

COLLEGE OF NURSING – AIIMS
HOSTEL NO.15 [Medha Hostel], Masjid Moth
Rules & Regulation

Introduction

The Hostel No 15 [Medha Hostel], Masjid Moth was inaugurated in June 1992 It's a beautiful & eco friendly seven storied building having many amenities for the nursing students.

The Hostel No 15 [Medha Hostel], Masjid Moth comes under the direct control of the Deputy Superintendent of Hostel and Supdt. Of Hostel who administer it through the warden and his/her staff.

The ground floor of the building has several common facilities such as the General Store & also the Reading Room, Recreation room, T.V rooms, Sick rooms and the Mess.

Residents of the hostel are expected to observe a few rules and regulations to facilitate the proper maintenance of the Hostel.

General

1. Students are expected to behave politely at all times and with everyone.
2. Students should be properly dressed whenever they come to the ground floor.
3. Common rooms such as the recreation room, TV room and reading room should be left in order after use [Windows closed furniture/cushions in place, lights, fans & A.C. put off, door closed/locked].
4. Use of / electric press/ electric hot plates and other gadgets in the room is forbidden, if violated, such items will be confiscated
5. Prior permission should be obtained for any large gatherings/celebrations in the hostel mess.
6. CCTV cameras are installed in all floors to prevent undue event.

Mess

It is compulsory for students to join Hostel Mess. Mess is run by students.

1. Students are not allowed to take food from the mess to their rooms except for sick ones.
2. Mess timings are as follows:

Breakfast	6:20 am	-	9:30 pm
Lunch	12:30 am	-	2:30 pm
Tea	4:30 pm	-	6:00 pm
Dinner	7:30 pm	-	9:30 pm

These timings have to be adhered to strictly.

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3. Suitable meals may be sent up only to the sick students on request.

Rules

1. Visiting Hours, Late Pass, Weekend pass and outstation permission.

Visiting Hours:

Weekends	4:00 pm	-	9:00pm
Saturdays	1:00pm	-	9:00 pm
Sundays & Holidays	9:00 am	-	9:00pm

These timings have to be adhered strictly. Students should inform their prospective visitors about their timings.

2. Students will meet their visitors only in the student visiting rooms. Students should come down properly dressed to meet their visitors. No visitor should be taken up to the room.
3. The hostel gates are closed at 10:00 pm. Students who have availed late pass should return to hostel before 10:00pm.
4. The evening attendance of the students is taken by the student supervisor between 9:00 pm to 9:30 pm. It is compulsory for every student to report for attendance. No one is permitted to go outside the hostel gates after attendance. Students in the hostel would be marked on absent if not present for attendance and the report will be sent to the Dy. Supdt. Office by the student supervisor.
5. Students are permitted to go to the library in the evening within the above stipulated timings. On return from the library students should enter their time of return in the late pass book.
6. Students intending to go to their local guardians residence for weekend/holidays should enter all the expected particulars in the SOP book. Failing to white details or absence without entry in the SOP book can result in strict action.
7. Students are not permitted to go to their home, local guardian residence or elsewhere during college working hours and weekdays. If there is some urgent need, permission is to be taken from the warden/Dy. Supdt. Of Hostels. For absence from class the permission from college of nursing.
8. Students needed to leave stations in emergency must take written prior permission from the Dy. Supdt. of hostel/warden
9. Students are expected to attend classes regularly. Sick leave should be applied at the college and also reported to the students posted for hostel Supervision.
10. Pet animals are not allowed inside the rooms or within the hostel premises.

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Rooms

1. Students are expected to keep their room neat and clean.
2. Before leaving the room all lights and fan should be turned off.
3. Students shouldn't disturb to those who are at study or anytime and especially during the study time that is 7:00pm to 10:00pm.
4. Cooking in the room is strictly prohibited.
5. Students shouldn't keep too much money or valuable things in their room. The hostel authorities will not hold any responsibility in case of loss of any money or valuables.
6. No guest is permitted to stay with the students. The student should get a prior written permission from Dy. Supdt of hostel or the warden hostel section to arrange the room for the guest {ladies only} on a minimal charge and period as permissible by the hostel rules.
7. Charge of rooms is not allowed.

Use of bathrooms etc.

1. Students are expected to leave the bathroom/toilet clean after use. Also make sure that the taps are closed properly and the light put off before leaving the place.
2. Students should switch off the geyser after using the geyser.
3. All disposable items should put into cellophane/plastic bags and put into the chutes which are near the bathrooms.
4. Do not leave article like dusters, sauce pan and bottles near the cooler areas.
5. Use the cooler only for drinking water. Coolers switch need not to be put off.
6. Washing of clothes should be done only inside the bathrooms.
7. Drying of clothes in the corridors etc. Is not permitted.

Bus

1. Students are expected to take the bus/trip specially meant for them.
2. Students must be down near the gate/allocated space near the hostel at least 10 minutes before the scheduled time of departure of the bus.

Civil & Electrical Complaints.

1. Civil complaints will be attended from 9:30 am to 1:00 pm from 2:00 pm to 4:30 pm [Internal No. 4959]
2. Electrical complaints will be attended at anytime of the day [Internal No. 4233]
3. There are separate books kept near the telephonic counter, on for Civil, Electrical, Water Cooler, AC & Horticulture complaints.
4. Apart from entering the specific nature of your complaint in the appropriate book with your room number written clearly (eg. S-327). You are also expected to write in the book when you will be available in your room for the complaint to be attendant.

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5. In case of any complaints against the behavior or work of the staff, please, report to the warden. Don't take action directly.

Emergency and Illness

In case of illness or any emergency (fire/theft.etc) please inform the warden. She will take an action and give all the necessary assistance.

Conclusion

You are free to go to the warden at any time with your problems. Suggestions for maintaining peace and harmony and homely atmosphere in the hostel are welcome.

IF YOU HAVE ANY KIND OF PROBLEM KINDLY CONTACT ON THIS NO 01126594964/01126594965 [HOSTEL NO. 15 RECEPTION]

We hope you will enjoy your stay in the hostel.

Jes
31/7/2023

SUPERINTENDENT OF HOSTELS