



ST. STEPHEN'S HOSPITAL COLLEGE OF NURSING

Tis Hazari, Delhi - 110 054

An ISO 9001, ISO 14001, ISO 45001 and
NABH Pre-accreditation Entry Level - Hospital (PEH) Certified Hospital
Laboratory Diagnostic Services accredited by NABL (Certificate No. MC-2570)

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PROSPECTUS FOR GENERAL NURSING AND MIDWIFERY COURSE 2023-2024

Price Rs. 1500/-
(Non-Refundable)

PROSPECTUS FOR GENERAL NURSING AND MIDWIFERY COURSE

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1 INTRODUCTION: AN INVITATION TO NURSING

Nursing is a rewarding career that offers a bright and satisfying future for young persons who have a desire to serve people with a caring attitude. As members of a modern health care team, nurses render a significant service in the care of the sick and in the prevention of illness and injury.

Increasing numbers of trained nurses are needed to fill responsible positions as experts in bedside nursing services, and as researchers seeking new and better ways of meeting the nursing needs of patients. Salary and conditions of service of nurses are attractive compared to those in other fields of employment with similar educational requirements.

Nursing is a science and an art. It is, in fact, a vocation which harmoniously combines these two aspects. While the scientific aspect is of utmost importance, the value of personal touch, understanding and compassion are indispensable in the making of a good nurse. The work of a nurse is no longer confined to bedside duties in hospital wards but extends to public health, teaching and administration too.

The science of nursing has made great strides since the time the 'Lady with the Lamp' ministered to the wounded and sick soldiers in the Crimean battlefield. Today, nursing has become a highly respected and skilled profession, demanding specialized technical knowledge of a high order and dexterity on the part of the practitioner. Alertness, quickness of action, ability to meet complicated situations in a calm and confident manner as well as the power to grasp the rapid advances that are taking place in the profession are other essential attributes of the nurse. The modern nurse is well-informed about sophisticated equipments used in diagnosis and therapy, latest surgical procedures, intensive care of the severely ill, organ transplant and a host of other complicated and difficult tasks which she may be handling in her daily routine. This calls for a high degree of intelligence and diligent study on the part of the nurse.

Nursing offers a challenge and opportunity to serve a fellow being. If you have the zeal and desire for nursing, you are invited to choose this noble profession.

2 KNOW YOUR INSTITUTION & COLLEGE OF NURSING

St. Stephen's Hospital, Delhi is a charitable healthcare institution, established and run by the minority Christian community, and administered by the Governing Body on behalf of the St. Stephen's Hospital Society.

Dating back to 1885, this Hospital's existence has been a saga of struggle and sacrifice in meeting the health needs of its surrounding community. It had a humble beginning in 1885 as a 20-bed hospital in Chandni Chowk in memory of Ms. Priscilla Winter, a non-medical missionary who led medical work for the ladies of the walled city. By 1908, the Hospital grew into a 100-bedded Women and Children's hospital relocated at Tis Hazari. In 1976 the Hospital was upgraded to a 450 bed multi-speciality hospital, and in 1996 a Mother and Child Block was constructed and commissioned. This modern well-equipped building has a present strength of 595 beds.

About Nursing Education

St. Stephen's Hospital has been committed to educational programmes right from its inception. Established in 1908 and founded by Ms. Alice Wilkinson, a pioneer and co-author to the constitution of the Indian Nursing Council, we have one of the oldest Nursing Schools in the country. We have been training nurses since 1908 when we started training in the 'B' Grade nursing course. In 1952, we started the 'A' Grade Diploma course. In the year 2008, the School of Nursing was upgraded to a College of Nursing, and B.Sc. (Hons.) Nursing was started in the month of August 2008. It is affiliated to Guru Gobind Singh Indraprastha University and is duly recognised by the Indian Nursing Council and the Delhi Nursing Council with an intake of 50 students per year. We also have M.Sc. Nursing with 15 seats and Post Basic B.Sc. Nursing with 20 seats affiliated to GGSIPU. All our courses are conducted as per the Indian Nursing Council syllabus. The medium of instruction is English. The duration of General Nursing and Midwifery (GNM) course is three years with an annual intake of 50 students. We have reservation of seats for Christian candidates in our courses as per our status as Christian Minority educational institution.

Vision, Mission, Philosophy and Faculty

Vision: St. Stephen's Hospital, working in the spirit of Christ, is dedicated to the building of a healthy, equitable society, thus contributing to the development of the nation.

Mission: St. Stephen's Hospital is committed to serving all sections of society in the spirit of Christ, by providing quality, affordable healthcare as well as training healthcare professionals of excellence who would embody the Christian values of selfless service rendered with compassion and love. The Hospital also has the mandate to undertake medical research towards the improvement of health outcomes.

Philosophy: The faculty and staff believe in preparing dedicated nurses with professional excellence, social awareness and a spiritual foundation, capable of providing comprehensive healthcare services to the community in various settings (both rural and urban) irrespective of caste, creed or social status.

College Faculty: The College has a team of highly qualified faculty who impart diligent classroom teaching and advanced Nursing skills.

Faculty from the medical fraternity and external faculty are also actively involved in teaching in the College.

With the motto of "In Love Serve One Another", the College of Nursing aims at preparing graduates expected to assume the traditional, extended and expanded nursing roles of practitioners, educators, managers and researchers in hospital and community settings. Students are expected to uphold high standards of moral conduct through discipline and an established code of conduct.

Infrastructure and Other Facilities

The College is situated within the beautiful and spacious Hospital campus in one of the prominent locations of the national capital.

Teaching and learning is well synchronized. The classroom teaching is followed by skill training in well equipped laboratories and complimented with a rich clinical experience of this hospital.

The community health nursing experience given by the St. Stephen's Hospital Community Health Centre at Sunder Nagri is second to none. The combination of rural and urban experience is extended to postgraduate students of other institutions as well.

Mental health nursing experience is given at St. Stephen's Hospital and a specialized experience is also given at IHBAS.

The computer lab has internet/teleconferencing facilities to obtain a wide range of educational information. Computers are installed with N-computing technology, lightweight servers, internet facility and latest software.

A spacious and well-ventilated library is available with a capacity of 200 users at a time. The library computers also have internet facility. In addition to this, inter-library linkage and institutional library facilities are available, along with the photocopier for students.

Students have a separate hostel and dining facility and a well balanced diet and variety of food is served. Indoor and outdoor games and a variety of recreational facilities are also encouraged.

Students have access to Indian Overseas Bank with ATM facility and subsidised cafeteria/canteen, all within the campus.

Student Nurses' Association (SNA)

The Student Nurses' Association is a nationwide organization with 1000 units and approximately 1 lakh members. On admission, membership is compulsory at local and national level. In this association, students are given responsibilities to manage their affairs at local, state and national levels.

SNA organizes conferences, seminars, exhibitions and competitions in public speaking, writing, dance, music, painting, sports etc. at college, state and national levels. The diversity of activities is derived from professional, social, cultural and recreational spheres and is geared to strengthen curricular components.

A three to four days' conference is held for SNA members biennially. It provides a forum for the members to discuss and find solutions for various problems faced by students.

3 CURRICULUM / SYLLABUS FOR GENERAL NURSING AND MIDWIFERY (GNM) PROGRAMME

The course will commence on 1st August 2023 and will be conducted as per the syllabus specified by the Indian Nursing Council (INC). The duration of the course is 3 years as per INC notification.

The medium of instruction is English. The candidate must be able to speak, read and write English well. In addition, knowledge of, and ability to converse in, Hindi is also essential, as students are required to interact with patients and their attendants.

4 ELIGIBILITY

4.1 Marital Status, Gender, Age and Physique

Candidates seeking admission to the General Nursing and Midwifery Course must be

- (a) Unmarried
- (b) Female
- (c) Not less than 17 years as on 31st December 2023 and below 25 years of age as on 31st July 2023
- (d) Medically fit as per the medical examination conducted by St. Stephen's Hospital as part of the admission process.

4.2 Minimum Education (4.2.1 or 4.2.2)

4.2.1 10+2 or its equivalent, passed with 50% marks in aggregate, preferably with science subjects. Any three subjects excluding English from the list given below will be considered for admission. Students must have passed in all the subjects of 10+2 (five subjects as per C.B.S.E policy). Passing in English is mandatory.

List of subjects:

- (a) Physics (b) Chemistry (c) Biology (d) Mathematics
- (e) Commerce (f) Accountancy (g) Economics (h) Business Studies
- (i) Computer Science/Informatics Practice/Word Processing /Multimedia
- (j) History (k) Geography (l) Civics (m) Sociology
- (n) Psychology (o) Political Science (p) Home Science

4.2.2 Those who have successfully completed 10+2 with English having 50% marks in Vocational ANM Course from a School recognized by the Indian Nursing Council.

Note: There will be no rounding off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission. For e.g., if a candidate obtained 49.9% marks in her qualifying examination, it will not be rounded off to 50%; therefore, the candidate is not eligible. In case a candidate, for any reason, fills the

percentage wrongly in the application form, she shall be solely responsible for rejection of her application or cancellation of her admission.

5 HOW TO APPLY

Candidates must apply in the prescribed form. Prospectus along with application form can be availed from the Central Cash Counter of the Hospital, on payment of Rs.1500/-.

The application form for admission to the GNM course is to be completed in the candidate's own handwriting.

Application forms incomplete or not submitted on the prescribed forms and those reaching the College of Nursing office after the last date due to postal delay or otherwise shall not be entertained, and will be rejected.

The Application form and the admit card should be filled in all respects and submitted with attested copies of the documents mentioned in Para 7 of this prospectus, to reach the **Principal, St. Stephen's Hospital College of Nursing, St. Stephen's Hospital, Tis Hazari, Delhi – 110054 at or before 4:00pm on Monday, 5th June 2023.**

6 SPONSORED CANDIDATES

Candidates sponsored by Christian Mission Hospitals and Christian healthcare organisations will be given special consideration in the selection process.

The requirements for sponsorship are as follows:-

- (a) Christian Mission Hospitals and Christian healthcare organisations may sponsor candidates. (Introductory material about the sponsoring body must be enclosed with the sponsorship letter.)
- (b) The sponsoring body must write a sponsorship letter addressed to the Director, St. Stephen's Hospital, to reach the addressee not later than **Monday, 5th June 2023.**
- (c) There must be a service commitment on stamp paper on the part of the sponsored candidate to serve the sponsoring body after completion of training. If the sponsoring body is unable to utilize the services of the candidate, St. Stephen's Hospital, Delhi reserves the right to post the candidate to any other Mission hospital.
- (d) Sponsoring bodies are advised to only sponsor candidates who fulfill the basic eligibility criteria for admission laid down in the Prospectus.
- (e) These terms and conditions must be part of the agreement signed between the sponsoring body and the candidate and a signed copy of the same should be attached with the sponsorship letter.

Note: Sponsorship does not guarantee admission. Candidates have to perform satisfactorily in the Admission Written Test and Interview.

7 SUBMISSION OF DOCUMENTS ALONG WITH THE APPLICATION FORM

- (a) Filled-in Admit Card.
- (b) Three recent identical passport size photographs of the candidate. One photograph must be **duly attested by a Gazetted Officer** after being pasted on the Application Form and the remaining two photographs must be pasted on the Admit Card in the space provided.
- (c) All the following documents **duly attested by a Gazetted Officer**.
 - (i) One photocopy each of X and XII class certificates.
 - (ii) One photocopy each of X and XII class marksheets.
 - (iii) One photocopy of Date of Birth Certificate.
 - (iv) Character Certificate from the Head of the Institution last attended.
 - (v) Photocopy of Leaving Certificate from the School/College/University/Board last attended.
 - (vi) Photocopy of an identity or residential proof document (eg. Aadhaar card.)
 - (vii) Written undertaking from the Parent / Legal guardian of the candidate promising to meet all the financial obligations of the candidate during her training.
 - (viii) Sponsorship letter as in 6.b and service commitment as in 6.e above, if applicable.
- (d) 'Gap Affidavit' on stamp paper duly notarized in case of gap after 10+2. Both the candidate and parent / legal guardian must sign on the affidavit.
- (e) Baptism certificate and Church membership letter in case of Christian candidates.
- (f) A self-addressed envelope (7 inch x 5 inch) bearing postal stamps worth Rs.10/-. (This will be used to send the Admit Card).

Note 1: The Admit card will be dispatched to all eligible candidates before the Admission Written Test. **No candidate shall be admitted to the Admission Written Test without the Admit Card.**

Note 2: **In case of non-receipt of Admit Card**, candidates may enquire in person from the office of the Principal, St. Stephen's Hospital College of Nursing on Monday, 12th June 2023, between 3:00 p.m. - 4:00 p.m.

Note 3: *The applicant must bring original certificates for scrutiny at the time of Interview and at the time of admission, if called / selected.*

8 SELECTION PROCEDURE

8.1 Admission Written Test

8.1.1 All eligible candidates are required to appear for the written test.

Candidates who are found eligible on preliminary scrutiny of applications and other documents will be called for an Admission Written Test to be held at the College of Nursing.

8.1.2 The Admission Written Test consists of multiple choice questions with four common sections that are to be attempted by all candidates.

A General Knowledge

B Mathematics

C English

D Science

• The fifth Section contains Biblical questions and is for Christian students only.

8.1.3 Communications

Any communication to the candidates will be posted on the College Notice Board on the day of the Admission Written Test or any day thereafter till the commencement of the course. The instructions contained therein must be strictly followed. Changes to the schedule of selection, if any, will be communicated only by means of such notices.

8.1.4 Date of Admission Written Test

The date of the Admission Written Test shall remain unchanged even in the event of it being declared a holiday.

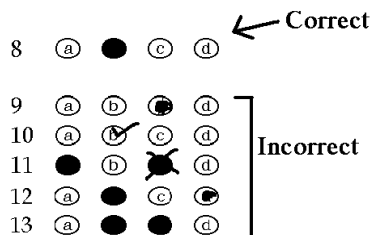
8.1.5 Instructions for answering questions

- (a) Answers have to be marked on the separate Answer Sheet provided.
- (b) Answers are to be marked with a Blue ball point pen only. You will not be allowed to use a pencil or coloured pencils.
- (c) Candidate must write her Admit card Number and Test Booklet number in the space provided on the Answer Sheet. She will be solely responsible for any error/omission and consequences thereof.
- (d) The candidate must not write her name or any other identification data on the Answer Sheet.

- (e) For each question, select only one of the four possible answers and darken the appropriate circle completely on the Answer Sheet using a blue ball point pen.
- (f) Only one circle is to be darkened for each question. If more than one circle is darkened for any question, the response for that question will be void.
- (g) No marks will be deducted for incorrect answers.

Example:

*In the following figure, **only Question No. 8 is answered correctly**; all other ways of marking are incorrect, and will not be marked.*



8.1.6 Candidates are required to bring the following for the Admission Written Test:

- (a) Admit Card
- (b) 1 Writing board
- (c) Blue ball point pen

8.1.7 Rules and Regulations

- (a) Any electronic gadget, book, notes etc. is strictly prohibited in the examination hall.

Mere possession of any of the above will lead to disqualification, irrespective of whether or not it was used.

- (b) No test materials are to be taken out of the examination hall, even after completing the written test. The question paper and answer sheet are to be handed over to the invigilator.
- (c) No questions concerning the content of the examination are to be asked during the test.
- (d) You must have the invigilator's permission to leave the examination hall during the examination. You will not be allowed additional time to make up for time lost.
- (e) Candidates reporting more than 30 minutes after the time given for the start of the Admission Written Test (that is, 10:00 am), for any reason, will not be allowed to enter the examination hall.
- (f) Candidates will not be allowed to leave the examination hall till 60 minutes after the commencement of the Admission Written Test.

Note 1: *A candidate may be disqualified from the examination if she contravenes any of the above rules.*

Note 2: *In addition, a candidate may be disqualified if:*

- (i) The candidate's admission to the examination is unauthorised;*
- (ii) The candidate creates a disturbance, is abusive or otherwise uncooperative;*
- (iii) The candidate gives or receives help;*
- (iv) The candidate attempts to take the examination for someone else.*

8.1.8 Result of Admission Written Test

The result of the Admission Written Test will be displayed on the College of Nursing Notice Board and on the Hospital website as per the schedule given in the Admission Calendar, Para 9.

8.2 Interview

Based on the result of the Admission Written Test, candidates will be shortlisted who will then be required to appear before the selection board for interview.

The candidate must bring all relevant certificates and marksheets in original for scrutiny at the time of Interview.

List of candidates provisionally selected for admission will be displayed on the College of Nursing Notice Board and on the Hospital website as per the schedule given in the Admission Calendar, Para 9.

8.3 Medical Examination

8.3.1 Candidates who are selected through the interview will be required to undergo a medical examination in St. Stephen's Hospital, Delhi. A medical Examination fee of Rs. 4200/- (non-refundable) is to be paid at the time of medical examination. If the Staff Physician, on examining the reports of the Medical Examination or on the basis of Physical Examination, recommends any further investigation(s), the same will be charged at the General OPD rate(s) prevailing in St. Stephen's Hospital for that(those) investigation(s).

Those found to be medically unfit would not be admitted to the GNM course. The decision of the Selection Committee will be final in all matters pertaining to selection.

8.3.2 Medical Declaration of Fitness

At the time of admission the student and parents/ legal guardians will give a joint declaration of the absence of any chronic or long term illness which the

student may have which requires continuous medication. If the declaration is found to be false at any time during the course, then the student may be asked to discontinue the course and the clause 13.A.3 or 13.B will be applicable according to the fees scheme taken by the student.

8.4 Payment for Medical Examination and Fees

The selected candidates who do not report for medical examination / admission on the date and time given in the selection list or do not pay the prescribed fees by the given last date will forfeit their seat, and admission will be offered to the next candidate in the merit/waiting list.

9 ADMISSION CALENDAR

Date	Day	Time	Activities
15/06/2023	Thursday	10:00 AM	Admission Written Test
17/06/2023	Saturday	10: 00 AM	Admission Written Test Results
19/06/2023	Monday	9:00 AM	Interview
20/06/2023	Tuesday		
22/06/2023	Thursday	10:00 AM	Provisional Selected List
23/06/2023	Friday	8:00 AM	Medical Check- up
27/06/2023	Tuesday	By 4:00 PM	Fees Payment and Submission of all agreements
28/06/2023	Wednesday	8:00 AM	2nd List of candidates and Medical Check- up
01/07/2023	Saturday	By 1:00 PM	Fees Payment by 2nd List candidates and Submission of all agreements
03/07/2023	Monday	8:00 AM	3rd List of candidates and Medical Check- up
06/07/2023	Thursday	By 4:00 PM	Fees Payment by 3rd List candidates and Submission of all agreements
07/07/2023	Friday	9: 00 AM	Submission of original documents for verification
31/07/2023	Monday	8:00 AM (Compulsorily)	Selected students to be in Hostel only after the payment of Mess fees

10 HOSPITAL AND COLLEGE FUNCTIONS

All student nurses are to attend Hospital and College Functions whenever they are required to do so. Students are expected to take part in various extra-curricular activities, moral education sessions and religious meetings organized by the College or Hospital.

11 MEDICAL FACILITY TO STUDENTS

Students will be examined free of cost by doctors. All other medical expenses will be subsidized up to a maximum of 30% only by the Hospital. The balance will have to be borne by the student.

In case of any illness, leave from classes and clinical work will only be granted on the advice of the Staff Physician of St. Stephen's Hospital.

The Institution/College will not be responsible for any accidents or mishaps during the course of training.

11.1 Precautions

As the Nursing course is hospital-based, it involves interaction with patients and their attendants and/or performing procedures on patients. Hence students are expected to observe standard safety precautions against diseases.

12 RULES AND REGULATIONS

ALL STUDENTS ARE EXPECTED TO CHECK THE LATEST GUIDELINES ON THE INDIAN NURSING COUNCIL/ DELHI NURSING COUNCIL WEBSITES. RELEVANT CHANGES IN THE COUNCILS' RULES WILL BE APPLICABLE TO THE COLLEGE AND ALL ITS STUDENTS. An Undertaking to this effect will have to be submitted by the candidate at the time of admission as per the prescribed format.

12.1 Academic Requirements

(a) VERIFICATION FROM BOARD:

As per Council rules, students are required to submit verification of 10+2 marks/ pass certificate from the respective Board at the time of admission.

(b) EXAMINATION:

The first phase of training covers a period of three months. This phase, termed Preliminary Training Stage, forms part of the three years of the General Nursing and Midwifery course. Students are required to secure not less than 50% marks in each subject in the examination conducted at the end of this phase.

First, Second and Final Year examinations are conducted by the Delhi Nursing Council. Pre- Council Examinations are held by the College. Permission to appear in the Council Examination will be given on the basis of certain conditions. Students who obtain a minimum of 50% marks in the Pre- Council examinations and also in the Internal Assessment will be recommended for the Council examination, provided the standards of their performance and attendance in class room and clinical areas meet the expected requirements.

Failure of student to pay the course fees on due date or thereafter with late fee will deny the student the right to appear for the DNC examination.

(c) EXAMINATION BY DELHI NURSING COUNCIL (DNC) AS NOTIFIED BY INDIAN NURSING COUNCIL (INC):

- (i) There will be one regular examination followed by supplementary examination in a year.
- (ii) If a candidate fails they can be promoted to next year.
- (iii) A candidate can take any number of attempts with a condition that maximum period allowed is 6 years. However, all previous papers need to be cleared before appearing in the final examination.
- (iv) A candidate has to pass in theory and practical exam separately in each of the papers. If a candidate fails in either theory or practical paper he/she has to reappear for both the papers (Theory and Practical).
- (v) Eligibility for Admission to Examination:

A candidate shall be eligible for the admission to the DNC Examination if the Principal of the College certifies that:-

- (a) She has completed not less than eleven months of the course.
- (b) She has minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.
- (c) However, she should have 100% attendance in practicals before completion of the course. The diploma shall not be awarded to the student till she has completed the clinical/field requirements.
- (d) She has secured 50% marks in internal assessment separately in each theory and practical.
- (e) The record of practical experience is complete.

12.2 Clinical Area Postings

- (a) During the course, the students are expected to perform all work assigned to them by the Class Teachers / Clinical Instructor of the concerned ward and follow the rules and regulations of their respective clinical area. In particular, they are to adhere to the timings of their respective clinical area.
- (b) The students are not allowed to leave their assigned clinical area of duty without prior permission from the Class Teachers / Clinical Instructor.
- (c) Following the usual hospital working schedules the students may be assigned hands-on-training tasks during clinical postings.
- (d) Students are not authorized to communicate any information or deliver any document which forms a part of a patient's record to anyone other than their Clinical Instructor.

12.3 Dress Code

- a) Students should be in uniform in clinical areas and maintain personal cleanliness and neatness.
- b) Students should have necessary pocket articles with minute hand wrist watch.
- c) Students are also required to display their Identity Cards.
- d) Students should not wear or keep valuable jewellery in the Hospital or Hostel premises.

12.4 Hostel Accommodation

Student nurses are required to live in the Hostel and take their meals in the Mess during their training period. Students will be provided furnished, shared accommodation in the Nurses' Hostel. Living in the Hostel is a privilege which should be utilized carefully. The Hostel has attractively furnished recreation room, visitors' room and a spacious dining hall. It also has a lawn with playground facilities.

Students must abide by the rules and regulations prescribed by the authorities, and help in creating a home away from home.

In order to promote a well-balanced personality, students are encouraged to participate in religious, social and professional activities. Facilities for sports and games are available. Students are guided to use their leisure time creatively and effectively.

- 12.4 (a)** Student nurses are bound to follow all General Rules and Regulations of the College of Nursing and Hostel. The set of Rules and Regulations including COVID guidelines and Undertaking will be handed over to the students on admission.
- 12.4(b)** Students are urged to refrain from keeping their valuables, jewellery etc. in the hostel. If there is any damage or loss, the authorities will not be responsible.
- 12.4(c)** Hostel accommodation will be withdrawn if a student gets married during the course of training.
- 12.4(d)** College of Nursing management reserves its right to withdraw the hostel facility in the event of breach of Hostel rules.

12.5 Withdrawal of Hostel Facility

- (a) Failure to observe the rules and regulations of the hostel will lead to disciplinary action including withdrawal of hostel facilities.

- (b) The nursing student is not expected to get married during the course of training period. It would disturb her training and her privilege of staying in the hostel will be forfeited.

12.6 Leave, Vacations and Absence

I ILLNESS

A student, who is sent home on grounds of major illness as per the recommendation of the Staff Physician of St. Stephen's Hospital, may be permitted to continue her training after her complete recovery at the discretion of the Principal and Director, and in compliance with Delhi Nursing Council policy. The student shall be required to submit medical fitness certified by the Staff Physician of St. Stephen's Hospital.

II VACATIONS

A student will be granted 4 weeks' vacation in First & Second year and 2 weeks' vacation in Third year as per INC notification. This is subject to the student making satisfactory progress in her studies. Vacation not availed when granted will be forfeited.

When the student proceeds on annual vacation, parents / local guardians shall take full responsibility to take their ward from the hostel and to bring her back to the hostel.

III EXCESS LEAVE AND UNAUTHORIZED ABSENCE

If a student avails sick leave, the days will have to be made up in clinical practice before completion of the course.

- ☛ **Unauthorized absence of a student will not be acceptable and will attract punishment.**
- ☛ **IF THE STUDENT HAS LESS THAN 80% ATTENDANCE IN THEORY AND PRACTICAL IN ANY SUBJECT SHE WILL NOT BE ELIGIBLE TO APPEAR FOR THE COUNCIL EXAMINATION.**

13 FEES AND OTHER CHARGES FOR THE THREE YEARS COURSE OF GENERAL NURSING AND MIDWIFERY BATCH-2023

The College makes two fee structures available to students. One is a Full Fees scheme, and the other is a Deferred Fees scheme.

Students may opt for any one of these schemes at the time of admission.

Note 1: *The Hospital Management reserves the right to offer or deny the Deferred Fees scheme to a student at the time of admission.*

Note 2: *The fee structure, once opted for and granted, cannot be subsequently changed by the candidate.*

Note 3: There is no service commitment for students who opt for the Full Fees scheme.

13 A. Full Fees Payment Scheme

13 A.1 Fees details for students opting for Full Fees payment scheme:

SI No	Details	1 st Year	2 nd Year	3 rd Year
		<i>Amount (Rs.)</i>		
1.	Admission fee (Non-refundable)	50,000	-	-
2.	Tuition Fee	50,000	90,000	70,000
3.	Library Fee	6,500	8,000	9,000
4.	Sports / Recreation Fee	6,000	6,000	6,000
5.	Nutrition Practical Fee	3,500	-	-
6.	Transportation (Field Trip and Extra Curricular Activity)	18,000	21,000	19,000
7.	Computer Fee	6,000	-	-
	OTHER FEES			
8.	Hostel Fees (Including maintenance and electricity charges)	20,000	25,000	26,000
	TOTAL (Rs.)	1,60,000	1,50,000	1,30,000
9.	Mess Fees Rs. 4,000/- per month (subject to revision from time to time)			
	REFUNDABLE FEES			
10.	Security Fee*	5,000	-	-

*Refundable within one month of the completion of the course.

13A.2 Last date for payment of fees for students opting for full fees payment scheme:

The total Fees for the GNM course is Rs.4,40,000/-, excluding the refundable Security deposit of Rs. 5,000/-. This is to be paid in 3 installments, as follows:

	Amount	Last Date
At admission	Rs. 1,60,000/- Plus Rs.5,000/- (Security fee)	See schedule as per Para 9 (Admission Calendar)
After 12 months of admission	Rs.1,50,000/-	1 st Aug 2024 by 4:00 PM
After 24 months of admission	Rs. 1,30,000/-	1 st Oct 2025 by 4:00 PM
GRAND TOTAL	Rs.4,40,000/-	

13 A.3 Terms and Conditions for Discontinuation of Course and Expulsion from Course:

- (i) In case a student applies for discontinuation of the course within one week of the start of the course, the fees and / or charges paid by her shall be refunded except

the admission fee and proportionate Hostel and Mess charges for the period she had availed the facilities.

- (ii) If a student applies for discontinuation of the course after one week of the start of the course up to one month, no refund of the fee and charges paid by the student concerned shall be given.
- (iii) If after one month of the start of the course the student applies for discontinuation of the course or is expelled from the course due to conduct or disciplinary problems or if the declaration that she is not suffering from any chronic or long term illness requiring continuous medication which would bar her from the course submitted at the time of admission is found to be wrong/false she will be liable to pay the balance of the full course fees with an additional penalty of Rs. 1,00,000/-.

There will be no pro rata reduction in any of the above charges in case of partial completion of the course.

13B. Deferred Fee Scheme (Interest Free Loan)

The total fees for the course is Rs. 4,40,000/-. An extra sum of Rs. 5,000/- is payable at admission towards a refundable security deposit. The students who opt for deferred fees payment scheme are required to pay Rs. 2,00,000/- and the full security deposit of Rs. 5,000/- at the time of admission to the course. The balance fees of Rupees Two Lakhs Forty Thousand (Rs. 2,40,000/-) is treated as interest-free loan for the duration of the course of 3 years only. Students who avail the deferred fee scheme will have to repay the amount of deferred fees of Rs. 2,40,000/- in 36 installments commencing 3 years (36 months) after the commencement of the three year GNM course, irrespective of whether the student has successfully completed the course or not. Any extension of course due to any reason whatsoever will still entail repayment of the loan from the beginning of the fourth year after admission.

Since this deferred fee is of the nature of an interest free loan, the student will be required to compulsorily and satisfactorily serve the Hospital for a period of three years, commencing immediately after the successful completion of the course (unless denied this opportunity due to disciplinary issues – See Para 13.B.1 below). She will be engaged as a staff nurse on the rolls of the Hospital on the usual terms and conditions as applicable to all other staff nurses, and the above mentioned amount will be deducted from her salary in 36 installments.

In case the repayment started before commencement of service commitment due to the inability of the candidate to successfully complete the course in three years, the repayment needs to be made in 36 installments beginning from the 4th year after admission (as stated above), and the candidate will be required to serve the Hospital for three years after successful completion of the course (unless denied this opportunity due to disciplinary issues – See Para 13.B.1 below).

St. Stephen's Hospital reserves the right to post the beneficiaries of this scheme to its main hospital or its branches during the period of service commitment.

13 B.1 Terms and Conditions for Discontinuation of Course, Expulsion from Course, Failure to Honour Service Commitment for Any Reason:

- (i) In case a student applies for discontinuation of the course within one week of the start of the course, the fees and / or charges paid by her shall be refunded except the admission fee and proportionate Hostel and Mess charges for the period she had availed the facilities.
- (ii) If a student applies for discontinuation of course after one week of the start of the course up to one month, no refund of the fee and charges paid by the student concerned shall be given.
- (iii) If the student applies for discontinuation of the course, or is expelled from the course due to any major misconduct or indiscipline or if the declaration that she is not suffering from any chronic or long term illness requiring continuous medication which would bar her from the course submitted at the time of admission is found to be wrong/false after one month of the start of the course but before the commencement of 2nd Year, she will be liable to pay the full balance course fees and Rs. 1,00,000/- as additional penalty to the institution.
- (iv) If the student applies for discontinuation of the course, or is expelled from the course due to any major misconduct or indiscipline or if the declaration that she is not suffering from any chronic or long term illness requiring continuous medication which would bar her from the course submitted at the time of admission is found to be wrong/false after commencement of 2nd Year but before the commencement of the 3rd Year, she will be liable to pay the full balance course fees and Rs. 2,00,000/- as additional penalty to the institution.
- (v) If the student applies for discontinuation of the course, or is expelled from the course due to any major misconduct or indiscipline or if the declaration that she is not suffering from any chronic or long term illness requiring continuous medication which would bar her from the course submitted at the time of admission is found to be wrong/false after commencement of 3rd Year but before the commencement of the 3rd Year final examinations, she will be liable to pay the full balance course fees and Rs. 3,00,000/- as additional penalty to the institution.
- (vi) If the student applies for discontinuation of the course, or is expelled from the course due to any major misconduct or indiscipline or if the declaration that she is not suffering from any chronic or long term illness requiring continuous medication which would bar her from the course submitted at the time of admission is found to be wrong/false after the commencement of the 3rd Year final examinations, she will be liable to pay Rs. 10,00,000/- to the institution.

There will be no pro rata reduction in any of the above charges in case of partial completion of the course.

- (vii) If during the training period the student has conduct and/or disciplinary problems, but successfully completes the course, she will be denied the opportunity of service with St. Stephen's Hospital. In such case, she will still be liable to pay Rs. 10,00,000/- to the institution.
- (viii) Failure to honour the service commitment for three years or being denied the opportunity of completing the service commitment with St. Stephen's Hospital on grounds of major misconduct/ indiscipline during the period of service commitment will make her liable to pay Rs. 10,00,000/- to St. Stephen's Hospital. There will be

no pro rata reduction of the amount of Rs.10,00,000/- in cases of partial fulfillment of service commitment, irrespective of whether the student (then staff) discontinues service or the Hospital terminates the services of the student (then staff) on disciplinary grounds, and irrespective of the repayments made by the student (then staff) till the date of discontinuation of service commitment.

The student (or parent / legal guardian, if the student is less than 18 years of age) will be required to execute an Agreement including all the above terms and conditions in the prescribed Agreement Form, available from the office of the College of Nursing. The Agreement must be submitted before admission to the course.

13B.2 Last date for payment of fees for students who opt for the Deferred Fee scheme

Amount	Last date
Rs. 2,00,000/- Plus Rs.5000 (Security Fee)	See schedule as per Para 9 (Admission Calendar)

13 C. Examination Fee and Registration Fee

Examination fee and Registration fee shall be charged as prescribed by Delhi Nursing Council.

13D. Payment for Uniform (Summer, Winter, Community Health Nursing), Text Books, Stationery and Community Health Nursing Bag

Students will be required to make payment for uniform annually. They may also be required to buy text books, stationery and Community Health Nursing Bag etc. from designated sources on payment of the cost.

13E. Payment for Specialized Field Experience

Payment of Rs.1000/-for specialized field experience as per the syllabus will be charged separately (This is subject to change, depending on actuals).

14 DISCONTINUATION OF STUDIES ON MEDICAL GROUNDS

In the case of a major illness which would affect the student's capability to finish the course or would make her unfit to continue the course, St. Stephen's Hospital will constitute a Medical Board to ascertain the student's medical status. The decision of the Medical Board will be final and binding. In such a case, the balance fees for the remaining duration of the course need not be paid. However, fees already paid will not be refunded.

15 ADDITIONAL FEES IN CASE OF FAILURE OR EXTENSION OF COURSE

- (a) Any student whose course is extended due to failure in examinations or shortage of attendance due to any reason, or any other disciplinary reason, will have to pay pro-rata fees for the period of extension.
- (b) For any student availing special fee concession including the examination fee, the concession will only be for regular examinations. Supplementary /reappearance fees will have to be paid by the student.

16 TERMS AND CONDITIONS OF FEES AND OTHER PAYMENTS

- (a) In case of failure of a nursing student to pay fees for the next year by the due date, the fees will then have to be paid with a late fees payment fine. This fine will be at a rate of Rs. 50/- per day for the initial 30 days. Thereafter, a late fee fine of Rs. 200/- per day will be charged. As already stated in Para12.1.b of this prospectus, the student will not be allowed to appear for the DNC examination until all the due fees including any fine(s) have been paid.
- (b) Mode of Payment: **All payments in the Hospital are to be made by the candidate or her guardian at the Cash Counters only, and a receipt taken against the same. The original receipt given by the Cash Counter is to be retained by the candidate till completion of clearance formalities upon completion of, or discontinuation from, the course.**
- (c) Demand Drafts, if any, are to be drawn in favour of 'St. Stephen's Hospital, Delhi'.
- (d) Student Nurses' Association (SNA) membership fees/contribution of Rs.1600/- is to be paid at the time of admission and annual subscription fee (subject to change) thereafter as per the decision of the Student Nurses' Association.
- (e) Mess charges should be paid by the 10th of every month, failing which a fine of Rs.50/- per day will be charged up to a maximum of 15 days. Further delay in payment will result in a fine of Rs. 100/- per day.
- (f) Mess and Hostel Fees are subject to periodic revision. In case of persistent delay in paying the fees, the candidate may be asked to vacate the Hostel or her mess/dietary facility will be withdrawn.
- (g) Examination fee, Registration fee and SNA membership / annual fee are subject to change without notice by the DNC, SNA etc. at any stage of the course. Candidates will have to bear any such enhancement in fees.

17 SCHOLARSHIPS

It is the policy of the Hospital that a deserving candidate should not be denied the opportunity to take up training merely for want of adequate financial resources. With this object in view, a limited number of scholarships are granted to students on merit-cum-need basis.

Scholarships are also granted by the Delhi Nursing Council (DNC) for deserving candidates on merit basis. The scholarship granted to a student will be forfeited if she fails in any of the examinations of DNC. The authorities may at their discretion restore the scholarship in exceptional cases provided such students pass the examination in the second attempt. Such restoration will take effect from the date of passing the examination.

The College may, at its sole discretion, extend the facility of subsidized/deferred fees to deserving candidates.

18 GENERAL CONDITIONS

- 1 Students are not allowed to take up or continue any other academic courses or training during their training period in this Hospital. No leave will be permitted for any such course / training.
- 2 Students are required to complete clearance formalities upon completion of, or discontinuation of the course.
- 3 Students are expected to observe standard safety precautions against diseases.
- 4 Students are expected to attend Morning Assembly and Roll call at 7:15 am daily.
- 5 Rules and regulations framed by the College, Hospital and the statutory bodies like DNC, INC and SNA etc shall also be binding on the students.
- 6 General rules of conduct shall be binding on the students.
- 7 Students are barred from carrying and/or using mobile phones in the classroom, clinical areas, library and elsewhere in the Hospital premises during assigned training hours. Those violating this rule are liable to have their phones confiscated.
- 8 During admission, Mark sheets and Certificates will be sent to the respective boards for verification. If it is discovered at any stage that a candidate/student has made false or incorrect statements or used fraudulent means for admission, or does not fulfill the eligibility requirements, or has suppressed vital information, the student will have to face due consequences such as cancellation of admission / disciplinary action and shall not be entitled for any refund of fee.
- 9 Parents or Legal Guardians of outstation candidates shall nominate local guardian(s) with full names, address and telephone number(s) and shall indicate his/her/their relationship(s) with the student. The prescribed form shall be attested by the parents or legal guardians. They must also provide a photograph(s) of the local guardian(s).
- 10 Change of local guardian, if any, should be communicated by the parents or legal guardians in writing to the Principal, College of Nursing. No other communication regarding any change shall be acceptable.
- 11 Hostel residents shall take permission from the Principal on the prescribed Out Pass form before they leave the Hostel to visit their parents/ legal guardians or local guardians. They will be required to get the filled form verified by the Hostel Warden which will then be forwarded by their class teacher to the Principal. Such permission shall be granted only if the local guardian or person duly authorized by

the parents takes the responsibility of escorting the student and bringing her back to the Hostel, unless the parents give in writing that their ward can be allowed to travel alone / unescorted on any weekend/holiday/day at any time.

- 12 Ragging: Ragging is strictly prohibited. If a student is found to be indulging in, or has indulged in ragging, causing physical or emotional abuse or harassment of other students, she will face severe disciplinary action including expulsion from the course and lodging of a police complaint.
- 13 A detailed copy of the Rules and Regulations will be provided at the time of admission and the student and parents/ legal guardians will acknowledge its receipt in writing and undertake to abide by them. The Rules and Regulations are subject to revision from time to time which will be intimated to students by means of announcements, notices, circulars etc.

Students breaking any rules and regulations will face disciplinary action. This may include the liability of payment of fines and more major punishment. The decision of the Principal will be final and binding.

HOSPITAL ANTHEM

- 1 Kinsmen lift your voices high,
Praise the Lord for He is nigh,
We were called to love and serve,
This legacy we must preserve.

Refrain:

St. Stephen's Hospital our name,
Selfless service our acclaim,
Home of love with open door,
Ush 'ring healing evermore!

- 2 With the sick we empathise,
Caring with the love of Christ,
Always selfless love we give,
And all the time to serve we live.
- 3 Mercies on us God will show'r,
Heal the sick by His great pow'r,
Age to age our Lord protects,
And in our lives his love reflects.