

# RAMAKRISHNA MISSION SEVASHRAMA

SCHOOL OF NURSING  
&  
CHARITABLE HOSPITAL  
(300-bed Multi-Specialty Hospital)



*Issued by:*

**The Secretary**

**RAMAKRISHNA MISSION SEVASHRAMA  
Swami Vivekananda Marg, Vrindavan PO  
Mathura District – 281121, Uttar Pradesh**

## INDEX

S.No.	Particulars	Page No.
1.	Ramakrishna Mission Sevashrama .....	3
2.	Aims & Objectives of the GNM Course .....	5
3.	Eligibility for GNM Course .....	6
4.	Application Form .....	7
5.	How and When to Apply .....	8
6.	Admit Card .....	9
7.	Selection Criteria .....	10
8.	Commencement of Course .....	10
9.	Yearly Break-up of Fees to be deposited .....	11
10.	Yearly Break-up of other expenses .....	11
11.	Security Deposit .....	12
12.	Caution Money .....	12
13.	Other Fees .....	12
14.	Education Loan .....	12
15.	Scholarships .....	13
16.	Course of Study .....	13
17.	Scheme of Examination .....	14
18.	Grading of Examination .....	15
19.	Moral and Spiritual Education .....	15
20.	Award of Prizes and Medals .....	15
21.	Extra-Curricular Activities .....	16
22.	Library .....	16
23.	Requirements at the time of joining the School .....	16
24.	Admission into the Hostel .....	17
25.	Requirements at the time of joining the Hostel .....	17
26.	Visit by Parents/Guardians .....	18
27.	Visit to Market for Shopping .....	18
28.	Leave, Vacation and Holidays .....	18
29.	Disciplinary Action .....	19
30.	Employment Opportunities in the Parent Hospital .....	19
31.	Rules & Regulations (General) .....	19
32.	Rules & Regulations (Hostel) .....	21
33.	Office Hours .....	22

## RAMAKRISHNA MISSION SEVASHRAMA SCHOOL OF NURSING, VRINDAVAN

Ramakrishna Mission Sevashrama (Charitable Hospital), Swami Vivekananda Marg, Vrindavan PO, Mathura District, Uttar Pradesh, PIN-281121, is a branch centre of the Ramakrishna Mission, headquartered at Belur Math, Howrah, West Bengal, a world-renowned religious, spiritual and social organization, engaged in various social, charitable and philanthropic activities across the country and abroad. Inspired by the soul-stirring message of Swami Vivekananda to worship God in human beings - "**Service to Jiva is Service to Shiva**", the Sevashrama has been serving the public mainly in two inter-connected spheres:

1. **Medical Services** – 300-bed Charitable Hospital and Rural Health Service
2. **Educational Services**- School of Nursing conducting Diploma course in GNM

### MEDICAL SERVICES: MULTI-SPECIALTY HOSPITAL

The Sevashrama Hospital had a humble beginning in 1908 with a small homeopathic dispensary and has gradually grown to its present stature of a 300 bedded multi-specialty charitable hospital. This hospital with all the general specialties and few super-specialties is a boon to the people of all categories and sections of society serving them without any discrimination on the basis of caste, creed, status or religion. This hospital provides all its services either free or at concessional rates particularly to the poor and serves the needs of a large population, pilgrims as well as the people of neighboring districts.

The present OPD building was inaugurated by Sri Jawaharlal Nehru, the first Prime Minister of India on 8th December 1963. Over a period of time various buildings and other facilities have been added to the existing infrastructure to provide more extensive and efficient medical care to the poor patients. The newly added Sarada Block with super-specialty facilities was inaugurated by Sri Ram Nath Kovind, the Hon'ble President of India on 28th November, 2019 in the presence of Smt. Anandiben Patel, Hon'ble Governor of UP and Sri Yogi Adityanath, the Hon'ble Chief Minister of UP.

The Sevashrama has a rural mobile medical unit also which serves the rural population at their doorsteps free of cost.

### EDUCATIONAL SERVICES: SCHOOL OF NURSING WITH DIPLOMA IN GNM

Started in 1981, The Ramakrishna Mission Sevashrama School of Nursing, Vrindavan is duly affiliated to the Uttar Pradesh State Medical Faculty Lucknow and the Indian Nursing Council, New Delhi. It conducts the three-year **Diploma in General Nursing and Midwifery course (GNM)** with an intake of thirty girls every year, following the syllabus prescribed by and the rules and regulations framed by the Indian Nursing Council. Selection of candidates is based on their performance in the Written Test followed by Interview and Medical Fitness Test. **The students are offered FREE board and lodging during the entire course.**

The medium of instruction of this course is English. The diploma holders of this institution are eligible to work anywhere in India and abroad.

The motto of the Sevashrama is '**Serving Man is Serving God**'. This envisages serving the patients with the spirit of devotion and commitment, regardless of their caste, creed, status or religion. Hence, besides training the students to acquire knowledge and develop skills, the School inculcates in them a positive attitude to carry out their duties as competent professional nurses. We believe that the GNM course should prepare nurses for first level positions in nursing in both the hospital and the community.

We recognise the inter-dependence of nursing and allied professions in promoting, maintaining and restoring health. Hence, we consider it our responsibility to help our students develop pride in the profession and to guide them in their future prospects.

**Duration of the Course :** Duration of the Diploma Course in General Nursing and Midwifery is 3 years. The maximum period allowed to complete General Nursing and Midwifery Course is 6 years as per U.P. State Medical Faculty, Lucknow.

Admission of students shall be once in a year.

**Syllabus:** Syllabus of the course shall be as revised by the Indian Nursing Council from time to time.

**No. of Seats :** The maximum intake of students per year in Diploma in General Nursing and Midwifery Course in this School is 30.

### 1. AIMS & OBJECTIVES OF THE GNM COURSE

- A. To prepare a nurse who will function as a member of the health team for first level position in all kinds of health settings.
- B. To help nurses develop the ability to co-operate and co-ordinate with other members of the health team in the promotion, restoration of health and rehabilitation.
- C. To recognize, appreciate and empathize with the physical, mental, social, economic and emotional traits and needs of a patient and his/her family, and cooperating with them in molding them in the right way in accordance with the basic principles of nursing.
- D. To serve as the base for further professional education and specialization in nursing.
- E. To maintain the habit of strict punctuality in all activities and obligations.
- F. To facilitate the spiritual and professional growth of nurses, so that they can contribute optimally to the society as its useful citizens.

#### **The Nurses on completion of this course will be able to –**

- Demonstrate competency in providing healthcare to individuals through nursing.
- Assess the nursing needs of an individual from birth to death.
- Plan and carry out appropriate action to meet nursing needs.
- Provide effective nursing care for maintaining 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 knowledge from humanities, biological and behavioral sciences while functioning as a professional nurse.
- Function effectively with members of the health team and community while applying the knowledge of human relations and communication skills at work.
- Participate as member of the health team in the delivery of preventive, curative and rehabilitative healthcare services.
- Mobilize community resources and their involvement in working with communities.
- Demonstrate use of ethical values in personal and professional life.
- Demonstrate interest in the activities of a professional health organization.
- Demonstrate basic skills in educating patients in healthcare and giving nursing care to them.
- Demonstrate basic skills in administration and leadership while working with other members of the health team and community.
- Assist in research activities.
- Recognize the need for continuing education for professional development.

### 2. ELIGIBILITY FOR GNM COURSE

- A. Candidates with –
  - A minimum of 40% marks in 10+2 or an equivalent qualifying examination of any recognized board, including State Open School recognized by State Governments and National Institute of Open School (NIOS) recognized by Central Government.
  - Must have English as a subject with 40% marks in the qualifying examination.

- Science in 10+2 is preferable.
- ANM course from a school recognized by Indian Nursing council with a minimum of 40% marks
- 10+2 with English having 40% of marks in Vocational Stream-Health Care Science from a recognized CBSE board/Centre.
- Registered ANM with pass mark.

- B. Minimum age for admission will be 17 years (as on 31st December of that year). The upper age limit is 35 years.
- C. Should possess good knowledge of English and Hindi.
- D. Candidates should be medically fit.

### 3. APPLICATION FORM

- A. Application Form (enclosed with this Prospectus) for admission to the course can be obtained from the Sevashrama Office on payment of Rs. 400/- towards the cost of Application Form along with Prospectus.
- B. The applicants desirous of having the Application form along with Prospectus sent to them by post should remit Rs. 450/- by way of Demand Draft/Money Order/Bank Transfer with due intimation to the Sevashrama office. DD/MO should be drawn in favour of 'Ramakrishna Mission Sevashrama' payable at Vrindavan.
- C. Confirmation of admission will be subject to fulfillment of all eligibility criteria evidenced through verification of all original documents and qualifying the Written Test, Interview and Medical Fitness Test.

- Note:*
1. Selection of candidates will be based on merit only. Recommendation from any source will be a cause for disqualification.
  2. Submission of any false or incorrect information will result in cancellation of admission and forfeiture of fees already paid.
  3. Application Forms of previous years shall not be accepted.

### 4. HOW AND WHEN TO APPLY

- A. Application for admission to the School is generally invited through advertisements in selected newspapers in the month of May/June every year.

	HOW TO OBTAIN APPLICATION FORM	HOW TO SUBMIT DULY FILLED IN APPLICATION FORM
Option-I	From Sevashrama Office in person on payment of Rs. 400/- in cash	In person or by post along with self-attested copies of required certificates/documents
Option-II	By post on payment of Rs. 450/- vide Demand Draft drawn in favour of "Ramakrishna Mission Sevashrama" payable at Vrindavan	In person or by post along with self-attested copies of required certificates/documents
Option-III	By downloading from the Sevashrama website <a href="http://www.rkmsvrind.org">www.rkmsvrind.org</a>	In person or by post along with a Demand Draft of Rs. 400/- drawn in favour of "Ramakrishna Mission Sevashrama" payable at Vrindavan, along with self-attested copies of required certificates/documents
Option-IV	By applying online through the Sevashrama website <a href="http://www.rkmsvrind.org">www.rkmsvrind.org</a> after successful online payment of Rs.400/-	Online submission along with scanned copies of required certificates/documents
<b>LAST DATE FOR SUBMISSION OF DULY FILLED IN APPLICATIONS: 31st July, 2021</b>		

- B. Correctly filled up Application form, together with the documents mentioned below, should be sent by Registered Post so as to reach the **"The Secretary, Ramakrishna Mission Sevashrama, Swami Vivekananda Marg, Vrindavan PO, Mathura District-281121, Uttar Pradesh"** on or before 31st July, 2021.
- C. The envelope should be superscribed "Application for Diploma in General Nursing and Midwifery".
- D. Late, incomplete and defective applications in any respect shall be rejected.

**Note :-**

1. The Application Form, enclosed with this Prospectus, should be filled in by the candidates legibly in their own handwriting.
2. The duly filled in Application Form shall also be signed by the parents/guardian/sponsorer of the candidate.
3. No alteration(s) will be allowed in the Application Form after its submission.
4. Submission of any false or incorrect information and/or concealment of any relevant information shall result in cancellation of admission and forfeiture of any fees already paid.

**Self-attested copies of certificates/documents to be enclosed along with the Application Form :**

1. High School certificate (Class X).
2. Senior Secondary School Certificate (10+2) or Intermediate Board Certificate.
3. Marks Sheets of High School and Senior Secondary School/Intermediate Examination.
4. Aadhaar Card
5. Two passport size photographs

**5. ADMIT CARD**

- A. Admit Card will be issued to all the candidates except those who are not eligible for the course or whose application is incomplete in any respect. If the candidate does not receive Admit Card before the Written Test, she may contact the Sevashrama Office [Mob No. 9259271811, (between 9 am to 1 pm & 4 pm to 6 pm)] for a duplicate Admit Card. If eligible, a duplicate Admit Card for Written Test will be issued. The applicant must bring a copy of her photograph similar to the one pasted on the application form for issuing duplicate Admit Card for Written Test.
- B. The Written Test will be held in the 3rd week of August, the exact date of which will be intimated through Admit Card.

- C. All certificates have to be produced in original for verification at the time of interview. 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 and qualifying the Written Test, Interview and Medical Fitness Test.

**6. SELECTION CRITERIA**

**A. Written Test :** Candidates with the Admit Cards shall have to appear a Written Test of 100 marks of 3 hours duration, consisting of questions in General Science (20 Marks), General Knowledge (25 Marks), General Mathematics and General Aptitude (20 Marks) and English (35 Marks). The list of candidates selected for interview, on the basis of marks scored in the Written Test, will be displayed on the notice-board of the Sevashrama Office in the evening the same day. Interview of these selected candidates will be conducted the next day.

**B. Interview :** There will be a short interview of the candidates thus selected for the assessment of their personality, aptitude and their keenness to join the Course. Among them, 30 candidates will be selected for the Medical Fitness Test based on the aggregate of marks obtained in the Written Test and the Interview. A list of these short-listed candidates will be displayed in the evening the same day.

**C. Medical Fitness Test :** The 30 candidates short listed after Interview will undergo a Medical Fitness Test at the Sevashrama Hospital at their own expense and only the medically fit candidates will be admitted in the Course.

**D. Admission Fee and Security Deposit have to be deposited by the finally selected candidates the same day they are offered admission in the Course.**

**Note : Recommendation from any source will be a cause for disqualification.**

**7. COMMENCEMENT OF COURSE**

- A. All the admitted candidates have to join the Course on 30th September, 2021 along with the items mentioned in the Clause-24

of this Prospectus. The classes will commence from 1st October,2021.

**B. Period of Probation :** The admitted students will be on probation for a period of three months from the commencement of the course. An examination will be held after three months and those who do not pass the examination shall have to discontinue their training. They will be entitled to a proportionate refund of fees and Security Deposit other than Admission Fee.

### 8. YEARLY BREAK-UP OF FEES TO BE DEPOSITED WITH THE SEVASHRAMA

(Payable to the School annually at the beginning of each session/year)

S.No.	Particulars	Ist Year	IInd Year	IIIrd Year
1	Admission Fee *(Non-refundable)	3,000	NIL	NIL
2	Tuition Fee	40,000	45,000	50,000
3	Hostel & Mess Fee	NIL	NIL	NIL
4	Library Fee	1,000	1,000	1,000
	<b>TOTAL</b>	<b>44,000</b>	<b>46,000</b>	<b>51,000</b>

\*Note : To be deposited immediately after the Medical Fitness Test.

### 9. YEARLY BREAK-UP OF OTHER EXPENSES

(Payable to the concerned institutions/agencies directly as per the requirement)

S.No.	Particulars	Ist Year	IInd Year	IIIrd Year
1	Uniform (salwar, kurta, apron)	2,000	1,000	1,000
2	Books	3,000	2,700	1,500
3	Examination Fee	3,500	3,500	3,500
4	Clinical Experience Fee in Psychiatry	NIL	5,000	NIL
5	Registration Fee & Smart Card	NIL	NIL	1,750
	<b>TOTAL</b>	<b>8,500</b>	<b>12,200</b>	<b>7,750</b>

**Note:**

1. The above mentioned expenditure is approximate and is liable to change from time to time as per the orders issued by the concerned government departments/agencies.

2. During the course of study, the students are required to go to other hospitals/institutions for training in specific fields like Psychiatry and Community Nursing, etc., and they have to pay the fees for such training separately.

### 10. SECURITY DEPOSIT

The selected candidates shall deposit in cash or by demand draft drawn in favour of "**Ramakrishna Mission Sevashrama**" payable at Vrindavan, a sum of Rs.20,000/- (Rupees twenty thousand only) as Security Deposit at the time of admission. This Security Deposit is refundable to the candidates without interest after successful completion of the course and after deduction of damages, if any. **This deposit shall be fully forfeited in the event of the candidate not completing the course.**

### 11. CAUTION MONEY

The selected candidate shall deposit Rs.5000/- (Rupees five thousand only) in cash as Caution Money at the time of admission. This deposit will be refunded to the candidate at the time of her leaving the institution after adjusting all the dues or damages to be paid by her.

### 12. OTHER FEES

A. Examination Fee and Registration Fee shall be charged as prescribed by U.P. State Medical Faculty, Lucknow.

B. Failure of a student to pay the above mentioned fee/charges before due date, as fixed by the management, will result in discontinuance of the student from the course.

C. No refund of fees is permissible in the event of voluntary withdrawal from the course by the student after the completion of probationary period by her.

### 13. EDUCATION LOAN

All Scheduled Commercial Banks offer Education Loans. Candidates who wish to apply for bank loans for the Course will be provided the necessary documents by the Sevashrama Office at their request.



#### 14. SCHOLARSHIPS

- A. Deserving candidates will be offered scholarships in the Second Year and Third Year of the course based on their overall performance in the previous board examinations and their conduct at the School.
- B. The finalization of the names of such beneficiaries will solely rest with the selection committee headed by the Secretary.

#### 15. COURSE OF STUDY

The medium of instruction is English. However, the candidates are allowed to write their examinations in English or Hindi. The syllabus and regulations for the course in General Nursing and Midwifery, as framed by the Indian Nursing Council, is followed. The break-up of the Course and the subjects is as follows :

S.No.	Subject	Theory Hrs.	Practical Hrs.
<b>FIRST YEAR</b>			
1	Biological Science (Anatomy, Physiology, Microbiology)	120	Nil
2	Behavioral Sciences (Psychology, Sociology)	65	Nil
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	Nil
6	Computer Education	15	20
7	Co-curricular Activities	20	Nil
	<b>TOTAL HOURS</b>	<b>655</b>	<b>1280</b>
<b>SECOND YEAR</b>			
1	Medical, Surgical Nursing 1 (including Pharmacology)	130	840
2	Medical, Surgical Nursing 2 (specialities)	130	
3	Mental Health and Psychiatric Nursing	70	336
4	Child Health Nursing	70	336
5	Co-curricular Activities	20	Nil
	<b>TOTAL HOURS</b>	<b>420</b>	<b>1512</b>

<b>THIRD YEAR (Part – I)</b>			
1	Midwifery and Gynaecological Nursing	140	588
2	Community Health Nursing - II	100	168
3	Co-curricular Activities	12	Nil
	<b>TOTAL HOURS</b>	<b>252</b>	<b>756</b>
<b>THIRD YEAR (Part – II) (Integrated Supervised Internship)</b>			
1	Nursing Education	20	Nil
2	Introduction to Research and Statistics	30	Nil
3	Professional Trends and Adjustment	30	Nil
4	Nursing Administration and Ward Management	40	Nil
	<b>TOTAL HOURS</b>	<b>120</b>	<b>Nil</b>

#### 16. SCHEME OF EXAMINATION

##### A. Internal Assessment:

- There shall be 25% internal assessment for all theory papers and 50% internal assessment for all practicals.
- A regular and periodic assessment for each subject and clinical/field experience is to be carried out.
- For the purpose of internal assessment, there will be a written test in each subject given by the respective teacher each month.
- A candidate must secure 50% marks in internal assessment individually in each theory and practical. To be declared as having passed the examination, a student must get 50% marks in the internal as well as Council/Board Examination of each year.
- Only those students who meet the above requirements in the Internal Examinations will be allowed to appear in the External Examinations.

##### B. Annual Examination :

A candidate shall be eligible for admission to State Nursing Council/Board examination conducted annually if the Principal of the School certifies that –

- She has completed not less than eleven months of Course.

2. She has minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing in the examination. (Diploma shall not be awarded to the student until and unless she has completed the clinical/field requirements).
3. She has secured a minimum of 50% marks in internal assessment, in theory and practical individually.
4. The record of the practical experience is complete (the Principal shall send to the Council/Board the internal assessment for each subject i.e. both theory and practical(s) before the commencement of the examination, along with the examination form).

The U.P. State Medical Faculty will conduct three examinations of Nursing for First, Second and Third Years. To be declared successful, a candidate must secure a minimum of 50% marks in each subject as well as in the aggregate in the Council/Board examination.

### 17. GRADING OF EXAMINATION

The results are graded based on the aggregate marks of the entire three years of the training programme as follows :

Distinction	80% and above
FirstDivision	70% to 79%
SecondDivision	60% to 69%
ThirdDivision	50% to 59%

### 18. MORAL AND SPIRITUAL EDUCATION

Values-oriented classes are part of the Course for all the students where lessons on leadership, personality development, moral and spiritual values are imparted.

### 19. AWARD OF PRIZES AND MEDALS

Prizes and medals are awarded annually to the students securing 1st, 2nd and 3rd positions in their annual examinations, games & sports and other competitions.

### 20. EXTRA-CURRICULAR ACTIVITIES

- A. There is a magnificent shrine in the Sevashrama campus where all the students gather for the evening prayer. 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, Vrindavan are organized through out the year for public and students.
- B. The school has a well-equipped recreation room with TV, musical instruments, facilities for badminton and other indoor games, etc. The students can make use of these facilities during their leisure time. Apart from this, the students get multiple opportunities to display their talent in various fields like singing, dancing, essay & poem-writing, arts & crafts, rangoli, etc.
- C. Educational tours and picnics are also arranged for the students occasionally.
- D. Knowledge-enhancing and educative programmes are shown to the students with a video projector in the School, Hostel and Hospital.

### 21. LIBRARY

Students may make use of the library facility available in the School as well as Sevashrama campus. Library books are to be used with extreme care. If a book issued to any student is lost or damaged, the cost of the same shall be recovered from her.

### 22. REQUIREMENTS AT THE TIME OF JOINING THE SCHOOL

The following certificates/documents in original, along with three sets of photocopies of each, have to be submitted by the selected candidates at the time of joining the School of Nursing:

1. High School Certificate (Class X)
2. High School Marksheet
3. Higher Secondary/Intermediate/Equivalent Certificate (Class XII)
4. Higher Secondary/Intermediate/Equivalent Marksheet



5. Transfer Certificate (Only for U.P. Candidates)
6. Migration Certificate (Only for Candidates other than U.P./ University)
7. Caste Certificate
8. Income Certificate
9. Character Certificate
10. Photo copy of Aadhar Card
11. Eight passport size photographs of the candidate
12. Copies of other certificates, if any

The candidates as well as their parents, at the time of admission of the students to the School, will be required to furnish a declaration stating their commitment towards the institution. In case of non-fulfillment of any of the commitments, the School will be at liberty to take appropriate action against the erring students.

### 23. ADMISSION INTO THE HOSTEL

- A. All the selected candidates are required to stay in the hostel. The students will be subject to the disciplinary control of the Principal and the Warden under the overall supervision of the Secretary of the Sevashrama. They shall be liable for dismissal from the Hostel at any time on account of any misconduct, inefficiency or repeated negligence of duty.
- B. Students will be provided accommodation on sharing basis in rooms or in dormitory as per the availability. All the students will be provided with a cot, chair, table and table lamp. They shall have to accept the room and other furniture & fixtures etc. as provided by the School.
- C. **No fee will be levied on the students for board and lodging during the entire course.**

### 24. REQUIREMENTS AT THE TIME OF JOINING THE HOSTEL

1. Blanket, razai (quilt), mattress, 2 bed sheets, 2 bed covers, pillow, 2 pillow covers, two navy blue full sleeve sweaters, towels, bucket, mug, umbrella, wrist watch (with minute and second hands), small torch, a pair of chappals, 2 pairs of white canvas shoes,

white socks, hair pin, hair nets, and other articles like clothing, toiletries, woolen garments, good quality lock, plate, water tumbler, spoons and small bowl.

2. Stationery : Pens (red and blue), pencils, ruler, small scissors, set of color pencils or sketch pens, small diary and notebook.
3. One trunk/suitcase with lock.
4. Dictionaries from own mother tongue to English, English to Hindi and English to English.

### 25. VISIT BY PARENTS/GUARDIANS

All authorized visitors will be allowed to meet their wards on Wednesday 9am to 5pm & Sunday 1pm to 5pm only in the Visitors' Room, except in special circumstances where they must obtain prior permission from the authorities.

### 26. VISIT TO MARKET FOR SHOPPING

Each student is allowed to go for marketing twice a month either on Sunday or Wednesday in the company of at least two more students, after obtaining the necessary permission from the Principal or the Secretary. Students have to mark their outgoing time as well as incoming time in the register kept with the Warden. They are not allowed to visit anywhere other than the place for which permission has been sought.

### 27. LEAVE, VACATION AND HOLIDAYS

YEAR	ANNUAL VACATION	SICK LEAVE	PREPARATORY LEAVE
First Year	30 days	10 days	7 days
Second Year	30 days	10 days	7 days
Third Year	14 days	10 days	7 days

- A. In addition to the above, the students will also be given holidays as per the Sevashrama calendar along with a weekly holiday.
- B. The annual vacation shall be planned for each batch of students separately every year by the School authorities. Sick leave will be granted in case of in-patient treatment only. Written request letter from parents/guardians will only be entertained in case of a candidate going home alone for vacation.

- C. None of the above leave or vacation days are cumulative. Any absence apart from regular annual vacation needs to be made up by the students before completing the course.
- D. **No leave will be allowed for festivals, domestic affairs, weddings, etc.**

### **28. DISCIPLINARY ACTION**

- A. If there is any violation of discipline and conduct in the Hospital, it is to be reported to the Principal/Matron under whom she is deputed during her training, who would call for a written explanation from the student.
- B. If the written explanation offered by her is not found to be satisfactory or reasonable, or if the student fails to submit the written explanation, the complaint shall be forwarded with the necessary report to the Secretary of the Sevashrama, who may take appropriate action.

### **29. EMPLOYMENT OPPORTUNITIES IN THE PARENT HOSPITAL**

The students after successful completion of their course will be offered very good employment opportunities to serve in the 300-bed Multi-Specialty Hospital of the Sevashrama as a Staff Nurse along with prospects for higher education in super-specialties or graduation in nursing.

### **30. RULES & REGULATIONS (GENERAL)**

- A. Students must observe punctuality in attending their classes, clinical postings in the Hospital and prayers in the Hospital and Temple.
- B. Students shall maintain discipline in the school, hostel, and hospital as well as outside the premises whenever they are permitted to go out. They shall refrain from unruly behavior, disobedience and insubordination.
- C. Students shall imbibe moral values and ethics, and shall do everything to observe, follow and maintain the standards of nursing profession. They should live in perfect harmony with others.

- D. All the students 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.
- E. 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 due to misuse and mishandling, the student shall have to pay the cost of repair or replacement.
- F. Students should be respectful to all members of the staff, elders, as well as the managing authorities of the School/Hospital.
- G. Every student shall have to attend all their classes and clinical postings without fail and will have to mark their attendance in the School register every day. They will not be allowed to leave the School premises or remain absent from their class under any circumstances without the written permission of the Principal.
- H. All dues are to be paid within the prescribed time limit i.e. before commencement of the next academic session.
- I. The Principal of the School and/or the Secretary reserve the right to dismiss any student from the course if found indulging in gross indiscipline and/or engaged/involved in acts which are prejudicial to the interest of the School/Hospital.
- J. Parents/guardians of the students can appoint local guardians, if they so desire. In such case, their personal data along with their photographs should be submitted to the Sevashrama Office at the time of such appointment.
- K. Students are not allowed to keep mobile phones or such other electronic gadgets with them during their student period.
- L. Ragging is strictly prohibited in the Sevashrama. In the event of any such incident coming to light, the authorities shall have full powers to take appropriate action including the dismissal of the concerned student from the school and/or hostel.
- M. When students are posted within or outside the School for project and field work, all the expenses related to such project or

field work shall have to be borne by the students.

- N. Students shall have to wear the uniform prescribed by the School. Dark blue/black sweater/pullover, white shoes and white socks, etc. will have to be arranged by the students at their own cost.
- O. Students are not permitted to wear jewellery or makeup including eye shadow, kajal, nail paint, mehandi, etc.
- P. No student shall be permitted to marry during the student period.
- Q. Students should go to the Hospital for their clinical postings only. Other than that, they must obtain the permission of the Principal/Warden.
- R. Students shall not accept any presents or gifts from patients or their relatives or visitors for any service rendered.
- S. 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.

### 31. RULES & REGULATIONS (HOSTEL)

- A. Students will be provided accommodation on sharing basis or in dormitory as per the availability. They shall have to accept the rooms and other furniture & fixtures etc. as provided by the School.
- B. Students' relatives or attendants shall not be allowed inside the hostel.
- C. Students are instructed to keep their rooms neat, clean and tidy. Warden of the hostel or any other representative of the Management may inspect any of the hostel rooms at any time and the negligent students may be warned and/or punished.
- D. Silence should be maintained in the hostel.
- E. Students have to partake of their meals in the hostel dining hall only. No cooking shall be permitted in their hostel accommodation.

- F. Students should dress modestly in harmony with the Sevashrama's culture and tradition. Saree, salwar kurta and chunni, churidar, pyjama are to be worn in the hostel dining room, temple as well as outside the hostel premises.
- G. Students should not keep any medicine in their rooms except on account of indisposition.
- H. All students, who are not assigned any duty in the evening, shall attend the evening prayer at the Math shrine.
- I. Local guardians will be allowed to meet the students on specific days and timings only. If a student is allowed to go out of the hostel on the request of the local guardian, the responsibility shall lie with the parents.
- J. Visitors will be permitted once in a month on any Wednesday or Sunday. They shall receive visitors at appointed hours and approved places only.
- K. Students should use the phone provided in the hostel to contact their parents/guardians.
- L. Room lights are to be switched off by 11.00 pm.

### 32. OFFICE HOURS

The School office will generally remain open on week days from 9 a.m.-1 p.m. and 3 p.m.-5 p.m. It will remain closed on all Wednesdays, declared holidays and in the second half of all Sundays.

**The above rules may be amended from time to time by the Sevashrama authorities.**