



MALABAR DENTAL COLLEGE & RESEARCH CENTRE
Manoor - Chekannur Road, Mudur P.O, Edappal,
Malappuram Dist, Kerala - 679578
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Ref No: MDC/POF/10/CIRCULAR/NOTICE-108/2025

DATE: 15/04/2025

HOSTEL RULES & REGULATIONS

Following are the guidelines to be followed by the hostel inmates:

1. Each inmate must assume the responsibility of following the rules of the hostel. This is to ensure his/her safety as well as that of his / her fellow inmates.
2. Inmates are responsible for keeping their rooms clean. Common premises such as corridors, lobbies, bathrooms and other such areas must be kept clean and tidy. No littering will be permitted
3. While leaving the room, the fans and lights should be switched off. Do not waste electricity by keeping the lights/fans 'ON' unnecessarily in the rooms /bathrooms.
4. Inmates are requested to conserve water by not leaving taps open unnecessarily; any leakages or dripping taps must be reported immediately to the warden.
5. Cooking is **not permitted** in the rooms.
6. Inmates are not permitted to dry wet clothes inside the hostel building. It has to be done in the designated drying area provided.
7. All students must be present in their respective room for the roll call when the warden arrives. Locking rooms or failing to cooperate with wardens is strictly prohibited.
8. The inmates must be producing the ID card when asked for, by the warden, security, canteen staff or any hostel/college authorities within the campus at any point of time.
9. Students shall not keep any valuables and excess cash with them in the hostel. The college authorities shall not be held responsible for any loss or damage thereof.
10. No inmate is allowed to take his/her meals in his /her room, except in case of severe illness with permission from Warden/ Hostel In- charge.
11. Proper timing which has been scheduled are to be maintained for taking meals in the Dining Hall.
12. Smoking, taking alcohol /drugs/tobacco etc. and spitting on the walls are strictly prohibited in the hostel and premises.
13. Tape recorders, TVs, Radios, High electricity consuming appliances like induction cooker, kettle etc. are not allowed in the hostel room.

14. If a student is sick, he /she has to inform the Warden. The Warden will take appropriate action.
15. Parents/Visitors are not allowed in the students rooms. They may sit in the visitor's room/near the hostel with the permission of warden. Parents/Visitors need to enter their details in the visitors register with the warden.
16. Only visitors authorized by the student's parents are permitted to meet the students on holidays or on prescribed days or to take them for outing/ shopping etc. However, the time limit for such outings is restricted to a maximum of eight hours only ie, from 9:00 AM to 6:00 PM. The time for such outings is restricted to few hours (maximum up to 06:00PM) at the discretion of the warden / Hostel in charge on all the working days.
17. Parties and other social gatherings in the hostel are not permitted without the prior consent of the Principal through Warden & Hostel-in charge.
18. The college hostel campus is a place, where the students must have the best possible conditions to study and have adequate sleep. As such, due consideration must be accorded to other tenanting students. The decibel level of the noise must be kept down to allow others the opportunity to study or sleep in comfort.
19. Hostellers are not allowed to transfer any furniture from one room to another or from one apartment to another, without the consent of the Hostel Warden.
20. Any damage to the hostel property must be reported immediately to the hostel warden. Hostellers will be fined for all willful and negligent damages. Normal wear and tear/breakages will be repaired/ replaced by the College.
21. The College authorities reserve the right to make surprise checks of the hostel rooms at any time.
22. The College reserves the right to do timely shifting of the inmates according to the requirements/vacancies created.
23. No student is permitted to remain in hostel during the College working Hours until unless he/she is sick and obtained permission from the mentor/ batch in charge.
24. Hostellers are not permitted to change and shift rooms without the consent of the Warden / Hostel In charge or the concerning authority.
25. Inmates must use only the designated room and space allotted to them in the hostel. Using other rooms or visiting other rooms without permission from the warden/hostel in-charge is strictly prohibited.
26. Any hosteller, who finds his /her roommate missing, must report to the Hostel Warden immediately. This is to enable hostel/ college authorities to take immediate action.
27. In case of emergency after the college hours, please contact the warden on duty or any other responsible officials.
28. The College authorities reserve the right to revise the Rules and Regulations from time to time.

29. In order to avoid any inconvenience parents are requested to give advance information of their arrival to the warden.
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31. There is no provision to become a day scholar on a temporary basis while occupying a space in the hostel. Anyone who wishes to do the same must vacate the hostel following the vacating formalities.
32. Hostel & mess fee are non refundable for such cases of temporary absence from hostel. However mess cut can be availed only for approved leaves from Principal which mandates staying away from the hostel and the application for the same must be submitted on timely basis following the Mess Cut policy which will be published along with hostel fee payment notice.

WASTE SEGREGATION IN THE HOSTEL

- The inmates have to deposit the waste in the designated bins kept in each floor for the same.
- Food waste and Plastic waste shouldn't be mixed.
- Waste like sanitary napkins shouldn't be flushed in the commode. It must be kept wrapped in the designated dust bins.
- Inmates are not allowed to throw any waste like hair, food waste, plastic covers, bottles etc through the window. If anyone found doing the same, it will be penalised.

HOSTEL EXIT & ENTRY REGULATIONS.

- Inmates must inform warden while exit and entry to the hostel.
- **Inmates (Staff & Students) must enter in the movement register** with the warden and main gate while exit and entry from the hostel with accurate time & details.
- Students (BDS, MDS, DM, DORA, Interns) must apply for the gate pass through MDC Connect and get it approved at least 24hrs before going home. Students must mandatorily get the gate pass scanned by the warden or hostel in charge during entry and exit.
- Hostel entry time:
 - Females: 08:00 PM**
Late Entry from 08:00 to 09:00 PM with a fine of 100 rupees.
Late Entry after 09:00PM with a fine of 500 rupees.
No Entry after 11:00PM
 - Males: 09:00 PM**
Late Entry from 09:00 to 10:00 PM with a fine of 100 rupees.
Late Entry from 10:00 PM with a fine of 500 rupees.
No entry after 11:00 PM.
- Entry time is applicable for all the situations including return from home.
- Maximum of **three late entries** only will be considered after which can lead to dismissal from the hostel.

REGULATION FOR ADMISSION & VACATING THE HOSTEL

- Admission to the hostel is allowed only in the beginning of the month.
- Admissions will be only based on the vacancies available in the hostel.
- Application must be submitted for approval from the Hostel In charge.
- Following approval, fee payment must be made and the hostel admit card must be collected from the head clerk to get admitted in the hostel.
- The hostel admit card and permission letter must be shown to the warden and the name must be entered in the hostel Attendance register on admission.
- Allocation of rooms will be solely under the discretion of Hostel Authorities based on the availability.
- Hostel vacating is allowed only at the end of a month.
- Vacating application with parent's consent, clearance from warden and accounts department must be submitted to the Hostel In charge for approval.
- The finalised approval form must be submitted to the Hostel Clerk in charge & copy to the warden.

MESS RULES

1. Students are to be dressed in a decent manner while entering in to the dining hall for any purpose and only essential conversations are permitted inside the dining hall.
2. All the students are to strictly adhere to the prescribed mess timing which will be displayed on the Notice board from time to time.
3. No students are permitted to argue or get involved with any unwarranted conversation with any mess staff, rather any complaint or suggestion can be entered in the Suggestion /complaint book kept with the Mess Supervisor or can be communicated to the warden.
4. Students will be monitored by warden in the dining hall.
5. Food Wastage is an offence, so care to be taken to take only adequate food.
6. All the students are to keep the used plates in the place prescribed for that purpose.
7. No visitors along with the students are permitted in the mess-dining hall without the prior permission of the concerned authority.
8. Feeding food for stray animals (cats, dogs etc) is strictly prohibited, if anyone found doing so will face strict disciplinary actions.

Any student found guilty of misbehaviour or a serious deviation from the code of conduct laid down by the College / Hostel authorities can be summarily dismissed from the hostel, without any prior warning or notice.


HEAD ADMISSIONS & STUDENT AFFAIRS

(Dr Chithra P)

Copy to:

Vice Chairman, Vice Chairperson, CEO,
Associate Deans, Assistant Deans, Coordinators, HASA, HRD, Administrative Manager, Administrative Officer, All HODs, Principal
Office File, DORA Course Coordinator, DCDM Course Coordinator, DCDH Coordinator, All Departments Staff, Students, Batch In charge
Faculty, Principal Office & Academic Notice Board,


PRINCIPAL

(Dr. Pradeep Kumar C)

**MALABAR DENTAL COLLEGE
& RESEARCH CENTER, EDAPPAL
MALAPPURAM DT, KERALA**