

PROSPECTUS OF DGNM-2020.

INTRODUCTION :

The School of Nursing, Central Hospital Dhanbad, came into existence 68 years back in the year 1951 for imparting teaching and patient care training to the nursing students. The School celebrated its Golden Jubilee in the Year - 2001. This school is duly approved by Indian Nursing Council.

The main objective of this course is to impart Diploma in General Nursing and Midwifery and thereby to create awareness and skill in the nursing process in the provision of health care and nursing of patients. This school has a glorious past and it has credentials for producing several state level toppers at council examinations.

The school has a good library having collection of reference books, journals and regular text books. Apart from these, facilities of varieties indoor games viz. Badminton, Carom, Chess, Snake ladder etc. are there. Efforts are being made for provision of Basket-ball court. The Common-Room is quite entertaining with T. V. and newspapers and the students enjoy the leisure period there happily.

Central Hospital, Dhanbad, is a 500 bed apex hospital of BCCL with modern facilities providing medical services to almost 30 lacs population in and around Dhanbad. The Hospital has four ICUs, seven operation theatres including

One operation theatre exclusively for Bronchoscopy, Endoscopy and Laparoscopic surgery, well established Dialysis unit, Surgery, Obst & Gyn, Medicine, Orthopedics, Eye, ENT, Chest, Dental, Skin and V. D. departments. Apart from these, we have well equipped Radiology Deptt. including CT Scan, Blood Bank, Pathology, and Physiotherapy departments. Besides rendering medical services to the employees of BCCL and their dependants, this hospital also takes care of medical assistance to the employees of IISCO, CMPF, ISM, TISCO, CIMFER and LIC.

The School of Nursing is situated in Jagjivan Nagar area of Dhanbad Town within the campus of Central Hospital, Dhanbad, which is almost 4km from Dhanbad Rly Station and about 3km from Dhanbad Bus Depot. The town is well connected by Grand Chord line of E. Rly. Almost all Mail / Express Trains originating from Howrah and passing on Grand Chord line stops at Dhanbad Rly. Station. Jagjivan Nagar township is almost 5 km from Grand Trunk Road.

1. Name of the Course: 'A' grade Diploma in General nursing and Midwifery.

2. Duration of Course : This course is of 3 years duration including 6 months Internship. However, Community Health Nursing is integrated throughout the 3 years curriculum – both theory as well as field practice.

3. GENERAL OBJECTIVES OF THE COURSE :

The candidates completing this course are expected to demonstrate awareness of health care and skills required in the Nursing process in the provision of health care and to nurse the patients. They are expected to –

- Assess the needs of individual families and communities throughout life, from birth to death.

- Take appropriate action to meet their needs through competent safe nursing care and to help people to attain and maintain their best Possible level of health in all aspects.
- Work with other members of the health team and communities in prevention of illness and to evaluate effectiveness of nursing and health care activities.

4. PROSPECTUS AND APPLICATION FORM :

Prospectus and Application form may be available at the counter of School of Nursing, Central Hospital, Dhanbad during working hours from 8th July 2020 to 29th July 2020 on production of Bank Draft for **Rs. 150/- (Rupees One Hundred fifty only)** on counter OR it may be obtained by post by sending a request letter along with a crossed Demand Draft for **Rs. 195- (Rupees One hundred ninety five only)** in favor of **BHARAT COKING COAL LIMITED** or **BCCL** payable at **DHANBAD**.

Please quote your name on the back of the demand draft. The request letter for issue of Prospectus and application Form should be sent to :

**I/C PRINCIPAL
School of Nursing,
Central Hospital, B. C. C. L.
P. O. : Jagjivan Nagar, Dhanbad - 826 003 (JHARKHAND).**

5. SUBMISION OF DULY FILLED APPLICATION FORMS :

The completely filled form must reach the above address up to 21st Aug 2020 by Registered / Speed Post only. B.C.C.L. Management will not be held responsible for any postal delay. Applications will not be accepted by hand. Incomplete application forms will be rejected and no correspondence will be made in this regard. The Application Form must be accompanied with attested Xerox copies of :

- a. Pass Certificate and Mark Sheet of qualifying examination.
- b. Pass Certificate of Class X for verification of Date of Birth.
- c. SC / ST / OBC (Non-creamy layer) Certificate must be issued by S. D. O. OBC (Non-creamy layer) certificate must be valid on the date of application by the candidate for admission. The OBC (Non-Creamy Layer) certificate should be valid (Issued after 1st October 2019) at the time of admission.
- d. Candidates of Economic Weaker Section (10% EWS) of General category have to produce EWS certificate with the application form. Original certificate to be submitted at the time of verification for admission. The certificate should be issued after March 2020.
- e. Self-addressed envelope with Postal stamp affixed for speed post for your admit card.

6. CONDITIONS FOR ADMISSION:

- i. Admission to this course is strictly limited to unmarried female candidates only.

- ii. Age limit : between 17 and 23 years as on 30. 9. 2020.
- iii. Educational qualification: Must have passed 10 + 2 / Intermediate / HS. Equivalent Examination, preferably in Science with a minimum of 45% marks for General category and (with 40% marks for SC/ST/OBC(non creamy layer) category candidates.
- iv. Candidate must be a Citizen of India.
- v. Candidate must be physically and mentally fit at the time of admission and during the whole course. Getting married or becoming mentally unsound will be considered a disqualification to continue the course.
- vi. The selection procedure for candidates in different reservation quotas (SC / ST / OBC (Non creamy layer) &ESW will be strictly as per existing rules of Jharkhand Govt.

The medium of instruction will be English and hence candidates who don't ensure themselves able to carry on the whole course in English are advised not try for the admission otherwise they may feel difficulty in understanding the course and reference books.

7. ENTRANCE TEST (WRITTEN) :

Total Marks – 100

The eligible candidates will have to sit at an Entrance Test on 14th Sep. 2020 at 9 AM sharp .The Examination will be of one hour duration (60min) and will contain Objective type questions on General Science/General Knowledge/English Literature(10+2) standard. **There will be no negative marking.** The medium of examination will be English. There is no provision of re-examination / re-evaluation of the answer sheets.

Provisional list of successful candidates in written examination will be declared in the evening of the same day.

In case of non receipt of Admit Card, the eligible candidate may contact Coordinator with a passport size photograph 30 minutes before examination schedule enabling issuance of provisional Admit Card on spot.

The General candidates securing 50% or more marks and (SC/ST/OBC-Non creamy layer) candidates securing 40% or more in the written examination will qualify for provisional selection.

8. Verification of Original Documents & Certificates on 15.09.2020.

Result of successful candidates will be prepared accordingly to the marks obtained in written examination. Successful candidates have to appear for verification of original document on 15th July at 9 AM sharp at Lecture Theater of Central Hospital Dhanbad.

Final result will be declared as soon as it is prepared and duly approved by the Competent Authority on the same day i.e. 15.09.2020.

Successful candidates will have to go through Medical Examination on 16th Sep & 17th Sep 2020 from 9 AM in Lecture Theatre of Central Hospital Dhanbad and only the candidates found physically & mentally fit in all respects will be granted admission.

The admission session will start at 10 AM from 18th Sep 2020 to 21st Sep 2020 and the candidates will have to furnish the relevant documents with a **Bank Draft of Rs. 15,500/- (Rs. Fifteen**

thousand five hundred only) drawn in favor of **BHARAT COKING COAL LIMITED** or **BCCL** Payable at **DHANBAD**. The Bank Draft must be submitted by **21st Sep 2020 till 5 PM** failing which the right of admission will automatically ceased and the person next in the panel of successful candidate will be called for admission. The first round of admission session will close on 21st Sep 2020 at 5 PM.

NOTE : Allowing a candidate to sit at the Entrance Examination does not guarantee right of admission. A candidate must satisfy the admission criteria. Candidate getting seat by furnishing false information will be liable for legal proceedings (within jurisdiction of Dhanbad Court) and cancellation of admission without any further notice.

9. VERIFICATION OF ORIGINAL CERTIFICATES & DOCUMENTS :

The candidates must produce the following documents in Original at the time of documents verification and during admission session :-

- i) Attested Passport size of Photographs – 02 Nos. (Colored)
- ii) Certificate of Passing Class- X / Matriculation for verification of Age.
- iii) Marks Sheet of Qualifying Examination.
- iv) SC / ST / OBC-(Non creamy layer) Certificate issued by Competent Authority i.e. SDO (as mentioned in section 5- C)
- vi) School / College Leaving Certificate.

Non-submission of the above documents will make one liable for cancellation of admission .The Original Marks-sheet of qualifying examination, (SC / ST / OBC-Non creamy layer/ EWS) Certificate and the CLC/SLC will be kept by the School authorities. No excuse will be entertained for non-submission of SLC / CLC at the time of admission.

10. No TA / DA will be paid to the candidates. Students coming for appearing at the Entrance Test will have to make their own arrangements for stay at Dhanbad during selection process.

11. FEES STRUCTURES :

The following is the Fee Structure for DGNM Course:

- a. Admission Fee : Rs. 5,000/- (Payable once at the time of admission)
- b. Development Fee : Rs. 1,500/- per annum.
- c. Tuition Fee : Rs. 6,000/- per annum.
- d. Caution Money : Rs. 3,000/- (refundable without interest)
- e. Psychiatric Training at RINPAS, Ranchi : Rs. 2,000/-

A candidate selected for admission will have to deposit a Bank Draft for Rs.15,500/- at the time of admission failing which the selection will automatically be cancelled and the next candidate in the selection list will be admitted. No request will be entertained in this regard. Additional fee will be charged for imparting Computer Training.

f. During Internship Rs. 2,000/- per month Stipend on 90% Attendance.

The annual fee deposits (Tuition fee & Development fee) for the year 2021 - 2022 and 2022 - 2023 are to be made within 15th Sept. 2021 and within 15th Sept.2022 respectively the Bank Draft for Rs. 7,500/- drawn in favor of **BHARAT COKING COAL LIMITED** or **BCCL** payable at DHANBAD. In case of default in payment of such fee, student will be debarred from appearing at the Council Examinations and defaulter fine of Rs.500/-per calendar month will be levied. Prescribed examination fee fixed by Jharkhand Nurses Registration Council will be paid by the students at the time of Council Examinations.

12. REFUND:

In case a candidate wants to leave the School and claims for REFUND, the quantum of amount to be refunded will be :

- Within 15 days from the date of admission : Rs. 10,500/- only.
- Within 30 days from the date of admission : Rs. 4,500/- only.
- After 30 days from the date admission : Rs. 3,000/- only.

13. (A) HOSTEL RULES :

1. All the students must stay in hostel as the course is purely residential.
2. All the students must be in their rooms / mess after 7.30 PM.
3. No one is allowed to cook in the rooms.
4. Silence must be maintained in the hostel after 10 PM.
5. All the students must sleep on their own bed provided by the institution.
6. No visitor / guardian should enter the room of their wards.
7. Authorities may step into the rooms with the hostel supervisor / caretaker as and when required.
8. Sanitary pads should be discarded in the dust-bins.
9. Audios must not be played if objected by the room inmates.
10. Heavy amount / ornaments must not be kept in the room.

(B) MESS RULES :

1. Students in group have to make their own arrangements for meals through cooperative / contractors etc.
2. All meals will be served in the mess only.

3. Students are to enter the mess in proper dress. Open hair and Nighties are not allowed.
4. The mess will close at 9.30PM positively.
5. The following mess timings must be maintained :
 - i. Breakfast : 07 AM to 08 :30 AM
 - ii. Lunch : 12. 30 Noon to 2.00 PM
 - iii. Tea : 05 PM to 06. PM
 - iv. Dinner : 7. 30 PM to 8.30 PM
6. Meals would not be taken to the rooms unless the student is sick.
7. Table manners must be maintained.
8. Outside food will not be allowed in the hostel. Student will have to pay full charge of mess every month & it will not be refundable in any condition.
9. Wastage of meals is strictly prohibited. Quantity of each serving must be consumable.
10. Qualitative degradation in meals should be reported to the Hostel Supervisor / warden.

C. RULES FOR GOING OUT :

1. Students may go out on Sundays for purchasing personal articles with due intimation to hostel authority.
2. Students should sign in the 'Outgoing Register' before going out and after coming back to hostel.
3. Students must come back in hostel before 7. 00 PM during summer and before 6.30 PM during winter seasons.
4. Outstation leave will only be allowed during vacation / festival. However in emergency such leave may be granted on written request of the parents / guardian of the students.
5. In rare circumstances out station students are allowed to leave hostel on telephonic message only followed by written consent (by Regd. Post / Speed post), however it will be on the risk of the parents of Wards .Parents must inform the Hostel Supervisor / Caretaker Telephonically that their ward reached home.

(D) RULES FOR UNIFORM / BELONGINGS :

1. All students must attend ward duties in neat and clean uniform.
2. Uniform should give a tidy look.
3. Bearing jewelry (except small ear rings only) is strictly not allowed.
4. Students are not allowed in uniform outside hospital campus.
5. Bed sheets, pillow covers and curtains must be kept clean.

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(E) RULES FOR ELECTRICAL APPLIANCES :

1. Electrical appliances other than lights and fans are not permitted and if found a fine of Rs. 100/- will be levied each time.
2. Light and fans should be switched off before leaving the room locked.

(F) MISCELLANEOUS RULES :

1. Students must be punctual in their class.
2. Absence from class may be permitted by the Principal for exceptional reasons only.
3. Students having less than 75% attendance will not be permitted to sit at Council examinations.
4. Students may meet the visitors only during visiting hours **September to March 4 PM to 6 PM & April to August 5 PM to 6 PM Saturday & Sunday.**
5. Any illness must be reported to the Hostel Supervisor / Caretaker immediately by the student or any of her colleague.
6. Students are supposed to take medicines prescribed by the doctors only. Self medication must be avoided.
7. In case a relative of a student is admitted in hospital and the student wants to stay in ward during odd hours / night, permission must be Sought from the Principal of the school.
8. School authority has full right to stop meeting with any person whose name and signature in not maintained in the Hostel Form.
9. All toilet fittings should be kept clean.
10. Students must respond to the call given by the School or Hostel Authorities.
11. Students must behave properly with the patients and their attendants during their ward duties.
12. All students are expected to participate in the sports and cultural programs organized from time to time in school.
13. Ragging in any form is absolutely prohibited.
14. Students will have to strictly abide by the rules and regulations framed by the Hospital Administration. Any irregularity or indiscipline in any area shall be dealt with strictly and in

any case the decision for all. In case of Hospital Administration will be the final and binding for all. In case of gross indiscipline the name of the student may be struck off from the school roll and all the deposit will be forfeited except the caution money.

(14). VACATION AND HOLIDAYS:

The following vacation / leave will be allowed for the students in a session:

- ❖ Annual Vacation : 30 days leave (for 1st & 2nd year)
Only 15 days (for 3rd year)
- ❖ Holidays : 08 days (BCCL Holidays)
- ❖ Preparatory Leave : 07 days (prior to council examinations)

(15). NO JOB LIABILITIES:

Bharat Coking Coal Limited / Hospital Management of Central hospital, Dhanbad will not bear any liability for the absorption of the passed- out students in company services. After completion of internship the students will be handed over the certificates whenever it is made available to the school Authorities by Jharkhand Nurses Registration Council. An Affidavit form Notary Public, Dhanbad court to be submitted at the time of admission stating that she will not claim for any job in B.C.C.L. / Other subsidiaries of C.I.L. after successfully completion of the above course.

(16). STIPEND:

Stipend at the rate of Rs.2000/- Per Month will be paid to the students by B.C.C.L. Management during the period of internship for 06 months on 90% attendance only.

(17). EXAMINATION AND CLASS TESTS:

1. All students must pass the Preliminary Test Selection (PTS) Examination likely to be held in the last week of December 2020, before being permitted to appear in the first council examination. The results of PTS examination and other hospital selection tests prior to sending the students for the Council Examination shall be determined by the authorities of the institution. However, if any examinee fails to qualify in the first PTS Examination conducted by the institution a second chance will be given failing which her training in the institute shall be terminated. The hospital Administration will arrange to send the marks-sheet of internal assessment of the students to the guardians to know the performance of their wards.
2. The Council may hold Supplementary Examination after six months of the Annual Examination:
 - a) If a student fails in one theory paper / practical, she may be allowed to proceed to the next year of study. She will sit for a Supplementary examination to be held subsequently in the failed subject / practical. If she fails to clear supplementary examination she shall be allowed to sit again along with next year Annual Examination.
 - b) If a student fails in two or more papers or practical's she will not be allowed to proceed to the next year classes. She shall sit for Supplementary examination in the failed subject / practical's only but shall be eligible for the next year's examination after one academic year from the date of passing last examination.
 - c) No candidate of category (a) shall be allowed to proceed to third year (higher class), unless she has passed in the subjects of the previous year (backlog to the second year).

d) If a student fails in one theory paper / practical examination of third year she may be allowed to proceed for internship. She will sit at Supplementary examinations held subsequently in the failed subject / practical.

e) If a student fails in two or more papers / practical's she will not be allowed to proceed for internship. She shall sit for Supplementary examination in the failed subject / practical.

18. INTERNSHIP:

A student shall not be allowed to proceed for internship till she clears third year examinations.

i. For reappearing at the examination the candidates must have at least 20% of the instructional hours and 20% of the field experiences separately. The council practical examination will preferably be conducted as per instructions and guidelines from Jharkhand Nurses Registration Council.

ii. Diploma by Council / Board will only issued after successful completion of Internship.

19. EXTRA CURRICULAR ACTIVITIES :

All the students will have to participate in the cultural programs, sports and indoor games being organized from time to time.

20. Students may be sent to different specialist institutions for updating their knowledge and the expenses for such training will be born by them.

21. Free Medical Facility :

The students will be extended OPD and Indoor treatment facilities free in Central Hospital, Dhanbad.

22. The candidates are not allowed to use any electronic gazette like mobile phone/ Tablet / Calculator etc.

During the one hour examination period no candidate will be allowed to go outside the examination hall.

Starting date of sale of Prospectus	: July. 8th, 2020. From 9 AM
Last date for sale of prospectus	: July. 29th, 2020. Up to 5 PM
Last date for submission of filled up forms	: Aug. 21 st , 2020. Up to 5 PM
Date of Written Examination & declaration Of Provisional list of Successful candidates	: Sept. 14th, 2020. From 9 AM to 10 AM
Date of document verification & declaration of final list of successful candidates	: Sept. 15th, 2020.
Date for Medical Examination	: Sept. 16 th , 2020. to 17th Sept. 2020
Date of Admission	: Sept. 18 th 19 th to 21 st Sept. 2020.
Date for Commencement of Session	: Oct. 1st, 2020.

**NOTE: FOR ANY INFORMATION PLEASE CONTACT OFFICE OF PRINCIPAL INCHARGE,
SCHOOL OF NURSING, CENTRAL HOSPITAL, DHANBAD.**

PHONE: (0326) 2203061/63/67 Extn, : 366.

Due to COVID-19 any changes of date of examination / original document verification / Medical examination and date of admission will be communicated on BCCL/CIL website and by SMS on the mobile number provided in the application form of the candidate.