

Employees Data

Name of Organization	Duration	Position	Experience	Salary Rs.

Rules and Regulations

1. Students are not permitted to participate or join any association on indulge in any political activities whatsoever in or out side the institution.
2. The misconduct of leave without permission is punishable the extend of expulsion from the institution/ training.
3. The students are not allowed to print, send or distribute any pamphlets or notice, articles photographs to the press or any department, whatsoever.
4. Use of Mobile Phone is prohibited in school, Clinical Area and Examination Hall.
5. No student is allowed to join any professional or non professional training during studies in this institution.
6. 85% lectures and 100% clinical is the primary requirement for the eligibility to appear in the comprehensive , internal / midterm or SNEB exam.
7. Last date of submission of monthly / quarterly/ semester fees will be 10th of each month penalty for late Rs. 100 /=- will be charge per day.
8. Student will have to abide by the rules and regulations prescribed by the Institution, as well as , Sindh Nurses Examination Board and Pakistan Nursing Council.
9. The violation of any rules will cause serious consequences which may be to the extent of discontinuation of training.
10. Male students will have to be short hair well groom and clean shaved.
11. Students will have to wear uniform as prescribed by Pakistan Nursing Council / Institution.
12. No Jeans are allowed in School premises on any occasion.
13. Students will be posted for clinical training in shifts and will have to obey the Rules and Regulations of the institution as well as assigned clinical area / Hospital.
14. Cigarette, Pan, Suppari, Gutka, Naswar, Chewingum or any kind of addiction is totally prohibited and liable to immediate expulsion from the institution.
15. Students will be entitled for leave as per policy of institution , university and Pakistan Nursing Council, in case of any irregularity, disciplinary action may be taken as per policy.
16. If a student is failed in comprehensive and mid-term exam he / she may not be forwarded to appear in SNEB or University exams.
17. Any document or certificate furnished by any student were found fake, legal action will be taken against him/her as termination from training.
18. All the original documents are to be submitted in institution for the purpose of verification and will be retained till the completion of the training that would be return after the Clearance Certificate.
19. The student shall have to deposit all the three year fee and other charges if he/she were terminated from training on misconduct or as a result of disciplinary action.
20. Changing of address, phone number or guardian intimate to the institution / programme co-ordinator immediately.
21. Verbal commitment is nor accepted in any case.
22. **Original document should be brought at the time of test and interview. Incomplete form will not be entertained and are liable to the rejected on applicant responsibility.**

Action will be taken against those students who do not follow all general rules & regulation mentioned above.
The authorities of the institution reserve right to effect the withdrawal of any students any time if for the interest of the institution renders this step necessary. Violation of any of the rules & regulation will automatically result in termination at any stage. Immediately.

I have read all the rules and will abide by them, if I admitted also I solemnly declare that the information given in the applications are true to the best of my knowledge.

I here by under take that any action whatsoever may be taken against me if I violate any portion or part of the rules and regulation as mentioned above and I shall have no right to go the court in any stage. I shall bear all the cost if legal action taken against me.
I signed with own hand writing after fully understanding the above mentioned rules.

Required the following Documents with Application

1. Matric Mark Sheet 55% & Provisional Certificate. 2. Matric Certificate. 3. Inter Science Mark Sheet 50% & Provisional Certificate.
4. Computerized National Identity Card / B. Form 5. Six Photos / Snaps of passport size. 6. Medical Fitness Certificate.
7. References C.N.I.C. 8. Domicile & PRC.

- Additional Documents for Cardiac Nursing.** 1. Diploma in Nursing & Final year Mark Sheet. 2. Institutional Provisional Certificate. 3. Update PNC Registration Card. 4. N.O.C Required if Government Job. 5. Professional Experience Certificate.

DECLARATION

I Father / Guardian of Mr. / Miss _____ hereby declare that the above statement. Particulars are true and that my son/daughter is seeking admission to the Diploma in Nursing / Diploma in Cardiac Nursing with my consent. I hereby also undertake that my son/daughter will abide by the Rules of Institution as contained in the form / prospectus of the institution In case he/she fails to do so ay any stage he/she will render him/her self liable for any action that the Principal of the Institution deems fit according to the provision of relevant rules.

Dated

Signature of Guardian / Parents

UNDERTAKING

Rules, Regulation and Policies of

St. James School of Nursing

(Registered with Pakistan Nursing Council)

Undersigned feel pleasure in offering you to join subject to the terms and conditions mentioned below;

1. Last date for submission of monthly fees will be 10th of each month Rs.200/= per day will be charged at late fee and tuition fee must be paid by payorder/draff.
2. You will be abide by the rules and regulations of Institution as well as Pakistan Nursing Council.
3. You have to maintained discipline in all respect in the Institution and strictly follow the nursing code of ethics. Dis-obedience & continue violation of rules & regulation may cause discontinuation of your training.
4. Students will have to be short haired well groomed and clean shaved.
5. You will have to wear uniform as prescribed by Pakistan Nursing Council / Institution.
6. No jeans are allowed in school premises on any occasion.
7. You will be posted for clinical training in shifts and will have to obey the rules and regulations of the Hospital and school of Nursing.
8. You are not allowed to do job or any other studies during your training periods. Any kind of addition is strictly prohibited in the school premises (cigarette, pan, suppari, Gutka, Naswar, Chewingum).
9. You will attend the lectures / clinical training regularly and attendance should be at least 85% to become eligible for appearing in the institution / board examination.
10. You will be entitled for 30 days leave in a year during training. In case of any irregularity disciplinary action may be taken as per rules policy.
11. If you fail in the PTS examination your training will be considered discontinue according to Pakistan Nursing Council rules. Similarly on your failure in the comprehensive examination you may not be forwarded to appear in SNEB examination.
12. Use of mobile phone in school premises and during internal and board exams is strictly prohibited.
13. On verification if any documents will be found fake the student will be disqualify for the training.
14. For serious misconduct the candidates could be terminated with immediate effect.
15. In case of change of address, contact number and guardian must be informed immediately.
If above terms and condition are acceptable it should be signed by you, parents/ guardian and submitted.

Student Name _____

Guardian Name _____

CNIC# _____

CNIC# _____

Signature of students

Guardian Signature