admin, except in acute emergency situations requiring immediate external medical or operational intervention.

18. Visitors and Access Restrictions for Resident Wardens

c) Compliance with Campus Security

All personal visitors to the Resident Wardens remain fully subject to institutional security procedures, identity verifications, time restrictions, and gate access-control protocols.

d) Immediate Family and Overnight Stays

Immediate family members (limited to parents or siblings) may visit a Resident Warden in their private quarters during standard hours. However, prior written clearance from the Hostel Superintendent or Hostel Admin is mandatory for the temporary overnight accommodation of any family member or guest within the Warden's allotted room.

e) Male Visitors in Girls' Hostel Quarters

No male visitor – including immediate family members – is permitted inside the private rooms or Resident wings allotted to Resident Wardens within the Girls' Hostel blocks. Authorized male family members may

meet the Warden exclusively in the designated campus Visitor Room up to 7:30 p.m., subject to logging their entry in the main security register.

VISITORS & GUESTS

19. Registered Guest Accommodations

a) Designated Guest Rooms

Subject to room availability and the prior written approval of the Hostel Superintendent or Hostel Admin, personal guests of registered residents may be permitted to stay within designated hostel guest rooms. This accommodation is strictly capped at a maximum of two consecutive days and is subject to the timely payment of prescribed guest tariffs established by Rudraksh Management.

b) Room-Sharing Prohibitions

No resident is permitted to host any personal guest, visitor, or family member inside their assigned student bedroom at any time of the day or night under any circumstances. This restriction remains absolute, regardless of the stay duration; daytime visits or short stays of any description inside individual student rooms are strictly prohibited.

20. Campus Access Protocols

a) Visitor Area

All authorized visitors – including parents, guardians, and immediate family members – must be hosted exclusively within the designated campus Visitor Room. Under no circumstances shall any visitor be permitted to cross the security threshold into the internal residential wings, corridors, or student rooms. All visits are subject to securing explicit clearance from the respective Resident Warden and recording full credentials in the gate visitor register.

b) Female Visitors in Boys' Hostel

Female visitors, including peers and non-resident students, are strictly barred from entering the internal wings, corridors, or rooms of the Boys' Hostel. However, registered female family members may meet a male student exclusively within the campus Visitor Room between 9:00 a.m. and 6:00 p.m., subject to verifying their relationship with the respective Resident Warden and complying with gate entry logs.

c) Male Visitors in Girls' Hostel

Male visitors, including peers and non-resident students, are strictly barred from entering the internal wings, corridors, or rooms of the Girls' Hostel. However, registered male family members may meet a female student exclusively within the campus Visitor Room between 9:00 a.m. and 6:00 p.m., subject to verifying their relationship with the respective Resident Warden and complying with gate entry logs.

21. Penal Enforcement for Unauthorized Hosting

Any violation of guest policies, unauthorized overnight hosting, breach of gender-based residential boundaries, or manipulation of visitor timings constitutes major misconduct. Violations shall result in immediate disciplinary escalation to the Hostel Committee, which may enforce financial penalties, immediate suspension, cancellation of the student's room allotment, or permanent expulsion from the hostel network.

22. Exception

Notwithstanding the general restrictions on outside visitors, KMCRI students who are non-residents of the hostel network may be permitted temporary entry into the hostel premises for academic collaborations, group project works, or clinical preparations, subject to the following rules:

- i. Under no circumstances shall cross-gender entry be permitted for academic or project work. Male students (resident or non-resident) are strictly prohibited from entering the Girls' Hostel premises, and female students (resident or non-resident) are strictly prohibited from entering the Boys' Hostel premises. **Joint academic collaborations between male and female students must be conducted exclusively in**

the designated campus library or common institutional study areas outside the respective hostel wings.

- ii. For standard daytime study work, the hosting resident must obtain prior permission from the respective Resident Warden and ensure the non-resident peer makes a complete entry in the gate visitor register.
- iii. For late-night study sessions or overnight stays required for institutional project work within the same-gender hostel, prior written permission must be obtained from the Hostel Superintendent or Hostel Admin.
- iv. Non-resident students must carry and produce their valid institutional identity cards at the security gate at the time of entry and exit.
- v. The hosting resident shall be personally responsible for the conduct and discipline of their non-resident peer throughout the duration of their stay on the hostel premises.

SECURITY, SAFETY & SURVEILLANCE

23. Institutional Security and Surveillance Measures

a) Deployment of Safety Frameworks

To maintain absolute resident safety, enforce institutional discipline, and ensure overall operational efficiency, the Institute and Rudraksh Management reserve the right to deploy comprehensive security systems across all hostel blocks. These measures include, but are not limited to:

- Continuous Closed-Circuit Television (CCTV) surveillance monitoring in common areas, corridors, entry points, and campus perimeters.
- Mandatory biometric access controls and digital attendance logging systems.
- Rigorous visitor registration, identity verification, and vehicle logging protocols at all entry gates.
- Scheduled and unannounced physical room inspection protocols.

b) Consent to Administrative Monitoring

By accepting accommodation within the hostel network, all residents explicitly acknowledge that these surveillance and security protocols are integral to campus safety. Residents consent to reasonable, lawful monitoring and administrative supervision designed to protect the student community and institutional property.

24. Room Inspection Protocols and Emergency Access

a) Right to Inspect Premises

The hostel administration retains the right to enter and physically inspect any residential room. Routine or unannounced inspections may be authorized by the Hostel Superintendent or Hostel Admin and executed by Resident Wardens and Hostel Supervisors to evaluate:

- Adherence to campus discipline and code-of-conduct regulations.
- General room hygiene, sanitation, and baseline cleanliness standards.
- Infrastructural integrity, electrical safety, plumbing, and preventative maintenance needs.

b) Unannounced Emergency Access

In scenarios involving active medical emergencies, acute security alerts, fire hazards, suspected student misconduct, or imminent risks to institutional safety, authorized personnel – specifically the Hostel Superintendent, Hostel Admin, or Resident Wardens (coordinating with campus security guards) – hold the power to enter any locked room immediately and without prior notice.

c) Search, Seizure, and Confiscation Protocols

During any authorized room inspection or emergency access event, administrative personnel are fully empowered to search the premises and immediately seize, document, or confiscate any prohibited materials. Banned items subject to immediate confiscation include, but are not limited to:

- Unauthorized high-load electrical appliances or cooking equipment.
- Hazardous substances, explosives, firecrackers, weapons, or sharp instruments.

- Illicit narcotics, alcohol, tobacco, or prohibited intoxicants.
- Any items or materials deemed inconsistent with institutional safety guidelines or state laws.

All confiscated property shall be logged and forwarded to the Hostel Superintendent for progressive disciplinary action via the Hostel Committee.

MESS ADMINISTRATION & DINING REGULATIONS

25. Institutional Mess Operations & Logistics

a) Mandatory Enrollment and Exit Logging

- **Commencement:** Every resident utilizing the institutional dining facility must formally sign the Mess Joining Register maintained by the **Mess Supervisor** before availing of any meals.
- **Discontinuation:** Students leaving or discontinuing the mess facility must sign the Mess Leaving Register. Failure to sign out will result in the student being deemed an active member, and mess charges will continue to accrue.
- **Compliance:** No resident shall be permitted to consume meals without active registration or after executing a formal exit log.

b) Service Styles and Portioning Rules

- **Buffet Format:** Daily lunch and dinner services shall ordinarily be served on an structured buffet basis.
- **Serving Quantities:** Food portions shall remain unrestricted, except for special items, premium dishes, or specific rations regulated by the mess administration.
- **Non-Vegetarian Restrictions:** Non-vegetarian items shall not be served as additional or second servings on any day of the week unless explicitly approved by the hostel administration.

26. Mess Rebate Policy & Leave Procedures

a) Permissible Grounds for Rebates

A financial mess rebate may be granted to hostel residents exclusively under the following verified circumstances:

- **Academic Calendars:** Approved study holidays and official semester vacations declared by the Institute.
- **Institutional Deployment:** Periods recommended by the respective Head of Department (HOD) for student participation in sports, university competitions, seminars, or official educational tours.
- **Hospitalization:** Extended absence due to serious medical illness requiring active hospitalization, subject to a verified medical certificate.
- **Administrative Discretion:** Any other extraordinary case approved directly by the Hostel Superintendent.

b) Rebate Application Workflows

- **Prior Intimation:** Formal applications for a mess rebate must be submitted in the prescribed format at least three days in advance. Applications must be forwarded through the respective Resident Warden and submitted to the Mess Supervisor for written acknowledgment.
- **Double-Logging Requirement:** Students approved for a rebate must sign the Mess Leaving Register upon departure and sign the Mess Joining Register immediately upon rejoining the facility. No retroactive rebates shall be entertained without full compliance with this logging loop.
- **Fixed Baseline Charges:** Minimum fixed overhead charges may remain applicable to the student's bill even during approved rebate periods.

c) Medical Leave Adjustments

- **Standard Exit:** Students proceeding on planned medical leave must produce a valid medical certificate issued by a certified specialist at the time of leaving the campus premises.

- **Sudden Illness:** In the event of an acute, sudden health crisis, information regarding the discontinuation of mess usage must be sent to the hostel administration office immediately. The formal application for a mess rebate must be submitted within three days of the onset of the illness.

27. Dining Hall Conduct & Etiquette

a) Restricted Areas and Cooking Bans

- **Operational Zones:** Students – excluding authorized Mess Committee members – are strictly prohibited from entering the kitchens, cold storages, raw material store rooms, or staff operational areas.
- **Absolute Cooking Ban:** Cooking food of any kind is strictly prohibited within mess premises, residential bedrooms, corridors, utility balconies, terraces, or any unauthorized campus location.

b) Utensil and Room Service Protocols

- **Property Boundaries:** Mess utensils, plates, tumblers, spoons, and serving assets are the exclusive property of the dining facility. Residents are strictly barred from removing these items from the dining hall.
- **Medical Room-Service Exception:** Food shall not be served in individual hostel rooms. However, a verified sick diet may be delivered to a resident's room exclusively after securing a written medical clearance from the respective Resident Warden.
- **Waste Mitigation:** No diner shall waste food. The payment of mess fees does not entitle any resident to waste food or misuse dining resources.

c) Sanitation, Hygiene, and Notice Boards

- **Cleanliness:** Diners must maintain strict hygiene inside the mess. After completing a meal, students must place all used plates, cups, utensils, and organic waste into the designated disposal bins.
- **Anti-Defacement:** Pasting posters, notices, or scribbling on dining hall walls is strictly prohibited.
- **Notice Board Integrity:** Official notices displayed on dining notice boards shall not be removed or tampered with. Separate student-run boards may be provided for resident announcements, subject to monitoring by the Mess Supervisor.
- **Staff Interaction:** All diners shall interact with kitchen staff, service personnel, and mess workers in a courteous, respectful, and disciplined manner.

d) Special Dietary Requests & Timings

- **Medically Prescribed Diets:** Residents requiring specialized dietary adjustments on genuine medical grounds (such as oil-free or low-sodium meals) may submit a request to the respective Resident Warden and Mess Supervisor, who will facilitate the request subject to operational feasibility.
- **Guest Charges:** Financial tariffs for casual guests or visitors utilizing the mess hall shall be set and revised by the Mess Sub-Committee.
- **Strict Timing Adherence:** Residents must strictly adhere to the following operational mess timings:
Breakfast: 7:00 a.m. to 8:00 a.m.
Lunch: 12:30 p.m. to 2:00 p.m.
Tea Time: 5:00 p.m. to 6:00 p.m.
Dinner: 8:00 p.m. to 9:30 p.m.

28. Cooperative Mess Regulations

In instances where student-managed cooperative dining arrangements are permitted, operations must strictly comply with the following institutional compliance rules:

a) Governance Disclosures

Cooperative mess structures must be managed by an elected student mess committee. The complete roster of committee members and a copy of their standard operating procedures (SOPs) must be filed with the Hostel Superintendent and Hostel Admin.

b) Vendor and Contractual Transparency

Full details regarding external service providers, catering contractors, raw material suppliers, tender terms, and contractual agreements must be submitted to the **Hostel Superintendent** for institutional review.

c) Staff Background Verifications

Comprehensive identification records, government IDs, and police verification details for all commercial kitchen workers and cleaning staff engaged by the cooperative mess must be filed with the hostel office.

d) Financial Accountability

The student mess committee must submit detailed monthly financial statements – including itemized expenditures, operational costs, balance sheets, and active membership rosters – directly to the **Hostel Superintendent**.

e) Hygiene and Quality Audits

Optimal sanitation, food safety, and cleanliness standards must be maintained. The **Hostel Superintendent** retains the authority to conduct unannounced inspections and food quality verifications at any time.

f) Asset and Utility Management

All institutional infrastructure, kitchen equipment, furniture, and utensils provided by the Institute must be preserved. The student committee must hand over these assets in perfect working condition upon the expiration of their arrangement.

g) Utility Overhead Reimbursements

The cooperative mess operator or student committee shall remain liable to pay all applicable institutional charges for electricity consumption, water usage, space allocation, and associated utility costs as calculated by the Institute.

DISCIPLINARY FRAMEWORK

29. Scope and Applicability of Disciplinary Framework

a) General Compliance Mandates

All hostel residents, registered guests, campus visitors, staff members, and personnel accessing the hostel premises must strictly comply with all applicable national and state laws, institutional regulations, hostel codes of conduct, gate protocols, and administrative directions issued by the Institute.

b) Unlisted Offences

Any conduct that is inconsistent with the standards of academic discipline, professionalism, safety, student welfare, personal hygiene, lawful behavior, or institutional order shall be liable for disciplinary action, notwithstanding that such specific conduct may not be explicitly enumerated or listed within this policy framework.

c) Gathering of Evidences

All acts of campus indiscipline, code violations, public nuisances, unauthorized activities, or administrative complaints shall be thoroughly investigated based on:

- Formal written complaints or reports.
- Direct administrative observations by wardens or supervisors.
- Digital evidence, including CCTV surveillance logs and biometric access data.
- Official gate registers, vehicle logs, and institutional documentation.

30. Grievance Reporting and Complaint Mechanism

a) Submission of Written Complaints

Any resident, student, staff member, warden, or campus visitor aggrieved by or possessing direct knowledge of acts of indiscipline, bullying, harassment, infrastructure sabotage, or rule violations within the hostel premises may file a formal written complaint directly with the **Hostel Superintendent or Hostel Admin**.

b) Top-Down Communications

Complaints etc. may be received by the Chief Medical Director, the College Dean, or the Hostel Committee, in which case, they shall be systematically forwarded to the Hostel Superintendent and Hostel Admin for operational inquiry, formal investigation, and immediate deployment of necessary actions.

c) Suo Motu Cognizance

The Hostel Superintendent and Hostel Admin hold the authority to take *suo motu* cognizance of any act of indiscipline, safety concern, or rule breach brought to light through staff feedback, personal rounds, or security reports. The administration may treat such occurrences as an official complaint and launch an inquiry even in the absence of a formal written report from an aggrieved party.

31. Inquiry Procedures

a) Constitution of Inquiry Sub-Committees

The Hostel Superintendent may directly investigate an incident or constitute a dedicated operational inquiry sub-committee comprising competent campus authorities to look into complex structural or behavioral violations.

b) Technical Assistance

For the purpose of conducting a fair, unbiased, and technically sound investigation, the Hostel Superintendent or the designated inquiry sub-committee may seek the immediate assistance of:

- Campus security heads and external legal experts.
- Chief Medical College professionals and psychological counselors.
- Hostel Supervisors (for physical infrastructure, asset counts, or utility engineering issues).
- IT technicians and digital surveillance network administrators.

c) Administrative Summons and Witness Examination

The Hostel Superintendent or the inquiry sub-committee hold the administrative power to issue official summons to residents, students, staff members, Resident Wardens, eye-witnesses, or third-party service providers. Summoned individuals must appear for formal examination, provide clear clarifications, record official statements, or produce required records related to the ongoing inquiry.

32. Interim Measures

Pending the completion of a formal inquiry or final administrative review, the Hostel Superintendent and Hostel Admin may impose immediate interim restrictions on the accused student to preserve campus safety and prevent witness tampering. These temporary measures include:

- Immediate temporary suspension of hostel entry access.
- Mandatory relocation to a separate isolation room or different wing.
- Strict restrictions on campus movement or a ban on utilizing specified common facilities.
- Immediate confiscation of prohibited physical items or unauthorized equipment.

33. Information Confidentiality

To protect student privacy and preserve the integrity of the medical college, all inquiry proceedings, deliberations, recorded statements, findings, and disciplinary reports shall remain strictly confidential. Information shall be disclosed exclusively to authorized institutional heads or when mandated for statutory legal, regulatory, or police law enforcement purposes.

34. Administrative Enforcement & Quick Action Protocols

a) Adherence to Natural Justice

Any resident accused of violations or institutional misconduct shall be provided a fair and reasonable opportunity to explain their actions, submit a written response, defend their position, and present their version of events without institutional bias or administrative prejudice.

b) Hierarchical Enforcement Flow

Disciplinary actions shall be systematically initiated, recommended, and executed in accordance with the established institutional chain of command based on the severity of the offence:

- **Minor Operational Breaches (Tier 3):** Resolved and fined directly by the **Hostel Superintendent and Hostel Admin.**
- **Serious Misconduct (Tier 2):** Investigated by the Hostel Superintendent and escalated to the **Hostel Committee** for final action.
- **Zero-Tolerance Offences (Tier 1):** Recommended immediately by the Hostel Committee for ultimate approval, expulsion, and legal prosecution by **Rudraksh Management.**

c) Emergency Preventive Expulsions

The Institute and the Hostel Committee reserve the right to bypass standard progressive timelines to take immediate preventive action – including instantaneous eviction from the hostel and suspension from academic classes – in high-risk scenarios involving active violence, ragging, narcotic violations, immediate physical safety hazards, or grave institutional security emergencies.

35. Collective Disciplinary Responsibility

Where a specific act of campus indiscipline, code violation, utility fraud, or infrastructure defacement cannot be reasonably attributed to a single individual after a preliminary inquiry, the principle of collective accountability shall apply. The Hostel Committee and the Hostel Superintendent hold the administrative authority to fix collective responsibility and concurrently initiate unified disciplinary actions, financial recoveries, or privilege suspensions upon:

- All registered occupants of the specific residential room.
- All residents belonging to the affected wing or floor.
- Identified groups, associations, or cohorts of students.
- The entire resident population of one or more hostel blocks.

36. Indemnity

a) Resident Responsibility for Losses and Misconduct

Every resident shall be responsible and liable for any loss, damage, destruction, misuse, misconduct, injury, nuisance, violation of law, or breach of this Framework caused directly or indirectly due to his/her acts, omissions, negligence, misconduct, unauthorized activities, or violation of institutional rules.

b) Institutional Right of Recovery and Reimbursement

The resident shall be liable to compensate and reimburse the Institute, Rudraksh Academy Private Limited, hostel administration, and concerned authorities for:

- i. damage caused to hostel property, infrastructure, furniture, fixtures, fittings, equipment, utilities, or institutional assets;
- ii. financial losses, penalties, repair costs, replacement costs, restoration expenses, or liabilities arising due to misconduct or violations committed by the resident;
- iii. losses, claims, expenses, or liabilities arising due to unlawful, negligent, unsafe, or unauthorized acts committed by the resident within hostel premises; and
- iv. any costs incurred by the Institute in addressing, controlling, rectifying, investigating, or responding to incidents caused by the resident.

This indemnity protection remains active throughout the resident's tenure.

c) Collective Responsibility and Shared Recovery

Where loss or damage is caused collectively and individual responsibility cannot reasonably be identified, the Institute may impose proportionate collective recovery upon room occupants, wing residents, floor residents, groups of students, or hostel residents, as may be considered appropriate after due inquiry.

d) Preservation of Institutional and Legal Remedies

Nothing contained in this clause shall restrict the right of the Institute or competent authorities to initiate disciplinary, civil, criminal, administrative, or recovery proceedings in accordance with applicable law and institutional regulations.

e) Mode of Recovery and Adjustment of Dues

Recovery under this clause may include adjustment against hostel deposits, institutional dues, security deposits, scholarships, pending payments, or any other amounts payable by the Institute to the resident, subject to applicable law and institutional procedures.

DIGITAL GOVERNANCE & DATA PROTECTION

37. Data Processing, Monitoring and Institutional Disclosures

a) Scope of Data Collection

To ensure administrative efficiency, student safety, regulatory compliance, and robust campus governance, the Institute and Rudraksh Management are authorized to collect, process, store, maintain, and utilize resident data. This operational data architecture includes, but is not limited to:

- Official student identities, academic enrollment statuses, and room allotment logs.
- Biometric access logs, digital gate register entries, and attendance data.
- Continuous Closed-Circuit Television (CCTV) surveillance footage.
- Visitor identification records, vehicle logs, and verified parental/guardian contact details.
- Cumulative student disciplinary logs and verified medical emergency histories.

b) Purpose of Data Processing

All data collected within the hostel ecosystem shall be processed strictly for legitimate administrative purposes, including safety management, emergency medical response, institutional tracking, legal compliance, progressive disciplinary enforcement, and resident welfare tracking.

c) Stakeholder Communications

The Institute reserve the right to share relevant student data, attendance profiles, gate logs, or incident reports with parents, authorized local guardians, medical professionals, law enforcement agencies, state regulatory bodies, or emergency responders whenever necessary to protect resident safety, enforce discipline, or meet legal mandates.

d) Reasonable Expectation of Privacy

By accepting accommodation within the institutional residential network, residents explicitly acknowledge that the hostel operates as a supervised, regulated medical education housing environment. Consequently, no resident shall claim absolute or unrestricted privacy rights that interfere with scheduled administrative room inspections, lawful safety protocols, emergency interventions, data logging, or disciplinary enforcement. Residents can expect only reasonable privacy expectations as are aligned with the institutional framework.

e) Compliance with Privacy Policy

Notwithstanding anything contained in clauses (a) through (d) above, the collection, storage, processing, security, retention, and lifecycle management of all electronic personal data, biometric records, and digital logs shall be strictly governed by the separate KMCRI & Rudraksh Group Institutional Data Privacy Policy, which shall be implemented in absolute compliance with the Digital Personal Data Protection (DPDP) Act, 2023 and associated statutory rules. In the event of any technical or legal ambiguity regarding digital data handling, the provisions of the standalone Institutional Privacy Policy shall prevail.

GENERAL LEGAL PROVISIONS

38. Framework Amendments and Binding Interpretations

a) Right to Amend

Rudraksh Management reserves the right to amend, interpret, supplement, clarify, modify, or overhaul any section, clause, or fine matrix within this policy framework at any time, as deemed necessary for the effective administration of the institution.

b) Administrative Finality

The interpretation of these rules vests primarily with the Hostel Committee, subject to executive review by Rudraksh Management. All decisions made regarding room allotments, code-of-conduct enforcement, visitor restrictions, room transfers, emergency interventions, or financial recoveries shall be final and binding upon all residents.

39. Force Majeure and Limitation of Liability

The Institute, its administrative staff, and Rudraksh Management shall not be held liable for any operational failure, service disruption, facility restriction, delayed deployment, mandatory evacuation, or inability to provide housing and dining services arising from events beyond their reasonable control. Such force majeure events include, but are not limited to:

- Natural disasters, severe weather events, or structural acts of God.
- Epidemics, pandemics, or localized public health emergencies.
- Statutory government restrictions, curfew orders, or public lockdowns.
- Civil disturbances, external labor strikes, or localized infrastructure grid failures.

40. Governing Law and Legal Jurisdiction

a) Legal Construction

This framework, including its code of conduct and administrative guidelines, shall be governed by, construed, and enforced in accordance with the prevailing statutory laws of India.

b) Territorial Jurisdiction

Any legal disputes, claims, or proceedings arising from the implementation or breach of this framework shall be subject exclusively to the jurisdiction of the competent courts and authorities located at Bharuch, Gujarat.

41. Severability and Non-Waiver

a) Severability of Clauses

If any specific clause, sub-section, or sentence within this framework is declared invalid, illegal, or unenforceable by a court of competent jurisdiction, such a ruling shall not impact the validity of the remaining document. All other provisions shall continue in full force and effect.

b) Non-Waiver of Rights

Any failure or delay by the hostel administration or Rudraksh Management to strictly enforce a rule, collect a late fine, or pursue disciplinary action for a code-of-conduct violation at any given time shall not constitute a waiver of institutional rights. It shall not prevent the administration from strictly enforcing the same rules or pursuing progressive penalties for subsequent infractions.

SCHEDULE I: UNDERTAKING

By Student / Resident

I hereby confirm that I have carefully read and understood the KMCRI Residential Hostel Governance & Discipline Framework and agree to abide by all provisions, directions, policies, instructions, and disciplinary requirements prescribed by the Institute from time to time.

I further acknowledge and accept the disciplinary authority and administrative jurisdiction of the Institute in relation to hostel administration and understand that violation of applicable rules may result in disciplinary, academic, civil, or criminal consequences.

Name of Student / Resident

Signature:

Date:

By Parent / Guardian

I/We hereby acknowledge that the student named herein has applied for and/or accepted hostel accommodation provided by the Institute. I/We confirm that we have read and understood the KMCRI Residential Hostel Governance & Discipline Framework and undertake to support and ensure compliance by the student with all applicable rules, directions, disciplinary requirements, and institutional policies.

I/We further acknowledge the authority of the Institute to take disciplinary, administrative, safety-related, or operational measures in accordance with applicable rules and institutional requirements.

Name of Parent / Guardian:

Signature:

Date: