

## **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, His Grace Bishop Mulakkal, Auxiliary Bishop of Delhi and Prof. Dinesh Singh, Vice Chancellor of Delhi. The College has started with Post Basic B.Sc. Nursing and M.Sc. Nursing courses from the academic session 2016-2017. The first Annual Convocation of the College was held on 17th March, 2017. The occasion was graced by Prof. Yogesh K. Tyagi, Vice Chancellor, University of Delhi.

The College is declared as a Christian Minority Educational Institution of Catholic Church of India, Delhi Diocese Vide Judgement dated 3rd July of 2013, in Case No. 1134 of 2013 by the National Commission for Minority Educational Institutions.

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.

## **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 endeavors to respond to the needs of Society by offering its services even in areas where others hesitate 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 fellow being. 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 endeavors.

### **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.
6. Acquire beginning skills in teaching, research and evidence based nursing practice.

### **COURSES OFFERED**

<b>Course</b>	<b>Duration</b>	<b>Academic Control</b>	<b>No. of Seats</b>	<b>Minimum Qualification</b>
<b>B. Sc. (Hons.) Nursing</b>	Four years (8 semesters)	University of Delhi	50	10+2 Science PCBE ≥ 50% marks
<b>Post Basic B.Sc. Nursing</b>	Two years (4 semesters)	University of Delhi	30	10+ 2 & GNM from INC recognized institution with minimum 50%

				marks in the aggregate
<b>M.Sc Nursing</b> ( Medical – Surgical Nursing, Obstetrical & Gynecological Nursing, Child Health Nursing, Psychiatric Mental Health Nursing, Community Health Nursing)	Two Years (4 semesters)	University of Delhi	25 (5 seats in each of the elective area)	B.Sc. (Hons.) Nursing/Post Basic B.Sc. Nursing from INC recognized institution with minimum 50% marks in the aggregate

#### **IV. OVERVIEW OF THE COURSES**

##### **Post Basic B.Sc. Nursing**

Duration of the course: Two years (4 Semesters)

The purpose of the course is to upgrade the Diploma (GNM) nurses to assume responsibilities as professional, competent nurses and midwives at basic level in providing promotive, preventive, curative and rehabilitative services. It will also enable them to make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor and manager in clinical / public health setting.

##### **Areas of Study:-**

###### **Semester I**

- I Nursing Foundation and Nutrition & Dietetics
- II Biochemistry & Biophysics
- III Microbiology

IV Medical & Surgical Nursing

V English

### **Semester II**

VI Maternal Nursing

VII Child Health Nursing

VIII Psychology

### **Semester III**

IX Mental Health Nursing

X Community Health Nursing

XI Sociology

### **Semester IV**

XII Introduction to Nursing Education

XIII Introduction to Nursing Administration

XIV Introduction to Nursing Research & Statistics

Examinations are held in four parts at the end of each semester. However internal assessment is done continuously throughout the academic session by conducting term tests, assignments, seminars, workshops, research projects and field study reports, etc.

### **Internal Assessment**

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

**Attendance Requirement-** 80% in theory and practical for appearing in the examination. However, 100% practical attendance & requirements must be completed before the award of degree as per Indian Nursing Council and University of Delhi guidelines.

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

- The candidate should be a Registered Nurse and Registered Midwife with any State Nursing Registration Council.

- Candidate seeking admission to Post Basic B.Sc. (Nursing) course should have passed 10+ 2 and General Nursing and Midwifery from INC recognized Institution with minimum 50% marks in the aggregate.

**NOTE: Simultaneous attendance in other courses is not permitted.**

## **2. Basis of selection:-**

2.1 The selection of the candidates will be done on the merit of selection test. All candidates irrespective of reserved or non-reserved category have to appear for the selection test.

2.2 Decision of the Admission Committee shall be final.

2.3 Selected candidates will have to undergo medical checkup for fitness at Holy Family Hospital, New Delhi for which they will have to bear the expenses.

2.4 Admission will be confirmed only after making the complete payment of fees for one year and verification of all original certificates required for admission.

2.5 All admissions are provisional, subject to the verification of original documents and Medical Examination conducted by Holy Family Hospital, New Delhi.

## **3. Selection Test**

Selection test will be held on **26<sup>th</sup> May 2019, Sunday from 10.30 am - 12.30 noon** in Holy Family College of Nursing. The selection test will be of two hours (2 hrs.) duration.

It shall contain 100 multiple choice questions based on GNM Curriculum. **Students are required to download and print the admit card and bring along with at the time of appearing for selection test.**

## **4. Total number of seats:30**

## **5. Reserved Category:-**

5.1 The College is declared as a Christian Minority Educational Institution of Catholic Church of India, Delhi Diocese Vide Judgement dated 3rd July of 2013, in Case No. 1134 of 2013 by the National Commission for Minority Educational Institutions. Fifty Percent Seats are hence reserved for Christian candidates under Article 30 (1) of the Constitution of India read with Section 2 (g) of the National Commission for Minority Educational Institutions.

## **5.2 Children/Widow of Armed personnel including paramilitary personnel killed or disabled during hostilities and who died on duty.**

5.2.1 The Children / widows of the officers and men of the Armed force including Paramilitary

personnel killed or disabled during hostility and also who died on duty will be given concession of 5% marks in the minimum eligibility conditions as per rules of the University.

5.2.2 Widows/Children of officers and men of Armed forces including Paramilitary Personnel who died while on duty be considered for admission against the 5% seats in all the courses reserved for the Widows / Children of the officers and men of the armed forces including Paramilitary Personnel killed or disabled in action in war 1974 - 78 onwards.

In order to become eligible for the above concession, the Widow / Children of officers and men of the Armed forces including Paramilitary personnel will be required to produce entitlement certificate from anyone of the following authorities:-

- i) Secretary, Kendriya, Sainik Board, Delhi
- ii) Secretary, Rajya / Zila' Sainik Board.
- iii) Officer - in charge, Record Officer.
- iv) First class Stipendiary Magistrate.

### **5.3 Person with Disability**

There is provision of 3% seats for person with disability, Candidate has to satisfy/fulfill the norms stipulated by the University of Delhi.

**In case eligible candidates from the categories mentioned above are not available, the vacancies will be treated as unreserved.**

**6. Last date for filling up of the online application for Post Basic B.Sc. Nursing is 24th May, 2019, Saturday by 12 midnight.**

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.**

#### **POST BASIC B.Sc. NURSING**

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

1. Enter your nationality

- a. If you are Indian or Tibetan you can continue. If you belong to any other nationality, you are required to fill in your application on University of Delhi website [www.du.ac.in](http://www.du.ac.in)
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.
  - a. Enter your Religion. If Christian, enter your Denomination and upload scannedcopiesof Baptism and Church Membership ( Recent Issued Less Than 6 Months)
6. For admission to a seat reserved for PWD/ children/ widow of armed personnel including paramilitary personnel killed or disabled during hostilities and who died on duty, - state the category
7. Enter the State To Which You Belong
8. Mention the complete address with the Pin code number in the space provided
9. Enter your previous Educational Qualification on the basis of which you are seeking the admission
10. Enter Medium In Which You Studied
11. Enter Email Id For Correspondence
12. Enter your Aadhar Card No.
13. Enter your Place & Address of Work at the time of filling up of application
14. Enter your Registration Number (RN & RM No.)
15. Enter your Service/ Previous employment details ( After nursing Registration)
16. Enter the details of your Present Position/Designation and Name & Address of Institution where presently employed and mention whether it Is Govt. / Private.
17. Enter the details of any Membership in Professional and Social Bodies
18. Fee for filling up of online application form is Rs. 800/- only through online payment gateway. The fees paid while filling up of admission form is not refundable.

**NOTE:**

1. Candidate must have passed in all the required subjects (separately in Theory and Practical) for admission to Post Basic B.Sc. Nursing course before the last date prescribed

for submission of the marks sheet.

2. In case the information furnished or certificates etc. submitted are found to be false, or the candidate is found to have withheld or concealed any information in her application form, she shall be removed from the College Rolls and fee deposited by her shall be forfeited.
3. Once application form is submitted, no alteration can be done.
4. Admission ticket can be downloaded from the website after successful online submission of the application form.
5. The result of all the candidates and a separate list of selected candidates will be available on the College website ([www.hfcondelhi.edu.in](http://www.hfcondelhi.edu.in)) and a copy will also be displayed on the College Notice Board. Each student is responsible to see the selection list put up on the website or College Notice Board.
6. Selected students for admission to Post Basic B.Sc. are required to bring the original certificates, photocopies of all documents, photographs and give written acceptance and fees as per the dates given in admission calendar. No correspondence or telephonic information will be entertained in this regard.
7. Every student admitted to the College shall be required to sign a declaration that on admission she submits herself to the disciplinary jurisdiction of Vice Chancellor and other authorities of the University and College who may be vested with the authority, the ordinances and rules that have been framed thereunder by the University / College. Failure by parents / guardians / students to acquaint themselves with the rules of the College and of the University of Delhi will not be entertained as a defense for breach of rules

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

1. Follow the instructions for filling up the OMR Answer sheet as given in the Question Booklet given 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 her Admission Ticket for the entry into the College and on demand.
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.

**Disclosure of evaluated OMR Sheet**

The request for obtaining a copy of the OMR by the candidate concerned must be made within 7 days from the date of declaration of the result to the Principal of the College of Nursing along with the fees of Rs. 500/- per OMR response sheet.

**VII. ADMISSION CALENDAR AND OTHER INFORMATION**

<b>Schedule / Event</b>	<b>Post Basic B.Sc.</b>
-------------------------	-------------------------

	<b>Nursing</b>
<b>Last date for submission of application</b>	24th May 2019, Friday by 12 midnight
<b>Selection Test</b>	26th May 2019 Sunday 10:30- 12:30pm
<b>First List</b>	1 <sup>st</sup> June, 2019, Saturday 2pm
<b>Second list</b>	8 <sup>th</sup> June, 2019 Saturday 2pm
<b>Third List</b>	13 <sup>th</sup> June, 2019 Thursday 2pm
<b>Last date(s) for acceptance of seat in writing &amp; payment of fees:</b>	
<b>First List</b>	7 <sup>th</sup> June, 2019 Friday 4pm
<b>Second List</b>	12 <sup>th</sup> June, 2019 Wednesday 4pm
<b>Third List</b>	20 <sup>th</sup> June, 2019 Thursday 4pm

Classes begin 16<sup>th</sup> July 2019, Tuesday

## VIII FEE STRUCTURE

### FEE STRUCTURE FOR Post Basic B.Sc. NURSING

S. No.	Title	1st Year	2nd Year
1	Admission fee	40,000	
2	University fee*	2,700	2,500
3	Tuition fee	65,000	65,000
4	Field trip	5,000	5,000
5	Library	4,000	4,000
6	Stationary	3000	3000

7	Games	2,000	2,000
8	Lab charges	3,000	3,000
9	Cultural Activities	1,000	1,000
	<b>Total</b>	<b>1,25,700</b>	<b>85,700</b>

**NOTE:**

1. The first year fees and other charges are to be paid on acceptance for admission in the College of Nursing.
2. Students have to pay the charges for clinical experience outside Holy Family Hospital, which will be equal to amount being charged by the outside agency/Institution.

**OTHER FEES**

1. Hostel facilities are limited and may be provided based on the availability. In case the students are availing Hostel facilities they need to pay Rs. 10,000 as Hostel Maintenance fees per annum. and Mess Charges Rs. 1500/- per month is to be paid in advance by 7th of each month. This amount is subject to change. During the period of annual leave mess money will not be charged.
2. Medical Examination fees to be paid separately.
3. Vaccination charges to be paid separately.
4. Uniform and books will be provided at actual cost for which the students have to pay.
5. Post Basic B.Sc.Nursing students will also have to pay the charges for Clinical Experience outside Holy Family Hospital which will be equal to amount being charged by the outside agency / Institution.

**NOTE:**

The first year fees and other charges are to be paid on acceptance for admission in the College of Nursing.

Students staying in hostel have to bring all the items for their personal daily use. They must bring wristwatch with seconds hand, electric iron box and tiffin carrier (with 3-4 compartments), thermos flask along with other articles.

**FACILITIES PROVIDED**

Free medical facilities up to Rs. 10,000/- per year (Non – cumulative). These medical facilities are available for 4 years for B.Sc. Nursing students and 2 years for Post Basic and M.Sc. Nursing

students, the study period only.

### **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 in-disciplined. If a student is found frequently violating hostel/college rules and regulations, a warning shall be given in the first instance. After warning, if still found the student may either be dismissed or disciplinary action will be taken 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 jewelry when residing in the hostel and the authorities will not be responsible for any loss or theft.

### **X: MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF THE UNIVERSITY ORDINANCE XV-B**

1. All power relating to discipline and disciplinary action are vested with the Vice-Chancellor.
2. The Vice-Chancellor may delegate all of such power as he/she deems proper to the Pro Vice-Chancellor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the ordinance, the following shall amount to act of gross indiscipline.

(a) Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution / department and against any student with in the University of Delhi.

(b) Carrying of, use of, or threat of use of any weapons.

(c) Any violation of the provisions of the Civil Rights Protection Act, 1976.

(d) Violation of the status, dignity and honour of students belonging to the scheduled castes and scheduled tribe.

(e) Any practice-whether verbal or otherwise-derogatory of women.

(f) Any attempt at bribing or corruption in any manner.

(g) Willful destruction of institution property.

- (h) Creating ill-will of intolerance on religious or communal grounds.
- (i) Causing disruption in any manner of the academic functioning of the university system.
- (k) Ragging as per ordinance XV-C.

4. Without prejudice to the generality of his/her power relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise to his/her powers aforesaid order or direct that any student or students;

(a) be expelled ; or

(b) be for a stated period, rusticated ; or

(c) be not for a stated period, admitted to a course or courses of study in College, Department or Institution of the University; or

d) be fined with a sum of rupees that may be specified ; or

(e) be debarred from taking a University or College or Departmental Examination or Examination for one or more years ; or

f) that the result of the student or students concerned in the Examination or Examination in which he/she or they have appeared be cancelled.

5. The Principals of the College, Head of the Halls, Deans of Faculties Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective College, Institution. Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institution, Hall and teaching in the concerned Departments they may exercise their authority through, or delegate authority to, such of the teachers in their colleges, Institutions or Departments as they may specify for these purposes.

6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide him/ her with a copy of these rules.

7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself the disciplinary jurisdiction of the Vice-Chancellor and the several

authorities of the University who may be vested with the authority to exercise discipline under the Acts, the statutes, the Ordinances and the rules that have been framed there under by the University.

## **Ordinance XV-C**

### **Prohibition of and punishment for Ragging**

1. Ragging in any form is strictly prohibited, within the premises of the College/Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act of practice of ragging constitutes gross indiscipline and shall be dealt with under this ordinance.
3. Ragging for the purposes of this ordinance, ordinarily means any act conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which:
  - (a) Involve physical assault or threat or use of physical force;
  - (b) Violate the status, dignity and honour of woman students;
  - (c) Violate the status, dignity and honour of students belonging to the Scheduled Castes and Scheduled Tribes;
  - (d) Expose students to ridicule on contempt and affect their self-esteem;
  - (e) Entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the Authorities of college, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo mota enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of ragging incident.
7. If the Principal of the College or Head of the department of Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonable/practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.

8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/ her decision shall be final.

9. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing occurrence of ragging incident described in Clause 3 (a) , (b) and (c) that the Vice-Chancellor shall direct or order rustication of a student or student for a specific number of years.

10.The Vice-Chancellor may in other cases of ragging, order or direct that any student or students be expelled or not to be a stated period, admitted to a course of study and results of the student or students concerned in the examination or examinations in which the appeared be cancelled.

11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty under this Ordinance, appropriate action will be taken under statute 15 for withdrawal of degrees conferred by the University shall be initiated.

12.For the Purpose of this Ordinance, abetment of ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.

13.All institutions, within the Delhi University system shall be obligated to carry out instructions/ directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

**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.) Raminder Kalra | 9716832517       |
| 2. | Prof. Anney Avarachan     | 7503132530 (DRP) |
| 3. | Prof. Cimil Babu          | 7503132535       |
| 4. | Mrs. Giji John            | 7503141502       |

5.	Mrs Malar Selvi	7503132536
6.	Mrs. Jibanlata	9958801404
7.	Mrs. Neelam Koottikkal	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 Annex. I)
- b) An affidavit by the parent / guardian (Refer 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.) Raminder Kalra	Principal (Chairperson)
2.	Prof. Anney Avarachan	College Faculty
3.	Mrs. Malar Selvi	College Faculty
4.	Mrs. Mildred Pinto	Outside member
5.	Mrs. Renu Rawat	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

