

# Vivekanand College of Nursing College And

## Institute of Paramedical Sciences

Kanth Road, Moradabad-UP -244001

(Affiliated to MJP Rohilkhand University, Bareilly )

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सूचना का अधिकार अधिनियम, 2005 की धारा 4 (i) (b) की उपधारा (i) से (xvii) से  
सम्बन्धित सूचना :-

College Website: [www.vnursingcollege.com](http://www.vnursingcollege.com)

Principal: Ms. G. Pristella

Vice-Principal: Ms. Tintu Thomas

E-Mail:- [info@vnursingcollege.com](mailto:info@vnursingcollege.com)

Phone: - 0591- 3293499,2451609,2450679, 2450681

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Under Auspices of  
Moradabad Charitable Trust and Health Research Centre (Regd.)  
Moradabad

## Vivekanand College of Nursing

Offering 4 years Basic B.Sc Nursing Course  
Affiliated to MJP Rohilkhand University, Bareilly.

### MANAGEMENT AND ADMINISTRATION

#### Board of Trustees:

Shri L.R. Talwar  
(Ex Chairman)

Shri S. P. Khosla  
(Senior Vice Chairman)

Dr. D.P. Manchanda  
(Ex Chairman)

Shri Ajay Gupta  
(Vice Chairman)

Shri O.P. Vadera  
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Shri Kewal Khosla  
(Addl. Secretary MCT&HRC)

Shri Vinod Khanna  
(Treasurer)

Smt Madhavi Malhotra  
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Shri D. K. S. Goyal  
(Secretary VNH)

Shri Sudeshwar Saran  
(Auditors & Legal Advisor)

Dr. B. J. Kaur Girgla  
(Member)

Shri Manu Talwar  
(Member)

Shri Sunil Anand  
(Member)

Shri Kamal Chandra  
(Joint Secretary)

Shri Mukul Manchanda  
(Auditors & Legal Advisor)

Shri Subash.Ch. Dhall  
(Member)

Shri Raghav Gupta  
(Member)

Shri Som Nath Gandhi  
(Member)

## Advisory Committee:

1. Prof. Chander Prakash, M.D. Director Medical College, Haryana
2. Dr. S.K. Raj, M.D. Sr. Physician, Moradabad
3. Dr. P.C. Chaturvedi, M.D. Dy. Director, VNH & RC, Moradabad ( Ex )
4. Dr. A.K. Singh, M.S. Sr. Surgeon, Moradabad
5. Dr. B.K. Dutt, M.D. Sr. Pediatrician, Moradabad
6. Addl. Director Health Services, Moradabad
7. Chief Medical, Officer Moradabad

## Managing Committee of the Institutions

- 1- Shri O.P Vadera Chairman, MCT & HRC Ex officio Member
- 2- Shri K.L Katyal Secretary, MCT& HRC Ex officio Member
- 3- Shri Kewal K. Khosla Chairman
- 4- Shri Subhash Chandra Dhall Vice Chairman
- 5- Shri Mukul Manchanda Secretary
- 6- Shri Manu Talwar Joint Secretary
- 7- Shri Vinod Khanna Treasurer
- 8- All other trustees Members
- 9- Principal, College of Nursing Member

## General Administration

1. Director VNH & RC
2. G.M. ( Education )
3. Principal, College of Nursing
4. Supporting Staff

## FACULTY

### College of Nursing

- |                         |              |                |
|-------------------------|--------------|----------------|
| 1. Ms. G. Pristella     | M.Sc Nursing | Principal      |
| 2. Ms. Tintu Thomas     | M.Sc Nursing | Vice Principal |
| 3. Ms Safiya Khan       | B.Sc Nursing | Tutor          |
| 4. Ms. Sunitha Kingsley | B.Sc Nursing | Tutor          |
| 5. Mr. Kenchegowda P.R. | B.Sc Nursing | Tutor          |
| 6. Mr. J. Jagdeesh      | B.Sc Nursing | Tutor          |

## School of Nursing

1. Ms. P.Anitha	B.Sc Nursing	Tutor
2. Mr. Hemant K.Sharma	B.Sc Nursing	Tutor
3. Mr. Pramod K. Sharma	B.Sc Nursing	Tutor
4. Mr. Gopi Nath P.T.	B.Sc Nursing	Tutor
5. Ms. Komila Singh	B.Sc Nursing	Tutor
6. Ms. Pallavi Verma	M.Sc	Microbiologist
7. Mr. Kumar Manglam	M.A. (Psych.)	Psychologist

## Institute of Paramedical Science

1. Dr. M. Arshad	MSC., Ph. D	Principal
2. Dr. Harjeet Singh	MPT	H.O.D. Physiotherapy
3. Ms. Asma Azam	BPT	Physiotherapist
4. Mr. Manoj Kumar	M.Sc.	Microbiologist
5. Mr. Arun Mishra	B.H.M.S.	Anatomy
6. Mr. G.K. Sharma	B.H.M.S., D. Yoga	Cardiology
7. Miss Manju Sharma	M.Lib.	Librarian
8. Ms. Arshi Khan	M.Sc.	Warden

### Others:

1. Dr. Raj Kapoor	M.D. (Med), D.M. (Cardio)	Cardiology
2. Dr. Rajiv Gupta	M.D., D.M. (Gastro)	Gastroenterologist
3. Dr. Sanjeev Sharma	M.S., M.Ch. (Neurosurgery)	Neurosurgeon
4. Dr. Sandeep Raj	M.S. (Ophth.) Ph. D.	Ophthalmology
5. Dr. Rajeev Babu	M.B.B.S., MD (Med.)	Internal Medicine
6. Dr. Neeraj Agarwal	M.B.B.S., M.D. (Pedia)	Pediatrician
7. Dr. Mohit Tandon	M.B.B.S., MD (Med.)	Nephrology
8. Dr. Lokesh Saluja	M.B.B.S., M.S. (Surgery)	General Surgery
9. Dr. Parkshay Agarwal	M.B.B.S., MS (Ortho.)	Orthopedics
10. Dr. Sandeep Bharangar	M.B.B.S., M.S.(ENT)	ENT
11. Dr. Salman H.Khan	M.B.B.S., M.S.(Ophth.)	Ophthalmology
12. Dr. Ila Shah	M.B.B.S., M.D.	Anesthesia
13. Dr. Anurag Gupta	M.B.B.S., M.D. (Path)	Pathology
14. Dr. Sadhana Gupta	M.B.B.S., M.S.	Gynae & Obst..
15. Dr. Nishi Agarwal	M.B.B.S., M.S.	Gynae & Obst.
16. Dr. Neenu Kapoor	M.B.B.S., D.M.R.D.	Radiologist
17. Dr. S.N. Hasan	M.B.B.S., D.N.B.	General Medicine

## **Fee Structure**

### **(a) Basic B.Sc. Course**

Academic Year	Admission Identity Card & Dev. Fee	Security (Refundable)	Tuition Fee	Registration, Examination & Univ. Fee	Uniform SNA & Student aid fund	Sports Fee	Medical Fee	Total
<b>I Year</b>	<b>5000</b>	<b>3000</b>	<b>45000</b>	<b>6500</b>	<b>2000</b>	<b>1000</b>	<b>1500</b>	<b>64000</b>
<b>II Year</b>			<b>45000</b>	<b>6500</b>	<b>2000</b>	<b>1000</b>	<b>1500</b>	<b>56000</b>
<b>III Year</b>			<b>45000</b>	<b>6500</b>	<b>2000</b>	<b>1000</b>	<b>1500</b>	<b>56000</b>
<b>IV Year</b>			<b>45000</b>	<b>6500</b>	<b>2000</b>	<b>1000</b>	<b>1500</b>	<b>56000</b>

### **(b) GNM (General Nursing and Midwifery)**

Academic Year	Admission Identity Card & Dev. Fee	Security (Refundable)	Tuition Fee	Regn. & Exam. Fees (A/C & Secr. Trng from 2 <sup>nd</sup> Year )	Uniform SNA & Student aid fund	Sports Fee	Medical Fee	Total
<b>I Year</b>	5000	3000	36000	3000	2000	1000	1500	51500
<b>II Year</b>			36000	4200	2000	1000	1500	44700
<b>III Year</b>			36000	4200	2000	1000	1500	44700
<b>6 Mths</b>			18000	2000				20000

### (c) Paramedical Courses

Academic Year	Admission Identity Card & Dev. Fee	Security (Refundable)	Tuition Fee	Regn. & Exam. Fees	Uniform	Sports Fee	Medical Fee	Total
<b>I Year</b>	5000	3000	22000	3000	2000	1000	1500	37500
<b>II Year</b>			22000	3000	2000	1000	1500	29500

<b>Hostel Fees</b>	<b>Rs. 10000/- Per Year</b>
<b>Hostel Security</b>	<b>Rs. 3000/- One Time (Refundable)</b>
<b>Mess Charges</b>	<b>Rs. 1500/-</b>
<b>Hostel Fee for Last six Months</b>	<b>Rs. 5000/-</b>

## ADMISSION PROCESS

For getting admission in B. Sc. (Nursing), GNM and Paramedical courses the candidate should have passed Intermediate Examination as minimum qualification. The eligible candidate may obtain prospectus and application form for admission by post or in person from the office of the Institute on Payment of Rs. 400/- by demand draft in favor of Moradabad Charitable Trust & Health Research Centre at Moradabad. For getting the form by post the demand draft should be sent for Rs. 450/-.

It is the responsibility of the candidate to see his / her eligibility for admission in a particular course regarding age, qualification etc. In case the admission and enrolment is denied by the University / State Medical Faculty, the Institute shall not be responsible for any loss direct or indirect to the student due to any lapse / lacuna and no claim of any kind regarding refund of fee etc. will be entertained on this account.

Application duly filled along with the following documents should be submitted / Received in the office of the Institute on or before the prescribed date.

1. Attested copy of mark sheet & certificate of Intermediate or equivalent examination.
2. Attested copy of mark sheet & certificate of High School / equivalent examination showing the date of birth of the candidate.
3. Candidates belonging to SC/ST/OBC should submit original certificate issued by the District Magistrate / Competent authority.
4. Domicile certificate from district Magistrate / Competent authority.
5. Character certificate from the principal / Head of College / Institute last attended.
6. In case of N.R.I. candidate copy of Nationality certificate is required.
7. Transfer / Migration Certificate from the school / college last attended in case of migrated students

8. Bank Draft No:.....Dated:.....for Rs:.....
9. Recent passport size photographs – 4
10. Total Number of Documents attached .....

### Eligibility

S. No	Course Name	Duration	Age	Qualification
1	Basic B.Sc Nursing	4 Years	17 Years	Intermediate Science Physics, Chemistry, Biology & English
2.	General Nursing and Midwifery	3 Years 6 Months	17 Years to 35 Years	Intermediate in any stream. Preference to Science Candidates
3.	Diploma in Physiotherapy (DPT)	2 Years	17 Years	Intermediate Science, Physics, Chemistry, Biology or Maths
4.	Diploma in O.T. Technician (D.OT)	2 Years	17 Years	Intermediate Science, Physics, Chemistry, Biology or Maths
5.	Diploma in Optometry (D.Opt)	2 Years	17 Years	Intermediate Science, Physics, Chemistry, Biology or Maths
6.	Diploma in Cardiology Technician	2 Years	17 Years	Intermediate Science, Physics, Chemistry, Biology or Maths

### SELECTION PROCESS

1. A merit list shall be prepared strictly as per the marks scored in intermediate examination.
2. Eligible Candidates shall be called for interview through call letter and verification of the documents submitted by them along with application.
3. List of candidates selected in the interview shall be displayed on the notice board of the Institute. They will be informed about their selection by sending individual letter also.
4. Students seeking admission will have to submit original certificates / mark sheets in the office of the institute at the time of admission which will be returned only after completion of the course, failing which the selection will be cancelled.
5. Selected candidates will be required to undergo medical examination by a medical board of VNH &RC before admission. Candidates who are found medically fit shall only be eligible for admission.
6. Selected Candidates will have to deposit the Annual and one-time fees along with Hostel charges at the time of admission as per opted mode of payment, failing which the selection will be cancelled.
7. In case a student does not turn up for studies after depositing the fee, the same shall be forfeited in any condition what so ever.
8. The fees may be revised as per guideline issued by the U.P. State Medical Faculty Lucknow or the Trust during the particular session / course.
9. Fees once deposited will not be refunded in any case.
10. All the payments for the Institute fee and others should be made by D.D. in favor of Moradabad Charitable Trust & Health Research Centre payable at Moradabad.

## CANCELLATION

The admission shall be cancelled in case of submission of false / forged documents and if a candidate is held in any criminal case or gross indiscipline / misconduct.

If a candidate is suspected to be suffering from any Incurable / Chronic illness, a Medical Board may be constituted to assess his / her Medical fitness to continue the course at any stage.

The decision of the selection board of the institution will be final and binding on the candidates with respect to admission and no request on any ground will be entertained by the management in this regard

## DRESS CODE

Students should wear the following uniform. (**To be provided by the Institute.**)

### FOR BOYS

1. White Shirt
2. White Pant
3. Grey Tie
4. White Apron

### FOR GIRLS

1. Grey Kurta
2. White Pajamee
3. White Dupatta
4. White Apron

## TO BE ARRANGED BY THE STUDENTS (BOYS & GIRLS)

1. Navy Blue Sweaters in winters
2. White Socks & White Shoes.

## DISCIPLINARY ACTION

All irregularities, disobedience, violation / breach of rules, neglect of duty and indiscipline are to be brought in the notice of the principal, who in consultation with the management, senior staff members and administrative staff, shall deal with any serious offence, for which an adverse entry in the students personal file / record register may be made and penalty imposed. Penalty could be either written or a verbal warning, fine, suspension and a removal as an office bearer of any organization and or removal / expulsion from college. The principal will be competent to remit the penalty imposed by him / her.

**The decision of the managing committee of the academic institutions will be final and binding on the students in all respect.**

1. All power relating to discipline and disciplinary action vested in the Director / GM / Principal.
2. The Director / GM / Principal may delegate all such powers, as he / she deems proper to such other person as he / she may specify on his / her behalf.
3. Without prejudice to the generality of power to enforce discipline under the ordinance, the following shall amount to act of gross indiscipline.

- (a) Physically assault or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution / department and against any student with in the campus.
  - (b) Carrying of, use or threat of use of any weapon.
  - (c) Any violation of the provision of the Civil Rights Protection Act, 1976.
  - (d) Violation of the status, dignity and honor of students belonging to the scheduled castes any scheduled tribes.
  - (e) Any practice- whether verbal of other-derogatory of women.
  - (f) Any attempt at bribing or corruption in any manner.
  - (g) Willful destruction of institution property.
  - (h) Creating ill will of intolerance on religious or communal grounds.
  - (i) Causing disruption in any manner of the academic functioning of the institution syst
  - (j) Ragging as per Ordinance XV - C.
4. Without prejudice to the generality of his / her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him / her appropriate, the Director / GM / Principal may in the exercise to his / her powers aforesaid order of direct.
- (a) That any student or students be expelled; or
  - (b) Any student or students be, for a stated period, restricted. or
  - (c) Be not for a stated period, admitted to a course of study of institution.
  - (d) Be fined with a sum of rupees that may be specified or
  - (e) Be debarred from taken a U.P. State Medical Faculty, Lucknow examination for one or more years.
  - (f) That the result of the student or students concerned in the Examination or Examination in which he / she or they have appeared be cancelled.
5. The Principal of the Institute, Heads of departments, and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective College / Institution, Faculties and Teaching Departments in the campus as may be necessary for the proper conduct of the Institution, Hall and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their departments as they may specify for these purposes.
6. At the time of admission, every student shall be required to sign a declaration. That on admission he / she submits himself / herself the disciplinary jurisdiction of the Director / GM / Principal and the several authorities of the institution who may be vested with the authority to exercise discipline under the Acts, the statutes, the ordinances and the rules that have been framed there under by the institution.

## **PROHIBITION OF AND PUNISHMENT FOR RAGGING**

1. Ragging in any form is strictly prohibited, within the premises of the institution and any part of Local Area as well as on public transport.
2. Any individual or collective act or practice or ragging constitutes gross indiscipline and shall be dealt as per ordinance for the purpose. Ragging for the purpose of this ordinance ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in way

considered junior or inferior by other students and includes individual or collective acts or practices which:

- (a) Involve physical assault or threat, or use of physical force.
  - (b) Violate the status, dignity and honor of woman students.
  - (c) Violate the status, dignity and honor of students belonging to the scheduled caste and scheduled tribes.
  - (d) Expose students to ridicule or contempt and affect their self-esteem.
  - (e) Entail verbal abuse and aggression, indecent gestures and obscene behavior.
3. The Principal of the Institute, the Head of the Department, the Authorities of institute, Hostel or Halls or residence shall take immediate action on any information of the occurrence of ragging.
  4. Notwithstanding anything in Clause (4) above, the Head of Department, may also suo moto enquire into any incident of ragging and make a report to the Principal of the identity of those who have engaged in ragging and the nature of ragging incident.
  5. The Head of the Department may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of ragging incident.
  6. If the principal of the institute or Head of the department of Institution is satisfied that for some reason, the incident be recorded in writing, it is not reasonable / practical to hold such an enquiry, he / she may so advise the Director / GM accordingly.
  7. When the Director / GM is satisfied that it is not expedient to hold such an enquiry, he / she will forward the matter to the Managing Committee for final decision.
  8. On receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing occurrence of ragging incident described in Clause 3 (a), (b), and (c) that the Director / GM shall direct or order rustication of a student or students for a specific number of years.
  9. The Director / GM may in other cases of ragging order, direct that any student or students be expelled or not to be stated or admitted to a course of study and results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
  10. In case where students who have obtained diplomas of U.P. State Medical Faculty, Lucknow are found guilty under this Ordinance, appropriate action will be taken and withdrawal of diploma conferred by the U.P. state Medical Faculty, Lucknow.
  11. For the purpose of this Ordinance, abetment of ragging will also amount to ragging.
  12. All institutions, within the Moradabad Charitable Trust shall be obligated to carry out instructions / directions issued under this Ordinance and to give aid / assistance to the Director / GM or achieve the effective implementation of the Ordinance.



## GENERAL RULES AND REGULATIONS

1. All students shall comply with the rules and regulations of the College/Institute.
2. Regular and punctual attendance at theory, practical and clinical classes and examinations etc. is compulsory. The students whose overall performance, conduct & academic standard are not found satisfactory, shall not be allowed to appear in the annual exam or to hold any office in the institution.
3. The Institute does not hold itself responsible for debts incurred by the students.
4. Students are not permitted to use the college telephone.
5. The following are strictly prohibited in the College campus :
  - A) The possession or use of alcoholic beverages.
  - B) The possession or use of addictive or hallucinogenic drugs.
  - C) Gambling, quarreling and creating disturbance.
  - D) The possession or use of firearms or any lethal weapons.
  - E) Loitering around, aimlessly.
6. Students must pay for all damages of the College/Institute incurred by them.
7. As per rules of Hon'ble Supreme Court of India and the guidelines notified by the Govt. of India ragging of students is forbidden and is punishable.
8. Students must wear their prescribed uniform all times in the College/Institute, laboratories and on hospital duty.
9. All violation of regulations, neglect of duties, breach of rules and indiscipline are to be brought to the notice of the Principal by the HODs. The Principal, in consultation with the senior staff members, shall deal with any such serious offence.
10. The decision of the Principal in all disputes will be final and binding on the students.
11. Students should present the sick leave certificate from V.N. Hospital & RC to the HODs/Warden along with the leave slips. All such cases of illness along with recommendation of sick leave in writing will be forwarded by the HODs/Warden (for Hostellers) to the Principal for sanction of the leave Fitness Certificate should be submitted before rejoining the College/Institute.

12. Taking leave during the term is discouraged. However, students requiring leave for any other reason should apply with a letter from their parents/legal guardians to the Principal through the HODs/Warden well in advance.
13. Attendance Regulations.
  - a) All candidates must have a minimum of 75% attendance to be eligible for being sent for the examinations.
  - b) Any candidate who does not have adequate attendance or progress in any subject will not be permitted to appear of the examinations that year.
  - c) Attendance on the reopening day is mandatory. Lame excuses will not be accepted.
  - d) Attendance at class/terminal examinations and marks obtained at these examinations will be taken into consideration in assessing the progress and internal assessment.
14. Transport may be provided for students for all academic and allied activities.
15. At the time of admission to the Institute, the students and parents/legal guardian will be required to sign a declaration that their wards will abide by the rules and regulations of the college/institute.
16. For Medical treatment, students should inform the HODs/Warden. The College/institute will provide free professional services for sickness. However, the expenses on medicines, investigations and disposable items shall be borne by the students.
17. Students may be terminated for disobedience and violation of the rules and regulation prescribed by the authorities.
18. No student shall take part in any activity which would create any kind of disturbance in the College/Institute/Hospital or Hostel or attempt to stage a strike in the College/Institute for any reason whatsoever or instigate any other student to do so.
19. Use of Cell phone by students is strictly prohibited in class rooms, hospital and community health postings.

## **HOSTEL RULES AND REGULATION**

### **HOSTEL RULES**

Hostel facility is available for girl students only. Male candidates will have to make their own arrangement for stay etc. Each hosteller shall be responsible for carrying out faithfully the following hostel rules:

1. All Hostellers will take the responsibility for maintaining cordial atmosphere and cleanness in the hospital during their stay.

2. The hostellers who desire to go home during the working days will take written permission from the Principal on the recommendation of HOD of the respective department and approval from the hostel warden before leaving the hostel.
3. The hostellers are not allowed to stay outside the hostel premises between 9:00 p.m. to 9:00 a.m. without the written permission or "out pass" of hostel warden.
4. The hostellers will not leave the hostel without permission of the hostel warden in writing or issue of the "out pass."
5. Only Registered Visitors are allowed on Sundays and holidays between 09:00 a.m. and 7:00 p.m. with the permission of the hostel warden.
6. Males are not allowed to enter the girls' hostel beyond the visitor's room.
7. All the visitors will make their entry in the gate entry register.
8. The hostellers shall observe the meal timings. No meal will be served after the scheduled time. Time schedule will be fixed by the hostel warden.
9. All hostellers will take their meals in the dining room / hall only.
10. All hostellers will maintain a decent and proper decorum in the hostel.
11. No hosteller will gather in verandah, courtyard and involve herself in unnecessary argument or use of filthy language. Students found guilty will be penalized.
12. Students are not supposed to bring the VCP/VCR or VCD/DVD to view films, tape recorder etc.
13. Hostellers are not allowed to use electrical appliances like room heater, cooking heater, water heating rods, Iron box etc. run by power plugs in their respective rooms or elsewhere. Defaulters will be fined Rs. 500/- per item each time. However judicious use of electricity is obligatory.
14. The hosteller will be penalized as per rules for damaging hostel property and committing offence.
15. All lights and fans must be switched off before leaving the room, failing which a fine will be imposed for each item found to be on when the room is locked.
16. As per rules of Hon'ble Supreme Court of India and the guidelines notified by the Govt. of India ragging of students is forbidden and is punishable.
17. The following are strictly prohibited in the hostel premises:
  - a. The possession or use of alcohol in the hostel premises.
  - b. The possession or use of addictive or hallucinogenic drugs.
  - c. Gambling, quarreling and creating disturbance.
  - d. The possession or use of firearms or any lethal weapon.
  - e. Loitering around, especially under the influence of alcohol.
18. Any student found in possession of or having alcohol or any kind of narcotic/intoxicating drug will be expelled from the institute.
19. Discovery of any lethal weapon or firearm in the possession of student shall invite expulsion from the institute.
20. Students should not keep valuable articles in their rooms.
21. Students will wear presentable dress and uniform,
22. Students will co-operate to keep campus neat, clean and green,
23. The hostellers will not enter restricted areas in the campus.
- 24. Visiting hours :-** Visiting hours for registered relatives :- **between**  
**9:00 a.m. and 7:00 p.m. (Only on Sunday & Holidays)**
25. No hosteller shall keep any unauthorized person (male / female) in the room. The violator of this rule will be liable for disciplinary action.
26. No hosteller shall be allowed to shift furniture from one room to another room.
27. The inmates are responsible for cleanliness and good up keep of rooms. The rooms may be inspected by faculty warden on any day / time surprisingly.
28. Any damage to the room or furniture should be reported to warden immediately.

29. Visiting the hostel during class / study period is punishable.

30. The main gate of the hostel will be locked at 9 p.m. All hostellers must be present in their rooms for attendance after 9:15 p.m.

31. Mess is compulsory for all hostellers.

## RULES FOR MESS

- Mess charges will be collected in advance on monthly basis and not on diet basis.
- Mess will be common for all the Hostellers under the control of the warden.
- Cooking is not allowed in hostel room.
- All the meals shall be taken in dining room at proper time.
- Room service of food is not allowed. No one is allowed to take any mess utensil or meals in her own utensils outside the dining hall.
- While coming to the mess the hostellers must be properly dressed. No night suit and open hair are allowed in the mess.
- Food will be served from the service window.
- No one is allowed to come in the kitchen area.
- Wastage of food is not allowed.
- Students are not allowed to create any kind of indiscipline in the mess.
- Hostellers are required to pay mess charges in advance by 5<sup>th</sup> of every month. In case of default, Rs.10/- per day will be charged as late fees.

## RULES FOR NIGHT PASS & OUTING

Night passes may be issued only for two nights in a month on the written request of the parents only.

Restricted outing may be allowed by the warden on written request of the hostellers only once a week for specific timings other than Sundays & Holidays

## RULES FOR SICK STUDENTS

- Sick leave form can be obtained from the warden after explaining the sickness and submitted to her along with medical certificate.
- Sick students must inform the warden immediately regarding any special diet if required.
- Warden will visit the room of the sick student and provide necessary help to her.

## RULES FOR VISITORS

- No male / female visitor is allowed in hostel rooms.
- The visitor will take permission from the warden and will make entries in the visitors' register' before meeting the hostellers. Their entry will be restricted to the visitor's room only.
- Visitors authorized by the parents will only be allowed to meet the hostellers.
- Meeting with hostellers will be allowed only during visiting hours.

## ITEMS TO BE BROUGHT BY THE STUDENTS AT THE TIME OF ADMISSION IN THE HOSTEL

1. Bed Sheets	-	4
2. Window curtain	-	2
3. Mattress	-	1

4. Quilt for winter	-	1
5. Pillow	-	1
6. Pillow Covers	-	4
7. Bucket	-	1
8. Mug	-	1
9. Towels	-	2
10. Umberella	-	1
11. Blanket	-	1
12. Hangers	-	12

### **IMPORTANT NOTE**

The Rules incorporated in this prospectus are subject to the over-riding effect of the relevant Regulation, Rules, institution and directions issued by the Govt./SMF/INC from time to time. In case of any inconsistency between what is written in this prospectus and that in the directives of Government/SMF/INC etc., the later shall prevail and shall be binding on either side.

The institution reserves the right without any prejudice to change or delete any information, fee structure etc. without any prior information.

Any dispute that may arise will be subject to the jurisdiction of Moradabad District Court only.