

# APOLLO SCHOOL OF NURSING

(Recognized by Indian Nursing Council & Delhi Nursing Council)



**Prospectus 2025**

## APOLLO SCHOOL OF NURSING

- ✓ Apollo School of Nursing was established in the year 2001
- ✓ The School is recognized by Delhi Nursing Council & Indian Nursing Council
- ✓ We offer Diploma in General Nursing & Midwifery Programme of 3 years duration
- ✓ This institution prepares young nursing students as professional nurses to meet the health needs of the individual, family and community
- ✓ Students are exposed to various clinical scenario in several key specialties and super specialties like Cardiology, Oncology, Neurosciences, Orthopedics, Pediatrics, Gastroenterology, Transplant, Emergency, Preventive Medicine, Critical Care, Nephrology, Urology and Spine Surgery
- ✓ Students are given training in providing nursing care to patients in JCI accredited health care setting with advanced technology
- ✓ Students are strengthened with BLS and JCI protocols

## AIM

- ✓ To prepare student nurses as efficient members of the health care team.
- ✓ To help student nurses in their personal and professional progress.
- ✓ To prepare a strong platform for professional specialization in nursing.
- ✓ To prepare student nurses to keep pace with the latest advancement in nursing care.

## SCOPE

- ✓ Training in world-class tertiary care hospital
- ✓ Exposure to multispecialty clinical environment
- ✓ Guest lecture by leading consultants
- ✓ Eminent faculty
- ✓ Computer-based training
- ✓ Completion of training with rewarding salary & other employee benefits.
- ✓ Training on English communication

## ADMISSION TERMS & CONDITIONS

### Eligibility Criteria:

- 1 Minimum education is class 10+2 with English and must have obtained a minimum of 40%

List of the subject to be considered for admission are given below.

Any four subject from the following will be considered for admission apart from English/Physics/Chemistry/Biology/Mathematics/Commerce/Accountancy/ Economics/Business Study/Computer Science/Informatics Practical/Word Processing Multimedia/History/Geography/Civics/Sociology/Psychology/Political Science/Home Science/English.

- 2 The Candidate must have passed English at 10+2 level by examination board/qualifying board.
- 3 Minimum 17yrs of age as on 31st December 2025.
- 4 Candidates from recognized State & National Open School / Vocational ANM course registered ANM are also eligible to apply.
- 5 5% of total marks is relaxed for SC/ST category candidates.
- 6 Admission of students shall be once in year.
- 7 Candidates should be fluent in English.

## ADMISSION PROCEDURE

- 1 Admission cannot be claimed as a matter of right and the institution reserves the right of admission.
- 2 Candidate should meet the criteria for admission.
- 3 Candidate should clear the written exam and interview.
- 4 All original documents will be verified by the selection committee. Admission of the Candidate is provisional until the verification of the documents is done by concerned educational council / board from which the candidate has passed class 10+2 / ANM.
- 5 Medical examination will be conducted at Apollo Hospital, IMCL, on payment of Rs.3500/- subject to change as per management decision).
- 6 Candidate should be medically fit.
- 7 If the physician advice additional investigations, those would be conducted by IAH only and the charges of additional investigations (if any) would be paid by candidate only (non-refundable)
- 8 Candidate must be declared medically fit by physician at Apollo Hospital, Delhi.

## SUBMISSION OF APPLICATION

The color- printed Application Form should be carefully filled in by the candidate in her own handwriting. Incomplete application will be rejected.

1. All particulars filled in the Application Form should be clear and legible and submitted with one set of self- attested photo copy and one unattested of following documents:
  - a) Class 10th & 12th Mark sheet and Certificates
  - b) Class 12th admit card
  - c) Birth Certificates
  - d) Conduct/Character Certificates
  - e) Migration Certificate issued by the Board
  - f) If ST/SC/OBC categories, Certificates of Proof
  - g) Aadhar Card
  - h) For immigrants & foreign students, RC / IC / Passport.
  - i) Five Recent passport size well-groomed photographs in white backdrop

2. Complete Application Form with all essential documents alongwith application fee of Rs. 1000/- (Cash/DD) in the name of IMCL, payable at New Delhi) must be submitted by hand / post to the institution on or before the last date
3. The school will not be responsible for any Postal delay
4. Original certificates should not be sent with the Application Form. These should be produced at the time of admission only.
5. Foreign candidates can also apply for the said course. They are required to submit a certificate indicating proficiency in English language & holding equivalent 10+2 standard certificate and equivalency Certificate from the Association of Indian Universities, the Indian Nursing Council and concerned embassy.
6. The result of Entrance / Selection Test will be displayed on the School Notice Board. Each candidate is responsible to see the Selection List, give written acceptance and deposit fee on or before the stipulated date.
7. The fee once paid will not be refunded in any case
8. False information on Application Form or forgery in any document / certificate may lead to the termination of the candidature at any stage.

## COURSE OF INSTRUCTION AND SUPERVISED PRACTICE

The syllabus for the General Nursing & Midwifery Program takes into consideration sound education principle, changing educational needs, latest professional and technological developments and the current health needs of the community. In order to enable students to acquired equal specialized knowledge and skills for providing efficient, comprehensive and qualitative nursing care in the hospital and to the community. The institution follows the Indian Nursing Council syllabus which was revised in 2015.



## SYLLABUS

### FIRST YEAR

|  |
|--|
| I. Biological Science                      |
| 1. Anatomy & Physiology                    |
| 2. Microbiology                            |
| II. Behavioral Science                     |
| 1. Psychology                              |
| 2. Sociology                               |
| III. Nursing Foundations                   |
| 1. Fundamentals of Nursing                 |
| 2. First Aid                               |
| IV. Community Health Nursing               |
| 1. CHN- I                                  |
| 2. Environmental Hygiene                   |
| 3. Health Education & Communication skills |
| 4. Nutrition                               |
| V. English                                 |
| VI. Computer Education                     |
| VII. Co-curricular Activities              |

### SECOND YEAR

|                                   |
|-----------------------------------|
| I. Medical Surgical Nursing - I   |
| II. Medical Surgical Nursing - II |
| III. Mental Health Nursing        |
| IV. Child Health Nursing          |
| V. Co-curricular Activities       |

### THIRD YEAR (Part - I)

|                                      |
|--------------------------------------|
| I. Midwifery & Gynecological Nursing |
| II. Community Health Nursing II      |
| III. Co curricular Activities        |

### THIRD YEAR (Part –II) (Integrated Supervised Internship)

|  |
|--|
| I. Nursing Education                         |
| II. Introduction to Research and Statistics  |
| III. Professional Trends & Adjustments       |
| IV. Nursing Administration & Ward Management |

Medium of Instruction is English

## PHYSICAL FACILITIES IN THE SCHOOL

Implementation of the curriculum becomes easier with enhancers and efficient infrastructure that facilitate learning for all kind of learners. Apollo School of Nursing has well-designed class rooms and practice labs which transform learning in to hands on experience. We are equipped with-

- Well-equipped classrooms
- Common multipurpose hall
- Library
- Audio Visual Aids Room
- Auditorium
- Anatomy and Microbiology Lab
- Nursing Practice lab
- Advanced Nursing Skill Lab
- Nutrition Lab
- Community Health Lab
- Maternal and Child Health Lab
- Computer Lab



## CLINICAL EXPERIENCE IN APOLLO HOSPITAL

The students are trained in Indraprastha Apollo Hospital, New Delhi, an excellent with multi- specialty hospitals with international standard.

The students are credentialed and privileged to be trained and supervised by nursing faculty, clinical staff and nursing leaders of the hospital which promote the student to enhance their clinical competency required in the evolving profession of nursing



## CLINICAL EXPERIENCE IN AFFILIATED INSTITUTIONS:

Students are also posted in various affiliated hospitals and community area for clinical experience under the careful supervision of the tutors. The clinical area where our students are deployed are as follows:

- ✎ Lal Bahadur Shastri Hospital (Khichripur, Mayur Vihar Ph.-II)
- ✎ Maternal and Child Health Centre (Badarpur)
- ✎ Rural Health Training Centre (Najafgarh)
- ✎ Chacha Nehru Bal Chikitsalaya ( Geeta Colony)
- ✎ Tulasi Home /Rehabilitation Center (Mehrauli)
- ✎ Pt. Madan Mohan Malviya Hospital (Malviya Nagar)

## ELIGIBILITY FOR APPEARING IN COUNCIL EXAMINATION

- ✎ Attendance of 11 months of the course and overall performance & conduct must be satisfactory.
- ✎ Must have minimum of 80% attendance in theory and practical irrespective of the kind of leave / absence.
- ✎ The Diploma shall not be awarded till the student completes her clinical community requirements.
- ✎ Must secure 50% marks in internal assessment separately in each theory and practical subject.
- ✎ The Competency Record Book should be complete.
- ✎ Final exam is conducted by Delhi Nursing Council annually at the end of each session.
- ✎ Practical examinations are conducted in the clinical / community area.

## EXAMINATION GUIDELINES

- 1 The GNM Programme shall have one regular examination followed by supplementary examination in a year.
- 2 Minimum pass marks are 50% in each of the Theory and Practical examination separately.
- 3 Minimum pass marks shall be 40% for English.
- 4 Student has to pass in theory and practical exam separately in each of the paper.
- 5 The course should be completed in 6 years. However, all previous papers need to be cleared before appearing in the Third-Year final examination.



- 6 If a student fails in either theory or practical paper she has to re -appear in both
- 7 If a student fails, she can be promoted to next year.
- 8 A student can take any number of attempts with a condition that maximum period allowed to complete the course is 6 years. However, all previous papers need to be cleared before appearing in the Third Year final examination.
- 9 Candidates who are repeating the sessions on account of failure in examination /lack of attendance / medical unfitness/ any personal or social reasons will be required to pay fee for the additional years. If the students are not appearing in the final exam and if she repeats the session, she has to pay the full academic fee.

## CERTIFICATION / REGISTRATION

- On successful completion of the General Nursing & Midwifery course, the student will be awarded Diploma by the Delhi Nursing Council.
- It is imperative to get registered in the Delhi Nursing Council to practice as a qualified nurse and become a member of the Trained Nurses Association of India on payment to registration fee.
- Transcript will be issued only on the completion of the course.

## CO – CURRICULAR & EXTRA CURRICULAR ACTIVITIES

The students participate in various co-curricular and extracurricular activities at school and at state and national level. The Student Nurses Association is a nationwide organization of nursing students. The SNA unit of Apollo School of Nursing actively participates in sports, cultural, educational and social activities at state and national levels. For building the intellectual capacity, the students are facilitated to attend various national and international workshops related to medicine and nursing.

CO-CURRICULAR ACTIVITIES



OBSERVATIONAL VISIT



COMMUNITY POSTING



WORLD HEALTH HYGIENE DAY PROGRAM



IPSC CONFERENCE



TNAI VISIT



SNA MODEL MAKING COMPETITION



BMW VISIT

EXTRA CURRICULAR ACTIVITIES



FRESHERS PARTY



DIWALI CELEBRATION



CHRISTMAS



LAMP LIGHTING CEREMONY



FAREWELL PARTY



SESSION ON TEAM BUILDING



YOGA



SPORTS



## PLACEMENT

Upon successful completion of the course & registration to the council, the student will be provided service placement in the Apollo hospital. The appointment will be on regular basis with salary and other benefits as per the Institutional scale and policy.

## TERMS FOR DISCONTINUATION

1. The school management will not refund any fee if the student discontinues the program due to - Medical unfitness/Failure in Examination / Any social issues /If terminated from institution for any misconduct.
2. Caution deposit will be refunded only after successful completion of 3-year GNM course, only if the students have not mishandled the school or hostel property.

## SCHOOL RULES AND REGULATIONS

### General

1. Students must communicate only in English.
2. Students must be punctual in assembly/ classes/ clinical posting.  
Student is not allowed to join any other course (regular/ correspondence/ online) during the period of GNM training. If found guilty, that student's engagement may be terminated and she will be ceased to be a nursing student.
3. Identity card & nameplate is a must for every student. She may be asked to show the same on-demand as and when required. It is mandatory to carry the ID card during the clinical training inside and outside the campus. If ID card is lost, information should be given to the school. A new ID Card would be issued on payment of the applicable fee.
4. Students are representatives of our school and are thus expected to set a high standard of behaviour both inside and outside the school.
5. All students must attend the morning assembly and report clinical area directly. Going back to the hostel for any reason is not allowed

### Academic

1. Students must be regular and punctual for theory classes and clinicals as well as in all tests & examinations. Minimum 80% attendance in theory and clinical experience is a must to forward the examination form for the final DNC examination. Students not fulfilling this requirement will not be allowed for appearing in the Council examination.
2. If a student is continuously failing in 3 terminal examinations, she will not be allowed to appear for the final Council Examination.
3. It is student's responsibility to read all school notices and bring them to their parent's/guardians' attention.
4. Appearing in internal examinations and class tests is mandatory except in case of illness, that student can be exempt by producing a Medical Certificate from the staff clinic. She has to write these exams once she resumes her classes.
5. If any student remains absent on exam/ test day without prior permission, she will be marked absent and no mark will be awarded. Re-exam/ re-test will not be conducted for those students.

6. Students and parents/ guardians must provide valid addresses and phone numbers for correspondence. Any change in the student's/ parents'/guardians' address or phone number must be communicated to the school immediately.
7. Clearance will not be issued until attendance shortage is compensated by clinical duties.
8. Students must be punctual in clinical duties in proper uniform and must report to the Charge Nurse/ Team Leader/ Tutor of the concerned unit. Reporting late or leaving the unit early will not be entertained. In case the student has to leave the unit early, prior permission must be taken from the Charge Nurse/ Team Leader/ Tutor of the concerned unit.
9. Students must be punctual in clinical duties in proper uniform and must report to the Charge Nurse/ Team Leader/ Tutor of the concerned unit. Reporting late or leaving the unit early will not be entertained. In case the student has to leave the unit early, prior permission must be taken from the Charge Nurse/ Team Leader/ Tutor of the concerned unit.
10. The student must be punctual in their clinical assignments, procedure demonstrations, viva and other requirements, else their night pass /day pass and leaves would be withheld.

### **Night Duty**

1. Night duty timing is from 8:00 pm to 8:00 am [Warrant to change as per the direction of school authority].
2. Students must reach their respective clinical area and leave the area on time. Unless urgent/ emergent, returning to the hostel before time is not permitted; if returned to the hostel, it must be communicated to Night am Leader / Supervisor and warden prior.
3. Sleeping during night duty is not allowed.
4. In case of disobedience to the rules or any misconduct, night duty will be cancelled. It will be counted as absent and will be compensated by day duty. Further permission for compensating by night duty will not be granted.

### **Payment of Fee**

1. Fee must be paid in full every year.
2. Fee to be paid by demand draft only. Cash or cheque are not accepted. DD should be made in favour of "Indraprastha Medical Corporation Limited, New Delhi."
3. The Affiliation fees, Examination fees, Registration fees, TNAI membership fees, Transport fee, English communication Fee, Hostel Fee & Mess Fee are subject to change as per the discretion of the concerned authority.
4. In case of failure in any subjects in the DNC examination, supplementary examination fees will be collected separately.
5. School Management will not refund any amount including caution money deposit if the candidate discontinues the course for any reasons including Medical unfitness, failure in examination or due to any social issue.
6. Mess fee to be paid to the hostel warden before the 15th of every month through cheque/online /DD. It can also be paid in advance for six months or 1 year. DD/ Cheque should be made in favour of "Apollo Nurses Hostel Welfare Society1".
7. Clearance will not be issued until all dues to the school /hostel are paid in full.



## Uniform and Grooming

1. The uniform code of the school should be followed by all students.
2. Full school uniform should be worn neatly and correctly both in the school and clinical area.
3. When a situation arises concerning a student's uniform, written requests for the temporary wearing of non-regular items must be referred to the Principal.
4. Student's hair must be kept clean and tied up in a bun with a net at all times. The bun should not be touching the shirt collar and the hair should be off the face.
5. Students should maintain proper personal hygiene i.e., proper grooming, nails cut short, no nail paints, no jewelry like earrings, chains, and rings.

## Use of Mobile Phones

1. Students are not allowed to carry mobile phones in the classrooms, clinical area (during shift duty also), community and other educational visits.
2. Any student found carrying a mobile phone, the phone will be confiscated and a heavy penalty will be levied.

## LEAVE RULES

1. Leave will not be granted to any student until and unless there is a genuine emergency.
2. Extra ordinary leave/ Special leave may be granted only once a year for 3 years in case of marriage of immediate family members/death of immediate family members for up to 10 days. Those leave/ absent days must be compensated in the stipulated clinical area.
3. Undertaking letter will be taken from the student/ parents/ guardians for leaving the station at their own risk and responsibility.
4. If a student is absent for more than a month without information legal actions will be taken and cancellation of the name from the institution and council will be decided by the Principal and Management.
5. If parents/guardians know that their ward is going to be absent for any reason, they must contact the Warden/ Class Coordinator via registered phone number or leave a message with the student's name, batch, and contact number, and reason for the absence.
6. On the day of return after an absence, the student must bring an application signed by her parents/ guardian, stating the reason for the absence and it should be submitted to the Class coordinator.
7. In case of a long sickness, an application must be sent to the school authority with appropriate details written. Parents must not wait to send this intimation until the student recovers.
8. Students must produce a medical fitness certificate for absence on account of illness and the sick leaves have to be compensated for attendance completion.
9. Student will be marked present only if she represents the school in competitions. For a private competition, she will be marked absent.
10. Absence for any other reason would be permitted only with prior permission from the class teacher and approval by the school authority.

11. Leaving the school premises without the proper permission is strictly not allowed. In case the student is found missing from the class parents will be notified and disciplinary action will be taken against the student. The school will no longer be responsible for her act as well as her safety.
12. After the night pass, if the student is not reporting to the hostel on Sunday evening or reporting on Monday without permission or absconding from the hostel; their parents will be notified and their further night pass will be cancelled.
13. Students must inform the warden if their leave/ night pass is cancelled and they are staying back in the hostel and the same should be communicated to the parents/guardian by the class teacher/warden.

### **Attendance shortage and compensation.**

1. Students who have attendance shortage & compensation duties of more than 10 will not be allowed to proceed with the vacation.
2. Excuses/ request calls from parents or students to school authority will not be entertained.
3. Students are not allowed to stay in the hostel after completion of the course. If a student has an attendance shortage, she has to compensate by being a day scholar.
4. Clearance will not be issued until attendance shortage is compensated by clinical duties

## **LIBRARY RULES**

- 1 Silence & discipline must be maintained in the Library.
- 2 Personal books are not allowed inside the Library.
- 3 Any borrower who fails to return a book within 3 days shall be liable to a fine of Rs.10 for each working day.
- 4 Each student is entitled to get up to two books issued at a time.
- 5 If the book is lost or defected the borrower shall replace the book of the same edition or latest edition.
- 6 The books in the reference section are only available for reference, not for borrowing.
- 7 Eatables of any kind is not allowed inside the Library.
- 8 Students are not allowed to use the Library during class hours. They should attend classes.

## HOSTEL RULES AND REGULATIONS

1. Rooms would be allotted on sharing basis; single- room would not be given to any student.
2. Rent and service/other charges for the facilities payable by hostel inmates are revised by the management from time to time.
3. Allotment of room is done by Hostel Warden only and students must stay with their room mates in the assigned room. Changing rooms without prior permission is not allowed.
4. A student shall not hand over the keys of her room to any other student/ person except the Warden or person authorized by the warden.
5. Students should bring articles as specified in the list provided at the time of joining the Hostel. Sharing utilities, plates and cups are strictly prohibited.
6. The hostel inmates have to sign an inventory register for having received the items in the rooms and should hand over the same in good condition at the time of vacating the hostel. Moving articles from room to room is not allowed. Articles allotted in the room should be handed over to the warden while shifting to another room or leaving the hostel
7. For repairs/replacements, the warden should be informed of necessary arrangements.
8. Students have to replace or would be charged for deliberately damaging hostel/ mess property, else Caution Deposit would not be refunded at the time of course completion.
9. Before leaving the hostel, clearance has to be obtained from the warden after settlement of dues.
10. Under no circumstances the School/Hospital linen should be used in the hostel room.
11. Students are responsible for the cleanliness and upkeep of their hostel room.
12. The students should be ready to shift the room as directed by the hostel authority for any reason.
13. Students are not permitted to convene meetings of any sort in the hostel premises without prior permission of Nursing Director/ Principal/ Warden.
14. Use of any electric appliance in the hostel room is not allowed.
15. Without prior information, the authorities have the right to search hostel rooms or students' personal belongings at any time to ensure discipline and decorum.
16. All students must ensure economical use of water and electricity. Always switch off the light fan/ cooler and ensure the closing of taps before leaving the room.
17. Celebrations among students and hostel inmates without the prior permission of the School / Hostel authority are strictly forbidden.
18. Management is solely authorized to effect any change in rules and regulations at any time.
19. Outside Vendors are not allowed to deliver food or any items after 8:30 pm.
20. Students should have the habit of regularly reading the notice board for circulars from the School/ Hostel authority and Management.
21. There will be no current supply between 8.30 am to 12:00 noon on days except Sundays and holidays to conserve energy.
22. Watching TV in recreation room is allowed till 11:00 pm without disturbing other inmates. During exam time watching TV is not allowed.

23. Laundry duty is mandatory for all students even if they are not availing of the facility.
24. Keeping pets or feeding stray animals/ birds is strictly not allowed in the hostel.

### Visitors

1. At the time of admission, parents/guardians should submit a visitors' form with the photo and contact details of maximum 3 authorized visitors (age above 18 years).
2. Authorized visitors are allowed only on the visiting days at visiting hours as mentioned below.

| S.no | Year of study          | Visiting days                       | Visitor time                            |
|------|------------------------|-------------------------------------|---|
| 1    | I <sup>st</sup> year   | Thursday<br>1 <sup>st</sup> Sunday  | 4:30pm to 07:00pm<br>10:00am to 0700pm  |
| 2    | II <sup>nd</sup> year  | Wednesday<br>2 <sup>nd</sup> Sunday | 4:30pm to 07:00pm<br>10:00am to 05:00pm |
| 3    | III <sup>rd</sup> year | Tuesday<br>3 <sup>rd</sup> Sunday   | 4:30pm to 07:00pm<br>10:00am to 05:00pm |

3. Visitor must carry their ID cards while visiting school/ hostel for any reason, else they won't be allowed to visit the school/ hostel.
4. No visitors will be allowed in hostel rooms. They will be entertained in Visitor's Parlour/hostel campus only during on respective day visiting hours. If any unauthorized person come to visit the student it would be immediately informed to the parents and the security officer of hospital control room for necessary action. Standing & talking to visitors in compound or sitting in vehicles parked on road is not acceptable is strictly for bidden.

### Night Roll Call

1. Attending a Night Roll call is mandatory for all students. If a student is sick, information should be given to Warden directly or by her roommates/ health in charge. If a student is absent or found signing proxy for her friend, she will be marked absent & information will be sent to her parents.
2. If the students return late after night passes and couldn't report to roll call. The warden should make a note in the roll and the student should sign in roll call once she reports back to the hostel.
3. If prior permission has been taken for extending night pass, the warden should note that information in the roll call register



## Night Pass

1. Students would be getting 2 Saturday night pass in a month as mentioned below:

| S.no | Year of study          | Night pass day                                   |
|------|------------------------|--|
| 1    | I <sup>st</sup> year   | Every 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday |
| 2    | II <sup>nd</sup> year  | Every 1 <sup>st</sup> & 3 <sup>rd</sup> Saturday |
| 3    | III <sup>rd</sup> year | Every 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday |

2. Parents should submit an application if they permit their daughter for community by themselves. Night pass is valid for one night only. The student should report to the hostel on the next day evening before 7:00 pm.
3. Students would be given night pass/day pass/ leave for going home or local guardian only.
4. For any other reason/ place, parents must write an undertaking for their daughter's safety and self-commuting.
5. Full address and phone number of parents and authorized local guardians and other details should be written legibly in the leave form and night pass register. The student should do biometric punching while leaving and returning to the hostel.
6. Change of address of parents/local guardian should be communicated by the parent/local guardian and by the student.
7. Students would be permitted to leave the hostel only if their leave form is signed by Class Teacher, Principal or Vice-Principal and warden.
8. On return, the student's leave form should be signed by her parents/local guardian. If not, future night passes would be cancelled and a written explanation have to be provided by the student for the same.
9. The list of the students who are permitted for night pass would be intimated to the parents/ local guardians in the parents' WhatsApp group. Parents / authorized local guardians must ensure that they are in the parents' WhatsApp group. If their number is changed, they must inform to school immediately.
10. Once the student reach home the parents/local guardian are expected to inform the class teacher/warden through text message.
11. Night pass would be withheld/ cancelled before and during terminal and final examinations or if students' their assignment/ clinical hours are not complete or poor academic performance or misconduct or indiscipline is observed or in case of any school or hostel related concerns. In such a case, the information will be communicated to the parents/guardian prior.
12. If the leave form is lost /destroyed/ mishandled, all future night pass, day pass, and leave would be cancelled.
13. If a student is not able to reach the hostel on time due to any emergency or genuine reason, it should be communicated by parents/guardians to warden before 7:00pm through a text message from registered phone number only.

14. Prior permission should be obtained from school authority through proper application for extending night pass. It would be approved only on request of the parents or authorized guardian.

### **Out Pass**

1. Students are allowed to move out of the hostel in the evening after 4:30 pm till 7:00pm only on the below mentioned days.  
First year    Thursday  
Second year   Wednesday  
Third year    Tuesday
2. If getting late, the student must inform the warden, parents will be notified and disciplinary action will be taken against the students who don't report back to hostel on time without information.

### **Mess Rules**

1. Mess runs on a co-operative basis by the contribution of the hostel inmates under the overall supervision of the wardens and hostel coordinator.
2. Mess fee must be only paid through online mode or cheque / DD. The Cheque/ DD should be drawn in favour of "Apollo Nurses Hostel Welfare Society 1".
3. Due date for Mess fee will be 15th of every month. It can also be paid in advance for six months or one year.
4. Menu is prepared by the hostel committee members and approved by the Group Director of Nursing, and revised every 3 months.
5. Special meal is served on special occasions, festivals and social nights as jointly decided by the warden and committee members.
6. Students must be properly dressed up. Night suits/ short dresses and open/ loose hair are not allowed in the mess.
7. Table manners should be followed while having the meals in mess. Eating while walking, sharing plates, not using a spoon etc. are strongly forbidden.
8. Food must be consumed in mess only; carrying food outside the mess is not allowed (except for sick students, with prior permission from Warden).
9. Entering the kitchen/ cooking area or cooking in the hostel kitchen is strictly prohibited.
10. Hostel inmates are forbidden to breed familiarity with the working staff in the kitchen, rooms security & transport. Any deviation from this would call for disciplinary action which could amount to expulsion from the hostel according to the nature of the deviation.

11. Students must stick to the mess timing. Meals will not be served before/ after the prescribed timing. To ensure social distancing the students are divided into batches and a monthly meal time plan would be circulated based on their class/ clinical timing.

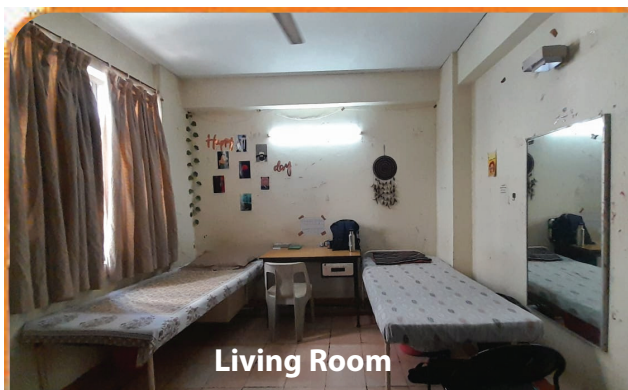
#### **GENERAL MEAL TIMING**

| Breakfast   | Lunch              | Tea               | Dinner            |
|---|--------------------|-------------------|-------------------|
| 7:00 AM - 8:30 AM<br>7:00 AM - 9:30 AM<br>(on off days) | 12:30 PM - 2:00 PM | 5:00 PM - 6:30 PM | 7:00 PM - 9:00 PM |

\*Mess timings are liable to change as per the clinical and class timings

#### **Lost and Found**

1. Proper locks should be put on the cupboards.
2. Students are not allowed to keep any valuables in their rooms.
3. The school shall not be held responsible for books, money, clothes and other valuables that are lost. Students must look after their things.
4. Students must inform their class teacher or warden when their item is lost.
5. Theft complaints must be registered to organizational CSO only. Students are not allowed to call the police or lodge an FIR without the consent of the school authority/warden.
6. If a student has doubts about anyone, they should complain to the school/ hostel authority with evidence.
7. When an item is found, it should be given to the classroom teacher or warden to find the owner & return it.



## RULES FOR SICK STUDENT

1. Sick students should submit an application to the warden and the same will be forwarded by the warden to the class teacher.
2. Sick leave will be considered only if it is advised by a staff clinic doctor or granted by the faculty health in charge.
3. If the student is suffering from any communicable disease, she must not mingle with the other hostel inmates and must stay in the sick room only.
4. If any special diet is prescribed to the sick student, it must be communicated to the hostel warden, not directly to the mess workers.
5. If the student remains in the hostel without informing Warden/ Health In-Charge, she will be considered absent and has to do double compensatory duty.
6. Warden/ Health In- charge will visit the rooms of sick students. If there is any problem, the student can consult the class teacher/health incharge.
7. The Institution is not responsible for any type of disease, mishaps or accidents that students may get during the course of training.
8. The student Health in charge should report all the Sick Students of their Class to the faculty Health Incharge.
9. Minor illness must be attended at the hospital. In case of serious illness or diseases not covered under the Medical Insurance Scheme, the Parents/ Guardian will be responsible.
10. Mandatory for parents or guardians to stay with their wards during hospitalization. Students suffering from communicable diseases and chronic sicknesses will be sent home for further care and treatment

## CODE OF CONDUCT FOR STUDENTS

The following shall amount to acts of gross indiscipline:

1. Physical assault or threat to use physical force against any member of the teaching or non-teaching or any fellow students or any other persons within the campus.
2. Misconduct with teachers/ superiors/ fellow students.
3. Carrying or threat or use of any weapon.
4. Violation of the status, dignity and honour of students, any practice, whether verbal or otherwise derogatory.



5. Willful destruction of Institutional/ Hostel property. In such a case, the Caution Deposit also will not be refunded.
6. Creating ill-will or intolerance on religious or communal grounds.
7. Causing disruption in any manner to the functioning of the Institute.
8. Involving in strikes, antisocial activities and any other activities that tarnish the reputation of the school or others.
9. Forging signature
10. Failure to fill all details in the health register such healthy condition, last menstrual period etc.
11. Unauthorized absence from hostel.
12. Misinforming hostel warden and obtaining the night pass.

## **DISCIPLINE**

1. The student's engagement may be terminated and she will be ceased to be nursing student if her progress and conduct is unsatisfactory.
2. For breach of discipline, first a verbal warning will be given. If the behavior is repeated, a written warning and information to parents will be given; followed by suspension for a week or termination from the institute as per the discretion of the school authority. The incident will be documented in the student's performance appraisal.
3. In case of gross misconduct, the student's engagement may be terminated and she will be ceased to be nursing student. The following shall amount to acts of gross indiscipline:

## **ANTI RAGGING POLICY**

- \* As per UGC Regulation, 2009 on curbing the menace of Ragging in Higher Educational Institutions, 2009 UGC guidelines have been adopted for Anti Ragging policies and Anti Ragging committee squad has been constituted.
- \* Ragging in any forms is strictly prohibited.

## **ALTERATIONS & AMENDMENTS**

The management reserves the unquestionable right of amending, altering, adding or deleting any provisions of the prospectus including enhancing the fees or amending any other rules. Interpretations of any of the provisions of the prospectus shall also rest with the management and the decision of the management with regard to such interpretation shall be binding on everybody concerned.

**All the matters of disputes shall be subject to delhi jurisdiction.**



Nursing Team with Group Director Nursing



Faculty of School of Nursing



## ALUMNI OF APOLLO SCHOOL OF NURSING





**Ms. Reena Ligin**  
**5th Batch**  
**(2005-2009)**

I am Reena Ligin, working as a Lead Nursing Administrator (Charge Nurse) in Infection Control Department with 16 Years of Experience. I would like to share my beginning Apollo Journey with you as a Nursing Student in Apollo, I was totally out of clue & tensed how am I going to complete my training far from my home town but the faculty & Principal Ma'am had supported me throughout my training, They became my part & parcel of life who have nurtured me like a Family, which made me to overcome during my thick and thin times. Apollo school of nursing has been a great contributor to the development of my personality. I have established my leadership, time management and team skills and have also been able to advance these skills to the whole new augment level. The best thing about this Nursing school is the cross-culture interaction between students from various parts of the world. In addition to delivering World class teachers, classroom teachings with updated technology.

I am Grateful to my Lovely Teachers of Apollo school of nursing, who laid my foundation & put faith in me to achieve my Goals in my beginning Professional Growth.

I am honored to be a part of such a prestigious Organization, Today am Proud to be called as "APOLLITE".



**Ms. Rachna**  
**4th Batch**  
**(2004-2008)**

I came here as student in 2004 and joined as a staff nurse in 2008 and worked in multiple units, gained so much knowledge and experience, since then i served the patient and today this organization has given me opportunity to work as a Nurse lead administrator Band-4. As a proud alumnus, I wanted to express my sincere gratitude for the invaluable education and experiences I gained during my time here. The knowledge and skills I acquired have been instrumental in my career and personal growth. I wish you continued success and prosperity, and I encourage future generations of students to embrace the opportunities that Apollo school of nursing offers. I am proud to be a part of your alumni network and look forward to staying connected





**Ms. Nagma**  
**8th Batch**  
**(2008-2012)**

I embarked on my nursing journey as a student at Apollo School of Nursing (2008-2012) with dreams in my eyes and a passion to serve. From those early days of learning and training to stepping into the real world of patient care, every moment has been a lesson, a challenge, and a stepping stone.

I was fortunate to be supported by incredible teachers whose guidance and mentorship helped me overcome obstacles and gave me the confidence to face the challenges of the nursing profession.

Today, I stand proud as a Lead Nursing Administrator Band -4, a role that reflects not just my growth but the unwavering support and guidance I have received along the way. My journey has been shaped by hard work, perseverance, and above all, the mentorship of my Boss, whose leadership and vision have been instrumental in my progress.

From bedside care to administrative responsibilities, my transformation in nursing has been nothing short of inspiring. I am deeply grateful to Apollo Hospitals for providing a platform where learning never stops and opportunities are endless. Nursing is not just a profession for me—it is my calling, and I am honored to contribute to the legacy of excellence that Apollo upholds.

This journey is still ongoing, and with every step, I continue to learn, grow, and aspire to make a difference.



**Ms. Tsering Dolkar lama**  
**10th Batch**  
**(2010-2014)**

I am proud to be 2014 graduate of ASON.

Studying at Apollo School of Nursing was an incredible experience that shaped both my career and personal growth. The college environment was safe and vibrant, making learning enjoyable and fulfilling. The institution provided me with an excellent foundation in both theoretical knowledge and hands-on clinical training. The dedicated faculty members were not only knowledgeable but also incredibly supportive, ensuring that every student gained the confidence and skills needed to excel in the nursing profession. Thanks to the strong foundation I built there, I was able to work as Nursing incharge at International Friendship Children Hospital, one of renowned hospital here in Nepal. I highly recommend Apollo School Of Nursing to anyone looking to peruse a rewarding career in healthcare.





## **APOLLO SCHOOL OF NURSING**

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