

**Dr. Vithalrao Vikhe Patil Foundation's
College of Nursing**

**SOP
Of
Admission Committee
(Diploma, Undergraduate and Post-
graduate Nursing Courses)**

(w.e.f. AY 2021-22)



**Admission Committee for
Dr.V.V.P. F's College of Nursing
Ahmednagar.**

Title: Constitution of an Admission Committee

The location and business address of the committee:

Institutional Admission Committee-CON, Ahmednagar
Dr. Vithalrao Vikhe Patil Foundation's College of Nursing,
Opp. Govt Milk Dairy Vilad Ghat, MIDC Post
Dist: Ahmednagar (Maharashtra)
Pin: 414111 India

Effective date:

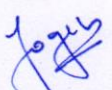

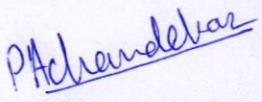
Prepared By:	Reviewed By:	Approved By:
 Mrs. Yogita P. Autade (Associate Professor)	 Mr. Amol. C Temkar (IQAC Co-ordinator)	 Dr. Pratibha. A Chandekar (Principal)

Table of contents

Sr. No.	Content	Page No.
1.	Procedure for Admission of the students	4
2.	Invitation of application form	4
3.	Eligibility criteria	5 - 7
4.	Seat allotment	7 - 8
5.	Preparation of merit list	8 - 9
6.	Round / seat allotment process	9 - 10
7.	Provisional admission	10
8.	Cancellation / Disqualification for admission	10

Procedure for Admission of the students:

Introduction: SOP provides information and guidelines related to Admission procedure for Diploma, Graduate and Post Graduate Courses at Dr. V.V.P.F's College of Nursing, Ahmednagar. The admission process will be open to all the persons regardless of race, religion, creed, caste, class, gender or the area / place of residence in India. The organization will appoint admission committee for the smooth conduct of the admission process of the concern academic year.

It comprises of:

- 1) Invitation of application form
- 2) Eligibility criteria
- 3) Seat Allotment
- 4) Preparations of merit list
- 5) Round allotment process/stages
- 6) Selection process
- 7) Disqualification/Cancellation process
- 8) Conduct & discipline

1) Invitation of application form

- a) After permission of continuation & affiliation of upcoming year by Competent Authority
(Indian Nursing council, MNC, MSBPN, MUHS) the college will publish an advertisement through newspaper, website and social media.
- b) Online or offline applications will be invited from aspirant candidates seeking admission to the diploma, undergraduate and post graduate courses.

Diploma Program:

College shall invite the application from the candidates for the intake capacity of 80 seats (30% male candidates)

Undergraduate Program

Basic B.Sc. Nursing: For intake capacity of 50, College will receive 85 % of the seats form admission competent authority and for remaining 15 % NRI/against NRI seats applications will be invited from eligible candidates. In case of vacant seats against 85%, college shall invite application.

Post Basic B.Sc. Nursing:

College shall invite the application from the candidates for the intake capacity of 30 seats

Post Graduate Program:

College shall invite the application from the candidates for the intake capacity of 16 seats

M.Sc. in Mental Health Nursing : 08 Seats

M.Sc. in Community Health Nursing : 04 Seats

M.Sc. in Medical Surgical Nursing : 04 Seats

2) Eligibility criteria

The eligibility criteria for admission to various courses shall be prescribed by the relevant statutory authority or bodies.

Diploma Program: GNM

Course duration: 03 years

Age criteria: Minimum and Maximum age for admission is 17 to 35 years. There is no age bar for ANM/LHV.

Qualifying requirement:

- 10+2 class passed preferably Science (P.C.B.) & English (40 Marks) with aggregate of 40% marks.
- 10+2 in Arts & Commerce (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Core/English Elective or Health care Science - Vocational stream ONLY, passing out from recognized Board under AISSCE/ CBSE/ ICSE/ SSCE/HSCE or other equivalent Board with 40% marks (Other than languages marks there should be 40% Marks and English also should have 40 Marks.)
- 10+2 vocational ANM under CBSE Board or other equivalent board from the school and recognized by Indian Nursing Council with 40% marks.
- Registered as ANM with State Nursing Registration Council.
- For foreign nationals: The entry qualification equivalency i.e., 12th standard will be obtained by Association of Indian Universities, New Delhi. Institution, State Nursing

Council will ensure that the qualification and eligibility will be equivalent to what has been prescribed.

- Student shall be medically fit.
- Student shall be admitted once in a year.

Undergraduate Program

a) Basic B.Sc. Nursing:

Course duration: 04 years

Age criteria: Minimum and Maximum age for admission is 17 to 35 years.

Qualifying requirement:

- A candidate should have passed in the subjects of P.C.B. must have obtained a minimum of 45% marks taken together in P.C.B. at the qualified examination i.e. (10+2). Furthermore, the candidates belonging to SC/ST or other backward classes, the marks obtained in P.C.B. taken together in qualifying examination be 40% instead of 45% as stated above. English is a compulsory subject in 10+2 for being eligible for admission. Candidate should be a passed out from recognized board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board
- Appeared and qualified in NEET examination.
- Candidate shall be medically fit.
- Candidate shall be admitted once in a year.
- Candidates who are transferred from other affiliated college by the MUHS will be admitted as per the guidelines.
- B.Sc. Nursing Seats Distribution -
 - NEET Round Through Admission Seats - 42
 - Institute level Seats- 08

b) Post Basic B.Sc. Nursing:

Course duration: 02 years

Age criteria: Minimum and Maximum age for admission is 17 to 40 years.

Qualifying requirement:

- A candidate should have passed General Nursing & Midwifery or equivalent examination conducted by state nursing council/board and from INC approved

institutes.

- Candidate should have MNC registration certificate.
- Student shall be medically fit.

Post Graduate Program:

Course duration: 02 years

Age criteria: Minimum and Maximum age for admission is 17 to 40 years.

Qualifying requirement:

- A candidate should have passed B.Sc. Nursing /P.B.B.Sc Nursing (with minimum of 55% aggregate marks) in examination conducted by institute recognized by Indian Nursing Council.
- A candidate should be a Registered Nurse and Registered midwife of equivalent with any State Nursing Registration Council.
- A candidate should have minimum one year of work experience after B.Sc. Nursing and prior or after post basic B.Sc. Nursing from the date of Registration
- A candidate should be medically fit.
- Mental Health Nursing - 08
Medical Surgical Nursing -04
Community Health Nursing -04

3) Seat Allotment:

The percentage of allocations of seats for various types of candidates for first year of the respective course shall be as per the Indian Nursing council regulation & in accordance with the policy of Govt. of Maharashtra and DMER.

a) National/Sate Candidate seats (60%)

The candidates having Maharashtra state candidature (Maharashtra domicile) shall be eligible for these seats. Candidature outside Maharashtra within India is also eligible for these seats, provided domicile of India as well as State Nursing registration certificate.

b) Minority candidature seats (25%)

The Maharashtra domicile candidate belonging to a particular linguistic or religious minority community from within the state fulfilling eligibility criteria shall be eligible under this category.

c) Institutional quota seat (15%)

The institute can admit eligible candidates against 15% of the sanction intake subject to following conditions

- i. The NRI candidate shall be admitted under the institute quota seats, subject to the eligibility criteria by a respective competent authority.
- ii. If the seats reserved for the NRI remains vacant, those vacant seats shall be filled in by the institute from the eligible candidate.

4) Preparation of Merit List:

The institute shall prepare a merit list for the selection to the respective course. Merit list will be based on marks obtained in qualifying examination, specialty wise (preference given), category wise distribution of seats etc. & shall be display on college website as well as college notice board.

GNM

The merit list will be in ascending order of aggregation of 12th standard %/ANM/LHV and marks obtained in interview.

The merit list shall indicate name of the student, merit list number, category etc.

In case of equal marks, stream of 12th, number of attempts and age shall be consider. Merit list shall be display or publish on institute website and institute notice board.

Basic B.Sc. Nursing:

The list of candidates for 85% quota shall be allotted by competent authority. For 15% institutional quota the college will prepare the merit list. Merit list will be prepared among the applications received on the basis of marks obtained in the NEET, 12th percentage, PCB marks, willingness etc. If any vacant seat from 85% quota the merit list will be prepared on the basis of marks obtained in the NEET, 12th percentage, PCB marks, category etc.

Post Basic B.Sc. Nursing:

The merit list will be in ascending order of aggregation of RGNM/GNM and marks obtained in interview.

The merit list shall indicate name of the student, merit list number, category etc.

In case of equal marks, number of attempts, professional experience and age shall be consider. Merit list shall be display or publish on institute website and institute notice board.

M.Sc. Nursing:

The merit list will be in ascending order of aggregation of B.Sc./Basic B.Sc./P.B.B.Sc nursing and marks obtained in interview. The merit list shall indicate name of the student, merit list number, subject preference, category etc.

In case of equal marks, number of attempts, professional experience and age shall be consider. Merit list shall be display or publish on institute website and institute notice board.

5) Round/Seat allotment process:

After display of merit list, allotment of seats for Round-I shall be display & called for the counseling process for admission to the seeking course. Only a limited number of meritorious candidates shall be called for counseling & document verification at a time. The counseling session are not meant for instant seat allocation at the college. Failure to report for the round/ counseling on the scheduled date and time shall result in cancelation of the claim of the candidate to the seat. If any candidate finds it impossible to be physically present for the counseling session due to unavoidable circumstances, the candidate may authorize any other responsible individual to represent him/her for the counseling session. This representative must carry with a letter of authorization.

After verification of original documents & endorsement of eligibility for Round I, joining of the candidate at institute as per the allotment within stipulated time shall be done.

If seats remain vacant after completion of Round-I, Round-II shall be conducted. The seats remaining vacant from various category shall be filled in *inter-se merit* admission process as per following groups:-

Group -I

- i) Scheduled Caste & Schedule caste converted to Buddhism
- ii) Scheduled Tribes (S.T)

Group-II

- i) Vimukta Jati (DT)
- ii) Nomadic Tribes [NT (B)]

Group-III

- i) Nomadic Tribes [NT (C)]
- ii) Nomadic Tribes [NT (D)]
- iii) Other Backward Classes OBC , SBC

The candidate seeking admission through reserved categories shall submit the caste certificate, caste validity or proof of application made for obtaining caste validity certificate and non-creamy layer (whichever applicable) at the time of documents verification, failing which the category claimed, shall not be granted & the candidate will be treated as general candidate.

If the seats reserved for group of backward class category candidate remains vacant, such seat shall be considered for allotment to the candidate of *inter-se merit* of all backward class category candidates as per the state government directions.

6) Provisional Admission:

- College office shall confirm the provisional admission only after document verification, payment of applicable fees.
- The final approval for the admission shall only be given after the obtaining eligibility by MUHS/MNC/MSBPNE.
- The cut-off date for admission to course will be as prescribed by the respective central council / University from time to time.

7) Cancellation/Disqualification for admission

The fee for the course shall be paid at account department of college or Demand Draft from any nationalized bank/cash in favor of Principal of College.

If any candidate who has been admitted & desires to cancel the admission shall submit the application to the institute to cancel admission. The refund of fees of such candidate admitted in the college shall be made after deduction as under:-

- a) Before cut-off date as declared by central council, admission cancellation charges to be deducted & rest of the fees to be refunded.
- b) On or after cut-off date declare by central council no refund of fees.

The student while studying in Nursing course, if found indulging in any unlawful activities or ragging in any form, contrary to the provisions of Act and Law enforced by Govt., shall be liable to be expelled from the college by the Principal.

