

INDIRANI COLLEGE OF NURSING

Issue No.

01

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ADMISSION – ICON/EOSP/13

Revision No.

00

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITY
- 4.0 PROCEDURE

To describe the method of Admission Process

This procedure is applicable to Admission Process.

Admission Incharge is overall responsible for Admission Process.

Activity

Description

4.1 Admission

1. Printing of Application and Prospectus by ICON
2. Receiving enquiries varies mode like
 - a) Paper ads
 - b) Educational expo
 - c) Direct
 - d) Employee referral
3. Received enquires entered in enquiry register and maintained
4. Enquiries are communicated through SMS / Whatsapp
5. Once candidate visit our premises, verify the eligibility criteria of course they asked for.
6. Once eligibility criteria are identified, admission slip shall be issued to the candidate.
7. Eligibility criteria shall be verified based on their syllabus, age, board (recognition)
8. At the time of issuing the admission slip, we have to explain the course fees,
9. Fees, course details brochure given to candidates
10. After candidate's confirmation, provide the registration form
11. Registration along with payment advance Rs. 2000/- received from the students.
12. Required documents shall be collected from students.
13. Required documents are
 - a) HSC/CBSE Mark sheet
 - b) Degree/Dip certificate
 - c) Provisional certificate
 - d) Degree / Dip mark sheet
 - e) T.C cum Conduct Certificate
 - f) Community certificate
 - g) Migration certificate
 - h) 10th mark sheet
 - i) Physical fitness certificate
 - j) Photographs

Signature:

Signature:

Prepared by:

Issued & Approved by:

Date: 07.01.2020

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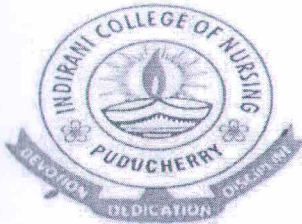
INDIRANI COLLEGE OF NURSOING

ARIYUR, PUDUCHERRY

ADMISSION PROCEDURE

- ADVERTISEMENT
- ENQUIRY
- DETAILS OF ADMISSION
- ELIGIBILITY
- SELECTION OF ADMISSION
- REGISTRATION
- SCHOLARSHIP & LOANS

- **Advertisement** : Through News Paper, Social Media, Issuing Pamphlets to Schools, Education Expo, Faculty, Students & Alumni
- **Enquiry** : The students will enquire for admission through Phone and in person for getting information about the course.
- **Details of Admission** : The concerned person will give all the details about the course, fees etc.,
- **Eligibility** : Will check whether the student is eligible for admission as per the norms of University & Council.
- **Selection of Admission** : The students are selected through Centac (Students selected under Government Quota – 50%) and through CETPPPC (students selected under Management Quota). Admission will be confirmed after collecting all the original certificates from the student
- **Registration** : After selection of students, the students are admitted and registered in Pondicherry University and Nursing Council (TNNMC, INC)
- **Scholarship & Loans** : OBC/MBC PKFA Scholarship only for Centac students. PKFA & Dr. Ambedkar Scholarship for SC students.
- Educational Loan is eligible for all the students. PADCO Loan is eligible for only SC students.

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k) Student Aadhar card

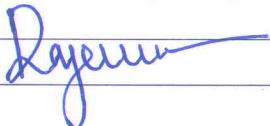

14. All the student information stored in EDUMATE software under process
15. Preparation of admitted students particular and sent to the university for uploading the details in the university website portal and TNNMC online portal.
16. Uploading of the admitted students photograph in the university website portal and TNNMC online portal and then necessary approval to be given.

5.0 REFERECE

-University syllabus

6.0 RECORDS

1. SOP for Admission – SOP/EOSP13/01
2. Eligibility criteria for all the courses – EC/EOSP13/02
3. Admission Register – AR/EOSP13/03
4. Enquiry Register - ER/EOSP13/04
5. Applicant Details – AD/EOSP13/05
6. Parents/Guardian Details – PGD/EOSP13/06
7. Educational Details - ED/EOSP13/07
8. Certificate files - CF/EOSP14/08
9. Transport/Hostel details – T&H/EOSP13/09
10. Anti-ragging consent – AR/EOSP13/10
11. Scholarship documents - SD/EOSP13/11
12. Data base of UG Students - DB-UG/EOSP13/12
13. Data base of PG Students – DB-PG/EOSP13/13
14. Data base of Diploma Students – DB-DIP/EOSP13/14

Signature:		Signature:	
Prepared by:		Issued & Approved by:	
Date: 07.01.2020		Date: 07.01.2020	

INDIRANI COLLEGE OF NURSING
Admission Criteria
B.Sc.(N)

- The minimum age for admission shall be 17 years on or before 31st Dec. of the year of admission.
- The minimum educational requirements shall be the passing of: Higher Secondary school certificate Examination(12 years course), with science (Physics, Chemistry, Biology)
- Minimum 45 % aggregate marks in Physics, Chemistry, Biology and English as a subject.
- Minimum 40 % aggregate marks for SC/ST students.
- Selection of the candidates should be based on the merit of the entrance examination held by university or competent authority or as per regulation of the University from time to time.

P.B.B.Sc(N)

- Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination recognized by the university for this purpose. \
- Obtained a certificate in General Nursing and Midwifery and registered as R.N.R.M. with the State Nurses Registration

M.Sc(N)

- 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, should be a registered nurse.
- Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
- 7. 5% relaxation of marks for SC/ST candidates may be given. **Entrance/ Selection test:** In entrance test minimum pass 50% in accordance to the policy of Government.

DGNM / ANM

- 10+2 with English and must have obtained a minimum of 40% at the qualifying examination with science (Physics, Chemistry, Biology)
- Registered ANM with pass mark for GNM.
- 10+2 with English having 40% of marks in vocational ANM course from the school recognized by Indian Nursing Council.
- Minimum age for admission will be 17 years. (as on 31st December of that year) The upper age limit is 35 yrs. For ANM/ for LHV, there is no age bar.