

Annamalai  **University**
(Accredited with 'A' Grade by NAAC)

**Rajah Muthiah Medical College & Hospital
School of Nursing**

Faculty of Medicine
(Self Supporting)

Diploma in General Nursing & Midwifery

PROSPECTUS: 2017 – 18
(Information & Instructions to Candidates)

University website: www.annamalaiuniversity.ac.in

Annamalai University

Annamalai University, one of the largest unitary, teaching, and residential Universities in Southern Asia, was established and incorporated in the year 1929 as per the Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929). Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013). His Excellency the Governor of Tamil Nadu is the Chancellor of the University.

Established in 1929, Annamalai University, accredited with 'A' Grade by NAAC in 2014 is one of India's largest public residential universities with 10 Faculties and 50 departments of study. Annamalai University is one of the first institutions in the country to offer courses in Engineering and Technology. The University has initiated several innovative teaching programmes over the years and has been a pioneer in distance education. Annamalai University has a commendable track record in projects and publications and has been awarded the PURSE Programme by the Department of Science and Technology. Nineteen departments are supported by UGC-SAP, Sixteen by DST-FIST and two departments have attained the status of Centre of Advanced Study. The University has been rated Seventeenth in the country among the Top 100 institutions of Higher Education and Second in the State by SCImago Institutional Ratings. Annamalai University has joint research and innovation partnerships with 24 institutions across the USA, Europe, Australia, Japan, and the UK. The list of partners includes prestigious institutes like Karolinska Institute, Johns Hopkins University, and University of Michigan amongst others. Two of the most notable international collaborations in which Annamalai University is the Co-ordinating Institute include the Indo-EU FUNCFOOD Project and the 21st Century Indo-US Knowledge Initiative. There are several ongoing research projects with international foundations and industrial players like Bayer, CavinKare, Dow Agrosiences, Bill & Melinda Gates Foundation, HCL, L&T, Accenture, and Huawei.

The University Library, named after the eminent scholar, statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, serves as knowledge hub for the students and the staff. Quite a good number of journals can be accessed through the Infonet facility. ScienceDirect is subscribed through which 340 journals can be accessed.

The sports complex of the University spreads over several acres, houses facilities for sports and games. Tennis court complex, basketball complex, volleyball complex, athletic standard track, cricket field & nets, football field, hockey field and a wooden floored indoor stadium are a few worth mentioning.

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I. FACULTY OF MEDICINE

The Faculty of Medicine consists of two colleges. They are the Rajah Muthiah Medical College and the Rani Meyyammai College of Nursing.

The Rajah Muthiah Medical College has a 1260 bed tertiary level collegiate hospital with all specialities, super-specialities supported by modern 24-hour laboratory and Radiological Imaging service equipped with Doppler, Ultrasound, Mammography, Digital X-ray, C-arm, CT Scan and the MRI. The Medical Council of India has accorded permanent recognition for annual intake of 150 students for the M.B.B.S programme.

Rajah Muthiah Institute of Health Sciences was established in the year 1980 with the functioning of the Dental College. Thereafter in the second phase of development, the Rajah Muthiah Medical College (RMMC) was established in the year 1985.

The Rajah Muthiah Medical College and Hospital serves the needs of the surrounding villages, by providing medical treatment with skilled doctors, paramedical staff and a well equipped hospital. Apart from ensuring curative and rehabilitative services through the teaching hospital of the college, community services on the preventive and promotive sides are being meaningfully organised, keeping in view the health needs of the rural as well as the urban sectors of the community.

The Academic tempo in the Medical College is maintained at a high level by the activities of the scientific body – ‘Academy of Medical Sciences’. Under the auspices of the Academy, regular monthly meetings are held wherein research papers and hospital cases are presented and discussed. Symposia are held annually on various Medical topics. Eminent scientists are invited by the Academy to deliver guest lectures on topics of current importance. The University has been hosting several National/International Medical Conferences. The teachers in the Faculty are encouraged to present papers/ participate in several National/International Seminars/Conferences/Symposia.

The Medical Education Unit functioning with the Dean as the Chairman, Organizes programmes connected with Medical Education such as Orientation Programmes, Basics & Advanced Cardio Pulmonary Resuscitation Workshops for CRRIs & PGs, Faculty Development Programmes, Clinico Pathological Conferences and Special Lectures etc.,

The imposing structures of Rajah Muthiah Medical College has the distinction of having been declared open by His Excellency Shri R. Venkataraman, the then President of India, on 28.4.1988.

A special feature of RMMC is that it is one of the very few Medical Colleges in India directly run by Universities. As a University Medical College with residential system, there are ample opportunities for healthy interaction and learning from the multi-disciplinary facilities available in the campus of the Annamalai University. Besides M.B.B.S., RMMC is also offering Post Graduate degree programmes in nineteen different specialities and Post-Graduate Diploma programmes in 8 specialities. All these programmes are recognised by the Medical Council of India.

1.1 Programme Offered

| Name of the Programme | Number of Seats |
|--|-----------------|
| Diploma in General Nursing & Midwifery | 20 |

Duration

- The duration of the courses offered is 3 academic years (with effect from 2017-18) which includes six months of internship

1.2 Hostel

Admission to the hostel is Compulsory and no associate will be allowed. The room rent and establishment charges will be at the rate fixed from time to time.

II. FEE & SCHOLARSHIP

2.1 Tuition Fee

The details of Tuition Fee to be paid by the candidate are as follows.

| Name of the Programme | Fees per Annum in (Rs) |
|--|------------------------|
| Diploma in General Nursing & Midwifery | 15,160/- |

2.2 SC/ST Scholarship

SC/ST Community students whose Parent's/Guardian's income from all sources should **not** exceed Rs. 2,50,000/- per annum, and **Converted Christian (converted from SC/ST)** Rs. 2,00,000/- per annum, can avail only maintenance fee.

III. ELIGIBILITY CRITERIA

General

Candidates satisfying the eligibility conditions given below as on the last date of submission of application are eligible to apply. The candidates passing the qualifying examination after the last date of submission of application shall not be considered.

3.1. Qualifying Examinations and Eligibility

The minimum educational requirements shall be the passing of:

- Higher Secondary School Certificate Examination [12 years course]
(or)
- Senior School Certificate Examinations [10+2], Pre-degree Examinations [10+2]
(or)

- iii. An equivalent with 12 years schooling from a recognized Board or University with Science [Physics, Chemistry, and Biology] and English with minimum of 45% aggregate marks [PCBE].

Note:

- Candidates belonging to Scheduled Caste and Schedule Tribe are however eligible if they have 40% of aggregate marks (PCBE).
- **Only female candidates can apply.**
- **Candidates must be unmarried.**

3.2 Age Limit

Should have completed 17 years of age as on 31st December 2017, (i.e. should have been born on or before 31.12.2000) and should not be over 30 years of age as on 31st December 2017. For SC/ST: 35 years.

IV. ALLOCATION OF SEATS

Reservation

Reservation of seats for candidates belonging to ST/SC/MBC/BC/OC communities will be made as per the **Rule of Reservation of the Government of Tamil Nadu**. Among the above reservations, 3% seats have been included for differently abled persons as per norms laid down by the Government.

V. MODE OF SELECTION

The selection of candidates to all the programmes will be made on the basis of marks in the prescribed subjects of the qualifying examinations.

VI. COUNSELLING PROCEDURE

- i. Counselling will be held at the Administrative Office, Annamalai University, Annamalainagar, Chidambaram.
- ii. Counselling Schedule will be available on the website. Candidates will be called for counselling in the order of their merit.
- iii. Counselling for the special category will be held before the general counseling.
- iv. **Counselling Fee:** Candidates have to pay a Counselling fee of Others ` 500/- (for SC/SCA/ST of ` 250/- by cash or DD in favour of **"The Registrar, Annamalai University"** payable at Chennai at the time of counselling. The counselling fee is not refundable.
- v. Candidates who fail to attend the counselling at the specified date and time in a particular phase of counselling will forfeit their right to admission on that phase.
- vi. Eligible candidates who have applied may appear for counselling according to their merit list, one hour before the counselling session along with their original certificates for verification, irrespective of receipt of individual communication.

- vii. The date, time and venue for counselling will be intimated to the candidates, through leading dailies and Annamalai University website. No change of date/time of counselling is permissible. University authorities are not responsible for any postal delay; or non receipt of intimation for counselling. Candidates who do not attend counselling will forego the claim for admission.
- viii. If a candidate could not attend the counselling on the specified date and time, he/she can attend on a subsequent time/date, during the counselling period. But the candidate will be offered a seat only if it is available, at the time in the respective category. **However such candidates cannot claim a seat as per original seniority in the merit list.**
- ix. After allotment of all seats in various categories the applicants, who have paid the requisite counselling fee but did not get admission will be placed in the waiting list in the order of their merit and in case vacancies arise at a later stage, due to non-joining of selected candidates or for any other reasons they will be admitted in the order of merit by following the rule of reservation.

VII. CODE OF CONDUCT

The following code of conduct shall be observed by the students who are admitted.

- i. The students should conduct themselves in an exemplary manner so as to be model for other students.
- ii. All students will have to strictly adhere to the rules and regulations of the University.
- iii. **RAGGING:** The candidates should not indulge or participate in any kind of ragging. If they are found to have indulged in ragging in the past, or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study and criminal action will be taken against the candidates.
- iv. **If any student is involved in ragging or any other anti- social activities, he/she will be expelled and criminal proceedings will be launched against him/her.**
- v. The students should be present during all working days and sincerely apply themselves to studies.
- vi. The students should attend the classes regularly and punctually and should fulfil the attendance requirement of 80% as prescribed by the University, to be eligible to appear for the University Examinations.
- vii. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- viii. Use of mobile phones and other electronic gadgets are not permitted in the class rooms, examination, halls, faculty premises, university organized functions / programs / extracurricular and co-curricular activities.

- ix. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- x. Dress Code: Students need to wear formal dress largely covering them like Sarees/ Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men.

VIII. IMPORTANT CONDITIONS FOR APPLICANTS

- i. The tuition fee and the caution deposit will be refunded after deducting the service charge of ` 1,000/-, if the candidate discontinues the programme before commencement of classes **provided the resultant vacancy is filled up.**
- ii. However, in case a candidate discontinues the programme on or after the date of commencement of classes and **the resultant vacancy is filled up, caution deposit and 75% of tuition fee will be refunded.**
- iii. The candidates who have joined a programme and wish to discontinue, should **pay the tuition fee in full up to the year of study.**
- iv. Tuition fee for each academic year should be paid well before the due date, failing which a fine as prescribed by the University will be charged. The Candidate shall not be permitted to appear for the University Examination without clearing the Tuition fee arrears.
- v. Tuition fee for the entire programme together with arrears, if any, shall be payable by the student before Transfer Certificate is issued
- vi. Special fee for the remaining period of programme shall be waived.
- vii. No certificate will be issued, unless the candidate has cleared all the arrears of fees etc., due to the University.
- viii. Caution deposit shall be refunded on application after adjustment towards any dues from the student. Application for refund of caution deposit should be submitted within one year of completing the course.
- ix. With regard to any dispute arising in relation to admission, examinations, remittance of fees, etc., the place of jurisdiction for the purpose of filing a suit or preferring a complaint or taking any legal proceedings against the University, will be Chidambaram Town only.
- x. Original Certificates submitted at the time of admission will be returned before the end of second semester. In case a candidate requires the original certificates for valid reasons, he/she may apply for the same with valid proof. The candidates are advised to have with them attested copies of mark lists or other certificates that may be required for applying scholarships/bank loan etc.

IX. GENERAL INSTRUCTIONS

9.1. Application

Procedure for registration of application is Online from the University website www.annamalaiuniversity.ac.in/adm

PROCEDURE FOR REGISTRATION OF ONLINE APPLICATION

9.2 General Instructions for Applicants

- i. Online Application Number is the Registration Number of the Annamalai University Diploma in General Nursing and Midwifery Admissions 2017.
- ii. **The Candidates seeking admission should Register and apply only through Online by logging on to www.annamalaiuniversity.ac.in/adm**
- iii. The guidelines for registration are available on the Annamalai University Website Portal.
- iv. The Online application Number should be quoted in all future correspondence.
- v. **The filled in Online application should be downloaded and sent with all the enclosures either by speed / Registered post or in person to**

THE REGISTRAR

ANNAMALAI UNIVERSITY

ANNAMALAINAGAR

CHIDAMBARAM

CUDDALORE DISTRICT

TAMIL NADU

PIN- 608 002

and should reach on or before 31.05.2017 - 5.30 p.m.

- vi. Acknowledgement will be sent to the registered e-mail on receipt of the filled in online application by post together with a demand draft for Diploma in General Nursing and Midwifery for ` 400/- which is drawn in favour of **The Registrar, Annamalai University, payable at Chennai.**
- vii. The candidates shall ensure that the completed online application form with all particulars and enclosures reaches the Annamalai University within the date and time specified. Applications received by Speed post/courier or any other means, after the last date & time will not be accepted irrespective of the date of booking.
- viii. The University shall not be responsible for any delay in the receipt or for the loss in transit of application form etc.,
- ix. Request for extension of time for submission of documents called for, after the specified date and time will not be entertained.

- x. Any supporting documents received after the due date or application without required documents/particulars will not be entertained.
- xi. Photocopy/ Fax copy of the application will not be accepted.
- xii. Both upper limbs, vision and hearing should be normal for all candidates (including for candidates applying under orthopaedically physically disabled category).
- xiii. The candidates are directed to enclose the following certificates along with the Online application:

Photocopy of

1. 10th Mark Sheet
2. HSC / Equivalent Mark Sheet
3. Transfer Certificate
4. Permanent Community Certificate Card for ST, SC, SCA, MBC & DNC, BC and BCM (permanent card / electronic form / digitally e-Certificate).
5. HSC Hall Ticket
6. Nativity Certificate – if applicable

Note: *Candidates appeared for HSC/Equivalent examination in March 2017 must produce Original Mark Sheet and TC at the time of counseling. However, downloaded copy of mark sheet should be enclosed, others to enclose a copy of Mark Sheet and TC.*

- ix. Candidates are advised to post the completed online application well-in advance before the due date and time. If it is sent by post it is advisable to send by Registered post / Speed post to ensure proper delivery.

9.3. General Information

The following procedures should be followed for applying/getting certificates viz. Bonafide/Course completion/Mark lists etc. with the fee prescribed by the University.

- i. **General:** Mark list for each Semester/Year during the period of study will be issued by the University and distributed through the respective department of study. On completion of the program, Provisional Certificate and Transfer Certificate will also be distributed through the department concerned.
- ii. **Migration Certificate:** This certificate will be issued by the University Office ('K' Section) only on demand to those who have planned to undergo higher studies in any Educational Institution in India.
- iii. **Duplicate Certificate – Mark List/Degree/Transfer Certificate:** A certificate from the police department is required to be produced for the loss of certificates indicating that the certificates were actually lost beyond recovery.

- iv. **Degree Certificate:** Notification will be issued in the leading dailies during the month of September/October every year for calling of application forms for getting Degree Certificate at the Convocation. Students shall apply for the same in the prescribed form which can be obtained from the University.
- v. **Personal File:** Students are advised to maintain a personal file containing all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee etc. till completion of his/her studies.
- vi. **Re-admission:** If any attendance deficiency during the tenure of his/her studies, shall apply for re-admission through the Heads concerned along with the photocopy of his/her previous semester/year mark list/s as proof for having appeared for the University Examinations.
- vii. **Change of Name/Date of Birth:** Candidate who wishes to change of Name, date of Birth, of his/her name should be made only during the period of study by producing a copy of "Gazette Notification" from the respective Government NO such change shall be entertained after completion for his/her studies in the University.
- viii. **How to get Certificate:**
 - (a) Students applied for any certificates in this University viz., Bonafide, Course Completion, Duplicate mark list, Degree Certificate and Transfer Certificate etc, either during the tenure of his/her studies or completion of the program should get the same from the office or by post within a fortnight period from the date of filing application in the office. He/she should possess compulsorily **1)** a copy of letter where he/she has applied for **2)** a copy of remittance challan, **3)** and any other documents etc., whenever any lapse of the original submitted to University (or) loss in transaction.
 - (b) If he/she does not receive the certificate/s within the stipulated period, then he/she can immediately seek the assistance of the Section Head/Deputy Registrar of the 'K' Section with relevant copy of records that has been already submitted for claiming the certificates, so as to enable them to get the certificate from the office (or) necessary guidance will be provided for the same.
 - (c) Students admitted on various programs of the University, should get back his/her original certificates produced at the time of admission within three months either on completion of program (or) discontinuing the same in the middle of the program. The University is not responsible for any lapse or damage of the certificates.

REGISTRAR (i/c)
ANNAMALAI UNIVERSITY