

Hostel & Mess Rules

1. Residing in hostel is compulsory.
2. Ragging of any kind is not permitted in the hostel. Any such incident coming to the notice of the committee members will be dealt with strictly as per the provisions of the guidelines.
3. Students can join the hostel with their luggage on **August 1, 2018**. College will open on **July 20, 2018**. All students admitted new will report to the college with their parents /guardians by **9.30AM** in the Auditorium. Students will commute from home till they join hostel. Outstation students can join hostel from **July20, 2018**.
4. **Parents, one latest passport size color photograph (mother & father separately) has to be submitted at the time of joining hostel.**
5. Following is the list of items that will be provided in the hostel room:

- i. ceiling fan;
- ii. cot, almirah / cupboard, study table, chair;

Items that are to be brought by the students, a representative list is as follows:

- iii. mattress-one, size- regular, Bed sheet & pillow cover-2 sets, Blankets, quilt in winter, mosquito net, bamboo to tie the net, window, door curtains, Bucket, mug- 1 set, hangers as per requirements, umbrella , dirty linen bag, lock and set of keys.
 - iv. Personal clothes, towels, foot wear.
 - v. No precious items are allowed. In case of theft college authorities are not responsible.
 - vi. Uniform items – Four sets to be prepared in the beginning and then as per need. Set includes pink shirt as per specification, grey trousers regular fit, white socks, white canvas shoes sports type(two pairs). White coat four , juda net , hair pins ordinary type. Name plate with white base and black letters.
 - vii. Students posted in the special areas Operation theatre, labor room to carry their personal set of uniform- blue kurta & pygama Two sets flip-flop sleepers washable, head gear washable, mask washable
 - viii. Utensils preferably stainless steel--- thali, katoori two, glasses , spoon, Tiffin box, thermos flask medium size.
6. Parents, friends, guardian whose names address, telephone no., is given by parents can visit their wards in the hostel between 5 to 7 PM only in the visitors room.

Students can visit home only on weekend's i.e, Saturday afternoon after the college hours up-to 07.00PM Sunday evening, as per instructions to the class representative and with prior written information in the register kept with the warden. Entries in the HSP register can be made before 12 noon of every Friday so that information can be compiled by the warden for CCO before 12PM on Saturday. Students making entries in the register for each other will not be allowed to go home and will be considered for such act as per the indiscipline procedure. Students not going home on weekends due to any reason will inform her parents as agreeable to them, and will not make entry into the HSP register. Students making entry to HSP register and staying in the hostel will be dealt as per indiscipline procedure. Parents/guardians will send the letters duly signed to inform that their wards stayed at home. On return the student will submit the letter to the warden.

7. Students can go out of the hostel on all the days between 5 PM-7 PM & 12 Noon-7PM on Sunday & holidays, 2 PM-7 PM on Saturdays & up to 6 PM between Oct- Feb (winter months)
8. Parents/friends/guardians are not allowed in the room of the students.
9. Student's authorized visitors are allowed entry and exit after filling- up the information as per the columns in the register kept with the security guard at the entry gate.
10. Students are required to make necessary entries in the register meant for them and available with security staff on duty at the gate, each time they leave from hostel gate and again on entry to the hostel.
11. Home stay pass (HSP) is allowed up to maximum of four in a semester with prior permission of one week or early obtained from class coordinator & warden.
12. Every day attendance is taken in the hostel between 7.35 -7.45 PM & all students will report for attendance before taking dinner without fail.
13. Meal timing in the hostel on all days Monday to Sunday including holidays.

Breakfast	6.30 to 7.30 AM
Lunch	12.30 to 1.30 PM
Evening Tea	4 to 5 PM
Dinner	6.30 to 7.30 PM

14. Cleaning , brooming , mopping, dustings of the rooms has to be done by the students themselves.
15. Rooms can be inspected at any time by teachers, warden for cleanliness & up keep.
16. Varandha/corridors, toilets, bathroom, stair case are cleaned by the staff posted in the hostel.

17. Sanitation & cleanliness of the rooms, surroundings, toilets is also the responsibility of each student.
18. Facility for drinking water is available on the ground floor, first floor new building, Dining hall. Students are responsible for maintaining the cleanliness of the surroundings area of water coolers.
19. Food from lunch time will be provided from first day of reopening of each semester as per the mess menu.
20. Mess committees rules for payment of fee are binding to each student. Mess fee is chargeable for half month if meals are taken for less than fifteen days and full for more than fifteen days. Every month fee will have to be paid on or before 5th day, failing which fine at the rate of Rs. Five per day till tenth day and Rs. ten per day up to fifteenth day is charged. Money thus collected is deposited in the mess account. Each class representative will collect the challan for the monthly mess fee and deposit will be added to the mess account.
21. Students coming to the dining hall are expected to wear casual dress & footwear and wearing night dress & night suit is not permitted.
22. Meals served will be eaten in the dining hall only. Taking food out of the dining hall is strictly not permitted.
23. Dining Hall door will remain closed for entry except for meal timings.
24. Warden & mess sister will remain available during the following timings:
Warden : Morning 9 AM , Afternoon up to 4 PM
Mess Sister: 2PM up- to 8 PM.
Any emergency at night contact mobile numbers are available with the warden. In emergency first the warden has to be contacted.
25. Ironing clothes, electric gadgets of any kind for cooking etc. are not allowed in the hostel room. Washing uniform is not permitted in the hostel.
26. Dhobi is engaged for the purpose and students can give set number of clothes including personal dresses to dhobi on the days informed on the notice board. Students will maintain their dhobi book to keep account of clothes and money. Any complaints related to washing etc. to be brought to the notice of warden.
27. Loud music is not permitted in the hostel premises.
28. Recreation room has Color T.V and set of games items are available with sports secretary.
29. Whenever student leaves her room she is required to switch-off all the electric points and lock the room. The room key can be left with the warden in case any repair work is required. The complaint for the repair work should be entered in the register available with the warden.
30. Sick students will report to warden & thereafter remain in the sickroom of the hostel. Meal arrangement as needed will be provided by the mess sisters.

31. Celebration of festivals & other such occasion is arranged by students and special lunch or dinner is served to them as per their choice. Lohri, Holi, Diwali, Christmas celebration is permitted in the court yard of ground floor. Playing with Colors dry or wet, exploding firecrackers, bonfire is not permitted in the hostel courtyard.
32. Students falling sick can go home but only after the prescription of the doctor of LNH. Parents are informed and they can come to pick up the sick student.
33. Students found loitering in the campus premises will be punished as deemed fit.
34. Students violating hostel rules will be punished as per college rules. Student will be given chance to explain her side in writing. On first instance student will be issued warning letter and after three warnings she can be removed from the hostel and or course or both as per rules.

By order

Principal

Disciplinary Committee, SNA Committee,

Warden and Mess Sisters

Curriculum Related Instructions

1. No leave is permitted during the academic session except in extreme exigencies students thus missing on their classes and clinical duties will have to make- up for the missed days.
2. Students are permitted **fourteen days sick leave during the entire course** duration of four years. Students requiring sick leave beyond the permitted days will have to make-up for the equal number of days. Make-up duty days are allowed on completion of internship. Hostel stay during make-up duty is not allowed.
3. Students becoming absent from clinical duty will have to make-up **four times** the days missed at the end of the course i.e. after internship.
4. Provisional certificate character certificate will be issued only after days are made up and duly certified copy of attendance by the officer In-charges of the clinical area & class coordinator is submitted to the course coordinator.
5. Attendance requirements of each academic year as per rules is: (i) class room minimum 80% in each subject for taking final exam, and (ii) 80% is needed to appear for the practical exam. However, practical 100% attendance is must before award of degree. Attendance will be calculated from the first day of classes which includes orientation till the last class is held for each subject.
6. Obtaining minimum 50% (pass marks) is needed in internal assessment for both (CR) & clinical practical in each subject, in each academic year to qualify to take university exam.
7. Passing in the theory and practical examination is compulsory either internal or university.
8. The maximum period to complete the course is eight years.
9. The candidate shall clear all the papers of previous examination before appearing in the final examination. Student will be promoted to the final year only after passing all the previous examinations. Students who can't be promoted will leave the hostel till they qualify to take their final examination.
10. (i) All students will be allowed to go home after completion of exams after each semester after submitting their departure report to the CCO & Warden. On beginning of each semester students will join back and submit their application to CCO & warden.(ii) Outstation students will submit application with their travel ticket photocopy attached and also parents application of consent of their ward traveling alone or with friends or relative.
11. Mobile phones are not allowed in the class room and clinical duty areas.

12. Parents are required to cooperate with the authorities of the college in maintaining the discipline. Unnecessary requests to allow student to attend wedding, birthday parties etc. during the academic session by giving excuse to free from classes or duties will not be entertained. Parents or students getting phone calls made to teachers and officers in the administration from any authority will be viewed adversely and considered under indiscipline rules.
13. Parents are required to leave five or more, as needed self- addressed envelopes for postal communication about their wards. Parents whenever called for by teachers shall make themselves available. Communication can be sent by e-mail, or by post.
14. Parents /guardians are not allowed to meet students during their clinical hrs and class hours.
15. Class timing and clinical timing will be strictly followed by the student as per class time table and clinical rotation changed from time to time.
16. Student violating the rules/ instructions of the college will treated strictly as per guidelines.
17. Student found and reported misbehaving, talking rudely, using foul language with teachers, college staff, ward staff, warden, mess staff with each other will be dealt as per rules.
18. Cosmetic use and wearing of jewelry on duty except small ear studs is not permitted.
19. Students are expected to go on clinical duty on time, in clean and complete uniform. Clinical uniform is not permitted in the academic block. Under certain circumstances if student has to enter academic block she should remove her white court. Similarly students are to come in classes in proper clothes and on time.
20. Removing notices, tearing and destroying papers from bulletin boards or notice boards will be viewed seriously and dealt with as per rules.
21. All matters related to discipline of the college will be dealt by the disciplinary committee. The decision of the committee will be final.

By ORDER

Principal,

Curriculum Committee, Disciplinary Committee