



**Vivekananda Polyclinic  
School of Nursing, Lucknow**

**Recognised by Indian Nursing Council, New Delhi**

**Approved by U.P. Nurses & Midwives Council, Govt. of U.P.**

**P r o s p e c t u s**  
**General Nursing & Midwifery Course**

**Ramakrishna Mission Sevashram**

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# **Ramakrishna Mission Sevashrama**

## **Vivekananda Puram, Lucknow**

### **History of the Institution**

**1.** The Ramakrishna Mission Sevashrama, Lucknow, the local branch centre of the world famous Ramakrishna Mission, P.O. Belur Math, District Howrah, West Bengal, was started in a small way in 1914, for humanitarian work, by a band of young people inspired by the lofty teachings of Swami Vivekananda, the great patriot saint of India. They helped its growth with years of selfless work, and gradually its activities of social and religious services went on increasing. At first it acquired a plot of land at Ahata Gungey Nawab, Aminabad, Lucknow and constructed its own premises through the munificence of the charity minded local people and devotees. By 1925, its activities had further increased when in that year the Sevashrama was affiliated to the Ramakrishna Mission, a religious and philanthropic organization founded by Swami Vivekananda, at Belur Math, District Howrah (West Bengal); this Mission is registered under the Societies Act XXI of 1860, as revised according the West Bengal Act XXVI of 1961. In the post - independence period, the accommodation and space available at Aminabad was found to be much too inadequate for meeting public demands for its services, particularly for the Mission's dispensary. The Ramakrishna Mission Sevashrama, hereinafter called Sevashrama, in 1961-62 with the benign help of the State Government secured allotment of the present plot of land in the Trans-Gomti Area for establishing the Vivekananda Polyclinic and thereby for enhanced medical and health, educational, religious and cultural services. The Polyclinic scheme was a bold and ambitious one designed for setting up a Medical Centre of a new type with up-to-date modern diagnostic facilities to serve mainly the outpatients with liberal domiciliary medical services. The Branch Centre at Aminabad was shifted to the new site at the Vivekananda Puram in January 1967. The massive and extensive Vivekananda

Polyclinic building for the outpatients came up with financial assistance received from Government and helpful cooperation and support from all quarters. The new building was formally dedicated for public service on 18<sup>th</sup> February 1970. From June 1970 twelve well equipped Outpatient Departments started functioning.

### **Activities of the Sevashrama**

**2.** In the activities of the Sevashrama, emphasis has largely been on social service in Medical and Health Sector for rendering relief to our suffering people in accordance with the teachings of Sri Ramakrishna, ('Service to Jiva is Service to Shiva') i.e. spiritually dedicated service of humanity with utmost reverence is worship of God.

**2.01** The Sevashrama has been serving the public in three interconnected spheres:

(1) Medical & Health (2) Education (3) Religious & Cultural

### **Medical and Health Services**

#### **Vivekananda Polyclinic and Institute of Medical Sciences**

**3.** These activities mainly centre around the Vivekananda Polyclinic and Institute of Medical Sciences, Lucknow, (hereinafter called the Hospital), which started functioning from 1970 and has gradually come up as prominent, neat, and clean Medical Centre of its own type in the State. It has been providing extensive modern diagnostic facilities, with Spiral CT Scan equipment and efficient laboratories through which specialised treatment for several diseases is rendered. It has several disciplines including Ophthalmology, Dentistry, Physiotherapy, Ear-Nose-Throat Departments, Cath Lab, ICU, NICU, Dialysis Unit, Blood Bank, etc. which have been attracting increasing number of patients to the Hospital from far and near. The Hospital has given a new lead in placing emphasis on domiciliary treatment in the Outpatient department suited to our economy marked with limited resources, and increasing population. The outpatient departments remain open for eight hours on all working days excluding declared holidays. An emergency service of all-round 24 hours was started on 1<sup>st</sup>

April, 1982. An Ayurvedic, Homeopathy, Naturopathy and Pranic Healing Sections are also functioning in the Outpatient Departments. The patients are free to choose any system of medicine to suit their requirements.

**3.01.** The Indoor Department was started in 1972-73 with provision for 100 beds with the facilities of Surgical, Medical, Paediatrics, Maternity, Gynaecology, Orthopaedic, Dental, Ear-Nose-Throat, and Laboratory Departments, etc. The number of indoor beds has been increased to 350.

**3.02.** The Polyclinic was greatly handicapped on account of acute shortage of trained personnel, particularly nurses. Hence, the proposal to start a General Nurses' Training Centre, in the Hospital, which would be helpful in comprehensively training nurses, for its patients in particular and for Uttar Pradesh in general, was eventually sanctioned by the U.P. State Medical Faculty vide its letter No. GNT/2999 dated 27<sup>th</sup> July, 1987. The dream took concrete shape in the establishment of the School named 'Vivekananda Polyclinic School of Nursing', in the Vivekananda Polyclinic premises in Vivekananda Puram, Lucknow (hereinafter called the School) in accordance with the syllabi and regulations for the Courses in General Nursing and Midwifery as prescribed by the Indian Nursing Council from time to time. The School's external examinations are conducted by and under the authority of U.P. State Medical Faculty.

### **Basic Principles of the School**

**4.** The Basic Principle guiding the School of Nursing is the noble Ideal of service with a spirit of renunciation, sacrificing one's self interest for a greater cause - which the Ramakrishna Mission endeavours to give effect through its multifarious activities.

The motto as given by Swami Vivekananda is **Service to Man is Service to God**, which forms the Basic Principle of caring for patients with a spirit of devotion and commitment, regardless of caste, creed or religions. Therefore, the School endeavours to train the students to acquire knowledge, develop skills and imbibe positive attitude, as also enable them to carry out their duties

and responsibilities as competent professional nurses imbued with the above ideal.

### **Aims and Objectives**

**5.** In pursuance of the said Basic Principles, the aims and objectives of the School are to provide opportunities for the students to acquire and develop the following:-

**5.01** A sound theoretical and practical knowledge and of the basic principles underlying the techniques and methods used in Nursing and Midwifery.

**5.02** The knowledge, skills and attitudes necessary for planning as well as carrying out comprehensive Nursing Care of all categories of sick or disabled persons.

**5.03** The ability to plan and act independently with full responsibility as a Nurse and Midwife and as a spiritual human being.

**5.04** The skill and art of teaching others how to adopt a balanced diet and maintaining healthy habits.

**5.05** The knowledge and skill of bedside manners and to render expert comprehensive bedside nursing care to patients.

**5.06** The ability to cooperate with others in or out of the hospital in the care of the sick or the disabled, in the prevention of disease, in the promotion of physical and/or mental health, in restoration of health and in rehabilitation.

**5.07** An ability to establish priorities and meet the patients' or the community needs with available resources.

**5.08** Recognition, appreciation, and empathy with the physical, mental, social, economical, and emotional traits and needs of a patient and his family and cooperation with them in moulding them on right lines in accordance with the said Basic Principles of the School.

**5.09** The capacity of keeping calm, serene, and smiling and never to lose temper, even on provocation.

**5.10** Maintaining the habit of strict punctuality in all activities and obligations.

**5.11** Imbibing a sense of total devotion to the duties as a Nurse and a Midwife, making it a way of life.

### **Eligibility**

**6.** Minimum age is 17 years and maximum of 35 years as on 31<sup>st</sup> December of the year of Admission.

**6.01** Students must have successfully completed 10+2 or equivalent examination preferably with Science with minimum of 40% marks in aggregate. 5% relaxation for SC/ST candidates.

**6.02** Must have good knowledge of English and Hindi and should be able to speak English fluently.

**6.03** Admission is made once a year. Only female candidates who are physically and mentally fit to undergo training are eligible to apply.

### **Admission Process and Associated Formalities**

**7.** Application for Admission to the school will be generally invited through suitable advertisements in selected newspapers.

**7.01** The prescribed application form with prospectus is available from the School Campus on payment of Rs. 350/- in cash or through account payee Bank Draft drawn in the name of Ramakrishna Mission Sevashram, payable at Lucknow. The application form can also be downloaded from the Website ([www.vinil.edu.in](http://www.vinil.edu.in)) of the Institution. Duly filled in application form should be submitted to the School by Registered/Speed Post or in person within the prescribed time limit. Rs. 350 or Bank Draft of an equivalent amount drawn in the name of Ramakrishna Mission Sevashrama, payable at Lucknow must accompany the downloaded application forms, without which the application cannot be considered.

**7.02** Candidates must have passed in all the required subjects required for admission in General Nursing and Midwifery Course before the last date prescribed for submission of the mark sheet.

**7.03** Submission of any false or incorrect information will result in cancellation of admission and forfeiture of any fees paid.

**7.04** Once application form is submitted, no alterations will be

allowed thereafter.

**7.05** All admissions will be treated as provisional. Confirmation of admission will be subject to fulfillment of all eligibility criteria, evidenced through verification of all original documents, including medical examination report.

**7.06** Entry ticket for admission test will not be sent to a candidate, if found not eligible or if application is incomplete. If the candidate does not receive the entry ticket for admission test by the prescribed date she may contact the School Office immediately between 10 a.m. to 4 p.m. If found eligible, a duplicate entry ticket for admission test will be issued. The applicant must bring an attested copy of photograph similar to the one pasted on the application form for issue of duplicate entry ticket for admission test.

**7.07** The following attested photocopies of Certificates and documents are to be attached to the application forms :

- Birth Certificate or High School Certificate.
- Senior Secondary School Examination Certificate or Intermediate Board / University Certificate.
- All Mark Sheets from High School onwards.
- Transfer Certificate.
- Migration Certificate.
- Self addressed envelope 24X10 cm with Rs. 40 stamp affixed on it.
- Three recent passport size colour photographs.
- Copy of Aadhaar Card.

**7.08** All originals Certificates are to be produced at the time of interview for verification.

### **Mode of Selection**

**8.** Eligible candidates will be called for a written test (duration of 90 minutes), comprising questions from English, Physics, Chemistry, Biology, Mathematics and General Knowledge.

**8.01** Successful candidates from the written test will be interviewed.



**8.02** Selection is based on past academic record as well as performance in the written test and interview.

**8.03** The successful candidates after the interview will undergo a Medical Examination at the Hospital at their own expense and only medically fit candidates will be eligible for admission.

### **Intimation for Admission**

**9.** Admission offer letters to selected candidates will be sent by registered post, addressed to the candidate or to her guardian, offering admission to her which shall be deemed to be subject to other provisions of this Prospectus. List of selected candidates will also be posted on the School and hospital Notice Boards.

### **Number of Seats**

**10.** Only **60** seats are available for the said course.

### **Period of Probation**

**11.** Students will be taken on probation period for three months. During this period the students will be in classroom much of the time. An examination will be held after three months and those who are not successful will have to discontinue their training, with proportionate refund of fees other than Admission Fee.

### **Fee for 3 Years General Nursing and Midwifery Course**

**12.** The following fees are to be paid after acceptance for admission to the school.

#### **Fee Structure (Payable annually at the time of admission / beginning of each Session)**

<b>S.N.</b>	<b>Particulars</b>	<b>1<sup>st</sup> Yr.</b>	<b>2<sup>nd</sup> Yr.</b>	<b>3<sup>rd</sup> Yr.</b>
1.	Admission	4500/-	-	-
2.	Tuition Fee	54000/-	54000/-	54000/-
3.	Uniform Charges	7000/-	-	-
4.	Hostel/Mess Charges*	40000/-	40000/-	40000/-
<b>Total</b>		<b>1,05,500/-</b>	<b>94,000/-</b>	<b>94,000/-</b>
<b>*Subject to revision from time to time.</b>				

### **Security Deposit**

**13.** On Admission at the beginning of the Course a Security Deposit of Rs. 30,000/- (Rupees Thirty thousand only) is to be made. However, the Security Deposit is refundable without interest on completion of the Course after deduction of damages, if any.

### **Other Fees**

**14.** Examination fee and Registration Fee shall be charged as prescribed by U.P. State Medical Faculty Registration Office.

**14.01** Failure of a student to pay the above mentioned fee / charges before due date, as fixed by the management, will result in cancellation of the admission of the student.

**14.02** During the preliminary period of three months, students will be allowed to wear white Salwar suit, white socks, and white shoes. After the preliminary period, uniforms will be supplied by the School at the cost of Rs. 7,000.00, as mentioned above.

**14.03** No refund of fee is permissible once the candidate has been admitted to the School. The fee and other dues, once paid, under no circumstances will be refunded, adjusted or transferred.

**14.04 Withdrawal/discontinuance** - It is expected that once a student is admitted, she will continue to study in the College until she has completed the course. A student wishing to withdraw/ discontinuance at any stage of the course will be liable to pay damage charges of Rs. 2,00,000/- (Rupees two lakhs only) for which an undertaking is to be executed at the beginning of the course. Failure to make payment of fees and other charges, within a maximum period of one month from the stipulated date, will be treated as a case of discontinuation.

### **Duration of Course**

**15.** Duration of the course is three years. The curriculum followed would be as per the guidelines laid down by the Indian Nursing Council and U.P. State Medical Faculty. The medium of instruction is English.

## 16. Courses of Instruction and Supervised Practice

The Year-wise details are as follows:

<b>First Year Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>
1. Biological Science (Anatomy, Physiology, Microbiology)	120	
2. Behavioural Science (Psychology and Sociology)	65	
3. Nursing Foundations with Fundamentals of Nursing and First Aid	220	924
4. Community Health Nursing (CHN-I) with Environmental Hygiene, Health Education & Communication Skills, and Nutrition	185	336
5. English	30	
6. Computer Education	15	20
7. Co-curricular activities	20	
<b>Total Hours</b>	<b>655</b>	<b>1280</b>

<b>Second Year Subject</b>	<b>Hours</b>	
1. Medical Surgical Nursing I	130	
2. Medical Surgical Nursing II	130	840
3. Mental Health	70	336
4. Child Health Nursing	70	336
5. Co-curricular activities	20	
<b>Total Hours</b>	<b>420</b>	<b>1512</b>

<b>Third Year Part-I Subject</b>	<b>Hours</b>	
1. Midwifery & Gynaecology Nursing	140	588
2. Community Health Nursing II	100	168
3. Co-curricular activities	12	
<b>Total Hours</b>	<b>252</b>	<b>756</b>

<b>Third Year Part-II (Integrated supervised Internship)</b>		
<b>Theory Subjects</b>	<b>Theory Hours</b>	
1. Nursing Education	20	
2. Introduction to Research & Statistics	30	

3. Profession Trends & Adjustments	30
4. Nursing Administration & Ward Management	40
<b>Total Hours</b>	<b>120</b>

### **Scheme of Examination**

#### **17. Internal Assessment and Records.**

**17.01** The School will assess performance of the students on a regular basis and shall award grades every month based on class participation, performances in written, oral and practical examinations.

**17.02** The passing requirement will be 50% of the total marks in each examination. Only those students who meet the above requirements in the Internal Examinations, will be allowed to sit for the External Examinations.

#### **External Examinations**

**18.** The U.P. State Medical Faculty will conduct three examinations of Nursing for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year.

**18.01** The examination shall be graded on aggregate marks of the entire three and half years of the training programme as follows:-

Distinction	80% and above
First Division	70% to 79%
Second Division	60% to 69%
Third Division	50% to 59%

#### **Extra Curricular Activities**

**19.** There is a magnificent shrine hall attached to the School, where the students pray every morning and evening. Though each student has freedom to follow her own faith, attendance at prayer is encouraged for the student's healthy development. Cultural and spiritual activities of the Ramakrishna Mission Sevashrama and Ramakrishna Math, Lucknow are arranged throughout the year for the public and students. Facilities for indoor and outdoor games are also provided. Educational tours and picnics are arranged for the students.

## **Vacation and Holidays**

**20.** Annual vacation: 4 weeks per annum (1<sup>st</sup> & 2<sup>nd</sup> Year); and 2 weeks (first part of 3<sup>rd</sup> Year). **Holidays according to norms.**

## **Rules and Regulations**

**21.** The course offered by the School is a residential one. All students admitted to the course would be required to stay in the hostel and observe the Hostel rules and regulations that may be framed from time to time by the School. Any violation of rules will result in disciplinary action against the student as provided in the rules and regulations laid down by the School.

**21.01** Each student is responsible for the proper handling and safe custody of any apparatus or equipment that she may be using. In case of any damage or loss to the School/Hospital property through misuse or negligence, the student shall have to pay the cost of repair or replacement.

**21.02** Students must have self respect and be respectful to all members of the staff as well as the managing authorities of the School/Hospital.

**21.03** Every student shall have to attend classes and practicals. They will not to leave the School premises without the permission of the Principal. They will have to report daily in the School attendance.

**21.04** In case of illness, permission will have to be obtained from the Principal for being absent from Class or Practicals.

**21.05** All dues are to be paid within the prescribed time limit i.e. before commencement of the next academic session.

**21.06** Students are advised not to proceed on any leave without permission of the Principal.

**21.07** The Principal of the School reserves the right to rusticate any student found indulging in gross indiscipline and/or engaged/involved in acts which are prejudicial to the interest of the School/Hospital.

**21.08** Students are instructed to keep their rooms neat, clean and tidy. Warden of the Hostel/any other official of the School

may inspect any room at any time. Deviant students may be warned and/or punished.

**21.09** Students are not to keep any medicine in their rooms except during illness.

**21.10** Parents and natural guardians of the students can appoint local guardians, if they so desire. In case of appointment of local guardians, their entire personal data along with photograph shall have to be submitted. Local guardians will be allowed to meet the students on specific days and timings. If a student is allowed to go out of hostel, on the request of the local guardian, responsibility of any untoward incidents will be on the parents.

**21.11** Every student shall have to remain in the hostel. Staying outside the hostel will not be allowed. In exceptional circumstances, the Principal of the School may allow a student to stay outside the Hostel for a day or two.

**21.12** No student can claim room of choice, almirah, stool and chair, etc. other than those provided by the School.

**21.13** Morning and evening prayers will be held in the Shrine Hall in School Hostel. Students are advised to attend the prayers.

**21.14** Students cannot keep mobile phone inside the Clinical area and Classroom. However, they are permitted to use their mobile, if required, from 7 p.m. to 8 p.m.

**21.15** Ragging is strictly prohibited in the hostel. If any such case comes to the notice of the concerned Authority, the Authority will have full power to suspend the miscreant from the School.

### **Other Information**

**22.** Joining the Hostel Mess Service is compulsory for all students.

**22.01** The students must adhere to the rules of the School, Hostel, and Mess. Failure to do so will lead to disciplinary action.

**22.02** Students are required to have textbooks for various courses which they have to arrange on their own.

**22.03** When students are posted within or outside the School for project and field work, expenses would have to be borne by the students.

**22.04** The School would provide transport facilities for the students' field work. Whenever this is not feasible, the students will have to use public transport at their own expenses.

**22.05** The School has its health service and infirmary available in hostel premises. Cases of any serious illness are referred to the hospital.

**22.06** The students are required to hand over the Keys of the Hostel Room to the Hostel Warden while proceeding on vacation / leave.

**22.07** Students can avail washing facilities through washerman on payment.

**22.08** Uniform - Students would be required to wear the uniform prescribed by the School. The Uniform will include Salwar Kurta, Lab Coat, Black Shoes and White Socks for the Clinical area. Black Shoes and White Socks will have to be procured by the students at their own cost. In addition, the students will have to arrange on their own, two maroon colour plain cardigans with full sleeves for hospital or field work in winter.

**22.09** Dress Code - Students are to be modest in dress with no extremes of style. Saree, Salwar Kurta and Chunni, Churidar Pajama are to be worn in the Dining Room, Shrine hall and outside of Hostel premises. Wearing jewellery while on duty is prohibited. Nursing students are not permitted to use any makeup including eye shadow and Kajal. No finger nail polish is to be used. Small Bindi may be applied while on duty.

**22.10** Hospital - Students should go to the hospital only when on duty. Students shall not accept any presents or gifts from patients or their relatives or visitors for any service or favour. If a student wishes to visit sick students or relatives, she must obtain prior permission from the Principal.

**22.11** Hostel - Students will be provided accommodation in double room or dormitory according to the availability. They will not be allowed to keep their relatives or any attendant with them. Having meals in the Hostel Mess will be compulsory. No student will be allowed to stay out during the training period including the internship

except on School vacation and authorized holidays. In case of any act of indiscipline in this regard, the student may be directed to stay outside the Hostel on her own expenses as per the decision of the Principal.

**22.12 Visit to Relatives/Bazaar** - Students are permitted to go out for Bazaar or to visit relatives (approved in writing by their parents/guardian, as the case may be) provided it does not conflict with the scheduled term exams. Permission must be obtained one day in advance from the competent authority. Parents, sponsor or guardian, as the case may be, must give in writing, prior approval for the student, if she is to travel alone. A list of relatives (Father, Mother, Sister and Brother), who could accompany the student when they go out of the Hostel must also be approved by Parents / Sponsor / Guardian, as the case may be, along with the photographs submitted at the time of admission. When going out, the students must return latest by 5 p.m.

**22.13 Pass and Signing the Outgoing and Incoming Register** - An outgoing cum incoming register is kept with the Warden at the Hostel. Each student must fill in the date, time and all other columns of the register in her own handwriting and make sure to put her signature before going out from and returning to the Hostel. Any non-compliance will attract penal action.

**22.14 Outing/Visiting Hours** - Students are permitted to go out on alternate Sundays and meet their parents/guardians in the visitors' room between 1 p.m. and 5 p.m. Visits are not permitted at other places or timings.

However, in case of any emergency, parents/guardians are allowed to meet the students in the office during the office hours with prior permission from the Principal/Vice Principal.

**22.15 Gifts** - Students must not accept any gift or money from patients or their relatives. Any gifts from their parents/guardian or permitted relatives may be sent only through the competent authority of the School, who will have the right and duty to inspect those before delivering them to the respective student.

**22.16 Valuables** - Students are advised not to keep any valuables,



viz. heavy cash, gold/silver jewellery and other costly items with them in their rooms. The School cannot assume any responsibility for the loss or theft of any articles belonging to the students.

**22.17 Office Hours** - The School office will generally remain open on week days from 9 a.m. to 5 p.m. and will remain closed on Sundays and declared holidays.

### **Discipline and Conduct of students**

**23.** Every student shall conduct herself in accordance with and for the fulfillment of her declaration in her application for admission in the School of Nursing to the effect that she sincerely believes in the Basic Principles of the Institution, that care for services of humanity at large, without any distinction of religion, race, colour, caste, or creed, with complete dedication, love and as much renunciation and sacrifice as possible, as worship of God and advancement of her spiritual powers, and in furtherance of this objective she:-

- Shall abide by and obediently maintain discipline in the School, hostel, and Hospital as well as outside when permitted to go out.
- Shall be strictly punctual in studies, recreation and work and shall pass her life in purity in the hostel, the hospital and the outside world.
- Shall pursue her studies, theoretical and practical, faithfully and obediently with interest, and diligence, both in the classrooms as well as in the hospital.
- Shall abstain from anything deleterious or mischievous.
- Shall not take herself or administer to anyone else any drug which may be harmful.
- Shall learn and acquire patients' bedside manners and ethics and shall never lose temper and shall do everything in her power to observe, follow and maintain the standards of the profession of Nursing.
- Shall keep secret and confidential all personal matters or affairs of patients and his/her family matters which may be confided to her or may come to her knowledge in, or in

connection with the practice of Nursing.

- Shall loyally render all possible help and assist the doctor.
- Shall devote herself faithfully with love, tenderness and sympathy to the welfare of patients committed to her care as nurse.
- Shall see to it that the patients committed to her care, their relatives or visitors are not made to incur and do not on their own accord incur any expense or service, or obtain service or concession, in connection with the College, the hostel, or the Hospital, **WHICH IS NOT LEGAL OR ETHICAL.**
- Shall honour faithfully and shall try to fulfill all the aims and objectives enumerated in Section 5.
- Shall learn to be courteous to the patients and their visitors.
- Shall not organise unauthorised meetings or assemblies within the hostel premises or undertake collection of Union Subscription. Collection of any money for any other purpose also cannot be done without prior permission from the Principal in writing.
- Shall refrain from unruly behaviour, defiance, and/or disobedience of lawful instructions and/or order of the superiors. Such behaviour will expose a boarder for disciplinary action which includes removal from the School. Decision of the Secretary will be final and binding in all cases.
- Shall refrain from damaging hostel or Hospital properties, misuse of water and electricity causing wasteful expenditure. In the event of any breach thereof, the cost will be recovered from the erring student.

**23.01** Breach of any of the foregoing shall attract disciplinary action.

**23.02** The candidates as well as their parents, at the time of admission of the students to the School will be required to furnish an undertaking in the form of an affidavit that the student shall

not participate in any form of ragging, strike etc. If found guilty, the School may take appropriate action against the erring students.

### **Disciplinary Action**

**24.** All matters requiring disciplinary action against a student shall be reported in writing by the person aggrieved or by the doctors or any other official concerned to the Principal of Nursing School in person.

**24.01** If there is any violation of discipline and conduct in the Hospital, then it is to be reported to the Doctor/Matron under whom she may have been deputed during training, who will call for the written explanation to be submitted within 48 hours.

**24.02** If the written explanation offered by her does not satisfy the Doctor/Matron as sufficient or if the student fails to submit the written explanation, the complaint shall be forwarded with the necessary report to the Principal of the School, who may act in accordance with sub paragraph 24.03 below.

**24.03** On the basis of a complaint received under sub paragraph 24.01 above or on the basis of the report about the conduct recorded, evidence, if any, and the written explanation, if offered under sub paragraph 24.02 above, the Principal may call an explanation on punishment to be submitted within 48 hours.

After considering the explanation the Principal shall intimate the punishment proposed to the student accordingly, the Principal shall pass an order of punishment against the student with due regard, to the seriousness of the violation of discipline or conduct. But the punishment finally awarded shall not be more severe than the one intimated to the student as proposed.

**24.04** The punishments that may be imposed under sub paragraph 24.03 above, according to the seriousness of the offense may be:-

- a) Warning
- b) Suspension from the clinical area and class (restricted for the period of one session of classes and training) to be determined by the Principal.

c) Termination of training with the liability of paying back, or refunding all the expenditure incurred by the authorities on her (the student) up to the time of termination of her training.

### **Job Opportunities in the Parent Hospital**

**25.** The candidates are encouraged to enter into an optional service agreement for specialized training cum service as staff nurses in the parent hospital after successful completion of the course.

### **Financial Assistance**

**26.** Provision exists for free stipendiary benefits / merit cum means scholarships for poor and meritorious students, based on merit cum performance, in the internal assessment. Limited number of total/partial free seats are also available for deserving candidates in lieu of obligatory period of service on completion of the course. The decision for such benefits will be purely at the discretion of the Academic committee of the School/Secretary of the Ramakrishna Mission Sevashrama, Lucknow.

### **List of Articles for Preliminary Training Period**

**27.** The following articles are required to be procured by the students at the time of joining;

- Blunt tipped surgical scissors - 1 pair
- Pen (blue and red), pencil, eraser, foot rule, Registers - 400 pages (6)
- Bedding, mosquito net, linen, pillow, blanket, mattress.
- Stainless steel: Plate or Thali (1); Katori (2) ; Teaspoons (2), Desert Spoon (2); Cup and Glass (1 each); saucer set
- Bucket and mug (1 each)
- Torch with cells, Thermometer, Umbrella, towels, room lock with one extra key
- Box with lock and key (1)

### **Secretary**

**28.** The rules set forth as above are subject to amendment from time to time, if deemed necessary by the Management. The final decision in all matters of the School will be at the discretion of the Secretary of the Ramakrishna Mission Sevashrama, Lucknow.

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