

## Hostel Rules for Students

The student hostel provides housing to meet the needs of students in B.Sc. (Hons.) Nursing, of the college, every year. All students are eligible for hostel accommodation. All under graduate students are required to live in hostel.

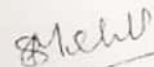
The student hostel comprises of single and double rooms. Each floor has a gas room. The student recreation hall is located on the first floor. Health office is located on first floor.

The hostel is managed by Wardens. The on call Health Office Nurse and also look after the students welfare. Each floor has a student monitor who assists them in managing the hostel. The postgraduate and B.Sc(Interns) are expected to assist in the hostel and health office management as and when the need arises.

The educational system employed by the College includes as one of its most important features the formation of character. For this reason, hostel discipline is firm, specially when the good of the student body and the reputation of the institution are concerned.

### GENERAL

1. Smoking & drinking in hostel premises is strictly banned.
2. Ragging is strictly prohibited in hostel. A disciplinary committee is there to take care of ragging issues if exists
3. Students are responsible for keeping their own rooms clean and tidy. Washing of floors is strictly prohibited.
4. Students are responsible for care of College furniture in their custody for which they must check and sign. They are required to hand over the room in good condition when they shift the room or leave the hostel. No furniture should be removed from one room to other without Warden's permission. Any loss or damage to the Government will be charged from the students.



Principal

Rajkumari Amrit Kaur  
College of Nursing  
New Delhi-110024

5. Waste paper baskets are meant for putting waste papers and room dust etc. These should not be used for burning anything. Do not throw eatables in the floor dustbins. Do not choke the wash basins by washing utensils & tiffins.
6. Windows should not be left open while away from the room and the latches shall be properly fixed while not in the room so that glass panes do not break in breeze and storm. Students will be responsible for replacement of glass if found careless.
7. For easy location of students during any emergency at night, they are expected to sleep in their own rooms.
8. The room must be kept locked whenever the occupant is out. College will not be responsible for any loss of valuables or cash belonging to the students. They are advised to keep these things in the bank. All losses should be reported to the Warden at once.
9. Students may sleep out on balconies (sleeping terrace) in hot weather. Room cots may be taken out for this purpose and put back in for room in the morning. No student will use the 7<sup>th</sup> floor terrace for sleeping.
10. Pasting of pictures or putting in nails in the walls or damaging the walls by any other means is not permitted.
11. Study hours will be observed from 8.00 PM to 11.00 PM on all week days and the floor monitors of other floor representative should see that those who are studying are not disturbed.
12. Outing timings are 04.00 pm to 06.30 pm. On Sunday & Holydays the outing timings are 10.00 am to 12.00 am and 04.00 pm – 06.30 pm. Entries at gate register are to be made by students before going out of Hostel.

## II ENVVIROMENTAL SANTATION

1. The common bathroom and toilets must be kept clean. Misuse must be reported to the floor monitor.
2. Students should use the special containers kept in the toilets for the hygienic disposal of sanitary towels which should be properly wrapped DO NOT THROW THE SANITARY TOWELS IN THE SHAFT/COMMUNE. Do not Dispose them in floor dustbin.

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3. Students are required to keep their rooms clean and tidy. Make use of the waste paper baskets and dustbins provided near each toilet. DO NOT THROW ANYTHING THROUGH THE WINDOWS; THIS ATTRACTS COCKROACHES, RAT, STRAY CATS AND DOGS. KEEP THE ENVIORNMENT CLEAN.

### III USE OF ELECTRICITY

1. All students are expected to observe general economy in the use of electricity.
2. Room lights and fans must be switched off when you leave your room even for a short while. A fine of RUPEES HUNDRED WILL BE CHARGED if the light of fan is kept on when you are away from the room.
3. Care should be taken to see that common lights in the bathrooms and verandahs etc. are not allowed to burn unnecessarily.
4. The use of electric appliances in the rooms except the table lamps is strictly prohibited as additional load can be a source of fire and damage to the building which will be the responsibility of the students concerned using the electric appliance. A fine of RUPEES HUNDRED OR MORE will be charged and appliance will be confiscated if found to be used in the students room.
5. Students have been provided with a cooking room in each floor. Students are required to pay for the cost of gas and keep the gas rooms clean.
6. LIFTS are for the benefit of students living on the top floors Avoid using for short runs up or down.
7. Floor Monitor should switch off the geyser every night by 10.00 pm and put on the switches early morning.

*Amrit Kaur*

Principal

Kajkumari Amrit Kaur  
College of Nursing  
New Delhi - 110034

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*M. K. Kain*

Principal

Rajkumari Anurag Kain  
College of Nursing  
New Delhi

8. Students may listen music but in low volume without disturbing other residents. And not in mess and corridors.
9. A common iron can be used for ironing only in the gas room. Use of iron in the room is strictly prohibited.
10. Iron, Heaters, immersion rods are not allowed and will be taken key warden if found.

#### IV. USE OF WATER

1. All Students are expected to observe general economy in the use of water.  
DO NOT LEAVE THE TAPS OPEN AFTER USE.
2. Floor representatives have to take round & turn of the taps left close.
3. Students are expected to report promptly in writing the leaking taps or malfunctioning of latrine.

#### V. USE OF HOSTEL MESS

1. All meals are served in the Dinning Hall during meal hours. No meals will be served in the room except on arrangement through the Health Office when a student is sick. Students are expected to go for their meals on time well groomed (NOT IN NIGHT DRESS.) neatly dressed and hair tied up neatly. Loose and open hair are not allowed in mess.
2. All mess representatives will also take responsibility for the stock of utensils used by members. They will take charge of the utensils on behalf of their respective class. A stock taking of the interests will be done each year. Any loss will be paid by all the mess members.
3. Students are required to inform the warden when they are not going to be in for a meal. Whenever possible this entry should be made before 7 o'clock in the morning of the day in question.
4. Students may occasionally have their meals saved if they make their request in writing in advance and provide their own food carrier at the time the meal

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is served. Same may took it to her own room for the late meal. Any abuse of this privilege may lead to its withdrawal. The students is responsible for sanitary disposal of leftover food and washing of her own food carrier

5. Ordinarily no mess refund will paid for October and winter vacation is as mess is run on no loss no gain for the whole year. Mess fee is Rs 1500/= Per month. In case of over expenditure, they students will pay the excess. For field work outside Delhi refund will be paid for the period of field experience duration only.
6. DO NOT WASTE FOOD IN THESE HARD DAYS.
7. For a students staying in the hostel, it is compulsory to be a mess member unless special permission is obtained from principal.
8. When a member is sick. Mess will not serve any special food other than diet recommended by the Health Office. Principal's permission is to be obtained for cases where special food is required as a regular basis. Each case will be dealt keeping in view the facilities available.
9. All fees are due in advance. Mess fees must be paid by the 10<sup>th</sup> of each month at the latest failing which affixed fine per day will be charged extra. Fees are collected in the office as per notices pasted from time to time. State Government and other scholarship holders are also required to pay all fees in advance.

#### Mess meal Timings

6:30-7:50		Breakfast
10:00		Tea
12:30-2:00		Lunch
4:30-5:30		Evening Tea
06.30 – 07.45		Dinner
6:30-7:00	Interns and M Ns, B Sc IIIrd year	Dinner
7:00-7:45	B.Sc.I,II, year	

#### VI. LATE NIGHT AND OVERNIGHT LEAVE

1. A general roll call of the undergraduate students will be taken by the Warden on duty 7.00 pm every evening. Every students must be present in person to

answer the roll call. Every student should come back in hostel before 6:30 pm daily.

2. A student leaving the hostel for overnight must complete the column in the overnight register herself and her signature there before leaving and after arriving the hostel and returned the pass to the aaya on the hostel gate.
3. Overnight passes in case of undergraduate to students will be issued by the Warden on duty are strictly in accordance with the written authority of parents and guardians. The passes must be signed by the person in whose home the students had stayed and who is on her overnight leave permission list. The signed pass when not used must be returned to the Warden and will be cancelled only if it reaches the Warden's desk before 6.30 pm on the day sanctioned.

For local students are issued for their home address only. For students residing outside Delhi overnight passes will be issued only to their local guardian's home address. No overnight and late night passes, will be issued during the week days except in emergency and should be forwarded by B.Sc. coordinator & permitted by the principal.

NOTE: - IT IS THE RESPONSIBILITY OF PARENTS / GUARDIANS WHOM THE STUDENTS ARE VISITING THAT THEY RETURN TO THE HOSTEL IN TIME.

4. No student is allowed to return back in the hostel after 6:30 pm. She should return on the desired date only. For Monday morning no pass will be issued for return after 8 am. In case students failed to return back to hostel on the date issued, the written text message is to be send to both warden's mobile.
5. Late night passes up to 9.00 pm will be issued to the undergraduate students on request by the Warden. Each students need to apply for pass separately. A roll call will be taken at 9.00 pm for students availing late passes. Every student must be present in person.
6. All the sick student should also be present at the time of roll call. Absence is allowed only in emergency case sanctioned by health office in charge.
7. All applications for late passes are to reach the Warden by 2.00 pm and application for overnight passes is to reach the Warden by 7.30 am. Passes are issued at 2.00 pm not earlier.

*Mehar*  
Principal  
Ari Amit Kaur  
College of Nursing  
Delhi-110024

## VII HEALTH CARE FACILITIES

1. The Health Service at the College aims to health the students to maintain and promote health, and to prevent and control diseases.
2. Health services offered.
  - A. Physical check up of all new students by the college doctor.
  - B.
    - Routine for all the first year B.Sc (H) and M N (Previous)
    - B.C.G. immunization to Mantoux negative students.
    - Hepatitis B.
  - C. Minor ailments – Treated at the college within the students room or in the infirmary.
  - D. Major ailments – Cases are referred to the hospital and followed up there.
  - E. Health counselling by doctor and health office nurse.

### NOTE:-

1. Students are advised not to make private arrangement for medical attendance without going through the health office.
2. Students taking private treatment are required to inform the health office medical officer. No refund for cost of medical is allowed.
3. GUARDIAN/ PARENTS are informed only in serious illness.
4. Medicines as a routine are given through the health office any students requiring prolonged medication will have to bear the additional charges.
5. Medicines are distributed to sick students after 8 pm.
6. In case a local students is hospitalized or requires a prolonged treated or investigation parents will be responsible for the follow-up and care.  
Dietary Treatment – Special diet will only be arranged by the health office staff in consultation with the hostel Wardens.

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NOTE:- Very prolonged special diet is to be supplemented by the students on her own. The mess or health office shall not be responsible for providing special diets on regular basis.

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**Principal**

Rajkumari Amrit Kaur  
College of Nursing  
New Delhi-110024