



**VKNRL SCHOOL OF NURSING**

**PONKA GRANT, NUMALIGARH**

**GOLAGHAT**

**ASSAM**

**785699**

*A CSR INITIATIVE OF NRL*

# **PROSPECTUS**

**GNM PROGRAMME**

**SESSION: 2022-2023**



## **MESSAGE FROM CHAIRMAN, VKNRL NURSING SCHOOL TRUST**



VKNRL School of Nursing, Numaligarh is stepping into its 6<sup>th</sup> batch of enrolment of GNM students with successful completion of 2 batches. I would like to congratulate the School on achieving this milestone. It is a matter of great satisfaction that students passing out from VKNRL School of Nursing have been suitably placed in various Government and Public Health institutions of repute.

Nursing is an integral and critical pillar of the health care delivery system, apart from being one of the noblest professions on earth. With fast paced advancement in medical science, the profession of nursing has also witnessed significant changes with new and emerging areas of specialised nursing care and research. From home nursing for the sick and elderly to working in private, government and super speciality hospitals, there is no dearth of positions for qualified and skilled nurses worldwide. Nurses from North East India are known to enjoy an inherent edge in this profession which requires care, empathy and soft skills in equal measure.

I sincerely hope that students enrolled in this institute make the most of the facilities at their disposal including world class infrastructure & equipment and a set of dedicated faculty & staff to hone their skills and develop the right mind set that the profession of nursing demands. With this, they will not only be self-reliant and economically empowered as women, but also be of great service to humanity at large.

I welcome all women aspirants of the NE Region to join VKNRL School of Nursing at Numaligarh and carve out a successful career in Nursing.

With sincere regards,

Bhaskar Jyoti Phukan  
Chairman  
VKNRL Nursing School Trust



# VKNRL SCHOOL OF NURSING

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## FROM THE DESK OF THE PRINCIPAL



It is with great pride and honour that, I welcome you all to VKNRL School of Nursing established in 2017 by Numaligarh Refinery Limited (NRL) as a part of its Skill Development Initiatives under its Corporate Social Responsibility in collaboration with Vivekananda Kendra (VK), Kanyakumari. The school is offering three years General Nursing and Midwifery (GNM) Course with its affiliation to the Assam Nurses' Midwives' and Health Visitors' Council, Guwahati, Assam and Indian Nursing Council, New Delhi. Our students acquire clinical experience from the parent hospital, **Vivekananda Kendra NRL Hospital**, Numaligarh and main affiliated hospitals are **Jorhat Medical College Hospital**, Jorhat, & **Swahid Kushal Konwar Civil Hospital**, Golaghat.

The school has been steadily marching towards a glorious destination of academic splendour with two batches (76 nos.) students have successfully completed the course and placed in various Govt. and private hospitals of Assam.

Nurses are no longer confined in the four walls of a hospital giving only bedside care to the clients, they are as well prepared to provide preventive, promotive, curative and rehabilitative services for the various sector of health care industry i.e. Health centre, hospital, school, occupational agency and even in space settings. Today the scope of nursing from direct patient care has extended to the specialized care areas such as cardio thoracic, nephrology, neurology, and oncology, ICU, and nurse midwifery practitioners.

We aim to prepare our students in academics as well as other aspects including moral and spiritual development as Yoga, Pranayama, Exercise, Sports, Spiritual activities so that students can provide holistic care to the patient, family & community.

I would like to encourage all the young talented female aspirants of the region for joining and making themselves empowered as nursing professionals and serving country with great pride.

With Regards

Kabita Devi  
Principal  
VKNRL School of Nursing

### At a Glance

<b><u>Sl. No.</u></b>	<b><u>Index</u></b>	<b><u>Page No.</u></b>
1.	Important dates	1
2.	Introduction	2
3.	Location	2
4.	Vision and Mission	2
5.	Philosophy of VKNRL School of Nursing	3
6.	About the course	3-4
7.	Affiliation, Aims and Objectives	4-5
8.	Course curriculum	5-8
9.	Council of Examination	9
10.	Certification	9
11.	Vacation	9
12.	Student Nurses Association	9
13.	Eligibility Criteria and Admission Procedure	9-11
14.	School fees and payment process	12
15.	Commencement of the Course and Medium of Instruction	12
16.	Facilities Available. - Teaching Staffs. - Physical Infrastructure.	12-13
17.	Clinical Facilities.	13
18.	About the Parent Hospital.	13-14
19.	Rules & Regulations of the School.	14-15
20.	Hostel Facility.	15
21.	Campus and Atmosphere.	15
22.	Hostel Management.	15
23.	Admission to the Hostel.	16
24.	Documents to be Submitted.	16
25.	Room Allotment.	16
26.	Behavior and Discipline.	16-17
27.	Upkeep of the Hostel.	17-18
28.	Visitors.	18
29.	Out-pass.	18
30.	Security.	18
31.	Ragging.	18-19
32.	Mess.	19
33.	Telephone	19
34.	Shopping.	19
35.	Health.	19
36.	Study Hours.	20
37.	Religious Activities.	20
38.	Recreational Facility.	20
39.	Time Schedule for the Hostel.	20
40.	Alumni	21

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### Important dates

Availability of online application	16 <sup>th</sup> September 2022
Last Date of form Submission	30 <sup>th</sup> September 2022 (Midnight)
Admit card Download	19 <sup>th</sup> October 2022 to 22 <sup>nd</sup> October 2022
Date of entrance examination	23 <sup>rd</sup> October 2022
Provisional Merit list	18 <sup>th</sup> November 2022
Counseling cum Admission	24 <sup>th</sup> and 25 <sup>th</sup> November 2022
Commencement of the Course	1 <sup>st</sup> December 2022

**N.B.:** The above mentioned dates are tentative.

#### Contact us:

Office of the Principal, VKNRL School of Nursing, Numaligarh: **09435652161**

Email id- **vknrlns22@gmail.com**

Online Prospectus and Application Form is available in the Institute website at

**[www.vknrlnursingschool.edu.in](http://www.vknrlnursingschool.edu.in)**

#### WARNING

*Any attempt on the part of the Candidate to influence selection process, directly or indirectly, will be Considered disqualification."*

## INTRODUCTION

**VKNRL School of Nursing** has been set up by NRL as a part of its Skill Development Initiative. To carry this initiative forward, a Trust Deed was signed between Numaligarh Refinery Limited (NRL) and Vivekananda Kendra (VK), Kanyakumari. The ‘**VKNRL School of Nursing**’ shall be managed by this Trust formed in the name and style of ‘**VKNRL Nursing School Trust**’ comprising of members from NRL and Vivekananda Kendra.

This social venture of setting up a Nursing School in Numaligarh has been initiated by NRL under its Corporate Social Responsibility initiatives; which amongst others, focuses on skill development and generating livelihood opportunities for the local people and to meet the increasing demand of qualified nurses all over the country.

Vivekananda Kendra is a well-known service organization with its mission primarily based on the principles of Swami Vivekananda who preached “**man making, nation building**” as the basic objective. Swami Vivekananda stressed on serving humanity as he could visualize that “There are lots of poor people sunk in degradation and misery who need to be served with zeal and enthusiasm and needful action to be taken to help them in alleviating their problems and making their life a better one”.

## LOCATION

VKNRL School of Nursing is situated in Village No.1 Ponka Grant of Marangi Circle, Golaghat District, Assam, India. It is situated at a distance of 30 km from Golaghat Town, 265 km from Guwahati and 65 km from Jorhat. The National Highway 37 (India) passes through Numaligarh, which is at a distance of 10 KM from the school. The nearest Railway Station is in Golaghat and the nearest Airport is in Jorhat.

## VISION

We are a state -of -art institute of national repute, committed to achieve excellence in nursing education by developing skilled and dedicated nursing professionals, contributing to health care needs and socio- economic uplift of the region.

## MISSION

1. Create state-of-art Nursing Institute of National repute with competent faculty.
2. Develop skilled and dedicated Nursing professionals with high quality education.
3. Focus on continuous improvement in curriculum and professional updation.
4. Adopt best-in-class practices with good governance and ethical standards.
5. Contribute towards socio-economic development of the region with 100% placement assistance.

## **PHILOSOPHY OF VKNRL SCHOOL OF NURSING**

1. We believe nurses, as qualified professionals, are an integral & necessary part of a collaborative health care team, promoting health, preventing diseases and providing therapeutic care.
2. We believe that GNM program will train the student nurses to render quality nursing care which is scientifically sound and evidence based, in the health care practice at the institutional level and community outreach programme.
3. We believe that nursing education will provide opportunities for nurses to develop to their fullest potential as professional nurses and citizens so that they may help their people and society to achieve the physical, emotional, social, moral, intellectual and spiritual well-being that we desire for all. The dynamic processes of planning, providing and evaluating nursing care are necessary to meet the unique needs of individuals, their families and the communities.
4. VKNRL School of Nursing has been set up to inculcate human values, to provide contemporary knowledge and impart skills, thereby creating employment opportunities to young ladies in the profession of nursing.

## **ABOUT THE COURSE**

### **Name of the Course**

General Nursing and Midwifery (GNM)- Diploma Course.

### **Duration of the Course**

3 years including internship.

### **Total Number of Seats**

Forty (40) seats\* for GNM Programme.

**Note:** \*The seat intake of school may enhance from 40 to 50 nos. with due permission from the Govt. of Assam and Assam Nurses' Midwives' and Health Visitors' Council. For selection and reservation of additional 10 seats, INC, State Govt. rule and NRL Corporate Social Responsibility (CSR) policy will be applicable.

### **Nursing Education**

Nursing education is the professional education for the preparation of nurses to enable them to render professional nursing care to people of all ages, in all phases of health and illness, in a variety of settings. As students develop their education and understanding of general healthcare over the years, they can move on to more specified areas of healthcare such as child care, orthopedics, emergency nursing, intensive care and midwifery among other healthcare fields. GNM may work in a variety of healthcare settings within both the public and private healthcare sectors and may operate in hospitals, nursing homes, hospices, the



armed forces, community centers, healthcare facilities and college, universities among other healthcare settings.

In addition to bachelor programme, GNM may also choose to continue their education in a post graduate programme where they can earn their masters degree and find work in more prominent position such as management, administration and leadership roles within their profession or they can choose to work in areas related to education, research and development.

### **Affiliation**

The Course is affiliated to the Assam Nurses Midwives and Health Visitors' Council, Guwahati, Assam and Indian Nursing Council, New Delhi.

### **Aims and Objectives**

#### **Aims**

The aims of Diploma in General Nursing and Midwifery program are:

1. To prepare nurses with a sound educational programme in nursing to enable them to function as efficient members of the health team, beginning with the competencies for first level positions in all kinds of healthcare settings.
2. To help nurses develop an ability to co-operate and co-ordinate with members of the health care team in the prevention of disease, promotion of health and rehabilitation of the sick.
3. To help nurses in their personal and professional development, so that they are able to make maximum contribution to the society as useful and productive individuals, citizens as well as efficient nurses.
4. To serve as a base for further professional education and specialization in nursing.
5. To prepare nurses to keep pace with latest professional and technological developments and use these for providing nursing care service.

#### **Objectives**

The nurses on completion of this course will be able to:

1. Demonstrate competency in providing healthcare to individual, sick or well, using nursing process.
  - Assess the nursing need of clients from birth to death.
  - Plan and carry out appropriate action to meet nursing needs.
  - Provide effective nursing care for maintaining of best possible level of health in all aspects.
  - Promote self care in people under their care.
  - Apply problem solving techniques in nursing practice.
  - Evaluate effectiveness of nursing care.
2. Apply knowledge from the humanities, biological and behavioral sciences in functioning as a nurse.



3. Function effectively with members of the health team and community applying the knowledge of human relations and communication skills in her work.
4. Participate as a member of the health team in delivery of curative, preventive, promoting and rehabilitative healthcare service.
5. Mobilize community resources and their involvement in working with the communities.
6. Demonstrate use of ethical values in their personal and professional life.
7. Demonstrate interest in activities of professional organization.
8. Recognize the need for continuing education for professional development.
9. Demonstrate basic skills in teaching patients and giving nursing care to them.
10. Demonstrate basic skills in administration and leadership while working with other members of healthcare team and community.
11. Assist in research activities.

## COURSE CURRICULUM

The Curriculum and the Syllabus is designed as per the guideline of Indian Nursing Council, New Delhi.

### FIRST YEAR

Subjects	Theory (hours)	Practical (hours)	
<b>Bio Sciences</b>	<b>120</b>		
• Anatomy & Physiology.	90		
• Microbiology	30		
<b>Behavioral Sciences</b>	60		
• Psychology	40		
• Sociology	20		
<b>Nursing Foundations</b>	210	200 (lab)	680(clinic)
• Fundamentals of Nursing.	190	(22 weeks)	
• First aid	20		
Community Health Nursing	180	320 8 weeks	
- CHN-I	80		
- Environmental Hygiene	30		
- Health Education & Communication Skills	40		
- Nutrition	30		

Subjects	Theory (hours)	Practical (hours)
English	30	-
Computer Education	15	15
Co-curricular activities	10	-

<b>Total</b>	<b>625 (16 wks)</b>	<b>1215 (30 wks)</b>
	<b>1840</b>	

## SECOND YEAR

<b>Subjects</b>	<b>Theory (hours)</b>	<b>Practical (hours)</b>
Medical Surgical Nursing	120	800 (20 wks)
Medical Surgical Nursing –II	120	
Mental Health Nursing	70	320 (8wks)
Child Health Nursing	70	320 (8 wks)
Co-curricular activities	20	-
<b>Total</b>	<b>400 (10 weeks)</b>	<b>1440 (36 weeks)</b>
	<b>1840</b>	

## THIRD YEAR PART- I

<b>Subjects</b>	<b>Theory (hours)</b>	<b>Practical (hours)</b>
Midwifery &Gynecological Nursing	14	560 (14wks)
Community Health nursing- II	90	160 (4 wks)
Co-curricular	10	-
<b>Total</b>	<b>240 (6 weeks)</b>	<b>720 (18 weeks)</b>
	<b>960</b>	

## THIRD YEAR PART - II (INTEGRATED SUPERVISED INTERNSHIP)

<b>Subjects</b>	<b>Theory(hours)</b>
Nursing education	20
Introduction to research and statistics	30
Professional trends and adjustment	30
Nursing administration and ward management	40
<b>Total</b>	<b>120 (2 weeks)</b>

<b>Clinical Areas</b>	<b>Clinical Hours/ weeks *</b>
Medical Surgical Nursing	288 (6wks)
Community Health Nursing	288 (6 wks)
Child Health Nursing	96 (2wks)
Midwifery and Gynecological Nursing	384 (8wks)
Mental Health Nursing	96 (2wks)
<b>Total</b>	<b>1152 (24 weeks)</b>

## SCHEME OF EXAMINATION

### FIRST YEAR

Paper	Subjects	Total Marks	Internal Assessment	Council/ Board examination	Weightage	Duration of Examination (Hrs.)
I.	Bio Sciences - Anatomy & Physiology - Microbiology	100	25	75		3
					65%	
					35%	
II.	Behavioral Sciences - Psychology - Sociology	100	25	75	65% 35%	3
III.	Foundation of Nursing - Fundamental of Nursing - First aid	100	25	75	-	3
IV	Community Health Nursing - CHN-I - Environmental Hygiene - Health education & Communication Skills - Nutrition	100	25	75	50	3
	Practical -1 Fundamental of Nursing	100	50	50	-	-

Paper	Subjects	Total Marks	Internal Assessment	Council/ Board examination	Duration of Examination (Hrs.)
I	Medical Surgical Nursing-I	100	25	75	3
II	Medical Surgical Nursing –II	100	25	75	3
III	Mental Health Nursing	100	25	75	3
IV	Child Health Nursing	100	25	75	3

	Practical – I Medical Surgical Nursing	100	50	50	-
	Practical-II Child Health Nursing	100	50	50	-
	Practical-III* Mental Health Nursing	100	50	50**	-

## SECOND YEAR

### Note:

\*Practical examination for psychiatric nursing will be conducted at the place of clinical Experience at the end of clinical instruction by school, itself and marks shall be sent to the council/board.

\*\*Only school examination, no council/board exam.

## THIRD YEAR PART-I\*

Paper	Subjects	Total Marks	Internal Assessment	Council/ Board examination	Duration of Examination (Hrs.)
I	Midwifery & Gynecological Nursing	100	25	75	3
II	Community Health Nursing-II	100	25	75	3
	Practical I Midwifery	100	50	50	--
	Practical – II Community Health Nursing	100	50	50	--

\*Examination for Part-I will be conducted at the end of Third Year

## THIRD YEAR PART-II (School Examination)

Paper	Subjects	Total Marks	Term Assessment	School Exam	Duration of Examination (Hrs.)
I	Nursing Education and Introduction to Research and statistics	100	50	50	3
II	Professional Trends & Adjustment, Nursing administration and Ward Management	100	50	50	3

## **ATTENDANCE**

90% attendance in Theory (irrespective of the kind of absence) and 100% attendance in practical (clinical area) are necessary for completion of the course.

## **COUNCIL EXAMINATION**

Assam Nurses' Midwives' and Health Visitors' Council, Guwahati, Assam conducts final examination after one full academic year.

## **CERTIFICATION**

Diploma by the Assam Nurses' Midwives' and Health Visitors' Council, Guwahati, Assam will be issued only after successful completion of the GNM course.

## **VACATION**

- Students shall be granted 30 days vacation in each calendar year as per guideline of Indian Nursing Council and Assam Nurses' Midwives' and Health Visitors' Council, Guwahati, Assam.
- The students shall be entitled to 10 days of Medical Leave (if sick) and 7 days of Study Leave (prior to council examination).
- Whenever a student leaves the premises of the School on account of vacations/leave or any other reason, parent/local guardian shall take full responsibility of their ward till return to the School.

## **STUDENT NURSES ASSOCIATION (SNA)**

This is an organization under the Trained Nurses' Association of India. A student Nurse of any school of Nursing recognized by INC is eligible to become a member of the Student Nurses Association of India.

SNA unit is responsible for the selection and participation of the students for the State and National level programs and competitions.

## **ELIGIBILITY CRITERIA AND ADMISSION PROCEDURE TO THE GNM COURSE**

### **1. Minimum eligibility criteria for admission to GNM**

- Applicant must be a female candidate.
- Candidates must be a permanent resident of India.
- 10+2 with English and must have obtained a minimum of 40% at the qualifying examination and English individually for any recognized board. Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government. However Science is preferable.
- 10+2 with English having 40% of marks in vocational ANM course from the school recognized by Indian Nursing council.
- 10+2 with English having 40% of marks in Vocational Stream-Health care Science from a recognized CBSE board/Centre.

- Registered ANM with pass mark.
- Age: Candidates must be within the age limit of 17 to 35 years as on **31<sup>st</sup> December 2022**.
- Candidate should be medically fit.

## **2. Reservation**

- a) For disabled candidates: 5% disability reservation to be considered with a disability of locomotors to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for nursing programme.
- b) 5% of total marks are relaxed in the qualifying exam for SC/ST candidates.
- c) Seat reservation as per Govt. of Assam (SC-7%,ST(P)-10%,ST(H)-5%,OBC/MOBC-15%, EWS-10%,). In case of non-availability of suitable candidates from the reserved categories, the vacant seats will be filled up by the candidates from the open merit list.
- d) 30% of the seats shall be reserved for the candidates from 10 KM radius of Numaligarh Refinery Limited (Schooling from school covered under Gyandeeep Scheme), 30% of the seats shall be reserved from Golaghat District and 40% of the seats is open for all. In case of non-availability of suitable candidates from 10 km radius of Numaligarh Refinery Limited, these seats shall be filled from the merit list of Golaghat District and in case of non-availability of suitable candidates from Golaghat District; the same shall be filled from open merit list.

## **3. Availability and submission of Application/Prospectus**

- a) Availability of online application: 16<sup>th</sup> September 2022
- b) Last date of Submission: 30<sup>th</sup> September 2022(Midnight).

An amount of Rs.100 should be paid through online mode during application.

## **4. Selection Process**

- Selection shall be based on the percentage of marks scored in the qualifying examination and Entrance Examination. Addition of 10 marks in the total obtained marks / score ( 50% from qualifying examination and 50% from Entrance marks ) for the Science Stream candidates will be done.
- Candidates will have to score minimum **30 (thirty)** out of hundred marks as a qualifying mark in the entrance examination. Candidates scoring below **30 marks** will be considered fail and her candidature will be rejected.
- The provisional merit list, taking all criterions into consideration, shall be prepared and published in the school website at <http://www.vknrlnursingschool.edu.in> latest by 18<sup>th</sup> November 2022.
- The candidates selected for admission will have to undergo medical examination by a medical board consisting of Doctor/faculty members of the institute. If in the assessment of the medical board, a candidate is found medically unfit, she will not be allowed to take admission in the course. The institute will also cancel the admission even if a candidate is diagnosed with major disease within 3 (three) months of admission.
- As any changes made in the admission process will be uploaded in the website.
- Candidate once admitted in the GNM course will not be permitted to pursue any other course of studies simultaneously and will automatically forfeit the GNM seat at VKNRL School of Nursing, if they do so.

• Syllabus for entrance examination

Sl. No.	Area	Marks
1.	Mathematics (High School level)	20
2.	General Science (High School level, mainly Biology)	20
3.	General Knowledge including Vivekananda Kendra	20
4.	English	20
5.	Logical Reasoning and Aptitude	20
<b>Total</b>		<b>100</b>

**5. Criteria for Rejection of Application Forms**

- Candidates who fail to fulfill the age criterion.
- Candidates who fail to obtain the minimum stipulated marks in the qualifying examination (ANM / 10 + 2 etc.).
- Candidate who fail to obtain minimum of 40 marks in subject ENGLISH in the last qualifying exam.
- Faulty submission, Non-submission of documents, Poor visibility of documents and incomplete details in the online application forms and submission of incomplete documents or non- receipt of Application Fee

**6. Admission Process**

- Candidates whose names appear in the provisional merit list, based on selection process stated above, will be called for documents verification and medical checkup. A final list of selected candidates will be prepared for the admission. (The candidate has to bring original documents, photo copy of all submitted documents (2 sets) and 2 copies of recent passport size photo).
- Candidate selected shall have to pay the fee/dues, etc. on the day of admission, failing which her selection shall be treated as cancelled and seat will be offered to the next candidate on the waiting list in order of merit.
- Selected candidates who have been admitted but failed to join the course within a week after the commencement of the academic session shall automatically forfeit their seat and no correspondence shall be entertained.
- Each Candidate admitted to the Institute will have to give an undertaking counter-signed by parents/legal guardian, that she shall maintain good conduct, pay the requisite fees and other charges by the scheduled date, attend classes regularly and abide by the rules and regulations of the Institute failing which she is likely to be suspended or terminated as a student of the Institute



## FEES STRUCTURE, VKNRL SCHOOL OF NURSING, NUMALIGARH

Sl. No.	Fee Particulars	Amount (In Rs.)		
		1st Year	2nd Year	3rd Year
1	Council Enrollment fee	500.00		
2	Student's Nurses' Association Fee	2000.00		
3	Hostel Security Money (Refundable)	2000.00		
4	Hostel Mess Charges*	18000.00	18000.00	18000.00
	<b>Grand Total</b>	<b>22,500.00</b>	<b>18000.00</b>	<b>18000.00</b>

**TOTAL COURSE FEE 58,500.00**

### N.B.:

- The yearly course fee is likely to be revised for non-BPL candidates from the academic session 2022-23
- Mess fee has to be paid by the students every month @1500/-
- Hostel Mess Charges is subject to change.
- SNA Registration Fee & Council Enrollment fee shall be charged as prescribed by TNAI and State Nursing Council respectively.
- Other fees shall be borne by Numaligarh Refinery Limited.

### HOW TO PAY ADMISSION/ SCHOOL FEES

Fees can be paid through online mode payable at State Bank Of India, Numaligarh Refinery Complex Branch Bank Account Number 37594045054 (IFSC: SBIN0005377).

### COMMENCEMENT OF THE COURSE

The course will commence with effect from 1<sup>st</sup> December 2022 .

### MEDIUM OF INSTRUCTION

The medium of instruction is English.

### FACILITIES AVAILABLE

**Teaching Staff:** The institute has a team of dedicated, highly qualified and experienced faculty with professional competence.

### Physical Infrastructure:

- **Lecture Hall:** The classroom is well furnished, well ventilated and equipped with modern teaching aids such as smart board/LCD Projector/slide projectors/charts etc.
- **Nursing Practice laboratory:** is well equipped with Modern Teaching Aids/Models such as Functional Nursing Mannequins/Dummies/Equipments/Articles etc. There are also the facilities of simulators used to teach, practice and learn advance skills.
- **Pre-clinical science laboratory:** It has advanced anatomical models such as Human skeleton, all body model such as jumbo heart model, giant ear model, human lungs, spinal cord, model of GI system, various human anatomical charts, equipment and

articles of Microbiology and Biochemistry etc. to aid in better understanding of the human body system.

- **Advance Practice Laboratory:** This laboratory is equipped with all modern equipments and technologies with aspect of skilled Practice Lab making the students a skillful one.
- **OBG and Pediatric Laboratory** is well equipped with Mannequins, equipment and articles to provide proper knowledge and skill regarding the care of the mother and child.
- **Nutrition laboratory** has facilities for imparting basic knowledge of various methods of cooking for the healthy as well as for the sick with all facilities.
- **Community Health Nursing Laboratory** have an appearance of rural and urban community settings including health awareness programme to the community irrespective of their age, sex, religion, caste, creed and other ethnic group etc.
- **Computer Laboratory:** This laboratory is equipped with computers along with internet facilities to pertain the knowledge of the concerned area which will help the students in utilizing the knowledge and worldwide advancement taking place in the nursing field.
- **Library:** The School shall provide adequate library facilities to the students having access to reference books, national/ international journals, Internet facilities etc.
- The institute also has the **Multipurpose Hall, Auditorium and Conference Room.**
- The School shall provide facilities to the students for sports and other recreational activities as the resources permit.

## INICAL FACILITIES

The VKNRL School of Nursing is affiliated to the following health centers/hospitals for practical/clinical exposure of students:

1. VKNRL Hospital, NRL Township, Numaligarh, Golaghat, Assam (Parent Hospital).
2. Jorhat Medical College & Hospital, Jorhat, Assam (Affiliated Hospital).
3. Swahid Kushal Konwar Civil Hospital, Golaghat, Assam ( Affilliated Hospital)
4. Affiliated/Adopted Community Health Centre.
  - a. Bokakhat Sub-Divisional Civil Hospital, Bokakhat, Golaghat, Assam (Urban).
  - b. Dergaon CHC, Dergaon, Assam (Rural).

## ABOUT THE PARENT HOSPITAL

The Parent Hospital, VKNRL Hospital, Numaligarh was established at Numaligarh Refinery Township on 19<sup>th</sup> September, 1997. It is conducted by Vivekananda Kendra, Kanyakumari. ‘Medical Service at doorstep of the poor and needy’ is the aim with which VKNRL Hospital is striving to serve the employees of Numaligarh Refinery Limited and the community residing in neighborhood of the Refinery and its Township. The VKNRL Hospital has the upgraded capacity of 100 beds at present.

## FACILITIES AVAILABLE AT VKNRL HOSPITAL

**Accident & Emergency:**

Accident & Emergency is manned by Doctors round the clock. They are assisted by the specialist Doctors as and when necessary.

**Outdoor Departments:**

- General OPD
- Medicine
- General Surgery
- Obstetrics & Gynaecology
- Anaesthesia & Critical Care
- Paediatrics & Neonatology
- ENT
- Ophthalmology
- Dentistry
- Dietetics
- Physiotherapy
- Yoga & Meditation

**Indoor Facilities:**

- Medicine
- Surgery (General
- OBG & Gynaecology
- Paediatrics
- Neonatal
- ICU
- Emergency
- Burn

**RULES & REGULATIONS OF THE SCHOOL**

1. Students are expected to follow the rules and regulations of the nursing school.
2. No visitors will be allowed to visit the student while she is in class or in clinical duty.
3. No make-up, jewellery is allowed during duty hours. Hair should be tied up and clipped.
4. Friendly and healthy relationship should be maintained among the students and with other staff of the School.
5. Students are not allowed to use harsh, abusive, filthy and insulting language with anyone or with each other. Found guilty will be punished and dealt with strictly.
6. Each student is responsible for the proper handling and safe custody of any apparatus or equipment/ library books that she may be using. In case of any loss or damage to the school/hospital property, the student shall have to pay the cost of repair or replacement.
7. Ragging of any sort is strictly prohibited. Students found guilty of this offence will be liable for severe punishment including expulsion from the institution and the matter be referred to police as ragging has been declared as a criminal offence by the government.
8. Students should carry their nursing kit bag during the duty hours.

9. Students are not allowed to go home alone. Only Parents/ authorized guardian are allowed to accompany the student during vacation or leave from the School and to the School.
10. All the students will be entitled to avail 30 days annual vacation (15 days in summer and 15 days in winter). If they will take leave within the course period , then the nos. of days of leave availed will be deducted from the annual vacation
11. All the students will be entitled to avail 10 days sick leave annually in case of major illness only. If it exceeds, then the nos. of exceeding days will be deducted from the annual vacation
12. Student's absence in the clinical duty will have to make – up duty at the end of academic session for completion of required clinical hours as per INC norms.
13. Anybody fails to remit her fees in due time, her result of final examination will be withheld and not be promoted to the next academic Year.
14. As per INC norm, there will be a preliminary period of 12 weeks for the 1<sup>st</sup> year GNM students for assessing their academic achievement.
15. As per INC norms, total 46 weeks is maintained for academic activities including theory and practical experiments. Within this period, each student has to maintain 90% of attendance in theory and 100% in practical. If any student fails to maintain attendance in theory and practical, then she will not be allowed to appear/ sit in the Council's final examination.
16. Any student found breaking the school rules will face disciplinary action. Repeated breaking of school rules may lead to expulsion from the school as well as from the hostel.

### **HOSTEL FACILITY**

Hostel shall be provided to all the students with facilities of safe drinking water, uninterrupted electricity supply, transport facility etc. There shall be a common Hostel Mess facility with healthy and balanced diet. The Mess shall be managed by the Mess Staff under the overall direction and guidance of Warden & Mess Committee having representatives of the students.

### **CAMPUS AND ATMOSPHERE**

The girl's hostel is housed within the main School campus. The rooms are well ventilated and spacious.

### **HOSTEL MANAGEMENT**

1. The following officers constitute the hostel management.
  - a. Principal.
  - b. One Nominated Faculty (As Hostel Superintendent).
  - c. Warden.
  - d. Hostel Monitor (From Students).
  - e. The students should approach any of the above officers for help, guidance and grievance redress.

## **ADMISSION TO THE HOSTEL**

Every student before admission to the hostel must give an undertaking in writing that she abides by the rules of the hostel which will also be signed by the parents..

## **DOCUMENTS TO BE SUBMITTED**

(At the time of hostel admission)

1. Completed application form.
2. Three passport size photo(s) of the student, Local Guardian and Legal Guardian. (Three copies each).
3. Correspondence address of parents, Local Guardians and two contact numbers.
4. Deposition of the hostel quotient money.
5. Hostel undertaking form duly signed by student and parents.

## **ROOM ALLOTMENT:**

1. Allotment of rooms may not necessarily be of one's choice. It is at the sole discretion of the Hostel Management Team, which may allot the rooms either on first come first serve basis or any other basis, say academic background etc.
2. The students will be provided with cupboard, chair and table. Mattress and other requirements shall be brought by the students. Any inconvenience / requirement should be reported to the Warden.
3. School Management authority may intentionally place students of varying academic, cultural, social background together so that cross cultural, social and community learning is achieved. Students are expected to give full respect and equal right to their roommates, irrespective of their varying backgrounds.
4. Students must occupy the room allotted to them and should not exchange without the knowledge of the concerned authority.
5. The Hostel management Team may shift inmates from one room to another without assigning any reason.

## **BEHAVIOUR AND DISCIPLINE**

1. Hostellers are expected to behave properly, maintain discipline and decorum in the hostel premises.
2. All students are expected to be in the hostel immediately after the classes / clinics. If any student wish to be away from the hostel during the weekend, holidays or any other time she must take prior permission from the Hostel Management Team. Students shall strictly report to the hostel Warden within the allotted time. Students not returning within the time allotted or reported /returned late will be considered as misconduct and viewed seriously.
3. Students should cooperate in carrying out maintenance work and vacate their rooms completely when the hostel management requires the rooms for the same.

4. All the residents should sign the completed inventory form of their room.
5. In case of damage to or loss of hostel property the warden should be informed for further action.
6. Pasting of posters, writings, wall chalking slogans of any kind or defacing the hostel in any form is not allowed.
7. The residents shall not move any furniture / fittings from its proper allotted place.
8. Smoking, use of tobacco, gutka, panmasala, alcohol and drugs etc. are not be permitted in the entire campus. Any student violating these norms will be referred to the disciplinary committee for necessary action.
9. All the students are expected to be properly dressed before moving out from the hostel premises, decent and dignified dress will reflect your personality.
10. Residents are advised in their own interest not to keep money or other valuable in their rooms. If they keep, the hostel authorities shall not be responsible for any loss of private property belonging to residents.
11. Parents shall directly send a letter / fax / e-mail to the school office for permission to take the students for any important functions / emergency.
12. No one other than parents and authorized local guardian is allowed to see the students in the hostel, students will not be allowed to take their school mates to meet their visitors, and visitors are not permitted to go to the student's room.
13. Using cell phones are prohibited in clinical & school premises, if anyone is found using, she will be fined of Rs. **1000/-**. If anyone is found using second time, the mobile will be taken and will not be returned until the student finish the course.

#### **UPKEEP OF THE HOSTEL**

1. Hostellers are responsible for keeping their rooms and the common areas in the hostel such as visitors' area, bathrooms, stair case, washing area and prayer room etc. clean and tidy at all times.
2. Students have to maintain personal and environmental hygiene.
3. Cleanliness activity shall be carried out every Sunday and each student has to take part actively to keep the school and hostel campus clean.
4. All fans and lights must be switched off when the residents are not in the room / respective area. A penalty will be imposed for failure to comply.
5. Cooking is not allowed in the hostel rooms. A penalty will be imposed on residents found cooking in the unit.
6. The hostel management reserves the right to make spot checks in the hostel rooms without prior notice to the students.
7. Maintenance staff may enter rooms when necessary in the course of their duty under the directive of the hostel management. However, every effort will be made to respect the privacy and dignity of the hostellers.
8. Common hostel furniture must not be moved without the permission of the Hostel authority.

9. Attendance will be closely monitored every day morning, evening and night. The action will be taken on absentees.
10. Hostellers are expected to sign with timings in the register while leaving and returning the hostel

### **VISITORS**

1. Visitors including parents are allowed only in the visitors' area of the hostel during the visiting hours as follows:
  - a) Every 2<sup>nd</sup> and 4<sup>th</sup> Sunday between 8:00AM to 4:00 PM.
  - b) No visitors are permitted during the working days.
2. All visitors to the hostel including the parents and guardians must make necessary entries in the visitor's book available at the hostel entrance with the warden / security guard.

### **OUTPASS**

The students may be allowed for going out only after taking permission from Principal by arranging clinical and theory classes through the class-coordinator.

***Information to higher authorities must be forwarded through proper channel.***

### **SECURITY**

1. Residents are solely responsible for the safety of their own valuables. A duplicate key for the room should be given to the warden. The warden reserves the right to cut the lock when required without giving any prior notice to the residents concerned if no duplicate key has been lodged with them.
2. The hostel management is not responsible for any loss, theft of private property. The hostellers are strongly advised to keep their valuables under lock and key at all times.
3. Hostellers are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the warden.
4. Any hosteller who finds her roommate missing for more than 24 hours must report to the warden immediately, this is to enable the hostel authorities to take immediate action, if any untoward incident takes place. Your cooperation is very much appreciated.
5. Possession, distribution and use of drugs, alcohol, toxic and hazardous material is strictly prohibited in the hostel. Keeping of electrical appliances (except Iron) in the rooms is prohibited.
6. Pets are not allowed in the hostel complex.

### **RAGGING**

1. Ragging is a cognizable offence.
2. Ragging in any form is strictly prohibited and students are advised not to indulge in such activities as per Indian Nursing Council, Govt. orders and university rules.
3. Ragging entails heavy fines / suspension /expulsion from hostel, institution or university.
4. Any student with the intention of causing ragging or with the knowledge that she is likely by such act to cause ragging commits or abets ragging and thereby teases or embarrasses



or humiliates or assaults or uses criminal force criminally intimates or wrongfully restrains or wrongfully confines or causes grievous hurt or commits unnatural offence or cause death or abets suicide shall be punished as per the prohibition of ragging act 1997.

5. If the individual committing or abetting ragging is not identified, collective punishment could be resorted to act as deterrent punishment and to ensure collective pressure on the potential raggers.

### **MESS**

1. Once a student joins the hostel she becomes a member of the mess until she vacates the hostel officially.
2. Menu will be displayed on the notice board. Changes can be made on requirement basis; students shall specify their choice of vegetarian or non-vegetarian foods.
3. Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill it should be intimated to the warden who will make suitable arrangements.
4. The hostellers should not enter the Kitchen.
5. Discipline should be maintained in the dining hall.
6. Hostellers are expected to adhere to the meals timing strictly.
7. Students should not waste the food.
8. Hostellers should clean their plates, glasses and cups on their own.
9. Outside food items will not be allowed in the dining hall.
10. Food will be served only during the scheduled hours, late coming is not allowed. If the boarder cannot be present in the dining hall because of duty during the regular meal time she may arrange with mess manager for keeping food till she comes.
11. Roaming in house-coat or any informal dress in the mess is prohibited.

### **MESS PAYMENT**

The students shall have to deposit Rs. 1500 per month as mess charges by 10th of every month.

### **TELEPHONE**

Mobile phone is allowed only on Sunday 10 am to 5 pm. Incoming /outgoing calls from the Hostel/ school land line will be allowed in emergency.

### **SHOPPING**

Students are allowed to go for local shopping on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays from 2:00 PM to 4:00 PM. The students should get written permission on special occasion to leave the hostel for shopping with parents / guardians on special occasion.

### **HEALTH**

Students shall keep the warden informed of their past, present illness to render timely help in case of emergency. Sickness of any abnormal physical condition shall be brought to the notice of the warden immediately. Minor illness will be treated by the doctors of our parent hospital. No students will be permitted to remain in the hostel without valid reasons. Sick students shall submit sick leave form to the Principal to stay in the hostel during class /

clinical hours. Student shall submit medical certificate for illness for more than three (3) days of absence.

### **STUDY HOURS**

Study hours for the students will be between 05: 30 AM to 08:30 AM and 06:00 PM to 10:30 PM daily excluding dinner time. Strict silence to be maintained during study time and students are expected to use this time only for studies. Students may utilize the available time from their own.

### **RELIGIOUS ACTIVITIES**

All the students are required to attend the prayers in the campus morning and evening.

### **PRAYER TIMINGS**

Morning Prayer : 05:00 AM to 05:30 AM.

Evening Prayer & Bhajan Sandhya : 05:00 PM to 05:30 PM.

### **RECREATION FACILITY**

Students can play Indoor games and outdoor games within the allotted time 04:30 PM to 05:00PM.

### **TIME SCHEDULE FOR THE HOSTEL**

AREA	TIMING (Partial Block)	TIMING (Theoretical Block)
1. Roll Call, Prayer &Yoga	05:00 -05.30 AM	05:00AM -05.30 AM
2. Study Time		05.30AM-08.00 AM
3. Breakfast	06:00 AM– 06:45 AM	08.00AM- 08:30AM
4. Practical	07.00 AM – 01:00 PM	
5. Lunch	01.00 PM – 02.00PM	01.00PM – 02.00PM
6. Class	02.00 PM- 04.30PM	09.30AM-04.30 PM
7. Evening tea	05.00 PM-05.30PM	05.00PM-05.30 PM
8. Roll Call and Bhajan Sandhya	05.30 PM-06:00 PM	05.30PM-06.00 PM
9. Study	06.00 PM-08.00PM	06.00PM-08.00PM
10.Dinner	08.00 PM-09.00PM	08.00PM-09.00PM
11. Attendance	09.00 PM	09.00 PM
12. Sleep	10:00 PM	10:00 PM

“The unique function of the **nurse** is to assist the individual, sick or well, in performance of those activities contributing to health or its recovery (or peaceful death) that he/she would perform unaided if he/she had the necessary strength, will or knowledge”.

### **ALUMNI:**

The First batch of GNM of VKNRL School of Nursing passed in the year 2020 and all the alumnus are recruited in reputed Hospitals of Assam. More than 50% are working under National Health Mission as Staff Nurse.

### **Our Alumnus is working in the following Hospitals**

1. Various Government Medical Colleges and Health centres
2. Marwari Maternity Hospital, Guwahati
3. Narayana Superspecialty Hospital, Guwahati
4. Swargadew Siu-Ka-Pha Hospital, Sivsagar
5. GNRC Hospital, Guwahati
6. Arya Hospital, Guwahati
7. Dispur Poly Clinic, Guwahati
8. Vivekananda Kendra NRL Hospital, Numaligarh
9. Cachar Cancer Hospital and Research Centre, Silchar

### **IMPORTANT NOTE**

1. VKNRL School of Nursing reserves the right to make changes in the information provided in this Prospectus based on directives from competent authorities. This cannot be quoted for any sanction.
2. Notwithstanding the information given in this Prospectus of VKNRL School of Nursing, has the ultimate right to decide on any issue as per its Rules and Regulations.
3. For any up-to-date information including changes in the datelines, seat matrix, etc., Candidate may check the Institute website [www.vknrlnursingschool.edu.in](http://www.vknrlnursingschool.edu.in) from time to time.







