

BCF COLLEGE OF NURSING
CHEMMANAKARY, VAIKOM

RULES AND REGULATIONS FOR THE STUDENTS

A) Dress Code

While in the campus (College / Hospital / Community) the students are expected to dress modestly.

1. For female students, saree or churidar is the permitted dress, while attending the classes and in the premises.
2. Hair should be neatly put up
3. Students are expected to maintain professional decorum.
4. Male students will wear pants & shirt.
5. observe the clinical uniform code as per the Management stipulations

B) SICKNESS OF STUDENTS

Health clinic facilities are available to all the students and staff at the Community Health Centre or the Casualty Department of the Indo- American Hospital. Initial health check-up is available to all the students. In case of any ill health, report to the Matron/House Keeper at the first sign of it. If one falls ill in the Hostel, report to the Matron/House Keeper; in the class, report to the Class Co-ordinator and in the clinic, report to the Clinical Instructor.

- ❖ When a student falls ill he/she has to meet the Matron / Asst.Warden and get the sick leave certified. Students must bring a medical certificate stating day of leave and details of treatment received and submit it to class co-ordinator on the day of reporting after sick leave.
- ❖ The student has to report about the consultation and progress to the Class Co-ordinator / Warden / Matron.
- ❖ Parents will be informed about student's illness, if warranted.
- ❖ In case of hospital admission for treatment, the parents are responsible to attend to the student or to keep a bystander.

C) SAFETY REGULATIONS

Each student is responsible for his/her belongings. Valuables and jewellery should be kept under safe custody of student. Each student should open a bank account and deposit surplus money. College will not take any responsibility for any loss of valuables.

D) STUDENT NURSES ASSOCIATION (SNA)

SNA is a non political organisation of students. Each student is supposed to be a member of SNA on admission itself. They are also expected to abide by the norms and policies of SNA.

Objectives

1. To help students to uphold the dignity and ideal of the profession for which they are qualifying.
2. To help student nurses learn how professional organisation serves to uphold the dignity and ideals of Nursing profession.
3. To promote a close rapport with other student nurses.
4. To furnish student nurses with advice during the entire course of study leading to professional qualification.
5. To encourage leadership ability and help students to gain a wider knowledge of nursing profession in its different branches and aspects.
6. To increase the student nurse's social contact and general knowledge in order to help them with their total personal and professional development.
7. To encourage professional and recreation meetings, games and courses.
8. To encourage students to compete for prizes in the student nurses' exhibition and to attend national and regional conferences.
9. To encourage the student nurses to develop a co-operative spirit which will keep them in professional relationship in the future.

E) GUIDANCE AND COUNSELLING

Students are expected to attend the guidance and counselling sessions. Students should feel free to contact their respective Class Co-ordinators for counselling. The interview and the discussion will be strictly confidential. Any problem of concern (personal, family or social) may be shared.

F) TRANSPORTATION.

1. Students are expected on time (7.30 am) to be present in clinical areas.
2. Whenever college vehicles are provided, the students are required to behave properly in order to provide a comfortable journey for the co-passengers.
3. Students will not make any willful damage to the vehicles.

G) MESS

Mess facilities are available for the inmates of the hostel on payment of fees stipulated by the Management. Mess Committee comprising of the Principal, Matron and faculty and student representatives exists for the smooth and effective conduct of a healthy mess in the campus. Students are expected to abide by the norms and policies of the Mess Committee. Mess bills are to be paid promptly without fine before 10th of every month. Late payment may be accepted with a fine of Rs.5 per day. Students who are not taking food from the hostel due to going home/outstation on study purpose, are allowed concession only for such period that exceeds 5 days continuously. In order to avail the mess concessions the students must inform their absence to Matron/Mess in-charge prior to leaving.

H) ACCOMMODATION

Separate hostel facilities for female students are available as per regulations of statutory bodies. Students are expected to abide by the hostel rules and regulations.

I) FEES

The details of fees to be remitted every year will be intimated to the students in advance and they are expected to pay the fee on time.

J) SELF - DEVELOPMENT ACTIVITIES

The students are expected to utilize and mobilize resources and services for self development – both professional and personal. They have to strive to uplift the banner of the profession through active and consistent performance.

K) OTHERS

1. Students should make every effort to take care of the College property.
2. Any willful damage done to the property of the College will be dealt with as breach of discipline.
3. Students are required to maintain the ethical and professional behavioural standards laid down by the College authorities.
4. Students are responsible to the Principal for their behaviour in the College and outside the College.
5. Students are permitted to leave the campus with prior permission from the College authorities. In case of emergencies like illness of own, parents/brothers or sisters/immediate relatives such emergencies should be reported telegraphically and or in writing to the Principal directly, specially requesting for grant of permission to their ward to leave the campus.

6. Students shall carryout services as and when called for by the College authorities.
7. Students are not permitted to receive telephone calls during working hours. However, in an emergency, message will be conveyed to the concerned student. They shall be permitted to contact their parents / guardians telephonically during prescribed timings on notified days.
8. Students must satisfactorily complete the requisite theory hours as well as clinical hours. The Class Coordinator / Course Coordinator shall assign appropriate duties to make up for non- fulfillment of the requisite hours, at their discretion and with the concurrence of the Warden.
9. Strict discipline is to be maintained in the conduct as well as in carrying out the requirements of the course as per specified rules and regulations and procedures; lapses if any, on the part of students shall be dealt with firmly and suitable disciplinary action will be taken by the college authorities.

L. RAGGING

Students are strictly warned against engaging themselves in unlawful activities like “Ragging”. Students found engaging in sadistic activities like ragging will be expelled from the rolls forthwith and further punitive action will be taken against them as directed by the H’ble Supreme Court of India

DECLARATION BY THE STUDENTS

I,, 1st year B.Sc Nursing student of the BCF College of Nursing hereby declare that I have read and understood the Rules and Regulations of the College and hereby agree to abide by the said rules and regulations

Signature :

Name :

Place : Chemmanakary

Date :

Counter Signed

Parent / guardian

Name :

Address :

BCF COLLEGE OF NURSING

(LADIES HOSTEL)

HOSTEL RULES & REGULATIONS

The Principal of the College is the Warden of the Hostel. She may nominate one or more teachers residing in the hostel as Assistant Warden(s) to assist her in enforcing discipline and decorum in the hostel and prevent unlawful activities like ragging. There shall be a full time resident officer in the hostel designated as the Matron/House Keeper who shall take care of the quality and quantity of the food served, general cleanliness of the premises, medical care for the students falling ill, and general enforcement of the rules and regulations of the hostel. She will have supervisory control over the cooks and other employees of the hostel, till other supervisory committees are formed with students participation.

HOSTEL – RULES & REGULATIONS

All inmates of the hostel should get acquainted with these rules and regulations and observe them strictly.

1. Any information and instruction for the students will be displayed on hostel notice board. Students are expected to look for such notices daily, read them carefully and take appropriate action.
2. Inmates of the hostel should be responsible for their own belongings. Money and other valuable items should be kept under lock and key.
3. Hostel rooms and their premises have to be kept clean and tidy always.
4. Visitors:
 - Visitors are allowed only when students are not on duty on Sundays between 9 A.M and 6.30 PM
 - Visitors may meet the students after gaining permission from the Warden/Asst. Warden/Matron/House Keeper
 - Only Visitors approved by the parents are permitted to visit students
 - Visitors are entertained in the Visiting Room only. No visitor is allowed inside the Bed room or other rooms.
 - Students are not allowed to meet the visitors in the hospital wards, on the road or in the hostel premises.
 - If they need to be entertained for emergency matters during clinical experience of class periods meet them only in the college or hostel parlor after getting permission from the Class Co-ordinator or Principal/Vice Principal

5. Students once admitted in the hostel may be permitted to withdraw from the hostel only with a written to the Principal through proper channel and that the reason for the withdrawal is genuine and not in anyway affect the study of the students in the College.
6. The students are not permitted to shift to another room other than the one assigned to them. Warden may also reallocate the rooms as found necessary at any time during the course.
7. Students are not permitted to use their own Motor Vehicle in the Campus unless permitted by the Warden

8. **Out pass / home pass**

1. Outings are allowed only once in a month, (on Sunday 6.30 a.m to 6 p.m) with the permission of Principal. Matron/House Keeper will accompany the students where ever they go.
2. Students are not permitted to go outside the campus without prior permission of the Principal
3. Students should write the particulars in the Out Pass Book and obtain permission from the Principal one day prior to going out. On return they should report to the Warden/Matron/House Keeper and sign the out pass book which should be countersigned by Warden/Matron/House Keeper.
4. Students are permitted to go home once in a month
 - a) Students who wish to go home should get permission from the Principal atleast one day earlier and should write in the Home Pass Book.
 - b) Students should produce a letter from the parents / local guardian stating the date and time of arrival and departure from home.

9. **Telephone Register**

All are reminded to enter their telephone calls in the Register provided for that purpose.

10. **Keeping silence during study time**

All inmates are expected to maintain complete silence during the individual study time, ie, from 8 pm to 11 pm. The Deputy Warden/Matron should see that lights are off and no student is keeping awake after 11 pm as good sleep is essential for effective learning.

11. **Telephone calls**

The telephone calls have to be restricted strictly according to the earlier given schedule

- In the Hospital campus Hostel

Incoming calls : Days – Tuesdays and Fridays,
Timing 5 pm to 7.30 pm

Outgoing calls : Days – Monday (roll no.1-20) Wednesday (roll no.21-38)
Timing 5 pm to 6.30 pm

- In the New Hostel (BCF College campus)

Incoming calls : } Days – All days of the week
Outgoing calls : } Timing 6.30 pm to 7.30 pm

12. Watching television

Timing for watching Television has to be strictly restricted. Besides the evening news of national channel, the timing has to be from 6 pm to 8 pm during class days and from 4pm to 8pm.during Sundays and Holidays. On national holidays like January 26th and August 15th there will not be any restriction. Special sanction has to be taken from the Warden /Deputy Warden if the students wish to watch any special programme other than during the above schedule.

13. Home permission

While going home permission from the Principal/Principal in charge should be obtained by each student at least one day prior to going home. The Parent/Guardian is expected to take the student home by entering in the Home Pass Register maintained in the hostel. The Deputy Warden/Matron or any staff deputed for the same will see that the entry has been made and the permission letter from the Principal has been submitted to her. On return from home the parent/guardian should enter the details with their signature in the same register and the hostel in charge also will see that the entry has been made.

Those students whose parents have given special letter to permit their ward to leave the hostel alongwith their classmate or other deputed parent on their own risk should make a separate request each time specifying the date and time the permission is to be given. The parent should also make the request and directly post to the Principal so as to reach her at least 2 days prior to going home, so that the Institution can ensure that the parents are aware that their ward will reach home at the expected time and also will ensure the safety of their daughter. While returning the student should also bring their parent's letter stating that the student has reached home safely at _____ on _____ and is leaving home at _____ on_____

14. Mess

1. Students should be punctual for meals.

Meal timing

Breakfast	: 07.00 a.m to 08.30 a.m
Lunch	: 12.00 noon to 02.30 p.m
Tea/ Coffee	: 04.00 p.m to 05.30 p.m
Dinner	: 07.00 p.m to 08.30 p.m

2. No meals will be serviced after or before the scheduled time
3. Meals should be taken only in the Dining Hall. Students are not permitted to carry food items to the bed room or any other place outside the dining hall.
4. No special meals will be served unless specific instructions are given by the Matron/House Keeper/Doctor (in case of sickness)
5. Hostel servants should not be approached for individual service.
6. Students should observe all etiquette relating to dining.

15. Hostel Cleanliness :

1. Hostel rooms and their premises are to be kept clean and tidy always.
 - a) Students are expected to keep the latrines and bathrooms neat and clean.
 - b) Cloths should be washed and dried only in the washing area
- c) Sanitary napkins should never be disposed off by putting inside water closets. All dry and semi dry wastes should be disposed off in the appropriate containers/bins.
- d) Students are entirely responsible for keeping their room neat and tidy.

16. Hostel properties :

1. Before occupying the room students will make sure that all the things are in good working condition. Breakage if any may be reported at once.
2. Fans and light should be put off when not in use
3. Light should be put off by 11.00 p.m
4. Students are not permitted to use electrical appliances like kettle, iron box, heater, etc. other than those supplied by the College.
5. Students should take utmost care of furniture and other items like T.V., electrical fittings and water faucet.
6. In case of any damage done to hostel property (movable or immovable), the cost of the same will have to be borne by the student/ students concerned.
7. Students should not have obscene wall hangings and pictures in their living rooms.
8. Shifting of furniture from one room to another is not allowed.

17. Health care and Other matters

- i) Any sign of ill health should be reported to the warden or Asst. Warden or Matron
- ii) If a student is having contagious disease she is expected to go home for treatment or isolated in the hostel or hospital for treatment.
- iii) Sick leave is allowed with permission from the attending physician. This matter should be intimated to the Warden or Health Supervisor or Matron.
- iv) Students shall remain in their allotted rooms and maintain complete silence during the silence period for rest and study (8 pm to 11pm).
- v) Students may attend morning and evening prayers (7.15 am and 7.30 pm) .
- vi) Students should attend the roll call at 7.30 am and 7.45 pm.
- vii) A night Roll Call Register should be separately maintained by the Matron/House Keeper.
- viii) Students are expected to stay in their allotted room only. They should not change the room without prior permission of the Warden/Asst. Warden /Matron/House Keeper.
- ix) Students are not permitted to take away the newspapers, magazines etc from the Common Reading Room.
- x) Students are permitted to make or attend telephones calls between 6 pm and 9 pm on Sundays. Phone calls to the students may be attended by the Matron/House Keeper/Assistant Warden and urgent messages will be conveyed, if necessary.

18. Dress code

- 1. Inside the hostel, students may dress with modesty and neatness.
- 2. Female students may wear saree or churidar in the dining hall, visitor's room, College and hostel premises.

19. Ragging

Ragging in any form is strictly prohibited. Students found engaged in ragging will be expelled from the Hostel forthwith and their name will be removed from the rolls of the College. Other punitive action will also be taken against them.

DECLARATION BY THE STUDENTS

I,, 1st year B.Sc Nursing student of the
BCF College of Nursing hereby declare that I have read and understood the Rules and
Regulations of the Hostel and hereby agree to abide by the said rules and regulations

Signature :

Name :

Place : Chemmanakary

Date :

Counter Signed

.....

Parent / guardian

Name :

Address :