

IQ City Medical College
IQ City Road,
Sovapur, Jemua,
Durgapur - 713206, India
Phone: 0343-2608500
www.iqcitymedicalcollege.in



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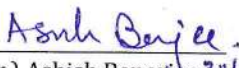
NOTICE

HOSTEL LEAVE POLICY (THESE RULES WILL BE TERMED AS HOSTEL LEAVE RULES & REGULATIONS)

As per institutional policy, M.B.B.S is strictly a residential course and students have to stay inside the hostel during the entire period of this course. Its primary purposes are ensuring resident safety, maintaining accountability, and streamlining administrative management. Failure to abide by these rules will be considered an undesirable conduct on the part of the students and will result in appropriate disciplinary action by Medical College authority.

LEAVE GUIDELINES:

- 1. Prior Permission:** Every students require to submit a written application in **designated leave form / format** to Dean/Deputy Dean office at least 24 hrs. to one week in advance before leaving the campus. The same can be done to warden office **ONLY** in case of emergency in odd hours.
- 2. Mandatory Approval:** Students cannot leave the hostel without formal approval from Dean / Deputy Dean / Wardens (Only in case of emergency). Unapproved absence are treated as serious misconduct.
- 3. Parental Verification:** Prior confirmation from parents or authorized local guardians by hostel warden is mandatory for every leave.
- 4. Register Entries:** Students must sign in and sign out at the movement register as well as out-campus register in warden office / security desk upon departure and return.
- 5. Emergency leave:** For medical emergencies or family emergencies, parents must contact the hostel office or warden directly via registered phone numbers. In such cases wardens can approved the leave with telephonic intimation to Dean / Deputy Dean though retroactive information and a written explanation with necessary documents attached (including medical certificate) will be required upon return.
- 6. Maximum permissible leave:** **Maximum 15 days leave** can be granted at one time for personal reasons and **maximum 21 days** leave can be granted at one time for study leave/leave after professional examination.


Prof. (Dr.) Ashish Banerjee 30/9
Dean, Student's Affairs

DEAN (STUDENT AFFAIRS,
IQ CITY MEDICAL COLLEGE

Copy to: IQ City Road, Sovapur, Jemua

- a. Respective hostel wardens / supervisors / in-charges
b. All concerned


Prof. (Dr.) Gargi Mukherjee 30/09
Deputy Dean, Student's Affairs


Prof. (Dr.) Arindom Banerjee 30/09/2026

Principal
IQ City Medical College & Hospital
IQ City Road, Sovapur, Jemua
Durgapur - 713206, India

