



## ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR

College of Nursing (नर्सिंग महाविद्यालय)

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institution of National Importance under Ministry of Health & Family Welfare)

भारत सरकार/ Government of India

### INSTRUCTIONS FOR CANDIDATES

B.Sc [Hons.]Nursing

ADMISSION BATCH 2023

- Admission for BSc [Hons.]Nursing 2023 Batch will start from **19/08/2023, 10:00 am (Saturday) to 25/08/2023(Friday) up to 5:00 pm. (Kindly note 19/08/2023 (Saturday) till 1:00 pm & 20/08/2023 (Sunday) Holiday.**
- Candidates selected are advised to see the Forms/Documents/Drafts in the Notice Section of AIIMS Deoghar Website. Candidates are to attend physically for the admission process. The Enclosed Documents has been put up in the Notice Section Student Column of the AIIMS Deoghar Website.
- Candidates for BSc [Hons.]Nursing Admission 2023 Batch is required to bring along with them the original documents as in the Checklist of BSc [Hons.]Nursing Admission along with one xerox of self- attested documents in sequential order as in the Checklist.(Annexure- 1)
- Candidates are advised to download and fill up all the enclosed forms of BSc [Hons.]Nursing Admission which will ensure the admission process hassle free.
- Admission process may spill over to the next day and candidates are required to do the needful before their arrival at Deoghar. They are also advised to come before the last date of admission i.e. **25/08/2023 (Friday) up to 5:00 pm.**

Sequence of Admission (Annexure I to Annexure VII)-

- Report at OPD Building AIIMS Deoghar (Devipur Campus) at 9AM for Medical Examination with Medical Examination Format of AIIMS Deoghar available in Institute website.
- Report to Academic Block, Ground Floor, AIIMS, Deoghar (Devipur Campus) for admission process at AIIMS, Deoghar.
- Bring one demand draft for **Admission fee- Rs. 3165/-** (Demand Draft in favour of “**All India Institute of Medical Sciences DEO**” payable at **AIIMS Deoghar**) [Account No. **41792595056 IFSC Code: SBIN0064014**] as mentioned in the Checklist at the time of admission (19/08/2023 to 25/08/2023).
- Bring one Demand Draft for **Mess fees: Rs 10,500** (Demand Draft in favour of “**Mess Account AIIMS Deoghar**” payable at **Deoghar**) [Account No: **39793052571 IFSC Code: SBIN0000064**] as mentioned in the Checklist at the time of joining to hostel.
- Bring one Demand Draft for **Hostel fees: Rs 1,000** (Demand Draft in favour of “**Student Welfare Account AIIMS Deoghar**” payable at **Deoghar**) [Account No. **39830735409 IFSC Code: SBIN0000064**] as mentioned in the Checklist at the time of joining to hostel.
- Bring Three Notarized Affidavit (**Annexure- II, III, and IV**) as per Format of the Affidavit available in AIIMS Deoghar website, at the time of admission (19/08/2023 to 25/08/2023).
- Fee Structure of B.Sc [Hons.]Nursing AIIMS Deoghar is as per AIIMS Delhi Prospectus and annexure attached. (**Annexure- V**)
- Bring following items (**as per Annexure VI**) at the time of joining in hostel.
- Complete the process of Admission, Take Provisional Admission Letter, and Original Document Submission Receipt after completion of Admission process & for hostel allotment apply Hostel Application Form enclosed. (**Annexure- VII**)
- Bring passport size photographs- 08.



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**भारत सरकार/ Government of India**

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Enquiries and Clarifications regarding admission:

**Contact No.:** Ms. Navjot Kaur Assistant Professor, College of Nursing, AIIMS, Deoghar –

**9988348762 (9AM-5PM ) Monday to Saturday or Ms. Mamta Shukla, Nursing Tutor, College of**

**Nursing, AIIMS Deoghar-8390817372). For regular updates**

**<https://www.aiimsdeoghar.edu.in/Nodal> Officer for BSc [Hons.] Nursing Admission AIIMS**

**Deoghar (Principal) Email: [conur@aiimsdeoghar.edu.in](mailto:conur@aiimsdeoghar.edu.in)**



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**ANNEXURE-I**

1. Medical Examination done from Standing Medical Board in the Performa enclosed.

- 1) Passport size photographs (Min 5)
- 2) All original documents and Xerox Copies mentioned as-
  - a) Class 10 Mark sheet
  - b) Class 10 Passing Certificate
  - c) Class 12 Mark Sheet
  - d) Class 12 Passing Certificate
  - e) Migration Certificate issued by Board
  - f) Transfer Certificate issued by School
  - g) Registration cum confirmation sheet (Provided by AIIMS, Delhi)
  - h) Admit card (Provided by AIIMS, Delhi)
  - i) Rank letter (Provided by AIIMS, Delhi)
  - j) Allotment letter (Provided by AIIMS, Delhi)
  - k) Caste certificate- Govt of India format attached (in case of SC/ST/OBC/EWS Candidates) and PwBD Certificate (wherever required) from centres identified as per MCC.
- 3) Signed Affidavit by parent and student regarding attendance (soft copy is available at AIIMS Deoghar websites).
- 4) Undertaking (soft copy is available at AIIMS, Deoghar websites): 5 Enclosures.
- 5) Hostel application forms

Principal



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**ANNEXURE-II**

**AFFIDAVIT BY THE STUDENT**

(ON Rs. 50/- or Rs.100/- STAMP PAPER DULY NOTARISED)

I .....S/o D/o of Mr. /Mrs.....  
.....Resident of  
.....  
.....

Do Hereby solemnly affirm declare as under:

- 1- That I am a student of B.Sc. (Hons) Nursing, All India Institute of Medical Sciences (AIIMS), Deoghar.
- 2- That I Have received and gone through and understood the AIIMS's Regulation/Directive for Banning Ragging and Anti-Ragging Measures in accordance with the AIIMS vide its letter No.F.8-1/2012. Acad-II dated 24<sup>th</sup> May 2012, on curbing the menace of Ragging, to be followed by all the students of the AIIMS.
- 3- I hereby solemnly affirm that:
  - I will not indulge or involve myself in any behaviour or act that may come under the definition of ragging.
  - I will not participate in or abet or propagate ragging in any form.
  - I will not hurt anyone physically or psychologically or cause any other harm.
- 4- I have fully understood that if found indulging or guilty of any aspect of ragging within or outside AIIMS Campus, I may be punished as per the provision of the AIIMS Regulations/Directive mentioned above and /or as per the law in force and for which I will be solely responsible and shall not claim any compensation whatsoever from the AIIMS or its office bearers.

**Deponent**

**Signature of the Student**

**Verification:** Verified at..... on this  
.....Day of .....20...., that the above affidavit is true  
and correct.

Name:  
Address & Contact No:

Deponent  
Signature of the Student



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**ANNEXURE-III**

**AFFIDAVIT BY THE PARENT/ GUARDIAN**

(ON Rs. 50/- or Rs.100/- STAMP PAPER DULY NOTARISED)

I .....S/o D/o of Mr. /Mrs.....  
.....Resident of  
.....  
.....

Do hereby solemnly affirm and declare as under:

1. That my son/daughter Mr./Ms. .... is a Student of B.Sc. (Hons) Nursing at All India Institute of Medical Sciences (AIIMS), Deoghar.
2. That I have gone through and fully understood the AIIMS Regulation /Directive for Banning Ragging and Ant-Ragging Measures in accordance with the AIIMS order vide its letter No.F.8-1/2012.Acad-II dated 24<sup>th</sup>-May 2012, on curbing the menace of Ragging, to be followed by all the students of AIIMS.
3. I assure you that my daughter/ ward will not be involved or indulge in any act of ragging that may come under the definition of ragging.
4. I have fully understood that in case my daughter /ward will be found indulging or involved in Ragging within or outside the premises of the AIIMS, she shall be appropriately punished for Which she shall be solely responsible. I or my daughter shall not hold liable the AIIMS or any of its officials for any loss (s), or damage (s) and shall not claim any compensation from the AIIMS or its office bearers.

Deponent

Signature of Parent/Guardian

**Verification:** Verified at..... on this  
.....Day of .....20....., that the above  
affidavit is true and correct.

Name:

Address & Contact No:

Deponent

Signature of the Parent/Guardian



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**ANNEXURE-IV**

**AFFIDAVIT**

(ON Rs. 50/- or Rs.100/- STAMP PAPER DULY NOTARISED)

I..... Age.....years, Indian  
inhabitant, residing  
at.....

do hereby state and declare on solemn affirmation as under:

1. I say that I have  
Passed.....Exam  
from.....(na  
me of college/university) in .....(month).....(year) and since then I did not  
enroll my name in any college / Institute / University and/or elsewhere as a regular student during  
my gap due  
to.....(state  
reason).
2. I say that now I wish to continue my further studies. I understand that my candidature is liable for  
cancellation in case the above information is found to be incorrect.
3. I say that I am executing this affidavit to produce the same before the concerned University /  
College authority to prove my gap period in Education and enable them to condone the gap period  
and give me admission to their university so that I continue my further studies.
4. I was not indulged in any criminal activity during this period.
5. Not any criminal case is charged or pending against me in any court of justice.
6. What is stated above is true and correct to the best of my knowledge and belief.

Deponent

Signature of the Student

**Verification:** Verified at..... on this  
.....Day of .....20...., that the above affidavit is true  
and correct.

Name:

Address & Contact No:

Deponent

Signature of the Student



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**ANNEXURE-V**

**FEE STRUCTURE**

The fees payable for B.Sc. (Hons) Nursing at AIIMS Deoghar is as below:

**A. PAYABLE TO AIIMS**

| Sr. no. | Fee details  | Amount payable (in Rs.)  |
|---------|--|--|
| 1.      | Registration fee   | Rs. 25   |
| 2.      | a. Tuition fees  | Rs. 600  |
|         | b. Pot money   | Rs. 960  |
|         | c. Hostel rent   | Rs. 480  |
|         | d. Caution money   | Rs. 100  |
|         | e. Hostel security   | Rs. 1000   |
|         |  | <b>Total-Rs. 3165</b>  |
| 3.      | Exam fee<br>For each professional examination (Annual or supplementary) irrespective of number of subjects | Rs 1000*<br>(May change from time to time as per the institute's policy) |
| 4.      | Mess expenses: (per annum) approx..  | Rs. 50, 000  |

**B. MISCELLANEOUS EXPENSES (BORNE BY THE STUDENTS)**

| Sr. no. | Details  | Amount (in Rs.)                                  |
|---------|--|--|
| 1.      | <b>Books:</b><br>I ) 1 <sup>st</sup> yr<br>II) 2 <sup>nd</sup> yr<br>III) 3 <sup>rd</sup> yr<br>IV) 4 <sup>th</sup> yr | Rs. 10000<br>Rs. 10000<br>Rs. 10000<br>Rs. 10000 |
| 2.      | <b>Add: laptop (to be brought by students) optional</b>  | Rs. 50000  |

**Principal**  
**College of Nursing**  
**AIIMS Deoghar**



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### ANNEXURE-VI

#### Recommended Check List of Day to Day Needs for Hostel

1. White Apron-2
2. Name Plate
3. Clothes, Footwear
4. Hanger
5. Thin Mattress
6. Bed Sheet, Blanket
7. Pillow
8. Foot/floor mats
9. Bucket, Mug, Soap case
10. Towel
11. Soap, Shampoo, Toothpaste, Brush, Comb, Detergent-(Toiletries)
12. Table Cloth
13. Medicine/First aid kit
14. Mosquito Repellent
15. Torch
16. Alarm clock
17. Locks
18. Insect Repellent
19. Emergency Light
20. Uniform Grey Colour Scrub Suit (Minimum 2 sets)



21. Uniform OT/ICU (Chocolate Brown Colour) Scrub Suit (Minimum 1 Set)







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**ANNEXURE-VII**

**Candidate Basic Information Sheet**

|    |   |                     |
|----|---|---------------------|
| 1  | Name of the Course  | B.Sc. (Hons)Nursing |
| 2  | Name of the Student in English (in Capital letter)                        |                     |
| 3  | Name of the Student in Hindi  |                     |
| 4  | Father's Name, Occupation &Contact No.-<br><br>Mother's Name& Occupation- |                     |
| 5  | Date of Birth DD/MM/YYYY  |                     |
| 6  | Full Permanent Address  |                     |
| 7  | Correspondence Address  |                     |
| 8  | Nationality   |                     |
| 9  | Religion  |                     |
| 10 | State of Domicile   |                     |
| 11 | SC/ST/OBC/General   |                     |
| 12 | Telephone No., Mobile No. Including STD Code,<br>Mobile No.               |                     |
| 13 | Hobbies/extra -curricular activities                                      |                     |
| 14 | E-mail id of the Candidate *  |                     |

\* Preferred communication mode for future correspondence

SIGNATURE OF THE CANDIDATE



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## UNDERTAKING

I.....Son /daughter of Shri .....  
have passed B.Sc. (Hons) Nursing Entrance Examination, 2023 held on  
....., 2023.

My rank in the Entrance Examination was.....

I certify that all my **Originals Certificates** (i.e. 10<sup>th</sup> Passed/Age proof, 12<sup>th</sup> Passed Marks Sheet, and Scheduled Caste/Scheduled Tribe (SC/ST)/Other Backward Class (OBC)/ Economically Weaker Section (EWS) are authentic. If any are found false, then my candidature may be treated withdrawn/cancelled at any time during the course.

Name:

Signature of the Candidate

Address:.....  
.....  
.....  
.....  
.....



## **DECLARATION**

This is to certify that I have received a copy of the rules pertaining to all Professional B.Sc. (Hons) Nursing Examinations, Supplementary Examinations, reassessment & Teaching Schedule for B.Sc. (Hons) Nursing Students along with the Institutional Goals.

I submit to the disciplinary jurisdiction of the Director and several authorities of the AIIMS who may be vested with the authority to exercise discipline under the Acts, the Statutes, states the Rules and the rules that have been framed there under by competent authorities of AIIMS, Deoghar.

I further declare that I will abide by these rules & regulations.

Signature of the student:

Full Name of the Student:

Aadhar card No./ PAN of Student:

Permanent Address:

.....  
.....  
.....

Ph. No. /Mobile No.:

Signature of Parent/ Guardian:

Full Name of Parents

Aadhar card No./ PAN of Guardian:

Date:



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**DECLARATION BY THE CANDIDATE**

(Not to be filled by General category candidate)

I.....Son/daughter of.....

Village/Town/City.....

Distr.....State.....

....

hereby declare that I belong to the  
.....community which is  
recognized as a backward class by the Government of India for purpose of  
Reservation in Service as per orders contained in Department of Personnel and  
Training Office Memorandum No. 36012/22/93. Estt. (SCT) dated 8.9.1993.

It is also declared that I do not belong to persons/Section (Creamy Layer)  
mentioned in Column 3 of the Scheduled to the above-referred Office  
Memorandum dated 8.9.1993.

**Signature**

**Name of the Candidate**

**Address:**.....  
.....  
.....

**Date:**



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**Original Document Submission Receipt**

The candidate ..... D/o  
..... with Rank No.  
..... for provisional admission to B.Sc. (Hons) Nursing course at  
College of Nursing, AIIMS, Deoghar, batch-2023 on .....

Following original documents of the candidate are submitted in the office of the College of Nursing, AIIMS, Deoghar.

1. Matric Certificate/ Birth Certificate
2. 10 marks sheet
3. 10+2 Marks sheet & certificate
4. SC/ST/OBC/Handicap Certificate/EWS (for reserved category)
5. Migration Certificate

Dated:

Office Staff  
College of Nursing  
AIIMS, Deoghar



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**Original Document Submission & Verification**

The candidate ..... D/o  
..... with Rank No. ....  
for provisional admission to B.Sc. (Hons) Nursing course at College of Nursing, AIIMS,  
Deoghar, batch-2023 on ..... following original documents of  
the candidate are submitted in the office of College of Nursing, AIIMS, Deoghar.

| Sl. No. | Certificate   | Submitted | Verified |
|---------|---|-----------|----------|
| 1       | 10 <sup>th</sup> Marksheet/ 10 <sup>th</sup> Certificate        |           |          |
| 2       | 10+2 detail marks   |           |          |
| 3       | 10+2 certificate  |           |          |
| 4       | SC/ST/OBC/EWS/ Handicap Certificate<br>(for reserved category)  |           |          |
| 5       | Migration Certificate/ Transfer Certificate                     |           |          |
| 6       | Character certificate from principal of school<br>last attended |           |          |
| 7       | Domicile certificate  |           |          |

Dated:

Office Staff  
College of Nursing  
AIIMS, Deoghar



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**Undertaking for Document Deposition**

I.....D/O.....  
..... will submit following documents for verification within  
15 day/ second/third/on spot counselling date, which so ever is earlier, failing to  
which my admission will be cancelled.

1. ....
2. ....
3. ....
4. ....
5. ....

Signature of Parents/Guardian

Signature of Student

Name of Parents/Guardian

Name of Student



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**Provisional Admission Letter**

Candidate Copy

**Photo box**

**Front facing, Holding  
name & date of Birth  
against white  
Background**

This is to certify that ..... D/o  
..... resident  
of.....  
.....  
.....  
.....

having all India rank (AIIMS Entrance Exam held on.....) rank  
number ..... under UR/OBC/SC/ST/PH/EWS category has been provisionally  
admitted to B.Sc. (Hons) Nursing course at College of Nursing, AIIMS, Deoghar, batch-2022  
on ..... The admission is subject to verification of the  
documents provided by the candidate. If any of the information/certificates is found  
incorrect/false the admission may be canceled.

Dated:

Chairman Admission Committee  
College of Nursing  
AIIMS, Deoghar





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**B.Sc. (Hons) Nursing Admission AIIMS, Deoghar 2023**

(For Administrative/Official Use Only)

Name of Candidate:

Entrance Exam Roll no:

**1. Document check List**

1. 10<sup>th</sup> Mark sheet
2. 10<sup>th</sup> Certificate
3. 12<sup>th</sup> Mark sheet
4. 12<sup>th</sup> Certificate
5. Caste /Tribe/OBC/Handicap/EWS Certificate (for reserved category)
6. Migration Certificate/Transfer Certificate
7. Character Certificate
8. Affidavit & if any other certificate

**Signature of Registrar**

**2. Document Deposited**

1. 10<sup>th</sup> Mark sheet
2. 10<sup>th</sup> Certificate
3. 12<sup>th</sup> Mark sheet
4. 12<sup>th</sup> Certificate
5. Caste /Tribe/OBC/Handicap/EWS Certificate (for reserved category)
6. Migration Certificate/Transfer Certificate
7. Character Certificate
8. Affidavit & if any other certificate

**Signature of Registrar**

**3. Payment of Mess Fees**

1. Total Amount of payment:
2. Mode of Payment, Receipt Number & Date:

**Signature of Deputy Director (Administration)**

**4. Medical Examination**

1. General Examination:
2. Investigation (Blood, Urine & X-ray chest):

**Signature of Deputy Medical Superintendent**

**Date:**



## **CODE AND CONDUCT FOR THE STUDENTS**

### **COLLEGE RULES AND REGULATIONS**

All the students are required to comply with the College Rules and Regulations:-

- Regular and punctual attendance in all class activities like lectures, demonstrations, practical, clinical teachings, tutorials, tests etc. College activities like clinical meetings, conferences, guest lectures, seminars as well as sports, cultural activities etc. are compulsory. As per regulations, no student shall be allowed to appear in the Annual Examination of the concerned subject if her attendance falls short of 80% of the total theory teaching in a subject. Similarly in practical, hospital posting and bed side clinical areas etc. attendance should not fall short of 90% of the total sessions (irrespective of any kind of absence or leave). Students, whose conduct and academic standards will not be satisfactory, they shall not be allowed to appear in the Annual Examination or to hold any office in the college or in extra-curricular organizations.
- Attendance at the college examinations and marks obtained in these will be taken into consideration in making the internal/academic assessment.
- Leave of absence from the classes must be taken from concerned class teachers/ class coordinator through hostel warden.
- Illnesses and minor ailment must be reported to the Warden/Housekeeper or class teacher as early as possible.
- Ideally a candidate must have a 100% attendance in each of the practical areas before award of Degree; if any one did not complete; he/she will be responsible for aggregate hours obtained in transcript of the program.
- A candidate must ensure to fulfill all the prescribed requirements related to curricular, co-curricular and extracurricular activities to be eligible to appear in the final annual examination.
- The following are strictly forbidden in the institution:
  1. The possession or use of alcoholic beverages or delinquency under the influence of alcohol.
  2. Possession or use of addictive or hallucinogenic drugs.
  3. Gambling.
  4. Possession or use of firearms or any lethal weapon.
  5. Loitering around, especially under the influence of alcohol or other intoxicants.
- Ragging of the first year students, particularly when they are admitted afresh to this college, is illegal and completely forbidden. It is punishable with fine, rustication or even expulsion from the college and also with prosecution. Ragging is defined, amongst others, as "Display of disorderly conduct, an act causing physical or psychological harm or causing apprehension of fear or shame or embarrassment." The definition also includes, "Teasing, abusing, threatening, playing practical jokes or asking a student to perform something the student, in the ordinary course, would not do". It further includes causing injury, degrading and humiliating a fellow student and causing distress of mind or spirit.
- Students are not allowed to paste notices within the institution without prior written permission from the office of the Principal. They are also forbidden to communicate with any



## ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR

College of Nursing (नर्सिंग महाविद्यालय)

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
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outside authority directly. All such communications must be submitted through the office of the Principal. Any student infringing this rule is liable to be suspended.

- Students must pay for all damages caused by them to books and other college & Hospital property.
- The college does not hold itself responsible for debts incurred by the students.
- Disciplinary Action
  1. All irregularities, neglect of duties, breach of rules and indiscipline are to be brought to the notice of the Principal. In consultation with the senior staff members and administrative authority shall deal with any serious offence, for which an adverse entry in the student's personal file / record register may be made and penalty imposed. Penalty could be either written or a verbal warning, fine, suspension and / or removal as an office bearer of any organization and / or removal / expulsion from the college. The principal is competent to remit the penalty imposed on the student at any stage in special circumstances.
  2. The decision of the Governing Board in all disputes would be final and binding on the student.

### PROFESSIONAL ATTIRE (UNIFORM)

#### Uniform

- Scrub suit

#### Color:

Grey color with red piping

#### Apron:

- White color
- Half sleeve
- Two down side medium size pockets
- Hand length with three buttons

#### Winters:

- Regular uniform with a black color sweater with buttons.

#### Shoes:

- Black belly with rubber soles



## **LIBRARY RULES FOR STUDENTS (LIBRARY IS COMMON FOR ALL COURSES)**

### **General Information:-**

- Entry to the library reading rooms & library premises is allowed to persons carrying Identity Cards and library cards of AIIMS, Deoghar. Cards can be checked by library staff and their appointees who are carrying their ID themselves.
- The administration reserves the right to ask any user who is not complying with library rules &/or not carrying the library/ AIIMS I. card in the library premises to leave the library or even cancel the membership.
- The issued item (books/ journals/CD) once issued cannot be taken inside the library beyond issue- Counter.
- All the library transaction is stopped 30 minutes before the scheduled closing of the library.
- Book already borrowed by some user can be “Reserved” by filling out a “Reservation Slip” and depositing at the issue counter with the librarian. The member who reserves the book will be informed as soon as the book is returned. The person who reserves it will have to pick it up within two working days from the time she/he is informed.
- The reminders for the overdue books will be displayed on the library notice board, but it is not obligatory on the part of the library authorities to do so. Members are advised to be vigilant themselves to avoid the overdue.
- Do not damage any material in the library.
- Inform library in charge if anyone is found involved in any suspicious activity in the library premises.
- Maintain silence in the library premises.
- Return documents on time.
- Borrowers have to observe the physical condition of the books/ journals before borrowing and return them in the same condition. Any damage at the time of issue should be informed to the issuing staff, otherwise they will be held responsible for any damage noticed at the time of returning.
- Keep your library and its premises clean.
- Mobiles must be switched off in the library.
- All library members are not allowed to carry his/ her property in the issue room.

### **Timing & Holidays:**

- Issue and Return- weekdays Monday to Saturday -09:00 AM to 5:00 PM
- Computer and Internet - 10:00 AM to 5:00 PM
- Personal Reading Halls - 10:00 AM to 7:30 PM
- Holidays – Library will remain closed on all Sundays and all gazette holidays.

### **Borrowing facilities:**

- One Borrower’s ticket is needed for books.
- The renewal of books is permissible only when the item is brought back to the library physically, at the discretion of the issuing staff, based on “Reservation” for the item from other members.
- If necessary, the library can call back books issued to members at any time.

### **Lost- Books/ Bound/ Bound Journals/ Current Journals:**

- If a book is lost, following options are available:
  - Replace with the same edition
  - Replace with latest edition



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-pay the cost of latest edition

### **Damage- Books/ Bound Journals/ Current Journals:**

- Members are liable to replace the damaged document if there is:
  - Tearing of pages
  - Tearing of bindings
  - Dog-eared
  - Underlining
  - Any other considered liable by the library staff



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### HOSTEL RULES

Each hosteller shall be responsible for following faithfully, the following rules.

- Each student will be allowed a shared accommodation.
- Study time has to be observed from 9.00 PM to 11.00 PM strictly, during which period students are not allowed to go to other rooms.
- Student will be assigned a seat in a hostel as and when available.
- No student shall keep any unauthorized person (male/female) in the room. If a hosteller is found to have a person in her room, she will be liable for disciplinary action.
- No hosteller is allowed to shift furniture from one room to another.
- Hostellers are responsible for cleanliness & good upkeep of rooms. Every Saturday, rooms will be inspected by faculty / Warden/Housekeeper.
- Any damage to room or furniture should be reported to Warden/Housekeeper.
- No hosteller will remain absent from hostel without written permission of Warden/Housekeeper.
- Every hosteller should make entry in the departure register before leaving the hostel during night pass or outing.
- Students can be allowed to use own air cooler in hostel room with the prior permission from the competent authority and following the financial implications for the same and if any.
- All lights and fans must be switched off when leaving the room, otherwise fine of Rs. 50/- per day will be charged.
- Hostel attendants are under control of the Warden/Housekeeper. No personnel is to be sent out for personal work without permission of the Warden/Housekeeper.
- Hostellers are not allowed to keep valuables, cash or gold jewellery in the hostel. Authorities will not be responsible for any loss and no complaint will be delt by authority of institute in this regard.
- Nursing students are not allowed to visit the rooms of the staff nurses and vice versa.
- No intoxicants / alcoholic drinks are allowed in the hostel.
- No one is allowed to use abusive language in hostel.
- Visiting the hospital without duty or illness is not allowed.
- Students are not allowed to conduct meetings/strikes in hostel. In case any student is found guilty, she will be expelled from College & Hostel.
- Ragging is strictly forbidden.
- All students must be present to the hostel warden for attendance. Attendance timings:  
Morning: 7AM or 8 AM (May be rescheduled as and when required)  
Evening: 9 PM (May be rescheduled as and when required)
- Electric appliances like heaters, irons, TVs and electric rods are NOT allowed in room. If found guilty, the concerned Hosteller will be fined Rs.500/- per item.
- TV timings:  
Evening : 5 PM to 7.30 PM  
Leave day: 9 AM to 7.30 PM
- Main gate will be locked at 09.00 PM.
- Hostellers may submit passport size photographs of three family members/relatives who will be visiting the hosteller. No other then these three family members/ relatives will be allowed to meet the hosteller.
- The room of any hosteller is liable to be inspected by the authorities including Senior Warden, Junior Warden and Housekeeper at any time of day or night.
- The student may handover the room door key to the warden/ house keeper when any maintenance work is required in room. However, students must keep their belongings under



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lock & key because institute authority will not be responsible in case of any loss in such circumstances.

Mobiles are permitted in the hostel premises only. In case any student found using mobile phone in college / clinical area/ mess, a strict disciplinary action will be taken, which can be fine of Rs.1000/- or expulsion from hostel. Parents will be responsible for post paid cards and their records.

### RULES FOR VISITORS

- No male / female visitor is allowed in the rooms.
- Visiting time will be only Saturday 2.00 PM to 6.00 PM and on Sunday from 8.00 AM to 6.00 PM on other days visitors will not be allowed to meet the students in hostel.
- Visitors will make the entries in visitor register and will take permission from the Warden/Housekeeper to meet the student in the visitors' room only.
- Only those visitors can visit, who are authorized by parents.

### RULES FOR SICK STUDENTS

- Sick students must inform the Warden/Housekeeper about the need of any special diet before 9.00 am.
- Sick leave form can be obtained from the Warden/Housekeeper after explaining the sickness to the Warden/Housekeeper. Sick leave form must be submitted to class teacher after getting consultation from AIIMS, Deoghar. Only consultants of AIIMS, Deoghar will be competent to grant sick leave and no other medical certificate will be entertained.
- Warden/Housekeeper will visit the rooms of sick students. If there is any problem, the students can consult faculty warden/ class co-ordinator at any time.

### RULES FOR LEAVE/ OUT STATION PASS

- Student will be given the out station pass during vacations/ holidays or a leave with special request from student/ parents with proof of valid reason of leave through warden to class co-ordinator; to take a final permission from principal, College of Nursing, AIIMS, Deoghar.
- Students may avail day outing time: daily (5 pm- 7pm), Saturday (2 pm – 7 pm) and Sunday and holidays (10 am to 5 pm in winter & 10 am to 7 pm in summer).
- Central Library timing – (5 pm – 8 pm)
- Student will not be allowed to visit the home of their classmates or the friends.

### RULES FOR MESS

- One month advance payment will be made by each hosteller as security to the licensee/ mess committee, which will be refundable at the time of leaving the institute when no dues will be made.
- Mess will be common for all hostellers under the control of the Warden/ Housekeeper.
- Mess is compulsory for all hostellers.
- Cooking is not allowed in hostel rooms.
- All the meals should be taken in dining room at proper timing.
- Room service of food is not allowed. No one is allowed to take any mess utensils outside the dining hall or to take meals in her own utensils.





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- While coming to mess, hostellers must be properly dressed up. Night suits and open hairs are **NOT** allowed in the mess.
- Food will be served from the serving window. No one is allowed to enter the kitchen area.
- Wastage of food, water and electricity is not allowed.
- Students are not allowed to create any kind of indiscipline in mess.
- Hostellers are required to pay mess charges to the contractor by the 7th of every month. In case of default Rs. 10/- per day shall be charged as late fee.
- Mess timings (may be rescheduled as and when required):  
Breakfast: 7 AM – 8 AM  
Lunch: 1 PM – 2 PM  
Dinner: 7.30 PM – 8.30 PM  
\*Mess timings may change from time to time as required.

I have read code and conduct & rules and regulation carefully and now I am completely aware about them and will follow them sincerely.

.....  
Sign of Student

I have read code and conduct & rules and regulation carefully and now I am completely aware about them and my ward will follow them sincerely.

.....  
Sign of Parents/ Guardian





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भारत सरकार/ Government of India

Session 2023-24

Form for Candidate's Particulars: B.Sc. (Hons) Nursing Program

Category: ..... UR/SC/ ST/ OBC

Date of Reporting - ..... (First / Second/ Spot Counseling)

Affix current  
passport  
size  
photograph.

1. Name (IN BLOCK CAPITALS) .....

2. Father's Name (IN BLOCK CAPITALS) .....

3. Mother's Name (IN BLOCK CAPITALS) .....

4. Date of Birth: Day ..... Month ..... Year .....

5. Religion: .....

6. Aadhaar Number .....

7. Correspondence Address .....  
.....  
.....

8. Permanent Home Address .....  
.....  
.....

9. Contact

Mobile No. 1- (Self).....Mobile No 2- (Parents).....

E. Mail - .....

10. Nationality:.....State of Domicile:.....

11. Details of Entrance Exam:

a. Roll No. of Entrance Exam:.....b. Rank:.....



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**12. Academic Qualification**

| Examination | Passing Yrs. | Board | Subjects | Marks |      |   |
|-------------|--------------|-------|----------|-------|------|---|
|             |              |       |          | Max.  | Obt. | % |
| 10+ 2       |              |       |          |       |      |   |

**Declaration: -**

- (a) I certify that particulars given in the application are correct and if any of them is found to be incorrect, the Institution's decision shall be final and binding on me.
- (b) I certify that I have passed the Entrance examination held on .....for admission in B.Sc. (Hons) Nursing by AIIMS, New Delhi.
- (c) Certify that all my Originals Certificates (i.e. 10<sup>th</sup> Passed/Age proof, 12<sup>th</sup> Passed Marks Sheet and Scheduled Caste/Scheduled Tribe (SC/ST)/Other Backward Class (OBC) are authentic. If any found false, then my candidature may be treated withdrawn/cancelled at any time during the course.

**For OBC only**

(I belong to the .....community which is recognized as a backward class by the Government of India for purpose of Reservation in Service as per orders contained in Department of Personnel and Training office Memorandum No. 36012/22/93. Estt. (SCT) dated 8.9.1993. It is also declared that I do not belong to persons/Section (Creamy Layer) mentioned in Column 3 of the Scheduled to the above referred Office Memorandum dated 8.9.1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt. (Res.) dated 9/3/2004 and further modified vide Memorandum No-36033/1/2013 Estt. (Res.) dated: 27.05.2013.)

In case the above information furnished by me is found incorrect in the later stage, my admission/ appointment may be cancelled.

**Signature of Applicant**



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### UNDERTAKING BY PARENTS

I , Smt./Sh. .... Father/ Mother/ Guardian of Ms. .... who is a student of B.Sc.(Hons) Nursing batch-2023 at College of Nursing, AIIMS, Deoghar.

I undertake the following:

1. I .....[allow / don't allow] my ward to ask for leave from hostel/ college herself. I also undertake the responsibility that she will complete 80% attendance in theory and practical/ clinical (irrespective of all types of leaves & absence), which is mandatory appearing in annual examination and I am also aware that she has to complete 100% clinical attendance before award of degree.
2. I .....[allow / don't allow] my ward to travel alone to home during leave/ holiday/ vacation and I will be completely responsible for any kind of mishappening on the way during her home travel and stay at home.
3. I .....[allow / don't allow] my ward to ask for outing from hostel during weekdays and weekends. I will be completely responsible for any kind of mishappening on the way during the outing from hostel.

My ward will obey rules and regulations of Nursing College & Hostel, AIIMS, Deoghar and I will be responsible for her work and conduct at college and hostel.

Name of Parent/ Guardian: .....

Sign Parents/ Guardian: .....

#### CHECK LIST

1. Metric Certificate/ Birth Certificate.
2. 10+2 detail marks cards and certificate.
3. SC/ST/OBC/Handicap Certificate (for reserved category).
4. Migration Certificate/Transfer Certificate.
5. Character certificate from Principal of school last attended.
6. Affidavit of Gap year (if any) and anti-ragging affidavits by student & parents.
7. Domicile certificate.
8. Four recent passport size photographs.

**Note:** Please submit one self-attested copy of each above mentioned document and originals at the time of admission.



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**I allow the following relatives to visit my ward.**

Name of ward ..... D/o .....

1. Visitor's Name: .....

Relation with ward: .....

Address: .....

.....

Phone No.\* .....

Photograph

Authenticated by

Father/ Mother

2. Visitor's Name: .....

Relation with ward: .....

Address: .....

.....

Phone No.\* .....

Photograph

Authenticated by

Father/ Mother

3. Visitor's Name: .....

Relation with ward: .....

Address: .....

.....

Phone No.\* .....

Photograph

Authenticated by

Father/ Mother

**Contact Details of Family**

1. Landline: ..... Mobile (1)- ..... Mobile (2)-

.....

\*only these phone numbers will be considered authentic for communication with student's family members by the institute and vice-versa. No other phone numbers will be accepted as valid.

**Signature of Father/Mother**



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**B.Sc. (Hons) Nursing– Admission**

**REQUEST FOR HOSTEL ACCOMODATION (if required) to be submitted at the time of admission**

The Principal, College of Nursing  
All India Institute of Medical Sciences, Deoghar  
Sir/Madam,

I shall be grateful if you kindly allot me hostel accommodation in AIIMS, Deoghar campus.  
My particulars are as under:

**Name of Student:**.....

**Father's Name:**.....

**Mother's Name:** .....

**Permanent Address:** .....

.....

**Contact No. a) Permanent:**.....**b) Local Guardian:**.....

**Email ID: a) Self:**.....**b) Parents/ Guardian:**.....

**Emergency Contact Details:**

a) Name of Person:.....b) Relationship with candidate:.....

b) Contact Number: 1.....2.....

**Undertaking:**

1. I undertake to abide by the Hostel Rules mentioned in the Code of Conduct and also rules framed thereafter by the institute authorities.
2. The hotel premises are near completion but yet not handed over officially to the institute authority. We (I and my parents/ guardian) are duly explained the issues related safety and security in campus which is under construction and it is solely our (I and my parents) decision and choice to stay in hostel. Therefore, I understand that I will be taking adequate precautions while residing in the hostel.

Signature of Student

Signature of Parents/ Guardian

Allotted Room No:....., Hostel:.....

Hostel Warden

Faculty Hostel Warden

Principal, College of Nursing

Photograph  
of the  
Candidate



## **CHECKLIST FOR DOCUMENT VERIFICATION**

1. Matric Certificate/ Birth Certificate.
2. 10+2 detail marks cards and certificate.
3. SC/ST/OBC/EWS/Handicap Certificate (for reserved category).
4. Migration Certificate/Transfer Certificate.
5. Character certificate from Principal of school last attended.
6. Affidavit of Gap year (if any) and anti-ragging affidavits by student & parents.
7. Domicile certificate.
8. Four recent passport size photographs
9. Demand drafts
10. Allotment letter, Rank letter, registration letter and admit card

**Note:** Please submit two self-attested copy of each above mentioned document and originals at the time of admission.

**Signature**



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**भारत सरकार/ Government of India**

**Details of Admission committee for B.Sc. (Hons) Nursing 2023**

| <b>Sr. No.</b> | <b>Name of the faculty/<br/>Designation</b>  | <b>Responsibilities</b>  | <b>Remarks</b>                    |
|----------------|--|--|-----------------------------------|
| 1.             | Dr. C. Vasantha Kalyani<br>Professor & Principal<br>College of Nursing                               | Overall Admission responsibilities                             | Nodal Officer                     |
| 2.             | Dr. Arpan Halder<br>Registrar  | Original document verification &<br>Admission responsibilities | Verifying Officer                 |
| 3.             | Mr. Sanjay Kumar<br>Assistant Controller of<br>examination   | Original document verification                                 | Member                            |
| 4.             | Dr. Shiv K. Mudgal<br>Associate Professor &<br>Dr. Maya Sahu<br>Nursing Tutor<br>College of Nursing  | Original document<br>verification/submission, DD,<br>Affidavit | Member                            |
| 5.             | Ms. Navjot Kaur<br>Assistant Professor &<br>Mr. Vipin Patidar<br>Nursing Tutor<br>College of Nursing | Admission form filling   | Member                            |
| 6.             | Ms. Mamta Shukla &<br>Ms. Sowjanya Aloori<br>Nursing Tutor<br>College of Nursing                     | Medical Examination  | Member                            |
| 7.             | Office staff<br>Mr. Chaitanya<br>Mr. Lalu Verma  | Documentation and uploading                                    | For all necessary<br>arrangements |

**Principal  
College of Nursing**

**Copy to:**

Executive Director, AIIMS Deoghar, for necessary approval and information

Dean Academics, AIIMS Deoghar, for necessary information

Medical Superintendent, AIIMS Deoghar, for necessary information

Registrar, AIIMS Deoghar, for necessary information

Asst. Controller of examination, AIIMS Deoghar, for necessary information and arrangements