

COLLEGE OF NURSING

Christian Institute of Health Sciences and Research

Rules and Regulations

Preface

The College of Nursing (CON), CIHSR was started in the year 2011 to cater to the need of training nurses of not only Nagaland but to the rest of the parts of India. It is the first nursing college in the state of Nagaland. The courses offered by the College of Nursing at present are the General Nursing & Midwifery (GNM), under the Assam Nurses' Midwives' & Health Visitors' Council, B.Sc. Nursing (Basic) and Post Basic B. Sc Nursing, which are affiliated to the Nagaland University. College of Nursing, CIHSR is approved by the Indian Nursing Council (INC) to conduct the aforementioned nursing courses. Highly competent and experienced nursing faculty and other medical and allied health professionals are associated with the institute to assist our students learning. The students are encouraged to use the library to enhance their learning. The learning is focused on all round development of the students so that they are prepared physically, mentally, socially and spiritually to render care in the hospital, community and home setting. The nursing students are therefore expected to maintain the highest level of discipline in order to uphold the standards of the nursing profession.

It is mandatory for all the basic nursing students to stay in the hostel. The "L. Noksangchila Girls" hostel was built and inaugurated on 17th march 2017. The capacity of the hostel is 348. It has excellent facilities with rooms which are well ventilated and well-furnished providing an ideal ambience to make residents feel at home. The calm and serene atmosphere provide a comfortable and conducive environment for learning. The warden and assistant warden are responsible to take care of the students in the hostel. The hostel mess is run by contractor and the students prepare the menu with hostel mess committee advisor to provide quality food. We expect each student to follow the rules and regulations of the college, library and hostel which will guide them to develop their personality.

Dr.Mrs.Christy Simpson
Principal
College of Nursing

1. CON/GR/GENERAL RULES: -

- CON/GR 1. A candidate on being admitted to the institution for course should sign on the declaration form regarding the rules and regulations which is attached in the handbook.
- CON/GR 2. A student nurse shall not be granted any leave of absence except on genuine reason as this would impede his/her training.
- CON/GR 3. While in training the conduct of the student nurse is expected to be strictly ethical. He/she is expected to observe the written/unwritten rules of the institution and take a healthy view in his/her studies and discharge his/her duties cautiously so as to merit a place in the health of the nation.
- CON/GR 4. No completion certificate will be given on any account before completion of the prescribed period of training.
- CON/GR 5. Student on admission should write full name, permanent address and the name, contact no. and address of the person who will be communicated in case of emergency.
- CON/GR 6. On the day of reopening of the college, the student should be ready to start work. If for any reason a student comes late, he/she must see the principal along with an application requesting for permission to attend the classes/ clinical. If absent without prior information, Rs. 500 will be paid as fine and the makeup will be double the time.
- CON/GR 7. If the students are involved in any fighting or disturbances, he/she will be suspended from the institution for not less than 1 week.

- CON/GR 8. Ragging is an offense. Any student involved in such activities will be immediately expelled from the institution. Antiragging form has to be signed by the individual/ Parents & Online form has to be filled by the Individual.
- CON/GR 9. The student must clear all the dues of the college and hostel before the commencement of exam otherwise she/ he will not be allowed to attend the exams.
- CON/GR 10. Any student who damages the reputation of the institution in any way is liable to be suspended for minimum 1 month or expelled depending on the severity of the act.
- CON/GR 11. If any student discontinues the course he/she shall clear all dues from the remaining duration of the course. If he/she fails to pay, his/her original certificates will not be returned.
- CON/GR 12. Each student should be punctual in attending college/ hospital during prescribed hours.
- CON/GR 13. All students should be present in the college on the last and first working days of the vacations.
- CON/GR 14. If students are having any problem to be reported to the principal, it has to come through the class & course coordinator.
- CON/GR 15. Organizing or attending any meetings during study hour is punishable.
- CON/GR 16. Any fine collected from the students either in the hostel or college will be given to SNA fund
- CON/GR 17. Non-cooperation and disrespectful behavior with the instructors/tutors, staff, superior, patient, relatives or fellow students will result in disciplinary action.

CON/GR 18. Fees once deposited will neither be refunded back nor adjusted in any circumstances.

CON/GR 20. No student can go to the hospital to visit patients / sickness without the permission of the warden/ Teachers.

2. CON/ CLASS ROOM/ CLINICAL AREAS

CON/ CR/ CA 1. Students are expected to go to chapel service at 7:45 am before coming to college.

CON/ CR/ CA 2. Students are expected to be in the classroom according to the time given in the time table. Grace time of 10 minutes will be given; student will not be allowed to attend the class if late beyond the grace time. Proper explanation should be given for late coming to the class teacher.

CON/ CR/ CA 3. Students should make special effort to be present for all class test unless he/she is very sick and is admitted to the hospital. Students absent or failed in any subject for first test must sit for a retest, wherein the student will be awarded a maximum of 50% only of the test marks.

CON/ CR/ CA 4. Copying/Cheating for the examination or test, in any form is unethical. Any student found guilty, will be suspended for a week or months depending on the severity of the act. As per the university regulation, the students can be expelled from the college.

CON/ CR/ CA 5. Forgery is punishable act. Any student found guilty of the act will be severely dealt with; suspension for a week or month to six months depending on the severity of the act.

- CON/ CR/ CA 6. Any student disturbing the classroom environment by talking, eating, sleeping, etc, while attending the class, will be given a verbal warning. Repeated offences will incur a written memo.
- CON/ CR/ CA 7. Student nurses will be under the supervision and guardianship of the principal / warden throughout the period of their course. While on duty, they will be under the direction of the ward supervisor, ward sister or staff nurses in charge of the wards.
- CON/ CR/ CA 8. Follow the Clinical Rotation plan for clinical experience in the hospital. Students are not allowed to change shifts without the consent of the supervisors.
- CON/ CR/ CA.9 Student nurses not reporting for duty or refusing to do night duty or whose work or conduct is not satisfactory will be liable for punishment, even dismissal.
- CON/ CR/ CA.10 When off duty, student nurses are not allowed to enter the hospital wards without prior permission from the Principal/ hostel authorities.
- CON/ CR/ CA.11 A student nurse is not allowed to receive gifts or gratuity of any sort at any time from the patients of the hospital or their relatives.
- CON/ CR/ CA 12. Medication error in the clinical areas will be reported to the Principal through the Nursing Superintendent. First time memo will be given and asked to take a class on administration of medication to the classmates. (if minor). Actions will be taken depending on the Severity of the error incurred.

- CON/ CR/ CA 13. Coffee break of 15 minutes and Lunch or Dinner time of 30 minutes is given. Students who take break longer than the allotted time will be given make up duty.
- CON/ CR/ CA 14. If the students have any problem in attending the class / clinical duty due to sickness, they should inform the class representatives / batch mate to inform the class coordinators / subject teacher / supervisor. Produce the copy of the sick leave page of the hospital card with application letter to principal signed by class & course coordinator the next day. No students should by-pass the above mentioned channel unless problem is utmost urgent/ serious
- CON/ CR/ CA 15. Students going to the clinical areas to give care for the patients after duty hours should inform the supervisors and warden.
- CON/ CR/ CA 16. Organizing or attending any informal meetings without permission during class and study hour is punishable.
- CON/ CR/ CA 17. The class representative is responsible to keep the classroom key with Her/him for opening and closing the classroom. (Refer Responsibility of the Class representative)

CLINICAL AREA TIMINGS:

- » Duty Timing for full clinical block : M: 7am -3pm, E: 2pm -10pm, N: 9pm – 7am
- » Reporting person: Sister In charge/senior staff nurse
- » Coffee break: 15 minutes » Lunch & Dinner: 30 minutes

3.CON/HOS/. HOSTEL RULES & REGULATIONS

- CON/HOS/HR 1. Hostel facilities are available; provided their behavior is up to the mark.

- CON/HOS/HR 2. Hostelites are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathroom, stair case and common room etc. clean and tidy at all time.
- CON/HOS/HR 3. Fans and lights should be turned off before leaving the rooms. Particular care should be taken not to leave the common room's and bathroom's lights burning unnecessarily.
- CON/HOS/HR 4. Lights should be put off at 10:30 pm. Students are expected to retire at this time.
- CON/HOS/HR 5. Supervised study hours will be observed every day from 7:00-9:00 pm except on Saturdays and Sundays. Students are expected to handover the mobile to the warden during study hours.
- CON/HOS/HR 7. Whenever the students are leaving the hostel on vacation or on leave, they should give a written information to the Principal regarding the date and time of arrival and departure from the hostel which will be forwarded to the warden for necessary documentation and mess related issues.
- CON/HOS/HR 8. The Hostelites are expected to be in the hostel by 6:00 pm to attend roll call. Missing the roll call at 6:00pm and 9:00pm respectively will attract disciplinary issues.
- CON/HOS/HR 9. Hostelites must obtain prior permission from the warden if they want to go out of the hostel on any purpose out of working hours. The name of the person should be entered in the outgoing register.
- CON/HOS/HR 10. All applications for leave, overnight pass must be submitted to the hostel faculty advisor atleast 24 hours before the date of leave. It is the student's responsibility to ensure that the permission has been granted before 4:00 pm

on the same day of leave applied and handed over to the warden before leaving the hostel. Overnight pass during the weekend will be permitted only once in two months.

- CON/HOS/HR 11. Hostelites can visit the relatives who are staying in the quarters only on Sundays from 7am till 6pm.
- CON/HOS/HR 12. Hostelites are permitted to attend extra-curricular activities inside the campus like Taekwondo, Music classes on payment. Those interested can approach the class coordinators.
- CON/HOS/HR 13. Television, laptops, or playing loud music in the hostel are not allowed in the hostel rooms. Noise level must be kept low to allow others the opportunity to study and sleep in comfort. Television, etc. provided in the common room must be switched off as per the timings
- CON/HOS/HR 14. Smoking, consumption of alcoholic beverages, prohibited drugs, tobacco will not be allowed in the hostel complex at any time anywhere. If found guilty, severe disciplinary actions will be taken
- CON/HOS/HR 15. Hostelites must wear decent clothes within hostel & Institution.
- CON/HOS/HR 16. Parties, social or political gatherings are not permitted within hostel & institution.
- CON/HOS/HR 17. Any damage to the hostel property must be reported immediately to the warden. Hostelites will be charged for all damages incurred except damages caused by Natural Disasters.
- CON/HOS/HR 18. Furniture must not be shifted from one room to another.

- CON/HOS/HR 19. All cases of sickness must be reported immediately to the warden/ assistant warden for necessary action.
- CON/HOS/HR 20. The hostel management will not be responsible for any loss of private property. Hostelites are strongly advised to lock all their personal belongings like mobile phone, laptop, watches, money etc at all time.
- CON/HOS/HR 21. Hostelites found missing from the hostel without prior permission will be suspended as per the protocol.
- CON/HOS/HR 22. Any Hostelites, who finds his /her roommate missing from the hostel without proper information, must report to the warden and hostel incharge immediately. Not reporting of such incident will be liable for punishment
- CON/HOS/HR 22. The hostel management reserves the right to make spot checks on the hostel and rooms without giving prior notice.
- CON/HOS/HR 23. Hostelites are not permitted to change rooms or sleep anywhere other than in their own rooms.
- CON/HOS/HR 24. Hostelites are warned against interfering with the electrical fittings. Use of electrical appliances like heater, boiler, cooker etc is strictly prohibited, if found guilty, Rs.500 will be fined and the item will be confiscated.
- CON/HOS/HR 25. Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the institution, however, every effort will be made to respect the privacy and dignity of the Hostelites.
- CON/HOS/HR 26. Private use of attendants or tipping of attendants/ cooks/kitchen helpers is not allowed.

- CON/HOS/HR 27. Complaints regarding the attendants/cooks/kitchen helper's/ security personnel should be reported to the warden or the hostel advisor.
- CON/HOS/HR 28. No students are allowed to write/scribble paste or stick any materials on the wall or the door.
- CON/HOS/HR 29. Students are expected to bring the garbage's every day morning and dispose it in the dust bin kept outside the hostel complex. A fine of Rs 100/ is charged if it is found dirty.
- CON/HOS/HR 30. Males are not permitted to use the badminton court in the girls Hostel. Except during the sports week.
- CON/HOS/HR 31. Any violation of hostel / college rules is punishable. The action will be taken by the disciplinary committee.

4.CON/HOS/ VISITORS

- CON/HOS/V 1. Right of admission to the hostel premises are reserved.
- CON/HOS/V 2. Parents or guardians are required to send a signed list of relatives who may visit their daughter.
- CON/HOS/V 3. Only the visitors authorized by the parents at the time of admission will be permitted to meet the students on holidays.
- CON/HOS/V 4. Visitors including parents are allowed only into the visitor's area of the hostel during the visiting hour as follows: -

Weekdays (Monday-Friday)-4:00pm to 6:00pm

Weekend (Saturday:12:30-6:00pm,

Sunday and holiday-7:30am to 6:00pm

- CON/HOS/V 5. All visitors must register their names with details furnished in the visitors' book at the time of arrival and sign out from the same. All visitors must leave the hostel complex by 6:00pm.
- CON/HOS/V 6. The visitor will be seated in the visitors' lounge and the student concerned will be informed by the security after the entry has been made in the visitors' book.
- CON/HOS/V 7. Hostelites are not permitted to allow any visitors of the into their rooms at any time for whatever reason. They can be entertained in the reception area only. Disciplinary action will be taken against anyone violating this rule.
- CON/HOS/V 8. Female Hostelites are not permitted to visit their male counterpart's hostels at any time for whatever reason and vice-versa.

5. CIHSR/HOS/MESS RULES: -

- CIHSR/HOS/MR 1. The principal being the Mess chairman and with the approval of the higher authority can fix the mess fee according to the prevalent market price of eatables.
- CIHSR/HOS/MR 2. Mess security deposit will be returned on completion of course after all clearance.
- CIHSR/HOS/MR 3. Mess committee are expected to supervise the hygiene and cleanliness of food preparation, kitchen and dining hall.
- CIHSR/HOS/MR 4. All the Hostelites are expected to pay the mess fee on or before 10th of every month. A fine of Rs. 10/- per day will be charged as late fees.
- CIHSR/HOS/MR 5. The hostel management reserves the right to increase the mess fee by giving one month's notice according to the inflation rate.

- CIHSR/HOS/MR 6. All hostelites are required to take meals in the dining hall. No student is permitted to cook food in his/her room or bring food to her room. Food will be sent to the room if students are sick with permission from the warden.
- CIHSR/HOS/MR 7. Mess fees will be refunded if the students are on leave for more than 5 days. But this should be notified in writing one day before they leave.
- CIHSR/HOS/MR 8. Mess Timings are: Breakfast 6.30 -7.30am, Lunch: 12 -1pm, Tea time: 4-5pm and dinner 6pm to 7pm.
- CIHSR/HOS/MR 9. Mess committee meeting will be held once in a month with mess representatives & mess manager.
- CIHSR/HOS/MR 10. Mess committee should report to the principal through warden if there are any issues related to mess.
- CIHSR/HOS/MR 11. All complaints related to mess should be written in the register provided in the mess hall. No oral complaints will be entertained.

6. CIHSR STUDENTS HEALTH SCHEME

- CIHSR/HS 1. The Health Scheme is subjected to change as per the decision of the management authority
- CIHSR/HS 2. Annual Medical checkup will be conducted for all the students.
- CIHSR/HS 3. If any student falls sick during the working hours, they can consult only the assigned doctors and emergency departments. Any referral to other specialty will be done through them. In the absence of the assigned doctors or specialized doctors for dental or derma the students have to take permission from the class coordinators/ faculty responsible for health.

specific class hours, it should be informed to the subject teacher by the individual or class monitor.

- CIHSR/HS 5. If the student falls sick after working hours or holidays, it should be informed to the warden and assisted by the warden to visit the emergency department/ hospital. Other students/ classmates will not be permitted/encouraged to stay with the students if admission is required.
- CIHSR/HS 6. Any consultation for cosmetic purpose will not be entertained during the working hours.
- CIHSR/HS 7. In case of any admission / surgical / other intervention, the parents/guardians have to come and stay with the students.
- CIHSR/HS 8. In case of sickness with contagious diseases that does not require admission, the students should stay in the sick room provided in the hostel. Parents/guardians can come and visit them in the sick room.
- CIHSR/HS 9. The students can avail 10 days of sick leave in one academic year. If the student is absent for more than 10 days, she has to do make up for her extra days
- CIHSR/HS 10. If the student avail sick leave, he / she should produce leave letter through the class coordinator to the Principal on the very next day along with his/her copy of the sick leave granted by the doctor
- CIHSR/HS 11. Students seeking treatment / investigation outside CIHSR, should produce copy of medical certificate to avail sick leave.
- CIHSR/HS 12. The students will be able to avail the Health Benefits provided by the Institutions which are given below:

Charges and fee structure for student health scheme

Sl.No	Particular		Benefits for student
1	In patient bed		Private Ward (non Ac room)
2	Pharmacy- Vaccines and Drugs		25 % Concession
3	Laboratory investigations	In CIHSR	Free
		Sent outside	Full charge
4	Other Investigations	X Ray, Ultrasound,ESWL	Free
		CT Scan	75 % Concession
		Endoscopy	free
		Stents	Dispensed at cost price
		ECG,PFT ,Echo	Free
5	Surgery/OT	Surgery procedure, Anesthesia, Theater Drugs, Dressings	Free
		Theater charge	75 % Concession
		Materials(stents, staplers, prosthetics etc)	Dispensed at cost price
6	ICU	Bed charge, Syringes pumps, Oxygen, Life saving inotropes	Free
		Alpha Mattress	Free at Hospital
		Ventilator (for each episode)	Free for 3 weeks. Beyond 3 weeks charged at 25%
		Hemodialysis and CAPD	Consumable at Cost price. Procedure free
7	Others	Cosmetic Procedures	Full charge
		Prosthetic	At Cost price.
		Basic Cataract Surgery	Free
		Special lens for Cataract	At Cost price
		Radiotherapy	Free
		Chemotherapy	Medicine at cost price
		Appliances	At Cost price

7.CON/RR/ REVISION OF RULES AND REGULATIONS: -

1. The hostel management reserves the right to revise the rules and regulations from time to time and will keep the students informed of any changes in the form of notices on the hostel notice board.

CON/EMG/EMERGENCY: -

1. In case of any emergency, please contact the security guard or warden Important telephone numbers are provided with these guidelines.

COMPLAINTS AND SUGGESTIONS: -

1. Any complaints, suggestions or enquiries are always welcome and it can be placed in the complaint box.

IMPORTANT TELEPHONE NUMBERS

Name	Designation	Intercom No. (College)	Mobile No.
Dr. Mrs. Christy Simpson	Principal, College of Nursing	6001	09994625990
Mrs Bendangmenla AO	Vice Principal, (B.Sc N)College of Nursing	6005	8413004537
Mrs. Khumjanbeni Murry	Vice Principal, Course co-ordinator GNM	6004	9612894459
Mrs. Worlanso A Shimray	Vice Principal, (PBBSC N) College of Nursing	6003	8974508773
Ms. Nekeitounuo Medom & Mr. Bhanbemo	Hostel Advisor	6102	7005621750/ 8974245912
Ms.Nongozonuo Khape	Mess Advisor	6106	8794135799
Ruokuokhonuo Livi	Health Incharge	6102	7005307451
Ms. Bino Peseyie Ms. Petekhrieno	Warden	5601/5602	9774807240 9863207414

Anti-Sexual Harassment:

CIHSR, College of Nursing prohibits any form of sexual harassment among the students with each other or with other staff members including outsiders who are visiting CIHSR for a legitimate purpose. The students are requested to inform the Internal Complaint Committee members in written related to any form of unwelcome sexually determined behavior whether directly or by implication such as a) Physical contact and advances; b) A demand or request for sexual favors; c) Sexually colored remarks; d) Showing pornography; e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Internal Complaint Committee Members:

Dr.Christy Simpson	Principal,Con	9994625990
Mrs. Purnungla Aier	Nursing Superintendent	8132031280
Mrs. Bendangmenla Ao	Vice Principal	8413004537
Mrs. Zuchanbeni Humtsoe	Professor	9612894459
Ms. Beno Peysieo	Warden	9774807240

Grievance Redressal Mechanisms:

The aggrieved student(s) may directly approach the Convenor of the appropriate committee with a written application or through email. The letter can be dropped in the complaint box which is in Hostel and College.

Dr. Christy Simpson	Principal	9994625990
Mrs.Bendangmenla Ao	Vice Principal	8413004537
Mrs. Khumjanbeni Murry	Vice Principal	9612894459
Ms. Arhoni Tungoe	Associate Professor	8974824670
Dr. Bendang Jamir	HoD OBG Dept	8974848075

DECLARATION FORM

I Miss/ Mr. _____

have read and understood the college and hostel Rules and Regulations.
I hereby will abide to the rules which is laid down in the Hand book.

Signature of Students

Name:

Signature of Parents

Name: