A multi campus university with ‘A’ grade accreditation by NAAC

COLLEGE OF NURSING
AMRITA INSTITUTE OF MEDICAL SCIENCES
Health Sciences Campus

TERMS AND CONDITIONS
applicable for admissions to

BSc Nursing & Post Basic BSc Nursing - 2013

School of Medicine, Amrita Institute of Medical Sciences, AIMS-Ponekkara, Kochi – 682 041
Kerala, India, Ph: 0484 – 285 8373 / 400 8373 / 668 8373, Fax No: 0484 –280 2020 / 2051
Email: ugadmissions@aims.amrita.edu
“Children should be taught the art of relaxation, how to be at ease. If they don’t feel relaxed, how can they learn? Without relaxation, no real learning is possible. This is the first lesson that clearly needs to be understood. It is very important that parents & teachers understand this before they ask the children to do something.”

-AMMA
Amrita Vishwa Vidyapeetham
(University estd. under section 3 of U.G.C. Act 1956)
A multi-campus university with ‘A’ grade accreditation by NAAC

Amrita Institute of Medical Sciences
A super specialty tertiary care hospital accredited by ISO 9001 – 2008, NABL & NABH

AMRITA COLLEGE OF NURSING
Terms and conditions
applicable for admission to
BSc Nursing & Post Basic BSc Nursing - 2013

Amrita College of Nursing is a constituent unit of Amrita Vishwa Vidyapeetham, a deemed university established under section 3 of UGC act of 1956 conducts Undergraduate and Post graduate courses in its Health Sciences campus at Kochi, Kerala, India. In 2012 the college has completed a decade of its successful journey towards excellence in the field of Nursing education.

Those candidates interested to be considered for admission to BSc Nursing as well as Post Basic BSc Nursing courses should submit a formal application which is available at our website www.amrita.edu. Forms will also be available from selected branches of Dhanlaxmi Bank and Federal Bank.

Admissions to courses in AMRITA COLLEGE OF NURSING are governed by the Rules and Regulations enumerated hereunder. All candidates who take admission in Amrita College of Nursing are deemed to have fully read and accepted the conditions herein contained.

VERY IMPORTANT
Management of Amrita Vishwa Vidyapeetham reserves the right to change any of the conditions enumerated herein for the purpose of complying with any of the regulations of the University Grants Commission or any other competent authorities.

Terms and Conditions applicable for admissions included in this booklet are generally common for both the courses. Conditions which are different like eligibility, duration, selection process etc are brought out specifically. Candidates and their parents are therefore advised to go through the conditions carefully.

1. COURSE & SEAT DETAILS, DURATION & ELIGIBILITY REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>No of Seats</th>
<th>Duration of Course</th>
<th>Eligibility Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bsc. (Nursing)</td>
<td>75</td>
<td>Four (4) years</td>
<td>Higher Secondary School Certificate Examination (12 years course), Or Senior School Certificate Examination (10+2), Pre-Degree Examination (10+2), Or an equivalent with 12 years schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 50% aggregate marks (PCBE).</td>
</tr>
<tr>
<td>Post Basic Bsc. (Nursing)</td>
<td>50</td>
<td>Two (2) years</td>
<td>Pass in plus two and pass in General Nursing &amp; Midwifery from an INC recognized School of Nursing be a Registered Nurse of the State Nursing Council</td>
</tr>
</tbody>
</table>
2. CURRICULUM
As approved by Amrita Vishwa Vidyapeetham (University) and is in line with directives of the Nursing Council of India.

3. AGE
Shall not be less than 17 but not more than 23 for BSc(Nursing) and maximum age limit of 30 for Post basic BSc (Nursing) as on 31.12.2013. Date of birth as recorded in the 10th standard / school leaving certificate will be taken as authentic.

4. SUBMISSION OF APPLICATION FORMS:
I. Download from website and submit along with the application fee by way of a demand draft favouring AMRITA VISHWA VIDYAPEETHAM for an amount of Rs 500/
II. Obtain from select branches of Dhanalaxmi or Federal Bank and submit.
   a. Form must be filled in clearly and legibly by using CAPITAL LETTERS.

5. METHOD OF SUBMISSION OF APPLICATION FORM
A bigger envelope printed with our address is provided along with the application form obtained from the banks and the candidates are required to use the same for submission of the application.

Before mailing, ensure that you have kept the following documents in the envelope:
   a) Application Form duly filled and pasted with Photograph duly attested by the candidate.
   b) Copy of marks list of the qualifying examination to be enclosed to the application form.
   c) Demand Draft for ONLINE and downloaded application forms
   d) Clip all the above together, keep in the envelope, paste and dispatch by speed post or a reliable courier. Can also hand deliver to the Communication Department at the ground floor of Amrita Institute of Medical Sciences, Kochi.
   e) Ensure the application is received in the Admission Office on or before Thursday May 30, 2013.

Down loaded application forms will not have a serial number. Once the duly filled applications along with the demand draft for the amount involved are received in the office of Admissions, a serial number will be allotted and the same will be communicated to the candidate by e-mail only. For this purpose candidates must have an e-mail ID and those who do not have must create one before submitting the application form and indicate the e-mail ID at the appropriate place in the application form.

Candidates who wish to receive the application number by post should enclose a self addressed post card. On the reverse of the card following should be written:
   1. Name of the candidate :
   2. Course applied for :
   3. Application No. :

6. CHOICE OF COURSE
   a. Indicate the eligible course by darkening the respective box.
   b. Form must be filled in clearly and legibly by using CAPITAL LETTERS.
   c. Keep with you a photocopy of the filled application for future reference.
   d. Any discrepancy in the statements or submission of incomplete or incorrectly filled forms or unclear photographs will lead to rejection of application.
   e. Candidates must ensure that results of the qualifying examination are submitted in time to enable them to attend the Interview or Test. Detailed instructions for filling up of application forms are given under clause ‘21’ of this booklet.

Application fees : Is Rs 500/-

Banks will supply the form on payment of Rs 500/-. For ONLINE and Down loaded forms payment of Rs 500/- by way of a demand draft favouring AMRITA VISHWA VIDYAPEETHAM, payable at Kochi need be enclosed along with the application form

7. SELECTION PROCESS:
BSc (Nursing)
Selection of candidates is on the basis of their plus two marks and personal interview. For this purpose Plus two marks list is most essential.
Candidates must ensure that the Mark lists are submitted at least seven days prior to the date of interview. (Date of interview is: 5 June(Wednesday) 2013.

**Post Basic BSc(Nursing)**

Candidates will have to appear for a written Test. Date, time and other details are as under:

**Date:** 9.30 am on 10th June 2013 at Amrita School of Medicine, AIMS –Ponekkara, Kochi. 682041

(I) Eligible Candidates will receive an intimation regarding the date and time of interview. They should report at the Admission Office of the School of Medicine, at least by 9.00 am.

Those who do not get an intimation at least by 30 May 2013 should contact the Admission Office and obtain confirmation.

(ii) Selection list is likely to be announced on the same day itself. Selected candidates are required to make a spot payment of Rs 20,000/- which will be adjusted towards the first year tuition fees. Balance amount payable towards the first year fees should be paid at the time of admission which will normally be within one week from the date of interview.

8. **TELEPHONE NUMBERS & E. MAIL ID (VERY IMPORTANT)**

i. It is advisable to mention more than one telephone number for contacting the candidate or his / her parents. Many times important messages are given through telephones and by e mail. While the Institution will make all reasonable efforts to contact the candidate or his / her parents, if the numbers are not reachable / email ID is not valid, Institution will not be responsible. Therefore candidates should ensure that two or more easily accessible numbers and a valid E MAIL ID are mentioned in the application.

ii. Candidates in the waiting list will be called to join the course as and when seats become available and they will have to join the course within the time limit given to them, failing which the seat is likely to be offered to another candidate.

9. **ADMISSION**

Admissions will normally take place within ten days from the date of interview and first payment. Date of admission will be announced on the day of interview. No separate call letters will be sent. Candidates desirous of admission should report to the Chairman-Admissions on the date & time intimated. While reporting for admissions, the candidate should be accompanied by one of the parents and should produce the following documents in original along with two additional sets of photocopies.

**For BSc(Nursing) and Post basic BSc(Nursing)**

i. Plus two mark list
ii. Plus two Pass certificate (+2)(in case of CBSE or ICSE)
iii. A document to prove the date of birth
iv. Transfer certificate from the Institution last attended.

v. Migration certificate from the University or Board from where the candidate passed his/ her +2

vi. A character and conduct certificate from the Institution from where the student passed his/her plus two examination mentioning the status of his/her behavioural pattern specially in terms as to whether the student displayed persistent violent or aggressive behaviour or any desire to harm others.

vii. Medical certificate for physical fitness and mental soundness from a medical Officer not below the rank of a Civil Surgeon or a Clinical Associate Professor of a Medical College.

viii. Community certificate in case of SC/ST candidates.

ix. Face close-up color photographs- 4nos displaying the date ( the photograph taken after 01.01.2013)

x. Demand draft for the amount which will be intimated to the candidate, favoring AMRITA VISHWA VIDYAPEETHAM payable at Kochi.

**Candidates for Post Basic BSc(N) shall furnish the following too:**

xi. Pass certificate of General Nursing & Midwifery.

Xii. Registration( as Nurse and Midwife) certificate from the Nursing Council

10. **VERIFICATION OF DOCUMENTS**

All admissions are subject to verification of the original certificates and documents of the candidate. The decision of the Chairman-Admissions (Medical), Amrita Vishwa Vidyapeetham regarding the eligibility of any applicant shall be final & binding.
11. FEES DETAILS

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Tuition Fees</th>
<th>Other Fees</th>
<th>Caution</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Sc Nursing</td>
<td>Rs.75,000</td>
<td>Rs.19,800</td>
<td>Rs.5,000</td>
<td>Rs.1,19,000</td>
</tr>
<tr>
<td>Post Basic B.Sc Nursing</td>
<td>Rs.75,000</td>
<td>Rs.8,480</td>
<td>Rs.5,000</td>
<td>Rs.1,05,980</td>
</tr>
</tbody>
</table>

Hostel & Mess fee Extra.
Fees mentioned above are at the current level and are likely to be revised without any notice.

Fees for the first year will have to be paid at the time of admission. Fees for the remaining years will have to be paid in the beginning of the academic year or on dates announced by the principal, Amrita Nursing College.

a. Candidates admitted to any of the above courses must remit the tuition and other fees at the time of admission by way of demand draft.

b. Annual tuition fees, Hostel & Mess and other fees are required to be paid in full by the dates which will be notified by the Principal. Dates will be notified on the Notice Boards and the students are expected to intimate their parents in time. No individual Notices will be issued.

IGNORANCE OF NOTICE WILL NOT BE ACCEPTED AS AN EXCUSE FOR DELAY IN PAYMENT.

12. ACCOMMODATION:

Being a residential school, all students will have to stay in the hostels provided by the Institution.

13. CANCELLATION OF ADMISSION AND REFUNDS

a) For candidates who have joined the course but opt to discontinue the course any time before completion of the course, an amount of Rs 10,000/- will be payable as administrative expenses.

b) In addition to the above such students will have to pay tuition fees, hostel, mess and other fees proportionately for the period they remained on the Rolls of the School.

c) For the purpose of calculations of proportionate recovery part of a month will be considered as a full month.

d) Subject to the above conditions for those who leave the course after commencement of classes but before closure of admissions, tuition fees will be refunded provided the Institution could fill the vacancy.

(e) As per the existing regulations of the University admissions will have to be closed by 30th September of the year of admission. After closure of admissions the seat if vacated cannot be filled up. Such seats will go vacant for the entire duration of the course. Therefore those who leave the course after the closure of admissions will have to pay liquidated damages equivalent to the tuition fees for the remaining period of the course.

Candidates will be deemed to have withdrawn if he/she remains absent for more than 30 (thirty) days from the date of commencement of the classes.

14. DISCIPLINE

The colleges, hospitals and hostels are parts of Mata Amritanandamayi Math, the parent trust and therefore, rules and regulations as prescribed should be strictly followed.

a. Ours is a hundred percent residential campus. Students will be required to reside in the hostels and they will be allowed to visit their homes only on days as decided by the management from time to time.

b. Only Vegetarian food will be served in the Hostel.

c. Students are not allowed to keep two-wheelers and cars in the campus.

d. Use of mobile phones, video-ipods, cameras, and all such electronic gadgets inside the campus is prohibited.

e. Smoking and drinking (alcohol) are totally prohibited.

f. There will be a mandatory dress code for all students throughout the course.

g. There will be regular value-oriented classes/discussions in the campus. Students are advised to participate in these programmes. This is an Institution meant for higher learning and the objective is not only to impart education but also to build the character of the students and transform them into better human beings.
h. A student handbook will be issued at the
time of admission which will contain all the
rules and regulations in detail. The students
shall strictly abide by them.

i. Students are expected to observe absolute
discipline in their conduct during the entire
period they spend in the Institution. Failure
to observe absolute discipline will invite
appropriate action.

15. PREVENTIVE MEASURES AGAINST RAGGING

‘Ragging’ means doing of any act by disorderly
conduct to a student of an educational Institution,
which causes or is likely to cause physical or
psychological harm or raising apprehension or
shame or embarrassment to that student and
includes teasing or abusing or playing practical
jokes or causing hurt to such students or asking
a student to do any act or to perform something
which such student will not in the ordinary
course be willing to do.

In case, the applicant for admission is found to
have indulged in ragging in the past or if it is
noticed later that he/she has indulged in ragging,
admission may be refused or he/she shall be
expelled from the educational Institution.

Anti-ragging committees and Anti-ragging
squads will be formed to take effective measures
against ragging and they will adhere to the
stipulations and effectively monitor and comply
with the directives.

Every student of the institution and his/her
parents, or guardian is required to submit a
combined undertaking at the time of registration
/ admission in prescribed format (which will be
provided by the Institution) which is mandatory
for registration/admission.

Anti ragging regulations of the University Grants
Commission, Medical Council of India, and
Dental Council of India are forming part of the
terms of admissions and are made available to
all candidates and their parents for information
and compliance.

16. MEDICAL INSURANCE

All students will be covered under group medical
insurance scheme, within stipulated limits.

17. ATTENDANCE

A minimum 80% attendance is compulsory for
appearing for the university examinations.

18. SETTLEMENT OF DISPUTES

In case of any dispute in the interpretation of
any of the conditions included in this booklet
relating to admission to various undergraduate
courses or to any of the Institution located within
the Health Sciences Campus of Amrita Institute
of Medical Sciences at Kochi, decision of the
Medical Director /Campus Operating Officer will
be final and binding.

19. JURISDICTION:

Courts situated in Kochi, Kerala only will have
jurisdiction over disputes if any arising in the
matter of applications and or admission to
the courses covered under these “Terms &
Conditions”.

20. GENERAL INSTRUCTIONS FOR FILLING THE
APPLICATION FORM

Incomplete and wrongly filled in applications
are likely to be rejected. Hence candidates are
advised to take extraordinary care in filling up
the Form. Given below are hints to help the
candidates to correctly fill up the form.

(i) Application Form should be completed. Do not
leave any column unfilled. If any column is not
relevant in your case please write “NA” in answer
to such column.

(ii) Use Black ball point pen.

(iii) Photograph: Face close up passport size colour
photograph (taken after January 01, 2013) only
should be used. Photo should be self attested

(iv) Choice of Course: Indicate your course choice
only by numbering(1, 2)in the respective box
Any other type of marking like tick, darkening
etc will render the application liable for rejection.

(v) Merit or Management. Darken the appropriate
column

(vi) DD No and date: For download application as
well as additional course options

(vii) Name of the Candidate: Write your full name in
capital letters.

Do not write just the name. For example: LAKSHMI
or ULLAS. Write LAKSHMI SUBRAMANIAN or
ULLAS BOSE. In other words you should easily
be identifiable.

(viii) Sex: Darken the concerned box.
### IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue of application forms</td>
<td>22 April 2013</td>
</tr>
<tr>
<td>Last date for issue of application form</td>
<td>28 May 2013</td>
</tr>
<tr>
<td>Last date for receipt of completed Application forms</td>
<td>30 May 2013</td>
</tr>
<tr>
<td>Date of Interview (BSc(Nursing))</td>
<td>5 June 2013 (Wednesday)</td>
</tr>
<tr>
<td>Date of Written Examination (Post Basic BSc Nursing)</td>
<td>10 June 2013 (Monday)</td>
</tr>
</tbody>
</table>

### Warning

Candidates who wish to apply for admission to all the courses at Amrita Vishwa Vidyapeetham, Health Sciences Campus are hereby warned against possible cheating by unscrupulous agents who may promise and assure seats by extracting large sum of money from the parents / candidates. Candidates should note that there is no provision for capitation fees towards admission.

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(ix) **Date of Birth:**
- First two boxes: Date (eg: 10)
- Next Two Boxes: Month (January)
- Last four boxes: Year (1993)

Eg: Date 10 Month January Year 1993

x) **SC/ST/OBC:** If you belong to any of these categories then darken the concerned box.

xi) **Name of the caste/community:** If your answer to x above is “yes” then only fill up this column.

xii) **Details of parents:** Fill up the columns relating to father and mother.

xiii) **Residential Address:** Write the address both present (address for communication) and Permanent correctly and completely. If you are staying at the present address for a short period, indicate the date up to which you are available in that address.

Must mention valid telephone numbers on which you or your Parents can be contacted. If we are unable to contact you on account of your furnishing wrong or invalid telephone numbers or the person attending the telephone is unable to answer properly, you may lose your chance.

xiv) **Institution where candidate appeared +2 examination:** Write the name of the institution from where you appeared for your Plus two examination.

xv) **Name of the Board:** Write the name of the board (CBSE / State / ICSE – Tick the appropriate one) with month & year of passing.

xvi) **Percentage of +2 marks:** If you have +2 marks available with you, please mention the percentage of marks. Those who are yet to receive the results may indicate RESULT AWAITED. But the marks list should reach the School of Medicine before the scheduled interview.

When Marks List is sent separately please write your name & application number on the same prominently.

xvii) **Signatures:** The candidate and the Parent must sign the joint declaration.

xviii) **Date:** Write the date of filling up the application.

xix) **Enclosures:** Application form should be first in your arrangement. Attachments should be below the Form. Do not send any papers in loose condition. DO NOT SEND ANY ORIGINALS. University will not be responsible for safety of the originals.

xx) **Those who are in service (speciallacy candidates for Post Basic B.Sc Nursing):** Candidates should forward their application through the Head of the Institution.