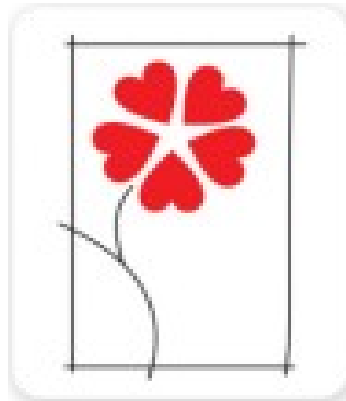


**WESTBANK SCHOOL OF NURSING
UNIT: ASIA HEART FOUNDATION**



**PROSPECTUS
OF
GENERAL NURSING MIDWIFERY COURSE
(SESSION-2023-2026) &
POST BASIC DIPLOMA IN ONCOLOGY NURSING
(SESSION 2023-2024)**

Address: Narayana Multispeciality Hospital, Chunabhati, Andul Road, Howrah, 711109

Contact Number: 033-714208543

Email : westbank.son12@gmail.com

Working Hours: Monday to Friday -10 a.m to 3 p.m

INDEX

SL NO.	TITLE	PAGE NUMBER
1	Introduction , Mission & Vision	1
2	List of the Academic Programme offered along with number of seats approved by Concerned Appropriate Authority	2
3	Admission Process	2
4	Admission Criteria	2
5	Fees Structure	2-3
6	Rules for Payment of Fee	3
7	Cancellation of Admission	4
8	<u>Regulations</u> --General --Hostel --Sickness --Clinical Duties --Leave and absenteeism --Library	4-7
9	Information to the parents	7
10	Anti-ragging policy	8-10

Introduction:

Westbank School of Nursing (Unit: Asia Heart Foundation) was established in 2012 and offers GNM and PBDON course with the objectives to educate & built our up proper Clinical Nurse who can shoulder responsible positions with added trust to short term courses in specialties of Nursing.

Affiliation:

The School of Nursing is affiliated by

✓ **Indian Nursing Council (INC),**

✓ West Bengal Nursing Council (WBNC)

Our institution is having excellent parent hospitals, naming of Narayana Multispeciality Hospital and Narayana Superspeciality Hospital under the aegis of Narayana Health at Howrah. Our School is being run by Asia Heart Foundation, a Trust, governed by Dr. Devi Prasad Shetty, eminent Cardiac Surgeon of our Country, who founded Narayana Health. Narayana Health has 47 healthcare facilities (21 owned hospitals in India, 6 heart centers, 19 primary care facilities and 1 hospital at Cayman Islands) with 5859 Operational Beds in India. We have 3 JCI & 7 NABH accredited hospitals.

Vision:

We dream to prepare technically and academically competent health care giver to work anywhere in the country and abroad.

Mission:

Our mission is to develop high quality, competent Nurses to meet the challenges in nursing profession both in community and hospital, based on our strong commitment to practice, education, research, innovation and collaboration.

Page-1

List of Academic Programmes:

Course	Examining Board	Duration	Seats
General Nursing Miswifery	West Bengal Nursing Council	3 years	30
Post Basic Diploma in Oncology Nursing	West Bengal Nursing Council	12 Months	20

Admission process:

GNM– Admission is being held through “ **West Bengal Joint Entrance Examination Board**” online portal. Candidate must qualify and obtain rank in the “**Joint Entrance Examination For ANM (R) and GNM**” as decided by **Health And Family Welfare Department, Government of West Bengal** with collaboration of **West Bengal Joint Entrance Examination Board** .

Post Basic Diploma in Oncology Nursing - Through offline process by application at the Institute level.

Criteria for GNM Admission:

Please follow the WBJEE website in **INFORMATION BULLETIN,2022**,
Kindly follow the link: www.wbjeeb.nic.in

Fees structure for GNM :

YEAR	ACADEMIC FEES		Hostel Charge
	1 st Year	Rs. 96,000/- (Including Rs. 40,000/- for Admission fees) + Rs. 5000/- (as caution money) **	Rs.24000/- yearly (Rs.2000/- per month to be submitted quarterly)
2 nd Year	Rs. 96,000/-	Rs. 24000/- yearly (Rs.2000/- per month to be submitted quarterly)	Rs. 96000/- (Rs. 8000/- per month, to be paid quarterly)
3 rd Year	Rs. 1,01000/-	Rs. 24000/- yearly (Rs.2000/- per month to be submitted quarterly)	Rs. 96000/- (Rs. 8000/- per month, to be paid quarterly)
Total Academic Fees (For 3 Year)= Rs.365,000/-			Total Hostel Fees (For 3 Year) = Rs. 288,000/-

**** Caution Money will be refundable after successful completion of course.**

Page-2

Fees structure for PBDON :

Academic Fees Rs. 12000/- per academic year.

◆ Every year academic fees to be paid at the beginning of new academic year

Charges Not Included In Course Fees are:

1. Uniforms
2. Books
3. Outside Clinical field expenses as per curriculum
4. Council Examinations
5. SNA Subscription for enrollment & SNA Activities
6. Registration (Student+Final)
7. Mark sheet Verification
8. Transport, if required in exigencies

Money to be paid during admission is Rs. 1,34,000/- (One Lakh thirty four thousand).

(Breakup of the Admission fees are :

- i.** 1st year academic fees -Rs. 96,000/-
- ii.** Transportation fees for first 3 months- Rs. 6000/-
- iii.** Food & Boarding fees for first 3 months- Rs.24,000/-
- iv.** Caution money - Rs. 8000/-)

However rest of the amount to be paid before end of 3 months.)

❖ **Mode of Payment:**

Course fees- For Demand Draft :

In favor of “ASIA HEART FOUNDATION” payable at Kolkata .

For Bank Transfer:

Name of Account Holder -Asia Heart Foundation
Account No: 20093598397
IFSC: IDIB000R503
Bank- Indian Bank
Branch: R.N. Tagore International Institute of Cardiac Sciences,124,
Mukundapur, Kolkata-700099
West Bengal

Rules For Fees submission:

Academic Fees will be taken at the time of starting of new academic year.
No amount of money is refundable in any circumstance in addition.

NOTE:

In case of extension of course due to supplementary examination the requisite course fees & hostel fees must be borne by the candidate in addition.

Page-3

❖ **Cancellation of admission:**

The Institute have the right to cancel any admission and / or studentship of any student during the session if she is found guilty of any of the following charges:

1. Suppression of information.
2. Supply of false documentations.
3. Medically & Mentally unfit.
4. Discrepancy in mark sheet after verification by the concerned Board
5. Any other reason as deem fit by WBNC

Rules & Regulation:

❖ **SCHOOL**

1. **All students are required to be punctual and are not allowed to miss classes without genuine reason and without prior permission from the class teacher and Principal/Vice-Principal of School of Nursing.**
2. Students must be in recommended uniform in the clinics, community and in the classroom.
3. No visitors, mobile phones are allowed during class as well as duty hours
4. Each student is responsible to pay all the examination fees and fees for special clinical exposure as per curriculum

❖ **HOSTEL**

1. It is mandatory for all students to reside in the hostel provided by the institution.
2. Students are not allowed to keep any valuables like jewellery in the hostel. Students are solely responsible for their personal belongings.
3. Hostel articles must be returned at the time of final departure from the hostel. Clearance will be given after that.
4. Rooms and beds shall be allocated by the Hostel In charge and no personal preference will be entertained.
5. Overall cleanliness of the room is to be maintained by the students residing in the hostel.
6. Pasting Stickers & writing on the walls and furniture are not allowed. As and when it is found the caution money will be deducted for repairing the walls and furniture.
7. No furniture to be moved from the room.
8. Students are not permitted to use any electrical appliance other than light & fan, which are provided from the hostel and mobile phone.

Page-4

9. Pasting Stickers & writing on the walls and furniture are not allowed. As and when it is found the caution money will be deducted for repairing the walls and furniture.
10. No furniture to be moved from the room.
11. Students are not permitted to use any electrical appliance other than light & fan, which are provided from the hostel and mobile phone.
12. Use of candle / Agarbatti or any other source of fire is strictly prohibited.
13. Fans & lights to be switched off before leaving the rooms.
14. No visitors are allowed in student's rooms.
15. **Visiting hours:** - Visitors are allowed to meet their wards only on **Saturday from 4 pm to 6 pm and on Sunday from 10 am to 12 noon ,4 pm to 6 pm** at Visitor's room of hostel.

16. Students can go outside from 9 a m to 5 pm after getting permission from respective class co-ordinator & documentation (signature) in the outgoing register in the hostel. (only on Public Holidays & Sundays,) with permission of Hostel Warden.
17. Disciplinary action will be taken in case if any student leaves the hostel without documentation and permission.
18. Students are not allowed to come out from their room with In-decent Dresses.
19. Smoking & consumption of alcohol, gutkha & other similar substances are strictly prohibited.
20. Strict action will be taken against the students if rules are violated.
21. Serious Disciplinary action will be taken against the student found absent from the hostel without any information.

❖ SICKNESS RULES

- 1) If any student falling sick at hostel—sickness must be reported and recorded to the warden by the sick student/roommate
- 2) No students are allowed to stay at room without reporting the sickness to warden
- 3) Warden will seek necessary medical assistance from the Hospital
- 4) **Self medication is strictly prohibited.**
- 5) In case of major illness/hospitalization information will be sent & guardian must attend as soon as possible.
- 6) If any student falling sick in the School, clinical field, sickness must be reported to the respective teacher.

Page-5

- 7) If any student falling sick at home, sickness must be reported to the concerned teacher and field. She should produce treatment card/ prescription and guardian letter, when she will join the college.
- 8) In case any student is under proper medication, it shall be brought to the notice of the authority
- 9) Absenteeism due to sickness for 3 or more days need to produce medical fit certificate to resume normal duty.

Clinical Duties:

Students will have to complete 100% clinical duty to appear in their year wise final examination, conducted by West Bengal Nursing Council as ordered by WBNC & INC.

Student will be posted in different hospital including their mother institute, these are:

- a) Parent Hospital: We have two parent Hospitals: Narayana Multispeciality Hospital & Narayana Superspeciality Hospital.

b) Government hospitals as permitted by Swasthya Bhaban for different subjects

LEAVE & ABSENTISM RULES:

1. Students must adhere to the leave rules as provided by institution.
2. Any special leave may be granted as a Special case by the Competent Authority but the student must make good the duty hours.
3. Students are not allowed to do any unauthorized absenteeism.
4. In case of unauthorized leave or absenteeism, the students must report to the co-coordinator and warden (in case of hostel living) before resuming daily activities with proper justification/Medical Certificate as required
5. After absenteeism, no students are allowed to do daily activities without reporting to the coordinator

LIBRARY RULES

1. Students will be issued two books per 7 days. If the student failed to return within the stipulated time, late fine Rs.10/- per day will be charged.
2. Books cannot be taken out of the library without proper issuance & permission.

Page-6

3. Any tempering of the books must be notified to the librarian immediately at the time of issuance of the books.
4. For any damage found at the time of returning of an issued Document/Book, the borrower has to pay the cost of the same.
5. In case of loss of books by any student they have to replace the same book of latest edition

Information to the guardians:

1. Guardians are not allowed to make any phone calls/meeting with their wards during class and clinical duty.
2. In case of any emergency, guardian needs to contact to the Principal.

3. If any guardians wish to meet the Principal, appointment must be taken through your ward before hand.
4. Without prior appointment, no guardian will be allowed to meet with Principal except on emergency.
5. Guardian must attend the schedule of Parent Teacher meeting.

Page-7

Anti ragging Resolution :

RAGGING IS STRICTLY PROHIBITED

1. We have anti-ragging policy based on UGC & INC guidelines to address the ragging issues.
 - Anti ragging committee (Consisting of Head of the institutions, representative of civil & administration, NGOs involved in youth activities, representatives of faculty members, representatives of parents, representatives of students, non teaching staff and chaired by Head of the institution) Quorum shall be formed with the attendance of majority of the members.
 - Monitoring cell (upper level & lower level) comprising of 10 students and 2 teachers.
 - Anti ragging Squad comprising of 10 members. Committee comprising of representatives of faculty members, warden, office staff and coordinated by a teacher selected by principal.
2. If any student experiences any ragging issue, first report of the incident shall be done by the student to the Monitoring Cell at lower level followed by upper level.

3. Every student who takes admission to this institution has to give undertaking in the form of affidavit for making ragging-free campus.
4. Frequent / Periodical supervision & raid in hostel & class room shall be done by the above Committees

NATIONAL ANTIRAGGING HELPLINE :

1800-1805522 (TOLL FREE)

RAGGING IS A CRIME ,STOP RAGGING.....REWARD IS JAIL



Punishment:

- Suspension from attending classes & Academic privileges
- Debarring from appearing in any test/examination or other evaluation process
- Cancellation of admission
- Collective punishment
- Suspension/expulsion from the hostel
- Fine of Rs.25,000/- to 1lakh.

Honorable Supreme Court of India order for implementation of anti ragging recommendation of the Lyngdoh Committee - 02/04/2008 to implement UGC regulations 2009 dated 14/12/2009.

To have declaration letter from the student that if found guilty of ragging they will be rusticated from the school.

Page-8

Annexure -I Part -I

Under taking by the candidate or student

1. I, _____ S/O or D/O

Mr./Mrs./Miss _____ am fully aware of the law prohibiting ragging and the direction of the supreme Court and the Central/ State Government in this regards .

2. I am fully aware of the UGC regulations on Curbing the Menace of ragging in higher education institute ,2009, have care fully gone through it.
3. I hereby under take that:
 - I will not indulge in any behaviour or act that may come under the definition of ragging .
 - I will not Participate in or abet or propagate ragging in any form.
 - I will not hurt any one physically or psychologically or cause any other harm.
4. I here by agree that if found guilty of any aspect of ragging ,I may be punished as per the prohibitions of the UGC regulations mentioned above and /or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this _____ day of

_____ (month) _____ (Year)

Name :

Address :

Signature:

Page-9

Annexure -II Part -II

Under taking by the Parents/Guardian

1) I _____

F/o or M/o _____ am fully aware of the law prohibiting and the direction of the Supreme Court and the the Central/ State Government in this regard and the UGC regulations on Curbing the Menace of ragging in higher education institute ,2009.

2) I assure you that my daughter will not indulge in any act which falls under the definition of ragging.

3) I hereby agree that if she found guilty of any aspect of ragging she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the Law in Force.

Signed this _____ Day

of _____ (Month) _____ (Year)

Name:

Address:

Signature: