

CHAPTER -1

Introduction

The Right TO Information Legislation passed by Parliament in May 2005 received the President's assent on June 15th. The Right TO Information Act .(RTI) was notified in the official Gazettee on June 21st . This Act came into force fully within 120 days (October 12th). Governments are required to make necessary preparation for setting up information access regime. This includes , amongst others, the following:

- Publishing Public Information Directories / Hand books giving details of the working of the public authorities as required under Sec. 4
- Designating Public Information Officers (PIOs), Assistant Public Information Officers (APIOs) and Departmental Appellate Authorities (DDAs) within every public authority;
- Constituting the Information Commission and appointing Chif Information Commissioner and Information Commissioners at the center and in the states;
- Training officers in the implementation of this Act;
- Educating citizens, particularly those belonging to disadvantaged sections of society about how to use this Act;
- Organizing records and files in a manner that will facilitate easy access to information for citizens.

Right to Information means the right to information accessible under this act which includes –

- inspect works , documents, records.
- Take notes, extract or certified copies of documents or records.
- Take certified samples of material.
- Obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.
-

In response to the Govt. letter No . HLA. 1050 / 2005/ 110 , Dated Dispur, the 19th Dec./05 of subject Information book -----Right to Information Act, 2005, the Regional College of Nursng here by making an effort to publish the possible extent of information as proactive disclosure to satisfy the requirement of section 4 (1) (b) of the Act in order to minimize the number of requests for information by the public.

INDEX

<u>Contents</u>	<u>Page No</u>
1. CHAPTER -3 (MANUAL -2) POWERS AND DUTIES OF OFFICERS & EMPLOYEES	
2. CHAPTER—13 (MANUAL -12) THE MANNER OF EXECUTIOPN OF PROGRAMS	
3. CHAPTER -04 MANUAL_-3 RULES ,REGULATION, INSTRUCTION, MANUAL & RECORDS FOR DISCHARGING FUCTION	
4. CHAPTER-5 (MANUAL-4) PARTICULARS OF ANY ARRANGEMENT THAT EXITS FOR CONSULTATION WITH,ORREPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF THE POLICY OR IMPLIMENTATION THEREOF:	
5. CHAPTER -2 MANUAL -01 PARTICULARS OF ORGANIZATION,FUNCTION & DUTIES	
6. CHAPTER-11 (Manual-10) THE MONTHLY REMUNERATION RECEIVED BY CASH OF TEACHING STAFF, INCLUDING THE SYSTEM OF COMPANSATION AS PROVIDED IN REGULATION	
7. CHAPTER-12 (Manual -11) BUDGET :2005 -2006, REGIONAL COLLEGE OF NURSING :	
8. CHAPTER-15 (MANUAL-14) NORMS SET BY IT FOR THE DISCHARGE OF ITS JUNCTION	
9. CHAPTER- 16 (MANUAL-15) INFORMATION AVAILABLE IN AN ELECTRONIC FORM	
10. CHAPTER—17 (MANUAL—16) PARTICULAR OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION	
11. CHAPTER-18 (MANUAL-17) OTHER USEFUL INFORMATION	
12. CHAPTER-7 (MANUAL-6) A STATEMENT OF BOARDS,COUNCILS, COMMITTEES& BODIES CONSTITUTED AS ITS PARTS	
13. _CHAPTER-9 (MANUAL- 8) PROCEDURE FOLLOWED IN DECISION MAKING PROCESS	
14. CHAPTER- 8 (MANUAL-7) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS	

CHAPTER -3 (MANUAL -2)

POWERS AND DUTIES OF OFFICERS & EMPLOYEES

Designation : Principal

Qualification: Essential: M.Sc nursing from recognized university with preparation in Nursing Administration, Nursing education, clinical specialty and nursing research.

Desirable: PhD in Nursing or other equivalent doctoral degree, independent research work and publishing scientific work

Experience: Ten years experience in nursing in collegiate program after obtaining master degree in nursing.

Job summary : Principal of Regional college of nursing is the administrative head of the college will be directly responsible to the Director, Medical education and Research, Assam, and also responsible for implementation & revision of curriculum for various course & research activities of college.

Duties & responsibility :

I) Administrative

- 1.) Planning
- 2.) Develops philosophy and objective of educational program.
- 3.) Identifies the present need related to B.Sc. Nursing program.
- 4.) Investigates, evaluate and secure resources.
- 5.) Formulates the plans and initiate action.
- 6.) Selects and organizes learning experience.

II) Organizing

- 1) Determines the number of position and scope and responsibility of each faculty & other staff.
- 2) Analyses the job to be done in terms of needs of program.
- 3) Prepares the job descriptions, indicate line of authority, responsibility in the relationship and channel of communication by means of organizational chart and other method.
- 4) Considers preparation, ability and interest personally in equating responsibility.
- 5) Delegates authority commensurate with responsibility.
- 6) Maintains a plan of work load among staff members.
- 7) Provides an organizational framework for effective staff functioning such as meeting of the staff etc.

Directing

- 1) Recommends appointment and promotion based on qualification and experience of the individual staff, scope of job and total staff composition.
- 2) Subscribe and encourages development aspect with reference to welfare of staff and student.
- 3) Directs activities of staff working under.
- 4) Provide adequate orientation of staff members.
- 5) Consistently makes administrative decision based on established policies.
- 6) Facilitates participation in community, professional and institutional activities by providing time, opportunity for support of such participation.

- 7) Provides for utilization in the development of total program and encourages their contribution.
- 8) Provides freedom for staff to develop active training course within the framework of curriculum.
- 9) Maintenance of attitude rightly acceptable to staff and learner.
- 10) Promotes staff participation in research.
- 11) Procures and maintains physical facilities which are of standards.

Co-coordinating:

- 1) Co-ordinates activities relating to the programs such as regular meeting, time schedule, maintaining effective communication etc.
- 2) Initiates way of co-operation.
- 3) Interprets nursing education to other related discipline and to the public.

Controlling

- 1) Provides for continuous follow-up and revision of courses.
- 2) Maintains recognition of the educational program by accrediting bodies, Gauhati University, Indian Nursing Council etc.
- 3) Maintain a comprehensive system of records.
- 4) Prepare periodic report which reviews the progress and problem of entire program.
- 5) Prepare and secures approval of administrative budget.

Instruction

- 1) Plan for participating in educational program for further staff development.
- 2) Recognizes the need for continuing education for self & staff and provide stimulation of opportunities for such development.
- 3) Participate as a teacher in the educational program

Guiding

- 1) Provides facility for systematic guidance program for staff & student.
- 2) Encourages studies, research and writing for publication.
- 3) Provides and maintains a program for research.

DESIGNATION : Professor

Qualification:

Essential: M. Sc. Nursing from recognized university with preparation in nursing Administration, nursing education, clinical specialty and nursing research.

Desirable:

Ph D. in Nursing and capable of doing independent research work and publishing Scientific papers.

Experience:

Ten years experience in nursing in collegiate programmed after obtaining master degree in nursing, possessing scientific experience in teaching class room and clinical, team leadership, curriculum development and implementation.

Job summary:

The professor is over all in-charge of the department and thereby this position involves responsibilities for planning, organizing ,evaluating teaching learning activities and overall control of clinical nursing education and in nursing research project. Accountable to the principal for job responsibility

Duties& responsibilities:

- 1) Promote the department's philosophy and course objectives through instructional method, course content and personal behaviour.
- 2) Assume overall responsibilities for collecting, maintaining analyzing and reporting to the Principal, all data related to academic activities.
- 3) To maintain record of course outline and assist in collecting syllabi for all nursing course.
- 4) Prepare master plan for the academic calendar year.
- 5) Attend hospital ward, community during the students clinical learning hours to guide lecturer, assistant. Professor and associate Professor, makes nursing round participate in problem oriented teaching
- 6) Compilation and evaluation of academic performance of student and analyze critically and take corrective measures in achieving institutional goals.
- 7) Participate in curriculum construction and implementation.
- 8) Promote and maintain an effective working relationship with course coordinator.
- 9) Co-operate in academic policy making and maintain academic discipline among staff and student.
- 10) Participate in faculty meeting and serve on committees.
- 11) Annually plan and submit the requisition for equipments, supplies teaching support materials, textbooks etc. in the respective subjects.
- 12) Consult with Associate Prof , Asstt. Prof., lecturer concerning problem related to student learning & progress.
- 13) Act as nursing consultant to the hospital nursing service organization in the respective specialty areas.
- 14) Promote effective public relation in hospital and community.
- 15) Serve as a role model for professional behaviors.
- 16) Initiate research studies related to respective areas of teaching.
- 17) Helping the College to achieve the educational objectives of syllabus of G.U. and I.N.C.
- 18) Planning and implementing the course with the associate professor & lecturer of subject concern and prepare a day to day program for clinical and classroom teaching in order to complete the course within the academic years.
- 19) Guide to prepare the clinical settings by obtaining co-operation with the professor in charge and nursing in charge in hospital in order to give the best possible care to the patient.
- 20) Conduct and supervise clinical classes, nursing round, bedside teaching, health teaching and case presentation along with Asso. Prof , Asst. Prof. & Lecturers of the department.
- 21) Conduct classes on the subjects.
- 22) Plan & implement and participates in the extra curricular activities of the students.

- 24) Participates in national & international health programs launched by various health agencies.
- 25) Attending conferences, meetings, discussions etc. at national & international levels for updating & improving health care services.
- 26) Deals appropriately with any type of emergency occurring in the ward and in the community during the teaching learning period and reports it to the concerned authority immediately.

Administration

- 1) Participate in the admission procedure of students.
 - 2) Conduct orientation programs for the students.
 - 3) Maintain students' academic records and report college authority through proper channels as per routine and need.
 - 4) Assist college authority in preparation of the student's transcript.
 - 5) Requisition the stock for teaching and maintain the stock register.
-

DESIGNATION : Associate Professor

Qualification:

Essential : M. Sc. Nursing from recognized university. ...

Desirable: Ph D. in Nursing and capable of doing independent research work and publishing scientific papers.

Experience:

Five years experience in nursing in a collegiate programme after obtaining a master's degree in nursing,

Job summary:

The position involves responsibilities for planning, organizing and evaluating teaching learning activities and overall control of clinical nursing education and in nursing research projects.

Accountable to the principal of job responsibility

Duties & responsibilities:

- 1) Promote the department's philosophy and course objectives through instructional methods, course content and personal behavior.
- 2) Assume overall responsibilities for collecting, maintaining, analyzing and reporting to the Principal, all data related to academic activities.
- 3) Attend hospital ward, community during the students' clinical learning hours to guide lecturers, assistants. Professor makes nursing rounds, participates in problem-oriented teaching.
- 4) Compile and evaluate academic performance of students and analyze critically and take corrective measures in achieving institutional goals.
- 5) Participate in curriculum construction and implementation.
- 6) Participate in faculty meetings and serve on committees.
- 7) Annually plan and submit the requisition for equipments, supplies, teaching support materials, textbooks etc. in the respective subjects.
- 8) Promote and maintain an effective working relationship with the course coordinator.
- 9) Serve as a role model for professional behaviors.
- 10) Initiate research studies related to respective areas of teaching.
- 11) Consult with Professor, lecturer concerning problems related to student learning progress.

- 12) Helping The college to achieve the educational objectives of syllabus of G.U. and I.N.C
- 13) Planning and implementing the course with the assistant professor & lecturer of subject concern and prepare a day to day program for clinical and classroom teaching in order to complete the course within the academic years.
- 14) Promote effective public relation in hospital and community.
- 15) Prepare the clinical settings by obtaining cooperation with the professor in charge and nursing in charge in order to give the best possible nursing care to the patient.
- 16) Conduct and supervise clinical classes, nursing round, bedside teaching, health teaching and case presentation along with assistant professor & subordinates.
- 17) Participates in national & international health programs launce by various health agency
- 18) Attending conference, meetings discussions etc. at national & international levels for updating & improving health care services.
- 19) Deals appropriately with any type of emergency occurring in the ward and in community during teaching learning period and report it to the concerned authority immediately
- 20) Conduct classes on the subjects.

- 21) Evaluate assignments in relation to the practical learning, nursing care plan, case studies, observation studies, medication record & diet studies
- 22) Plan & implement and participates in the extra curricular activities of the students.

Administration

- 1) Participate in admission procedure of student.
- 2) Conduct orientation programs for the students.
- 3) Maintain student's academic records and report college authority through proper channel as per routine and need.
- 4) Assisting college authority in preparation of the student's transcript.
- 5) Requisite the stock for teaching and maintain the stock register.
- 6) Initiate In-service education for the institution.
- 7) Conduct in- service educational program, trainings and workshops for various health personnel as instructed by Govt .of India or other health agency.
- 8) Participate in various committee meeting of college

DESIGNATION : Assistant Professor (Nursing), Regional College of Nursing.

1.Statement of responsibility

The position involves responsibility for planning, organizing, implementing and evaluating activities at the class level both in classroom and clinical areas (Hospital/community) Assistant Professor in charge of class prepares class routine and clinical roster for the respective class. Accountable to the Professor and ultimately to the principal for the job responsibilities

II) Qualification for the position

Master degree in Nursing from recognized university. Minimum 3 years experience in nursing after obtaining master degree. Competencies in nursing practices teaching and research.

Duties and Responsibilities :

- 1) Promote the department's philosophy and course objectives through instructional method, course content and personal behaviors.
- 2) Participate in classroom teaching of assigned subjects.
- 3) Control over all responsibility of the classroom and clinical learning of the students in the respective subject.
- 4) Attend hospital ward, community during the students clinical learning hours to guide lecturer, assistant. Professor and associate Professor, makes nursing round participate in problem oriented teaching
- 5) Assess student's performance monthly and submit the report to the professor in charge of the department.
- 6) Submit to the professor in-charge the class attendance (both internal & external) & clinical performance records monthly in respective subjects.
- 7) Develop and maintain an effective system of class record, forms and reports in the assigned subjects.
- 8) Participate curriculum construction and implement.
- 9) Promote and maintain effective working relationship with class co coordinator.
- 10) Cooperate in academic policy making and maintain academic discipline among staff and Student.
- 11) Participating in the faculty meeting and serve on committee of the college authority.
- 12) Annually plan and submit the requisition for equipment, supplies teaching support materials, text books etc. in the respective subject.
- 13) Consult with professor in charge of the department concern problems related to the student's learning progress.
- 14) Act as nurse consultant to the hospital nursing service organization in the respective specialty area.
- 15) Promote public relation in hospital and community.
- 16) Serve as a role model for professional behavior.
- 17) Initiate research studies related to respective area of teaching.
- 18) Helping the College to achieve the educational objectives of syllabus of G.U. and I.N.C.
- 19) Planning and implementing the course with the associate professor and professor of the subject concern.
- 20) Conduct clinical classes, bedside teaching, health teaching and case presentation etc .With associate professor & professor.
- 21) Conduct classes on the subjects.
- 22) Conducting practical tests, exams with the Associate Professor, professor of the department
- 23). Planning & implementing and participating in the extra curricular activities of the students
- 24) Participates in national & international health programs launce by various health agency.
- 25) Deals appropriately with any type of emergency occurring in the ward and in community during teaching learning period and report it to the concerned authority immediately.

Administration

- 1) Participate in admission procedure of student.
- 1) Conduct orientation programs for the students.
- 3) Prepare the class level annual academic report of the class and submit to the professor of the Department.)
- 4) Compile the student's annual cumulative records and submit to the coordinator (class teacher).

- 5) Participating in the various committee meeting and serve on committee of the college authority.
 - 6) Assisting authority in preparation of the student's transcript.
 - 7) Requisite the stock for the practical teaching and maintains the stock register of the equipments need in chemical setting and in the laboratories.
-

DESIGNATION : Lecturer of various subjects :

Lecturer in Medical nursing, Surgical nursing, Pediatric nursing, Psychiatric nursing, Nursing education, Nursing administration ,Anatomy, Philosophy, Microbiology, pathology, Nutrition & dietetics.

Qualification

Essential : B. Sc. Nursing / B. Sc. Nursing (Condensed) from recognized university

Desirable: M.Sc in Nursing with any specialty subjects from recognized university

Experience

Three years experience in nursing in collegiate programmed after obtaining degree in nursing,

Duties

- 1) Helping the college to achieve the educational objectives of syllabus B.sc. nursing programs of G.U. and I.N.C.
- 2) Planning and implementing the course with the associate professor & lecturer of subject concern and prepare a day to day program for clinical and classroom teaching in order to complete the course within the academic years.
- 3) Prepare the clinical settings by obtaining cooperation with the professor in charge and nursing in charge in order to give the best possible care to the patient
- 4) Supervise hospital ward, community during the students clinical learning hours to guide student, in learning and practicing the different nursing activities.
- 5) Conduct clinical classes, bedside teaching, health teaching and case presentation etc.
- 6) Evaluate assignments in relation to the practical learning, nursing care plan, case studies, observation studies, medication record & diet studies.
- 7) Conduct classes on the subjects.
- 8) Conducting practical tests, exams & submitting report to Associate Professor, Asstt of the department.
- 9) Providing guidance and counseling service to the student as when they required.
- 10) Planning & implementing and participating in the extra curricular activities of the students.

Administration

- 1) Helping college admission procedure.
- 2) Arranging residential facilities with the hostel superintendent.
- 3) Helping in the orientation program as arranged...
- 4) Maintaining student's academic records and reporting the college authority as per routine.
- 5) Participating in the various committees meeting of the college authority.

- 6) Assisting college authority in preparation of the student's transcript.
- 7) Maintain the stock for the practical teaching and maintain stock register of the equipments used in the clinical settings and laboratories.
- 8) Maintain classroom and clinical register and report absence of the student to the college authority.
- 9) Prepare and display course file as per routine.

Miscellaneous duties

- 1) Arranging professional and social programs of the student.
- 2) Excursion programs.
- 3) Guiding students in the inter college sports, debate literature and cultural program.
- 4) Any other duties assign by Assistant. Professor, Associate Professor & Professor of the department and the Principal.

DUTIES & RESPONSIBILITIES OF MINISTERIAL STAFF

<u>SLNO</u>	<u>NAME & DESIGNATION</u>	<u>ALLOTTED DUTIES.</u>
01	Vacant, Head Assistant.	1) Supervision of all the works of assistants. . including Accounts /Hostel. 2) All mater regarding purchase of article . 3) Confidential works of the college. 4) Advisory committee files, NEC correspondence NEC plan, any official works allotted by principal
02.	Mr. P.C. Kalita, U.D. Assistant	All mater relating to admission, examination Viz-. University examination, college admission, corresponding with I.N.C, Issue of notice relating. . to the students ,class routine, rotational plan theory & practical, pro rata, all hostel correspondence. . Files etc. & any other works allotted by the principal
.03.	Mr. M.B Bezbarua, Accountant.	All kinds account matter, Viz-preparation of pay... Bills, monthly expenditure statement, requirement. Of further budget stipend, meeting audit objections And any other matter relating to accounts
04)	Mr. J.N. Talukder, Cashier	Maintaining cash book, correspondence with the .. Bank & Treasury, collection of fees of students and . timely deposited to Bank, Pro rata calculation & . . . Correspondence, stipends of nominee students etc. And another works allotted by the principal.

- 05)Mr. Bhagaban Boro, L.D. Assistant
 All personal files (Gazetted & III Grade File) .
 Excursion . file & Typing work when necessary
06. Mrs. M. Mahanta, L.D. Assistant.
 To assist U. D. assistant in all maters.Viz-
 .. admission, examination, Faculty meeting,
 . Confirmation Annual retention etc. Any other . ..
 . works allotted by the principal Along with the .
 .. IV grade file.
- 07) Mr. J.C Goswami, L D.Assistant.
 All correspondence relating to stores in consultation
 with Head assistant & principal. Apart
 from that . .. he will assist accounts section,
 Sonapur P.H.C .
 Correspondence.
- 08)Mrs. Padmini Borah, Lab. Assistant .
 , . All correspondence to P.W.D., Electricity, .
 .. Telephone, Pension papers, vehicles, G.P.F etc And
 .. matters relating to the residential quarter, and any
 other matter allotted by the principal.
09. Mr. L. Medhi, L.D. Assistant
 All kinds of statistics, students personal files to ..
 .. help in typing in examination, admission etc and ,,
 .. any other works allotted by the principal.
- 10) Mr N. DAs, Lab Assistant .
 To assist all matters pertaining to the university in .
 connection to examination, Registration etc and . ..
 . any other works allotted by the principal.
-

3. LIST OF DRIVERS & ALLOTED DUTIES

S.L No	NAME OF DRIVERS	VEHICLE NO	OFFICER TO WHOM ATTACHED
01	Sri Khanindra Pathak	AMA-1933 (Tata Bus)	Principal, R.C.N.
02	Sri Kuhiram Nath	AS-01-D,2710(Tata Bus)	DO
03	Sri Abhoy Ch.Pathak	AXA-6188 (Jeep)	DO
04	Sri Dhaniram Haloi	AS-01-S,6270 (VAN)	DO
05	Sri Bishnu Singh	AS-01-R,0930 (Tata Mini Bus)	DO

CHAPTER—13 (MANUAL -12)
THE MANNER OF EXECUTION OF PROGRAMS

4.1 **Name of the Program:** Condensed B.sc Nursing program.

Duration of the program : Two academic years.

Objectives of the program:

- 1) Abilities for participation as a member of health team in preventive and curative health services of the country.
- 2) Proficiency in the skill and techniques of nursing based on principles and concepts from selected areas of biological & behavioral science which will enable the student to promote the patient health.
- 3) Capacity to do independent work by utilizing critical thinking, determination, judgment, and decision making abilities.
- 4) Prepare Nurses who would work as colleagues with members of medical and other professional group engaged in health and welfare work, making equal work while contribution for the welfare of community and care of patient.

Eligibility of beneficiary for admission into B.Sc Nursing (condense) program.

She has passed the school final examination and the general nursing and midwifery examination conducted by the Assam Nurses, midwifery and health visitors' council or its equivalent examination and have worked as Staff Nurse for a period of 5 years in hospital or primary health centre.

AGE LIMIT

Minimum age of 25 years and not exceeded 35 years (maximum age relaxable by 3 years in case of schedule cast or schedule tribes)

Procedure to avail the benefits of the program (Application Form)

- 1) The application form may be obtained from the office of the principal on payment of rupees -10/ Which may be paid either by crossed postal order drawn in favour of the principal or depositing the amount under the proper head of account and sending a copy of the challan with the application requesting for the form.
- 2) Application for admission should be submitted to the office of the principal, Regional College of Nursing Guwahati.

List of Attachments (certificates/ document):

The application forms should be accompanied by

- 1) Attested true copy of marks obtained in HSLC (10th standard) & HSSLC (10+2 Standard) and in GNM course
- 2) Age certificates (HSLC Admit card)
- 3) Schedule cast certificates (hills & Plains) from competent authority.
- 4) Character certificates from the head of the institution in which the candidate last worked.
- 5) Certificates of Permanent residence or nativity.
- 6) Experience certificates from the Employing authority.

7) Certificate from the head of the department in cases of daughter of state government /central government employees who are not native or permanent resident of Assam.

Application format :

Application form for admission into B.Sc. Nursing (condensed) program has been enclosed.

Where to contact in case of process related complaints :

In case of process related complains, for clarification office of principal, Regional College of Nursing and office of Directorate of Health service Assam can be contacted.

14.2 **Name of the Program:** B.sc Nursing program.

Duration o f the program : Four academic years.

Objectives of the program:

- . 1) Abilities for participation as a member of health team in preventive and curative health services of the country.
- . 2) Proficiency in the skill and techniques of nursing based on principles and concepts from selected areas of biological & behavioral science which will enable the student to promote the patient health.& assist in his recovery and rehabilitation.
- . 3) Capacity to do independent work by utilizing critical thinking, determination, judgment, and . decision making abilities.
- . 4)Prepare Nurses who would work as colleagues with members of medical and other professional group engaged in health and welfare work, making equal work while contribution for the welfare of community and care of patient.

Eligibility of beneficiary for admission into B.Sc Nursing program.

Candidate seeking admission to the 1st year B.Sc nursing course must have,

- 1) Passed the HSSLC (10 +2) examination and secured at least 50% marks in the aggregates in the science subjects ie .physics ,chemistry , biology and 45 % marks in these subjects for the candidate belongs to the schedule caste or schedule tribes.
- 2) Only woman candidates are eligible for the course.
- 3) Candidate should be found medically fit by the medical examination board.
- 4) Selection of candidate for admission shall be on merit basis, based on aggregate marks obtained in the subjects mentioned above in 3(a) other than English.
- 5) 50% of the total available seats in the 1st year B,Sc nursing shall be allotted to the other constituent states laid down in NEC scheme.

Age limit

Minimum age of 17 and not exceeded 24 years (maximum age relax able by 3 years in case of schedule cast or schedule tribes)

Procedure to avail the benefits of the program

- 1) The application form may be obtain from the office of the principal on payment of rupees -10/ which may be paid either by crossed postal order drawn in favour of the principal or depositing the amount under the proper head of account and sending a copy of the challan with the application requesting for the form.
- 2) Application for admission should be submitted to the office of the principal, Regional College of Nursing Guwahati.

List of Attachments (certificates/ document) :

The application forms should be accompanied by

- 1) Attested true copy of marks obtained in HSLC (10th standard) & HSSLC (10+2 Standard) and other equivalent examination.
- 2) Age certificates (HSLC Admit card)
- 3) Schedule cast certificates (hills & Plains) from competent authority.
- 4) Character certificates from the head of the institution in which the candidate last worked.
- 5) Certificates of Permanent residence or nativity.
- 6) Experience certificates from the Employing authority.
- 7) Certificate from the head of the department in cases of daughter of state government /central government employees who are not native or permanent resident of Assam.

Application format :

Application form for admission into B.Sc. Nursing (condensed) program has been enclosed.

Where to contact in case of process related complaints :

In case of process related complains for clarification office of principal, Regional College of Nursing and office of Directorate of Health service. Assam can be contacted.

**ENCLOSED APPLICATION FORM OF B.Sc NURSING
(Condensed) in annexure-01**

FEES STRUCTURE :

The student are to deposit the fees quarterly without fine within the first week of every quarter mentions above failure to which 50 paisa fine will be charge per day.

1). Entrance fees	----- Rs 15/ (for whole course)
2) Security deposit	-----Rs 100/ (for whole course)
3) Tuition fees	-----Rs. 30/ (Quarterly)
4)College Exam. Fees	----- Rs. 5/ (Annually)
5) University enrolment fees	-----Rs. 50/ (Annually)
6) Seat rent	-----Rs. 15/ (Quarterly)
7) Fan charge (April to Sept)	-----Rs (For single seated room)
	-----Rs (For double seated room)
8)Game fees	----- Rs 200/ (Annually)
9)Common room	-----Rs 100/ (Annually)
10 Union fees	-----Rs 200 / (Annually)
11.Magagine fees	-----Rs 300/ (Annually)
12.Hostel fund	-----Rs 400/ (Annually)
13.Hostel admission	-----Rs. 10/ (Annually)

The hostel caution money Rs 100/ & mess security money Rs 300/ will be deposited to hostel superintendent, Regional College of Nursing, Guwahati at the time of admission.

APPLICATION FORM OF B.Sc NURSING ENCLOSED in annexure-02

List of candidates admitted in 1st year B.Sc Nursing programme for the session 2006-2007

Sl.no	NAME	ADDRESS	CASTE	STATE	Criteria of selection
1	Ms Lanurenla Imsang	D/o T. Imkang. Ao Alempang ward P.O Mokaksang, Nagaland	ST(H)	Nagaland	On merit
2	Ms Loreni Yanthan	D/o Mhon Yamo Yanthan Wokha Town. P.O Wokha Dist. Wokha	ST(H)	Nagaland	<u>do</u>
3	Ms. Josephine A Tungot	Late P Abemo Tungot P.O Wokha Dist. Wokha	ST(H)	Nagaland	
4	Ms. Saheli DebBarma	D/Of.Sarbananda DebBarma Vill-Pabiacherra P O-Kumarghat. Dist- North Tripura	ST(H)	Tripura	
5	LaiShramAnupama Devi	D/o .L. Nilkumar Vill-Kangabam P.O – Imphal Dist-Imphal West	OBC	Manipur	
6	R.Lalchangpuii	D/o .R Biaksanga Vill-Republic road mission veng. Dist-Aizawl	ST(H)	Mizoram	
7	C Lalthangzauii	D/o C.Hrafthangchhuma Vill-Lianpur P.O& dist-Champhai	ST(H)	Mizoram	
8	M. Surmila Chanu	D/o M.Bidyababu Meitei Vill-Terakhong Mayai Leikei P.o-Moirang Dist-Bishnupur	General	Manipur	
9	Samlian Lama	D/o Moikha Lama Vill-Sipini Po-Deomali Dist-Tirap	ST(H)	Arunachal Pradesh	
10	Ngilying Rinyo	D/o Duyu Habung Vill-Tasang PO-Zero, Dist-Lower subansiri	ST(H)	Arunachal Pradesh	

11	Saswati Malakar	D/o Iresh Malakar Vill-Bardowali PO-A.D Nagar, dist-Tripura	General	Tripura	
12	Sweeti Moni Kakati	D/o Srikanta Kakati Vill&Po-Mukalmua Dist-Nalbari	General	Assam	
13	Rejina Sultana	D/o Md. Giasuddin Balban Town-Sapatgram, ward no-1 PO-Sapatgram Bagariguri Dist- Dhubri	General	Assam	
14	Ms. Pallabi Chetia	D/o P. Chetia Hengrabari PO-Hengrabari Ghy- 6 Dist-Kamrup	General	Assam	
15	Ms. Amina Ahmed	D/o Nagar Uddin S.K. Vill-Santipur PO- Hatsingimari Dist-Dhubri	General	Assam	
16	Ms.Rimjim Gogoi	D/o Late Khagen Gogoi Vill- Ratanpur PO- Dhemaji Dist-Dhemaji	OBC	Assam	
17	Ms. Jharna Sarkar	D/o Late Goraksha Ch. Sarkar.vill-Bamgaon PO-Silapathar Dist-Dhemaji	OBC	Assam	
18	Rashmi Rekha Borah	D/o Khirod Kumar Borah Vill-Tinikutia Chowkat PO- Teok ,Kakajan Dist-Jorhat	General	Assam	
19	Ms. Sangita Kalita	D/o Durga kalita Vill-Sualkuchi PO- Sualkuchi Dist-Kamrup.	General	Assam	
20	Firoja Begum	D/o Md. Haemat Ali Vill-Char Kacharipara PO- Fularchar Dist-Dhubri	General	Assam	
21	Ms. Dhanjita Deka	D/o Phanidhar Deka Vill- Pubpila,Uttar Bajali PO-Nityanda& Pathsala Dist- Borpeta	OBC	Assam	

22	Ms Purabi Das	D/o Sri Rashmi Kanta Das Vill- Bhuluka Duba PO-Bhuluka Dubau Dist-Borpeta	OBC	Assam	
23	Hirumoni Piet	D/o Sri Jawaharlal Piet Vill-kulapathar PO-Aradhal Dist-Dhemaji	ST(P)	Assam	
24	Ms Ritu bala Boro	Sri Harmohan Boro Town- BhattadalNagar PO- Pathsala Dist-Borpeta	ST(P)	Assam	
25	Ms. Elizabeth Rengma	D/o Pupiga Rengma Town-Rangmili ward-6 PO- Diphu Dist- Karbianglong	ST(H)	Assam	
26	Ms. Chumushree das	Late Mahendra das Vill- Simaluguri PO_ Ahatguri Dist- Marigaon	SC	Assam	
27	<u>Ms. Larisa Zensanching Syiem</u>	<u>D/o Banteilang M Syiem</u> <u>Qtr. No- 76Nehu Campas</u> <u>,Umshing,Shillong-793022</u> <u>Dist-East Khashi Hills</u>	ST(H)	Meghalaya	
28	<u>Ms. Bhanu Priya N. Marak</u>	<u>D/o Gobinda Medhi</u> <u>Vill-Nongal Bibra</u> <u>PO -Pattar Giltim</u> <u>Dist- south Garo Hills</u>	ST(H)	Meghalaya	
29	<u>Ms. Mumshimai Sohkhlet</u>	<u>D/o Mr. Hillmes Mawrie</u> <u>Vill-Nongthymmai Marsmai</u> <u>Cherrapunji,PO-Salra</u> <u>Dist-East Khashi Hills</u> <u>Shillong</u>	ST(H)	Meghalaya	

**CHAPTER -04 MANUAL_-3
RULES ,REGULATION, INSTRUCTION, MANUAL
& RECORDS FOR DISCHARGING FUCTION**

1 NAME/ TITLE OF THE DOCUMENT

These rules shall be called the Nursing college of Assam (Regulation of admission of student).
Rurels, 1976.

BRIEF WRITEUP ON DOCUMENT :

Admission in Regional College of Nursing will be normally given into the First year B.Sc nursing degree course subject to the condition that the admission is secure by the last date fixed by the Guahati University. This rule spells out the specific candidates for admission, Age requirement, residential qualification, distribution of seats, and method of selection, bond and the method of submitting application forms. The copy of admission regulation can be obtained from, office of the principal.

Address—Principal, Regional College of Nursing,
PO –Indrapur ,Guwahati-781032
Dist- Kamrup , Assam.

02) NAME /TITLE OF THE DOCUMENT

Cumulative record for B.Sc Nursing, Regional College of Nursing, Guwahati.

BRIEF WRITEUP ON DOCUMENT :

The individual student cumulative record include student's identification, basic education during admission, date of joining the course, theory attendance ,marks obtained in all four years in college as well as university examination extra curricular activities and student personal qualities as assessed by respective teachers of the course.

This record is maintained strictly for the use of college and concerned student may obtained this record in the form of transcript which is prepared out of cumulative record from office.

Address-- Principal, Regional College of Nursing,
PO- Indrapur Guwahati -781032 Telephone no- 0361-2340913.

03) NAME/ TITLE OF THE DOCUMENT

General hostel rules for boarders, Regional college of Nursing ,Guwahati

BRIEF WRITEUP ON DOCUMENT :

General hostel rules for boarder spell out general administration of the hostel . There are a superintendent & assistant superintendent and two matrons managing the hostel. Each floor has a student representatives who assist them in managing the hostel These rules include general management of boarders, rules for night, overnight leave, visiting hours ,health care facilities ,environmental ,sanitation , use of electricity & water, hostel mess affairs, mess management etc.

The copy of General hostel rules for boarders can be obtained from, office of the principal. Or Hostel superintendent

.Address—Principal, Regional College of Nursing, Guwahati -781032 Telephone no- 0361-2340913.

4 NAME/ TITLE OF THE DOCUMENT

B.Sc. Nursing course Prospectus ,1992.

BRIEF WRITEUP OF THE DOCUMENT :

The document start with the introductory paragraph of Regional college of Nursing as established on 3rd October, 1977 at Guwahati, Assam under the scheme of North Eastern Council (NEC) and direct administrative control of Govt. of Assam. IT include philosophy and objective of the institution as it runs two course of nursing—B.Sc. nursing & Condensed B.Sc. nursing. The prospectus spell out criteria of eligibility for admission ,information, regarding admission , interview procedure, Bonds, health status, duration of course, attendance required by the student, vacation , Fees , Examination & Examination rules, Academic calendar, general information like identity card, stipend , student activity , student educational trip etc & student information.

The copy of B.Sc. Nursing course prospectus can be obtained from office of the principal. Regional College of Nursing , Guwahati

.Address—Principal, Regional College of Nursing, Guwahati -781032 Telephone no- 0361-2340913.

CHAPTER-5 (MANUAL-4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH,ORREPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF THE POLICY OR IMPLIMENTATION THEREOF:

*The Advisory Committee of Regional College of Nursing, Guwahati constitute of the following members:

1. Honorable minister of Health & F.W, Assam -----Chairman
2. The commissioner secy.Health &F.W. Govt. of Assam ----- Member
3. The Director of Medical Education, Assam. ----- do
4. The Director of Health Services, Assam ----- do
5. The Director of Health Services , Meghalaya ----- do
- 6.The Director of Health Services, Manipur ----- do
7. The Director of Health Services, Mizoram ----- do
8. The Director of Health Services, Nagaland ----- do
9. The Director of Health Services, Arunachal Pradesh ----- do
10. The Director of Health Services,Tripura ----- do
11. The Advisor (Technical Education) NEC,Shillong ----- do
12. The Director (FM) NEC,Secy. Shillong ----- do
13. Representative of G.U, Assam ----- do
- 14.The Principal, Regional College of Nursing ,Guwahati ----- do

**The Advisory Committee sits as and when necessary for formulation of policy and then implemented accordingly.

CHAPTER -2 MANUAL -01

PARTICULARS OF ORGANIZATION,FUNCTION & DUTIES

INTRODUCTION

The Regional College of Nursing was established on 3rd October, 1977 at Guwahati, Assam under the scheme of North Eastern Council (NEC) and direct administrative control of Govt. of Assam.. It was through the tremendous and combined effort of two great personnel Late Dr J. Mahanta. then principal cum superintendent of Guwahati Medical College& Hospital and Mrs. A .Kerketta, the first principal of Regional College of Nursing that this institution has started functioning. Today it has become the pride of North Eastern states in the field of Nursing education. The glorious existence of Regional college of Nursing has contributed to the up liftmen- of nursing education.

The college was formally inaugurated on 5th December 1977 by then Governor of Assam & Meghalaya.Sri. L.P. Singh. The college was start functioning in the administrative building of Guwahati Medical College on the top of Narakasur Hill and students are provided practical area for their clinical learning in Guwahati Medical College Hospital. It is only other day in the month of February 2006 college shifted to newly constructed building at Narakasur Hill near T.V. tower. Initially the institution runs only a B.Sc. nursing course of four years duration with 30 student intake per year. Later during the year 1991 then Principal of RCN , Mrs. A chakravorty open the condensed B.Sc. nursing course of two years duration to provide opportunity for obtaining a degree in nursing to G.N.M. working staff.

MISSION STATEMENT :

_To provide an educational program through which the graduates will be prepared to assume responsibilities in the promotion of health, prevention of disease and care of the individuals, families and community.

VISION STATEMENT :

The course assist the student to become the professional Nurse, who will work independently with other professional member of health team in contributing “ Health for All “ goal.

OBJECTIVE :

The institution aim at achieving the following objectives for the student to develop :-

- 1) Abilities for participation as member of health Team in preventive & curative health services of . the country.
- 2) Proficiency in the skill and techniques of nursing based on principles and concepts from. . Selected areas of biological & behavioral science which will enable the student to promote the... . Patient health. & assist in his recovery and rehabilitation.
- 3) Knowledge of the influence of family and socio economic condition which affect the patient. . . . and his progress.
- 4) Capacity to do independent work by utilizing critical thinking, determination, judgment, and . . . decision making abilities.
- 5) Prepare Nurses who would work as colleagues with members of medical and other professional, group engaged in health and welfare work, making equal work while contribution for the welfare. of community and care of patient.

ORGANIZATIONAL CHART OF TEACHING & NON TEACHING STAFF
TEACHING STAFF, REGIONAL COLLEGE OF NURSING, GUWAHATI-32

SL.NO	NAME	DESIGNATION	QUALIFICATION
01.	Dr. (Ms. M.S. Khanikar.	Principal, Regional college of Nursing, Guwahati.	Doctorate, Psychiatric Nursing
02.	Ms. L.K. Das.	Professor ,O &G Nursing	Master degree ,O & G Nursing
03.	Ms K. Saikia.	Professor, Community Health Nursing.	Master degree ,Community health Nursing
04.	Ms, M. Khanom	Professor, Medical Surgical Nursing.	Master degree ,Medical & Surgical Nursing
05.	Ms. K. Das	Professor, Pediatric Nursing.	Master degree ,Pediatric Nursing
06.	Ms. N. Das.	Associate Professor, O &G Nursing.	M. Phil, O & G Nursing
07.	Ms. P. chakravarty	Associate Professor, Psychiatric Nursing.	Master degree ,Psychiatric Nursing
08.	Ms. B. Bordoloi	Associate Professor, Community Health Nursing.	M. Phil, Community Health Nursing
09.	Ms. T. Kakoti.	Associate Professor, Community Health Nursing.	Master degree, Community Health. Nursing
10.	Dr. (Mrs). A. Chakraborty	Assistant Professor, Sociology.	Doctorate degree on Sociology
11.	Ms. M. Sarmah.	Assistant Professor, English	Master degree, English
12.	Ms. M. Mahanta	Assistant Professor, Psychology	M.Phil , Psychology
13.	Ms. A. Chamuah	Assistant Professor, Pediatric Nursing.	Master degree, Pediatric Nursing.
14.	Ms. A. Dutta.	Assistant Professor, O &G Nursing	Master degree, O &G Nursing
15.	Ms. M. Gogoi.	Assistant Professor, Medical &Surgical Nursing.	Master degree on Medical Surgical Nursing.

16.	Ms B. Sadhanidar	Lecturer, Physiology	B. Sc. Nursing .
17	Ms. B. Baruah	Lecturer, Nursing education	B. Sc. Nursing.
18	Ms. A. Gogoi	Lecturer, Pathology	B. Sc. Nursing
19	Dr (Ms.). M. Chaliha.	Lecturer, Psychiatric Nsg.	B. Sc. Nursing& Doctorate degree on Psychology
20	Ms. R. Talukder	Lecturer, Nursing Administration	B. Sc. Nursing & M.A. in Sociology.
21.	Ms. J. Saikia.	Lecturer, O &G Nursing.	B. Sc. Nursing.
22.	Ms. I. Borah.	Lecturer, Medical& Surgical Nursing..	B. Sc. Nursing.
23	Ms. M. Phookan	Lecturer, Medical &surgical Nsg.	B Sc. degree on Home Science & Diploma in Nutrition &dietetic
24.	Ms. G. Das.	Lecturer, Nutrition	B. Sc. Nursing
25.	Ms. A. Gogoi	Lecturer, Pathology	B. Sc. Nursing.
26.	Ms. H. Bhuyan	Lecturer, Community Health Nursing.	B. Sc. Nursing .
27.	Ms. A. Hazarika.	Lecturer, Community Health Nursing	B. Sc. Nursing Degree
28.	Ms. B. Baruah.	Asstt. Prof. , Psychiatric Nsg	Master Degree, Psychiatric Nsg.
29.	Ms. G. Bordoloi.	Asstt. Prof., Nursing	Master Degree on Medical Surgical Nursing

MINISTRIAL STAFF OF REGIONAL COLLEGE OF NURSING, GUWAHATI

SLNO.	NAME	DESIGNATION
01	Mr. P.C. Kalita,	U.D. Assistant
02	Mr. M.R. Bezbarua,	Accountant
03	Mr. J.N. Talukder, Cashier	Cashier
04	Mr. B. Patowary.	Librarian
05	Mr. B. Boro,	L.D. Assistant
06	Mrs. M. Mahanta.	L.D. Assistant
07	Mr. J.C Goswami,	L.D. Assistant
08	Mrs. P. Borah,	Lab. Assistant
09	Mr. L. Medhi	L.D. Assistant
10	Mr. N. DAs,	Lab. Assistant
11	Mr. K. Pathak. .	Driver
12	Mr. K. Nath. .	Driver
13	. Mr. A .Pathak. .	Driver
14.	Mr. D. Haloi.	Driver
15.	Mr. B.P. Singh.	Driver

ORGANIZATIONAL CHART OF TEACHING STAFF, REGIONAL COLLEGE OF NURSING
PRINCIPAL, REGIONAL COLLEGE OF NURSING, GUWAHATI

	Professor Com. Health Nsg.	Professor Med. Surg. Nsg	Professor Paediatric Nsg	Professor O&G Nsg		
	Asso. Prof. Com. Health Nsg.	Asso. Prof. Med. Surg. Nsg	Asso. Prof. Paediatric Nsg	Asso. Prof. O&G Nsg	Asso. Prof. Psychiatric Nsg`	
Asstt. Prof Sociology English Psychology	Asstt. Prof Com. Health Nsg.	Asstt. Prof Med. Surg. Nsg	Asstt. Prof Paediatric Nsg	Asstt. Prof O&G Nsg	Asstt. Prof Psychiatric Nsg`	Asstt. Prof. Nursing
	Lecturer Com. Health Nsg.	Lecturer Med. Surg. Nsg	Lecturer Paediatric Nsg	Lecturer O&G Nsg	Lecturer Psychiatric Nsg`	Lecturer Anatomy Physiology Pathology Nursing Education Nutrition Nutrition & Dietetics

MINISTRIAL STAFF IN THE OFFICE OF THE PRINCIPAL, REGIONAL COLLEGE OF NURSING, GUWAHATI-32

PRINCIPAL

HEAD ASSISTANT

GRADE-III
EMPLOYEE

ACCOUNTANT-1

U.D ASSISTANT

CASHIER

L.D ASSISTANT

DRIVER FOR
HEAVY VEHICLE
(2Nos)

MATRON-2Nos
(For Hostel)

LABORATORY
ASSISTANT

DRIVER FOR
LIGHT VEHICLE
(3 Nos)

LABORATORY
ATTENDANT
(4 Nos)

GRADE---IV EMPLOYEE

Handiman, (1nos) Attendant, (2nos) Peon , (1nos) Chowkider , (6nos) Helper , (1nos) Cook , (2nos) Mali , (1nos) Servant, (2nos) Sweeper, (2nos)

CHAPTER-11 (Manual-10)

The monthly remuneration, received by cash of teaching staff, including the system of compensation, as provided in regulation. (drawn in the month of September 2006)

<u>S.no</u>	<u>Name</u>	<u>Designation</u>	<u>Basic</u>	<u>50%</u>	<u>D.A.</u>	<u>M.A</u>	<u>C.C.A</u>	<u>GROSS</u>
01.	Dr. (Ms.) M.S. Khanikar.	Principal,	21,900	10,950	5,585	350	120	38,905.00
02	Ms. L.K. Das.	Professor ,O &G Nursing	20,000	10,000	5,100	350	120	35570,00
03	Ms K. Saikia.	Professor, Community Health Nursing.	18,650	9,325	4,756	350	120	33,201.00
04.	Ms, M. Khanom	Professor, Medical Surgical Nursing.	17,750	8,875	4526	350	120	31,621.00
05.	Ms. K. Das	Professor, Pediatric Nursing.	17,300	8,650	4,415	350	120	30,835.00
06.	Ms. N. Das.	Associate Professor, O &G Nursing.	16,250	8,125	4,144	350	120	30181.00
07	Ms.P chakravarty	Associate Professor, Psychiatric Nursing.	14,125	7,063	3,602	350	120	25260.00
08.	Ms.B. Bordoloi	Associate Professor, Community Health Nursing.	13,275	6,638	3,385	350	120	24,968.00
09.	Ms. T. Kakoti.	Associate Professor, Community Health Nursing.	12,850	6,425	3,277	350	120	24,222.00
10.	Dr. (Ms). A. Chakravarty	Assistant Professor, Sociology.	13,575	6,788	3,462	350	120	25,495.00

11.	Ms M. Sarmah.	Assistant Professor, English	13,900	6,950	3,545	350	120	26,065.00
12.	Ms. M. Mahanta	Assistant Professor, Psychology	13,575	6,788	3,462	350	120	25,495.00
13.	Ms. A. Chamuah	Assistant Professor, Pediatric Nursing.	10,650	5,325	2,710	350	120	19,161.00
14.	Ms. A. Dutta.	Assistant Professor, O &G Nursing	10,325	5,163	2,633	350	120	19,791.00
15.	Ms. M. Gogoi	Assistant Professor, Medical surgical nursing	10,000	5,000	2,550	350	120	19,220.00
16.	Ms B. Sadhanidar	Lecturer, Physiology	11,025	5,513	3,969	350	120	20,977.00
17.	Ms. B. Baruah	Lecturer, Nursing education	11,025	5,513	3,969	350	120	20,977.00
18.	Ms. A. Gogoi	Lecturer, Pathology	11,025	5,513	3,969	350	120	22,177.00
19.	Dr (Ms.). M. Chaliha.	Lecturer, Psychiatric Nursing	11,025	5,513	3,969	350	120	22,177.00
20.	Ms. R. Talukder	Lecturer, Nursing Administration	11,025	5,513	3,969	350	120	22,177.00
21.	Ms. J. Saikia.	Lecturer, O &G Nursing.	11,025	5,513	3,969	350	120	20,977.00
22.	Ms. I. Borah.	Lecturer, Medical Surgical	11,025	5,513	4068	350	120	21,488.00
23.	Ms. M. Phukan	Lecturer, Nutrition & dietetics.	11,025	5,513	3,969	350	120	22,177.00

24.	Ms. G. Das.	Lecturer, Nutrition	11,025	5,513	3,969	350	120	20977.00
25.	Ms. A. Gogoi	Lecturer, Medical Surgical	10,750	5,375	2,741	350	120	19,336.00
26.	Ms. H. Bhuyan	Lecturer, Community Health Nursing	10,150	5,375	2,741	350	120	19,936.00
27.	Ms. A. Hazarika.	Lecturer, Community Health Nursing	11,025	5,513	3,969	350	120	22,177.00
28.	Ms. B. Baruah.	Lecturer, Anatomy	9,925	4,963	3,573	350	120	22,177.00
29.	Ms. G. Bordoloi.	Lecturer, Medical Surgical	10,750	5,375	2,741	350	120	20,536.00

The monthly remuneration, received by cash of Non- Teaching (Office staff) including the system of compensation, as provided in regulation. Grade –III & IV

<u>S. no</u>	<u>Name</u>	<u>Designation</u>	<u>Basic</u>	<u>50%</u>	<u>D.A.</u>	<u>M.A</u>	<u>C.C.A</u>	<u>GROSS</u>
01	. Mr. P.C. Kalita,	U.D. Assistant	7,600	3,800	1,938	350	120	13,808.00
02	Mr. M.R. Bezbarua,	Accountant	7,100	3,550	1,811	350	120	13,783.00
03	Mr. J.N. Talukder,	Cashier	6,600	3,300	1,683	350	120	12,053.00
04	Mr. B. Patowary.	Librarian	6,850	3,425	1,747	350	120	12,492.00
05	Mr. B. Boro,	L.D. Assistant	3,370	1,685	859	350	50	6,718.00
06	Mrs. M. Mahanta.	L.D. Assistant	4,390	2,195	1119	350	50	8,631.00
07	Mr. J.C Goswami,	L.D. Assistant	4,390	2,195	1,119	350	50	8,631.00
08	Mrs. P. Borah,	Lab. Assistant	4,960	2,480	1,265	350	65	9,715.00
09	Mr. L. Medhi	U.D. Assistant	4,210	2,105	1,074	350	50	7,789.00
10	Mr. N. DAs,	Lab Attendant	4,210	2,105	1,074	350	50	7,789.00
11	Mr. K. Pathak. .	Driver	5,725	2,863	1,460	350	65	11,150.00
12	Mr. K. Nath. .	Driver	3,850	1,925	982	350	50	7,619.00
13	. Mr. A .Pathak.	Driver	3,580	1,790	913	350	50	6,683.00
14.	Mr. D. Haloi.	Driver	3,760	1,880	959	350	50	6,999.00
15.	Mr. B.P. Singh	Driver	3,250	1,625	829	350	50	6,104.00
16.	Ms. C. Topno	Matron	4,960	2,480	1,265	350	65	9,120.00
17	Ms. M. Dutta	Matron	4,300	2,150	1,097	350	50	9,747.00
18.	Mr. B. C. Goswami	Handiman	4,030	2,015	1,028	350	50	7,473.00

19.	Ms. B. Barman.	Lab. Attendant.	4120	2060	1057	350	50	7631.00
20.	Ms. R. Talukder.	Lab. Attendant	4030	2015	1028	350	50	7957.00
21.	Mr. A.C. Kalita.	Lab. Attendant	3670	1835	936	350	50	6841.00
22.	Mr. N. Basfor	Sweeper	3670	1835	936	350	50	7281.00
23.	Mr. B. Yadab	Peon	3190	1595	813	350	50	6381.00
24.	Mr. L. Induar.	Attendant	3130	1565	798	350	50	5893.00
25.	Mr. D.K. Sutradhar.	Helper	3580	1790	913	350	50	7113.00
26.	Mr. N. Medhi	Chokider	3670	1835	936	350	50	7281.00
27.	Mr. A. C. Medhi	Chowkidar.	3670	1835	936	350	50	7281.00
28.	Ms. P. Talukder.	Servent	3670	1835	936	350	50	6841.00
29.	Mr. H. Barman.	Cook.	3670	1835	936	350	50	6841.00
30.	Mr. M. Mazunder.	Cook	3580	1790	913	350	50	6683.00
31.	Ms. S. Basfor.	Sweeper	3370	1685	859	350	50	6314.00
32.	Mr. D. Mahato.	Mali	3580	1790	913	350	50	6683.00
33.	Mr. S. Kalita.	Chowkidar	2950	1475	752	350	50	5577.00
34.	Mr. J. Yadab	Chowkidar	2950	1475	752	350	50	5577.00
35.	Mr. K. Rahang	Chowkidar	2950	1475	752	350	50	5931.00
36.	Mr. S. Yadab	Handiman	2950	1475	752	350	50	5577.00
37.	Ms. S. Das	Chowkidar	2450	1225	625	350	50	4994.00

CHAPTER-12 (Manual -11)

BUDGET :2005 -2006, REGIONAL COLLEGE OF NURSING :

<u>SR.NO</u>	<u>HEAD</u>	<u>PROPOSED BUDGET</u>	<u>SACTIONED BUDGET</u>	<u>AMOUNT RELEASED/DISBURSED (NO OF INSTALMENT)</u>
01	<u>A/C 221D NP</u>	1,38,59,840.00	1,02,75,000.00	EXP-93,53,044.00

CHAPTER-15 (MANUAL-14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS JUNCTION

1. Student evaluation:

Norms are set by Gauhati University, as Regional College of Nursing is affiliated to GU as per guide line of Indian Nursing Council, New Delhi.

CHAPTER- 16 (MANUAL-15)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

No electronic format is being introduced so far in Regional College of Nursing, Guwahati.

CHAPTER—17 (MANUAL—16)

PARTICULAR OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

For dissemination of information, to the interested public (Programs related matters) the Regional College of Nursing usually utilizes the following means and methods-

- 1) The advertisement for admission into B.Sc Nursing and Condensed B.Sc Nursing program is made through highly circulated English daily newspaper “the Assam Tribune “
- 2) The declaration of date of interview for selection of candidate into B.Sc. Nursing and Condensed B.sc. nursing program are usually made through either All India Radio Guwahati or Through the English daily “ The Assam Tribune “
- 3) College examination & University examination result of all four years of B.Sc nursing as well as all two years of condensed B.Sc. Nursing always put up in the college notice board. Merit list of applicants for selection into the B.Sc Nursing programs are also put in College notice board
- 4) Printed manual available –B.Sc Nursing program prospectus.
- 5) College library remains open 12noon to 6 pm where any interested visitor may sit and refer the college library with due permission from librarian and Principal, Regional College of Nursing

CHAPTER-18 (MANUAL-17)

OTHER USEFUL INFORMATION

How to apply ?

To

The Information Officer/ Assistant Public Information Officer,
Regional College of Nursing, Guwahati- 781032

1. Name of the applicant:
2. Address:
3. Particulars of information:
 - a. Subject/ area.
 - b. Category of document ,if published :
 - c. The language in which it is required :(Assamese/ English)
 - d. To be posted or will be collected:
 - e. If some material is required in what form?
 - f. Application fee accompanied: yes/no

Signature of applicant.

1.Fee determination guideline

*

**An application fee of Rupees 10/- (ten) for a request for obtaining information under section 6 (1)

**Could be in cash or by demand draft or by bankers cheque payable to Principal, RCN.
**Application will receive a proper receipt.

CHAPTER-7 (MANUAL-6)

A statement of boards, councils, committees and bodies constituted as its parts.

1. Staff council:

Name: Regional College of Nursing Staff Council

Head of council: Principal, RCN as chairperson

Structure and member composition: All the faculty members ie Lecturers, Assistant Professors, Associate Professors, and Professors.

Frequencies of meeting: Once in every six month and also called as
. and when need arises.

Purpose: a).Review and revise the policies.
b).Decision making pertaining to student's performance attendance and evaluation etc.

Are minutes of meeting prepared? Yes minute of meetings are prepared and
.documented officially.

No public participation in staff council meeting.

2. Hostel committee:

Name: Regional College of Nursing Hostel Committee.

Structure and member composition: Principal, RCN, Guwahati.
Mrs.Krishna Das, Hostel superintendent
Mrs. Abha Chamua, Asstt. Hostel superintendent.
Mrs. Mosphea Khanom . member
Mrs. Kaberi Saikia. Do
Mrs. Renu Talukdar. Do

Head of the committee: The Principal ,RCN.

Address: PO - Indrapur,Guwahati-781032
Dist – Kamrup, Assam

Frequency of meeting: As and when need arises.

Minutes of the meeting : Prepared and documented officially.

Role : - For review &revise hostel rules and regulations.

- - decide upon any disciplinary action to be taken.

Can public participate in the meeting : No public participation in the meeting.

3. Library Committee :

Name : Regional College of Nursing Hostel Committee

Structure and member composition ; Dr.(Mrs) M .S. Khanikar,Principal ,RCN.
Mrs. B. Bordoloi,Asso. Prof. ----- chair person
Mrs. K. Saikia, Professor -----member
Mrs. K. Das, do ----- do
Mrs. N. Das, Asso. Prof. ----- do
Mrs. M. Sarma, Asstt. Prof. ----- do
Mrs. A. Chakraborty, Asstt. Prof. ----- do
Mrs. M. Phookan, Lec. ----- do
Sri B. Patowary, Librarian ----- do

Head of the committee : The Principal, RCN

Add : PO – Indrapur.Guwahati – 781032
Dist- Kamrup, Assam

Frequency of meeting : As and when need arises.

Minutes of meeting : Minutes prepared and documented officialy .

Role : To review and revise rules and regulation.

Can public participate in meeting : No public participation.

CHAPTER-9 (MANUAL- 8)
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

1. Subject : Student matters.
2. Guideline : Collective decision of the Staff Council, Regional College of Nursing, Guwahati
3. Process of execution : Notice issued to the concerned student with the copy to the govt. of Assam, to be carried out.
4. Designation of the officers involved in decision making : Staff council members ie. Lecturers, Asstt. Professors, Asso. Professors, Professors and Principal.
5. Contact information of above mentioned officers : All the officers can be contacted in the following add.-
Regional college of Nursing
P O-Indrapur
Ghy-781032
Ph No- 0361-2340913
6. If not satisfied by the decision, where and how to apply- Appeal can be made to the Principal, Regional College of Nursing ,Ghy – 781032

CHAPTER- 8 (MANUAL-7)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

1. Department Appellate Authority :

S.I no	Name	Designation	S.T.D Code	Phone No	Address
01	Dr (Mrs.) M. S. Khanikar	Principal, Regional college of Nursing	0361	2340913	Regional college of Nursing P O-Indrapur Ghy-781032

Name of the Public Authority

2. Public Information Officer :

S.I no	Name	Designation	S.T.D Code	Phone No	Address
01	Mrs. B. Bordoloi	Associate Professor, Community Health Nursing	0361	2340913	Regional college of Nursing P O-Indrapur Ghy-781032

3. Assistant Public Information Officer:

S.I no	Name	Designation	S.T.D Code	Phone No	Address
01	Mrs. A. Dutta	Assistant Professor, O &G Nursing	0361	2340913	Regional college of Nursing P O-Indrapur Ghy-781032

APPLICATION FORM FOR ADMISSION INTO B. Sc. (Nursing) COURSE
IN THE REGIONAL COLLEGE OF NURSING, GUWAHATI.

To

The Principal,
Regional College of Nursing, Guwahati.

Pass port size
Photograph
Of the
Candidate

Sir ,

I request admission into the B. Sc. Nursing Course in Regional College of Nursing ,
Guwahati in Assam during the session _____

The requisite particulars are furnished below :

1. Name of the candidate in full _____
(in block letters)

2. Age on 31st December, 200 _____ Years, _____ Month _____
Date of birth _____

(In words)

(a) Nationality _____ Religion _____

(b) Do you Belong to :
Scheduled caste / Scheduled Tribe (Hills) /
Scheduled Tribe (Plains) / Back ward Classes.
If so, Please state the exact category and
Give the name oft the caste / sub caste. _____

(C) Whether native of Assam _____
or
Permanent Resident of Assam
(if so, since when) _____

Whether son / daughter of State / Central
Government employee. _____

(c) Permanent home address
Village / Town _____

Mouza / Circle / Taluk _____

P. O. & T. O. _____

Subdivision _____

District _____ State _____

(d) Present address for correspondence :

Village / Town _____
Mouza / Circle / Taluk _____
P. O. & T. O. _____
District _____

3. (a) Name of father / Husband / legal Guardian _____

(b) Occupation of father / Husband / Legal Guardian _____

(c) Annual income of father Husband / Legal Guardian _____

3. Academic Record :

	Matric HSLC	P. U. (Science) Course	Higher Secondary Course	Senior Cambridge	I . Sc.	B. Sc. 1 st . yr.2 nd .yr. (University Exam)	B.Sc.
--	----------------	------------------------------	-------------------------------	---------------------	---------	-----------------------------------------------------------------------------	-------

Name of
University/
Board

Year of joining
The course

Year of passing
Examination

Whether passed
in First attempt

Subject taken

Division / Class

Qualifying examination	Physics		Chemistry		Biology		English	total
	Theory	Practical	Theory	Practical	Theory	Practical	Theory	

Full marks

Pass marks

Marks obtained

Grace mark,
If any

(c)Caste /Tribe Certificates from the concerning organization viz (i) All Assam Tribal Sangha , (ii) Assam Scheduled Caste Development Council and (iii) All Assam Other Backward Classes Association either at the state or District level in the prescribed form countersigned by the deputy commissioner or any other competent officials.

I here by certify that the above statement of particulars is true in all respect and that I will be liable to legal action if they are found to be false.

Signature of the Attester.

Date.....

Signature of the candidate.

Date.....

I undertake to see that my son / daughter / wife / ward abides by the rule, of the College and Hostel attached to it in case he/ she is admitted and pay all fees, deposits and other dues as laid down in the college rules or may become due under these rules. I also under take to withdraw him / her from the college or hostel should the Principal decide that such withdrawal is necessary in the interest of the institution.

I agree to abide by the rules of the college and hostel attached to it in Case I am admitted.

Signature of the Father / Husband / Legal Guardian.

Signature of the Candidate.

(A) CERTIFICATE OF NATIVITY / PERMANENT RESIDENCE

Certified that Shri / Shrimati _____
Son / daughter / wife / legal Ward of Shri _____
Residing in the village _____ of Mouza / Circle _____
_____ P. O. _____ Police station _____
_____ District _____ is a native of Assam, permanent resident of
Assam and has been living in Assam for _____ years, in a rented house
/ in a house provided by Employer / in own house at _____
or has land in the name of parents at _____

Signature of Gazetted
Government officer

(Date and seal)

Signature or Countersignature
with date and seal of

Deputy Commissioner _____
District / Subdivisional officer

_____ Sub division.

Percentage of marks obtained in science subjects.

Percentage of marks obtained in English plus science
Subjects.

N. B.----While calculating percentage of marks obtained, the Grace Mark, if any, is not to be accounted for.

(5)Extra curricular activities :---

(a) N. C. C. Period training from _____
Total no of years of training _____

Certificate passed B /C _____

Have you played for your ---

- (i) School / College team and whether you
Represented the University. _____
- (ii) If so, IN what Games / Sports ? _____
- (iii) Mention prizes owned , if any,
and events _____
- (iv) Other activities :----
Student union / Debating / Dramatics / Social
Services / Technical experiences, etc. _____
Hobbies (give details) _____

(N. B.—The certificate from the com petent authority must be enclosed)

(N. B. --- The true copies of the following documents, duly attested by a Gazetted Government Officer or a Magistrate, must be attached with the application for admission, otherwise the application may not be considered.

(!) Evidence of age (attested copy of the Admit Card of the Matriculation / High School Leaving Certificates / Higher Secondary school Leaving Certificate / Senior Cambridge Examination or University / Boards certificate of these examination).

- (2) Character certificate from the head of the Institution in which the candidate last studied.
 (3) Marksheets of examinations passed.
 (4) (a) Certificate of nativity or permanent residence from Deputy Commissioner or Sub divisional Officer (civil) or a certificate from Gazetted Officer countersigned by the Deputy Commissioner or Subdivisional Officer (civil) with the official seal in the form given below at A.

(b) Certificate from the Head of Department / Office in cases of son / daughter of state government employees who are not native or permanent residents of Assam

(B) CERTIFICATE IN CASE OF CENTRAL GOVERNMENT / STATE GOVERNMENT EMPLOYEE SON / DAUGHTER / WIFE.

Certified that Shri / Shrimati _____
 _____ Son / daughter / wife / of Shri _____
 _____ holding the post _____
 is a Central Government / State Government Employee and is now serving at _____
 _____ in the state of Assam for _____
 _____ year i.e , science _____

Signature of Gazetted
 Government Officer.
 (Date and seal)

Signature or countersignature
 With date and seal of
 Head Officer.

(C) FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO A SCHEDULED CASTE OR SCHEDULED TRIBES IN SUPPORT OF THIS CLAIM.

Form of caste certificate

This is to certify that Shri / Shrimati. _____
 _____ son / daughter of _____
 _____ of village / town _____ in district division _____
 _____ of State / Union Territory _____
 _____ belongs to the _____ Caste / Tribes
Scheduled Caste

Which is recognized as a -----under

Scheduled Tribes

The Constitution (Scheduled Caste) Order , 1950 ;

The Constitution (Scheduled Tribes) Order, 1951 ;

The Constitution (Scheduled Castes) (Union Territory) Order , 1950 ;

(As amended by the Scheduled Caste and Scheduled Tribes Lists (modification)order, 1956 , the Bombay Reorganisation Act , 1966 , the State of Himachal Pradesh ACT, 1970 and the North Eastern areas (Reorganisation) Act, 1971)

The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 ;

The Constitution (Dadra and Nagar Havelli) Scheduled Castes Order, 1962

The Constitution (Dadra and Nagar Havelli) Scheduled Tribes Order, 1962

The Constitution (Pondicharry) Scheduled Castes Order, 1964 ;

The Constitution (Utter Pradesh) Scheduled Tribes Order, 1964 ;

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968 ;

The Constitution (Goa, Daman & Diu) Tribes Order, 1968 ;

The Constitution (Nagaland) Tribes) Order, 1970 ;

Shri / Shrimati / Kumari _____ and his / Her family

Ordinarily reside (s) in village / Town _____ Of

_____ District / Division of the State / Union Territory _____

of _____

Signature _____

Designation _____

(with office seal)

Place _____

State

Date _____

Union territory

Note: The term ordinarily resides used here will have the same meaning as in section 20 of the Representation of the peoples Act, 1950.

List of authorities empowered to issue certificates of verification

- 1. District magistrate / Additional district magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy collector / 1st Class Stipendary magistrate / City Magistrate / Sub Divissioal Magistrate / Taluk Magistrate / Executive agistrate / Extra Assistant Commissioner.**
- 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.**
- 3. Revenue Officer not below the rank of Tehsilder.**
- 4. Sub divisional Officer of the area where the candidate and / or his family normally resides.**
- 5. Administrator / Secretary to Administrator / Development officer.**

APPLICATION FORM FOR ADMISSION INTO POST BASIC (COND.)B. Sc. (Nursing)
COURSE IN THE REGIONAL COLLEGE OF NURSING, GUWAHATI

To

The Principal,
Regional College of Nursing, Guwahati.

Pass port size
Photograph
Of the
Candidate

Sir ,

I request admission into the B. Sc. Nursing Course in Regional College of Nursing ,
Guwahati in Assam during the session _____ The
requisite particulars are furnished below :

4. Name of the candidate in full _____
(in block letters)

5. Age on 31st December, 200 _____ Years, _____ Month _____
Date of birth _____

(In words)

(e) Nationality _____ Religion _____

(f) Do you Belong to :
Scheduled caste / Scheduled Tribe (Hills) /
Scheduled Tribe (Plains) / Back ward Classes.
If so, Please state the exact category and
Give the name oft the caste / sub caste. _____

(C) Whether native of Assam _____
or
Permanent Resident of Assam
(if so, since when) _____

Whether son / daughter of State / Central
Government employee. _____

(g) Permanent home address
Village / Town _____

Mouza / Circle / Taluk _____

P. O. & T. O. _____

Subdivision _____

District _____ State _____

(h) Present address for correspondence :

Village / Town _____
Mouza / Circle / Taluk _____
P. O. & T. O. _____
District _____

3. (a) Name of father / Husband / legal Guardian _____

(b) Occupation of father / Husband / Legal Guardian _____

(c) Designation of the Post held by the candidate- _____

(d) Basic Pay drawn _____

(e) Year of Service : _____

(f) Present working place & name of the institution _____

6. Academic Record :

	Matric HSLC	P. U. (Science) Course	Higher Secondary Course	Senior Cambridge	I . Sc.	B. Sc. 1 st . yr.2 nd .yr. (University Exam)	B.Sc.
--	----------------	------------------------------	-------------------------------	---------------------	---------	-----------------------------------------------------------------------------	-------

Name of
University/
Board

Year of joining
The course

Year of passing
Examination

Whether passed
in First attempt

Subject taken

Division / Class

Year of joining G.N.M. course

Year of passing G.N.M. Examination

Whether passed
in First attempt

Division / Class

Subject taken in the G.N.M. Examination (Prelim ,Seniour, MidWifery)

Subject	Theory	Practical	Total marks obtained	Total full marks	Remark

Percentage of aggregate Marks obtained in	H.S.L.C	H.S.S.L.C	P.U.	G.N.M

While calculating percentage of marks obtained, the grace mark, if any, is not to be counted for

(5)Extra curricular activities :---

(a) N. C. C. Period training from _____
 Total no of years of training _____

Certificate passed B /C _____

Have you played for your ---

- (ii) School / College team and whether you Represented the University. _____
- (ii) If so, IN what Games / Sports ? _____
- (iii) Mention prizes owned , if any, and events _____
- (iv) Other activities :----
 Student union / Debating / Dramatics / Social Services / Technical experiences, etc. _____
 Hobbies (give details) _____

T N A I Membership No : _____

N. B . --- The true copies of the following documents, duly attested by a Gazetted Government Officer or a Magistrate, must be attached with the application for admission, otherwise the application may not be considered.

- (1) Evidence of age (attested copy of the Admit Card of the Matriculation / High School Leaving Certificates / Higher Secondary school Leaving Certificate / Senior Cambridge Examination or University / Boards certificate of these examination).
- (2) Character certificate from the head of the Institution in which the candidate last studied.
- (3) Marksheets of examinations passed.

(4) (a) Certificate of nativity or permanent residence from Deputy Commissioner or Sub divisional Officer (civil) or a certificate from Gazetted Officer countersigned by the Deputy Commissioner or Subdivisional Officer (civil) with the official seal in the form given below at A.

(b) Certificate from the Head of Department / Office in cases of son / daughter of state government employees who are not native or permanent residents of Assam

(c) Caste /Tribe Certificates from the concerning organization viz (i) All Assam Tribal Sangha , (ii) Assam Scheduled Caste Development Council and (iii) All Assam Other Backward Classes Association either at the state or District level in the prescribed form countersigned by the deputy commissioner or any other competent officials.

I here by certify that the above statement of particulars is true in all respect and that I will be liable to legal action if they are found to be false.

Signature of the Attester.

Date.....

Signature of the candidate.

Date.....

I undertake to see that my son / daughter / wife / ward abides by the rule, of the College and Hostel attached to it in case he/ she is admitted and pay all fees, deposits and other dues as laid down in the college rules or may become due under these rules. I also under take to withdraw him / her from the college or hostel should the Principal decide that such withdrawal is necessary in the interest of the institution.

I agree to abide by the rules of the college and hostel attached to it in Case I am admitted.

Signature of the Father / Husband / Legal
Guardian.

Signature of the
Candidate.

(B) CERTIFICATE OF NATIVITY / PERMANENT RESIDENCE

Certified that Shri / Shrimati _____
Son / daughter / wife / legal Ward of Shri _____
Residing in the village _____ of Mouza / Circle _____
P. O. _____ Police station _____
_____ District _____ is a native of Assam, permanent resident of
Assam and has been living in Assam for _____ years, in a rented house
/ in a house provided by Employer / in own house at _____
or has land in the name of parents at _____

Signature of Gazetted
Government officer

(Date and seal)

Signature or Countersignature
with date and seal of

Deputy Commissioner _____
District / Subdivisional officer

_____ Sub division.

Percentage of marks obtained in science subjects.

Percentage of marks obtained in English plus science
Subjects.

N. B.----While calculating percentage of marks obtained, the Grace Mark, if any, is not to be accounted for.

(B) CERTIFICATE IN CASE OF CENTRAL GOVERNMENT /
STATE GOVERNMENT EMPLOYEE SON / DAUGHTER / WIFE.

Certified that Shri / Shrimati _____
_____ Son / daughter / wife / of Shri _____
_____ holding the post _____
is a Central Government / State Government Employee and is now serving at _____
_____ in the state of Assam for _____
_____ year i.e , science _____

Signature of Gazetted
Government Officer.
(Date and seal)

Signature or countersignature
With date and seal of
Head Officer.

(C) FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO A SCHEDULED CASTE OR SCHEDULED TRIBES IN SUPPORT OF THIS CLAIM.

Form of caste certificate

This is to certify that Shri / Shrimati. _____
_____ son / daughter of _____
_____ of village / town _____ in district division _____
_____ of State / Union Territory _____
_____ belongs to the _____ Caste / Tribes
Scheduled Caste

Which is recognized as a -----under
Scheduled Tribes

The Constitution (Scheduled Caste) Order , 1950 ;

The Constitution (Scheduled Tribes) Order, 1951 ;

The Constitution (Scheduled Castes) (Union Territory) Order , 1950 ;

(As amended by the Scheduled Caste and Scheduled Tribes Lists (modification)order, 1956 , the Bombay Reorganisation Act , 1966 , the State of Himachal Pradesh ACT, 1970 and the North Eastern areas (Reorganisation) Act, 1971)

The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 ;

The Constitution (Dadra and Nagar Havelli) Scheduled Castes Order, 1962

The Constitution (Dadra and Nagar Havelli) Scheduled Tribes Order, 1962

The Constitution (Pondicharry) Scheduled Castes Order, 1964 ;

The Constitution (Utter Pradesh) Scheduled Tribes Order, 1964 ;

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968 ;

The Constitution (Goa, Daman & Diu) Tribes Order, 1968 ;

The Constitution (Nagaland) Tribes) Order, 1970 ;

Shri / Shrimati / Kumari _____ and his / Her family

Ordinarily reside (s) in village / Town _____ Of

_____ District / Division of the State / Union Territory _____
_____ of _____

Signature _____

Designation _____

(with office seal)

Place _____

State

Date _____

Union territory

Note: The term ordinarily resides used here will have the same meaning as in section 20 of the Representation of the peoples Act, 1950.

List of authorities empowered to issue certificates of verification

6. District magistrate / Additional district magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy collector / 1st Class Stipendary magistrate / City Magistrate / Sub Divissioal Magistrate / Taluk Magistrate / Executive agistrate / Extra Assistant Commissioner.
 7. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 8. Revenue Officer not below the rank of Tehsilder.
 9. Sub divisional Officer of the area where the candidate and / or his family normally resides.
 10. Administrator / Secretary to Administrator / Development officer.
-