

**SANJAY GANDHI POST GRADUATE  
INSTITUTE OF MEDICAL SCIENCES**

**Information Brochure**

**B.Sc. (Nursing) Program  
Session: October2017**

**COLLEGE OF NURSING, SGPGIMS  
Raibareli Road, Lucknow 226014  
Ph: 0522-2495351(Principal), 2495355 (Office)**

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## Sanjay Gandhi Postgraduate Institute of Medical Sciences

Lucknow 226014

College of Nursing

Admission Notice: BSc Nursing (4-year degree course)

Applications are invited from eligible unmarried Indian nationals (irrespective of gender) for admission to First Year BSc (Nursing) (4-year degree course) for academic year 2017-18.

### Important dates

Date for uploading of information brochure and commencement of online registration of applications and online payment	8 August, 2017, 10:00h
<b>Last date for payment of fee for online applications</b>	<b>23 August, 2017, 17:00 h</b>
Last date for submitting online application forms	25 August, 2017, 17:00 h
Last date for receiving hard-copy of application form along with enclosures at SGPGI	29 August, 2017, 17:00 h
Display of application eligibility status on website	30 August, 2017
Admit cards available for download	31 August, 2017
<b>Entrance examination</b>	<b>3 September, 2017</b>
Final result: Institute website	3 September, 2017, 22:00h
<b>Counseling (Attendance compulsory to be allotted a seat / WL)</b>	<b>4 September 2017,</b>
Start of Classes	1 Oct 2017

- Mode of Payment: Through net banking, debit / credit card or through computer generated challan form in any branch of State Bank of India. Application fee for all categories: Rs.1000+Bank transaction charges as applicable. Bank draft will not be accepted.
- Online application form can be filled after one clear working day of registration and online payment of application fee through "State Bank Collect". Change of candidate's name, father's / spouse's name, date of birth, email id and contact number in online application form is not permitted.
- Online application form once submitted cannot be altered.

## **College of Nursing**

The College of Nursing was established on 14<sup>th</sup> January 2008 at SGPGIMS, Lucknow, an autonomous State University established by the SGPGIMS Act 1983. The college offers a 4-year B.Sc. degree program in nursing. Admissions to this course are made through an all-India entrance test. The college philosophy is consistent with the ethos of the founder of modern nursing, Miss Florence Nightingale and Indian Nursing Council, New Delhi. It endeavors to train students to acquire knowledge, develop skills and a positive attitude to enable them to carry out their duties and responsibilities as a competent professional nurse.

The 4-year B.Sc. Nursing Program aims to empower the graduate to apply knowledge from physical, biological and behavioral sciences of medicine including alternative systems and nursing, in providing nursing care to individuals, families and communities; demonstrate understanding of life style and other factors which affect health of individuals and groups; provide nursing care based on steps of nursing process in collaboration with the individuals and groups; demonstrate critical thinking skill in making decisions in all situations in order to provide quality care; utilize the latest trends and technology in providing health care; provide promotive, preventive and restorative health services in line with the national health policies and programmes; practice within the framework of code of ethics and professional conduct and acceptable standards of practice within the legal boundaries; communicate effectively with individuals and groups and members of the health team in order to promote effective interpersonal relationships and teamwork; demonstrate skill in teaching the individual and groups in clinical / community health settings; participate effectively as members of the health team in health care delivery system; demonstrate leadership and managerial skills in clinical / community health settings; conduct need based research studies in various settings and utilize the research finalized, to improve the quality of care; demonstrate awareness, interest and contribute towards advancement of self and of the profession.

### **Seats on offer for B.Sc. Nursing Program**

Total seats	Unreserved	Scheduled Castes	Scheduled Tribes	Other Backward Classes
40	21	9	-	10

### **Reservation**

- Reservation will be applicable as per U.P. Government rules as applicable in SGPGI, Lucknow. Reservation will be admissible only to candidates having domiciled in Uttar Pradesh. Candidates domiciled elsewhere will be treated as general category candidates.
- Reservation of seats is as follows: Other Backward Classes: 27%, Scheduled Castes: 21%, Scheduled Tribes: 2%
- If suitable candidates are not available in any of these reserved categories, the same will be filled up by the candidates from the general category.

## **Duration**

- 4 years, including Internship.

## **Eligibility & Essential Qualifications**

- **Age**  
More than 17 years and less than 24 years, on 31<sup>st</sup> December of the year of admission.
- **Qualification**  
Senior School Certificate Examination (10+2), Pre-Degree Examination (10+2) OR equivalent 12 years schooling from a recognized board or university with science (Physics, Chemistry, Biology) and English with at least 50% aggregate marks (in 4 subjects listed above) for general category candidates and 45% for reserved candidates.
- **Others**  
Only unmarried candidates are eligible, irrespective of gender. The candidates should be medically fit. All candidates who are in the merit list will be required to submit certificate of physical fitness from Medical Board of the Institute. Admission process/selection criteria etc may change from time to time as per INC's notification or as decided by appropriate authority of the Institute.

## **How to apply**

- **Information brochure & Application form**

The information brochure can be downloaded from the Institute's website [www.sgpqi.ac.in](http://www.sgpqi.ac.in) or [http://5.9.254.185/pgi\\_online\\_nursing/](http://5.9.254.185/pgi_online_nursing/) from 10<sup>th</sup> Aug 2017. The candidates should follow the instructions in the brochure carefully while filling up the form.

- **The candidates need to first pay the application fee online, latest by 23<sup>rd</sup> August, 2017, 17:00 hours failing which it is not possible to apply.** The application form will become available for online filling after a gap of one working day (for instance, if fee is deposited on Saturday, Aug 19 2017, the form will become available on Tuesday, Aug 22, 2017, after a gap of one working day, i.e. Monday); the Institute will send an SMS / email to each payee when the online form become available. **The deadline for filling the online form is 25<sup>th</sup> August 2017 at 5:00 pm.**
- After online submission, the candidate must take a print out of the completed application form, sign it at the requisite places, and send to **Executive Registrar, SGPPI, Raebareli Road, Lucknow 226014** along with documents in support of age, qualifications, domicile and caste. The candidate must self-attest all enclosures with his/her signatures. The printed application forms along with the enclosures must reach by 29<sup>th</sup> August, 2017, 17:00 h IST by speed post, registered post or courier. The envelope should be super scribed with the "Advertisement number" and "Application for entrance examination of B.Sc. Nursing Course".
- Only those who complete all the steps (pay the fees, complete the online form, and send the printed form with enclosures by the above deadline) will be eligible for the entrance examination.

- **How to Fill the Online Application Form**

Open the home page of SGPGI at [www.sgpgi.ac.in](http://www.sgpgi.ac.in)

Click on the link that announces the admission to B.Sc. Nursing course

On the “Online form submission” tab click on “Register and Pay Online”. The State Bank of India, ‘State Bank Collect’, page will open

Accept “Terms and Conditions”, “Proceed”, select “Category” as application fee, select the CORRECT “Advertisement Number”, fill details of payment and submit

Verify details and confirm transaction

Pay fees using options provided

A transaction alert will be sent to your registered mobile number from state bank collect for successful payment of fees.

Another alert (SMS) from SGPGIMS will be sent to your registered mobile number within one to two days for allowing you to fill online application form

Log on to the website at [www.sgpgi.ac.in](http://www.sgpgi.ac.in)

On the tab, “Online form submission”, select “on line application for BSc nursing candidates”

Fill the transaction number / State bank collect reference number and your date of birth

The main form will open, partially populated with some personal details. Complete it and upload scanned photograph, signature and other relevant documents in JPG format.

You will require to have scanned copies of your photograph, signature, and all relevant documents as separate files which you need to upload

When uploading is completed, click on “Final submit”. You are not allowed to change information after final submission

Print application form and attach self-attested supporting documents and post to the Executive Registrar

Please enter CORRECT 10-digit mobile no., email-id, candidate name, date of birth and father’s name while filling your online “register and pay online” form. Any editing / rectification / amendment are NOT allowed after registration and online payment. It is your responsibility to fill correctly. No telephonic /personal request, in this regard, will be entertained.

### **Application Fee and Mode of Payment**

Through Net banking, Debit / Credit card or through a computer-generated challan form in any branch of State Bank of India. Application fee for all categories is Rs 1000 + Bank transaction charges as applicable. Application fee once paid is not refundable either in full or in part under any circumstances.

### **Checklist**

Please arrange your application in the following order and firmly tag before dispatch to the Institute.

- Print out of the online application form along with Identification cum Attendance card and paste similar passport size recent colored photograph at the appropriate places
- Matriculation certificate / age proof certificate.
- Intermediate (10+2) or equivalent mark sheet /certificate issued by the concerned Board

- Caste certificate from the competent authority (if applicable).
- Domicile of Uttar Pradesh, certificate issued by competent authority.

### **How to know your eligibility**

Eligibility status of each applicant will be placed on the Institute's website on 30<sup>th</sup> August 2017.

### **How to get your admit Card**

Eligible candidates can print their Admit Card online from 31<sup>st</sup> August, 2017 onwards using their date of birth and registration number written on right corner of application form.

Please note that Admit Card(s) will not be sent by post.

### **Examination/ Result**

The final result of entrance exam will be available on the Institute website / Institute notice boards by 3<sup>rd</sup> September, 2017, 22:00hrs.

### **Counseling of students and checking of their documents**

This will be done on 4<sup>th</sup> September, 2017, beginning 11AM at SGPGI and the venue will be notified later. Students will need to come for verification of their original certificates (High School, Intermediate, domicile and caste certificate and AADHAAR card or government approved ID cards). **Those aspirants who are not present for the counseling process will NOT be considered for admission to this course or a wait listed status, no exceptions.**

### **Procedure for scrutiny**

In case any candidate desires to get his/ her result scrutinized, he/she will require to submit an application in writing along with a fee of Rs. 3000 via demand draft drawn in favour of Director, SGPGIMS, Lucknow, Academic Account, payable at SBI, SGPGI Branch, (Code No. 7789), Lucknow. The result will be made available in one week after the request is made. No request for scrutiny will be entertained after one week of publication of result.

### **Important Instructions**

Completed Application Form and Identification- cum- Attendance Card along with relevant certificates should reach the Institute on or before the last date as specified in the advertisement. Incomplete applications or applications received after due date shall not be considered and no communication in this regard shall be entertained. The institute takes no responsibility for delay or loss of application in postal transit.

### **Entrance Exams – (Procedure For Selection)**

Selection of the Candidates will be strictly based on the merit of the entrance examination held by the institute / Competent Authority.

### **B.Sc. Nursing**

The seats will be filled strictly on merit prepared on the basis of the marks secured by the candidates at the entrance examination conducted by the Institute. The entrance examination will be conducted in English language only. The centre of examination will be SGPGIMS Lucknow or as declared/decided by the Institute. The Scheme of Entrance Examination is as under: one paper of 02 hours duration and consisting of five parts containing objective type multiple choice questions in the following subjects.

<u>PART</u>	<u>SUBJECT</u>	<u>MARKS</u>
A	Physics	20
B	Chemistry	20
C	Biology	20
D	General Knowledge	20
E	English	20
	<b>TOTAL:</b>	<b>100</b>

The general standards of each entrance examination will be that of 12<sup>th</sup> class under the 10+2 scheme or an equivalent examination of an Indian Board/University. No syllabus for entrance examination has been prescribed by the Institute.

### **Qualifying marks**

General candidates: 50%; SC/ST and OBC candidates: 45%

### **Resolution in Case of a Tie**

In case of two or more candidates belonging to the same category obtaining equal marks in the entrance examination, their merit will be determined in order of preference as under :

Candidate older in age shall be preferred.

Candidates obtaining higher marks in Biology in the entrance examination.

Candidates obtaining higher marks in Class XII Biology shall be placed higher for merit

### **Important Instructions for Appearing in the Entrance Exam**

- If a candidate is found to have furnished false information or certificate etc. or to have concealed some information in his / her application, his / her candidature for examination / admission will be cancelled.
- Incomplete or unsigned applications will be summarily rejected.
- No TA/ DA will be paid for attending the Entrance examination / Interview / Counseling.
- Admission of the candidate to the entrance examination is provisional. If ineligibility of a candidate is detected at any stage his/ her candidature for examination / admission will be cancelled.
- Candidates are required to report between 8:30 and 9:00 AM on 24<sup>th</sup> September, 2017, to allow time for frisking. All candidates will be frisked. Candidates reporting after 09:30 AM will not be allowed entry.



- Each candidate must carry one of the following picture IDs in original: Voter ID card, Passport, PAN card, Driving license, Aadhar card, or student ID issued by the college where last studied. Without it, entry will be denied. Also bring one spare passport sized photograph.
- Candidates are not permitted to carry any paper or written material, electronic gadget, mobile phone, pen, watch, hand bag, wallets, jewellery etc. inside the examination hall. If a candidate is found to be in possession of such an article, s/he would be considered as using unfair means, leading to cancellation of candidature; other actions including legal prosecution may follow. Only cash is permitted on your person.
- You will be provided a pen at the examination center. Use only this pen for filling the answer sheet.
- Biometric information will be recorded on the answer (OMR) sheet and attendance sheet during the examination and at the time of joining the course, and even after joining the course. If at any stage, any mismatch in biometric information is detected, admission may be cancelled at any time.
- The candidate must not obtain or give or attempt to obtain or to give irregular assistance to any kind during the examination.
- Any attempt to note down questions during the examination or to take away pages from the question booklet will be viewed very seriously and invite severe punishment.
- The decision of the Director of the Institute shall be final in the matter of selection of candidates for admission to the above course and no appeal shall be entertained on this subject.
- There is no provision for rechecking of answer sheets or communication of marks obtained at the entrance examination. Result of the entrance examination shall be available at Institute's website by 25<sup>th</sup> September, 2017
- Rules are subjected to change in accordance with decision of the institute and INC notifications taken from time to time.
- Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Lucknow High Courts alone.
- The selected candidates must join classes on the due date on which the classes commence or as mentioned in the selection letter.
- Selected candidates shall have to join the course as per time schedule given in the admission letter which will be sent through e-mail only.
- Admit card may be downloaded from Institute website.

## Important Instructions for Joining the Course

The selected candidates will have to submit the following documents/ certificates:

- Mark sheet and pass certificate of high school.
- Mark sheet and pass certificate of (10+2)/Intermediate/ICSC pre-degree Examination (10+2). OR An equivalent with 12 years schooling from a recognized board or university.
- Color passport size photograph- 08
- Transfer Certificate / Migration Certificate.
- Vaccination Certificate

## Medical Examination

Candidates selected for B.Sc. Nursing will have to undergo medical examination by a Medical Board consisting of faculty members of the Institute. If in the assessment of Medical Board, a Candidate is found medically unfit he/she will not be admitted. The decision of the Board shall be final. In that case, in his/her place next student in order of merit will be admitted.

**Last date of Admission to the B.Sc. Nursing Course:** As per INC guidelines.

## Scheme of University Examination for B.Sc. Nursing Four Years Course

First Year

Subject	Assessment			
	Hours	Internal	External	Total
Theory				
Anatomy & Physiology	3	25	75	100
Nutrition & Biochemistry	3	25	75	100
Nursing Foundation	3	25	75	100
Psychology	3	25	75	100
Microbiology	3	25	75	100
English	3	25	75	100
Introduction to Computer	3	25	75	100
Practical and Viva Voice				
Nursing Foundation		100	100	200

## Second Year

Subject	Assessment			
	Hours	Internal	External	Total
Theory				
Sociology	3	25	75	100
Medical – Surgical Nursing – I	3	25	75	100
Pharmacology, Pathology, and Genetics.	3	25	75	100
Community Health Nursing – I	3	25	75	100
Communication and Education Technology	3	25	75	100
Practical & Viva Voice				
Medical – Surgical Nursing – I		100	100	200

## Third Year

Subject	Assessment			
	Hours	Internal	External	Total
Theory				
1. Medical – Surgical Nursing – II	3	25	75	100
2. Child Health Nursing	3	25	75	100
3. Mental Health Nursing.	3	25	75	100
4. Nursing Research & Statistics	3	25	75	100
Practical & Viva Voice				
1. Medical – Surgical Nursing – II		50	50	100
2. Child Health Nursing		50	50	100
3. Mental Health Nursing.		50	50	100

## Fourth Year

Subject	Assessment			
	Hours	Internal	External	Total
Theory				
Midwifery and Obstetrical Nursing	3	25	75	100
Community Health Nursing – II	3	25	75	100

Management of Nursing Services & Education	3	25	75	100
Practical and Viva Voice				
Midwifery and Obstetrical Nursing		50	50	100
Community Health Nursing- II		50	50	100

**Note:**

- Anatomy & Physiology – Question paper will consist of Section-A Anatomy of 37 Marks and Section-B Physiology should be of 38 marks.
- Nutrition & Biochemistry Question paper will consist of Section –A Nutrition of 45 Marks and Section –B of Biochemistry of 30 Marks.
- Pharmacology, Genetics, Pathology: Section –A of Pharmacology with 38 Marks, Section –B of Pathology of 25 and Genetics with 12 Marks.
- Nursing Research & Statistics – Nursing research should be of 50 marks and statistics of 25 Marks.
- Minimum pass marks shall be 40% for English only.
- Theory and practical Exam for Introduction to computer to be conducted as college exam and marks to be send to the University for Inclusion in the marks sheet.
- Minimum Pass marks shall be 50% in each of the theory and practical paper separately except English. A candidate has to pass in internal and external examination separately in each of the paper in the entire Nursing program.
- A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.
- A candidate must have 100% attendance in each of the practical areas or the clinical areas before award of degree.
- A candidate has to pass in theory and practical exam separately in each of the paper.
- If a candidate fails in either theory or practical paper he/she to reappear for both the papers (Theory and practical)
- Grace Marksshould not exceed 05 marks in total for one academic Year in Theory Paper only.
- Examination and declaration of result would be within the academic year.
- A candidate failing in more than one/two subjects can be promoted to the next higher class.
- A candidate failing in more than one/two subjects can be promoted to the next higher class.

- Number of attempts for examination has been waived off. However to appear in the final year (4<sup>th</sup> Year) examination, the candidate shall have to clear all the previous examination.
- A candidate shall not be admitted to the subsequent higher class/ examination unless the candidate has passed the previous examination.
- The maximum period to complete the course successfully should not exceed 8 years.
- One internal and one external examiner should jointly conduct practical examination for each student.
- Students request for Re-evaluation of University Examination Answer sheet should apply within 15 days of declaration of result.
- All the above guidelines are subject to change as per instructions of INC prospectively /retrospectively.

### **Internal Assessment**

The student's progress is continuously assessed through written tests, assignments, class presentations and project work in the class room and clinical area. Minimum internal assessment marks shall be in each of the theory and practical papers separately. A student has to get minimum 50% marks in internal assessment, before appearing in the university examination.

### **Clinical Experience**

To train its students in clinical area, out side the Institute, SGPGI utilizes the Clinical Services of KGMC for specialized training in the area of Mental Health Nursing and Orthopedic Nursing and Virangna Avanti Bai hospital in the area of Midwifery & Obstetrical Nursing.

The urban and rural health centers of Shishandi and Mohan LalGanj in Lucknow is also used for field experience in community health and domiciliary midwifery. The students are required to be in clinic every day during the week, according to the course planning. Students must have 100% attendance in all clinical areas.

### **Library**

There is a well equipped spacious library with all the modern facilities at the Institute. It is open 8 AM to 8 PM. Besides this, there is a college library with selected professional books and journals of latest editions.

### **Tuition and other fees**

S. No.		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
1.	Admission fees	5000			
2.	Course fees	50,000	50,000	50,000	50,000

3.	Examination fees	2,500	2,500	2,500	2,500
4.	Enrolment fees	500			
5.	Degree/Diploma/Certificate Fees	300	300	300	300
6.	Migration certificate fees	-	-	-	300
7.	Caution money (Refundable)	10,000	-	-	-
8.	Library fees	500	500	500	500
9	Hostel	6000	6000	6000	6000

- **Students have to pay Mess fee and Bus fee on monthly basis.**
- **Supplementary exam fee: INR 500 per examination**
- **Re-evaluation fee: INR 400 per paper**
- **Scrutiny fee: INR 600 per paper**

### General rules

- Use of Mobile phone while attending class and clinical duty in the hospital is strictly prohibited, strict administrative action will be taken against the defaulters.
- All students will follow high degree self discipline and honesty during the training.
- All representation/leave application/medical fitness certificates & grievance will be routed through the respective class coordinators.
- All students shall wear college uniform while undergoing the training in college and clinical area except on Saturday.
- No students shall visit the academic block/E.R. office/Dean's office/Director's office without the permission of respective class coordinator/Principal.
- No students shall leave their clinical area to show their relative/canteen etc., without the permission from the clinical instructor.
- No students shall receive any gifts/money/favor from the patient and their relatives.
- All students shall carry their pocket clinical dairy and pocket articles.
- Students who are sick shall report to warden and day scholar to the clinical instructor during morning hrs.
- No students shall leave the clinical area before the assigned times without information to the clinical instructor.
- All students are required to submit their assignments/appear for class test/ internal assessment examination on the prescribed date in notification.
- All parents and students shall ensure that each of them have attained 80% of theory attendance and 100% of clinical attendance to become eligible to appear in the university examination.

- The rules are subjected to change in accordance with the decision of the College/ Institute/ INC taken from time to time.

### **Anti-Ragging Rules**

- The candidates as well as their parents at the time of admission of the students to the Institute will be required to furnish an undertaking in the form of an affidavit that the candidate will not indulge in any form of ragging and will not participate in any kind of misconduct with fellow students, teachers & other staffs at college and Hospital during their entire period and training.
- Ragging is banned by Hon'ble Supreme Court, the Institute shall take strong administrative action, and may result in rustication of the student, if found indulge in such activities.

### **Hostel**

Residence in the hostel of the Institute is compulsory for both male & female candidates admitted to B.Sc. Nursing Course, Subject to availability. Male candidates can be day scholar till separate hostel facilities are made available by the Institute. Principal will have discretionary power to allow student to come from home.

### **Hostel Rules and Regulations for B.Sc. Nursing Students**

#### **Visitors**

Student may be permitted to go to the market between 05.00 p.m. to 07.00 p.m.; Visiting hours for Sundays and holidays shall be from 08.00 A.M. to 07.00 P.M.; Visitors shall be received in the visitor's room only; Under no circumstances any visitors will be permitted to enter the rooms of students any time of day or night. Unauthorized guests in the room if found present shall be dealt with in accordance with law.

Defaulters shall be charged a fine of Rs. 150 per day; No student will be allowed to leave the hostel after 07.00 P.M. Students are not expected to stroll around in front of the hostel during late night or Clinical Duty hours.

#### **Absence from the hostel**

- Students going out shall indicate their absence from the hostel by signing the requests and giving the required address and information. They are expected to be back in time and report in writing. Out pass register will be with the house keeper in the hostel.
- Late passes till 10.00 p.m. may be granted by Principal on request once a month and students must report to the house keeper in writing on return.
- Permission to stay out overnight will be granted by the Principal once a month on request after authorization from local guardian.

- Station leaving permission will be granted by the Principal on request. Applications are to be routed through Class coordinator at least 03 days before the day of departure.
- The parents will give two local addresses with duly affixed photographs & Mobile No. where their daughter can stay overnight. A written permission is required for staying out and leaving station each time which should be applied on Wednesday except in case of emergency.
- Students are not permitted to leave the Ward/ departments without the permission of Ward sister /Clinical instructor concerned.
- In case of emergency leave, The Principal / Warden should be approached.
- Students are expected to sleep in their respective rooms. No student will sleep in any other room except in her own. After evening roll call if the student leave the room, a note may be kept indicating the room where she is available. Surprise rounds will be taken by the Warden / House keeper/ Principal/Nodal Officer.
- Out pass register with correct entry shall be put to Warden every Friday morning by housekeeper (before 10 A.M.)
- No student shall be permitted to write their names in out pass register once warden has signed.

### **Mess Rules**

- Students should sign the Mess Joining Register kept in the mess at the time of their joining the mess.
- Students should sign the Mess leaving Register kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- Students are not permitted to dine in the mess without signing the Joining Register or after signing the leaving register.
- Lunch/Dinner will be served on buffet basis.
- The quantity of food will be unlimited except in the case of special items.
- Non-vegetarian items will be served as extra on specified days of the week.

### **Mess rebate is admissible to the residents of Hostels on the following grounds:**

- Approved Study Holidays and Semester Vacation declared by the College.
- Periods duly recommended by the Head of the
- Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
- Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate in genuine cases.
- Application for mess rebate should be made in the prescribed form and it should be submitted three days in advance.



- The application should be forwarded by the Warden. An acknowledgement may be obtained from the Mess Supervisor for having applied for mess rebate.
- In addition, students applying for mess rebate should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.
- Minimum fixed charges will be applicable to the students applying for mess rebate. Such permission should be obtained from the senior warden and the Mess Supervisor be intimated well in advance of the absence.
- Student proceeding on medical leave from the campus should produce the Medical Certificate issued by the concerned specialist at the time of their leaving.
- In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess rebate should be submitted within the next 3 days.
- No student can claim mess rebate unless he/she had intimated his/her absence in advance by applying for mess rebate in the prescribed form and signed the Mess leaving Register at the time of his/her leaving the mess.
- Students other than Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- No food will be served in the rooms of the hostel for any student unless permission from the assistant warden to affect that the students' condition requires the food to be served in their rooms.
- No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- All diners shall interact with the mess staff in the dining hall in courteous manner.
- After eating food, diner shall leave the cup, plate, waste food etc. in the designated bins.
- If any diner is medically ill and requires a special diet (ex: Oil-less food) he/ she can request the assistant warden / mess supervisor to arrange for the same at the mess.
- The guest rates for the hostel mess will be decided by the Mess Committee and are subject to revision from time to time.
- Students must adhere to the Mess Timing. Subject to variation. If timing of classes changes due to any reason.

### **Guest and Visitors**

- Subject to availability of proper accommodation facility, the guest of a resident may be permitted with the prior written approval by the Warden/ Principal to stay in hostel for not more than two days on payment of the necessary charges, as fixed by the Hostel Administration from time to time.
- No overnight guests are allowed in a student's room without permission of the Warden.
- In boy's hostel, the parents of students and other male guests may visit the student in his room after due permission from senior warden/warden and after making proper entry at the hostel gate.

- Male students/visitors are not allowed inside the girl's hostel, immediate male family members can meet the female students in the visitor's room after seeking warden's permission and making proper entry at the hostel gate,
- Female visitors are not allowed in boys' hostel however lady family members may be allowed to visit a student in the visitors' room in the hostel between 9:00 a.m. to 7:00 p.m. with prior permission from the warden.
- Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

### **Illness**

- If the student is unable to come to the dining hall for meals due to sickness, the house keeper/Hostel attendant should be informed.
- If any student nurse is ill, the matter must be reported at once to those in authority and housekeeper or Warden may be contacted.
- Drugs of any kind must not be taken unless prescribed by the physician.
- All treatment/investigation/consultation for B.Sc. Nursing students will be on payment basis out of their pocket and health care services will not be provided for free to the students.

### **Accommodation**

- Hostel charges will be INR 500 per month to be paid at the time of admission once in a year i.e.  $500 \times 12 = 6,000$  INR
- Students are responsible for the cleanliness upkeep of their own room and mess premises.
- No furniture shall be removed from the room.
- Any damage to the furniture shall be reported to the house keeper immediately.
- Pasting of posters etc. on the walls is not permitted.
- Light & fans shall be switched off when out of the room. If left switched on, fine of Rs. 50 will be charged; Press, Mobile Chargers, Computer, Laptop charger are permitted; Personal belongings are the responsibility of the individual student. Rooms should be locked securely. It is not advisable to keep valuables in the room.
- Laundry needs to be taken care of by students themselves.

### **Visiting Sick relatives & friends**

If any student's relative or friend is admitted in the hospital, the student may visit him or her during visiting hours only. Otherwise permission may be taken in special cases.

Only women guest (mother/sister/guardian) can stay in the college hostel guest room for not more than 03 days, and shall be charged at the rate of Rs. 100 per day plus the meals charges as per actual rate.

### **Vacation**

08 weeks (06 weeks Summer Vacation & 02 weeks Winter Vacation) vacation shall be given to the students each year including medical leave; 02 Week Examination preparation leave be permitted; 02 Weeks leave during examination and all G.H. as per Institute's norm; Other leaves will be permitted as per INC guide lines.

### **Other Information**

Private practice / service in any form during the course is prohibited. The period of training is strictly full time and continuous.

All students admitted to the Institute shall maintain good conduct, pay the requisite tuition fees and other charges by due dates, attend their classes regularly and abide by the regulations of the Institute failing which their names are liable to be struck off from the rolls of the college, apart from expulsion from the class/college for a defined duration.

No individual intimation will be sent to candidates who are not selected, and no correspondence on this subject will be entertained.

***Note: All Provisions contained in the prospectus pertaining to any matter is and will be subject to changes by appropriate orders from Government, Institute or its designated officers or Indian Nursing Council, any time with retrospective or prospective effect.***