

INTRODUCTION:

The School of Nursing, Central Hospital Dhanbad, came into existence 71 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 school 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, regular text books, etc. Apart from this, facilities are there for indoor games viz. Badminton, Carrom, Chess, etc. Efforts are being made for provision for Basketball court. A Common-Room is provided with T. V. Newspapers, etc.

Central Hospital, Dhanbad, is a 500 bedded Hospital of BCCL with modern facilities providing medical services to the employees of BCCL and their entitled dependants and also needy persons in & around Dhanbad. It has four ICUs, eight operation theatres and well established Dialysis unit, Surgery, Obst. & Gyn, Medicine, Orthopedics, Eye, ENT, Chest, Dental, Skin and V. D. Departments. Apart from these, it has well equipped Radiology Deptt. including CT Scan, Blood Bank, Pathology, and Physiotherapy Departments.

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

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 will be available at counter of school of Nursing Central Hospital Dhanbad from 01 August 2022 to 20 August 2022 during office hours from 09:00 AM to 05:00 PM. On production of Bank Draft for ₹ 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 ₹ 195/- (₹ One Hundred ninety five only) in favour of BHARAT COKING COAL LIMITED or BCCL payable at DHANBAD. Please write your name on the back of the demand draft. The form will also be available on the BCCL web site www.bccl.gov.in and it can be downloaded from BCCL web site up to 05:00 PM of 20.08.2022. Duly filled form should be submitted with the Bank Draft ₹ 150/- (₹ One Hundred fifty only) by registered post / Speed post only so as to reach by 5 PM of 31st August 2022. The request letter for issue of Prospectus and complete application Form with Bank draft should be sent to the address mentioned below:

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

5. SUBMISSION OF DULY FILLED APPLICATION FORM:

The completely filled application Form must be sent to the above address by Speed / Registered Post so as to reach by 05.00 PM of 31st August 2022. Forms received after 31st August 2022 will not be entertained and the school management shall 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 photo copies of following documents:

- a. Pass Certificate and Mark Sheet of qualifying examination.
- b. Pass Certificate of Class X for verification of Date of Birth.
- c. In case of ST / SC / OBC (Non-creamy layer) candidate, the Certificate must be issued by S. D. O. / Competent authority of same or higher rank. 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 issued after 31st March 2022.
- d. Candidates of Economic Weaker Section (EWS) have to attach attested photo copy of valid EWS certificate issued by competent authority with the application form. Original certificate to be submitted at the time of verification for admission. The certificate should be issued after 31st March 2022.

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. 2022

III. Educational qualification: Must have passed 10 + 2 / Intermediate / HS or Equivalent Examination from a Govt. recognized Institution, in any stream (Science / Arts / Commerce) with a minimum of 45% marks for General category and with 40% marks for SC/ST/OBC (non creamy layer) category candidates. Minimum 40% marks in English is mandatory for all streams.

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 reservation quota for SC/ST/OBC (Non creamy layer) and EWS 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 to try for the admission otherwise they may feel difficulty in understanding the course and reference books.

7. SELECTION PROCEDURE:

Selection will strictly be based on marks obtained in the qualifying examination in the following subjects:-

(a) Minimum 40% marks in English is mandatory.

(b) Best marks obtained in three subjects out of all compulsory or elective subjects.

(c) Marks obtained in additional subject will not be considered.

The average marks of those four subjects should be at least 45% in case of General category/ EWS and 40% in case of SC/ST/OBC (non creamy layer).

Candidates selection for admission to the courses will be done on the basis of merit list prepared according to the above average marks obtained in 10+2 / intermediate or equivalent exams.

In the event of tie of marks, candidate with biology will be preferred over candidate with mathematics / arts / commerce.

In the event of tie of marks between two biology (PCB) candidates the one with higher marks in biology will be given preference.

If there is tie in biology / arts / commerce marks of candidates older in age will be given preference.

8. VERIFICATION OF ORIGINAL DOCUMENTES & CERTIFICATES ON 22.09.2022.

List of successful candidates will be prepared according to the average marks obtained in qualifying examination as mentioned at clause number seven and will be published in BCCL web site and also on Notice Board of the school on 17.09.2022. Successful candidates have to appear for verification of original document on 19.09.2022 at 9 AM 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.19.09.2021.

The selected candidates will have to go through Medical Examination on 20th Sep & 21st Sep 2022 from 9 AM in Lecture Theatre of Central Hospital Dhanbad and only the candidates found physically & mentally fit in all respects will be given admission.

The admission will start at 10 AM from 22nd Sep 2022. The candidates will have to furnish the relevant documents with a Bank Draft of ₹. 15, 500/- (₹. Fifteen thousand five hundred only) drawn in favour of BHARAT COKING COAL LIMITED or BCCL Payable at DHANBAD. The Bank Draft must be submitted by 23rd Sep 2022 till 5 PM failing which the right of admission will automatically be ceased and the person next in the panel of successful candidates will be called for admission. The first round of admission session will close on 22nd Sep. 2022 at 5 PM.

NOTE: Allowing a candidate to apply for the course 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.

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

- i) Attested Passport size Photographs – 02 Nos (Colored)
- ii) Certificate of Passing Class- X / Matriculation for verification of date of birth.
- iii) Marks Sheet of Qualifying Examination.
- iv) Valid SC / ST / OBC, (Non-creamy layer) / EWS Certificate issued by Competent Authority [as mentioned at point No. 5 c & d above]
- v) 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 (NCL) / 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.

9. No TA / DA will be paid to the candidates.

10. FEES STRUCTURE:

The following is the Fee Structure for DGNM Course:

- a. Admission Fee : ₹. 5,000/- (Payable once at the time of admission)
- b. Development Fee : ₹. 1,500/- each year.
- c. Tuition Fee : ₹. 6,000/- each year.
- d. Caution Money : ₹. 3,000/- (refundable without interest if the student does not make any damages in the school and duly certified by the Principal of the school and on submission of No dues Certificate)
- e. Psychiatric Training (at RINPAS, Ranchi): ₹. 2,000/-

A candidate selected for admission will have to deposit a Bank Draft for ₹.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.

The annual fee deposit (Tuition fee & Development fee) for the year 2023 – 2024 and 2024 - 2025 are to be made within 15th Sept. 2023 and 15th Sept.2024 respectively in the form of Bank Draft for ₹. 7,500/- drawn in favour 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 ₹.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.

11. 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 : ₹. 10,500/- only.
- From 16th day to within 30 days from the date of admission : ₹. 4,500/- only.
- 30 days & afterwards from the date admission : ₹. 3,000/- only.

12. (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 10.00 PM.
5. All the students must sleep on the bed provided by the institution to them.
6. No visitor / guardian should enter the hostel rooms.
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 / contractor 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 : 07.00 AM to 08:30 AM
 - ii. Lunch : 12. 30 Noon to 2.00 PM
 - iii. Evening Tea : 05.00 PM to 06.00 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 consumed.
10. Qualitative degradation in meals if any, 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. Wearing jewellery 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.

(E) **RULES FOR ELECTRICAL APPLIANCES :**

1. Electrical appliances other than lights and fans are not permitted and if found a fine of ₹. 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 7 PM on Saturday & Sunday.**
5. Any illness must be reported to the Hostel Supervisor / Caretaker immediately by the student or any of her colleagues.
6. Students are supposed to take medicine prescribed by the doctors only. Self medication must be avoided.

7. In case a relative of a student is admitted in the 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 is 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 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 deposits will be forfeited including the caution money.

13. 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)

14. 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 from Notary Public, Dhanbad court is 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.

15. STIPEND:

Stipend at the rate of ₹.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% and above attendance only.

16. 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 2022, 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 parents/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 may appear 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 practicals she will not be allowed to proceed to the next year classes. She shall sit for Supplementary examination in the failed subjects / practicals 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 sub clause (a) above shall be allowed to proceed to third year (higher class), unless she has passed in the subjects of the previous years (backlog of 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 / practicals she will not be allowed to proceed for internship. She shall sit for Supplementary examination in the failed subject / practicals only.

17. 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.

18. EXTRA CURRICULAR ACTIVITIES :

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

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

20. FREE MEDICAL BCCL FACILITY:

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

21. SCHEDULE OF TIMELINE:

1. Sale of application & Prospectus	1 st August 2022 to 20 th August 2022, from 9:00 AM to 05:00 PM during working days.
2. Last date of receiving application form along with fee through DD (if applicable) Speed Post / Register Post.	31 st August 2022 till 5 PM
3. Display of list of provisionally Selected Candidates on Nursing School Notice Board and BCCL website	17 th September 2022
4. Verification of original certificates of provisionally selected candidates and final result will be published and to be uploaded on BCCL website	19 th September 2022
5. Date of Medical Examination	20 th and 21 st September 2022 From 9 AM to 1PM
6. Date of admission	22 nd to 23 rd September 2022
7. Commencement of classes	01st October 2022

**NOTE: FOR ANY INFORMATION PLEASE CONTACT OFFICE OF PRINCIPAL INCHARGE, SCHOOL OF NURSING, CENTRAL HOSPITAL, DHANBAD.
PHONE: (0326) 2203061/63/67 Extn, : 366.
Email: bcclschoolofnursing51@gmail.com
Web site:- www.bcclweb.in**



APPLICATION FOR ADMISSION TO DIPLOMA IN GENERAL NURSING & MIDWIFERY COURSE

Last Date for Submission of complete filled up application form

IMPORTANT NOTE: Fill up the application form carefully, Incomplete application form will be summarily rejected without any reference and admission if granted on false information furnished by the candidate will be ipso-facto cancelled. Fill the space with Black/ Blue ink and in BLOCK letters only.

1. Name of the Candidate:.....

2. Father's Name :.....

3. Mother's Name :

4. Guardian's Name :

Relation with the candidate and his/ her postal address:

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

5. Address for Correspondence:

.....
.....Pin:

6. Telephone No with STD Code: Mobile No:

7. Date of Birth: Date: Month: Year:

8. Nationality: 9. State of Domicile:

11. Category (General/ SC/ST/OBC NCL/EWS):.....

12. Physically Handicapped: Yes / No

13. Are you UNMARRIED: Yes / No

14. ACADEMIC RECORDS:

Exams Passed	Year	Board / University	Total Marks	Marks Obtained	% of Marks
10 th					
12 th					
Degree					
Diploma					

DECLARATION BY THE CANDIDATE

I declare that the entries and documents submitted in support of the information furnished by me in this Application form are true in all respect and in case any entry or information or documents are found to be false, these will entail automatic cancellation of my admission besides rendering me liable to legal proceeding. I agree and consent that my admission to the School of Nursing of B.C.C.L, Central Hospital, Dhanbad and continuance on its roll are subject to the provisions of the rules, regulations and bye-laws and instructions which may be issued from time to time by the school authorities and the Hospital Administration.

Place:

Date:

Signature of the Candidate

DECLARATION BY THE FATHER/ GUARDIAN OF THE CANDIDATE

I Father/ Guardian of Miss.....

Declare that the entries made above by my ward / daughter are completely true and in case of any discrepancy found after admission, her name may be struck off the school roll. I assure that the payment of tuition fee will be as per schedule. I declare that she is unmarried and will remain so till the completion of the course, failing which I will withdraw her from the school myself and the School of Nursing, Central Hospital, Dhanbad will be free to strike off her name from the school roll.

Father's / Guardian's Signature

Check List

Please check the following documents before mailing the application form:

1. Pasted Photograph duly attested by a Gazetted Officer / Principal of School / College last attended by you.
2. Attested Photo copy of Matriculation / Class-X Certificate.
3. Attested photocopy of Marks-sheet of Class XII/ Std. +2 / Intermediate.
4. Attested Photocopy of valid SC/ ST/ OBC, (NCL) / EWS certificate duly issued by S.D.O equivalent person authorized by the competent authority and in case of OBC (NCL) / EWS certificate it shall be issued after 31.03.2022.