

**HANDBOOK**  
**FOR**  
**NURSING STUDENTS'**

**COLLEGE OF NURSING**  
**Christian Medical College**  
**Vellore – 632 004**

*Revision in August 2019, September 2022,  
September 2023*

**Dear Student,**

We welcome you to College of Nursing and the Nursing Students' Hostel. We wish that your experience in this College and hostel will be cherished and invaluable! Each of you are handpicked by God to be at College of Nursing, CMC and we are privileged to have you with us for the next few years.

This hand book outlines the facilities that you will enjoy in the College and the Hostel while maintaining the discipline and values of this institution. We have included the **University Grants Commission [UGC] Regulation** on curbing the menace of ragging in higher Educational Institutions, 2009 and the **Rules & Regulations of the College and the Hostel** which all the students' are required to abide.

**Dean and Faculty  
College of  
NursingCMC,  
Vellore**

## **VISION, MISSION AND MOTTO OF CMC**

### **Vision**

The Christian Medical College, Vellore seeks to be a witness to the healing ministry of Christ, through excellence in education, service and research.

### **Objective**

The objective of the Christian Medical College, Vellore is the establishment, maintenance and development of a Christian Medical College and hospitals in India, where women and men shall receive an education of the highest grade in the art and science of Medicine and Nursing, or in one or other of the related professions to equip them, in the spirit of Christ for service in the relief of suffering and the promotion of health.

### **Mission**

The primary concern of the Christian Medical College, Vellore is to develop through education and training, compassionate, professionally excellent, ethically sound individuals who will go out as servant-leaders of health teams and healing communities. Their service may be in promotive, preventive, curative, rehabilitative or palliative aspects of healthcare, in education or in research.

In the delivery of health care, CMC provides a culture of caring while pursuing its commitment of professional excellence. CMC is committed to innovation and the adoption of new, appropriate, cost-effective and caring technology.

In the area of research, CMC strives to understand God's purposes and designs, fostering a spirit of enquiry, commitment to truth and high ethical standards. Research may be aimed at gaining knowledge of the fundamental basis of health and disease, at improving interventions or in optimizing the use of resources.

CMC reaffirms its commitment to the promotion of health and wholeness in individuals and communities and its special concern for the disabled, disadvantaged, marginalized and vulnerable.

CMC looks for support and participation in its programs in education, service, outreach and research, from friends and like-minded agencies in India and abroad, in a true spirit of partnership.

In its role as a living witness in the healing ministry of Christ, CMC seeks to work in partnership both with the churches in India and the universal church, and their institutions.

### **Motto**

**“NOT TO BE MINISTERED UNTO; BUT TO MINISTER”**

**Mathew 20:28**

## SECTION- A

### UNIVERSITY GRANTS COMMISSION [UGC] REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009. An Outline (Refer Bulletin of the Prospectus to view the complete document)

#### I. Introduction

*[Under Section 26 (1)(g) of the University Grants Commission Act, 1956] New Delhi-  
110002, dated 17th June 2009.*

The Central Government and the University Grants Commission determines to prohibit, prevent and eliminate the scourge of ragging including 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, or indulging in rowdy or undisciplined activities by any student or students' which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student-or 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, 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, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students', the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

#### II. Objective

The College of Nursing, Christian Medical College, Vellore strives to eliminate ragging in all its forms by preventing its occurrence and punishing those who indulge in ragging as provided in these Regulations and as appropriate per the law in force. We aim to provide a positive, nurturing learning environment for all students' to grow and blossom as independent and responsible adults.

#### III. What Constitutes „Ragging“?

*[Clause 3 of University Grants Commission [UGC] Regulation on curbing the menace of  
ragging in higher educational institutions, 2009]*

**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 undisciplined 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 students'

- 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.

#### **IV. Measures for Prohibition of Ragging taken at the Institution level**

- a) The institution observes the provisions of the Act of the Central Government and State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law and prohibiting ragging in all its forms.
- b) Ragging in all its forms is totally banned in the entire institution, including centers of studies and all its premises, whether academic, residential, play ground or canteen.
- c) The institution will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside.
- d) The institution will 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.
- e) Banners on Prohibition of Ragging and Helpline Numbers and Email- IDs are displayed in the College and Hostel premises to strictly warn students' against ragging.
- f) A Professional Counselor has been appointed for the purposes of offering counseling to freshers and to other students' after the commencement of the academic year.
- g) The institution has set up appropriate committees, including the Dean and her office, Student Advisors, Wardens and other Senior Students' as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students' and senior students'.
- h) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, will be encouraged to report such occurrence, and the identity of such informants will be protected and will not be subject to any adverse consequence only for the reason for having reported such incidents.
- i) Each batch of freshers, on arrival at the institution, will be divided into small groups and each such group will be assigned to a member of the faculty, who will interact

individually with each member of the group every day for ascertaining any problems or difficulties faced by the fresher in the institution and will extend necessary help to the fresher in overcoming the same.

- j) The faculty assigned to the group of freshers and the anti- ragging squad will coordinate with the Wardens of the hostels and make surprise visits to the rooms in hostels, where freshers are staying.
- k) “A round the clock” vigil against ragging in the hostel premises/ in order to prevent ragging in the hostels after the classes are over, is ensured by the institution.
- l) It will be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Dean, College of Nursing.
- m) Every student studying in the institution and his/her parents/guardians will need to submit the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration.

## **V. Administrative action in the event of Ragging**

**Action will be taken by the Head of the Institution as per Clause 7 of University Grants Commission [UGC] Regulation on curbing the menace of ragging in higher educational institutions, 2009].**

**Punishments for ragging and abetment of ragging [Clause 9.1 of University Grants Commission [UGC] Regulation on curbing the menace of ragging in higher educational institutions, 2009]**

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

The Disciplinary Action 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. One or more of the following punishments will be awarded as required

- i. Suspension from attending classes and academic privileges
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits
- iii. Debarring from appearing in any test/ examination or other evaluation process
- iv. Withholding results
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel
- vii. Cancellation of admission
- viii. Rustication from the institution for a period ranging from one to four semesters
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period

**STUDENT DISCIPLINE:**

**IT IS EXPECTED THAT STUDENTS' MAINTAIN HIGHEST STANDARD OF DISCIPLINE AND CHARACTER. RAGGING IS STRICTLY PROHIBITED. ANYONE INDULGING IN RAGGING OR ANY SUCH UNLAWFUL ACTIVITIES WILL BE LIABLE FOR SEVERE DISCIPLINARY ACTION, INCLUDING DISMISSAL.**

**Contact Numbers**

Warden	05985 (pager) 0416-228-7260, 0416-228-7261
Health Call	05403 (pager)
College of Nursing	0416-228-7003, 0416-228-7004
Dean	9600901278
Counselor	9994308223/ 944345778

## SECTION- B

### College of Nursing

The College of Nursing believes in providing a learning environment that fosters wholistic development of each student that enters into its portals. The varied experiences planned for you during your course will surely equip you not only to be competent nurses, but also to be future leaders who would uphold the ethos of Christian Medical College in different parts of the country and abroad. You will receive opportunities to portray your talents and will also discover new ones. We sincerely wish that you effectively utilize all the opportunities provided with a great sense of motivation and responsibility.

#### B.1 Facilities and Resources

The College of Nursing has committed faculty, tutors and clinical instructors to guide you during your course. The College has spacious class rooms with excellent seating arrangements, equipped with LCD projectors. There are Simulation labs for each nursing specialty with facilities for all students' to practice their skills. The library at College of Nursing is undoubtedly the best in the country with a rich collection of text books, journals, online journals and magazines. You will have opportunity to learn all the skills in the clinical environment (hospital) with the guidance of tutors, clinical instructors and nurse managers.

College working days:	<i>Monday to Friday</i>	-	8:00am to 1:00pm 1:30pm to 4:30pm
	<i>Saturday</i>	-	8:00am to 1:00pm

#### B.2 Responsibilities of Students'

**B.2a.** Attend the classes and clinical experience regularly unless you are sanctioned sick leave or special leave. Students' will be eligible to appear for University/ Board of Nursing Education, South India Branch (BNESIB) examinations only if she/he has the attendance as stipulated by these regulatory bodies. On completion of course, the students' will have to compensate for all the leave availed during the course in order to receive 100% attendance as stipulated by Indian Nursing Council (INC). The compensation is as follows:

- Excess Sick Leave - Same number of days
- Special Leave - Same number of days
- Absence/ Suspension - Thrice the period of absence

**B.2b.** Utilize your time wisely, prepare well and attend all the tests conducted for every subject. A percentage of your internal assessment marks gets added to your final University or Board marks. Securing more than the minimum Internal Assessment Marks in each subject as prescribed by the University/ BNESIB is essential to appear for University / BNESIB Examinations.



**B.2.c.** Take initiative to learn and complete your objectives in each clinical area. Timely completion of all clinical requirements is mandatory to attend the University / BNESIB Examinations.

**B.2.d.** Conduct self in a highly disciplined manner both inside the College and Hospital premises, maintaining the professional dignity.

**B.2.e.** Be punctual to classes and clinical areas.

**B.2.f.** Maintain high standards of integrity in classroom and clinical learning environment.

**B.2.g.** Pay all the prescribed fees within the stipulated time as stated by the College authorities failing which you will not be permitted to appear for University / Board Examinations.

**B.2.h.** Use of mobile phones and other electronic gadgets are strictly prohibited within the College, Library and Clinical Area. Using them in the class, library or clinical area without special permission or request will be construed as misconduct and appropriate disciplinary action will be taken, varying from oral warning, to suspension as per the discretion of the Committee.

**B.2.i.** Possession or use of any electronic gadget in any examination hall including class tests or university/ Board exams shall be considered as a major misconduct and the student will be debarred from the exam.

**B.2.j.** Value and take utmost care of all property of the College. Cost of replacement for damaged property of the College will have to be borne by the student(s) responsible for the damage.

### **B.3 Dress Code**

The College of Nursing encourages students' to carry themselves in a smart, elegant and modest manner that improves their self-esteem and maintains dignity.

#### **B.3.a Classes/ Library**

##### **Women should**

- a) Neatly dress in sleeved Churidar or pants with long tops at least up to knee length. Ensure that the tops are not tight.
- b) Put up the hair to suit classroom decorum.
- c) Wear formal footwear.

##### **Men should**

- a) Wear formal pants and shirts to class. T-shirts and other informal outfits are not agreeable.
- b) Have neatly shaven face and short hair to suit class room decorum.
- c) Wear formal footwear.

### **B.3.b Clinical Area**

#### **Women should**

- a) Wear neat, well ironed uniform and formal foot wear provided by the College.
- b) Put up hair neatly and secure it with hair clips. Have no hair coloring done.
- c) Wear small ear studs without hangings.
- d) Avoid using finger ring, nose ring, extra ear ring ,toe ring [except if married] and anklets as it can be sources of infection.
- e) Keep finger nails and toe nails short and clean, without nail polish. You may use light colored nail polish for toe nails.
- f) Restrain from having Mehndi / Tattoo on the body.

#### **Men Should**

- a) Wear neat and well ironed uniform provided by the College.
- b) Tuck in shirts
- c) Wear foot wear provided by the College.
- d) Be groomed professionally with hair trimmed short and cleanly shaved face.
- e) Avoid Hair coloring and fancy hair-cut.

Students' not adhering to the prescribed dress code will be marked absent for Classes/ Clinical experience and will have to compensate the absence as mentioned earlier.

### **B.4 Violation of Rules**

**Student can be suspended on violation of rules and may be liable for expulsion from the College if found**

- a. Involved in illegal strike within and outside the organization.
- b. Involved in any sort of violence within and outside the institution.
- c. Interrupting the peace and tranquility both within and outside the institution.
- d. Indulging in any criminal acts/offences as defined in **The Indian Penal Code 1860** and other statutory provisions.
- e. To have consumed alcohol or has in any way dealt with Narcotic Drug and Psychotropic substances as defined in **The Narcotic and Psychotropic Substances Act, 1985.**
- f. To cause harm of grave nature to others.



## SECTION -D Nursing Students’’ Hostel

**Contact Numbers Warden: (05985 Pager),0416-228726004,2287261**

The Nursing program at Christian Medical College is compulsorily residential considering that staying together in hostel away from home will help young girls blossom into responsible adults, appreciating and enjoying healthy relationships that last for life. Understanding the role of hostel in the lives of our students’, College has taken special care to provide a well- planned, spacious facility with all necessary amenities and luxuries at an incredibly low cost. We wish that each of you, during the period of stay in the hostel will have moments that mold you, memories that hold you and friendships that you will always cherish.

### **D.1 Facilities and Privileges**

The Nursing Students’’ hostel (NSH) is located in the same campus as that of the College. It has a UG wing accommodating 4 students’ in each room and a PG wing accommodating two members in each room. There are around 750 students’ staying in the hostel with six resident wardens fostering them. Students’ enjoy the following facilities in the hostel.

#### **D. 1.a. Dining Room/ Mess**

There is separate dining facility for UG and PG students’ with a common kitchen. Regular Indian vegetarian and non- vegetarian meals are provided in the Hostel.

#### **Meal Hours is as follows**

Breakfast	:	06.00am	-	8.00 am. (till 9am on Sundays)
Lunch	:	12.00 N	-	1.30 pm. (till 2pm on Sundays)
Tea	:	3.00 pm	-	5.30 pm.
Dinner	:	6.00 pm	-	8.00 pm.

- Students’ are provided with packed lunch when posted for full day duty in specific clinical areas as MHC, Community Health etc. upon written request to the Warden by the food representative of the class.
- Special diet is provided in the ward for sick students’ who get hospitalized.
- Additional milk, eggs and curd is made available for any student upon extra payment and prior request.

#### **D. 1.b. Electricity and Water**

Electricity and water are available for 24 hours. An Ironing Table is available in each floor. Each student unit in the room is provided with light and a fan.

### **D.1.c Communication**

Incoming mail is received and distributed by the warden. Landline telephones are available in the hostel which allows students' to make internal calls and receive external and internal calls. All incoming telephone calls are informed to the students' as required. Students' can receive phone calls to the Hostel office on the following numbers in case of any urgent message to be conveyed: 0416-307-7260/7261.

You are permitted to use mobile phones in hostel premises with discretion. Internet facility and WIFI is available in the hostel. CCTV cameras are placed in all vital locations of the hostel to ensure security of the inmates.

### **D.1.d. Transportation**

Regular institutional transport facilities are made available for students' to commute to the main hospital campus, Medical college campus and other peripheral campuses for their clinical experience, classes and other cultural programs. Students' are expected to strictly adhere to the stipulated transport timings to ensure that you reach the assigned classes and clinical areas on time.

### **D.1.e Recreation**

With its high emphasis on overall development of students', Nursing students'" hostel provides opportunities for students' to utilize their leisure time in an enjoyable and beneficial manner. There is a recreation hall with television and Piano. Indoor games as caroms and chess are available. A sports ground with volley ball, throw ball, Badminton and Basket- ball court is a boon for sports lovers. Various celebrations and programs as College Day, Hostel Day, Talent nights, Sports day, graduation Day provides umpteen opportunity for students' to portray your talents and channelize their energy.



NSH Recreation room

Key for piano will be with the Warden and students' can use it during the following timings:

Monday to Friday : 4.30pm - 7.00 pm.  
 Saturday to Sunday : 8.00am - 10.00 am. and 4.00 pm - 7.00 pm.

Key for television can be obtained from the Warden and the TV can be used on the following days:

Weekdays : 5.00pm - 9.00pm  
 Saturdays : 3.00pm - 8.00pm.  
 Sundays : 10.00am -7.00pm.

One day class picnic is arranged by the class advisors once every year for all students'

Reading Room located in the ground floor of the hostel is a treasure house of books-genres as autobiographies, personality development, historic fiction, science fiction, adventure and romance. These books can be borrowed /returned on Mondays, Wednesdays and Fridays under the supervision of Librarian or chairperson of Educational Committee of Student Nurses' Association.

#### **D.1.f. Student Health facilities**

**NSH Health Clinic** functions in the hostel where students' receive immediate treatment for all minor ailments. This clinic is run by an Occupational Health Nurse practitioner who assesses the sick students', prescribes medicines and issues sick leave as required. The student before going to the clinic has to inform the clinical instructor/faculty and obtain sick leave. The students' on sick leave must inform warden and make entry in the sick leave book. Any student requiring further evaluation and treatment will be referred to Staff Students' Health Services (SSHS)

##### **Health Call (05403 Pager)**

Health care services are free for students' except for selected investigations, drugs and surgical interventions.

NSH Health Clinic timings are from 7.30am to 9.30am

**SSHS timings:** You need to register to be seen in the clinic.

Monday – Friday : 7.30 am - 11 am.  
 2.00 pm - 3.30 pm.

Saturdays : 7.30 am - 10.30 am.

However, in case of any emergency situations, students' will be guided to utilize Emergency Services Department which will be available 24 hours.

A staff will be on duty to offer 'On Call' services. You may contact her in **pager number 05403**

#### **Sick Room**

A room in ground floor of the Hostel, adjacent to Health clinic and Warden's room is provided as sickroom for sick students' requiring close observation.

**The warden will arrange for food to be sent to the sick room. The other students' are allowed to visit the sick student in the sick room with warden's permission**

#### **Isolation Room:**

A room in the PG Hostel (9<sup>th</sup> floor) is to isolate students' with any communicable illness. Food will be served in the room. The other students' will not be allowed to visit the sick student in the sick room without warden's permission.

### **D.1.g. Counseling Services**

Students' may contact the Student Counselor/ Class Advisor/ Warden any time if guidance, help or advice is needed. Counseling services from a professional psychologist is available all the time. The information shared will be kept strictly confidential unless required to ensure your safety. You are encouraged to receive timely guidance from teachers/class advisor's warden or counselor to prevent unnecessary stress.

- Students' Welfare Cell functions for the student welfare, where the student can approach the members if need arises.
- You are encouraged to bring to the attention of the Warden/ Counselor/ Class Advisors if a roommate or classmate of yours requires special attention.
- Wardens are residential staff and are available in the hostel 24 hours. They take care of your every need in the hostel.

### **D.1.h. Student Nurses' Association (SNA)**

Students' Nurses' Association of College of Nursing is a unit of state and National SNA. All students' become members of SNA unit of College, thus automatically becoming members of State and Central SNA units. This student body is governed by student cabinet members elected by the student members helping the students' develop skills and virtues as leadership, social responsibility and team spirit that are greatly essential for their personal and professional growth. SNA also provides opportunity for students' to network with nursing students' of other Colleges through competitions, conferences and cultural meets. SNA conducts General Body meetings periodically to address issues of student body and plan various activities. SNA functions in various committees, each committee having a cabinet leader, student representatives from each class and a faculty as advisor.

### **D.1.i. Spiritual Nurture**

In keeping with the vision of CMC, faculty of College of Nursing believes in providing students' every opportunity possible to know Jesus Christ more personally and intimately. The following activities are prayerfully planned by the College for this purpose.

- **Religious Activities Committee (RAC)** is a wing of SNA that has student members who organizes family prayers, Bible studies, movie nights, Bible Quiz and other special sessions in the hostel aiming at spiritual nurture of students'. Family Prayers are conducted for all inmates of the hostel at 9.30 pm every day. Students' take turns in conducting the family prayers.
- **Chapel Services** There is a chapel in each of the CMC campuses and the one in College of Nursing is called the "Friendship Chapel". The Hospital Chapel is located in the center

of the Hospital and is kept open for 24 hours. Students' are encouraged to participate in interdenominational services conducted on Sundays and other special days.

### Timings of regular Worship services in Chapel

#### Hospital Chapel

Monday - Friday	:	<i>7.05 am - 7.25 am Devotion in English</i>
Saturday	:	<i>7.05 am - 7.25 am Devotion in Tamil</i>
Sunday	:	<i>From 7.30am (Worship service in different languages) 6.30- 7.30pm Worship service in English</i>

#### Friendship Chapel

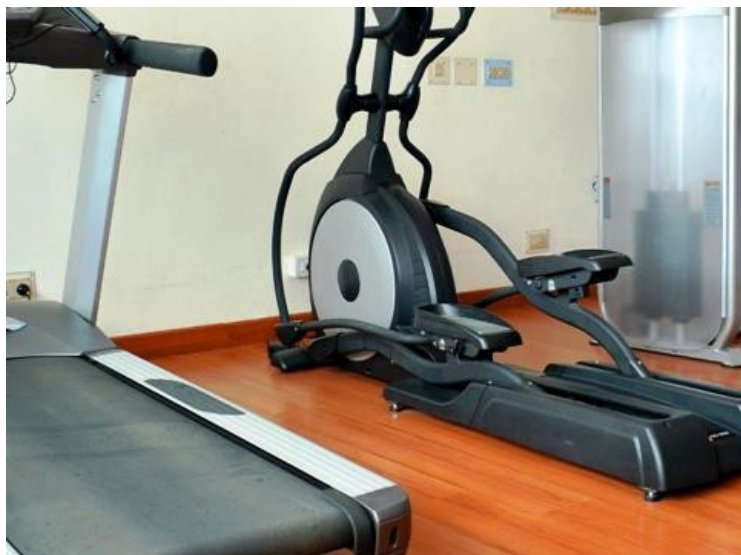
Tuesday Fellowship	:	<i>5.00 - 6.00pm - English</i>
Sundays	:	<i>6.00 - 7.00pm - English (1<sup>st</sup> Sunday- Holy Communion Service)</i>
Daily service	:	<i>7.30 – 8.00am – English (Monday to Friday)</i>

Students' are encouraged to attend these worship services and involve actively as Choir members and leaders in accordance with their interest and talents.

- **Retreats** are planned for every batch of students' each year by the class chaplains and the class advisors.
- **Institutional Programs** Students' are blessed to attend various programs organized by CMC where they receive opportunities to listen to world renowned eminent speakers and musicians.
- **Church Services and Activities:** Students' may attend worship services on Sundays in permitted churches outside the campus, but must be back by 1pm. Attending any church activities beyond the allowed time will require special permission from the Dean.

#### D.1.j. Gym

There are two Gyms in the hostel with all necessary equipment which are made available for all students' who have more than desired Body Mass Index (BMI). The users will be charged Rs.50 per month for the facility.





### D.1.k. Shopping

Students' are allowed to go for shopping during shopping hours which is as follows:

Wednesdays, Fridays : *04.30 pm – 06.30 pm*  
 Saturdays : *03.00 pm – 06.30 pm*

- First year students' are allowed to go for shopping only after their probationary period. This is to ensure their safety as they are getting familiarized with the new environment.
- Students' of the 1<sup>st</sup> and 2<sup>nd</sup> year are advised to go for shopping in groups of three considering their safety.
- Students' of the 3<sup>rd</sup> and final year class can go for shopping in groups of two.
- Students' are expected to write the details in the outgoing book before leaving the hostel premises for shopping and on return from shopping.
- Students' can avail the facility of a Supermarket within the campus every day till 7.30pm.
- Students' may buy seasonal fruits from a vendor who will be available within the premises of Hostel from 4.30 to 6.30pm, three days a week.
- Students' are allowed to go for shopping/ movies up to Lakshmi Theatre area on Bagayam road and up to Green circle on Katpadi road.
- The shopping privileges will be denied from student for a period of three months if found not following the rules.

### D.1.l. Visitors

You are permitted to have visitors in the hostel during the visiting time in the Visitors' Hall of the Hostel.

#### Regular visiting Hours

Friday : *4.30 pm to 6.30 pm.*  
 Saturday : *3.00 pm to 6.30 pm.*  
 Sunday : *3.00 pm to 5.30 pm*

- You can be visited by persons whose names are on the visitors' list submitted at the time of admission. They should come with the visitors' pass provided.
- Special permission has to be obtained from the Dean with Parent's letter, if any person NOT mentioned in the visitors' list needs to visit the student.
- To avoid overcrowding of the Visitors' Hall, we recommend first and second year undergraduate students' to have visitors on 1<sup>st</sup> and 3<sup>rd</sup> week of the month and third- and fourth-year students' to have visitors on 2<sup>nd</sup> and 4<sup>th</sup> week of the month.

- Ensure that you strictly follow the timings for having visitors.
- You should instruct people who visit you to fill their details in the Visitors' book at the Security point and at the Visitors' Hall.
- Students' must meet visitors ONLY in the visitors' hall and are permitted to see off their relatives only till the hostel entrance.
- Students' are not permitted to have any visitors in the clinical areas and during peripheral clinical postings.

### **D.1.m. Weekend / Day Spending**

- Students' are allowed to go home once in 3 months for weekends [Saturday Afternoon to Sunday Evening before 6pm] and once a month for day spending on Sundays.
- Students' have to apply for the same in the Permission Request form with signature of the Parent/ Guardian, three days in advance. If the signature is not matching ,the parent is expected to come sign and take the students'.
- Any deviation from the permitted timings due to justifiable reasons, the parent needs to write to the Dean in advance seeking permission.
- Names of students' who are granted permission will be displayed in the Hostel notice board.
- Students' must enter the time of leaving and time of returning with signature in the outgoing register.
- The student is expected to be in the hostel 8hrs prior to the commencing of next working day if permitted any leave.

## **D.2 Responsibilities and Rules**

**D.2.a. Electricity and water:** Electricity and water should be used sparingly. Lights and Fans in the rooms and common areas need to be put off when not required. All lights in the rooms and common areas including corridors and toilets must be put off by 10.00 pm. Switch off Geyser after use. Keep the taps closed

tightly to avoid leakage of water. Please report if there is a leaking tap on your floor. Do not use any electrical equipment as kettle, induction stove or toasters in the room. Use the designated place for ironing your clothes. Ironing inside the rooms is not permitted.

**D.2.b. Maintaining Cleanliness:** Students' are to keep their hostel and surroundings clean and attractive for healthy living. Rooms should be cleaned every day. Rooms will be periodically inspected and graded for cleanliness. Eatables in the room are to be kept in tightly covered boxes. Dispose waste into the covered garbage containers kept in the corridors to prevent infestation by pests.

**D.2.c. Hostel Property:** Be good stewards of all the hostel property and use it with care. Cost of

replacement for any damaged property, destroyed furniture or breakage of any item/ property of the hostel will have to be borne by the student(s).

**D.2.d. Care of Valuables:** You are advised not to keep large amount of money or jewelry with you in the hostel. Please keep your cupboards and rooms locked with secure locks (NOT China locks or press locks). The Hostel or College authorities WILL NOT BE responsible for LOSS of any items that are not kept under safe custody. Any loss of belongings should be reported at the earliest to the warden or to Dean's office in the theft report form.

#### **D.2.e. Mobile phones and Laptops**

Students' are encouraged to be self-responsible and judiciously use mobile phones and laptops in the hostel. Use of phones and laptops must be limited only for academic and emergency purposes after 10pm. If any student found to misuse the privilege, it will be considered as misconduct and disciplinary action will be taken.

#### **D.2.f. Hostel Stay**

Undergraduate Nursing programs are essentially residential programs as mandated by the Indian Nursing Council (INC). Hence, all students' are expected to stay in hostel though your houses are close by.

#### **D.2.g Special Leave**

Special leaves are granted only for emergency reasons upon request letter by student and parent with supporting evidence. Do not request leave for other reasons as 100% class and clinical attendance is mandatory for course completion. All leaves are to be compensated later.

#### **D.2.i. Visiting Relatives or friends admitted in Hospital**

Students' may visit personally known patients in the wards after obtaining permission from Parents and Dean in writing.

#### **D.2.k. Movies**

- Students' can go for movies in groups of three, once a month on obtaining written permission for the same. A faculty is expected to accompany the students'.

#### **D.2.l. Mess, Food**

- Appreciate the wonderful mess facility at hostel and the good food provided there at a minimum cost. Do not waste any food. Please ensure the cleanliness of the mess.
- Food or any articles from the mess should not be taken to rooms for any reason.

#### **D.2.m Bathroom, Toilets, Laundry**

Maintain cleanliness of bathrooms and toilets all the time. Area for washing and drying clothes are available in the sanitary unit of each floor. Clothes must be dried on the cloth line and NOT on the railing or on the floor. Sanitary pads should be wrapped in a paper and discarded ONLY in the container provided for the purpose in the toilet. Discard paper wastes or food wastes in the appropriate bins kept in each floor.

### **D.3.n. Peripheral Posting, Vacation**

- Students' must inform the Warden and write in the sign out book when they go out of the hostel for peripheral postings.
- Students' going away from hostel on vacation must sign in the outgoing register and return to the hostel by 06.00 pm on the previous day of joining classes or clinical experience. Students' must report to the Warden on returning from vacation and sign in the register provided.

*We trust that you will abide by the rules of College and hostel while enjoying all its facilities. We pray and hope that all of you will be safe and happy in College and Hostel, enriching each other's life and helping each other grow.*

**WE WISH YOU A HAPPY AND COMFORTABLE STAY IN THE NURSING STUDENTS' HOSTEL.**