



Charnock Healthcare Institute

Creating talented Workforce for the Healthcare sector

Rules & Regulations and Application Form

For Enquiry call on:

 **842 000 3333**
842 000 3330

Email:

 charnokinstitute@gmail.com



General Rules & Regulations

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 of School of Nursing.
2. Students must comply with the rules and regulations formed by the Institution.
3. Students must be in recommended uniform in the clinics, community and in the classroom.
4. Student should participate and take initiative for leadership in professional and social activities.
5. No visitors, mobile phones are allowed during classes as well as duty hours. In case of any emergency, guardians are allowed to inform the School Authority.
6. 100% attendance is mandatory for all clinical experience. Hence make-up of duty is compulsory for any absence in Clinical Field.
7. Vacation will be granted by the School as per regulation of West Bengal Nursing Council, Kolkata.
8. Student having sickness while on leave must inform the School Authority on the same day.
9. Sick students are not allowed to stay in the hostel without permission of the school authority.
10. Fees once submitted are not refundable.
11. Each student is responsible to pay all the examination fees and fees for special clinical exposure as per course curriculum.
12. In case of discontinuation of the course by the student the payments already made shall be forfeited.
13. During the training period, in case of any unforeseen Health Problem requiring hospitalization or surgical intervention, would be on the student's own expenditure & during that period the presence of either of the parents/local guardian is mandatory.
14. Student who damages/vandalizes/defaces college property will be held responsible for their actions. The student may be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, or exclusion from college activities. In addition, these actions may result in police involvement.

Signature of the Candidate

Signature of the Parents/Guardian



Rules for Hostel

1. It is mandatory 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. Students are requested to stay in the hostel as a family and solve their problems within the hostel.
4. Hostel articles must be returned at the time of final departure from the hostel. After that clearance will be given and caution money will be return to the student.
5. Rooms shall be allocated by the Hostel-in-Charge and no personal preference will be entertained.
6. Overall cleanliness of the room is to be maintained bythe students residing in the hostel.
7. No stickers to be pasted on walls.
8. No furniture to be removed from the room.
9. Students are not permitted to use any electrical appliances other than light and fan, which are provided from the hostel.
10. Fans & Lights are to be switched off before leaving the rooms.
11. Rooms must be kept arranged & tidy.
12. Avoid using garments & articles of other student.
13. Visitors are not allowed in student's rooms.
14. No Smart phones are allowed in the college campus and hostel. Only Phones without camera and internet connectivity are allowed.
15. Students' own mobile phones (if any) are to be kept under lock & key before coming to duties/classes and can be taken back at the time of evening attendance in the hostel.
16. Visitors are allowed only on Sunday (10 am-5 pm).
17. One over night pass will be issued per month. Night pass will be issued only on guardian's address. Class representatives should report to the Hostel-in-Charge for night pass after obtaining signature from respective teacher previous day of night pass.
18. Diet charge is subject to change.
19. Students are not allowed to make any outgoing calls from the institutional phone. Incoming calls have to be restricted to 3 minutes only.
20. Any candidate involved in ragging will be punished according to the law, including expulsion from the institution or imprisonment up to 3 years or fine of Rs.25,000/- or all the aforementioned.
21. No students are allowed to come out from their room in nightdress.
22. Any student falling sick should report to the Hostel warden.
23. The Hostel warden will be escorting the sick student to the hospital & get checked up by the Doctor.
24. Students are asked to spread their wet cloths only on the designated place and not elsewhere.
25. Strict action will be taken against the students if rules are violated.



Rules for Hostel

26. Serious disciplinary action will be taken against the students found absent from the hostel without any information.
27. Regular night attendance will be maintained by the hostel warden.
28. Selected candidates should carry the following items for hostel:
 - I. Mattress
 - II. Pillow - 2
 - III. Pillow Case - 2
 - IV. Bed sheet - 2
 - V. Bed cover - 2
 - VI. Mosquito Net - 1
 - VII. Blanket - 1
 - VIII. Towel - 2
 - IX. Bucket & Mug - 2
 - X. Black noiseless covered shoes - 2 pairs
 - XI. Hair Net - 2
 - XII. Wrist Watch with second hand - 1
 - XIII. Other toilet articles - As required
 - XIV. Rice Plate, Bowl, Glass, Cup, Spoon - 1 each
 - XV. Lock & Key - 1
29. Metal trunks are not allowed in the hostel. Students should get their luggage in a trolley bag. The size of the bag should not be bigger than 65 cms.

Signature of the Candidate

Signature of the Parents/Guardian



Rules for Library

1. Library remains open from 9.30am to 4.30pm from Monday to Friday. On Saturdays it opens from 9.30am to 12.00pm. Sundays and Holidays remain closed.
2. All readers are requested to bring the Library Card with them.
3. Readers are not allowed to borrow books on the card of another reader.
4. Eatables and drinks are not allowed in the library area.
5. All readers are required to observe silence and maintain discipline in the Library.
6. Switch off mobile phones or keep it on silent mode before entering the Library.
7. Please take care of the Library Books and other Library Articles to prevent any unwanted damage or loss.
8. Library staff is not responsible for reader's personal belongings.
9. Books will be issued for 7 days only and then it can be reissued for another 7 days.
10. The same book cannot be issued more than twice.
11. Readers are required to handle books and reading materials very carefully. Marking Library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously.
12. When books are issued, readers should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the damages and shall be fined.
13. Once the book is issued on library reading card cannot be taken elsewhere from the Library.
14. If only one copy of a book is remaining in the Library, that particular book cannot be issued any further. Students can use the Library reading card for reading it in the Library only.
15. In case a reader loses a book he/she should replace the book. In case the book cannot be replaced; the current price of the book will be paid by the borrower.
16. The Clearance Certificate will be issued to student only after he/she has returned all the Library Books and cleared all Library dues.
17. Reader's card must be renewed every semester/year as required.
18. Readers keeping library books with them beyond the due date, an amount of Rs. 10/- will be charged as fine each day till he or she returns the books to the Library.
19. In case a student loses his/her reader's card then the student should report the loss of card immediately to the Librarian and submit an application for the issue of duplicate card by paying Rs. 50/- per card.
20. Using of laptops and tablets are allowed in the Library but the Librarian has the full authority to verify the content. Watching video is strictly prohibited.
21. Don't arrange any meeting in the Library without prior permission of the management.
22. In case of any damage(s) caused to the library property, the cost of the same shall be recovered from the person found responsible. This is solely at the discretion of the authorities.
23. Books taken on "Reading Cards" should be returned back by 4.30pm same day.

Signature of the Candidate

Signature of the Parents/Guardian



Application Form



Application Form For Admission to _____ Course Session
 _____ Instruction to applicant:

1. Fill the form in own and clear handwriting
2. Do not overwrite
3. Place a (✓) mark over the correct option
4. Submit documents duly self attested

Application No.: _____ Application Date: _____

Course Applied For : _____

Name in Full (IN BLOCK LETTERS) : _____

Date of Birth : Age (as on 31.12.20) :

Aadhar Card No. : Religion: _____

Father's Name : _____ Mother's Name : _____

Guardian's Name & Relation: _____

Permanent Address : _____

Present Address : _____

Contact No.: _____ E-mail ID: _____

JEE Qualified / Non-Qualified:

JEE Roll No.: _____ JEE GMR Mark : _____ Nursing Rank : _____

Academic Details of Class XII:

Name of Board : _____ Year of Passing: _____

Marks of Best 4 Subject (Including English) :

Name of 4 Subject (Including English)	Total Marks		Marks Obtained		Total Obtained Marks
	Theory	Practical	Theory	Practical	
TOTAL MARKS (Best of 4 Subjects)					
Percentage (Best of 4 Subjects)					

Personal Details :

Gender: M F Marital Status Blood Group Height Weight Vision

Mental Status Examination Immunization Status



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Declaration

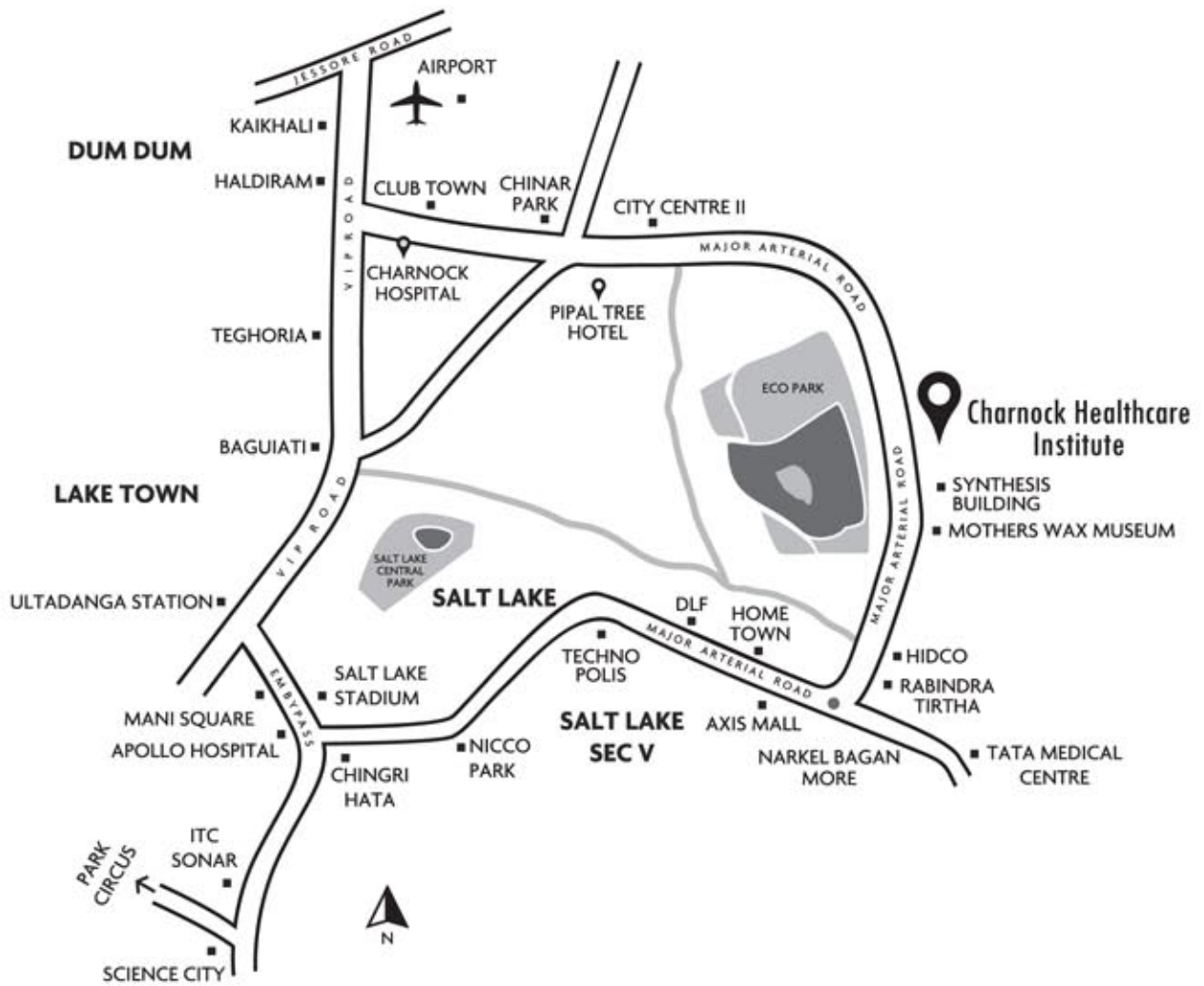
I hereby declare that the above-mentioned information are true and correct to the best of my knowledge and belief. I have also read and understood the Rules and Regulations provided and agree to abide by them.

Place : _____

Date : _____

Signature of the Candidate

Signature of the Parents/Guardian



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