

NIMHR/Academic/Hostel matters/ 1381

Date: 27.12.2024

**Circular**

Applications are invited to all the interested students of NIMHR, Sehore for the hostel allotment. The students, who wish to avail the hostel accommodations are requested to submit their applications starting from 27.12.2024 with last date as 10.01.2025 in prescribed format along with required documents. All the students are required to abide the hostel rules attached herewith as Appendix A. Some of the details are as under:

- Caution Money: A refundable deposit of ₹10,000 will be required to be deposited as caution money for all students wishing to avail of the hostel facility.
- The monthly fee for the hostel facility is initially available on a twin-sharing basis, with students required to deposit a sum of Rs. 900 each (for double occupancy) or Rs. 1,500 for single occupancy, per month. The payment is to be made in advance for an initial period of 06 months. This amount is required to be paid after the finalization of the allotment.
- Accommodation Type: The hostel will offer shared accommodations with essential facilities like water, sanitation etc.
- Any form of ragging or bullying, whether online or offline is strictly prohibited and will result in immediate disciplinary action.
- No student will be allowed to use electrical appliances other than already equipped in the rooms.
- No outsiders/day scholars are allowed in the hostel at any time.
- No any fire activities, smoking, consumption of alcohol etc. are allowed in the hostel premises at any time.
- The food charges are not included in the above fee and students will not be provided food facilities till the operation of mess services, which will be charged additionally.
- In case of any wear and tear in hostel property, the caution money submitted will be forfeited, and if additional required, additional charges may also be imposed. Disciplinary action, as deemed fit, may also be taken against such students.

All the interested students are required to collect these form from undersigned and submit the following documents before the last date:

1. Hostel Registration Form for Students
2. Signed copy of Hostel rules as token of Acceptance (Appendix A)
3. Anti-ragging declaration form

Sd/-

**Dr. Nithyananda S**  
**Assistant Professor (PSW)**  
**& Hostel Warden(I/c)**

Please provide a recent color passport-size photo, taken within the last 6 months, with the date

## Hostel Registration Form for Students NIMHR, Sehore, MP -

*This form must be filled out by all students wishing to stay in the NIMHR Hostel. A refundable deposit of ₹10,000 is required to secure accommodation, after confirmation of allotment.*

### Personal Details:

1. **Full Name:**

○ \_\_\_\_\_

2. **Date of Birth:**

○ \_\_\_\_\_

3. **Gender:**

- Male
- Female

4. **Admission Number:**

○ \_\_\_\_\_

5. **Course/Program:**

○ \_\_\_\_\_

6. **Year of Study:**

○ \_\_\_\_\_

### Contact Information:

7. **Permanent Address:**

○ \_\_\_\_\_

○ \_\_\_\_\_

8. **Phone Number:**

○ \_\_\_\_\_

9. **Email Address:**

○ \_\_\_\_\_

**Aadhar Number:**

\_\_\_\_\_

**Emergency Contact Details:( Preferably an immediate family member)**

**10. Name of Emergency Contact:**

○ \_\_\_\_\_

**11. Relationship to Student:**

○ \_\_\_\_\_

**12. Phone Number of Emergency Contact:**

○ \_\_\_\_\_

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**Hostel Preferences:**

**13. Preferred Room Type:**

- Single Occupancy ( ✕ ) 1500
- Shared Room ( ✓ ) Rs.900

**14. Any Special Requirements or Requests:**

○ \_\_\_\_\_

○ \_\_\_\_\_

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**Deposit Information:**

**15. Refundable Deposit:**

- ₹10,000 ( )

**16. Payment Mode (tick one):**

- Cash:
  - Bank-Transfer:  
(Bank Details will be provided separately if opting for transfer)
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**Declaration:**

I, the undersigned, hereby declare that the information provided above is accurate to the best of my knowledge. I agree to abide by the rules and regulations of the NIMHR Hostel and understand that my stay is subject to availability and hostel policies. I acknowledge that the refundable deposit of ₹10,000 will be returned as per the terms and conditions outlined by the hostel management.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parents/Guardian

(as a token of acceptance of hostel rules and other terms & conditions)

Name:

Relation with student:

Contact No.

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**For Office Use Only:**

- Hostel Room Assigned: \_\_\_\_\_
- Date of Registration: \_\_\_\_\_
- Remarks: \_\_\_\_\_

## Anti-Ragging Declaration Form

**Student Name:** \_\_\_\_\_

**Roll Number/ID:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. I confirm that I have read UGC's regulations on Ragging. (To read, please refer attachment)
2. I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging. (To read, go through the attached SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT )
3. I promise that I will not indulge in Ragging or any form of violent behaviour. Neither will I tolerate being ragged or subjected to violence.
4. I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.
5. I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Director and/or to the Anti-Ragging Helpline at 1800 180 5522 or email to [helpline@antiragging.in](mailto:helpline@antiragging.in)

**Student's Signature:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

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Further, I, the undersigned, hereby acknowledge and agree to abide by the following:

1. **Anti-Ragging Policy:**

I understand that ragging, bullying, or any form of harassment, whether online or offline, is strictly prohibited within the hostel premises and the campus. Any involvement in such activities will result in immediate disciplinary action, which may include expulsion or other penalties as per the institutional regulations.

2. **Reporting of Incidents:**

I am aware that I must immediately report any instances of ragging or bullying to the hostel authorities, without fear of retribution.

3. **Commitment to Compliance:**

I affirm that I will not engage in or support any form of ragging, either directly or indirectly, and will cooperate with the authorities in maintaining a safe and respectful environment for all.

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**Student's Signature:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**NATIONAL INSTITUTE OF MENTAL HEALTH REHABILITATION  
(NIMHR), SEHORE**

**HOSTEL RULES**

**GENERAL INFORMATION**

The Hostel is located on the campus of the Institute. The Hostel facility is admissible to only those candidates who are enrolled for long term or short-term training courses, workshops and programmers. Medical attention facility (first aid etc.) can be provided by the Institute in working hours. In case of emergency, however for regular medical attention the nearest hospital is District Hospital, Sehore, which is about 04 kms from the Institute.

**RULES OF ADMISSION AND ACCOMMODATION CHARGES:**

The Hostel is open for admission only to the trainees admitted to any of courses offered by the Institute.

Admission will be given on first come first served basis. However, preference will be given to trainees attending long term courses and outstation students of the Institute. Admission in the Hostel without residential accommodation shall not be considered.

Guests and relatives are not allowed to stay with the Hostel residents. At the time of admission to the hostel every resident will be required to fill in the admission form where he/she will be required to fill in the name and address of the parents/guardian.

Part time trainees will not be allowed to stay in the hostel rooms.

The employees of the Institute and the employees of the Regional Training centers or their relatives will not be allowed to stay in the hostel without permission. The employees assigned with warden/Assistant warden/estate related duties may stay as per requirement and need basis.

No trainee shall reside in the hostel unless he/she has been duly admitted persons staying unauthorized will be treated as a trespasser.

The allotment of the rooms will be done by the academic cell or by the hostel warden. The rooms once allotted can be considered for mutual adjustment after obtaining prior sanction of the hostel warden in writing. The hostel warden has a right to change the room of the any trainee during the period of his/her stay.

The residents will observe 'Study Hours' from 8-30 P.M. During this period they are expected to remain in their rooms. No function or party should be held in the hostel during 'Study Hours'.

The residents are required to observed discipline and shall not create disturbance and distract

other residents, nor should there be noise in the dining hall or in the hostel. They are expected not to get into arguments with the guards, housekeeping staff etc. In case of any complaint, they should do so with the warden.” In general, the resident trainees shall behave with restraint, decorum and dignity. All indiscipline and the punishment imposed with be intimated to the parents / guardians of the trainee concerned

No activity / party shall be organized in the hostel without prior permission of the warden. No persons from outside the Institute shall be invited to address the residents without the prior permission of the warden.

The residents may organize and arrange entertainment programmes with prior permission of the warden. No persons from outside the Institute shall be invited to address the residents without the prior permission of the warden

Any activity, which in the opinion of the warden is detrimental to the studies, health, morals and sentiments of the resident trainees shall not be organized in the hostel or mess.

Invitation to outsiders is to be made with the permission of the warden.

Each resident trainee shall be responsible for the cleanliness of the room.

No, notices will be displayed on the notice board or circular among the residents without prior permission of the warden.

#### **FURNITURE AND ELECTRIC FITTINGS:**

Each resident trainee will be responsible for the items of furniture, mattress, fittings etc. allotted to him/her at the time of admission. Any breakage or loss etc. will be recovered from the trainees.

Electric power should not be used for purposes other than one single fan and two points for lighting. Extra connection for lights, fans to suit individual convenience will not be allowed. The use of electric heaters, stoves, iron and other appliances is strictly prohibited. Trainees found violating this rule will be penalized.

When leaving the room of retiring at night, the resident trainee shall switch off the light of the room.

#### **COMMON RULES:**

Room furniture shall not be transferred or removed to the other residents rooms or outside the building.

#### **GENERAL:**

No resident trainee shall leave the hostel without obtaining a written permission from the warden in the prescribed leave form



All complaints and suggestions shall be forwarded to the warden.

No private servant shall be engaged by any resident.

The resident trainees, whose name is struck off from the rolls of the Institute as a result of disciplinary action, shall vacate the hostel within 24 hours

The resident trainees whose examinations are over will be required to vacate the hostel within 24 hours

The resident trainees are expected to take proper care of their personal belongings and the institute will not be responsible for any theft, loss or damage

The decision of the warden shall be final in the all matters pertaining to the hostel.

All resident trainees are required to be in the hostel latest by 09.00 P.M.

Resident trainees may be permitted to spend holidays with relatives outside the institute campus provided the request is made writing by the parent/guardian of the resident trainees. The warden may, however, permit a resident trainee to return not later than 9:30 PM

#### **WOMEN TRAINEES SECTION**

Men visitors are not allowed inside the women trainee section of the hostel and vice-versa.

# SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT DELIVERED ON THE 8<sup>th</sup> MAY 2009.

- I. The Hon. Supreme court ordered that a number of recommendations made by the Raghavan Committee be implemented immediately. These included
  - Confidence building measures such as appointment of counsellors, arrival of senior students a week or two weeks after the Juniors have arrived; joint sensitization programmes; joint orientation programme of 'freshers' and 'seniors' to be addressed by the principal/Head of the institution; organization on large scale of cultural, sports and other activities; make provisions for faculty members to dine with the hostel residents in their respective hostels etc.
  - Every institution must have an Anti-Ragging Committee and an Anti - Ragging Squad. There should be a Monitoring Cell on Ragging at the University Level that would coordinate with the affiliated colleges and institutions under its domain. There should be a Monitoring Cell at the level of the Chancellor of the State Universities.
  - In the, light of the increasing number of private commercially managed, lodges or hostels outside campuses, such hostels and management must be registered with the local police authorities and permission to start such hostels or register them must necessarily be recommended by the Heads of educational institutions. It should be mandatory for both local police, local administration as well the institutional authorities to ensure vigil on incidents that may come within the definition of ragging.
  - Wardens must be accessible at all hours and therefore it is important that they, be available on telephone and other modes of communication. Similarly, the telephone numbers of the other important functionaries - Heads of institutions, faculty members, members of the anti-ragging committees, district and sub-divisional authorities and state authorities where relevant, should also be widely disseminated for the needy to get in touch or seek help in emergencies.
  - Brochures or booklet/leaflet distributed to each student at the beginning of each academic session for obtaining undertaking not to indulge or abet ragging, shall contain the blueprint of prevention and methods of redress."

- The educational institutions shall ensure that each hostel should have a full-time warden who resides within the hostel, or at the very least, in the close vicinity thereof.
2. The Hon. Supreme Court acknowledged that The Ministry of Human Resource Development, Government of India, in consultation with UGC, MCI, AICTE and other similar regulatory bodies was in the process of setting up a central crisis-hotline and anti-ragging database in the manner suggested by Dr. Raj Kachroo. The Hon. Court, however, added that
    - The task of monitoring the database be given to a nongovernmental agency, to be immediately nominated by the Union of India to build confidence in the public and also to provide information of non compliance to the regulatory bodies and to the Raghavan Committee.
    - The database shall be created out of affidavits affirmed by each student and his/her parents/guardians, which affidavits shall be stored electronically, and shall contain the details of each student.
    - The database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
  3. The Hon. Supreme Court ordered that Regulations on Curbing the Menace of Ragging, formulated by the UGC, must be adopted by all other regulatory bodies, such as AICTE, MCI, DCI, NCI etc.;
  4. The Hon. Supreme Court acknowledged that the incident involving the death of Aman Kachroo clearly indicated that the formulation of guidelines and regulations was not sufficient. Hence, the Hon. Court ordered that such regulations shall have to be enforced strictly, and penal consequences for the heads of the institutions/administration of the institution who do not take timely steps in the prevention of ragging and punishing those who rag. In addition to penal consequences, departmental enquiries be initiated against such heads institutions / members of the administration / faculty members / non-teaching staff, who display an apathetic or insensitive attitude towards complaints of ragging;
  5. The Hon. Supreme Court said that not only the students, but also the faculty must be sensitized towards the ills of ragging, and the prevention thereof. Non-teaching staff, which includes administrative staff, contract employees, security guards etc., have also to be regularly sensitized towards the evils and consequences of ragging;

6. The Hon. Supreme Court ordered that the Principal or Head of the Institution/Department shall obtain an undertaking from every employee of the institution including teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service record.
7. The Hon. Supreme Court said that it was necessary that parents/guardians of freshers assume responsibility for promptly bringing to the notice of the Head of the Institution any instance of ragging.
8. The Hon. Supreme Court said that the SHO/SP, within whose jurisdiction a particular college falls, shall be responsible for ensuring that no ragging takes place on the campus of the concerned college, and to effectively deal with incidents of ragging, should, any such incidents take place. Once a central database/crisis hotline is made operative then as soon as SHO/SP, within whose jurisdiction a particular college falls, is contacted by the crisis hotline staff, then such SHO/SP shall deal effectively with the incident and cooperate and communicate with the crisis hotline staff and/or the independent monitoring agency. This will build confidence and encourage people to report incidences of ragging without fear or delay;
9. The Hon. Supreme court said that once the database/crisis hotline is operative, State Governments shall amend their anti-ragging statutes to include provisions that place penal consequences on institutional heads.

## SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

- 1. PREAMBLE:** In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.
- 2. OBJECTIVE:** To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.
- 3. WHAT CONSTITUTES RAGGING:** Ragging constitutes one or more of any of the following acts:

  - a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
  - b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**4. MEASURES FOR PROHIBITION OF RAGGING:** There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:

- No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and

required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

- All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (*Both these Affidavits can be downloaded from the Web*)

- Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.
- The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the



Commission, that the institution has complied with the anti-ragging measures.

- Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.

**5. ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:** The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - a) Suspension from attending classes and academic privileges.
  - b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - c) Debarring from appearing in any test/ examination or other evaluation process.
  - d) Withholding results.

- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - f) Suspension/ expulsion from the hostel.
  - g) Cancellation of admission.
  - h) Rustication from the institution for period ranging from one to four semesters.
  - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
  - An appeal against the order of punishment by the Anti-Ragging Committee shall lie, (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; (ii) in case of an order of a University, to its Chancellor. (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
  - Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is

attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.