

## DEPARTMENT OF HEALTH AND FAMILY WELFARE

## (HEALTH II BRANCH)

The 12th January, 1984

No. 1/20/83/11117/1158.—The following by laws made by the Punjab Nurses Registration Council, in exercise of the powers conferred by section 18 of the Punjab Nurses Registration Act, 1932, and with the previous approval of the State Government are published as required by this section:—

## BYE-LAWS

1. Name of the Course : General Nursing  
 2. Duration : 3 years

The course will start in March/September every year.

## 3. Eligibility for General Nursing Course:

1. The age limit for entrance shall be 17 to 35 years. Candidates should be unmarried or divorced or Widow.

## (a) Education Qualifications :

The minimum qualifications shall be 12 years schooling or its equivalent.

## (b) Medical Fitness.

A candidate should be medically fit certified by a Medical Board constituted by the school to undergo the said training.

- (c) Hostel: Stay in the Nurses Hostel is compulsory for all students Nurses. No person will be permitted to stay outside the Nurses Hostel during the training period.

4. Syllabi : Curriculum and Syllabus for the course in General Nursing will be in accordance with the instructions issued by the Indian Nursing Council from time to time.

## Examination :

- (a) Candidate may write their answer in English, Punjabi or Hindi in their written examination.  
 (b) There shall be two written examination for General Nursing.  
 (c) The first examination to be held after a period of not less than 11 (Eleven) months from the beginning of the Course.

The final examination may be held after 2 years and 9 months after the beginning of the course and at least one year after passing the first examination.

There shall be a practical examination in Nursing for the Final Year.

## Eligibility for General Nursing Examination (First-Year) :

The first year examination shall be held in the month of March and September each year.

- (1) A candidate shall be eligible for admission if the Head of the school certified that :
- (a) She has completed not less than 11 (Eleven) months of the course (six months for Registered Health Visitors, Auxiliary Nurse and Midwife), and that her total performance has been satisfactory during that period.  
 (b) She has attended not less than 75% of the formal instructions given on each subject in the school of Nursing.  
 (c) She produces a certificate of good conduct by the Principal Tutor.  
 (d) She has passed a Practical examination in Nursing conducted by her own school.

## Eligibility for Final Year Nursing Examination:

A candidate shall be eligible for admission to the Final examination if the Head of school certifies that :

- (a) She has completed not less than Two years nine months of training (One year for registered Health Visitors, 1½ years for registered Auxiliary Nurse and Midwife) at least 1 year of which was after passing the First examination and that her good performance during this period has been satisfactory.  
 (b) She has attended not less than 75% of the formal instructions given in each subject in the school of Nursing.  
 (c) She presents her record of Practical experience duly completed and signed by the Head of the school of Nursing.  
 (d) She produces a certificate of good conduct by the Principal Tutor or Head of the institution.

## 6. Re-appear :

A student shall not be given more than 3 attempts to clear the first year examination. If a student has failed in Two attempts or less she should be allowed to continue in Nursing Course till the next examination in September or March as the case may be. If she does not pass in the second attempt she shall be demoted back to the first year till she clears the first year examination.

## General Nursing in Final Year:

- (a) A student will be permitted to appear in the subject she has failed.
- (b) A maximum of 5 attempts will be permitted out of which 3 chances are given through the institution and then a student can appear privately for the last 2 attempts. This provision shall also apply to the First Year Nursing students.
- (c) If a student has failed in a subject she will have to re-appear in that subject only.

## 7. Appointment of Examiners:

50 per cent Examiners will be appointed from outside the State of Punjab and 50 per cent from the Punjab State.

## 8. Qualifications for Examiners.

The examiners should have at least 5 years experience in teaching in the subject for which they are appointed as an examiner. In exceptional cases, any person who have been teaching but left teaching not less than 3 years should, also be considered for appointment as examiner.

## 9. Period of appointment of examiner:

The examiner may be appointed for a period of 3 terms but her name can be removed at any time by the Council. Her consent will, however be taken for further renewal.

## 10. Appointment of Supervisor and Invigilators:

- (a) Supervisor will be the Principal Tutor or Matron/Nursing Superintendent of the institution where the written examination is to be held.
- (b) Invigilators will be from the institutions other than the host institution as far as possible.

## 11. Remunerations:

The remuneration for the examiners will be as follows :—

- (i) Setting up of a paper Rs. 30 per paper.
- (ii) Marking of theory answer books Rs. 2 for each answer book.
- (iii) Practical examination Rs. 2 per candidate but not less than Rs. 20 in addition the examiner will be paid T. A./D. A. according to rules of Punjab Government. The examiner will have to take her own leave for the Practical examination purpose.
- (iv) Remuneration for Supervisor .. Rs. 20 per day  
for Invigilators .. Rs. 15 per day  
for Helpers .. Rs. 5 per day

## 12. Examination Fees :

1. Nurses First Year and Final Year .. Rs. 25
2. Fee for detailed marks .. Rs. 5 per candidate
3. Last date by which admission forms and fees must reach the Registrar shall be as follows :—

*March Examination*

- (a) Forms with fees 20th January
- Late fee Rs. 5 per candidate 31st January

*September Examination*

- (b) Forms with fees 20th July
- Late fees of Rs. 5 per candidate 31st July

Admission form received after the expiry of the last date may be accepted on payment of Rs. 5 per day:

## 14. Instructions for the Examiner :

- (i) Answer Books duly marked, should be returned to the Registrar within three weeks. Rs. 2 per day will be deducted from the remuneration for the delay.
- (ii) Award should be given in the margin provided on every page of the answer book and the award to be encircled.

- (iii) Only red pencil should be used for the purpose of marking.
- (iv) The total marks secured by student must be entered in the award in round figures.
- (v) Signatures should be put just below the grand total on the front page of every answer book. Any change made or even writing should bear the initials of the examiner.
- (vi) Additional and grand total should be carefully checked failing which a penalty of Rs. 1 will be imposed on the examiner for each mistake.
- (vii) Mark sheets after a thorough check would be sent to the Registrar under a separate registered cover. Answer books should also be sent by Registered Post.
- (viii) Every mark sheet should be signed by the examiner and her name put down in block capital letters without bracket, just below signatures.

#### 15. Marks.

For each paper marks required for passing shall be 50% and for practical examination 50%, 70% of the total marks are required for distinction.

#### 16. Instructions for Supervisor and Invigilators.

- (i) The supervisors and Invigilators are required to be present in the examination hall, half an hour before the commencement of the examination and to remain present till answer books have been sealed for despatch.
- (ii) The students should not be allowed to detach or tear of any leaves from their answer books. A candidate should not be given an extra sheet until she/he shows to the satisfaction of the invigilators issuing the sheet that she/he has completely used the answer book given to her/him.
- (iii) The supervisor and invigilators will take all the precautionary measures usually associated with examination, and should in particular ensure that there is no communication of any kind Oral or written between candidates during the examination.
- (iv) The supervisor shall carefully examine in the presence of the invigilators seals on the covers containing question papers received from the Registrar. The Supervisor shall give a certificate to this effect and forwards it to the Registrar of the Council or any other person authorised by him.
- (v) The packets containing question papers must be opened by Supervisor herself in the presence of the Invigilators in the examination hall only 5 minutes before the time scheduled for the particular paper and after the candidates have taken their seats.
- (vi) The invigilators should examine the roll Nos. of all the candidates at the gate to see that their admission to the examination hall is genuine.
- (vii) The answer books must be checked with the attendance list and packed/ind sealed by the supervisor in the presence of invigilators and personally handed over/sent by registered post by name to the Registrar, Punjab Nurses Registration Council or such other person as may be authorised by him in this behalf after examination is over together with the list and copies of question paper.
- (viii) The supervisor and invigilators should see that no candidate leaves the examination hall without handing over her answer book at least half time is over.
- (ix) The supervisor shall make the following announcement to the candidates in the examination hall before the start of the examination :—
  - (a) Candidates should make sure that they have no unauthorised book or paper with them or in their desks.
  - (b) Candidates should carefully read and follow the instructions given on the cover of their answer books.
  - (c) Candidates should write their roll Nos. only in the space provided for the purpose on the answer book. Failure to do so will entail loss of credit for the paper.
  - (e) Candidates should not write their roll numbers or names or anything else except the actual answer to the question in side their answer books.

The supervisor should give an account of the answer books supplied to her by the Registrar for use at examination. The balance of the answer books and Loose sheets should be returned to the Registrar after the close of the examination.

#### 17. Unfair means.

If during an examination, a candidate adopts any of the unfair means listed below, the supervisor/invigilator will note on the answer books of the candidate when it is sent to the Registrar. The Registrar will submit such answer books along with comments of invigilator/Supervisor to the sub-committee constituted by the Nursing Council for unfair means. The sub-committee will conduct enquiry and recommend punishment which will be approved by the President of the Punjab Nurses Registration Council. Unfair means constituted :—

- (a) Talking to any other candidate.
- (b) Talking to a Person inside or outside the examination hall during the examination hours without prior Permission of invigilator/supervisor.
- (c) Copying from answer book of other candidate.
- (d) Copying from some paper/book notes or any other method.
- (e) Any other undesirable means.

The punishment may be canceling of the paper of the candidate or whole candidature or even expulsion from the Nursing school for a period specified or for ever according to granting of punishment.

#### 18. Migration.

A candidate must seek permission from the Principal Tutor of her training school and also the permission of the Principal Tutor where she wants to be migrated. Then she should apply to the Registrar with a migration fee of Rs. 25. The Registrar will issue the migration form to the candidate to be filled in by the Principal Tutor where the student desired to be admitted.

The Punjab Nurses Registration Council should also award Diploma/certificate to a candidate who has passed the Final Year Course through the Nursing school authorities where convocation like function will be arranged. In addition to the Registration certificate, a fee of Rs. 10 may be charged from each candidate for the diploma/certificate at the time of her sending examination form.

19. Registration fees.

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| 1. Nurse                                      | Rs. 30 |
| 2. Issue of Duplicate certificate             | Rs. 25 |
| 3. Cost of application form for registration. | Rs. 1  |

**MULTIPURPOSE HEALTH WORKERS TRAINING**

**DURATION OF THE COURSE**

1½ years

**Eligibility for the above course**

- (a) *Age* : The minimum age limit for admission shall be 16 to 25 years on 1st of Sept./March of the year of admission.
- (b) *Educational Qualification* : The Minimum qualification shall be Matriculate.
- (c) *Medical Fitness* : A candidate should be Medically fit to undergo the said training.

**Syllabi** : According to the Indian Nursing Council Instructions.

**Multipurpose Health Workers (Female)**

A maximum number of 3 chances will be given to a student to pass the examination after this a student is no longer eligible to appear in this examination.

**Appointment of Examiner.**

All examiners will be appointed from the State of Punjab or from the neighbouring States.

**Qualification for Examiners.**

A teacher holding teaching diploma or B. Sc. Nursing degree is eligible to be considered as Examiner and should have at least 5 years experience in teaching. In exceptional cases any person who has been teaching, but has left teaching not later than 5 years should also be considered for appointment as an examiner.

**Period of appointment of Examiner.**

An examiner may be appointed for a period of 3 terms but her name can be removed any time by the Council. Her consent will, however be taken for further renewal.

**Appointment for Supervisor and Invigilators:**

- (a) Supervisor will be the Senior Sister Tutor or Matron, Nursing Superintendent of the institution where written examination is going to be held.
- (b) Invigilators will be from the institutions other than the host institution as far as possible.

**Eligibility for Midwifery Course—**

A candidate shall be eligible for admission to the examination if—

- (a) She produces evidence to show that she is a qualified Nurse.
- (b) The Head of the school certifies that she has had the required clinical experience and has attended 75% of the formal instructions.
- (c) She present at the Practical examination her "Case Book" duly completed and signed by the Head of the school.

**Total chances in examination—**

5 chances will be permitted but after three failures in the examination the student shall be required to undergo further training for a period of three months before appearing at the subsequent examination and after 3 chances the candidate is permitted to appear privately.

**In-Service Training—**

Training period is for one year. Training is generally imparted in Primary Health Centre/Sub-Health Centre level.

**Examination:**

- (a) Examination forms are filled in by L. H. V./A.N. M. concerned.
- (b) Examination will be conducted in March/September each year at the District Head-quarter as notified by the Registrar.
- (c) Examination will be conducted by Matron/L. H. V./Tutors.

The bye-laws regarding remuneration, marking of papers, unfair means, instructions to Examiners and mitigation etc. will be the same as for General Nursing Course.

	Registration fee	Examination fee
1. Auxiliary Nurse and Midwife.	Rs. 25/-	Rs. 25/-
2. Midwife.	Rs. 25/-	Rs. 25/-
3. Lady Health Visitor	Rs. 25/-	Rs. 25/-
4. Trained Dais	Rs. 10/-	Rs. 10/-
5. Issue of Duplicate certificate	Rs. 25/-	
6. Cost of application form for registration	Re. 1/-	

Every registered Nurse, Midwife, Health Visitor, Health Assistant, Auxiliary Nurse Midwife and Health Worker (Female) shall be required to get her name registered from the office of the Registrar on payment of Rs. 20/- after every 5 years from the date of her first registration.

Any registered Nurse, registered Midwife, registered Health Visitor or registered Auxiliary Nurse and Midwife seeking certification of her registration with this Council for the purpose of further study or getting employment in any Country other than India shall apply to the Registrar along with a fee of Rs. 100.

#### Affiliation of Institutions

1. Any teaching institution seeking affiliation send an application, along with a fee of Rs 100 to the Registrar every year on or before 31st July shall give full information in respect of the following matters namely :—

- The constitution and personnel of the managing Body.
- Subjects and courses in which it gives or proposes to give instructions,
- Accommodation, equipment and the number of students for whom provision has been or is proposed to be made.
- The strength of the staff, their salaries, qualifications, experience and the research work done by them;
- The levied or proposed to be levied and the financial provision made for capital expenditure on building and equipment and for the continued maintenance and efficient working of the institution.

The Registrar shall place the application before the Council and the Council may direct the Registrar to call for any further information which it may deem necessary and may also direct an enquiry to be made by a competent person or persons authorised by it in this behalf.

3. After recording the report of such enquiry and after making such further enquiry as may be necessary, the Council may there upon grant or refuse the affiliation/recognition or may grant it subject to such conditions as it deems fit and the decision of the Council shall be final.

(1) Publication of lists of Registered Nurse, Registered Health Visitors, Registered Midwives, Registered Auxiliary Nurses and Midwives (Health Workers Female).

1. The Registrar shall every five years, on or before a date to be fixed by the Council, cause to be printed a list of the names, addresses and qualifications of all the Registered Nurses, Registered Health Visitors, Registered Midwives, Registered Auxiliary Nurses and Midwives and Registered Health Workers (Female) for the time being entered in the Register and the dates when such qualifications were acquired.

2. In any proceeding it shall be presumed that every person entered in such list as a Registered Nurse, Registered Health Visitor, Registered Midwife, Registered Auxiliary Nurse and Midwife and Registered Health Worker (Female) and that any person not so entered is not a registered person with the Punjab Nurses Registration Council.

3. The list so printed will be available for sale on payment of such amount as may be fixed by the Council in this behalf.

P. R. AGGARWAL,

Deputy Secretary, Health (M).