

# The Odisha Gazette

**EXTRAORDINARY  
PUBLISHED BY AUTHORITY**

---

---

**No. 2266 CUTTACK, FRIDAY, DECEMBER 9, 2016/MARGASIRA 18, 1938**

---

---

No. 25395—ME-II-M-14/2016-H.

GOVERNMENT OF ODISHA  
**HEALTH & FAMILY WELFARE DEPARTMENT**

**RESOLUTION**

The 1st December 2016

**SUBJECT—Approval of Guidelines for Nursing Hostels in the State.**

In order to ensure safety and security of inmates, facilitate smooth management, improve the standards and bring uniformity in the hostels of nursing institutions of the State, the following guidelines are prescribed to be followed with immediate effect :

**GUIDELINES FOR NURSING HOSTEL IN THE STATE OF ODISHA :  
HOSTEL MANAGEMENT**

The Principal/Principal Tutor of the Nursing Training Institutes are responsible for proper management of the hostel. She shall ensure safe staying of students in the hostel. The Principal/Principal Tutor will nominate one of the faculties as Hostel Superintendent on rotation basis. The tenure of the Hostel Superintendent will not be less than three months. The Tutors/Clinical Instructors working in nursing training institutions shall manage the duty of the warden of the hostel on rotation basis for a minimum period of one month each, where the post of Warden/Hostel Matron is either vacant or not created. Every nursing institution shall have a hostel committee comprising Hostel Superintendent, Hostel Matrons/Wardens and four faculties under the Chairmanship of the Principal/Principal Tutor. The Hostel Committee will verify the applications and allot room to the valid students in the hostel. The committee shall fix a norm for allotment of rooms.

Hostel accommodation will be provided with the understanding that the resident student will strictly abide by the hostel rules currently in force or as may be enforced from time to time. Accommodation in the hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the hostel rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels. Ignorance of rules will not be considered as an excuse.

## HOSTEL RULES :

1. Every student should stay in the room allotted to her. Mutual exchange of rooms after final allotment is not allowed. However, only the Hostel Superintendent may allow any change as a special case on valid and reasonable ground. Violation of this rule will be considered as an act of gross misconduct and entail appropriate disciplinary action including expulsion from hostel and imposition of heavy fine.
2. The Hostel Matron/Warden or any authorized member of the institute staff can inspect the room of any student in the hostel at any time. Hostel inmates are supposed to keep I-Cards with them and must present the same to any hostel or institute authority whenever asked for. Students must always carry their Identity Cards with them. A standardised format of I-Card is enclosed as Annexure -A.
3. No Boarders should meet the Principal Tutor for ordinary matters. Hostel Matron/Warden In-charge of the concerned hostel is the right person for such matters. At the next step, they can approach the Hostel Superintendent/Principal Tutor.
4. All cases of illness should be reported to the Medical Officer of the institute through concerned Hostel Matron/Warden.
5. No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the hostel. Students must not take law into their own hands, but must report all disputes to the Hostel Matron/Warden. All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing are strictly prohibited. In such cases the offender will be handed over to Police immediately.
6. The boarder shall have to vacate the hostel as when asked for. All the hostel articles issued to the students are to be returned to the caretaker before the students leave their rooms. They will be responsible for any loss.
7. No boarder is allowed to engage a private servant or pet animals.
8. Students shall not remain absent from their hostels during night without the prior permission of the Hostel Matron/Warden. In case of inmates leaving hostel for overnight stay in extreme cases permission may be granted on valid grounds. An application duly approved by the Hostel Superintendent should be kept on record by the Hostel Matron/Warden before issuing gate pass.
9. Hostel students shall not leave the campus without prior permission of the Hostel Matron/Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the permission from the concerned Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Principal Tutor. The Hostel Matron/Warden will issue gate pass to the boarders on valid ground which should not exceed more than two hours.

10. The inmates of the hostel will not leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Hostel Matron/Warden with due approval of the Hostel Superintendent has to be obtained for going out in any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
11. Hostel inmates are supposed to take care of their health and in case of illness should intimate the Hostel Matron/Warden.
12. Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.
13. Room furniture and electric fittings are required to be maintained by the inmates in good condition.
14. In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, the cost of repairing the same as may be assessed and realized being distributed equally amongst all the inmates of the hostel or group of inmates of the hostel found responsible for the damage.
15. Students should lock their rooms properly when they go out for bath, food etc. Each roommate must keep a key of the door lock of her room in case of double/triple seated accommodations.
16. Every student residing in the hostel must join the mess attached to that hostel. Individual cooking is not permitted. They are not allowed to cook anything in their rooms.
17. Every inmate of the hostel shall pay the mess bill and other charges as per the notified schedule failing which fine will be imposed as decided by the hostel authority.
18. Ragging in any form is a cognizable offence and severely punishable as per the orders of the Hon'ble Supreme Court of India, dated the 16th May 2007 which is as follows :

“If any incident of ragging comes to the notice of the authority, the concerned students shall be given liberty to explain and if her/his explanation is not found satisfactory, the authority would expel her/him from the institution”.
19. Regular health check-up of students should be ensured by concerned class teachers and records to be maintained. In the event of boarder falling ill, the Superintendent of the hostel should take prompt action for medical care and under no circumstances the boarders should be sent home in an ailing condition. In case of hospitalisation the parents/local guardians may be informed to remain present. The management need to ensure that tube-well and other water sources of the Schools and Hostels are disinfected and repaired properly to avoid any health hazards. Further step should be taken for proper disposal of the waste water and prevent stagnation.

20. Students should receive treatment in the institute dispensary between 8-00 A.M to 6-00 P.M. when they are sick. For emergency, between 6-00 P.M. to 8-00 A.M. they should contact the Medical Officer of the institute at his residence in the Colony Campus. The Institute Doctor and the concerned Hostel Matron/Warden will decide further course of treatment. Students are advised to receive treatment at the nearest clinic and inform about it to the authorities immediately in case of emergency occurring outside the Institute Campus.
21. In case of need for hospitalization, student should inform her parents/guardian. Parents/guardians are required to communicate to the concerned Hostel Matron/Warden in this regard.
22. Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offence/violation of rules/act of indiscipline. If cumulative fine exceeds Rs. 1,500 per academic year, she will not be considered in merit for the next hostel admission.
23. Guests are not permitted to stay overnight in the room of the students. A boarder keeping a guest without permission is liable to be fined.
24. Students are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.
25. Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Hostel Matron/Warden/Principal Tutor.
26. Lights and fans must be switched off when not in use. The use of electric heater, electric rod and other similar appliances are prohibited. Boarders are warned against tampering with electrical installation and for all electrical repairs electrician should be called in.
27. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for loss of such items due to theft or otherwise. However, in case of theft, the matter should immediately be reported to the concerned Hostel Matron/Warden of the institute.
28. Students are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Any student found consuming such thing or in a drunken state in the hostel will render herself liable for strict disciplinary action, including expulsion/rustication from Hostel/Institute.
29. Students are prohibited from screening/keeping obscene literature/ video films in possession. Any violation in this regard will result in disciplinary action.
30. Visiting Hours : Visiting hours are to be fixed from 5-00 P.M. to 7-00 P.M. for the visitors (parent, guardian, relatives). No male visitors is allowed to enter the Girls' Hostel without prior permission of the respective Hostel Matron/Warden. Visiting hours are to be displayed at a visible place preferably near the gate for information of all concerned. The visitor has to sign the Visitors Register giving the details prescribed in the register.
31. The students must make entry in the "In/Out Register" kept in the hostel while leaving hostel. A sample of the Register is given at Annexure-B.
32. The Hostel Matron/Warden will stay inside the hostel campus.

33. CCTV cameras should be placed at the entrance of the hostel and visitors room which will be monitored by the Hostel Matron/Warden/Hospital Superintendent/Principal Tutor.
34. A complaint box should be kept in the hostel for the boarders to record any complaint. The complaint box will have a double lock system with one key with the Hostel Matron/Warden and the other with the Principal/Principal Tutor of the institution. The complaint box shall be opened on every Monday by the Principal/Principal Tutor in the presence of the Hostel Committee and the findings shall be recorded in the complaint register.
35. Male students are strictly forbidden from entering the hostel.
36. All teaching and non-teaching staff shall respect the dignity and privacy of the students.

#### **Safety and Security of Girls :**

1. Every girls hostel should have a separate boundary wall of preferably 08 feet height with a grill gate.
2. Under no circumstances, girl boarders should be called to the residence of teachers.

#### **Mess Management Committee/Engagement of Cook/Caterer :**

1. A mess management committee shall be constituted by the Hostel Superintendent consisting of Hostel Matron/Warden, two student representatives from each batch under the Chairmanship of Hostel Superintendent. The cook/caterer/dhobi in the hostel shall be engaged by the mess committee in consultation with the Principal/Principal Tutor. Preferably women candidates shall be engaged for the purpose.
  2. The weekly menu chart reflecting the menu for breakfast, lunch, dinner should be printed in a big size flex and displayed at a conspicuous location.
  3. The mess Attendance Register for boarders, Mess Cash Book and Mess Stock and Issue Register should be maintained on a regular and up-to-date basis by the Hostel Superintendent associating the boarder's representative.
  4. For procurement of vegetables and other commodities, the Mess Committee should be involved. At the end of the month, a calculation should be made regarding per meal cost and put up in the noticeboard for the knowledge of all boarders.
37. Other Activities :
1. There should be a kitchen garden raised and maintained in the hostel campus.
  2. The parent-teacher meet should be held on a quarterly basis preferably on a holiday i.e. 2nd Sunday.

#### **RECORDS AND REGISTERS TO BE MAINTAINED IN THE HOSTEL**

The following Records/Registers shall be maintained at the hostel level for proper management and ensuring proper administration :—

1. Attendance Register
2. Cash Book
3. Stock Register for fixed assets and consumables
4. Mess Stock Register

5. Mess Committee Meeting Register
6. Mess dues Collection Register
7. In and Out Register (As given in Annexure-B)
8. Sick Register (As given in Annexure-C)
9. Health Register
10. Personal Register (Containing name, father's name, address, phone no, details of local guardians etc.)
11. Visitor's Register (As given in Annexure-D)
12. Amenities Distribution Register

The Records/Register shall be signed by the Hostel Matron/Warden on day-to-day basis and Hostel Superintendent on weekly basis. The registers shall be verified and signed by the Principal Tutor every fortnight to ensure its proper maintenance. The Registers/Records shall be produced before the supervising official at any point of time.

Besides registers, mess dues collection register, proceedings register of the students mess committee, attendance registers, stock and store register, furniture and fixture register and complaint register shall be maintained. The list of items supplied in each room shall be neatly typed and pasted in all rooms duly signed by the Hostel Matron/Warden.

#### **Inspecting Authorities :**

The following officers will have the power to inspect any record, transaction and management procedures of concerned training institutes of their jurisdiction :

<u>Name of the Authority</u>	<u>Type of Training Institutes</u>	<u>Frequency of Inspection</u>
Director, Nursing	ANM/GNM/College of Nursing	At least one institute in every month.
Joint Director, Nursing	ANM/GNM/College of Nursing	At least two institutes in every month.
Chief District Medical Officer.	ANM/GNM/College of Nursing	Once in every three months
Additional District Medical Officer.	ANM/GNM/College of Nursing	Twice a year
Principal of the Medical Colleges.	ANM/GNM/College of Nursing	Once in every two months
Superintendent/ Administrative Officer of the Medical Colleges.	ANM/GNM/College of Nursing	Once in every two months

Apart from the above, any of the State Level Officer or any person deputed by the Department/ District Collector will also have the power to inspect records and submit reports relating functioning of the institute.

Director, Nursing will take periodic review, bi-monthly/quarterly of the institutes. The inspecting officials are advised to make surprise/random visits to the hostels during night time as well as to monitor the management and functioning of the hostels.

By order of the Governor  
ARTI AHUJA  
Principal Secretary to Government