

## **I. THE HISTORICAL BACKGROUND**

Holy Family College of Nursing aims to be the center of academic excellence in the field of nursing education. The School of Nursing, Holy Family Hospital, New Delhi started in 1956, was a bud which has bloomed into College of Nursing. In all these years it has stood steadfast for the mission and vision of providing high quality nursing education. B.Sc( Hons) Nursing programme started in the year 2011 under University of Delhi. The College was inaugurated on 12<sup>th</sup> August 2011 by His Grace Vincent M. Concessao, Archbishop of Delhi. The occasion was graced by the Guests of honour, Prof. Dinesh Singh, Vice Chancellor of Delhi.

Holy Family Hospital is the parent hospital of the College. It is a 345 bedded multi- specialty Hospital, run by the New Delhi Holy Family Hospital Society and managed by the Delhi Catholic Arch- Diocese. It is registered as a Charitable Non- profit Registered body under the Societies Act/ XXI of 1860 and has the Archbishop of Delhi as its Chairperson. It was founded by the Medical Mission Sisters in 1953.

The foundation stone was laid by His Excellency, Dr. Sarvapalli Radhakrishnan, Vice President of India. Subsequently, the running of the Hospital was handed over to Delhi Catholic Archdiocese in 1990. The Hospital endeavours to maintain a good General Hospital standard that will benefit people from all economic strata of society. A strong emphasis is placed on promotive and preventive health services; these are rendered through outreach programmes and always in collaboration and co-operation with the people and the Government. The Hospital is alert to the changing needs of the people it serves; it will pioneer, go beyond present situations; take risks and respond to the signs of the times in effective love and service within the scope of its purpose.

## **II. PHILOSOPHY**

### **Holy Family Hospital, New Delhi**

The vision and values of the Founder Mother Dr. Anna Dengel, are an integral part of the philosophy of this Hospital. "Open and attentive to the signs of the times, the Hospital endeavours to respond to the needs of Society by offering its services even in areas where others hesitate – or fear to tread "The dignity of the person supersedes all other considerations and there is no discrimination of class, caste, creed or religion. Health in its wholeness is the chief concern, and the Hospital puts all its resources, human, material and spiritual at the service of those in need.

At the core of Holy Family Hospital, New Delhi, lies the conviction that all people are equal and share the same divine life. The Creator of all life calls forth from all of us in this institution a commitment to serve our fellowbeing. All the services in this Hospital aim to preserve, protect and promote healing of the whole person, through a General Medical Hospital facility.

"A Caring Attitude" is the hallmark of all the services offered and not just the dignity but also the divinity in a human person is recognized in all our endeavours.

### **Holy Family College of Nursing**

The College believes in providing nursing education based and built on scientific principles, sound educational theory and clinically sound practice in order to prepare clinically excellent,

professionally qualified nurses who will work efficiently in all health care settings to meet the health needs of the society.

### **III. OBJECTIVES**

1. Acquire knowledge of theory and principles of nursing and allied subjects which are required for comprehensive nursing practice.
2. Care of patients with a spirit of love and service, regardless of caste, creed or colour.
3. Develop skills in applying scientific principles and knowledge in rendering health services in the hospital and community.
4. Acquire skills in identifying health needs of the community & provide comprehensive community health nursing services.
5. Training students in an efficient and effective way for the overall development of their personality and also as competent professional nurses.

### **IV. OVERVIEW OF THE COURSE**

#### **General Nursing and Midwifery**

#### **Duration of the course : 3 years**

The purpose of the course is to assist students become competent professional nurses committed to the promotion of health, prevention of disease, care during illness and rehabilitation of the clients.

The curriculum has been planned to provide a broad concept of the fundamental principles of quality nursing care based on strong theoretical concepts to enable students to function effectively in varied health care settings at individual, family and community levels, in urban as well as rural areas.

Students will have practical experience both in hospital and community settings. Nursing Council Examinations will be held in July each year. However, internal assessment will be done continuously throughout the academic session by conducting unit test, term tests, pre council exam, assignments, projects, and other reports.

#### **Internal Assessment**

- There is 25% internal assessment for all theory papers and 50% for all practicals.
- Minimum pass marks are 50%. Anyone failing in internal assessment will not be allowed to appear in council examination.

**Attendance Requirement** - 75% in theory and 75% in practical for appearing in the examination. However, 100% practical attendance & requirements must be completed before the award of diploma as per Indian Nursing Council and Delhi nursing council guidelines.

### **V. ELIGIBILITY AND ADMISSION CRITERIA FOR THE YEAR 2019**

#### **GNM 2019 - 2022**

#### **The Minimum education eligibility criteria for admission to GNM programme**

1. 10 + 2 with English and must have obtained a minimum of 50% at the qualifying examination.
2. List of the subjects to be considered for admission is given below. Any **four** subjects including English (**three subjects + English**) from the list given below are to be considered for admission. Student must have passed in all the subjects of 10+2 (five subjects as per C.B.S.E policy)

- a) Physics
  - b) Chemistry
  - c) Biology
  - d) Mathematics
  - e) English
  - f) Commerce
  - g) Accountancy
  - h) Economics
  - i) Business Studies
  - j) Computer Science/Informatics Practice / Word Processing / Multimedia
  - k) History
  - l) Geography
  - m) Civics
  - n) Sociology
  - o) Psychology
  - p) Political Science
  - q) Home Science
4. Age 17-35yrs as on 31<sup>st</sup> December 2019
5. Only women candidates are eligible for the course

#### **VI . SELECTION TEST**

Selection test will be held on 5th July 2019 at 09.30 am in College of Nursing. The selection test will be of two hours (2 hrs) duration and shall contain multiple choice (objective type) items. The test will be based on secondary school certificate (10<sup>th</sup>) curriculum of Science, Maths and some items of English comprehension.

Candidates will be called for interview on 6th July 2019. List of selected candidates will be displayed on the College website and the College notice board on 8th July 2019 by 2 pm.

1. Selected candidates will have to undergo medical check-up for fitness at Holy Family Hospital, New Delhi for which they will have to bear the expenses.
2. Admission will be confirmed only after making the complete payment and verification of all original certificates required for admission.
3. All admissions are provisional, subject to the verification of original documents and Medical Examination conducted by Holy Family Hospital, New Delhi.

**\* Total number of seats - 30**

**Last date for submission of online application form is 2<sup>nd</sup> July 2019 by 12 midnight**

## VII. FEE STRUCTURE FOR GNM PROGRAMME 2019 - 2022

The following fees are to be paid after acceptance for admission to the School. (The amounts are subject to change in keeping with rising costs)

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Admission Fees	35000		
Sports	1000	1000	1000
Library fees	2000	2000	2000
Stationary	500	500	500
Correspondence	200	200	200
Tuition fees	50000	50000	50000
SNA Fees	3000	600	600
Educational / Institutional Visit	2500	2500	2500
Lab Charges	1500	1500	1500
Hostel Maintenance Fees	23000	23000	23000
<b>Total</b>	<b>1,18,700</b>	<b>81,300</b>	<b>81,300</b>

## VIII. OTHER FEES:

1. Mess charges Rs. 1500/- per month is to be paid in advance by 7th of each month. This amount is subject to change according to the hospital policy. During the period of annual leave, mess money will not be charged.
  2. Medical examination fees (To be paid separately)
  3. Vaccination charges - Hepatitis B & Chicken Pox to be paid separately.
  4. Delhi Nurses Registration Council examination fee for three years Rs. 3900/- (Rs. 1300 per year, subject to change).
  5. Nursing Registration with the Delhi Nurses Registration Council after completion of the course
  6. The expenditure for the uniform and books shall be paid separately.
- Students have to bring all the items for their personal daily use. They must bring wristwatch with secondhand, electric iron box and tiffin carrier (with 3 - 4 compartments), thermos flask along with other articles. Four sets of uniform dresses and text books will be provided at actual cost for which the students have to pay.

## IX. FACILITIES PROVIDED

Free medical facilities upto Rs. 10000/- per year (Non cumulative). These medical facilities are available for 3 years only.

## X. OTHER ACTIVITIES

1. All students must be members of the Student Nurses Association.
2. All Catholic students must be members of the Catholic Nurses Guild of India (CNGI).
3. All students are encouraged to participate actively in varied spiritual activities viz. Holy Liturgical services, retreats, recollection and prayer meetings which are very essential and form a great part of their development as dedicated nurses.

## XI. RULES & REGULATIONS

All students are expected to comply with the rules and regulations currently in force in the college and hostel. A student may be dismissed if found not keeping up to the requirements

academically or found medically unfit or indisciplined. If a student is found frequently violating hostel/college rules and regulations, a warning shall be given in the first instance. After three warnings, if still found the student may either be dismissed or be given suitable punishment depending on the severity of the incident or mistake. Wearing of the specified uniform is compulsory during clinical duty hours. Punctuality and strict adherence to duty hours is compulsory.

**CAUTION:** Students are discouraged from possessing valuables and jewellery when residing in the hostel and the authorities will not be responsible for any loss or theft.

## **XII. DIRECTIONS TO THE CANDIDATES FOR SELECTION TEST:**

1. Follow the instructions for filling up the OMR Answer sheet as given in the Question Booklet during the selection test.
2. The Examination Hall shall be opened half an hour before the commencement of examination.
3. No candidate will be allowed to enter the Examination Hall after the commencement of the test.
4. Each candidate must show (on demand) her Admission Ticket.
5. No candidate is permitted to leave the Examination Hall before the expiry of allotted time for the selection test.
6. A seat with a number will be allotted to each candidate. Candidate must find out and occupy her allotted seat.
7. Candidate should not leave the Hall without handing over her answer sheet to the invigilator on duty.
8. When the time allowed has expired, the answer sheet must be surrendered, even though the candidate may not have answered any part of the question paper.
9. All candidates are required to bring their own HB pencils, blackball pens and erasers etc. No candidate shall tear a leaf or a part of it from the answer sheet and / or question paper.
10. Candidates are forbidden to write answers (or anything else) on the question paper and to remove any paper from the room.
11. Candidates are forbidden to write their name or any distinctive mark leading to disclosure of their identity in any part of their answer sheet except in the space provided.
12. Candidates will be required to sign their names on the attendance sheet and give their left thumb impression.
13. Smoking in the Examination Hall during examination hours is strictly prohibited.
14. No tea/coffee, cold drinks or snacks are allowed to be taken into Examination Hall during examination hours.
15. A candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination shall be disqualified and be debarred from appearing in any future selection test of the college.
16. Mobile phone / calculator / electronic devices are not allowed inside the Examination Hall.

## **XIII. ADMISSION CALENDAR AND OTHER INFORMATION**

### **Schedule / Event**

1. Last date for submission of Online Application - 2nd July 2019 by 12 midnight
2. Selection Test - 5th July 2019 9.30 am - to 11.30 am
3. Interview - 6th July 2019, 9 am onwards

### **Selection List**

First list - Monday 8th July 2019 by 2 pm

Second list - Monday 15th July 2019 by 2 pm

Third list - Monday 22nd July 2019 by 2 pm

**Last date for acceptance of seat in writing & payment of fees:**

First list - Saturday 13th July 2019 by 4 pm

Second list - Saturday 20th July 2019 by 4 pm

Third list - Friday 26th July 2019 by 4 pm

The classes begin - Tuesday 1<sup>st</sup> October 2019

## 7. General instructions for filling up the online application form

### **Read the instructions carefully before filling up the application form**

**Complete all the items, incomplete forms are liable to be rejected.**

The instructions are given item wise as per the order in the application form

1. Enter your nationality
2. Enter your name, father's name and mother's name and date of birth as given in the matriculation certificate
3. Enter your Telephone/ Mobile number
4. Enter your Gender
5. Enter your Marital Status.
6. Enter your Religion. If Christian, enter your Denomination and upload scannedcopiesof Baptism and Church Membership (Recent Issued Less Than 6 Months)
7. Enter the category you belong to (SC/ST/OBC/PWD),upload scannedcopies of supporting document
8. Enter the State To Which You Belong
9. Mention the complete address with the Pin code number in the space provided
10. Enter your previous Educational Qualification on the basis of which you are seeking the admission
11. Enter the subject taken in 12<sup>th</sup> and the marks obtained in each subject in 12<sup>th</sup>
  - a) English
  - b) Physics
  - c) Chemistry
  - d) Biology
  - e) Mathematics
  - f) English
  - g) Commerce
  - h) Accountancy
  - i) Economics

- j) Business Studies
- k) Computer Science/Informatics Practice / Word Processing / Multimedia
- l) History
- m) Geography
- n) Civics
- o) Sociology
- p) Psychology
- q) Political Science
- r) Home Science

12. Enter Medium in Which You Studied

13. Enter Email Id For Correspondence

14. Enter your Aadhar Card No.

15. Fee for filling up of online application form is Rs. 400/- only through payment gateway. The fees paid while filling up of admission form is not refundable.

**UGC Regulation on curbing the menace of ragging in Higher Educational Institution under Section 26(1)(G) of the University Grants Commission Act 1956.**

Following measures are taken by the Institution to prevent ragging.

1. Written notice expressing that ragging is totally prohibited in Institution.
2. Those who are found guilty of ragging/abetting ragging, actively or passively or being part of a conspiracy to promote ragging is liable to be punished in accordance with these regulations as well as under the provisions of any penal law for the time being in force.
3. Members of Anti Ragging Committee at the College and the University are following:

**Disciplinary Resource Committee (D R C), Holy Family College of Nursing**

- |    |                         |                  |
|----|-------------------------|------------------|
| 1. | Prof.(Dr.)RaminderKalra | 9716832517       |
| 2. | Prof. AnneyAvarachan    | 7503132530 (DRP) |
| 3. | Prof. CimilBabu         | 7503132535       |
| 4. | Mrs. Giji John          | 7503141502       |
| 5. | Mrs Malar Selvi         | 7503132536       |
| 6. | Mrs. Jibanlata          | 9958801404       |
| 7. | Mrs. NeelamKootikkal    | 9716833245       |

8. Sr. Rita	9069057584
9. Ms. Sherly Thomas	9990745654
Phone No. of Joint Control Room University of Delhi,	27667221
Anti- ragging Help Line	800- 1805522
email: helpline@antiragging.net	

### **At the time of Admission:-**

The applicant should prepare and submit the following:

- a) An affidavit by the student (Refer on Annex. I)
- b) An affidavit by the parent / guardian (Refer on Annex.II.)

The above content of Annexure I and Annexure II should be typed/printed on a stamp paper of Rs.10/- each, which should be submitted only after admission on the day of Registration to the effect that student/ parent has read and understood the prohibition of these regulation and is aware of the prohibition of ragging and the punishment prescribed, both under penal laws as well as under these regulations.

### **Prohibition of the Punishment for Sexual Harassment**

In accordance with the “Policy in Sexual Harassment ordinance XV (d) : Prohibition if the Punishment for Sexual Harassment” of University of Delhi, a college complaints Committee consisting of the following members, has been formulated in the college for dealing with cases of Sexual Harassment:

1. Prof. (Dr.) RaminderKalra	Principal (Chairperson)
2. Prof. AnneyAvarachan	College Faculty
3. Mrs. Malar Selvi	College Faculty
4. Mrs. Mildred Pinto	Outside member
5. Mrs. RenuRawat	Group C
6. Mrs. Sudha	Group D
7. Mr. Shyam Sunder	Outside member
8. Ms. Radhika	Postgraduate student
9. Ms. Tanya	Undergraduate student



Any female staff or student of the college if having any complaint of Sexual Harassment may report to any of the above mentioned members of the college complaint committee.

**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (fullname of student, with admission registration enrolment member) S/o, d/o, Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to \_\_\_\_\_ (name of the institution) \_\_\_\_\_ have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (herein after called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have in particular, persued clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, presued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly affirm and undertake that:
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagagte through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and furthur affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

Signature of deponent

Name : \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affiavit is false and nothing has been concealed or misstated therein.

Verified \_\_\_\_\_ (place) \_\_\_\_\_ on this the \_\_\_\_\_ (day) \_\_\_\_\_ of \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year:) after reading the contents of this affidavit.

\_\_\_\_\_  
OATH COMMISSIONER

Annexure II

**AFFIDAVIT BY THE PARENT/GUARDIAN**

- 1) I, Mr./Mrs./Ms. \_\_\_\_\_ (fullname of parent/guardian) father/mother/guardian) of (full name of student with admission/registration/enrollment number) \_\_\_\_\_ have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (herein after called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly affirm and undertake that:
- a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that his/her admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

\_\_\_\_\_  
Signature of deponent

Name :

Address :

Telephone/Mobile No. :

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified \_\_\_\_\_ (place) \_\_\_\_\_ on this the \_\_\_\_\_ (day) \_\_\_\_\_ of \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year:) after reading the contents of this affidavit.

\_\_\_\_\_  
OATH COMMISSIONER