

WELCOME NOTE

ABOUT US:

Welcome to Skylark Institute of Nursing which is flagship of “Skylark Private Trust” (Regd.) to promote educational institution to impart quality education! Please accept my heartfelt congratulations on your decision to become a registered nurse or advance your degree! Although your educational journey may be difficult at times, you will reap the rewarding of utmost satisfaction when holding your nursing diploma for the first time and nothing will ever had compare to the fulfillment that improving and saving the lives of others will bring! As RNs, my colleagues and I can vouch for that.

The Skylark Institute of Nursing was established in the year 2021 the college offers Basic B.Sc. Nursing, Diploma in General Nursing Midwifery programmes. This college is affiliated to WBUHS, Kolkata recognized by WBNC & INC.

CHAIRMAN'S DESK

Friends, every child when born, I believe, is a peace loving child. And it is we who probably spoil his nature, it is we who take him to the wrong direction from a space loving human being to a human being who starts believing in conflicts believing in hatred and so on and so forth. I remember the famous sculpture of Michelangelo, he created a beautiful statue and a friend of mine said 'Out of a piece of stone you have created this beautiful statue'. The sculptor said, "this statue was already within the stone, I have not created it. All I have done is, I have chiseled off the undesirable pieces which were around the statue and which were masking the statue". I think friends, in the same way, a child who is borne by the kindness of God is a peace loving child. In the name of education, we have started believing in stuffing him with more and more information, rather than chiseling him off to make sure he remains a peace loving person. If we give that holistic shift to the educational paradigm, we believe we'll be able to do much better. And that is the aim of **Skylark Private Trust**.

www.skylarkinstitute.org

*From the **PRINCIPAL'S DESK***

Education transforms and individual to act as socially responsible person with positive attitude towards the environment which is considered as core field to accomplish the learning process.

The first organised training program for nurses was established in 1860 by **Ms. Florence Nightingale** - the founder of modern nursing as 'Nightingale Training School for Nurses' at St. Thomas Hospital in London. In India, Military Nursing Service was formed in 1927 & it had 12 Matrons, 18 Sisters & 25 Staff Nurses. They were responsible for supervision and training of nursing sections of all Indian Hospitals. Skylark Institute of Nursing is considered one of the premier institute with the objective of an inclusive nursing as well as welfare melieu. We strive to enhance our students to be academically technically efficient & socially responsible.

There is a shortage of nursing professionals all over the world. The scope of this profession is ample. Skylark Private Trust is working to start GNM and Basic B.Sc. (N) programme. Our institute ties to help the young aspirants in achieving these wonderful potentialities.

Prof. Mrs. Bagyavathi Battini.
Principal, Skylark Institute of Nursing.

INFRASTRUCTURE & FACILITIES

Skylark Institute of Nursing provides fully equipped classroom, computer lab, library for the student and staff, with all the required laboratory facilities. Accommodation for the students with security to make pleasant and comfortable and secured.

The Classroom are well furnished and spacious.

In view of Nursing Subjects and its importance on practicability this Institute has provided all the required number of laboratories which has all the essential apparatus to make the students acquainted before they are being placed in the clinical areas, like nursing foundation laboratory, advance nursing practice laboratory, maternal and child health nursing laboratory, community health nursing laboratory, pre clinical sciences laboratory, nutrition laboratory, computer laboratory, etc.

Library : The library has good collection of recent books related to all nursing subjects. Well experienced and qualified librarian is looking after the library.

Faculties : Highly qualified, efficient and experienced teaching staff for various subjects as per norms prescribed by the regulatory body are available.

Hostel : The hostel facility with round-the-clock CCTV surveillance, Security, Warden, and comfortable rooms are also available within the college campus for girls students. The health of the students is adequately watched over in the hostel. In case of illness, students are immediately been taken to the parent hospital and special medical care is being given by the medical experts. The college is also accomplished with well equipped sick room in college and hostel with ambulance services available round-the- clock.

Clinical Experience : The students will be posted in the Hospitals for clinical experiences.

Co- Curricular Activities : The college offers various types of sports and extra-curricular activities. All students are encouraged to excel and participate in the programmes at the state & national levels.

Students Nurses Association : This is a association under the Trained Nurses Association of India, a professional nursing association. A student of any college or school of nursing recognized by Indian Nursing Council is eligible to become a member of the student nurses association in that institution . The SNA unit will be responsible for the selection & participation of students for the state and national level programme.

NOTE : To become a member of SNA, Students have to pay a subscription fees as prescribe by the Institute.

Anti-Ragging Measures & Rules : Institute has taken various precautions as per UGC directive to prevent ragging and ensure 100% ragging free campus.

Anti-Ragging Committee is consisting of Senior faculties, Warden & students headed by Principal.

GENERAL RULES AND REGULATIONS OF THE COLLEGE

- ❖ Every student admitted to the nursing course (B.Sc.(N) & GNM) shall have to follow rules and regulations of the Nursing College / Hostel. During their studies enforced from time to time any violation will be strictly dealt with.
- ❖ Students must have self- respect and be respectful to all the members of the staff as well as the managing authorities of the college.
- ❖ All students must attend their theory and practical classes regularly minimum 85% attendance is required for theory and 100% of clinical as per INC guidelines. Students who fail to have this minimum requirement will not be allowed to appear in the final examinations conducted under WBNC & WBUHS.
- ❖ Each students is responsible for the proper handling and safe custody of any apparatus or equipments that he / she may be using. In case of any damage or loss to the college property through misuse or negligence, the students shall have to pay the cost of repair and replacement.
- ❖ The vacation will be granted to students in each year. When the students of proceeds on annual leave, Parents / Local Guardian shall take full responsibility of their ward being taken from the hostel and bring back to the hostel. Absence due to sickness, other reason for returning after scheduled date from holidays will be required to fulfill the number of days during or at the end of training.

Rules & Regulations of Examination :

1. Internal Assessment : Internal assessment in each subject is carried out at prescriber times and the internal assessment carries 25 % weightage of the total University marks.

2. Examination : The students appeared for theory and practical examination of the WBNC & WBUHS at the end of every academic year as prescribed. Examinations will be conducted as prescribed by INC every year by the college. Examination fee as determined by the University should be paid by the students.

NOTE : Scheme of Examination for GNM & Basic B.Sc. (N) as prescribed by WBNC & WBUHS affiliated by INC.

Rules & Regulations of Library :

1. Students must be registered in the library and will not be allowed without students ID-card.
2. There should be 'No silence' strictly followed in the library.
3. Mobile phone use is strictly prohibited within the library or otherwise will be seized.
4. No group discussion is allowed in the library.
5. No reservation of seats for friends.
6. No food items are allowed in the library.
7. Students are not allowed to fight in the library.
8. Bags are not allowed into the library.
9. Books will be issued to the students only during the library periods or as per the instruction of Principal.
11. Students can borrow maximum two books at a time for a period of one month.

Guardianship:

- ❖ **Legal Guardian:** Name, address & telephone number should be mentioned clearly in the application form (in absence of parents any senior blood relation of the candidate will be accepted as the legal guardian)

- ❖ **Local Guardian:** Local Guardian's name, relationship, address & telephone number in Jhikira should be mentioned clearly in the application form.

Rules & Regulations for Hostel :

- ❖ Guest / visitors are not allowed to enter the hosteller's rooms.
- ❖ Visitors can meet the hostellers in the common visiting area in the hostel during the scheduled visitor visiting time.
- ❖ For students-parent must accompany the students while they go for night pass.
- ❖ Visiting time for parents / guardians – Saturday after class hours and on Sundays.
- ❖ **Out-pass and visiting will be restricted prior to examination or any other situations.**
- ❖ Every student should keep one register for their out pass and night pass which is submit before 3 days of leave. Disobey of rules, out pass or night pass will be cancelled.
- ❖ Students are required to sign in the register every time when they leave hostel premises and return.
- ❖ Prior sanction from the class teacher and what time will be required before availing leave.
- ❖ Mobile phones are strictly prohibited during the college hours and field postings or otherwise will be seized on spot.
- ❖ Permission to stay outside the hostel will be granted only to places approved in writing by the Parents / Legal guardian during admission.
- ❖ Parents must specify whether night out or anywhere going outside the hostel to be allowed to their daughter or not. School shall not be responsible for the students when they are outside the hostel campus.
- ❖ No visitors are encouraged to during working hours of the school / hostel other than the allotted time.
- ❖ Visitors are not allowed to go to the student's room.
- ❖ No Guardians are allowed to meet their children in the hospital and other clinical fields.
- ❖ Students must be present and give attendance at 6 a.m. and 7 p.m. everyday.
- ❖ Students are responsible for the safety of their personal belonging's. College authority are not responsible. No expensive valuables are allowed in the rooms. Wet clothes should not spread inside the rooms to avoid any infections / diseases.
- ❖ Salwar kameez & long skirts are only permitted.
- ❖ Students are respond miscible to keep the hostel premises and their rooms neat and clean. Surprise visit will do at any day anytime.
- ❖ Students should take the male only in the dining hall.
- ❖ The use of electrical appliances like heater, immersion rods, iron etc. is strictly prohibited in the rooms.
- ❖ Ragging in any form is strictly prohibited.
- ❖ Every student should switch off lights and fans when not in room or otherwise will be fined as per rules.
- ❖ Students are required to maintain the silence and discipline in the hostel.

Dismissal (in case of) :

- ❖ Overnight stay / leave / remaining out of the hostel premises after the schedule time without any prior permission from the appropriate authority.
- ❖ Any kind of misconduct within or outside the College campus.
- ❖ Interference with the decisions of the authority concerning matters related to smooth administration.
- ❖ Disobeying the rules and regulations of the colleges and hostel.