



Faculty of Nursing

University of Colombo

Basic Rules to followed by the Hostellers

1. Registration

- I.** Registration should be done by paying the relevant registration fee on the first day of arrival at the hostel. (**Registration form** provided with the receipt should be completed and handed over.)
- II.** Students should leave the hostel the day after the end of the academic year and at the same time get their registration canceled.
- III.** Registration should be done at the commencement of the second, third and fourth academic years by paying the relevant registration fee and registration must be canceled at the end of each academic year in the aforesaid manner.
- IV.** It should be noted that non-payment of registration fee and non-registration for the relevant academic year may result in deprivation of hostel facilities.
- V.** It should be noted that being absent from the hostel for two weeks without prior- notice upon being registered at the hostel may result in deprivation of hostel facilities.
- VI.** No student is allowed to stay in the hostel without getting registered.

2. Arrival

- I.** All students must arrive at the hostel before 7.00 pm.
- II.** No student who arrive after 7.00 pm would be admitted to enter the hostel.
- III.** In case of a special matter that result in late arrival, a permission letter of Academic Warden/ Assistant Registrar (Faculty of Nursing) or Dean (Faculty of Nursing) should be produced to the Hostel Sub -Warden. (In case of the

functions of the university / journeys organized in groups with the approval of the Dean, a letter should be produced along with the names, registration numbers and a signature document of all the students in the group.)

3. Exit

- I. Permission is not granted to leave the hostel before 6.00 am, unless the sub-warden has been informed the previous day.
- II. In case you need to stay outside the hostel overnight, the Date, name, room number, address of destination, telephone number and the time of leaving should be mentioned in the book available at the hostel security booth and your signature should be placed. On returning to the hostel, the arrival time also should be mentioned and your signature should be placed.
- III. Girls should avoid leaving the hostel after 7.00 pm.
- IV. In case of a special occasion that require leaving the hostel after 7.00pm, a permission letter of Academic Warden/ Assistant Registrar (Faculty of Nursing) or Dean (Faculty of Nursing) should be submitted to the Hostel Sub –Warden. (In case a group of students attend the function, a letter should be submitted along with the names, registration numbers and a signature document of all the students in the group.)

4. Falling ill

The sub warden of the hostel should be informed in case a student falls ill at night. During the daytime, treatments are available free of charge from either Base hospital at Thalangama, Koswatta or Colombo South Teaching Hospital, at Kalubowila. (In case of need free ambulance service contact no. 1990)

5. Disciplinary Rules within the Hostel

- I. The rooms for the students will be allocated by the sub warden and once allocated, the students cannot change the rooms allocated for them at their own will.
- II. Staying in hostel rooms during the time scheduled for clinical training without a valid reason is a grave offence.
- III. Annoying or harassing behaviors towards fellow students inside or outside one's own room should be avoided.
- IV. The furniture in the rooms and dormitories should be protected by all. The students staying in a room are collectively and individually responsible for all the equipment within the room.

- V. Silence should be maintained in the dormitories after 9.00 pm.
- VI. Always the television should be switched on with low volume and students should make sure not to disturb the others (who are studying, asleep or ill) while watching television after 9pm.
- VII. Ladies should avoid leaving their rooms, walking along the corridors and being in the hostel premises/ Dining Hall premises wearing bathing cloths, towels, underwear, shorts and night dresses or night suits.
- VIII. Student should avoid splashing water from anywhere in the hostel.
- IX. Your washed clothes should be hung in the proper places to be dried. Hanging the clothes in the windows of the upstairs, on the walls, on the railings in the corridors should be avoided.
- X. Staying in front of the main entrance and wall of the hostel should be avoided.
- XI. Students are also responsible for securing all their luggage in the rooms.
- XII. The lights and the fans should be switched off before leaving the rooms. The taps in the bathrooms should be properly turned off.
- XIII. Each student should behave in proper manner to uphold the dignity of the hostel.
- XIV. Students should not assemble the students in the dormitory and do anything that may cause the students feel mentally harassed.
- XV. No harm should be done to the flora within the hostel premises.

05. Obtaining Meals

- I. Food brought from the canteen or outside should not be taken into the rooms under any circumstances.
- II. Those who intend to get food from the canteen should obtain a token the previous day. This token will be cancelled if no food is bought for the day.

- III. Those who wish to buy dinner should come to the counter at 7.00 pm to get food. Students cannot pay and buy the food then without having obtained the token beforehand.
- IV. Staying in the canteen is only allowed until 8.00 pm.

6. Guests

- I. Students are not allowed to escort visitors to their rooms.
- II. All guests are welcome at the canteen premises and since it is a public place, make sure to behave politely there.
- III. All guests must leave the canteen premises before 7.00 pm.

7. Cleanliness

- I. Toilets, bathrooms, etc. should be kept clean after use.
- II. Wrappings of soap and shampoo containers, sanitary pads and other disposable items should not be thrown away in either toilets or bathrooms. Only the allocated bins should be used to dispose them.
- III. Disposable material such as King Coconut shells, trash cans, plastic and paper, etc. should be separately disposed to the bins allocated available on every floor.
- IV. The furniture and walls in the hostel should not be dirtied. Without obtaining a formal permission, no notices (stickers, posters, greetings, etc.) are to be stuck anywhere in the hostel.
- V. It should be kept in mind that it is the duty of the student to keep the rooms and dorms clean.

8. Ragging and Aiding / Abating Ragging

Ragging, attempting to rag and abating ragging the students physically, emotionally, and sexually individually or collectively within the hostel, outside the hostel, in the canteen or anywhere in the faculty is strictly forbidden. In case you are proved to be involved in such activities, the authorities are capable of even cancelling your studentship.

Please consider that actions taken contrary to the above hostel rules may result in deprivation of hostel facilities.