

Welcome to TMM COLLEGE OF NURSING



Student Nurse's Hostel Information

Introduction:

The hostel aims to provide a comfortable and relatively inexpensive Accommodation & Mess for students. Help us to keep the hostel in good condition, by treating the furniture and fittings with respect. Discipline of the Hostel is governed by Hostel Rules and Regulations. These Rules and Regulations are effective from 1st October 2021 and supersedes all previous documents.

The Rules and Regulations as well as any amendments/addendum made from time to time are binding on all students and their infringement may result in disciplinary action. Every student must remember that the hostel is the home of the student and therefore a standard of decorum is expected from each, both within and out of campus.

The hostel accommodation is currently only for the girls. **Boys getting admission to TMM College should make alternative arrangements outside, preferably to be near TMM Hospital or TMM College.** Should also have a simple two-wheeler for daily commutation.

Students should read the rules and regulations fully, understand and then sign the acknowledgment form provided as PDF. Only upon receiving the signed form, the student shall be allocated the rooms.

Contact Information and Communications

We want to do our best to make sure that your stay is as enjoyable as possible. If you experience any difficulties or need help or advice, please contact one of the following people. To get the contact details of the office, accounts, principal & administrator, visit <https://www.tmmnursingcollege.in/contact-us/>



Nature of Enquiry	Contact	Phone Number
Emergencies	First to Warden Office	00919497721646
	Principal	00919447164893
	Administrator	00919447191893
Visiting Students on working days	Principal	00914692619041

Parents who wish to meet the College Authorities, kindly take a prior appointment to ensure that they are available, at the office in the numbers given; 0091469 2619041, 0091469 2626461 (Office).

Hostel Campus Location: TMM College Hostel is within the College Campus, walking distance of 2 minutes from college. It's on Paippad – Kaviyoor road, Bus stop is Pazhampally. The address is Anjilithanam PO, Kaviyoor, Tiruvalla, Kerala, India – 689582

Telephone

You can bring your mobile phone to the Hostel. The use of mobile phone will exclude the study hours from 8:00pm to 6:30am, in class and duty hours. During the exclusion hours the mobile phones should be kept in the warden's office in the place provided. **Charging of the phones will be at designated locations.**



Fire Safety

Familiarize yourself with the layout of the building, so that you know the shortest way out in case of emergency.



- Do not take any undue risks, but try to alert other students if possible.
- Leave the hostel quickly, everyone should assemble outside in front of the hostel.
- Do not go back inside until told that it is safe to do so.

Please report any risks to health or safety that you see in the hotel. For example, broken or dangerous electrical fittings/exposed wiring, uneven or broken floor tiles or steps.

Health

If you need medical help



- A first aid box with instructions is available with the warden.
- If you are in clinicals (Hospital Duty) and feel ill, report to the faculty on duty immediately and then to the warden.
- During evenings/night shifts, report to night supervisor. The tutor as well as the night supervisor will in turn inform the same to the warden. Consultation fee should be paid by the student however Medicines worth Rs.1000/year, for each student, is given free of cost from the hospital. **This is entered in the yellow card. The unused amount cannot be carried forward to the subsequent year.**
- After regular working hours, for the extra trip other than the planned vehicle schedule, a minor transportation charge is recovered from the student in the event the student is sick and needs to be sent to the hospital for consultation and treatment. During the night time, the college vehicle will be used and the college night duty driver will be summoned.
- Students on sick leave are asked to rest in the sick room under the close supervision of the warden. Sickness should be reported to Warden in time and must take rest in sick room & not in own room. The warden will arrange for the food to be sent over if necessary. The other students are allowed to visit the sick person only if visit is permitted by the warden.
- If you are in quarantine (communicable disease), no visit is allowed to the sick or quarantined room. Wardens will do the needful. In emergency the wardens can be called using the personal mobile allowed to be kept with the student while in the sick room.
- When the student is sick and in emergency, first the student will be taken from hostel/college to the parent hospital being TMM Hospital. No student or parent can demand that the student is taken immediately by college to another hospital, this request is not entertained. The parents are free to take the students to have further references in another hospital.
- Students are not permitted to stay back in the hostel without permission letter or sick leave during working time.

Hygiene

- **Bathrooms and toilet use** should be in accordance with the hygienic principles and for the purpose for which they are provided. After bathing pick up all dropped hair and other blocking materials and put the same in the waste bin. Flush the toilet after each use. If the flush is not working, pour enough water to flush and also bring it to the notice of the warden. **See that the toilets are always kept neat and tidy for the next person's use.**



- **Sanitary pads** must be wrapped in paper before depositing in the **red container provided** for it in each toilet area. Never put pads in toilet. Remember, that sanitary pads block the drains and make toilets unusable. Moreover, it will cause damage to the STP. If such is violated, it is considered as very serious violation and a hefty fine will be levied proportional to the repair cost of STP.



- **Rooms** should be swept and dry dusted daily and wiped with soap and water weekly, by the students who occupy the rooms. The mattress and pillows should be aired under sunlight once a month depending on the weather. The rooms should be kept neat and tidy at all times.
 - Students are expected to sleep in own rooms. **No student (Senior/Junior) is allowed to visit/sleep in the rooms of the other.**
 - Birthday celebrations in rooms are to be avoided. If needed, encouraged to gather at mess hall or in a common place after the warden's permission.



Students may meet in the reading room/dining room and thus maintain and respect each one's privacy. Students are advised not to throw the food waste, packets, paper, plastics through the windows; fine will be imposed and will be asked to clean the premises. Since the rooms are shared by more than one student, it is requested that the students do not accumulate the dirty linen but get them washed at the earliest, so that no inconvenience is caused to their roommates.

- To empty the dust bin daily into the bins kept in the respective bathroom. Proper disposal of waste is essential, categorized into the coloured bins.
 - Do not paste or write anything on wall, cupboard, door, and the corridors, you will be charged for disfiguring the walls.
 - **Regular inspection of the rooms is undertaken by the warden.**
 - Students are strictly instructed to switch off the lights by 11:00-12:00 pm
 - **Room allocation may be changed at 6 month or yearly.**
- **Clothes should be washed** only on the allotted days. Washing in bathroom is strictly prohibited and spreading cloth on corridor and windows are not allowed. Don't over-load the cloth line with wet clothes as the clothes of some students remain wet when they are moved together to one side. **Each student's name should be labeled with non-washable ink before being used for the first time.**
- **Eatables** kept in the room should be kept in tightly covered boxes. After eating clean up carefully, putting all scraps etc. into the covered garbage containers kept in common places. Students are advised not to carry food from Mess to rooms. Also do not take food from mess for another student to their room unless instructed or with permission from the wardens.



Dress Code

Dress Code in the hostel is to be strictly adhered. The students should wear neat and decent dresses during and on off duty hours inside the campus. They shall not wear transparent or revealing dresses inside the campus. Use of legging & jeans by female students is prohibited in the college premises. Every student must pin their shawl/ dupatta and must wear I/D card in the college and hospital. The student shall not wear nightdress while going to the mess hall. In the mess hall, long tops and pants are encouraged.



Valuables

Valuables/Money to be kept safe by the respective student. **The management does not bear any responsibility for the loss.** The student is encouraged to wear only simple jewelry if needed. Students are not allowed to wear nose studs and extra ear rings during the four-year course. Students are not allowed to keep Computers, Laptops, T.V and other such electronic gadgets along with them in the rooms.



Mess

Students are expected to co-operate in keeping the dining room clean and attractive at all time. Penalty will be imposed for uncleanliness, wastage of food, destruction of furniture and breakage of glass etc. Vegetarian and non-vegetarian meals are provided in the hostel mess. The students must pay the mess charges as fixed/modified by the Management. **There is no mess reduction for leaves.** Students are asked to strictly abide by the timing of the mess for its smooth running.



Breakfast	6:30–7:50am	Lunch	12:30–1:30pm
Tea	4:00–5:15pm	Dinner	6:45–7:50pm

Electricity

Students are requested to use electricity judiciously. Expected to switch off the lights and fans when leaving the room. Most fans are remote controlled, set at an optimum speed. This cannot be changed unless discussed. The lights in the room must be off by 11.00-12:00 pm. A fine will be levied if the lights are found after 11.00 – 12:00 pm or if lights and fans are found working when the occupant is not in the room



Religious Activities

College of Nursing is managed by TDBDVVH Trust Association leaning on the principals of the "Brethren Church". At the heart of all medical and nursing care is the harmonious relationship with God. The spiritual health forms a unit with physical and mental health.



- **In the hostel/college and its premises no other religious activities is permitted.** Students are not permitted to perform any prayers by lighting incense sticks or candles in their rooms. **Students are not allowed to stick pictures/photos related to their religion in rooms provided other than that is placed by the management.**
- One Christian student from the college will be the spiritual rep. in the SNA committee. She will co-ordinate the religious activities of the students.

Sunday Morning Church Services

TMM being a minority institution (Christian, Brethren faith), the 'brethren students' are encouraged to attend the worship meeting in the local Brethren Assembly-Anjilithanam. Hostel Warden may accompany them.

- Since Sunday is a holiday, it shall be considered as any other holiday; unless clinicals are scheduled. Those students who wish to go to any other religious place for worship/prayer shall ask their parent to send permission to the warden for the purpose defined, who can then allow the student to leave the hostel alone or accompanied as per the permission received, and return before 5 pm on the same day.
- The student could also leave the hostel on the previous day after class/clinical hours and return before the clinical/theory roll call on the immediate working day. Failure to be present during roll call shall be marked absent, and no excuses will be entertained.
- The student shall follow the protocols and college shall take no responsibility for the safety and security of the student once they are off the hostel, until their return except during college approved programs.

Sunday Motivational Meeting at College

- Students of all faiths/religion may attend the motivational services held in the college chapel or another designated college room. The services are held in English/Malayalam every Sunday at 5:45pm for the spiritual/moral growth of the students. The attendance is on free will.

Daily Prayer Time

- **Daily prayer timing in the hostel is; Monday–Saturday 6:00–6:20am; Sundays 6:30–6:50am and every day 6:30-6:50 pm**
- As with the Indian culture and the long tradition at TMM, prayer to the Lord Almighty seeking the blessing in morning and thanking for the day spent shall continue. The attendance is on free will.

Daily Praise and Prayer in College (Invoking the blessing from God)

At 9:00 am ALL STUDENTS to gather in the college chapel or designated room.

- As with the Indian culture, and being a Christian institution, the gathering would start with a Christian song by the group of students rotated each day/week. Following, there is a Scripture reading and prayer. Thereby the students are dispersed to their class rooms.
- Following the common prayer time, **before the start of the days regular class hour, in the class room**, the students would sing one stanza of the Christian song followed by prayer.

Student Counselling

- The faculties are available for the students to deal with their day-to-day problems. Students should feel free to contact any faculty whenever they have a problem. The matters shared are strictly confidential and can include anything from career assistance to social, personal or family problems. A student's Counselor is available on the days fixed for students to approach.

Holidays

All the official holidays of the college wherein the college shall remain closed, the students shall be given holidays. Exemptions are described below. The college shall inform in the parent's group that the students are given holidays.

1. During the holidays, the students are allowed to go home or remain in the hostel, after consultation and agreement between the parent and the student. Parents shall inform the warden each time, with permission for the student to go home alone, or parents to take the students home, the same shall be noted in the leave register.
2. The time to go home shall be after 5 pm on the previous day of the holiday or as informed if there is change in the time, and to return before clinical or theory class commencement on the immediate working day.
3. Not being present during the attendance / roll call in the theory / clinicals will be considered as absent for the day. This is without exemptions.
4. The parents shall bear the full responsibility of their ward's safety and health and the students themselves shall bear their own responsibility; from the time the student leaves the college premises for holiday/leave/attending worship/shopping etc. till return to the college.

5. The college shall remain exempt from all responsibilities towards the students from the time the student leaves the college premises until return. Any health-related issues developed during the period of time away from the hostel, the college shall take no responsibility.
6. When the student leaves the hostel except for the college approved programs and academic activities, the student shall sign on the hostel leave register and also upon return.

Exceptions to the holidays:

- I. For the need to complete the portions under the specified time of the university, certain holidays might need to be rescheduled. This shall remain at the discretion of the academic head of the institution.
- II. Depending on the availability of the external faculty, certain holidays might need to be rescheduled. During the above event, these holidays shall be compensated to the student's holiday calendar by combining with other holidays, which shall not interfere in the normal academic schedules.

Visiting Hours

- **On the day of admission parents must give the list of authorized visitors along with their photograph and specimen signature.** If any other needs to visit, parents must send a special authorization letter to the Principal for permission.
- Visitors are not allowed to enter any of the student's rooms. Also, along with the permitted visitors not more than 2 members are allowed. Parents may check the visitors register kept at the hostel to confirm the visitors for their ward.
- **No visitor is allowed to visit the student in the hospital during their clinical hours.**
- In order to provide a comfort zone for the students /parents during the visiting time, the visiting day is minimized to one day in a week to Sunday. If under any circumstances Sunday is not possible, then the Saturday is permissible.

Saturdays	4:00pm–6:00pm
Sundays	2:00pm–4:45pm

General Information

- Each student should open a bank account with the nearest bank and keep her money. College office can help with the arrangement.
- Kindly avoid orthodontic procedures and leaves for driving license during their tenure in the institution which causes stress, unhappiness and disruption in academics.
- Students are encouraged to play indoor and outdoor games in the mornings or evenings when they are free.
- **No secret activities or meetings are permitted on the hostel premises. This will be severely dealt with, even leading to removing the student from hostel accommodation.**
- **Students shall refrain from any act, covert or overt, that may destroy the peace and harmony among the residents and on the campus.**

Ragging

Ragging is strictly prohibited. Download the anti-ragging pledge and submit to the college. Any action, word or a gesture towards a junior or a senior if complained by personnel will be considered as ragging and anyone indulging in ragging or any such unlawful activities will be liable for severe disciplinary action including dismissal and prosecution as per Supreme Court/ university order.

COMPLAINTS AND SUGGESTIONS

Any complaints, suggestions or enquiries are always welcome and should be put in the suggestion/complaint box or directly communicated to the Principal/ Administrator/Warden in writing.

HOSTEL RULES ACKNOWLEDGEMENT FORM

[The student shall print all the pages 1-7, back-to-back and sign below]

UNDERTAKING BY STUDENT

1. I _____ S/O D/O, Mr./Mrs. _____ have carefully read and understood the hostel rules and regulations as laid down by TMM College of Nursing. If I break any of the rules, I understand that the authorities will initiate appropriate disciplinary action against me.
2. I hereby undertake that
 - a. I will adhere to the rules and not indulge in any behaviour or act that may come under the definition of violation of rules.
 - b. I will not participate in or abet or propagate violation of hostel rules in any form.
 - c. I will not create public nuisance nor participate in or propagate political, religious, regional issues and participate with external student bodies to show discontentment which leads to disharmony or cause law and order problem during my stay in the hostel.
 - d. I will not use social media to communicate any information on the College or The Hostel without prior approval from the Principal or Administrator.
 - e. I have not been expelled or debarred from any educational institution on disciplinary grounds.

Dated:

Place:

Signature of Student

ACKNOWLEDGEMENT BY PARENT

1. I _____ parent of _____
have understood the TMM College rules and regulations and will abide by the same.

Dated:

Place:

Signature of Parent