

List of articles to be brought by the students for their personal use at the time of admission in the hostel

S.No.	Items	Nos
1	Sweater	1
2	Face Towel	2
3	Hand towel	2
4	Mattress with pillow Bed spread and bed sheet	1 3+3
5	Stainless steel Plate	1
6	Stainless steel Tumbler	1
7	Stainless steel spoon	1
8	Tiffin carrier (3 compartments)	1
9	Water Bottle	1
10	Plastic Bucket	1
11	Plastic mug	1
12	Wrist watch with centre second (Black strap with white square Dial)	1
13	Umbrella	1
14	Torch with battery / Emergency light	1
15	Alarm clock	1
16	Iron Box	
17	Chuidthar sets (Salwar Cotton pant with shawl)	2-3 only
18	Stapler	1
19	Needle & Thread	1
20	Files	2
21	Long note books (unrolled 200 pgs)	12
22	Oxford dictionary	1
23	Sketch pen	1 set
24	Inch Tape	1
25	Pocket Scissor	1
26	Nail Cutter	1
27	Pencil, eraser, scale, ballpoint pen blue & red	1each
28	Gum Bottle	1
29	Hawai slippers	1 pair
30	College bag	1
31	Black cut shoe	1
32	12 Passport size photos & 10 Stamp size color photo	
33	4 set of Xerox copies of all certificates	

## APOLLO COLLEGE OF NURSING, MADURAI

(A Unit of Apollo Hospitals Educational Trust)

Name of the Student	
Course	
Batch	
Date of Admission	
Roll No.	
Hostel Room No	

**Parents and person authorized to meet and take the ward, home**  
(As mentioned in the application form)

Permanent Address :

Communication Address :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mother Mbl No:

Father Mbl No:

\_\_\_\_\_

\_\_\_\_\_

Local Guardian Address : (Applicable for students who are far away (>300km))

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Landline No:

Mobile No:

\_\_\_\_\_

\_\_\_\_\_

- This Book shall be used whenever students required to go home.
- The student must obtain the signature of the warden and must show to the security while leaving and returning.
- The student will be permitted to go home only with authorised Visitors with Visitor pass.
- Night stay in local guardian home is strictly not permitted.
- The students are expected to keep the book safely and if its lost a new book may be collected from the office on payment.

Person Accompanied by	Return Date Time	Sign of Warden	Signature of Principal	Aproval of Principal

**STUDENTS STAY OUT PERMISSION**

Date	Purpose	Time Out	Sign of Warder

**Hostel Rules**

The Students admitted in Madurai Apollo College of Nursing shall stay compulsorily in the college hostel. The caution deposit is Rs. 5000/- which is not refundable as per the institutional norms.

A list of articles to be brought by the candidate will be given at the time of admission. Students shall not bring/keep valuables such as jewels/high values of cash in the hostel. The hostel authorities will not take any responsibility for loss or theft of the high value articles.

Students in the hostel shall have harmonious relationship with each other, superiors and warden. All shall ensure safe, healthy and happy stay without disturbance to others.

**Admission procedure to the Hostel**

Students admitted in the college shall obtain the prescribed application and submit to the hostel warden. The student will be provided with the rules of the hostel, other necessary detail of the hostel and its services by the Principal / Warden.

**Accommodation**

Four person sharing accommodation will be provided to the students with individual cup board, cot, chair and common table. Other requirement shall be brought by the student. Any Inconvenience / requirement shall be reported to the principal / warden. Any damage in the room, furniture, subject to penalty.

**Mess**

Mess will be common Non - Vegetarian mess. The mess timing scheduled below is subjected to change, if necessary.

Week Days	Break Fast	Lunch	Tea Brak	Dinner
Clinical Days	05:45-06:15 am	12:30-1.30 pm	04:30-05:00pm	07:00-08:00pm
Study Block Day	07:00-08:00am	12:30-01:30 pm	04:30-05:00pm	07:00-08:00pm
Sunday and Holiday	07:00-08:00am	12:30-01:30 pm	04:30-05:00pm	07:00-08:00pm

- Students are expected to adhere to the mess timings
- Students are not permitted to take food if any edibles to their rooms.
- Any suggestions, complaints can be recorded in the mess complaint register kept in the dining hall and report to the principal / Warden.
- The students are expected to come in the sudithar with Shawl combed and neatly platted hair to the mess.
- Students are strictly not permitted to leave the hair loose while coming to the mess.
- Food is not permitted for sick students to the rooms. All the students must come to the dining hall all times daily.
- Students must not stay back in the room without reporting for dining for which serious action will be taken.
- The Student must sign in the mess attendance register

**Water and Electricity**

- Students are required to save water and electricity.
- The lights should be off at 10:00 pm.
- No one is allowed to wash their clothes after 6.30 pm.
- Students are permitted to use electrical items such as iron box, emergency light charges only in the common area.
- Students are not permitted to use **heaters, mobiles, lap tops, tape recorder, radio, camera etc.**
- Unwanted wastage of electricity and water are strictly not permitted.

Person Accompanied by	Return Date Time	Sign of Warden	Signature of Principal	Aproval of Principal

**STUDENTS STAY OUT PERMISSION**

Date	Purpose	Time Out	Sign of Warden

**Telephone**

- Cell phones are strictly not permitted in the hostel.
- Common phones can be used on Sunday between 08:00 am - 6:30 pm
- Special occasion like birthday or other days seek permission from warden and use common phones to make call in the morning or evening
- ISD incoming calls only from NRI parents permitted on Fridays which is to be followed as per schedule.

YEAR	WEEK	TIME	PHONE NUMBER
I and III	I and III	5.00 pm - 6.45 pm	97897 84168
I and IV	I and IV		

- Any emergency and special permission or if parents want to pass on informations contact Principal office - 9566555251 9566555261 between 9.00am - 4.00 pm on working days.

**Stay out**

- Night stay in your home or with parents are permitted on second Saturday after 5:00 pm
- The reporting time is before 5:00 pm whenever you go out of the hostel.
- Submit the letter and stay out card to warden for principal's signature by Tuesday of the week.
- Students are strictly not permitted for night stay in local guardian's residence. Parents/ authorized visitors must accompany the students to take them home and to leave them back in the hostel during vacation / holidays.
- Students are expected to report to the hostel the previous day of the college working day before 5.00pm to the hostel.
- Students are strictly not permitted to extend the leave after going home.

**Health**

- Students must keep any drugs in the wardens office not permitted to posses our medication in the room.
- Sickness must be reported to warden before 6:00 pm
- First aid is done in the hostel as per standing order.
- If needed students will be taken to nearest hospital / Health centre in case of emergency
- Students shall keep the warden informed of their past and present illness to render timely help in case of emergency.
- Sickness of any other abnormal physical conditions shall be brought to the notice of the warden immediately.
- Any serious illness will be referred to nearest hospital and inform to the Parents to take care of their ward.
- No student will be permitted to remain in the hostel without valid reasons and medical fitness.
- After leave duly filled leave form to be submitted to the class coordinator the next day itself.
- If the student wants to go to the other hospital they are permitted either with their parent / authorized local guardian after seeking permission.
- In case if the student want to take sick leave from the study block or clinical block you must report to the principal office by 8:30 am and get your leave approval, report to class teacher and warden and go to the sick room.
- In case of sick leave medical leave certificate and medical fitness must be submitted with details of treatment on the day of reporting after sick leaves.

**Recreation Facility**

Student may use this facility within the allotted time  
07:00 pm on all working days.  
On Saturday from 7:00pm - 10:00 pm and Sunday between  
1:00 pm - 9:00 pm  
On first week Saturday special movie.

Person Accompanied by	Return Date Time	Sign of Warden	Signature of Principal	Aproval of Principal

### STUDENTS STAY OUT PERMISSION

Date	Purpose	Time Out	Sign of Warder

### Study Hours

- Students must wear only suddhar with Shawl/ for study.
- Study hours are between 8:00 pm to 10:00 pm and 05:15 am - 06:15 am
- No discussions and group study are permitted during this time .
- Strict silence to be maintained and students are expected to use this time only for studies.
- Students may utilize the available time from 5:00am to 6:00am, 5:15 pm to 6:45pm for reading, writing assignments and other activities.
- The students must sit in a common place during study hours. Students must not change the place without study supervisor warden's permission.
- The students cannot have group study between 8:00 pm - 10:00 pm and 05:15 am - 06:15am as this time is meant for individual study.

### Discipline

- Strict discipline will be enforced.
- Students shall adhere to the rules and regulations of the hostel.
- Students indulging in the activities like harming others, i.e. ragging will be sent out of the hostel and the college immediately.
- Letters addressed to or from the students will be opened at the discretion of the principal.
- If not adhering to rules and regulation and damaging the common property penalty of Rs. 100-500/- will be charged and the caution deposit will not be refunded.

**Roll Call**

- The student must attend the roll call every day at 6:45 pm
- The students are expected to be neatly dressed and have combed hair in the night to attend the roll call.
- Serious action will be taken on any student getting absent for roll call.
- The students are not permitted to wear night wear for the roll call.
- **Washing Clothes**
- Students are permitted to wash clothes only in the washing area and dry in the drying place between 4:30 pm to 6:45 pm daily, 7:00 am - 4:00 pm on holidays and Sundays.
- Washing can be done during allotted time only.
- Clothes must not be washed in the bathroom.

**Visiting Hours**

- Only on Sundays between 9:30 am to 5:00 pm
- Only authorized visitors will be issued a pass by the college and they are expected to produce the same to the security during every visit in the main gate.
- Entry will not be permitted without the visitor's pass. Action will be taken against the students entertaining other than authorized visitors.
- Students shall record the name / names of the visitors in the Register kept in the gate.
- Students recording false information will be dealt with appropriate disciplinary action.
- Students are strictly not permitted to visit friends' parents' and not permitted to go to a friend's house.

Person Accompanied by	Return Date Time	Sign of Warden	Signature of Principal	Approval of Principal



### STUDENTS STAY OUT PERMISSION

Date	Purpose	Time Out	Sign of Warder

### Services Scheduled for the Hostel

Services	Time
Call bell	05:00 am
Study hour	05:15 am to 06:15 am (During Compulsory study block)
Roll bell	06:45 pm
Coffee / Breakfast	05:45 am - 06:15 am / 6:15 - 7.00 am during clinical duty.
Assesmbly	08:15 am
College	08:30 am
Lunch break	12:30 pm - 01:30 pm
Tea	04:30 pm - 05:00 pm
Roll call	6:45 pm - 7.00 pm
Dinner	07:00 pm - 08:00 pm
Study hours	08:00 pm - 10:00 pm
Silence / Light off	10:15 - 05:00 am

### General informations

- The dress code is only Sudidhar with shawl, students must not wear leggings, jeans T-shirt in the hostel / while going out, **home and coming into the hostel.**
- Students must not borrow other students dress / uniform
- Any leave taken by the students must be compensated after completing the course. So students are expected not to take leave.
- Parents are not strictly permitted to ask leave for the students.
- Students must not have close relationship with any employee and must not have unwanted communication with any one.
- Students must not enter inside other students rooms.
- Students are expected to bring the enclosed list of articles for their use in the hostel.

- Students are strictly not permitted to keep account in the shop
- Students shall make themselves a pleasant stay in the hostel.
- For misbehavior and misconduct student shall vacate the hostel immediately.
- Students shall strictly report to the hostel within the allotted time. Students not returning within the time allotted or reported / returned late will be considered as misconduct and viewed seriously.
- Parents visiting city for any reason shall not ask the student to come to the place where they are staying. Parents shall directly come and take your ward if needed.
- Parents shall directly send a letter to the principal for permission to take your ward for any important function.
- Permission for stay out shall be filled in the card and submitted to the principal through warden.
- No one other than parent and authorized local guardian is allowed to see your ward in the hostel. The student will not be allowed to take their friends to meet their visitors.
- The visitors are not permitted to go your ward's room.
- Phone calls other than the parents will not be entertained.
- Your wards are not expected to possess a cell phone within the college or hostel premise.
- Silence hours will be form 10:10 pm to 05:00 am
- Hostel fee is for full month, no refund will be made on any account

- No visitors will be encouraged during working hours of the college / hostel other than the allotted time.
- Before going for the vacation all the students must arrange the thing in the suitcase and leave the hostel for maintenance works.

### **Students are expected to**

- Be polite to all.
- Students shall keep the rooms neat and tidy.
- Contact warden on call for emergency help.
- Maintain personal and environmental hygiene
- Avoid any kind of money transactions
- Switch off fans and lights when not in use
- Close water taps when not in use (save water and electricity)
- Not to waste food items.
- Keep the toilets clean
- Intimate the sickness to the warden
- Pay the hostel fee within seven days of every month
- Note down the repairs in the book kept in the dining hall
- Poster, sticker shall not be pasted in the room. i.e., wall, cup board, etc.

*Ragging is strictly not permitted in the college premise.  
If found serious action will be taken on the students.*