

- 44. Power to modify rules- The authorities reserves the right to modify, amend and make additional rules/charge at any time without any notice and when required.
- 45. Unauthorized absence or casual presence in the Hostel the authority will cancel her seat.
- 46. Those students who do not attend classes during 'Hartal' will be treated as outsider & will loss their seats in the Hostel.

Principal



Hostel Building Campus -2



MEDICAL COLLEGE FOR WOMEN & HOSPITAL

(A Project of the Medical & Health Welfare Trust)
Plot-4, Road-8/9, Sector-1, Uttara Model Town
Dhaka-1230, Bangladesh.

Established in 1992



Hostel Building Campus -1

HOSTEL RULES

1. Definition: Unless otherwise repugnant with any other rule or law in force, the following definition shall apply to the Hostel for the students of the Medical College for Women & Hospital, Uttara, Dhaka.
 - a. Hostel will mean the building in the campus located at Plot-4, Road-8/9, Sector-1, Uttara Model Town and Plot-16, Road-12, Sector-1, Uttara, Dhaka to accommodate the students of the Medical College for Women & Hospital, Uttara, Dhaka and any other premises used for accommodating the students of this College as the authorities may decide from time to time.
 - b. Rules: will mean the rules set-forth in this document as may be modified from time to time and any law of the country that may be in force in this regards
 - c. Students: will mean the women students of the Medical College for Women & Hospital, Uttara duly admitted in MBBS course till passing the final MBBS examination & completion of internship training.
 - d. Authority: will mean the Principal of the Medical College for Women, Uttara, singularly and also collectively with the Academic Council of the college and in certain cases the Governing body of the college.
 - e. Disciplinary Committee: will mean a committee comprising of 5 or 6 members from the senior teachers of the college which is formed by the principal after consultation with BOT. The members of this committee will investigate & submit report to the principal office with recommendation if there is any adverse event occurring in hostel that may directly or indirectly interfere academic activities & discipline of hostel. They will also give necessary suggestions to prevent any ragging incident occurring in the hostel.
 - f. Superintendent: will mean a person assigned the responsibility of carrying out the duties of the superintendent of the Hostels of the Medical College for Women & Hospital, Uttara by an order of the Principal of the College. Principal

33. Any notice concerning Hostel shall be published on Hostel Notice Board.
34. No student shall give a party or entertainment in the Hostel without the previous permission of the Hostel Super nor shall she play any musical instrument or use a loud speaker in her room.
35. Students committing serious offences, such as absence from the Hostel without leave, holding any meeting in the Hostel without permission of the Hostel Super or any other misconduct will subject to disciplinary action which may involve expulsion from the Hostel.
36. Hostel seat will not be provided for married student.
37. Sickness- In the event of sickness of a resident student, she will report for necessary treatment or admission to the Medical College for women & Hospital, Uttara, Dhaka.
38. Security- The gates of the Hostel will be guarded by Sentries. No unauthorized and unidentified person will be allowed entry into the Hostel. The gates will be kept closed at the time as may be fixed by the Hostel Super.
39. Internal safety- Door of the rooms of the residents should be locked when leaving the rooms. Keeping any firearm or any lethal weapon is strictly forbidden.
40. Food can be obtained for guests by purchasing guest tickets: At least three hours previous notice must be given for guest meal.
41. The Hostel in-charge will have under her charge the furniture and other properties of the Hostel used in different purposes.
42. No clubs or societies shall be formed and no meeting shall be held in the Hostel without the previous permission of the Hotel in-charge.
43. All students must clear up their all dues before submission of forms each professional examination & get clearance from the Superintendent.

24. Guardians shall not submit more than four names as regular visitor.
25. No resident students shall be permitted to spend a night outside the hostel except on the written application of the legal guardian approved by the authority or on hospital duty. Due to unauthorized absent from hostel the authority will cancel her hostel seat.
26. Every resident student shall take precautions against making any noise and disturbance to the others when living inside the room or moving in corridor or within the Hostel premises.
27. Students shall be civil be dealing with the attendants and cleaners of the Hostel and shall not order them to the anything beyond the call or their duty.
28. A seat rent of Tk. 3200/= (Three thousand and two hundred) per month to be paid by the student in advance for 6 months which includes electricity water, gas charge etc. which is in addition to tuition fee and others.
29. Furniture-Each resident students will be allowed to bring one single Bedclothes 75" x 36" x 20" with a built in drawer of proper size to keep blanket or quilt and space to keep one suitcase/bag one study cum dressing table measuring 42" x 24" suitable height and a chair of suitable height & size. To avoid congestion unnecessary furniture and materials will not be allowed on the room of the Hostel. No refrigerator, Water heater etc. will be allowed in the room.
30. If furniture is provided by the Medical College, rent should be paid separately.
31. No private servants may be employed by the students. Servants will be provided by the authority immediately. Any case of assault on Hostel servant will be severely punished.
32. All applications representations or complaints must be signed and addressed to the Hostel Super. The Hostel super if necessary, will recommend and forward it to the Principal for action/information.

may appoint one or more superintendent for the Hostel, if the circumstances so warrant. They will be from among the Teaching staff of the college or otherwise as may be decided by the authority. They will be answerable to the Principal singularly as well as collectively in the matter of the performance of their duty.

2. In general every student will reside the Hostel meant for the students. The principal may allow any student to live out if she is satisfied with the reasons and if there is any inadequacy of accommodation in the hostel.
3. The office of the superintendent will maintain a nominal roll of all the students living in the Hostel with full address in a register and keep it updated at all time. It will also contain the names of the authorized visitors with relation.
4. A student seeking an accommodation in the Hostel will apply in writing to the superintendent of the Hostel who will order it to be recorded in the waiting list and allot accommodation on first student may be granted priority for the allotment of an accommodation in the Hostel. The reasons for according such priority will be recorded in the allotment Register.

Rent and charges- Every resident student shall pay the rent and charges as under on the date to be notified by the College Office from time to time.

a. Seat rent	Tk.	2000/-	Per month per head
b. Electric charge	Tk.	330/-	Per month per head
c. Water charge	Tk.	150/-	Per month per head
d. Sewerage charge	Tk.	75/-	Per month per head
e. Attendant charge	Tk.	75/-	Per month per head
f. Common room charge	Tk.	75/-	Per month per head
g. Furniture charges	Tk.	220/-	Per month per head
h. Misc.	Tk.	275/-	Per month per head
Total	Tk.	3200/-	

*Authorities have the right to change the charge if required by the circumstances

5. Unless otherwise permitted by the Principal or the Hostel Superintendent in writing, each room in the Hostel will accommodate three students and will be allotted by name to three students.
6. In case any students is required to be accommodate in a room of the Hostel in addition to three students, written permission from the Principal or the Superintendent shall be mandatory.
7. No male visitor shall be allowed in the room of the Hostel.
8. Female guest of a student may be allowed in the room of the Hostel, if there is no objection from the other boarders only with permission of the Superintendent for a very short period or as may be determined by the Hostel Superintendent.
9. The boarders must ensure that no inconvenience is caused to the other boarders by keeping the lights on and by any other means.
10. The Hostel rooms shall be kept clean, neat and tidy at all time at the initiative of the residents.
11. Ornaments and valuables shall not be kept in the Hostel room. The authorities will not be responsible for the loss of ornaments and valuable kept in the room in violation of these instructions.
12. Cooking any sort is not allowed in the room of the Hostel.
13. Use of electricity for ironing, Hair drying, electronic media or any other heating purposes except authorized ones, is not allowed in the room of the hostel.
14. Gambling of any sort is strictly forbidden in the Hostel and the campus.
15. For messing purposes using the students residing in the Hostel will have to option of using the cafeteria established in the campus on payment at the counter or by their own arrangements as approved by the authority.
16. If considered necessary, the Superintendent any constitute a Mess/Menu committee of 3 members with the Superintendent

of the Hostel as the Chairman. These members will be elected in a general meeting by the residents of the Hostel one in year. This committee will assemble at least once a month to draw menu and suggest anything relating to the improvement of the food and the price of the various items of food tendered.

17. Timing for meals will be notified form time to time as may be appropriate depending upon the seasons.
18. There will be a common room in the campus for indoor games, listening to the news, reading newspapers and periodicals as the case may be. An entertainment committee may be elected for this purpose. A gymnasium will also be in the campus for indoor exercise.
19. The following categories of visitors may be allowed to visit the students at the Hostel. The visiting hours will be notified by the Hostel Super:
 - a) Local guardian or his representative with a written authority from him
 - b) Father, Mother & Sister
20. The names of the local guardians with their specimen signature and a list of names of the above relation should be submitted within 15 days of her admission into the Hostel.
21. No student (residing in the hostel) is allowed to stay outside the hostel after 6:30pm in summer and 6:00pm in winter season or as may be decided by the hostel authority (except the clinical student if they have evening ward classes schedule). Students may visit their parents or authorized local guardian on holidays only with their consent and permission of hostel authority.
22. To ensure the presence of the residents at night, the Hostel Superintendent will arrange checking of the nominal rolls from room to room by appointing Monitors/Assistant Monitors or any other method to be decided by the authority.
23. All visitors must enter in the visitor's book their names and relationship to the resident students visited.