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I. THE HISTORICAL BACKGROUND

Holy Family College of Nursing aims to be the center of academic excellence in the field of nursing education. The School of Nursing, Holy Family Hospital, New Delhi started in 1956, was a bud which has bloomed into College of Nursing. In all these years it has stood steadfast for the mission and vision of providing high quality nursing education. B.Sc. (Hons.) Nursing programme started in the year 2011 under University of Delhi. The College was inaugurated on 12th August 2011 by His Grace Vincent M. Concessao, Archbishop of Delhi. The occasion was graced by the Guests of Honour, His Grace Bishop Mulakkal, Auxiliary Bishop of Delhi and Prof. Dinesh Singh, Vice Chancellor University of Delhi. The College has started with Post Basic B.Sc. Nursing and M.Sc. Nursing course from the academic section 2016-2017. The College has started with Post Basic B.Sc. Nursing and M.Sc. Nursing course from the academic section 2016-2017. The first Annual Convocation was held on 17th March, 2017 which was graced by the presence of Prof. Yogesh K. Tyagi, Vice Chancellor, University of Delhi as Chief guest. His Grace Archbishop Anil J T Couto, President, New Delhi Holy Family College of Nursing presided over the function.

Holy Family Hospital is the parent hospital of the College. It is a 332 bedded multi- specialty Hospital, run by the New Delhi Holy Family Hospital Society and managed by the Delhi Catholic Arch - Diocese. It is registered as a Charitable Non- profit Registered body under the Societies Act/ XXI of 1860 and has the Archbishop of Delhi as its Chairperson. It was founded by the Medical Mission Sisters in 1953. The foundation stone was laid by His Excellency, Dr. Sarvapalli Radhakrishnan, Vice President of India. Subsequently, the running of the Hospital was handed over to Delhi Catholic Archdiocese in 1990.

The Hospital endeavours to maintain a good General Hospital standard that will benefit people from all economic strata of society. A strong emphasis is placed on promotive and preventive health services; these are rendered through outreach programmes and always in collaboration and co-operation with the people and the Government. The Hospital is alert to the changing needs of the people it serves; it will pioneer, go beyond present situations; take risks and respond to the signs of the times in effective love and service within the scope of its purpose.

II. PHILOSOPHY

Holy Family Hospital, New Delhi

The vision and values of the Founder Mother Dr. Anna Dengel are an integral part of the philosophy of this Hospital. "Open and attentive to the signs of the times, the Hospital endeavours to respond to the needs of Society by offering its services even in areas where others hesitate – or fear to tread "The dignity of the person supersedes all other considerations and there is no discrimination of class, caste, creed or religion. Health in its wholeness is the chief concern, and the Hospital puts all its resources, human, material and spiritual at the service of those in need.

At the core of Holy Family Hospital, New Delhilays the conviction that all people are equal and share the same divine life. The Creator of all life calls forth from all of us in this institution a commitment to serve our fellow being. All the services in this Hospital aim to preserve, protect and promote healing of the whole person, through a General Medical Hospital facility.

"A Caring Attitude" is the hallmark of all the services offered and not just the dignity but also the divinity in a human person is recognized in all our endeavours.

Holy Family College of Nursing

The College believes in providing nursing education based and built on scientific principles, sound educational theory and clinically sound practice in order to prepare clinically excellent, professionally qualified nurses who will work efficiently in all health care settings to meet the health needs of the society.

III. OBJECTIVES

1. Acquire knowledge of theory and principles of nursing and allied subjects which are required for comprehensive nursing practice.
2. Care of patients with a spirit of love and service, regardless of caste, creed or colour.
3. Develop skills in applying scientific principles and knowledge in rendering health services in the hospital and community.
4. Acquire skills in identifying health needs of the community & provide comprehensive community health nursing services.
5. Training students in an efficient and effective way for the overall development of their personality and also as competent professional nurses.
6. Acquire beginning skills in teaching, research and evidence based nursing practice.

COURSES OFFERED

Course	Duration	Academic Control	No. of Seats	Minimum Qualification
B.Sc. (Hons.) Nursing	Four years (8 semesters)	University of Delhi	50	10+2 Science PCBE with minimum 50 % marks in the Aggregate
Post Basic B.Sc. Nursing	Two years (4 semesters)	University of Delhi	30	10+2 & GNM from INC recognized institution with minimum 50% marks in the aggregate
M.Sc. Nursing	Two years (4 semesters)	University of Delhi	25	B.Sc. (Hons.) Nursing/ Post Basic B.Sc. Nursing

IV. OVERVIEW OF THE COURSES

1. B.Sc. (Hons) Nursing

Duration of the course: Four years (8 semesters) inclusive of Internship

The purpose of the course is to assist students to become competent professional nurses committed to the promotion of health, prevention of disease, care during illness and rehabilitation of the clients.

The curriculum has been planned to provide a broad concept of the fundamental principles of quality nursing care based on strong theoretical concepts to enable graduates to function effectively in varied health care settings at individual, family and community levels, in urban as well as rural areas.

Areas of Study:-

Semester I	Anatomy Physiology Microbiology Nursing Foundation I Nursing Foundation II English
Semester II	Nutrition & Biochemistry Psychology Nursing Foundation III Environmental Studies
Semester III	Preventive Medicine & Epidemiology Medical- Surgical Nursing I Medical- Surgical Nursing II
Semester IV	Medical Surgical Nursing III Medical Surgical Nursing IV Educational Technology Computer and Communication skills
Semester V	Obstetrical Nursing & Genetics Child Health Nursing
Semester VI	Psychiatric Mental Health Nursing Community Health Nursing Sociology
Semester VII	Research & Statistics Management of Nursing Services & Education Integrated Practical Experience
Semester VIII	Integrated Practical Experience

Research Project

Students will have practical experience both in hospital and community settings. University Examinations will be held at the end of each semester (Nov/May). However, internal assessment will be done continuously throughout the academic session by conducting term tests, seminars, assignments, projects and other reports.

2. Post Basic B.Sc. Nursing

Duration of the course: Two years (4 Semesters)

The purpose of the course is to upgrade the Diploma (GNM) nurses to assume responsibilities as professional, competent nurses and midwives at basic level in providing promotive, preventive, curative and rehabilitative services. It will also enable them to make independent decisions in nursing situations, protect the rights of clients and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor and manager in clinical / public health setting.

Areas of Study:-

Semester I

- I Nursing Foundation and Nutrition & Dietetics
- II Biochemistry & Biophysics
- III Microbiology
- IV Medical & Surgical Nursing
- V English

Semester II

- VI Maternal Nursing
- VII Child Health Nursing
- VIII Psychology

Semester III

- IX Mental Health Nursing
- X Community Health Nursing
- XI Sociology

Semester IV

- XII Introduction to Nursing Education
- XIII Introduction to Nursing Administration
- XIV Introduction to Nursing Research & Statistics

IV. OVERVIEW OF THE M.Sc. NURSING COURSE

Duration of the course: Two years (Four Semester)

This programme is designed for experienced graduate nurses to develop higher competencies in professional nursing. The courses of study includes teaching in Advance Nursing Practice, Education, Research and specialization in selected clinical nursing areas through creative and independent work. The programme aims at developing leadership abilities in these areas.

Electives Offered:

- Medical Surgical Nursing
- Obstetrics and Gynaecology
- Psychiatric Nursing,
- Pediatric Nursing
- Community Health Nursing

Areas of study include

SEMESTER -I	Theory	Practical
	Nursing Education-I Advance Nursing Practice Nursing Research and statistic-I Clinical Specialty I	
Semester-II	Nursing Education-II Advance Nursing Practice-II Statistic-II Clinical Specialty-II	Nursing Education-II Clinical Specialty-I
Semester-III	Nursing Management-I Clinical Specialty-II	
Semester-IV	Nursing Management-II Clinical Specialty-II	Clinical Specialty- II Dissertation and Viva

Examinations are held in four parts at the end of each semester. However internal assessment is done continuously throughout the academic session by conducting term tests, assignments, seminars, workshops, research projects and field study reports, etc.

Internal Assessment

- There is 25% internal assessment for all theory papers and 50% for all practical papers.
- Minimum pass mark is 50%. Anyone failing in internal assessment will not be allowed to appear in university examination.

Attendance Requirement-

80% in theory and practical for appearing in the examination. However, 100% practical attendance & requirements must be completed before the award of degree as per Indian Nursing Council and University of Delhi guidelines.

V. ELIGIBILITY AND ADMISSION CRITERIA FOR THE YEAR 2017

1. Minimum Conditions of Eligibility for Registration

B.Sc. (Hons.) Nursing 2017 - 2021

- 1.1 Candidates must have passed the Senior Secondary School Certificate Examination/ Indian School Certificates Examination (12 years course) or an examination recognized as equivalent with 50% or more marks in aggregate of 4 subjects including English core/ Elective, Physics, Chemistry and Biology provided the student has passed in each subject separately.
- 1.2 Minimum age requirement is 17 years by 1st October, 2017. The Vice Chancellor may, however, on the basis of individual merit relax the age up to a maximum period of one year.
- 1.3 Only women candidates are eligible for the course.

Post Basic B.Sc. Nursing 2017 - 2019

Candidate seeking admission to Post Basic B.Sc. (Nursing) course should have passed 10+ 2 and General Nursing and Midwifery from INC recognized institution with minimum 50% marks in the aggregate.

M.Sc. Nursing 2017 -2019

- The candidate should be a Registered Nurse and Registered Midwife with any State Nursing Registration Council.
- The Minimum education requirements shall be the passing of B.Sc. Nursing/B.Sc. (Hons.) Nursing/Post Basic B.Sc. Nursing with minimum of 55% aggregate marks from an institution which is recognized by Indian Nursing Council.
- Minimum one year of work experience after Basic B.Sc. Nursing.
- Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.

NOTE: Simultaneous attendance in other courses is not permitted.

The experience will be calculated till 10th July, 2017.

2. Basis of selection:-

- 2.1 The selection of the candidates will be done on the merit of selection test. All candidates irrespective of reserved or non-reserved category have to appear for the selection test.
- 2.2 Decision of the Admission Committee shall be final.
- 2.3 Selected candidates will have to undergo medical checkup for fitness at Holy Family Hospital, New Delhi for which they will have to bear the expenses.
- 2.4 Admission will be confirmed only after making the complete payment of fees for one year and verification of all original certificates required for admission.
- 2.5 All admissions are provisional, subject to the verification of original documents and Medical Examination conducted by Holy Family Hospital, New Delhi.

3. Selection Test

B.Sc. (Hons.) Nursing

Selection test will be held on **24th June 2017, Saturday from 10.30 am - 1.00 pm** in Holy Family College of Nursing. The selection test will be of two hours and thirty minutes (2 ½ hrs) duration. It shall contain multiple choice questions. It will be based on senior secondary school certificate (10+2) curriculum of Physics, Chemistry, Biology and also include some items on English comprehension and General knowledge in health.

Post Basic B.Sc. Nursing

Selection test will be held on **20th May 2017, Saturday from 10.30 am - 12.30 pm** in Holy Family College of Nursing. The selection test will be of two hours (2 hrs.) duration.

It shall contain 100 multiple choice questions based on GNM Curriculum.

M.Sc Nursing

Basis of Selection

Selection test will be held on 20th May 2017 from 10.30 am to 12.30 pm in Holy Family College of Nursing. The selection test will be of two hours duration. It shall contain multiple choice questions. It will be based on B.Sc. Nursing syllabus prescribed by INC.

4. Total number of seats

B.Sc. (Hons.) Nursing: 50

Post Basic B.Sc. Nursing: 30

M. Sc. Nursing : 25 (5 Seats each in Med. Sug. Nursing, Child Health Nursing, Obstetrical Nursing, Psychiatric Nursing and Community Health Nursing.)

5. Reserved Category:-

- 5.1 The College is declared as a Christian Minority Educational Institution of Catholic Church of India, Delhi Diocese Vide Judgment dated 3rd July of 2013, in Case No. 1134 of 2013 by the National Commission for Minority Educational Institutions. Fifty Percent Seats are hence reserved for Christian candidates under Article 30 (1) of the Constitution of India read with Section 2 (g) of the National Commission for Minority Educational Institutions.
- 5.2 Children/Widow of Armed personnel including paramilitary personnel killed or disabled during hostilities and who died on duty.

5.2.1 The Children / widows of the officers and men of the Armed force including Paramilitary personnel killed or disabled during hostility and also who died on duty will be given concession of 5% marks in the minimum eligibility conditions as per rules of the University.

5.2.2 Widows/Children of officers and men of Armed forces including Paramilitary Personnel who died while on duty be considered for admission against the 5% seats in all the courses reserved for the Widows / Children of the officers and men of the armed forces including Paramilitary Personnel killed or disabled in action in war 1974 - 78 onwards.

In order to become eligible for the above concession, the Widow / Children of officers and men of the Armed forces including Paramilitary personnel will be required to produce entitlement certificate from anyone of the following authorities:-

- i) Secretary, Kendriya, Sainik Board, Delhi
- ii) Secretary, Rajya / Zila' Sainik Board.
- iii) Officer - in charge, Record Officer.
- iv) First class Stipendiary Magistrate.

5.3 Person with Disability

There is provision of 3% seats for person with disability, Candidate has to satisfy/fulfill the norms stipulated by the University of Delhi.

5.4. For admission to M.Sc. Nursing Course there are two categories

Category -1

50% of the seats in the course will be filled in by the candidates who have passed B.Sc. (Hons) Nursing Examination of University of Delhi. The Criteria for the merit would be weightage of 50% of the selection test and 50 % of the qualifying examination.

Category -2

The remaining 50 % of seats will be offered to candidates on the basis of the performance in the selection test.

6. Last date for submission of application form for B Sc. (Hons.) Nursing is 20th June, Tuesday, 2017 by 4 pm, for Post Basic B.Sc. Nursing and M. Sc. Nursing is 13th May, 2017, Saturday by 4 pm.

7. Attach the required documents in the following order:

7.1 Acknowledgment card.

7.2 Self-addressed envelope for sending admission ticket.

7.3 Application Form

7.4 Certificates:

- a. Attested photocopy of Mark Sheets of Educational qualification (H.SC/+2)
- b. Attested Photocopy of Diploma Certificate/ Degree Certificate
- c. Attested Photocopy of Mark Sheets of B.Sc./Post Basic B.Sc. Nursing/GNM
- d. Attested Photocopy of Registration of Nurse & Midwife
- e. Attested Photocopy of Baptism Certificate and Church membership Certificate from the Parish Priest, if applicable.
- f. Attested Photocopy of Community Certificate (For SC/ ST, OBC)
- g. Attested Photocopy of Proof of Age
- h. Conduct Certificate from Employer/ Principal of the Institution / last attended presently employed.

7.4.7 Send the filled application form in the envelope provided.

7.4.8 Self attested copies of documents/ certificates will be accepted (except photographs).

7.4.9 In addition to the above certificates candidates applying for M.Sc. Nursing must submit their Experience certificate.

Note:-

1. Prospectus and application form can be obtained from the Cashier, Holy Family Hospital, New Delhi from 01/04/2017 to 20/06/2017 for **B.Sc.(H) Nursing** and from 01/04/ 2017 to 13/05/2017 for Post Basic B.Sc. Nursing and M.Sc. Nursing between 1.00 pm to 4.30 pm on all working days, on payment of Rs. 600/- in cash or by Demand Draft in favour of Holy Family College of Nursing, payable at New Delhi. You can also log on to our website: **www.hfhdelhi.org** to download the prospectus and application form and pay Rs. 600/- in cash or by Demand Draft in favour of Holy Family College of Nursing, payable at New Delhi while submitting the filled application form.
2. Candidate must have passed in all the required subjects (separately in Theory and Practical) for admission to Post Basic B.Sc. and B.Sc. (Hons) Nursing course before the last date prescribed for submission of the marks sheet.
3. Candidates who have appeared for the annual examination of the year 2017 and have been placed under compartment will not be eligible for admission.
4. Candidates who have appeared for the annual examination of the year 2017 and are reappearing for improvement will also not be considered eligible for admission.
5. In case the information furnished or certificates etc. submitted are found to be false, or the candidate is found to have withheld or concealed any information in her application form, she shall be removed from the college rolls and fee deposited by her shall be forfeited.
6. Once application form is submitted, no alteration will be allowed.
7. The applicants are required to fill up the admission ticket as indicated on the envelope.
8. If the candidate does not receive the admission ticket they may come a day before the entrance exam and may contact the College office between 8.00 AM to 3.00 PM. A duplicate admission ticket will be issued. Bring an attested copy of the photograph similar to the one pasted on the application form for issue of duplicate admission ticket.
9. The result of successful candidates in selection test will be displayed on the College Notice Board. Each student is responsible to see the selection list put up on the College Notice Board and give written acceptance and fees as per the dates given in admission calendar. No correspondence or telephonic information will be entertained in this regard.
10. Every student admitted to the College shall be required to sign a declaration that on admission she submits herself to the disciplinary jurisdiction of Vice Chancellor and other authorities of the University and College who may be vested with the authority, the ordinances and rules that have been framed thereunder by the University / College. Failure by parents / guardians /students to acquaint themselves with the rules of the College and of the University of Delhi will not be entertained as a defence for breach of rules (refer Page 8-10).
11. Candidates are allowed to submit self-attested certificates except photograph.
12. The College does not take any responsibility for postal delays/ losses.

VI. DIRECTIONS TO THE CANDIDATES FOR SELECTION TEST:

1. Follow the instructions for filling up the OMR Answer sheet as given in the Question Booklet given during the selection test.
2. The Examination Hall shall be opened half an hour before the commencement of examination
3. No candidate will be allowed to enter the Examination Hall after the commencement of the test.
4. Each candidate must show (on demand) her Admission Ticket.
5. No candidate is permitted to leave the Examination Hall before the expiry of allotted time for the selection test.
6. A seat with a number will be allotted to each candidate. Candidate must find out and occupy her allotted seat.
7. Candidate should not leave the Hall without handing over her answer sheet to the invigilator on duty.
8. When the time allowed has expired, the answer sheet must be surrendered, even though the candidate may not have answered any part of the question paper.
9. All candidates are required to bring their own HB pencils, blackball pens and erasers etc. No candidate shall tear a leaf or a part of it from the answer sheet and / or question paper.
10. Candidates are forbidden to write answers (or anything else) on the question paper and to remove any paper from the room.
11. Candidates are forbidden to write their name or any distinctive mark leading to disclosure of their identity in any part of their answer sheet except in the space provided.
12. Candidates will be required to sign their names on the attendance sheet and give their left thumb impression.

13. Smoking in the Examination Hall during examination hours is strictly prohibited.
14. No tea/ coffee, cold drinks or snacks are allowed to be taken into Examination Hall during examination hours.
15. A candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination shall be disqualified and be debarred from appearing in any future selection test of the college.
16. Mobile phone/ calculator/ electronic devices are not allowed inside the Examination Hall.

VII. ADMISSION CALENDAR AND OTHER INFORMATION

	B. Sc. (H) Nursing	Post Basic B.Sc. Nursing	M. Sc. Nursing
Last date for Submission of Application	20th June 2017 Tuesday by 4 pm	13th May 2017 Saturday by 4 pm	13th May 2017 Saturday by 4pm
Selection Test	24th June 2017 Saturday, 10. 30 am to 1.00 pm	20th May 2017 Saturday, 10.30 am to 12.30 pm	20th May 2017 Saturday, 10.30 am to 12.30 pm
First List	1st July 2017 Saturday by 2 .00 pm	1st June 2017 Thursday by 2.00 pm	1st June 2017 Thursday by 2.00 pm
Second List	5th July 2017 Wednesday by 2.00 pm	6th June 2017 Tuesday by 2.00 pm	6th June 2017 Tuesday by 2.00 pm
Third List	11th July 2017 Tuesday by 2.00 pm	10th June 2017 Saturday by 2.00 pm	10th June 2017 Saturday by 2.00 pm
Last date (s) for acceptance of seat in writing and payment of fees			
1st List	4th July, 2017 Tuesday by 4.00 pm	5th June, 2017 Monday, 4.00 pm	5th June 2017 Monday by 4.00 pm
Second List	10th July 2017 Monday by 4.00 pm	9th June 2017 Friday by 4.00 pm	9th June 2017 Friday by 4.00 pm
Third List	14th July 2017 Friday by 4.00 pm	13th June 2017 Tuesday by 4.00 pm	13th June 2017 Tuesday by 4.00 pm

Classes begin 17th July 2017, Monday

VIII FEE STRUCTURE

1. B.Sc (H) NURSING

S. No.	Titles	1st year	2nd year	3rd year	4th Year
1	Admission Fee(non refundable)	35,000	—	—	—
2	University Fee	* 3,095	* 3,095	* 3,095	*3,095
3	Tuition Fees	50,000	50,000	50,000	50,000
4	Field Trip	2,500	2,500	2,500	2,500
5	Library	2,000	2,000	2,000	2,000
6	SNA	3000	600	600	600
7	Stationery	500	500	500	500
8	Hostel maintenance	10,000	10,000	10,000	10,000
9	Games	1000	1000	1000	1000
10	Lab charges	1,500	1,500	1,500	1,500
	Total (in Rupees)	1,08595	71,195	71,195	71,195

* All University fees / dues will be charged as per University of Delhi norms.

2. Post Basic B.Sc. NURSING

S. No.	Title	1st Year	2nd Year
1	Admission fee	40,000	
2	University fee*	2,700	2,500
3	Tuition fee	65,000	65,000
4	Field trip	5,000	5,000
5	Library	3,000	3,000
6	Stationary	1,300	1,500
7	Games	1,000	1,000
8	Lab charges	1,000	1,000
9	Cultural Activities	1,000	1,000
	Total	1,20,000	80,000

3. M.Sc. Nurisng

S. No.	Title	1st Year	2nd Year
1	Admission fee	30,000	
2	University fee*	2,700	2,700
3	Tuition fee	1,00,000	1,30,000
4	Field trip	5,000	5,000
5	Library	10,000	10,000
6	Stationary	1,000	1,000
7	Games	1,000	1,000
8	Lab charges	2,000	2,000
9	Cultural Activities	1,000	1,000
	Total	1,52,700	1,52,700

NOTE:

1. The first year fees and other charges are to be paid on acceptance for admission in the College of Nursing.
2. Students have to pay the charges for clinical experience outside Holy Family Hospital, which will be equal to amount being charged by the outside agency/Institution.

3. Other Fees

1. Mess Charges Rs. 1200/- per month is to be paid in advance by 4th of each month. This amount is subjects to change. During the period of annual leave mess money will not be charged.
2. Medical Examination fees to be paid separately.
3. Vaccination charges to be paid separately.
4. Uniform and books will be provided at actual cost for which the students have to pay.
5. All Catholic students have to pay additional Rs. 600/- as CNGI (Catholic Nurses Gulid of India) fee during 1st Year of the course.
6. Post Basic B.Sc. Nursing and M.Sc. Nursing students will also have to pay the charges for Clinical Experience outside Holy Family Hospital which will be equal to amount being charged by the outside agency / Institution.

NOTE:

The first year fees and other charges are to be paid on acceptance for admission in the College of Nursing. Students staying in hostel have to bring all the items for their personal daily use. They must bring wrist watch with seconds hand, electric iron box and tiffin carrier (with 3-4 compartments), thermos flask along with other articles.

FACILITIES PROVIDED

Free medical facilities up to Rs. 10,000/- per year (Non – cumulative). These medical facilities are available for 4 years the study period only for B.Sc. Nursing and 2 years for M.Sc. and Post Basic B.Sc. Nursing student

OTHER ACTIVITIES

1. All students must be members of the Student Nurses Association/ Trained Nurses Association of India.
2. All Catholic students must be members of the Catholic Nurses Guild of India (CNGI)
3. All students are encouraged to participate actively in varied spiritual activities viz. Holy Liturgical services, retreats, recollection and prayer meetings which are very essential and form a great part of their development as dedicated nurses.

RULES & REGULATIONS:

All students are expected to comply with the rules and regulations currently in force in the college and hostel. A student may be dismissed if found not keeping up to the requirements academically or found medically unfit or in-disciplined. If a student is found violating hostel/college rules and regulations, a warning shall be given in the first instance. After warning, if still found the student may either be dismissed or disciplinary action will be taken depending on the severity of the incident or mistake. Wearing of the specified uniform is compulsory during clinical duty hours. Punctuality and strict adherence to duty hours is compulsory.

CAUTION:

Students are discouraged from possessing valuables and jewellery when residing in the hostel and the authorities will not be responsible for any loss or theft.

IX: MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF THE UNIVERSITY ORDINANCE XV-B

1. All power relating to discipline and disciplinary action are vested with the Vice-Chancellor.
2. The Vice-Chancellor may delegate all of such power as he/she deems proper to the Pro Vice- Chancellor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the ordinance, the following shall amount to act of gross indiscipline.
 - (a) Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution / department and against any student with in the University of Delhi.
 - (b) Carrying of, use of, or threat of use of any weapons.
 - (c) Any violation of the provisions of the Civil Rights Protection Act, 1976.
 - (d) Violation of the status, dignity and honour of students belonging to the scheduled castes and scheduled tribe.
 - (e) Any practice-whether verbal or otherwise-derogatory of women.
 - (f) Any attempt at bribing or corruption in any manner.
 - (g) Willful destruction of institution property.
 - (h) Creating ill-will of intolerance on religious or communal grounds.
 - (i) Causing disruption in any manner of the academic functioning of the university system.
 - (k) Ragging as per ordinance XV-C.
4. Without prejudice to the generality of his/her power relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise to his/her powers aforesaid order or direct that any student or students;
 - (a) be expelled; or
 - (b) be for a stated period, rusticated ; or

- (c) be not for a stated period, admitted to a course or courses of study in College, Department or Institution of the University; or
 - (d) be fined with a sum of rupees that may be specified ; or
 - (e) be debarred from taking a University or College or Departmental Examination or Examination for one or more years; or
 - (f) that the result of the student or students concerned in the Examination or Examination in which he/she or they have appeared be cancelled.
5. The Principals of the College, Head of the Halls, Deans of Faculties Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective College, Institution. Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institution, Hall and teaching in the concerned Departments they may exercise their authority through, or delegate authority to, such of the teachers in their colleges, Institutions or Departments as they may specify for these purposes.
 6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide him/ her with a copy of these rules.
 7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the statutes, the Ordinances and the rules that have been framed there under by the University.

Ordinance XV-C

Prohibition of and punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of the College/Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act of practice of ragging constitutes gross indiscipline and shall be dealt with under this ordinance.
3. Ragging for the purposes of this ordinance, ordinarily means any act conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which:
 - (a) Involve physical assault or threat or use of physical force;
 - (b) Violate the status, dignity and honour of woman students;
 - (c) Violate the status, dignity and honour of students belonging to the Scheduled Castes and Scheduled Tribes;
 - (d) Expose students to ridicule on contempt and affect their self-esteem;
 - (e) Entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the Authorities of college, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo motu enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of ragging incident.
7. If the Principal of the College or Head of the department of Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonable/practical to hold such an enquiry, he/she may so advise the

Vice-Chancellor accordingly.

8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/ her decision shall be final.
9. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing occurrence of ragging incident described in Clause 3 (a) , (b) and (c) that the Vice-Chancellor shall direct or order rustication of a student or student for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging, order or direct that any student or students be expelled or not to be a stated period, admitted to a course of study and results of the student or students concerned in the examination or examinations in which the appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty under this Ordinance, appropriate action will be taken under statute 15 for withdrawal of degrees conferred by the University shall be initiated.
12. For the Purpose of this Ordinance, abetment of ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
13. All institutions, within the Delhi University system shall be obligated to carry out instructions/ directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

UGC Regulation on curbing the menace of ragging higher educational institution under Section 26(1)(G) of the University Grants Commission Act 1956.

Following measures are taken by the institution to prevent ragging.

1. Written notice expressing that ragging is totally prohibited in Institution.
2. Those who are found guilty of ragging/abetting ragging, actively or passively or being part of a conspiracy to promote ragging is liable to be punished in accordance with these regulations as well as under the provisions of any penal law for the time being in force.
3. Members of Anti Ragging Committee at the College and the University are following:

Disciplinary Resource Committee (D R C), Holy Family College of Nursing

- | | |
|----------------------------------------------------------------|------------------|
| 1. Prof. (Dr.) Raminder Kalra | 9716832517 |
| 2. Mrs Anney Avarachan | 7503132530 (DRP) |
| 3. Mrs Cimil Babu | 7503132535 |
| 4. Dr (Mrs.) Sumity Tarafdar | 9871689723 |
| 5. Mrs Malar Selvi | 7503132536 |
| 6. Mrs. Jibanlata | 9958801404 |
| 7. Ms. P. Dolma | 9716833245 |
| 8. Sr. Rita | 9069057584 |
| 9. Ms. Sherly Thomas | 9990745654 |
| 10. Phone No. of Joint Control Room
University of Delhi, | 27667221 |
| 11. Anti- ragging Help Line
email: helpline@antiragging.net | 800 - 1805522 |

At the time of Admission:-

The applicant should prepare and submit the following:

- a) An affidavit by the student (Refer Annex. I, page 15)
- b) An affidavit by the parent / guardian (Refer Annex. II, page 16)

The above content of Annexure I and Annexure II should be typed/printed on a stamp paper of Rs. 10 each, which should be submitted only after admission on the day of Registration to the effect that student/ parent has read and understood the prohibition of these regulation and is aware of the prohibition of ragging and the punishment prescribed, both under penal laws as well as under these regulations.

Prohibition of and Punishment for Sexual Harassment

In accordance with the “Policy in Sexual Harassment ordinance XV (d) : Prohibition if the Punishment for Sexual Harassment” of University of Delhi, a college complaints Committee consisting of the following members, has been formulated in the college for dealing with cases of Sexual Harassment:

- | | |
|-------------------------------|-------------------------|
| 1. Prof. (Dr.) Raminder Kalra | Principal (Chairperson) |
| 2. Mrs. Anney Avarachan | College Faculty |
| 3. Mrs. Malar Selvi | College Faculty |
| 4. Mrs. Mildred Pinto | Outside member |
| 5. Mrs. Anjana Dhoundiyal | Group C |
| 6. Mrs. Sudha | Group D |
| 7. Mr. Shyam Sunder | Outside member |
| 8. Ms. Chetna | Undergraduate student |
| 9. Ms. Shalu | Undergraduate student |

Any female staff or student of the college if having any complaint of Sexual Harassment may report to any of the above mentioned members of the college complaint committee.

AFFIDAVIT BY THE STUDENT

I, _____ (fullname of student, with admission registration enrolment member) S/o, d/o, Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution) _____ have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions. 2009, (herein after called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have in particular, persued clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, presued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly affirm and undertake that:
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagagte through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and furthur affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year

Signature of deponent

Name : _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affiavit is false and nothing has been concealed or misstated therein.

Verified _____ (place) _____ on this the _____ (day) _____ of _____ (month) _____ (year) _____

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year:) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY THE PARENT/GUARDIAN

- 1) I, Mr./Mrs./Ms. _____ (*fullname of parent/guardian*) *father/mother/guardian*) of (*full name of student with admission/registration/enrollment number*) having been admitted to (*name of the institution*) _____ have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (herein after called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have in particular, persued clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, presued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly affirm and undertake that:
 - a) My ward will not indulge in any behaviour or act that my be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagagte through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 3) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and furthur affirm that, in case the declaration is found to be untrue, I am aware that his/her admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year

Signature of deponent

Name :

Address :

Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affiavit is false and nothing has been concealed or misstated therein.

Verified _____ (place) _____ on this the _____ (day) _____ of _____ (month) _____ (year) _____

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year:) after reading the contents of this affidavit.

OATH COMMISSIONER