



Sri Guru Ram Das University of Health Sciences

Mehta Road, Vallah, Sri Amritsar (143501)

(Established Under Punjab Govt. Act No. 43 of 2016)



PROSPECTUS

CUM INFORMATION
BULLETIN

SESSION 2024-25

FOR ADMISSION TO

Post Graduate Nursing
Courses

Website : www.sgrduhs.in

for any other query contact: 0183-2870200, 0183-2870419, 0183-2870416



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IMPORTANT NOTICE

Every student admitted to Sri Guru Ram Das College of Nursing whether under the Sikh Minority quota or under the General/ SC/ BC/ NRI quota, shall have to furnish Bank Guarantee/Post dated cheques for the amount equivalent to full course fee, along with an undertaking that she would not seek migration to any other Institution nor shall she leave the studies midstream without completing the full course, until and unless she deposits the balance amount of fee for the full course.

IMPORTANT DATES

1)	Last date for submission of online admission application forms for Post graduates nursing courses through University admission portal: admission.sgrduhs.in (Application fee: Rs. 2,000/-).	05/06/2024
2)	Date of Entrance Test	to be announced soon
3)	Result on or before (on the University website)	
4)	Date of Counselling	

NOTE:

- 1) The selected candidates shall be required to deposit the fee on the day of counselling and to deposit the post-dated cheques against the course fee of the remaining years.
- 2) No Separate Call letters will be sent for the counselling to the individual candidates.
- 3) For Counselling, no separate advertisement shall be given in the newspaper. Therefore, the selected candidates are advised to stay updated on institute's website www.sgrduhs.in

FEES

Fee payable along with Application Form : Rs. 2000/- (through online mode only)




IMPORTANT INSTRUCTIONS/ INFORMATION FOR APPLYING ADMISSION TO M.Sc. Nursing Courses

- 1) Candidates are advised to read the prospectus carefully before filling and submitting ADMISSION APPLICATION FORM for admission.
- 2) This Prospectus is subject to alteration(s) or modification(s) at any time without prior notice. For updates, please refer to University website from time to time.
- 3) Changes, if any, in the schedule/time table of test/Counselling etc. will be notified through website of the University i.e. www.sgrduhs.in. & www.admission.sgrduhs.in
No separate intimation letters will be sent.
- 4) Candidates must retain this Prospectus with them till admissions and read carefully the instructions and comply with all instructions therein strictly.
- 5) Candidates can apply for M.Sc. Nursing Courses Session 2024-25 online along with the prescribed application fee through university admission portal admission.sgrduhs.in on or before the closing date i.e. **05/06/2024**, failing which the candidate will not be considered under any circumstances.
- 6) Online Applications received after the due date/time will be rejected.
- 7) Please visit our website www.sgrduhs.in & www.admission.sgrduhs.in for all the regular and updated information concerning admissions from time to time.
 - (I) Candidate must ensure that mobile numbers, E-mail address filled in the online application form are his/her own as University will make communication by SMS or mail on given mobile number and mailing ID only.
 - (II) The candidates herself shall be held responsible for non-receipt of latest information due to wrong mobile number or mailing address filled in the online application form.
- 8) In academic matters University shall be the final authority.
- 9) Personal appearance of candidates is essential at the time of counselling. She will produce all documents/ testimonials in original for verification by the Selection Committee.
- 10) Eligibility conditions for admissions are given in the Prospectus.
- 11) The eligibility for admission of the candidates shall be determined by the Selection Committee at the time of counselling.
- 12) The admission form fee of Rs. 2,000/- can be paid online using payment Gateway



through net banking, debit card, credit card and UPI (Google Pay, PhonePe, PayTM etc).

- 13) Fee once deposited in the university account shall not be Refunded/Adjusted in any case
- 14) Candidates will be responsible for any mistakes made by her in the application form. University shall not be responsible for the same.
- 15) Only eligible candidates, as per Government notifications, shall be considered for admission.
- 16) The Admission Application Form shall be rejected if:
 - a) It is not received by the due date & time. The entries are incomplete.
 - b) The requisite fee is not deposited.
- 17) Wrong information in Online Application form may result in rejection of candidature form. Corrections in the information given by the candidate in the Online Application form may not be permitted.
- 18) Correct category must be filled carefully in the online application form. No claim shall be allowed if category/categories are not indicated in online application form.
- 20) In case of any discrepancy or contradiction the University shall be the final authority.
- 21) The student will have to pay the fee for entire course, if she leave the course/ vacate the seat after the cut-off date for admission.



SRI GURU RAM DAS UNIVERSITY OF HEALTH SCIENCES, SRI AMRITSAR

1. INTRODUCTION

Sri Guru Ram Das University of Health Sciences (SGRDUHS), located at Sri Amritsar, Punjab is an outstanding academic Institute dedicated to produce exemplary Doctors, Nurses, Health Care Professionals, Academicians, and Researchers. SGRDUHS is a Private University declared on 19th August 2016 vide ordinance no 7/2016, under the Punjab Private University Policy Act 2010, established under Punjab Act no. 43 of 2016. It consists of Sri Guru Ram Das Institute of Medical Sciences and Research (SGRDIMSAR), Sri Guru Ram Das College of Nursing (SGRD CON) and Sri Guru Ram Das Rotary Cancer Institute (SGRDRCI). Sri Guru Ram Das Charitable Hospital which came into existence in the year 1977, Medical, Cancer and Nursing Institute's in the year 1997, 1997 and 2001 respectively have been managed under the aegis of Sri Guru Ram Das Charitable Hospital Trust, Sri Amritsar. The University is synonymous with excellence in higher education in health sciences. Every institute under this university has world class facilities and pedagogy, which are constantly reviewed and upgraded to reflect the latest trends and developments in higher education.

Added to this 1000 bedded SGRD Charitable Hospital Vallah, Cancer Institute, one primary rural health centre and one urban health centre are the epicenter of comprehensive quality health care services to rural, needy, marginalized and underprivileged population and at the same time providing undergraduate and postgraduate world class training facilities. The University follows highest professional academic standards and integrates clinical, biomedical and empathic attitude to promote health and well being of patients and the community. There is a commitment to produce physicians and health care professionals who will address local, national and international challenges in medicine in relation to patient and community care. We are committed to make a positive contribution to health care needs of the society.

We invite you to continue your quest and explore all that SGRDUHS has to offer.



INTRODUCTION

ABOUT THE COLLEGE OF NURSING

Sri Guru Ram Das College of Nursing is one of the most modern equipped Nursing College in Punjab. It is widely recognized as a centre of excellence in the field of nursing education with excellence in job training facilities in India and outshores.

The institution has a highly qualified and experienced Faculty. The college has well-equipped laboratories of Fundamentals of Nursing, Nutrition, Maternal and Child Health, Community Health Nursing, Pre-Clinical lab, Computer Lab and ANP Lab with latest equipment. Anatomy, Physiology, Pathology, Microbiology and Simulation Lab of University are also available for Nursing Students.

There is a well-equipped separate Library for Nursing Students with all the modern Facilities. The Library has got nearly 7000 books and 26 National & International Nursing Journals along with access and centralized digital library. In addition, there is main Library in the College, which is equipped with a large number of professional books and journals.

The college has well ventilated classrooms with modern facilities to enhance academic activities like lectures, Seminars etc. The Institute has good audio-visual aids with LCD Projector, OHP Projector, models and charts for the use of faculty and students.

The college possess good and comfortable accommodation for students with all the facilities like, entertainment, boarding and round the clock security and mess. Hostel rooms have attached bathrooms, geysers and safe drinking water is available for students.



The School of Nursing was started in the year 2001 with intake of 40 students of **GNM**. Numbers of seats were increased to 60 and since then many batches have successfully completed their training.

The College of Nursing came into existence in 2008 with the intake of 50 students of **B.Sc. Nursing**. College of Nursing has also started **Post-Basic B.Sc. Nursing** Course with an intake of 40 seats in 2010 and from 2011. **M.Sc. Nursing** was also added with an intake of 20 seats (4 in each specialty). The College is duly affiliated with Indian Nursing Council, Punjab Nurses Registration Council and Sri Guru Ram Das University of Health Sciences, Sri Amritsar. Enhancement of B.Sc. Nursing seats from 50 to 100 from session 2016 has been approved from all the regulatory bodies.

The Clinical teaching of Nursing Students is conducted at Sri Guru Ram Das Charitable Hospital, Vallah, having all the latest equipment's and facilities for Nursing Students.

The Institution has come up by dint of hard work and sincere efforts of the management, staff, employees and also the cooperation of the students.

INSTITUTES BELIEVES THAT

Modern nursing is a dynamic, therapeutic and educative process in meeting the health needs of the individuals, the family and the community. It is one of the health profession which functions in conjunction with other health care agencies in assisting individual, families and communities to achieve and maintain desirable standards.

Since nurses provide a large part of health care, it is imperative that their training should equip them with professional expertise to meet the changing demands of society and their expanding role therein. To achieve this goal, **Sri Guru Ram Das University of Health Sciences** decided to run Courses in **General Nursing & Midwifery (GNM)**, **B.Sc. Nursing**, **Post Basic B.Sc. Nursing** and **M. Sc. Nursing** to impart the knowledge and skills most relevant to the health care needs of the community and the country as a whole.

The International Council of Nurses states that the unique function of the nurse is to assist the individual, sick or well, in the performance of those activities contributing to health or its recovery (or to peaceful death) that patient would perform un-aided if she has the necessary strength, will or knowledge and to do this in such a way as to help her gain independence as rapidly as possible. Indian Nursing Council recognises that basic nursing education is a formally recognised programme of study providing a board and sound foundation in the behavioural, life and nursing sciences for the general practice of nursing for leadership role and for advanced nursing practice in varied specialties. The faculty at



College of Nursing believes that this basic course in nursing should prepare nurses for occupying first level positions in nursing in all kinds of health care settings & recognises that nursing is a profession which is influenced by advances in science and technology. It believes that skills in all aspects of communities are also essential for learning and for the practice of nursing.

It also recognises that the nature of nursing is such that a substantial portion of learning of the students is acquired in the clinical field(s) of practice. It further recognises the inter-dependence of nursing and allied professions and occupations in promoting, maintaining and restoring health and prevention of diseases.

It believes that it has a responsibility in helping the students to develop pride in their profession besides keeping them abreast with current knowledge and professional trends for a successful career ahead.

GENERAL GOALS

Nurses completing these courses will be able to:

Demonstrate awareness and skills required in the Nursing Process in the provision of health care and Nursing of Patients.

Sri Guru Ram Das College of Nursing aspires to achieve the following objectives:

- 1) To prepare nurses to keep pace with the latest professional and technological developments and use this knowledge to provide quality nursing care nationally and internationally.
- 2) To provide community-oriented nursing education that focuses on disease prevention, health promotion and curative health care for the individual, family, community and country at large.
- 3) To prepare nurses with sound foundation in nursing education & research, enabling them to function as efficient members of the health team, with the competencies for positions in a variety of health care settings.
- 4) To help the nurse in their personal and professional development, so that they are able to make maximum contribution to society as useful and productive citizens as well as skilled professionals; also, to provide a basis for further professional education and specialization nursing.

2 M.Sc. Nursing

2.1 DURATION OF THE COURSE

Duration of the course shall be 2 years. (Two years)

2.2 TOTAL SEATS

The following courses for the degree of Master of Science in Nursing are offered at the college. The College has a total annual intake of 20 seats and as such 10 seats are reserved for the candidates belonging to Sikh Minority Community on all-India basis. These seats are further distributed as under:

Sr. No	Subject	Total Seats	General	SC	BC	Handicap Quota	Sikh Minority Quota	NRI Quota
1)	Mental Health (Psychiatric) Nursing	4	1	1	-	-	2	-
2)	Medical Surgical Nursing	4	1	1	-	-	2	-
3)	Community Health Nursing	4	1	1	-	-	2	-
4)	Obstetric and Gynaecological Nursing	4	1	1	-	-	2	-
5)	Child Health (Paediatric) Nursing	4	1	1	-	-	2	-
	Total	20	05	05	0	0	10	-

Seats will be filled up on the basis of merit list prepared through a competitive entrance examination conducted by University. Those desirous of admission against NRI seats need not appear in this Entrance Test, and may contact Registrar for a separate Information Brochure/application form, etc.

* Distribution of seats liable to change as per orders of the competent authority.

2.3

SCHEME OF EXAMINATION (FOR M.SC. NURSING)

- a) The competitive entrance test comprising objective type questions (MCQ) shall be of 2 hours duration and shall be held at SGRDUHS Amritsar. There will be total 80 objective type questions. The written examination will be based on the syllabus of B.Sc. Nursing/Post Basic B.Sc. Nursing prescribed by the Indian Nursing Council. Areas included in the selection test are Applied Physical and Biological Sciences, Nutrition, Preventive Medicine, Social Science, Medical Surgical Nursing, Obstetrics and Gynaecological Nursing, Paediatrics, Psychiatry and Community Health Nursing and Basic Concepts of Education, Administration, Research and Statistics. For each correct answer, 1 mark will be awarded. There will be **no negative marking**.
- b) Use of Calculator and any other electronic device is not permitted in the examination.
- c) There shall be no rechecking/revaluation of response sheets.
- d) Minimum qualifying marks for admission are 50%, i.e., 40 out of 80 marks.

2.4

ELIGIBILITY

The eligibility and qualifications for admission to M.Sc. (Nursing) course are as per provisions of this Prospectus based on relevant notification(s)/rules of Punjab Government/Indian Nursing council issued from time to time.

The candidates should fulfil the following minimum conditions to become eligible for admission to M.Sc. Nursing Course. The Test will be open to candidate who—

- a) is resident of India and belongs to Sikh Community (for Sikh Minority Quota Only);
- b) should be a registered Nurse and registered Midwife or equivalent with any state Nursing Registration Council.
- c) passed B.Sc. Nursing/B.Sc. (Hons) Nursing/ Post Basic B.Sc. Nursing with minimum of 55% aggregate from an institution recognized by Indian Nursing Council.
- d) Minimum one year of work experience after declaration of final result of B.Sc. Nursing or Minimum one year work experience prior or after Post Basic B.Sc. (N) candidates at the date of counselling.
- e) candidate shall be medically fit.

The schedule of the counselling and other details shall be published by the University on its website www.sgrduhs.in & www.sgrdcon.in.

NOTES:

- a) A candidate will be considered Sikh/belonging to Sikh Community if she practises the Sikh faith, and maintains Sikh appearance i.e., she does not cut or trim hair, has the word “Kaur” suffix to her name, has faith in the Ten Sikh Gurus and Sri Guru Granth Sahib only and does not owe allegiance to any other sect or religion.
- b) A female Sikh candidate the word “Kaur” with her name, may get it added legally (that is through an affidavit *plus* notice in a newspaper regarding change of name) before submission of her application by the last date.

2.5

PROCEDURE FOR SUBMISSION OF ADMISSION FORM

The admission forms can be submitted online through university admission portal at admission.sgrduhs.in on or before **05/06/2024**. There is no need to send the printed copy of the Admission Form in the university either by hand or by post. The application form fee of Rs. 2,000/- can be paid online using payment Gateway **through net banking, debit card, credit card and UPI (Google Pay, PhonePe, PayTM etc)**. Once the application form is submitted online, the students can track the progress of their admission through websites www.sgrduhs.in and admission.sgrduhs.in. In case of any discrepancy in the application form, the **prospective** students are advised to clear the discrepancy within a stipulated time. Failing to do so will lead to rejection of application form. The candidates may visit admission.sgrduhs.in (Admission portal) for online registration and all other details.

Date, Time and Venue of Entrance Test as well as counselling schedule will be uploaded on University Website/ University admission portal. Therefore all the candidates are requested to periodically check the websites www.sgrduhs.in and admission.sgrduhs.in.

- a) Transaction details for Rs. 2000/- in favour of “Registrar, Sri Guru Ram Das University of Health Sciences, Sri Amritsar” payable at Amritsar.
- b) Matriculation examination certificate indicating the date of birth;



- c) B.Sc. Nursing/ Post Basic B.Sc. Nursing or equivalent degree certificate, detail marks sheets of the B.Sc. Nursing/Post Basic B.Sc. Nursing.
- d) Registration Certificates of Registered Nurse and Registered Midwife.
- e) Certificate of Work experience.
- f) Character certificate from the college last attended;
- g) Three recent passport size photographs duly attested with name and father's name written on the back side;
- h) Certificate(s) of extra co-curricular activities, if any;
- i) Copy of Aadhar Card.
- j) Migration Certificate from the previous university
- k) NUID Card/Proof of enrolment.
- L) Income certificate in case applying for reserved category.

2.6

ADMIT CARD

Provisional Admit Card will be available on University Admission portal i.e admission.sgrduhs.in. The admit card must be shown at the centre and at the time of counselling.

Admit card will be issued **provisionally** to all the applicants who have completed application form and successfully submitted application fee online on admission portal. **Mere issuance of Admit Card shall not necessarily mean that the candidate is eligible for admission to M.Sc. Nursing Course.** The final eligibility for admission will be determined at the time of counselling when the candidate appears in person and his/her original documents are examined.

2.7

METHOD OF SELECTION

The selection of the candidates for admission to the course shall be made on merit, based on the marks obtained by them in the qualifying entrance examination. The decision of the selection board shall be final. The selected candidates shall be required to **deposit the fees on the day of counselling**, failing which the seat will be offered to the next deserving candidate on the waiting list.

2.8

FEE STRUCTURE

TITLE	General Management Quota /Sikh Minority Quota	NRI Quota
Total Fee Inclusive of Tuition Fee and All Other Charges	Rs. 88,750/- per year	10,000/- US Dollars for full course + Rs. 38,750/- per year (other charges)
Registration Fee	Rs. 10,000/- (Only One Time)	

NOTES

- a) Fee/charges once paid are not refundable.
- b) The fees, dues and other charges are subject to change by competent authority from time to time without notice.
- c) All students should pay annual charges before or by the date as notified by the Principal.
- d) **All students having to reside in the hostel compulsory** will pay mess charges before the 10th of every month, failing which her classes will be suspended.
- e) Uniform: Each student has to meet the expenses at her own level towards uniform at the time of admission.
- f) Books and other personal expenses are the responsibility of the student herself.
- g) If a student leaves the institution during training period for any reason, whatsoever, she has to pay dues for all the remaining years of the course. She will have to give an affidavit to that effect, and also Post dated cheques at the time of admission.



2.9

EXAMINATION AND PROMOTIONS

- a) **Internal Examination:** Internal examinations are held from time to time to evaluate the progress of students. The internal assessment of the student shall be based on these examinations. The students must get pass marks in the internal examinations before they are allowed to sit in the annual examination.
- b) **Registration fee:** Students seeking admission in M.Sc. Nursing shall pay registration fee (only One time) at the time admission separately.
- c) **University Examination:** The examination of the University is held in the month of July/August every year. Minimum of 50% marks are required in each subject to pass the examination.
- d) **Examination Fees:** The students shall pay the examination fee to the Sri Guru Ram Das University of Health Sciences, Sri Amritsar as prescribed by the University.

NOTE: The students will be relieved from the Institute only after they complete total clinic and field experience, and pay all the dues.

3

LEAVE

- 1) Annual Vacation 20 days
- 2) Sick Leave 10 days
(To be sanctioned by medical officer of the Institute. Sick Leave is not accumulated.)
- 3) Preparatory Holidays 7 days

NOTE: No leave will be given for any other occasion at home during weekdays. Any prolonged time-loss on account of sickness or otherwise must be compensated during annual vacations of the year.

4

COLLEGE RULES

- a) All students shall comply with the rules and regulations of the Institute/College in letter and spirit.
- b) Punctuality and Regularity in attendance both in the theory and practical classes is compulsory.
- c) Every student has to complete 80% of lectures separately in theory and 100 % in practical. Such a candidate, who does not complete this minimum requirement in theory and / or practical, will not be allowed to appear in the final examination.
- d) Leave application for exemption from attending any class with valid reasons should be submitted to the concerned Tutor/Principal.
- e) Appearing of students in internal examinations is compulsory. Those students, who secure less than 50% marks in the internal assessment, will not be recommended for sitting in the final Annual Examination.
- f) Mass representation *en bloc* of any kind including wilful absence from classes, strikes, raising slogans, pasting posters etc, will attract strict disciplinary action.
- g) Teachers are the backbone of the academic structure and they must be given due regard, offered 'Time Wish' and extended all courtesies due towards them.
- h) Student should participate and take initiative for leadership in Professional, Social and Sports activities.
- i) No student is allowed to appear in any other examination of any Board or University during the period of training.

NOTE:

- a) Mobile phones are not allowed during the College and Clinical hours.

- b) Students are required to wear Punjabi dress in the hostel and College campus and certified dress code in the College & Hospital. Wearing Jeans & T-shirts are not allowed.

5

MAINTENANCE OF DISCIPLINE

- a. All powers relating to disciplinary action are vested with the Principal.
- b. Without prejudice to the generality of power to enforce discipline, the following shall amount to acts of indiscipline:
- ❖ Physical assault or threat or use of physical force against any member of the teaching or non-teaching staff and against any fellow student.
 - ❖ Carrying of, use of or threat of use of any fire-arm or weapon.
 - ❖ Causing disruption in any manner of the academic functioning of the College of Nursing or the Institute.
 - ❖ Creating ill-will or intolerance or inciting others on religious or communal grounds.
 - ❖ Use or possession of liquor or drugs.
 - ❖ Wilful destruction of College/Institute's property.
 - ❖ Cheating in the examination, including house/internal examination.
 - ❖ Ragging of other fellows.
 - ❖ Any practice derogatory of a woman.
 - ❖ Any violation of the provisions of Civil Rights Protection Act, 1976.
 - ❖ Any other act of omission or commission, which in the opinion of the disciplinary authority constitutes misconduct.
- c. The disciplinary authority may take such action as it deems fit, which may include fine in cash or kind, expulsion from the course or rustication from the college.

6

HOSPITAL RULES

DISCIPLINE AMONG STUDENTS

- **Students are not permitted to leave the ward/department without the Permission of the ward in - charge or clinical instructor concerned, in the clinical area of working.**

- Students are responsible for the proper maintenance of uniform issued to them. Full uniform should be worn on duty.
- No one should sleep whilst in uniform. During off duty, uniform should not be used.
- Wearing of jewellery such as ear rings, bands, bangles, painting of nails, keeping the **hair unbraided on duty is not permitted.**
- Visiting the hospital during off duty is forbidden.
- Students are not allowed to go to canteen in uniform during the duty hours.
- Students are not allowed to change their duty timings for clinical practice with other students on their own without the permission of the higher authority.
- Students are not allowed to have visitors in the college and in the hospital while on duty or in the clinical area.
- Students returning late from leave are required to make up for the missed classes/ training during the vacations period.

7

LIBRARY

GENERAL INFORMATION

The library contains a large number of books with a wide range of topics in Medical Sciences & Nursing. Many Journals & Periodicals are available to the students for borrowing and references.

The students will strictly observe the rules of the Library, as given below:

- i. There shall be a Library Committee, which will function under the general control of the Principal.
- ii. The library shall remain open from 8.00 A.M. to 12 midnight, every day except on Sundays and holidays.
- iii. Silence and order must be maintained in the Library at all times. Any infringement of this rule will invite serious action.
- iv. Any person who causes loss, defaces or otherwise damages a book, Journal or Periodical shall be liable to pay the cost of that at the current price, and in the event of the books being one of a set or series, the cost of the whole set or series will be recovered if the damaged single copy is not available in the market for replacement of the lost/damaged book.
- v. Books that are required for occasional references, such as Encyclopaedias, Dictionaries, Atlases, and Year Books shall not be issued from the Library.

Books borrowed from the Library are not transferable.

- vi. Books will be issued strictly on the priority of demand.
- vii. A limited number of books can be taken from the Library at a time on the basis of Library card.
- viii. No book shall be kept by any student for more than 14 days. For each day a book is kept over-time, he/she shall have to pay a fine of Rs. 100/- day per book till it is returned to the Library.
- ix. Every borrower shall be issued a borrower's card. If this is lost, a duplicate card shall be issued by the office on payment of Rs. 200/-
- x. During the annual stock verification in the month of June, or at any other time, all books issued must be returned to the library. A student who does not return the books shall have to pay double the charges i.e., Rs. 200/- per day per book as fine.
- xi. Newspapers are kept on day-to-day basis for the use of students and it must not be taken away under any circumstances, nor any page or a part of it be torn away.

8

INSTITUTE HOSTELS

Proper hostel accommodation is provided for students under full supervision of the management.

HOSTEL RULES

NOTE: Students are advised to read the following rules carefully. A resident who violates any of these rules will make herself liable to disciplinary action; and if he/she violates any of the rules and regulations more than twice, he/ she shall be expelled from the hostel, in addition to fine that may be imposed on him/her.

- 1) For Every student joining Sri Guru Ram Das College of Nursing, Sri Amritsar is compulsory to reside in the Hostel.
- 2) No student shall keep any unauthorised person in her room. If any such person is found in her room, she will be liable to be summarily expelled from the institute.
- 3) The student will show hostel fee receipt to the Hostel Superintendent/Warden before admission to the Hostel.
- 4) Each student must occupy the room allotted to her for the session by the



Warden and no change of room shall be made without permission of the Principal.

- 5) Each resident student is responsible for the cleanliness and proper up-keep of the room allotted. She will be held responsible for any damage done to furniture and fixtures in the room. If any student leaves the hostel and fails to hand over in good condition all the room furniture along-with electric bulbs etc. will be liable to be fined, apart from being required to pay for any damage done.
- 6) Residents are responsible for the loss or damages to electrical fittings in their rooms.
- 7) When any room is found **locked or left vacant for long**, the concerned student shall be liable to pay penalty of Rs. 500/- per day.
- 8) The Hostel Superintendent/Warden shall have the power to fine a student to the extent of rent for the whole month.
- 9) **Air Conditioners, Coolers, Refrigerators, Electric Stoves, Room heaters or any other electrical appliances of heavy consumption are not allowed.** Televisions, Tape-recorder, Audio or Video CD player, Video Cassette Recorder/Player, are also not allowed to be used.
- 10) Student found making a wrong use of electricity will be fined upto Rs. 500/- in addition to the cost of repairs, if any; and the matter will be reported to the Director-Principal/Principal for such disciplinary action as deemed fit.
- 11) Each Hostel shall be under the control of the Hostel Superintendent/ Warden.
- 12) Mess workers and Sewadars are under the control of the Hostel Superintendent/ Warden who only may take action against them for negligence/ indiscipline, etc.
- 13) Residents are strictly forbidden to utilise hostel Sewadar/Sewadarni for personal work, or interfere with their work or use any abusive language about them in any way. No excuse whatsoever will be accepted for a breach of this rule. All complaints against hostel Sewadarni should be brought to the notice of the Hostel Superintendent/Warden who will investigate the matter and take appropriate action.
- 14) The residents will not argue abuse or misbehave with the mess-contractor or vice-versa. Complaints, if any, should be brought to the notice of the Hostel Superintendent/ Warden immediately.
- 15) The inside gate directly connecting the Hostel shall remain locked between 8:00 p.m. and 6:00 a.m.



- 16) A student who is resident for a part of any month shall be charged rent for the whole month.
- 17) A student expelled from the Hostel shall not be admitted in the hostel again.
- 18) Any student found in possession of, or having used alcoholic drinks, or addicting or hallucinogenic drugs will be expelled from the hostel immediately.
- 19) Students are required to pay their Mess bills by 10th of every month positively, failing which they will be suspended from attending the classes.
- 20) Before going out from hostel, residents are required to take prior permission and write in the Register their names, date and time of leaving the hostel and of return, Purpose of going out & contact no. and address of visiting place/ relative.
- 21) Female students will not be allowed in the Boys Hostel and vice-versa.
- 22) In the event of mischief/foul play or accident etc., the Hostel Superintendent/ Warden can break the lock and open the room of a student for investigations.
- 23) Fees once paid shall not be refunded under any circumstances.
- 24) The parents will write in the prescribed Proforma at the time of the hostel admission, the names of relations who could visit the Girls Hostel. The relationship of such persons should be specifically mentioned. The Hostel Superintendent/ Warden will have the sole right to grant or refuse permission to any visitor. Student/ parents must provide full address, telephone number of the relatives whom the hosteller can visit with permission.
- 25) **No resident of the hostel will be absent from the hostel without the written permission of the Warden/Hostel Superintendent/ Principal. Residents wishing to visit their friends, relatives allowed by the parents, even on holidays, shall obtain the written permission of the Hostel Superintendent/ Warden. If this rule is not observed by any of the hosteller, the consequences and responsibility shall be entirely of the hosteller/parents.**
- 26) **Residents wishing to absent themselves from the hostel after 7:00 p.m. in winter and 8:00 p.m. in summer shall obtain prior permission from the Warden and shall sign a register kept in the hostel office noting the date and time of departure and of arrival back, which should not exceed the time mentioned in the permit. Permit for leaving the hostel may be obtained from the Superintendent/ Warden between 6:00 p.m. to 7:00 p.m. or at the time as fixed by the Hostel Superintendent/ Warden.**



- 27) The student who wants to go home for any reason should first obtain permission from the Director-Principal/ Principal/ Hostel Superintendent, and on the basis of that she will seek the Warden's permission to leave the hostel, failing which the entire responsibility will be of the student concerned and of the parents.
- 28) The gate/s of the hostel shall be locked at 8:00 PM and shall be opened at 6:00 AM in summer and 7:00 AM in winter and no student shall be allowed to leave the hostel during these timing without the prior permission as given above. However, the student can leave hostel after 6:00 AM in summer and 7:00 AM in winter for morning walk or visiting Gurdwara/ Temple etc. with the prior permission of the concerned authority.
- 29) Permission to visit parent's home/local guardian/relations will be granted twice in a month on a Sunday/holiday only. Hostel pass will be issued by Warden. Any student found absent from the hostel without permission shall be liable to fine and other disciplinary action.
- 30) Student should report daily the warden's office in the evening between 7:00 p.m. to 8:00 p.m. in the winter & 8:00 p.m. to 9:00 p.m. in the summer.
- 31) Neither hostel Sewadarni is disciplined by any student nor any Sewadarni be sent on errands without the permission of the Hostel Superintendent/Warden. Complaint against them should be made to the Hostel Superintendent/Warden when necessary.
- 32) Any illness must be reported to the Hostel Superintendent/ Warden by the student or friends concerned at once.
- 33) **Male visitors shall not be allowed in Girls hostel.**
- 34) No male student will be permitted in the Girls Hostel with any excuse including **Holi, Diwali** or **Birthday Celebrations.**
- 35) All the parents/guardians of the students are advised to go through the hostel rules carefully before applying for a seat to be allotted in the hostel. The above mentioned hostel rules are to be followed very strictly by the students.

RULES REGARDING PREVENTION OF RAGGING

As per University Grant Commission (UGC) Ragging includes mental/physical/ sexual abuse, verbal abuse, indecent behaviour, criminal intimidation,/ wrongful restraint/ undermining human dignity, financial exploitation/extortion, or use of force

Specifically, Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of student.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.

A student indulging in ragging can be

- ✓ Expelled from the institution
- ✓ Banned from the hostel
- ✓ His/her scholarship can be withdrawn
- ✓ Debarred from examinations
- ✓ Denied admission to any institution
- ✓ Prosecuted for criminal action
- ✓ FIR with local police who rag/asset ragging

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MESS

- a) For all students living in the hostel, it is compulsory to join the mess. Taking meals from outside is not allowed.
- b) Students are not allowed to take any crockery, cutlery or any other things from the dining hall to outside or to their rooms.
- c) All meals must be taken in the dining room at the proper timings notified by the Hostel Superintendent.
- d) Students are expected to come to the dining room properly dressed. **Unbraided hair and wearing of nighties, short skirts & shorts are not allowed.**
- e) The mess charges will be paid to the hostel contractor before 10th of every month. A fine at the rate of Rs.100/- per day will be charged from the defaulter.
- f) All complaints against mess employees should be made immediately in writing to the warden, instead of talking to the employees.

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PERSONAL BELONGINGS

Personal belongings are the responsibility of the individual students.

List of items to be arranged by the students at their own expense:

- | | | |
|----|---|--------|
| a) | Complete bedding | 1 Bed |
| b) | Bucket with Mug | 1 each |
| c) | Flask | 1 each |
| d) | Wrist Watch (Second Hand) | 1 each |
| e) | Umbrella | 1 each |
| f) | Dustbin | 1 each |
| g) | Torch | 1 each |
| h) | Stationery, Pencil, Rubber, Ruler, Stapler, Sketch Pens, Diary, Red & Blue Pen, Registers, Measuring Tapes, A Pair of Scissors, Nail Cutter | 1 each |
| i) | Lock and Key | 1 each |

Rooms should be locked securely. Students are urged to **keep their jewellery and other valuable at their homes**. If there is any a damage or loss, the **authorities will not be responsible**.



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ILLNESS

Medical services of the Hospital attached to the College/Institute are available to the students. When a student falls sick, she must report to the warden on duty immediately and take Sick Leave form, must get it checked by the consultant and report to the class teacher and warden/hostel superintendent.



SRI GURU RAM DAS UNIVERSITY OF HEALTH SCIENCES, Sri Amritsar

(Established Under Punjab Govt. Act No.43 of 2016)

ADMISSION ENQUIRY

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