

**COLLEGE OF NURSING  
DR H GORDON ROBERTS HOSPITAL  
SHILLONG-793002**



# PROSPECTUS

## B.Sc. NURSING COURSE: 2024-2025

### COLLEGE OF NURSING, DR H GORDON ROBERTS HOSPITAL

#### SHILLONG

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**COLLEGE OF NURSING**  
**DR.H.GORDON ROBERTS HOSPITAL, SHILLONG**

**1. CALENDAR FOR ADMISSION 2024**

Sl. No.	Contents	Date
1.	State Combined Entrance Examination	29 <sup>th</sup> June 2024
2.	Online and Offline Issue of Application Forms	10 <sup>th</sup> June 2024
3.	Last Date for Submission of Application Forms with Supporting Documents	10 <sup>th</sup> July 2024
4.	Announcement of First List of Provisionally Selected Candidates	13 <sup>th</sup> July 2024
5.	Medical Check-up and Verification of Original Documents	16 <sup>th</sup> July 2024
6.	Display of Final List of Selected Candidates	17 <sup>th</sup> July 2024
7.	Report to Hostel	31 <sup>st</sup> July 2024 before 4.00 p.m.
8.	Commencement of the Session	1 <sup>st</sup> August 2024

Contact information of the Institution

1. Email ID:-[schlfns@gmail.com](mailto:schlfns@gmail.com)
2. College Office :-7005504320, 9485165742
3. Website :- <http://drhgrobertyshospital.com>

## **2. BRIEF HISTORY OF THE HOSPITAL**

The Dr. H. Gordon Roberts Hospital, Shillong formerly known as the Khasi Hills Welsh Mission Hospital, was inaugurated on the 25<sup>th</sup> March 1922 by Sir William Marris, the then Governor of Assam. Dr. H. Gordon Roberts, C.I.E., LL.D., M.D., founder of the hospital arrived in Shillong in 1913 and started work with a small dispensary at Mission compound, Shillong near the KJP Girls High School. The construction of the main building of the 90 bedded hospital started in 1915.

The Hospital is one of the oldest Hospitals in North East India. Its glorious name has spread far and wide and till today it caters to the health needs of not only the people of Shillong but of adjoining towns and in far flung villages of Meghalaya.

The Dr. H. Gordon Roberts Hospital, Shillong as it is popularly known today is a 350 bedded hospital registered under Registration of Societies Act XXI of 1860 and Meghalaya Nursing Home Licensing and Registration Rules 2016.

The Hospital is located at the centre of the city with easy access for patients especially the rural population. The Hospital campus covers an area of 14.05 acres. It consists of Medical, Surgical, Paediatric and Obstetrics and Gynaecology Wards. Specialised units like Intensive Care Units, Neonatal Intensive Care Unit and Dialysis, Emergency and Trauma Unit and well-equipped Labour Room are available. The OPD unit has facilities like Directly Observed Treatment Short Course (DOTS), Well Baby Clinic, Integrated Counselling and Testing Centre (ICTC) and Diabetic Clinic. Nursing Service is also moving along the trends of specialised nursing with Nurse Anaesthetists, Stoma Nurses, Oncology Nurses, Renal Nurses, Operation Theatre Nurses, Neonatal Nurses, Psychiatric Nurses, Critical Care Nurses, Emergency and Trauma Nurses, Orthopaedic Nurses and also Diabetic Educators.

## **3. BRIEF HISTORY OF NURSING EDUCATION IN DR. H. GORDON ROBERTS HOSPITAL SHILLONG**

Nursing education in the Hospital developed under the services of Miss Margaret Buckley, a woman with a lively concern for nursing. She served this hospital from 1919 to 1930. Subsequently the training of nurses continued under the supervision and guidance of highly qualified matrons like Miss Amy Catherine Bullock and Miss Margaret Owen. The school provided nursing education mostly to the locals and in the process taught them to be responsible people and contribute to their families as well as the society.

The need to increase adequately trained nurses initiated the admission of the first batch of General Nursing and Midwifery students hailing from different regions of India. The School of Nursing was then recognised by the Indian Nursing Council through the Assam Nurses Midwives and Health Visitors Council and the Meghalaya Nursing Council subsequently.

To ensure quality nursing education and train nurses in acquiring advanced critical thinking and improve clinical care and management in a health care setting, the School of Nursing was upgraded to College of Nursing in the year 2022.

## **4. COLLEGE OF NURSING**

The College of Nursing and the Students' Hostel is located within the hospital in close proximity to the clinical area. The College with an intake of 40 students each year is equipped with adequate classrooms, demonstration laboratories in different specialities such as Nursing Foundation, Anatomy and Physiology, Microbiology, Medical and Surgical Nursing, Child Health Nursing, Obstetrics and Gynaecology Nursing, Community Health Nursing.

The hostel is well equipped with a dining hall, recreational room, basketball court and an open space with lots of greenery around. Wardens are available round the clock to ensure safety and wellbeing of the students. In order to promote healthy living, students are encouraged to spend their free time outdoors playing games and sports and facilities for the same are provided.

### **4.1 MISSION**

The College of Nursing shall be guided by the Hospital's Motto "SERVICE TO MAN IS SERVICE TO GOD". The College programme prepares caring nurses committed to the profession and responsive to the needs of the community in an ever-challenging health care environment, evidenced based practices and responsibility towards guiding student's learning within a culture that promotes professional excellence.

### **4.2 VISION**

To educate nurses in an appropriate learning environment and collectively as partners in the delivery of health care services with other professional colleagues.

### **4.3 PHILOSOPHY**

The teaching faculty of the College of Nursing, Dr. H. Gordon Roberts Hospital, believes in a holistic nursing philosophy that covers the whole spectrum of interpersonal as well as scientific applications on human and health regime, consistent with Christian principles.

We recognise that nursing is systematic in nature. It entails the application of extensive knowledge, great flexibility, and strong attention, better understanding of clients and also to meet the needs of the clients. At the same time, we believe that nursing is a scientific as well as humanistic discipline. It requires of its practitioners the integration of a sense of value, appreciation of aesthetic values and a belief that the overall well-being of clients is the paramount objective of nursing.

The College strongly advocates and adopts caring and care-giving in its true literal manifestation; communication and interpersonal processes and most of all skilled intervention to lessen pain and sufferings to achieve the objectives by which the purpose of care giving is envisioned.

### **4.4 OBJECTIVES OF THE COLLEGE**

To prepare graduates to become competent professional nurses by gaining broad educational concept of the essential elements of nursing practices through a planned curriculum.

1. The graduates are able to demonstrate competency in knowledge and skills of nursing which will therefore render quality care to individual in hospital and community.
2. To prepare the students to achieve all round development and become confident, develop leadership qualities and to have self-direction in various situations.
3. To assist students to develop sensitivity and skills in human relationships.
4. To inculcate a sense of commitment and fulfillment of responsibility as a member of community and as citizen of the country.
5. To develop basic knowledge of nursing research in the students to improve nursing practice and provide quality patient care.
6. To promote capacity building among faculty through continuing education.

## **5. ADMISSION PROCESS**

**Name of the course:** - Bachelor of Science in Nursing (B.Sc. Nursing)

**Duration of the course:** - 4 years including 6 months internship programme.

**Affiliation:** - Affiliated to the North Eastern Hill University (NEHU)

**Number of seats per batch:** - Forty (40) seats

### **5.1. BASIS FOR ADMISSION**

Selection for admission to the course is based on: -

1. State Combined Entrance Examination (SCEE) Score of the current year.
2. The candidate should be medically fit
3. Candidates should be female.
4. Distribution of seats will be as follows: -
  - A. For disabled candidates: 5% disability reservation to be considered with a disability of locomotor to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing programme.
  - B. Reservation SC/ST, OBC or any other shall be as per the State Government Rules.
  - C. Management Quota - Pastors/Missionaries/Hospital Employees Quota:3(three) seats of the sanctioned strength shall be reserved for children of employees of the Dr. H. Gordon Roberts Hospital, Pastors and Missionaries under the purview of the KJP Assembly.

#### **General Guidelines**

- For filling up the seats reserved under Pastors/Missionaries/Hospital Employees Quota, in addition to merit and the candidate satisfying academic and other eligibility criteria prescribed by the Indian Nursing Council and North Eastern Hills University, Shillong hierarchy of preference shall be given as follows:
  - (a) Candidates who are children of Pastors or Missionaries working in remote areas where educational facilities are limited (in order of SCEE merit).
  - (b) Candidates who are children of single parent of Pastors/ Missionaries/Hospital Employees (in order of SCEE merit).

- (c) Candidates who are children where both the parents are Pastors/Missionaries or Hospital Employees (in order of SCEE merit).
- Claims for reservation must be made by a candidate at the time of submission of application. Candidates should satisfy the eligibility conditions as per the Prospectus at the time of submission of application.
  - Candidates claiming reservation should produce documents certified by the Senior Administrative Secretary of the KJP Assembly/ Senior Executive Secretary of Synod under the KJP Assembly to ascertain that the parent of the candidate is a Pastor or Missionary working under the KJP Assembly or its subsidiary.

**OR**

Candidates claiming reservation should produce documents certified by the Medical Superintendent of the Hospital to ascertain that the parent of the candidate is employee of Dr. H. Gordon Roberts Hospital.

- If qualified candidates belonging to children of Pastors/Missionaries or Hospital Employees are not available to fill up the 3 seats reserved for them, the left-over seats shall be treated as unreserved and shall be filled up with candidates from the General pool.

## **5.2. APPLICATION PROCEDURE**

Application - Submission of the application form is via online and offline mode. Interested candidates can go to this link for details <http://drhgrobertyshospital.com/> or personally collect and submit the form from the Office of the College of Nursing.

### **General instructions**

1. The application form needs to be filled Online/ Offline and submitted Online/Offline respectively.
2. Candidates must scan and keep the soft copy of the photograph(500 KB) and signature ready before filling the Online application form.
3. Before applying, the candidate needs to have a personal email ID and permanent phone number which will be required for future communication.
4. It is the responsibility of the candidate to provide accurate personal information like name, age, date of birth, address, contact number etc.
5. Application forms that are incomplete will be rejected and no correspondence/queries will be entertained whatsoever.



6. If at any point of time, the candidate is found to have provided false information / certificate or found to conceal any important information regarding the details needed while applying, she will immediately forfeit admission and will not be entertained in any manner in the future.
7. The management reserves the right to have a final decision in the matter of selection of candidates for admission to the course.

### **5.2.1. ONLINE APPLICATION, SUBMISSION OF ONLINE /OFFLINE APPLICATION FORM AND PROCEDURE OF PAYMENT:**

#### **A. Online application and submission of form:**

- I. The candidates are required to access the admission page at <http://drhgrobertyshospital.com>
- II. On clicking the link, the institution page will open up, click on the 'College of Nursing' section.
- III. After clicking on the College of Nursing section, there will be an option 'Application for B.Sc. Nursing course'. Click on this option and read the instructions carefully before filling the form and ensure that you fill all the details correctly as per the details given in your documents.
- IV. Facility to upload your scanned documents will be available in the online form.
- V. A transaction ID will be generated and will be sent to the registrant's email after successful payment of the registration fee and submission of the Admission Form.
- VI. Please note the application number for future correspondence.

The following documents need to be SCANNED AND UPLOADED for application to the course:-

1. Passport size photo (500 KB).
2. Scanned signature.
3. Scanned copy of proof of payment of fee.
4. Birth certificate/ admit card of Secondary School Leaving Certificate.
5. Secondary School Leaving Certificate and mark sheet issued by the board/ university.
6. Higher Secondary School Leaving Certificate and mark sheet issued by the board/ university.
7. Community certificate (ST/SC/OBC).

8. Management Quota relevant certificate
9. Persons With Disabilities (PWDs) relevant certificate
10. Migration Certificate

- **An email and SMS stating successful submission of the application will be sent to the candidates within a week of submission.**
- Please note that the entire application form is to be submitted online. If it gets interrupted at any time after submission of the candidate's registration or personal details one can sign again into the admission page by clicking the link sign in to apply/ view using the temporary login ID. If the temporary login ID application number is not noted the process has to begin from the main menu and follow the procedure by clicking 'forgot temporary login ID/application number'.
- Any document not scanned or uploaded may be sent separately with the application number mentioned clearly to this email ID: [schlfng@gmail.com](mailto:schlfng@gmail.com) and clearly state in the mail subject as "submission of missing/pending document". This has to be done before the last date of submission. **Any correspondence of this nature will not be entertained after the last date of submission of application forms.**

**MODE OF PAYMENT:** Payment of the application form can be made by any one of the following methods:-

1. Select "State Bank Collect" Link in home page of [www.onlinesbi.com](http://www.onlinesbi.com)

Options available for payment:-

- I. Internet banking of SBI and others banks
- II. Debit cards (Visa/Master/RuPay) of SBI and other banks
- III. All Bank Credit Card
- IV. UPI
- V. NEFT/RTGS. (For other than SBI customers)
- VI. Pre-Paid cards
- VII. Foreign Cards
- VIII. Branch option, Cash/SBI Cheque at SBI branches.

**\*\* Fees once paid will not be refundable under any circumstance.**

## **B. Procedure for offline application and submission of form**

- I. Candidates are to procure the forms from the College of Nursing Office.
- II. Duly -filled forms should be submitted along with all necessary documents as mentioned below:-

1. Passport size photo
2. Birth certificate/ admit card of Secondary School Leaving Certificate.
3. Secondary School Leaving Certificate and mark sheet issued by the board/ university.
4. Higher Secondary School Leaving Certificate and mark sheet issued by the board/ university.
5. Community certificate (ST/SC/OBC).
6. Management Quota relevant certificate
7. Persons With Disabilities (PWDs) relevant certificate
8. Migration Certificate

\*\*\* All documents submitted to be self-attested by the candidate

## **6. SELECTION PROCESS**

Provisionally selected candidates will be called for medical check-up and verification of documents. The final list of selected candidates will be published in the institution's website/college notice board and will also be intimated to the individual candidates by email. Selection of the candidates will be purely on merit, based on the score secured during the State Combined Entrance Examination (SCEE).

### **6.1 DECLARATION OF RESULTS**

- i. The final list of the selected candidates will be uploaded on the institution website and college notice board.
- ii. All provisionally selected candidates are expected to give an acceptance in writing/email within the stipulated date and time. On failing to do so the seat will be offered to the next candidate in the waiting list.
- iii. Inter-se merit: -if two or more candidates obtain equal marks in the State Combined Entrance Examination (SCEE), their inter-se merit for admission shall be determined on the basis of the following:-

- Candidates obtaining higher marks in Biology in the qualifying examination will be given preference
- If tie still remains, candidates obtaining higher marks in Chemistry in the qualifying examination will secure a high place on the merit list.
- If the issue is still not resolved, candidates obtaining higher marks in Physics in the qualifying examination will be placed higher on the merit list.
- If the issue is still not resolved, candidates obtaining higher marks in English in the qualifying examination will be placed higher on the merit list. If it further tallies then marks obtained in Biology, Chemistry, Physics, English of qualifying examination shall be considered.
- At last, the tie will be resolved considering the age of the candidate. Candidates older in age will be preferred first.

## **6.2 WAITING LIST**

The waiting list will be prepared based on the ranking in the final selection. The candidates in the waiting list will be sent a provisional offer of admission by email when the vacancy arises. The candidate must provide acceptance in writing or a scanned copy of a signed acceptance by email by the date and time stipulated in the offer letter. Failure to send the acceptance letter within the prescribed time will lead to automatic forfeiture of the seat and the next eligible candidate in the waiting list will be invited to join the course.

## **6.3 REGISTRATION FOR ADMISSION:**

i. All selected candidates are required to be present at the College of Nursing at the stipulated time and date for registration to the course and have to sign a declaration of joining the course in the presence of at least two witnesses. Failure to do this will lead to forfeiture of the seat.

ii. If the candidate fails to report on the specified date, her seat stands cancelled and no request for consideration will be entertained. The seat will be allotted to the next waitlisted candidate in order of merit.

iii. The last date for admitting students from the waiting list in the event of any vacancy will not be more than one month after commencement of the course.

iv. It is compulsory for all out-station students to have a local guardian who will be responsible for them and throughout the course.

v. Any change of the local guardian and address should be intimated to the concerned authority.

## 7. FEES:

### 7.1 FEES AND REFUND

#### FEE STRUCTURE

Sl.no.	Annual Fee	1 <sup>st</sup> year (Rupees)	2 <sup>nd</sup> year (Rupees)	3 <sup>rd</sup> year (Rupees)	4 <sup>th</sup> year (Rupees)
1.		10,000.00	10,000.00	10,000.00	10,000.00

Sl.no.	Security Deposit (Refundable)	Rs.60, 000.00 (one time payment at the time of admission)			
1.					
Sl.no.	Monthly Fee	1 <sup>st</sup> year (Rupees)	2 <sup>nd</sup> year (Rupees)	3 <sup>rd</sup> year (Rupees)	4 <sup>th</sup> year (Rupees)
1.	Tuition fee	3200.00	3200.00	3200.00	3200.00
2.	Library fee	410.00	410.00	410.00	410.00
3.	Transport fee	410.00	410.00	410.00	410.00
4.	Establishment fee (Maintenance fee, Laundry fee, Electricity fee)	2000.00	2000.00	2000.00	2000.00
5.	Computer fee	600.00	600.00	600.00	600.00
6.	Stationery fee	600.00	600.00	600.00	600.00
7.	Recreation fee	300.00	300.00	300.00	300.00
8.	Laboratory fee	300.00	300.00	300.00	300.00
9.	Hostel fee	1,300.00	1,300.00	1,300.00	1,300.00
	<b>TOTAL</b>	9120.00	9120.00	9120.00	9120.00

1. During admission, candidates must pay the annual fee, monthly fee and security deposit. Failure to pay the fees on or before the specified date will result in the cancellation of the seat allotted.
2. Expenses for books, uniforms, clinical field experience, university fee, examination fee and project work as part of the curriculum must be borne by the students.
3. Security deposit will be refunded only on successful completion of the course.

4. Fees once paid shall not be refunded. Security Deposit of the student discontinuing the course midway will be forfeited.

## **7.2 Mess Fee:**

Mess Fees will be reviewed from time to time and the management can make changes as and when appropriate.

## **7.3 Medical Treatment:**

Students availing medical treatment from the parent hospital will have to pay for their treatment as per charges fixed by the management.

## **8. ANTI RAGGING MEASURES**

As per the directives of the Honourable Supreme Court of India, dated 08.05.2009 in Civil Appeal No. 887/2009, clause (g) of sub-section (1) of section 26 of UGC, ragging in any form is strictly prohibited and punishable. Every student and respective parent should sign an undertaking at the time of admission that they will not be involving in any sort of ragging activities. UGC public notice on curbing the menace of ragging in higher educational institution is available at [www.ayjnihh.nic.in/antiragging.pdf](http://www.ayjnihh.nic.in/antiragging.pdf)

## **9. REGISTRATION WITH MEGHALYA NURSING COUNCIL**

A candidate once admitted to the course is required to register with Meghalaya Nursing Council (MNC). The duly filled in MNC registration application is to be submitted to the Council through the Principal College of Nursing along with the following:

1. Registration fee to the Meghalaya Nursing Council.
2. Xerox copies of the basic educational qualification certificates and proof of date of birth.

## **10. ISSUE OF CERTIFICATES**

- i. On completion of the course, all certificates will be issued only after obtaining clearance certificate from concerned departments of the College and Hospital.
- ii. The Transcript of the College of Nursing, Dr. H. Gordon Roberts Hospital-Shillong will be issued to students on payment of Rs.2500/- (Rupees Two thousand five hundred) only.
- iii. Nurses applying for their registration with other Councils/Registration Board within or outside the country requiring additional transcript or information from the College or Hospital are required to pay Rs. 5000/- (Rupees Five thousand) only for each additional copy of transcript.

