

## **ACADEMIC REGULATIONS**

The academic programme must always get preference over any other programme including sports and other extracurricular activities. In order to maintain highest standards in academics, a preplanned and foreseen detailed lecture schedule, clinical posting schedule and examination schedule for the different years of nursing course have been devised as per the guidelines of INC, Delhi. These academic schedules are attached herewith for information of the students and their parents so that the parents and the students may be kept aware of the programme of the ongoing academic activities of the school well in advance.

### **A. OBJECTIVE OF DIPLOMA NURSING TRAINING PROGRAMME**

The nurse on completion of this course will be able to:

1. Demonstrate competency in providing health care to individual, sick or well, using nursing process.
  - Assess the nursing need of clients from birth to death
  - Plan and carry out appropriate action to meet nursing needs.
  - Provide effective nursing care for maintain best possible level of health in all aspects
  - Promote self care in people under their care
  - Apply problem solving techniques in nursing practice.
  - Evaluate effectiveness of nursing care.
  - Apply problem solving techniques in nursing practice
  - Evaluate effectiveness of nursing care.
2. Apply knowledge from the humanities, biological and behavioral sciences in functioning as a nurse.
3. Function effectively with members of the health team and community applying the knowledge of human relations and communication skills in her work.
4. Participate as member of the health team in delivery of curative preventive, promotive and rehabilitative health care services.
5. Mobilize community resources and their involvement in working with communities.

6. Demonstrate use of ethical values in their personal and professional life.
7. Demonstrate interest in activities of professional organization.
8. Recognize the need for continuing education for professional development.
9. Demonstrate basic skills in teaching patients and giving nursing care to them.
10. Demonstrate basic skills in administration and leadership while working with other members of health team and community.
11. Assist in research activities.

## **B. TRAINING PERIOD AND TIME DISTRIBUTION**

The diploma course in General Nursing and Midwifery shall be of 3 years. It's session begins on 1st October every year. The six months period of internship will be included in three year nursing diploma programme.

### **Duration of GNM.**

Course Duration	- 3 years
Weeks Available per year	- 52 weeks
Yearly Vacation	- 4 weeks
Examination (including preparatory)	- 2 weeks
Available weeks per year	- 46 weeks
Hours per week	- 40 Hours
Hours available per academic year (1st & 2nd Year)	- 1840(46 wks x 40 hours)
Hours available for 3rd Year (Part I)	- 960 (24 wks x 40 hours)
Internship (Part II)	- 1248 (26 wks x 48 hours)
3rd Year	{ - 1 week Vacation - 1 week Examination
<b>Total</b>	<b>5888 hours</b>



#### **D. ADMITTANCE**

1. To have access to the library , a user has to pass through the access control with a valid student identify card.
2. In exceptional cases, such as when the bibliographic resource require special preservation, the person in charge of the library may restrict the accessibility to certain resources.
3. No unauthorized person will be allowed in the library.
4. No student will be allowed to enter the library with any bag, brief case, mobile phone and any weapon etc.

#### **E. TAKE CARE OF YOUR PERSONAL BELONGINGS**

1. Users are responsible for their personal belongings inside the library. Therefore users are advised not to carry any valuable material inside the library.

#### **F. ACCESS TO THE PUBLICATIONS**

Books are classified by shelves in accordance with the DDC (Dewey decimal classification) scheme subject wise arrangement, periodical publication are placed in subject wise alphabetical order in the order of open shelf system. Publications available at library can be found in the catalogues and on the web pages of the library.

#### **G. READING AND CONSULTATION**

1. Users are granted direct access to selected reference materials in the Reference section.
2. Reference documents, namely annual publications, bibliographies, statistics dictionaries, encyclopedia almanacs, atlases, maps & serial publications, as well as any document in a poor state of preservation, can only be viewed within the Library.
3. The latest editions of periodical publications can be found on the display shelves accounting to their respective subjects.

#### **H. PROVISIONS OF LIBRARY LOAN QUOTA/ LOAN PERIOD**

1. Provided that the library has enough resources (i.e. at least 10,000 volumes, CDS, Cassettes, flying page folder, literature fiction, teachers manual and video etc.) the library will lend the material to its card holders as per the provision below:-

User	Student
Loan of Books	2
Loan Period (Days)	7

2. On special occasions such as when the library needs to carry out an inventory check, all loan may be recalled and it must then be returned on or before the new due date.

### **I. PROVISIONS OF FINES FOR OVER - DUES AND DEFAULTERS**

1. To avoid overdue fines, the students should always keep in mind the due date of all library materials before going on long vacations.
2. Borrowers are responsible to return their loans on or before due date. The overdue fine is calculated with effect from the day following the due date. Charged at ₹ 05.00 per item per day.
3. The maximum overdue fine chargeable is ₹ 500.00 or the price of the item whichever is less. Thereafter if a loan is still not returned, they will be regarded as 'lost' and an additional fine equivalent to the cost of the replacement of the item. Plus the processing costs will be claimed. Thus, the total amount of the penalty for the mentioned case would be ₹ 500.00 plus replacement price value of the item.
4. Return items will not be accepted for waiving or reducing fines after the lost claim notice are displayed on the notice board of the library, such a notice will not be served to the user as the user is expected to be well aware of the update of his/her library loan account by being in touch with the information displayed from time to time on the notice board of the library.
5. All fines shall be paid to the Library of the college and a proper receipt will be issued to the concerned student.
6. Users, at the time of issue of library material, must check and fully satisfy themselves about the physical condition of the material. Library at the time of deposit of the library material will check the physical condition of the item and will allow return only if the condition of the material is found satisfactory. Failing this, the user has to pay the replacement cost and may also be fined if the damage was caused deliberately.

### **J. PROVISION OF RENEWAL OF LOAN PERIOD**

At the end of the loan period, a user may ask for renewal of the loan period of further 7 days after bringing the borrowed item back to the circulation desk. For the same loan item, the user may get the facility of renewal of the loan only once.

### **K. CONDUCT IN THE LIBRARY**

1. Indulgence in any kind of obscene activity is strictly prohibited in the library.
2. Group work should not, under any circumstances, disturb tranquility of the Library. Any user causing disturbance to others and ignoring the verbal warning of the library staff may be expelled from the library.

3. Users are forbidden to mark, fold or spoil in any way the library materials or to remove any signs added by the services of the library(Notes , or any other registration marks)
4. Users are forbidden to smoke, drink, eat, sleep, talk (loudly), sit on the table or on the arms of the chairs, or move furniture from the position where it is, in the library.
5. Mobile phones, or telephones should not be used inside the library.
6. Books stamped with “reference” are not allowed to be taken away from the Library, unless issued to the user overnight.
7. In order to avoid any misplacement of the books and the library materials, users should leave them on the table or the book cart. Users can also hand them back to the library staff for re-shelving.
8. For the convenience of the other users in locating the periodicals that are frequently used, users should replace the newspapers and the magazines on the specified shelves after consulting them.
9. Sending the reminders to defaulters is not obligatory on the part of the library.
10. Wearing apron, shawls, long coats and bringing bags, long size notebooks inside the library are prohibited.
11. Book – issue transaction on cards will be done between 9:00 am to 5:00 pm on all working days of the library. Periodicals and latest edition can't be issued. Previous edition can be issued for overnight. The user can issue these materials between 9:00 am to 5:00 pm on a working day and the same must be returned on next working day before 5 pm., otherwise an overdue will be charged (i.e. ₹ 5 per day). If any holiday falls in between the due date of depositing the book back to library, then the user return the book on the next working day.
12. If any user is found indulging in the process of hiding, stealing or mutilating books, the matter will be immediately reported to the principal.
13. Every act of indiscipline in the library will be reported to the principal by the librarian within 24 hours.

## **L. SANCTIONS**

1. The borrower will automatically lose borrowing privileges when there is an overdue item appearing in her library loan record.
2. Any misconduct mentioned in section K (Conduct in the library) above is considered as a Library Offence. The in- charge of library will recommended punitive action against such a student to the Principal.

3. Users must strictly follow the rules and regulations of the library otherwise they may be debarred from using library services.
4. Any user found indulging in obscene activities in the library will be debarred permanently from getting the benefit of library services.
5. If any student is found in possession of any library property at the time of leaving the library premises unauthorisedly, then it be deemed to be theft and action will be taken accordingly. Therefore all students will ensure that they are not carrying with then anything from library unauthorisedly.
6. Observing silence in the reading is desirable and it is the responsibility of every user to maintain the silence and peace inside the library.
7. Users wishing to use their own reading material may use external reading room attached to the library. Users are not permitted to carry their own reading material inside the library beyond the confines of the external reading room.
8. In serious cases , there may be an occasion where the matter has to be reported directly to the police by the librarian, but the librarian will inform the principal/ other competent authority as the case may be at the earliest opportunity.

#### **M. RECOMMENDATION OF LIBRARY ACQUISITIONS**

1. Users are welcomed to recommended library acquisitions by submitting the recommendation forms together with the information ( Such as editorial reviews, table of contents or the bibliographical sources , from which you select the specific titles) of the materials to the library. The recommendation forms are available upon request by the in charge library.
2. Students' recommendation will then be submitted by the librarian to the Principal. The Principal may refer the matter to the Heads/ in charge concerned. On approval of these authorities, efforts will be made to procure the books/items.

#### **N. REPROGRAPHY SERVICES**

1. In order to avoid any inconvenience, the users of reprography section are supposed to wait for their turn. The reprography service will be offered on first come first use basis. The services of the reprography section may be utilized only between 8:00 am to 5:00 pm on any working day of the library.
2. Users will be charged Rs.1 per page for the reprography service.
3. Print out charges will be @ Rs.1/- per page.

4. When using the library photocopier, users should assume all responsibility and consequences for violating patents and copying. Copyright law must be observed in all copying of library material and in all copying out in the library, whether by reprographic or any other means. Current copyright licensing rules are to be displayed next to library photocopiers.

**Note :** Above provisions of the library are not final and will be updated from time to time as per the need of the school.

### **HOSTEL REGULATIONS**

1. Rooms are allotted on the basis of the criteria/procedure laid down by the authorities from time to time . No change will be allowed during the continuity of the session.
2. Hosteller's are required to observe hostel timing: The inmates shall not be allowed after 08:00 pm into their hostel without a proper explanation to the warden concerned.
3. Two leave are allowed in a month – one overnight leave and on Sunday leave.
4. For availing leave, students (will be apply in) should fill leave format in the hostel one day in advance.
5. Hostellers shall always make entry of their in and out timings in the register provided.
6. Hostellers are required to take permission from the warden before they go out of hostel or wish to spent night out of hostel with their local guardian for some valid reasons.
7. Students are required to write their names, phone number, destination address and date/time of return on the register maintained for the purpose at hostel office before leaving for outstation on the week-ends/holidays etc.
8. Between 8:00 pm to 9:00 students should be available at hostel office for attendance.
9. No. Parents/relatives/ friends is allowed to stay in the hostel. The person found guilty of allowing such outsider is liable to punishment.
10. No male student is allowed to enter girls hostel likewise, no girl student is allowed to boys hostel under any condition.
11. Hostellers are advised against keeping valuable articles like mobile phone, jewellery, expensive electronics gadgets heavy cash, etc. In their rooms. Administration shall not be responsible for any theft.
12. Use of power equipment like AC, Blowers, Heaters, Iron immersion rod, Geyser etc. is not allowed. Such gadgets found in the rooms will be confiscated and disciplinary action will be taken.

13. Playing loud music, noisy, rowdy behavior, etc. causing disturbance to fellow hostellers is not allowed.
14. Hostel dues are to be cleared in time to enable the student to appear in their examinations. Responsibility to remind students about their respective dues not lie with the admission.
15. Intake of Alcohol, addicting drugs, smoking, tobacco chewing and spitting is prohibited in the hostel
16. Any students taking utensils from the mess they will be charged fine of Rs. 100/- per utensils.

**MESS** - The hostel has a separate mess for girls managed by student's council. The mess provides nourishing and quality food for residents as follows:

- ♦ Breakfast, Lunch, evening Tea and Dinner
- ♦ The Hostel provides infrastructural requirements for the mess facilities to the students. The management of the mess facilities is being done by the elected member(s) of the student's community.

### **GENERAL REGULATIONS**

1. It will be the bounded duty of every student of the school to maintain decorum and discipline of the highest order.
2. Also under any circumstances no student will indulge or instigate Ragging or any such act which will come in the ambit of Ragging .
3. Every student shall carry the school Identity Card and produce the same on demand
4. Holidays of the institute are followed as per the institute calendar
5. Students indulging in all or any of the following practices shall be liable to various grades of punishment including expulsion-
  - a) Remaining absent from classes, college functions assemblies or meeting without a valid reason.
  - b) Stealing
  - c) Money lending

- d) Using foul and abusive language
- e) Possessing pornography in any form
- f) Misbehavior with teachers, patients, staff and fellow students
- g) Wearing improper dress or uniform
- h) Indulging in vandalism of any form
- i) Insubordination
- j) Damaging or disfiguring college property especially writing graffiti. Cost damage will be realized from students
- k) Smoking and Chewing gutka
- l) Using non vegetarian food
- m) Indulging in gambling
- n) Using drugs or intoxicating substances
- o) Firing crackers in any place, playing Holi colors
- p) Carrying weapons or fire arms
- q) Practicing and/or promoting casteism, communalism, or unsociability
- r) Students are not allowed to use any vehicle in the school campus
- s) Mobile Phone is not allowed in Academic Block, Hospital Block, Dining Hall & Library.
- t) Sim will be provided by the institute. The possession of any other Sim will call for penalty of Rs. 20,000/- or student may be suspended from the institute.