

THE KARNATAKA STATE NURSING COUNCIL

(Constituted under the Karnataka Nurses, Midwives & Health Visitors Act, 1961.)

No. KNC/86/82-83, Bangalore, dated 20th December 1991

Subject :—Bye-Laws of Karnataka State Nursing Council—regarding.

Preamble :

The Karnataka State Nursing Council, in its meeting held on 16th February 1982, resolved to constitute Bye-Law committee to frame Bye-Laws under section 30 of the Karnataka Nurses, Midwives and Health Visitors Act 1961. The Bye-Law committee held several meeting and followed the rules framed by Maharashtra, Kerala and Tamil Nadu. The draft bye-law framed and sent to Government for approval as required under section 30(2) of Karnataka Nurses, Midwives and Health Visitors Act 1961.

The State Government under their letter No. HFW 202 MSN 84, dated 27th August 1991, has approved the bye-law as follows :—

BYE-LAW

In exercise of the powers conferred by sub-sec. (1) of section 30 of Karnataka Nurses, Midwives & Health Visitors Act 1961 (Mysore Act 4 of 1961), The Karnataka State Nursing Council hereby makes the following bye-laws namely :—

The Karnataka State Nursing Council Bye-Laws :

TITLE :—(1). These bye-laws may be called the Karnataka State Nursing Council Bye-Laws.

(2) It shall come into force on the date of this publication in the official gazette.

Definition :—

3. In these Bye-laws unless context otherwise requires.

(1) "Act" means the Karnataka Nurses, Midwives & Health Visitors Act, 1961.

(2) "Council" means the Karnataka State Nursing Council constituted under the Act;

(3) "Demobilised Nurses" Means Nursing orderlies who have served in the Indian Army Medical Corps, or Nursing orderlies domiciled in India who have served in the Royal Army Medical Corps, or Sick Berth Officers and Nursing attendants/Assistants who have served in the Indian Navy or Medical Assistants (Nursing) who have served in the Indian Air Force.

(4) "Enlisted Person" means a person whose name is entered in the list maintained by the Council.

(5) "Committee" means standing Committee constituted among the members such as Examination Board, Finance Committee, Education Committee, Syllabus Committee, Inspection Committee etc., Membership to these committees other than inspection Committee should be for a term of 2 years (Two).

(6) "Member" means a member of the Council;

(7) "Inspector" Means Inspector appointed under provision of the Act by the President of the Council.

(8) "President" means the President of the Council.

(9) "Qualifying Examination" Means :

(a) An examination held by the Council for Diploma/Certificate Courses, or

(b) By an authority approved and recognised by the Council, which in the opinion of the council, is held in conformity with the rules prescribed for the corresponding examination held by the Council.

(10) "Recognised Institution" Means an Institution of the Sick Nursing, have facilities for Medical Surgical, Obstetric, Maternity and Child Welfare cases which is recognised by the Council and for Training of the Nurses-Midwives, Auxiliary Nurse Midwife (Female Health Workers) and for advance courses in Nursing.

(11) "Registered Person" Means a person whose name is entered in the Register.

(12) "Registrar" Means the Registrar appointed by the President under clause (f) Sub-section (2) section 30 of the Act.

(13) "Rule" Means the Karnataka Nurses, Midwives and Health Visitors Rules 1964 ;

(14) "Schedule" Means a Schedule appended to these bye-laws.

(15) "Vice-President" Means Vice-President of the Council.

Words and expressions, not defined in these bye-laws but defined in the Act or the rules shall have the meanings assigned to them in the Act or the rules, as the case may be.

PART—I.

(Summoning of Meeting and Conducting the Proceeding of the Council)

(4) (I) Meetings of the Council shall ordinarily be held once in a year on such dates as may be fixed by the President provided that the President ;

(a) May call a special meeting at any time giving fifteen days notice to deal with any urgent matter requiring the attention of the Council ;

(b) Shall, call a special meeting after fifteen clear days notice, if he receives a requisition, in writing signed by not less than ten members and stating the purposes other than that mentioned in the first proviso to Bye-law No. 6(1) (b) and being a purpose within the scope of the Councils functions for which they desire the meeting to be called.

(II) The First meeting of the Council other than a special Meeting referred to in the proviso to Bye-law No. 4(1) held in any financial year shall be the annual meeting of the Council for that Year.

(III) At meetings referred to in the proviso to Bye-law No. 4(1) only the subject or subjects for the consideration of which the meeting has been called shall be discussed.

4(a) Notice stating the time, date and place, of every meeting called under Bye-law No. 4 shall be despatched by the Registrar to each member of the Council, not less than twenty days before the date of the meeting.

(5) (1) The Registrar, shall issue alongwith the notice of the meeting a preliminary agenda showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and names of the members who have moved the motion.

(2) A member, who wishes to move any motion not included in the preliminary agenda or an amendment to any item so included, shall give notice thereof to the Registrar of not less than fifteen clear days before the date fixed for the meeting.

(3) The Registrar shall, give notice of not less than ten clear days before the date fixed for the special meeting, along with the statement showing subjects to be brought before the meeting.

(4) A member who wishes to move an amendment to any item included in the agenda, but not included in the preliminary agenda shall give notice thereof the Registrar, of not less than three clear days before the date fixed for the meeting.

(5) The Registrar shall, if time permits cause a list of all the amendments to be made available for the use of every member.

Provided that the President may, if the Council agrees, allow a motion to be discussed at a meeting notwithstanding the fact that notice was received too late to admit of compliance with this bye-law.

(6) (1) A motion shall not be admissible :—

(a) If the matter to which it relates is not within the scope of the Council's functions ;

(b) If it raises substantially the same question as a motion or amendment which has been moved or with drawn with the leave of the Council within one year of the meeting at which it is intended to be moved ;

Provided that such a motion may be admitted at a special meeting of the Council convened for the purpose on the requisition of not less than two thirds of the members of the Council.

Provided further that nothing in these bye-laws shall prohibit further discussion of any matter referred to the Council by the State Government in the exercise of any of their functions under the Act.

(c) Unless it is clearly and precisely expressed and raises substantially one definite issue :

(d) If it contains arguments, inference, ironical expression or defamatory statements.

(2) The President shall dis-allow any motion which, in his opinion is inadmissible under sub-bye-law (1) above.

Provided that if a motion can be rendered admissible by amendment the President may admit motion in an amended form.

(3) When the President disallows or amends a motion, the Registrar shall inform the member who gave notice of the motion of order of disallowance or, as the case may be, of the form in which the motion has been admitted.

PART—II

Conduct of Business at Meetings of the Council

(7) (1) Every meeting of the Council shall be presided over by the President, or if he is absent, by the Vice-President or if both the President and Vice-President are absent, by any member to be elected by the members present, from among themselves.

(2) All reference in this part to the President shall be read as referring to the person, for the time being, presiding over a meeting.

(3) Six members of the Council shall form a quorum.

(8) (1) If, at the time appointed for a meeting a quorum is not present, the meeting shall not commence until a quorum is present, and if, a quorum is not present, on the expiration of 20 minutes from the time appointed for the meeting or during the course of meeting, the meeting shall stand adjourned to such future time and date as the President may specify.

(2) The Registrar of the Council will be the convenor of the meeting.

(9) (1) Every matter to be determined by the Council shall be determined on a motion moved by a member and put to the Council by the President ;

(2) Votes shall be taken by show of hands or by division or by ballot, as the President may direct ;

Provided that if voting has been by a show of hands a division shall be taken if a member asks for it.

(3) President shall determine the method of taking votes by division.

(4) The result of sub-voting shall be announced by the President and shall not be challenged.

(5) In the event of an equality of votes the President shall have a second or a casting vote.

(10) When motions identical in purpose stand in the names of two or more members, the President shall decide whose motion shall be moved and the other motion or motions shall thereupon be deemed to be withdrawn.

(11) (1) Every motion or amendment shall be seconded and if not seconded shall be deemed to have been withdrawn.

(2) When a motion has been seconded, it shall be stated from the chair.

(3) When a motion has been so stated, it may be discussed as a question to be resolved either in the affirmative or in the negative or any member may, subject to bye-law 13 & 14, move an amendment to the motion :—

Provided that President shall not allow an amendment to be moved which if it had been a substantive motion would have been in admissible under bye-law—4.

(12) (1) An amendment must be relevant to and within the scope of the motion to which it is proposed.

(2) An amendment may not be moved which has merely the effect of a negative vote.

(3) The President may refuse to put an amendment which is in his opinion frivolous.

(13) A motion may be amended by :

(1) The omission, insertion or addition of words ; or

(2) The substitutions of words for any of the original words.

(14) (1) When a motion or amendment is under debate no proposal with reference thereto shall be made other than :—

(a) an amendment of the motion or of the amendment as the case may be, as proposed in Bye-law 131.

(b) a motion for the adjournment of the debate on the motion or amendment either to a specified date and hour or sine die ;

(c) a motion for the closure, namely a motion that question be now put ;

(d) a motion that the Council instead of proceeding to deal with the motion do pass to the next item on the programme of business.

Provided that no such motion or amendment shall be moved to as to interrupt a speech ;

Provided further that no motion of the nature referred to the clauses (b) (c) & (d) shall be moved or seconded by a member who has already spoken on the question before the meeting ;

Provided also that a motion referred to in clauses (c) and (d) above shall be moved without a speech.

(2) It shall be in the discretion of the President to put or refuse to put to the Council a proposal of the nature referred to in clause (b) of sub-bye-law (1).

(3) Unless the President is of the opinion that a motion closure is an abuse of the right of reasonable debate, he shall forthwith put a motion that the question be now put and if that motion is carried the substantive motion or amendment under debate shall be put forthwith.

Provided that the President may allow the mover of the substantive motion to exercise his right of reply before the substantive motion under debate is put.

(15) The right of reply shall not interrupt a speech. a proposal to adjourn the Council to a specified date and hour may be made to any time, but it shall be in the discretion of the President to put or refuse to put such a proposal to the Council.

(16) A motion or an amendment which is moved and seconded shall not be withdrawn save with the leave of the Council which shall not be deemed to be granted, if any member dissents from the granting of leave.

(17) When a motion has been moved and seconded members other than the mover and the seconder may speak on the motion in such order as the President may direct ;

Provided that the secondary of a motion or of an amendment may with the permission of the President, confine himself to second the motion or amendment as the case may be and speak thereon at any subsequent stage of the debate.

(18) During the meeting, the President may, at any time take any objection or make suggestions or given information to elucidate any point to help the members in the discussion.

(19) (1) The mover of an original motion, and if permitted by the President, the mover of any amendment, shall be entitled to a right of final reply, no other member shall speak more than once in any debate except, with the permission of the President for the purpose

of making a personal explanation or of putting a question to the member then speaking in the meeting.

Provided further that a member who has spoken on a motion may speak again on an amendment subsequently moved to the motion.

(2) No member shall, save with the permission of the President, speak for more than ten minutes.

(3) A speech shall be strictly confined to the subject matter of the motion or amendment on which it is made.

(4) Any motion or amendment standing in the name of a member who is not present may be moved by another member with the permission of the President.

(20) (1) A member desiring to make any observations during the meeting shall speak from his place, shall rise when he speaks and shall address the President.

(2) If at any time the President rises, any member who is then speaking shall immediately resume his seat.

(21) No member shall be heard except upon the business before the Council.

(22) (1) When an amendment to any motion is moved and seconded or when two or more such amendments are moved and seconded, the President shall before putting the same to vote state or read the terms of the original motion and of the amendments or amendments proposed.

(2) An amendment to a motion shall be put to vote first.

(3) If there be more than one amendment to a motion the President shall decide in what order they shall be taken up.

(23) When any motion involving several points has been discussed it shall be in the discretion of the President to divide the motion, and put each or any point separately to the vote as he may think fit.

(24) (1) The President may at any time, adjourn the meeting to a future day, or to any hour of the same day.

(2) Whenever a meeting is adjourned to a future day, the Registrar shall, if possible, send notice of the adjournment to every member who was not present at such meeting.

(3) When a meeting has been adjourned to a future day the President may change such day to any other day and the Registrar shall send written notice of the change to each member.

(4) At a meeting adjourned to a future day any motion standing over from the previous day shall, unless the President otherwise directs, take precedence over other matters on the agenda.

(5) Either at the beginning of the meeting or after the conclusion of the debate on a particular item during the meeting, the President or a member may suggest a change in the order of business on the agenda; if the Council agrees such a change shall be made.

(6) No matter which not on the agenda of the original meeting shall be discussed at an adjourned meeting.

(7) The same quorum shall be necessary for an adjourned meeting as for an ordinary meeting.

(25) (1) The President shall decide all points of order which may arise, and his decision shall be final.

(2) If any question arises with reference to procedure in respect of a matter for which these Bye-law made no provisions, the President shall decide the same and his decision shall be final.

(26) Four representatives of the Press at the discretion of the President and other visitors, not exceeding four at a time, may be admitted to the meetings on production of entry pass from the Registrar. The Press representatives shall be required to obtain the previous approval of the Registrar for the publication of their reports of the proceedings. The President at any time may hold the meetings in camera in which case all visitors are required to withdraw.

PART—III

Minutes of the Council.

(27) The proceedings of the meetings of the Council shall be preserved in the form of printed or cyclostyled minutes draft approved by President which shall be authenticated by affixing his signature.

(28) A copy of the minutes of each meeting shall be submitted to the President within ten days of the meetings and attested by him and they shall then be sent to each member within 30 days of the meeting.

(29) The minutes of each meeting shall contain such motions and amendmens as have been moved and adopted, or negatived, with the names of the mover and the seconder, but without any comment and without any record of observations made by any member at the meetings.

(30) If any objection regarding the correctness of the minutes is received within 30 days of the despatch of the minutes by the Registrar, such objections together with the minutes as recorded and attested shall be put before the next meeting of the Council for confirmation. At this meeting no question shall be raised except as to the correctness of the records of the meeting.

Provided that if no objection regarding a decision taken by the Council at a meeting is received within 30 days of the despatch of the Registrar of the minutes of that particular meeting such decision may, if expedient, be put into effect before the confirmation of the minutes at the next meeting :

Provided further that the President may direct that action be taken on the decision of the Council before the expiry of the period of 30 days mentioned above.

(31) The minutes of the Council shall, as seen as may be if practicable after their confirmation, be made up in sheets and consecutively paged for insertion in a volume, which shall be permanently preserved. A copy of such volumes shall be supplied free to each member of the Council.

PART—IV**TENURE OF OFFICE AND POWERS AND DUTIES OF THE PRESIDENT,****Vice-President and Registrar.**

(32) The President shall hold office for a term of five years from the date of his election or until his successor has been duly elected whichever is longer. He shall exercise in respect of the office of the Council such powers as are exercised by a "Head of the Department" under State Government and perform such duties as are contained in the provisions of the Act, regulations/Bye-Laws and standing orders of the Council. He shall do such acts as he considers necessary in furtherance of the objects for which the Council is established. He shall have posted to constitute sub-committee/Inspection Committee/Syllabus Committee etc., for consideration of any business for the purpose of the Act without consulting the Council, and place the same in the next meeting of the Council for consideration along with the reports if any of the respective committee.

Vice-President

(33) The Vice-President shall hold office for five years or until the date of election of his successor whichever is longer. He shall be eligible for re-election. If the office of the President is vacant or if the President for any reason is unable to exercise the powers or perform the duties of his office the Vice-President shall exercise the powers and perform the duties of the President. He shall also sign cheques signed by the Registrar for Joint operation of Council Fund.

Registrar

(34) Registrar shall exercise in respect of the office of the Council such powers as are exercised by the 'Head of Office' under the State Government and perform such duties as have been given in the Act and other regulations. He shall also be responsible for the safety of the property and control and Management of the Office Accounts/Funds and correspondence and shall see that the office staff attend punctually, and general fulfill all such duties as may be required of him/her by the Council for the purposes of the Act. He shall attend and take notes of the proceedings of meetings of the council and should take actions to implement all the decisions of the Council, and its inspection Committees and other sub-committees.

(35) The Registrar, shall prepare bills and sign cheques jointly with Vice-President before withdrawing the amount.

(1) When the Registrar, proceeds on long leave or proceeds on leave/preparatory for retirement/of when the vacancy occurred under any other circumstances, the President shall place the Manager of the Council as in additional charge till a successor is appointed or till the incumbent returned from leave.

PART—V**(36) Scales of pay, qualification and method of appointment of the Registrar and other employees of the Council :—**

Scales of pay, method of appointment and qualification of the Registrar and other employees of the Council shall be as specified in the schedule annexed to this bye-laws ;

(a) Provided that any of the category of posts specified in the schedule have to pass Departmental examinations as per the schedule annexed to this by-laws.

(b) Provided further that direct recruitment to any of the category of posts other than the Post of Registrar shall be made by obtaining names from Employment Exchange and not by inviting applications by open advertisement.

(37) Conditions of Service of Employees of the Council :

(1) The Provisions of :—

- (a) The Karnataka Civil Service Rules;
- (b) Subject to the second proviso to bye-law 35 of the Karnataka Civil Services, (General Recruitment) Rules 1977, with effect from.....
- (c) The Karnataka Civil Services (Conduct) Rules, 1957 ;
- (d) The Karnataka Government Servants (Seniority) Rules 1957 ;
- (e) The Karnataka Civil Services (Probation) Rules, 1977, & Pension Rules
- (f) The Karnataka Government Servants (Medical-Attendance) Rules, 1985.
- (g) The Karnataka Civil Services (Confidential Reports) Rules, 1985 ;
- (h) Subject to proviso to bye-law all other rules made by the Governor under the proviso to Article 309 of the Constitution of India, shall *mutatis mutandis* be applicable to the employees of the Council and reference to the Government and Governor in any of the rules or bye-laws shall be construed as reference to the President of the Council.

(3) The provisions of the Karnataka Civil Services (Service and Kannada Language Examination) Rules 1974 shall *mutatis mutandis* apply to the Employees of the Council and the Service Examination required to be passed by the employees specified in column (2) of Schedule VI shall be those specified in corresponding entries in column (3) of the Schedule.

PART—VI

Examinations to be Held by the Council

(38) The Council shall hold examinations for the following diploma courses namely :—

- (1) (a) General Nursing.
- (b) Midwifery
- (c) Health Worker (Female) Training.
- (d) Health Worker (Male) Training.
- (e) Superbisory course for Health Worker (Female).
- (f) Psychiatric Nursing (Six Months course).
- (g) Diploma in Neuro Nursing.
- (h) Diploma in Psychiatric Nursing.
- (i) Ward Management.
- (j) Condensed General Nursing (C.G.N. or P.H.N.).
- (k) Any advanced Diploma Courses or any other courses

of more than three months duration which are approved by the Council.

(2) The Syllabus, Rules and Regulations and other Curriculum Guide, and conditions for recognition of the institution of the above courses and the courses which are approved under the Bye-law shall be as specified by THE INDIAN NURSING COUNCIL from time to time..

(3) The alteration/reduction/changes/enhancements / prescribed by the Council as to eligibility for Admissions, Syllabus, Curriculum, Rules and Regulations to the above courses shall be effected in the syllabus, Curriculum after the approval of the Council.

PART—VII

The manner in which and the conditions subject to which,
Examination SHALL BE HELD.

(39) General Rule :—

(1) Examinations will be held at Bangalore or such other places as may be determined by Council from time to time.

(2) Examinations shall be conducted in English or Kannada.

(3) Where there is more than one centre for a written examination, question papers shall be given to candidates on the same day and at the same time at every centre.

(4) Candidates can appear at any one of the centres determined by the Council with written permission of the Heads of their training Institutions. The Head of the Institution may grant permission to a candidate to appear at a centre, other than the one nearest to the institutions, only after a careful inquiry into the candidate's reasons for selecting such centre. The reason shall be furnished to the Council.

(i) Candidates shall forward their applications to the Registrar, through the heads of their institutions alongwith necessary fees on such dates as may be fixed by the Registrar for each examination.

(ii) The application shall be in the form determined by the Council, and any application that is incomplete in any respect may summarily be rejected.

(iii) If it comes to the notice of the Chairman, Examining Board of the Council, that a candidate for entry to any of the Council's examinations has been guilty of Misconduct, he may, after giving the candidate an opportunity of stating his case and after making such other reasonable enquiry as may be necessary, refuse to admit him to the examination of the council. The question as to when he may be allowed to appear again shall be referred to the Council.

(6) **REFND** : Examination fees once paid shall not be refunded or held in reserve for a further examination except :

(i) When the candidates dies before the date of examination date;

(ii) When he is ill, in which case a medical certificate from a registered medical practitioner must be sent to the Registrar, so as to reach him before the actual day of the Written examination;

(iii) When he becomes ineligible for examination except on the ground of misconduct.

(7) Eligibility for appearing Examination :

No candidate shall be admitted to an examination, unless he has

- (i) Undergone Training in a recognised Institution for the prescribed period ;
- (ii) Attendance at least 80 (eighty per cent of the lectures, and demonstration and Clinical in each subject :
- (iii) Produces satisfactory testimonials in the form determined by the Council;
- (iv) Conditions stipulated as per the syllabus.

Provided that, the Council may grant recognition to examinations of other Nursing Councils or examining bodies and training undergone in hospitals approved by such bodies, or in hospitals in territories of the former Indian States which are now part of the State of Karnataka and may allow service put in by Nurses and Midwives in emergency camps or hospitals established by Government and approved by the Council or in hospitals in such case Indian States to be counted as training for the purposes of admission to any examination on the merits of Individual :

Provided further, that demobilised Nurses who are enrolled by the Council under Sec. 17(2) of the act, shall be admitted to the examination, provided if they have completed the stipulated duration of training in a recognised training institution and by producing the certificate to that effect from the institution where he has undergone training and in his training and service computed as training prescribed in that behalf.

(8) A candidate who has satisfied all the requirements of the prescribed courses of studies in a recognised institution, including the necessary minimum attendance but who has not appeared for the Examination subsequently through any other recognised institution and who wishes to appear for the examination shall on payment of the prescribed fee by admitted to that examination (or recommended for such admission by the head of the recognised institution which he last attended) if he produces a certificate that effect from the head of the recognised institution.

(9) A candidate who has satisfied all the requirements of the prescribed courses of studies in a recognised institution, necessary minimum attendance shall on payment of fees specified below be admitted to that examination.

| | Rs. |
|--|-------------------------------|
| 1. General Nursing Part—I | .. 75-00 |
| 2. General Nursing Part—II | .. 75-00 |
| 3. Midwifery | 100 00 (including practicals) |
| 4. Health Worker (Female) Training | .. 75-00 |
| 5. Health Worker (Male) Training | .. 75-00 |
| 6. Supervisory Course (both for Health Worker Male & Female) | .. 75-00 |
| 7. Diploma in Psychiatric Nursing | .. 75-00 |
| 8. Diploma in Neuro Nursing | .. 75-00 |
| 9. Certificate in Ward Management | .. 75-00 |

(40) The Registration fees, Application & Recognition fees, Inspection fees, Certificates fee, Application fee, Renewal fees, Examination fees, Remuneration to examiners etc., may be fixed enhanced or reduced by the Council at any time.

(41) Minimum Marks for Passing the Examinations :

(a) A candidate shall be considered to have passed in the examination if he obtains not less than 50% of marks in each subject in theory and practical separately. The percentage for 1st Class is 70 per cent and above and distinction is 80 per cent and above.

(b) A candidate may appear only in the subject or subject in which he has failed. He may avail of this concession for two years after which he has to appear in all the subjects.

Provided that a candidate who does not pass the examination in this first attempt shall not be eligible for honours, distinction, prizes or scholarships.

(42) Declaration of Result:

Results shall ordinarily be declared within one month after the last date of examination and the statement of marks cards may be obtained by the candidate on payment.

(43) Verification and Valuation of Answer Book :

Information as to whether a candidate's answer in any particular subject or subjects have been valued and marks shall be supplied to the candidate on his forwarding within six weeks of the declaration of the results of the examination, an application accompanied by a fee of Rs. 10 for each subject. The fee is only for verifying whether the candidate's answer in any particular subject have been valued and not for revaluation of the answers. The rule that marks obtained by the candidate in individual questions cannot in any circumstances be supplied holds good in the case of applications for the verifications of marks.

If, as a result of the verification made under this rule, it is discovered that there has been either an omission to value any answer or answers or that a mistake has occurred in the totalling of the marks, the fee for verifications shall be refunded to the applicant.

(44) (1) Re-Appearing of Examination :

Failure to pass an examination shall not disqualify a candidate for presenting himself on subsequent occasion and on submission of a new application and the payment of a fresh fee.

Every failed candidate wishing to appear for the Midwives examination shall put in a fresh-term of six weeks practical course in Midwifery at an approved and recognised institution. During this period the candidates shall work for a period of three weeks in labour wards and three weeks in septic wards. The candidate shall also witness atleast 10 cases and palpate atleast ten cases. The candidate shall enter in his case book the cases so witnessed and palpated.

(2) The number of attempts in a particular examination shall be as stipulated by Indian Nursing Council or Karnataka Nursing Council.

(45) Issue of Diploma and Registration Certificate:

The Council shall issue a Diploma of Passing the qualifying examination and registration certificate in the form schedule I & II specified in the schedule on payment of Rs. 100-00 for Diploma in Nursing and Midwife and Psychiatric Nursing and in Lady Health Visitors, ANM's., on payment of Rs. 75-00.

PART—II**(46) Condition for Appointment of Examiners :**

(1) The Council shall appoint a Doctor-examiner, and nurse examiner for its various examinations.

A doctor-examiner shall a registered Medical Practitioner register with the Karnataka Medical Council and Nurse-examiner shall be a registered Nurse of Karnataka State Nursing Council and shall possess Sister-Tutors diploma.

He shall be actually on the teaching staff of institution recognised by Council and he shall have teaching experience of not less than five years or whose professional standing is not less than seven years and teaching experience not less than three years. With Post Graduate and Post Certificate Qualifications.

(2) Instructions for Examiners :—

The examiners shall comply with instruction specified below :—

1. In setting the question papers, examiners shall be guided by the regulations and syllabi and not by question paper of the past years. They are required to study the syllabi carefully and not go beyond them.

2. Composition of question papers :—When two or more examiners are appointed in a subject, they are jointly responsible for the whole examination in such subject and therefore the question papers shall be set by the examiners setting together and the question paper shall ordinarily be finally settled either at a meeting attended by all the examiners or by the confidential correspondence with the chairman concerned with that subject.

In case where communication in writing is necessary examiners must be careful to seal any packet containing draft questions using a seal any packet containing draft questions using a seal which is **identified and to enclose it in a lotti lined envelop and if it is sent by post, It shall be sent by Registered post with acknowledgement due.**

3. Drawing up papers :

In setting the papers, examiners are required to bear in mind that the question paper ought to contain objective type questions covering all the prescribed subjects, and that there should be no ambiguity in the question set and that they must not be more numerous nor more difficult that a well prepared candidate could answer fully in the time allowed.

They shall not be such broad forms that candidates are unable to decide on the scope of information desired. Questions **have to be asked about nursing diagnosis and Nursing Management, Pathophysiology, Signs and Symptoms, Preventive aspects, Nursing Treatment, Main symptoms, that would indicate a complication either from diagnosis of its treatment, Nursing responsibilities etc.**

In a question paper set in regional language, when technical terms are given in the regional language, their English equivalent and when they are given in English, their equivalents in the regarded language, shall always be given in the parenthesis. The Technical terms given in the regional language shall be the same as those which are used in the recognised text books in that language.

4. Copy-Right :—

It is a conditions of appointment as examiner that any copyright in the examination paper prepared for the Council shall be vested in the Council.

5. Question Papers :—

No charge by way of addition or insertion shall be made in the questions that are to be printed without the previous sanction of examination board.

6. Delivery of Question Papers :—

Examiners are strictly enjoined to deliver the question papers personally to the Registrar, at his office at such time and on such days fixed for the purpose. Each question paper shall be enclosed in a sealed cover and the subject, the number of paper and the examination for which it is set shall clearly be written on the said cover.

7. Correction of Proofs :—

Due notice shall be given of the time in each case when proofs will be ready for inspection and correction by examiners. The examiner or one of the examiners when more than one is appointed for a subject, is required to call at the press at the hour at which the proof is ready for the purpose of read it over.

8. Marks Must be Entered on the Question Paper :—

Each question shall be written carefully in a legible hand on a separate sheet of paper and question must be entered on the question paper. When a paper is to be set in manuscript, each question not be written on a separate slip of paper, but should be written very legibly and preferably typed on a paper of foolscap size.

9. Delivery of Answer Books :—

All examination paper shall be received by Registrar, and he shall arrange for the despatch of answer books to examiners either by hand delivery or by registered post under the sealed covers.

10. Oral and Practical Examinations :—

(1) All practical and oral examinations shall take place at such time and place as may be decided by the Council.

(2) The number of candidates that can be examined in any practical or oral examination shall be that number that can be **thoroughly tested in the available time within shall not exceed** 20 days may in exceptional cases.

(3) The oral examination is to be conducted by two examiners marking jointly, where there are four examiners, the examination may be sub-divided and the candidate is only to be examined for the time allotted to him.

(4) These examiners shall not make any remarks about the candidates nor should they do so among themselves in such a manner that the candidate herself or other candidates overhear them.

(5) The examiners shall not ask any question regarding the identity of the candidate or to the School where she was trained.

(6) Examination shall not be rigid or stereotyped, and aim should be to test the knowledge of the candidate on Nursing which covered in the syllabus.

11. Sending in the List of Marks :—

The answer books of the candidates and the lists containing the marks assigned to each candidate for each question attempted and the total for each paper, entered in ink and signed by the examiners shall be forwarded to the Registrar, so as to reach him on or before the day fixed for the purpose. If a examiner fails to send his marks within the time fixed, the amount of his remuneration shall be reduced by Rs. 15 for each day he delays it, unless the explanation is or is not **satisfactory shall be final and binding on the examiner. Any irregularity of a serious nature shall disentitle an examiner for re-appointment as an examiner.** In case of practical examination, marks sheet should be submitted personally in a sealed cover to the Registrar and for outside centre the examiners should submit the mark sheet in sealed cover at the end of examination.

12. Distribution of marking and return of answer Book:

(1) With the answer books examiners shall receive the official marks to the Council. Ruled sheets for detailed marking will be sent for the convenience of the examiners.

(2) On receipt of the Answer books the first duty of examiner is to see that the number of the candidates on the answer books correspond with the number of the candidates on the official marks sheets. A list of absentees (if any) shall be enclosed with the answer books in case of any discrepancy the Registrar shall be forthwith informed of the same.

(3) The answer books received by the examiners must in all cases be returned in strictly numerical order.

(4) It is essential that the total marks even if zero assigned to each answer are entered in the left hand margin of the answer books against each answer and it is in all cases necessary to write the total marks on the outside of the answer books in the right hand corner and to enter the same marks in the official marks sheet.

(5) Examiners shall observe the strictest punctuality and shall minutely follow these instructions.

13. Marks Given to Candidates :—

The marks given to the candidates shall not be made known to any person other than the examiners in the subject.

14. Private Tution :—

It shall be a condition of appointment that an examiner shall not during his term of appointment each privately, any candidates who is appearing for the examination for which he is appointed as an examiner.

15. Examiners Shall not Make Alterations :—

Examiners shall not make any alterations (Save in case of clerical errors) in their lists of marks the correction.

16. Reports :—

Examiners shall prepare a short joint report of the character of work done by the examiners in their respective subjects. Such reports shall in particular specify the defects in technique of candidates at the practical examinations.

The Report shall also Include :—

(1) Statement of the general standard attained.

(2) The main points which are expected, and

(3) The reason why marks are lost by the candidates.

(4) The examiners shall report to the Council the time at which they commence and the oral examination and the time at which it was over and the number of candidates examined during this period for each shift of the examination.

(5) The examiners shall report to the Council about the sufficiency or otherwise of the equipment provided at the time of oral and practical examination at each centre.

17. Meeting of Examiners:—

A meeting of examiners shall be held to determine the results, before they are declared. Such meetings shall be presided over by the President of the Examining Board. Suggestions which examiners may desire to make in regard to any matter pertaining to the examiners, shall be submitted to the Council through the meeting of the examiners.

18. Attendance at Meetings :—

Attendance at examiner's meeting being an integral part of the duties attached to the examinerships and examiners are expected to make their engagements consistent with such attendance. The proceedings of all the meetings of examiners shall be kept strictly confidential.

19. Examiner not to enter into communication with candidates

No examiner shall enter into communication with any candidate on any matter connected with the examination. A candidate shall not be asked what training institution he comes from.

20. Marks allotted to the Papers:—

The marks allotted for each subject and the oral and practical examination with the intimated to the examiners by the Registrar along with the notice for sending the question papers.

(1) Remuneration to Examiners:—

| | Rs. | ps. |
|--|-----|-------|
| 1. Setting of Question papers (3 hours duration) | .. | 40—00 |
| 2. Setting of question papers (2 hours duration) | .. | 30—00 |
| 3. Proof reading (per paper) | .. | 5—00 |
| 4. Valuation of answer scripts (3 hours duration) | .. | 2—00 |
| 5. Valuation of answer scripts (2 hours duration) | .. | 1—50 |
| 6. Oral and Practical examination | .. | 2—00 |

per candidate

7. TA & DA for the examiners will be paid at the rate as per KCSRs., prescribed by the State Government.
8. Invigilation (One Invigilators for every 40 Students) .. 10.00 per session
9. Technical Assistants for practical examinations .. 7.00 per session
10. Aids for practical examinations .. 5.00 per session.

(2) OTHER EXPENSES :—

1. Stationery for theory examn. .. 1—00
per candidate
2. Stationery for practical per examn., .. 1—00
per candidate
3. Remuneration to Chief Superintendent for each Examination .. 50—00
4. Clerical Assistance for complete examination .. 25—00
5. Other Auxiliary staff .. 10—00

Internal Assessment :—

20% of marks in theory and practical shall be reserved for internal assessment. Internal assessment shall be based on three periodical assessment done by the subject teacher. Internal assessments marks shall be submitted to the Registrar of the Council one month prior to the commencement of the examination or as per syllabus.

(47) Board of Examiners :—

The Council shall appoint a Board of Examiner for each examination consisting of not less than 3 and not more than 5 members including a Chairman. The term of Board of Examiners shall be two years and the member shall not be appointed for more than two successive terms.

The board shall meet before the examination to scrutinise question papers and after examination to finalise the results.

A maximum of 3% grace marks may be allowed by the Board subject to the condition that the candidates completes the examination.

(48) Affiliation of Institutions :—

Any Institution established for the Nursing of the sick and for Maternity or Child Welfare may be affiliated to the Council subject to the following conditions, namely.—

(1) It shall pay to the Council a fee prescribed by Council per annum within 31st December of every year and obtain a certificate as specified in the schedule-III issued by the Council.

(2) It shall not employ on its paid Nursing establishment any person who is not registered under the act, in the case of Institution which is an approved and recognised training Institution students who are being trained with a view to registration.

Provided that in a Mission Hospital, recognised for the Training of students, Nurses and Midwives belonging to that Mission who are recruited from abroad may be allowed to work on the staff of the Hospital if they are registered as such in the country of their origin and their training and qualification are considered adequate by the Council.

PART—II

49. Approval and Recognition for Training Institution :

(1) (a) Every Training Institution seeking the approval and recognition of the Council shall make an application in the form specified in Schedule-IV. It shall be accompanied by a fee prescribed by Council (non-refundable) in the form of Demand Draft drawn in favour of the Registrar. Cost of application form shall be determined by the Council from time to time.

(b) Training Institutions shall be recognised by the Council as a complete training schools for General Nursing, General Nursing and Midwifery, Female Health Workers and other courses recognised by the Council.

Explanation.—“A complete training School” means an institution which in the opinion of the Council is capable of providing complete training, for qualifying for admission to the Registrar.

(c) The recognition shall be temporary in the first instance and has to be renewed on payment of Rs. 750 per annum. The permanent recognition may be granted by the Council, subject to the fulfilment of all the condition stipulated by the Council and the receipt of final inspection report. Recognition has to be renewed immediately after the expiry of a year, on payment fixed by Council. Renewal once in a year.

(d) Before approving and recognising any training institution the Council shall cause it to be inspected by a member or members of the inspection committee who shall submit a report in detail as to whether it fulfils, or does not fulfil, all the conditions for approval and recognition laid down by the Council. No training institution shall be approved and recognised by the Council unless it fulfils all the conditions specified.

(e) Every training institution affiliated to the Council shall furnish such reports, returns and other information as the council may direct to the Registrar, not later than the first week of April every year.

(f) The Registrar shall maintain an up-to-date list of training institutions, which have been given temporary or permanent recognition.

2. (a) No institution in the State of Karnataka shall hold any examination for the purpose of issuing a certificate purporting to show that person holding such certificate is qualified to practice as a Nurse, Midwife, Health Visitor, as the case may be, unless such Institution is approved and recognised by the Council for that purpose.

(b) If it shall appear to the Council on the report of committee appointed by it or otherwise that the course training study and examination to be gone through in order to pass a qualifying examination are not in conformity with the rules prescribed for the corresponding examination held by the Council or falls short of the standard required thereby or that an institution for training approved and recognised for sending up candidates for a qualifying examination does not satisfy that requirements of the council, the Council may send to the Institutions concerned a statement to that effect and the period within which the institution may submit its explanation to the Council.

(c) On receipt of the explanation or where no explanation is submitted with the period specified by the Council that on the expiry of the said period. The Council, if it is not satisfied with the explanation when explanation has been submitted, may, by order, direct that any certificate of diploma granted after a date specified in this behalf by the institution on passing qualifying examination shall not be recognised by the Council for the purpose or registration under the Act. In the case of the institution recognised for training candidates for the qualifying examination, the Council may, by order, direct that with effect from the date specified in the order, the training given in such institution shall cease to approved and recognised and certificate or diploma obtained by any person on passing a qualifying examination after under-going such training shall not be recognised for the purpose of registration under the act.

(d) The Registrar shall maintain an up-to-date record of the institution approved and recognised by the Council for holding qualifying examination. Institution approved and recognised for sending up candidate to such examination the part or parts of the register to which a person passing the qualifying examination shall be admitted and other specific orders, if any, passed by the Council in relation thereto.

(50) Condition required for starting of New Nursing Schools Approval and Recognition of Training Institution and other General Conditions :-

I. (1) The Institution may apply to the Council in Form No. I, Schedule IV & VIII (Recognition) annexed to these bye-laws with a fee of rupees specified by Council for starting of new school in Nursing shall furnish all the particulars and documents specified therein.

(2) An approved and recognised Schedule IX institution may apply to the Council in Form No. II annexed to the bye-laws with a fee of a rupees specified by the Council for starting a new course of study in nursing and shall furnish all the particulars and documents specified therein.

(3) The minimum number of beds and other conditions for recognition shall be as stipulated by the Indian Nursing Council from time to time.

Provided recognition and permission to start School of nursing may be extended to the educational societies and other management etc., who are running their own Hospitals. Subject to the condition that no Training Institution should demand any kind of fees from candidates in respect of their training in the concerned Institution or hospital should pay stipend amount equivalent to such amount paid by the Government to the respective trainees.

(2) *Intake Capacity* :—

Admission of Number of students to a particular course shall be with reference to the availability of facilities to students on the inspection committee recommendation, enhancement, of intake capacity and the grounds justifying the increase of intake capacity advanced by the Training Authority, shall be considered. Such enhancement shall not be made more than once in every three years.

Admissions:—In all the Training Institution shall be made once a year.

(3) Agree to observe all the conditions prescribed in curriculum which may be prescribed by the Council from time to time, as to the admission and training of students.

(4) Agree to allow inspection to be carried out by the member of the inspection committee appointed by the Council.

(5) Provided furnished hostel facilities, Messing Arrangements, to students as stipulated by Indian Nursing Council.

Provided that an institution approved and recognised for training student for the advanced courses only, provision of boarding and lodging for the students shall not be made obligatory.

(6) Arrange for lectures for students by well qualified registered medical practitioners and nursing tutors with sufficient practicing experience to teach the various subjects.

(7) Provide adequate supplies of linen, equipment and other requisites in the wards and classroom to give adequate training to the students about the nursing care to the patient.

(8) (a) *Special conditions for Recognition of a Training Institution General Nursing & Midwifery* :—

(a) *Physical Facilities* :—

Lecture room shall not less than there shall be atleast three such lecture rooms. They shall have proper ventilation and lighting and preferably moveable furniture suitable for group discussion and other methods of teaching.

(b) *Institution shall be equipped with* :—

1. Black Board.
2. Charts anatomical, Hygiene, Midwifery.
3. A skeleton and disarticulated bone.
4. Anatomical models.
5. Female pelvis, foetal skull dommy and foetus.
6. Equipment and linen for teaching Nursing procedure.
7. Reference books and journals.

Laboratories :—

1. *For Nursing practice :—*There shall be a demonstration room adequately equipped and large enough to accommodate atleast due one sixth of the total students

2. There shall be facilities for practical experience in cooking.

3. *Science Laboratories :—*For the teaching of Anatomy and physiology, physics, chemistry and microbiology there shall be facilities in the school or in a college or other institution.

Library.—There shall be a library easily accessible to staff and students with seating arrangements and good lighting.

Up-to-date reference books text books, journals and daily news papers shall be made available.

A member of the staff shall be responsible for the library, or a part time or full time librarian may be appointed.

External Lecturers.—Arrangement shall be made for General subjects like Pspchology and Sociology, Physics, Chemistry and Medical Subjects like Medicine Surgery, Mid-gynaec, Paediatric, Infectious and communicable diseases etc.,

Office.—There shall be adequate spare for teaching staff with atleast two offices for the teaching with a separate table and chair for each Tutor.

There shall be separate full time clerical assistance for the school with office accommodation and equipment.

There shall be sufficient storage space for records and equipments.

Transport.—There shall be facilities for the transport of staff and student which will permit such travelling as is required for the implementation of the course.

Clinical facilities.—To provide all the clinical learning experience required for the students in a School of Nursing, there shall be a minimum of 100-150 beds with a daily average patient not less than 80. The Hospital shall run, out-patients service and have diagnostic facilities.

Type of Clinical Experience available.—There shall be variety of patients of all age groups and at different stages of illness in all the following clinical areas :—

- (a) Medical
- (b) Surgical (including Gynaecological and genitourinary).
- (c) Tuberculosis
- (d) Paediatrics
- (e) Obstetrics.
- (f) Eye, Ear, Nose and Throat.

Distribution of Beds.—Atleast one third of the minimum number of beds shall be for medical patients and one third for surgical patients. Ten beds shall be for gynaecology, ten for obstetrics and ten for children.

The number of beds for male patients shall not be less than 1/6 of the total number of beds, with a minimum of 25.

Equipments and Supplies—Linen, Equipment and Supplies shall be sufficient to give satisfactory Nursing Care to all patients. Domiciliary experience shall be under the supervision of a registered Nurse, Midwife who may either be on the staff of the Hospital or Health Centre.

Staff.—(1) Teaching staff and other staff shall be as stipulated by Indian Nursing Council in syllabus, and curriculum.

(2) There shall be separate staff for special departments with a sister in-charge of the operation room. The out-patient department shall have a sister in-charge and minimum of one Staff Nurse for each out-patient clinic operating daily, with not less than a total of two in the out-patient department. Students shall be enrolled according to the availability of clinical facilities and in the proportion of not more than 30 students per 100 beds.

For Midwifery.—There shall be a minimum of one registered Nurse and Midwife on duty in the labour room throughout 24 hours and in the ratio of 3 : 1 between authorised beds and Nursing staff. The Administration and teaching staff, the Staff in special department e.g., operation theatre, X-Ray department labour working full time in the hospital would not be included in the ratio. However the patient Nurse ratio shall be as stipulated by Indian Nursing Council from time to time.

A ratio of 3:1 between student Midwives and Trained Staff giving bed care to patients and one ward sister for each ward of 20 to 50 beds require one sister two Staff Nurse and eight students Midwives. They shall be for day and night duty.

Teaching Staff.—There shall be 2 tutors for 50 students or less and one more tutor for every additional 20 students. They shall be appointed against posts of Nursing Tutor and full time staff in the School of Nursing and shall possess where shall be a principal, for the School with such qualification may be specified.

Additional Staff.—There shall be a Public Health Nurse Tutor on the staff in addition to the minimum number required above, and where the School staff are responsible for the supervision of students during their rural experience, an additional Public Health Nurse may also be appointed.

Domiciliary experience shall be under the supervision of a registered Nurse, Midwife who may either be on the staff of the Hospital Health Centre.

Training Office Staff.—(1) There shall be a Principal for School of Nursing or Auxiliary Nurse Midwife, Schools Lady Health Visitor schools etc., he shall be incharge of training centres and shall take up teaching also for each training centre there shall be a First Division Clerk, Typist-cum-Clerk, Class 'D' official for complete training Centre.

(2) *Clinical Facilities Community*.—The activities of the Urban and Rural Health Centre(s) selected for community Nursing experience is to be consistent with the learning experience desired for the students. There shall be a registered Nurse/Midwife with Public Health preparation basic or post basic, on the staff, there should be suitable accommodation and cooking facilities for students.

Hostel.—(1) It is desirable that each student has a separate room but the minimum accommodation provided for students, should be not less than 75 square feet. The furniture provided has to include separate sleeping, seating and storage arrangements for each student.

(2) *Sanitary and Bathing.*—Facilities are to be consistent with the promotion of health living with a minimum of one latrine and one bathroom to six students, and additional hand wash facilities.

(3) Students should be resident students.

(4) There shall be provision for study in the hostel.

(5) There shall be a warden or home sister with full time responsibility management of the hostel, at the ratio of 1:50 students or less with an assistant for every additional 50.

(6) The kitchen and dining facilities are to be hygienic.

(7) There shall be facilities for indoor and outdoor recreation.

Health Services.—There shall be Health Services for Staff and students. This should include provision for :—

(a) An annual medical examination and attention to such defects as may be found.

(b) Tuberculin testing of B.C.G., vaccination when necessary.

(c) Vaccination against small pox, Typhoid, Cholera and such other communicable diseases as considered necessary.

(d) Free Medical care during illness.

A complete Health Record is to be kept in respect of each individual member of the staff and students.

(B) *Conditions for Recognition of Auxiliary Nurse Midwife/ F.H.W. Training School :—*

This shall be as stipulated by Indian Nursing Council from time to time.

General Conditions :—

For Experience in Nursing.—(1) The minimum number of beds should be 50 with a daily average of at least 40 equipped beds. The beds are to be for medical, surgical paediatric and gynaecological patients.

(2) There should be minimum period of one month for experience in Nursing of men.

(3) The ratio of Nursing students, including students but excluding the Nurses superintendent and Sister-Tutor, to patients shall be 1 : 3. This shall be for one ward sister for each ward one Staff Nurse for every 15 patients.

(4) There shall be a class room adequate to provide 10 Sq.ft. per student.

The equipment should include :—

(a) Black Board.

(b) Charts: Anatomical, Hygiene, Midwifery.

(c) A skeleton and disarticulated bones.

(d) Anatomical models.

(e) Female Pelvis and foetal skull, dommy and foetus.

(f) Equipment and linen for teaching nursing procedure.

(g) Reference books and Journals.

(h) There should be a Matron/Nursing Superintendent, and for every 30 students one Sister tutor or a Nursing sister engaged full time for the teaching programme.

2. The number of deliveries per annum is not to be less than 200 the ratio of deliveries to total number of students should not be less than 25:1.

3. The minimum number of beds is 15, divided as follows:

| | |
|---------------------------|-----|
| (a) Antenatal and Waiting | : 3 |
| (b) Lying in Beds | : 9 |
| (c) Labour Beds | : 2 |
| (d) Septic Bed | : 1 |

4. It provides de-experience in the following Midwifery operations:—

- (a) Caeserian sections.
- (b) Forceps
- (c) Internal version.
- (d) Craniotomy.
- (e) Induction of labour.
- (f) Medical Termination of Pregnancy.
- (g) It has a properly organised antenatal clinic and facilities for practice in domicilliary midwifery.

(a) For Institutions seeking approval and Recognition for training students for advanced course like B.Sc. (Nursing other Diplomas etc.) conditions as stipulated by Indian Nursing Council.

General.—No Institution shall be approved and recognised by the Council for Training Students for advanced courses unless the Staff, Material and facilities for training and supervision are in the opinion of the Council adequate for training the number of Students permitted by the Council for that course.

(b) Conditions for recognition of Lady Health Visitors/ Health Assistance for Health Supervisor, Schools :

(c) Stipulated by Indian Nursing Council,

Graduation and Post Graduation Programmes as defined by Indian Nursing Council and Karnataka State Nursing Council.

PART—X

(51) *Rules of Conduct for Registered persons.*—No person registered under the provision of the act person shall solicit private practice in person or by advertisement in newspaper or journals or by playcards or by distribution of circulars, cards, handbills or by any other means :

Provided that this prohibition shall not apply to presentation of cards by any practitioner registered under the Karnataka Medical Practitioner's Act, 1961.

(2) He shall not permit his name to be used in connection with an advertisement or products or with any forms of self-advertisements.

(3) He shall not publish or cause to be published in any news-paper journal any report of cases or any letter of appreciation received from any patient.

(4) He shall respect the religious beliefs of a patient and shall hold in confidence all personal matters committed to his keeping and all family matters coming to his knowledge in the practice of his profession.

(52) (1) The following designation only shall be used by persons registered under Karnataka State Nurses, Midwives and Health Visitors Act of 1961.

1. Nurses—Registered Nurse.
2. Midwives—Registered Midwife.
3. Auxiliary Nurse Midwife/
Health Worker Female—Registered Auxiliary Nurse/
Midwife/Health Worker
Female.

(53) (i) A registered person shall not issue in the practice of his profession, a medical certificate or a certificate of death or of still birth or otherwise assume the role of Medical practitioner.

(ii) He shall not only recognise the responsibilities but also the limitations of his profession functions, shall give Medical treatment without medical orders only in emergencies, and report such action to a physician at the earliest possible moment.

(iii) He shall sustain confidence in the Physician and other members of the Health team and co-operate and maintain harmonious relationship with members of other profession and his Nursing colleagues.

(iv) He shall carry out the Physician's order intelligently and loyally but shall refuse to participate in unethical procedures and notify to the proper authorities such conduct of his associates.

(v) He shall be entitled to just remuneration and shall accept only such fees as the contract actual or implied, provides for.

(54) (i) A registered Nurse who is not registered as a Midwife shall not take up a midwifery case and a registered midwife shall not take up a case requiring General Nursing care.

(ii) A registered person shall not employ an unregistered person for performing the functions required to be performed by such registered person.

(iii) When a registered Auxiliary Nurse Midwife is employed as a Nurse in an Hospital which is approved and recognised as training school for Nurses, he shall ordinarily be required to work under the supervision of a registered Nurse.

(55) (i) A registered person, shall in private life, adhere to a standards of personal ethics which reflect credit upon the profession and in personal conduct he shall not knowingly disregard the accepted patterns of behaviours of the community in which he lives and works.

(ii) He shall participate and share responsibility with other citizens and other health professions in promoting effort to meet health needs of the Public, State National and International.

(iii) Every registered Nurse, Auxiliary Nurse and Midwife, etc., shall if not in the employment of Government, Municipal or other Public Hospital, keep a record of the General case attended by him in the form in the Schedule—V.

(iv) Every registered Midwife, Auxiliary Nurse, Midwife shall, if not in the employment of Government, Municipal or other Public Hospital keep a record of the labour cases conducted by him in the form given in the Schedule-XIII.

(v) A registered person shall produce before the Council the records maintained by him when required to do so. He shall not destroy these records or cause its destination.

(vi) After coming into force of these bye-laws every registered person shall before continuing or commencing his practice as Nurse, Midwife or Health Visitor etc., given a notice in writing by registered letter to the registrar and licensing authority in the form given in the Schedule-XII.

(vii) The contravention of any provision of this bye-law may be contred by the Council as an in-famous conduct in a professional respect under provision of the Act.

PART—XI

(55) (1) *Nurse Establishment*:—The Council shall insist upon licencing of all the Hospitals, Dispensaries, Health-Centres, Nursing Homes which run Nurses Establishment in their Hospital Dispensaries, Health Centres, Health Units, Sanitorium etc., in Karnataka State. Under Section 22, of the Karnataka State Nurses/Midwives & Health Visitors Act of 1961.

(2) The licencing authority shall demand a copy of certificate of affiliation issued by Nursing Council to carry on Nurses Establishment before establishing Hospital, Nursing Home, Sanitorium in the area.

(3) The Council may, from time to time depute any of its member or officers to inspect a nurse establishment and see whether it is carried on in accordance with the rules and these bye-law. The member or officer so deputed shall be given an authority, under the hand of the President to carry out the inspection.

(4) The person so deputed shall, during reasonable hours inspect and shall submitted his report for the consideration of the Council.

(57) (i) A person carrying on a Nurse establishment shall keep records showing the affiliation certificate issued by the Council.

(ii) The salary and emoluments payable to, and conditions of employment of each Nurses, Midwives., are to be verified during inspection and reported to the Council.

(iii) The terms of the standard agreement between the Nurses establishment and Nurses.

(iv) Particulars of any complaints made against the Nurses establishment and of the action taken thereon.

(v) The weekly or monthly fee, charge or other consideration required in each case from the person to whom the services of a Nurse or other person is provided and the total fee charge or other consideration required in each case.

FINANCE AND ACCOUNTS

(58) The Council is authorised to receive for the purpose of its expenses, benefactions, and contributions from Private persons and bodies, and the proceeds of the sale of report and other publications.

(59) The bankers of the Council shall be the State Bank of Mysore/NATIONALISED BANKS.

(1) All funds of the Council shall be paid into the Council's Account with the State Bank of Mysore/Nationalised Banks in Bangalore, and shall be withdrawn by means of cheque signed by Registrar & Vice-President.

(60) The fund of the Council, surplus to current requirements may on a recommendations by the President and with the sanction of the Council be invested in the following manner :

(1) In promissory notes, stock or other securities of any State Government or of the Government of India.

(2) In stock or other debentures of, or share, in railway or other companies, the interest whereon shall have been guaranteed by the Government of India.

(3) In debentures or other securities for money issued, under the authority of an Act of a Legislature, by or on behalf of any Municipal body, Port Trust, or City Improvement, Trust in any town.

(4) In fixed deposits with the State Bank of Mysore or any National Banks.

(61) Investment or the funds of the Council shall be made in the name of the Council. The safe custody receipts shall remain in the personal charge of the Registrar and shall be verified once in six months with the register of securities maintained under Regulation and a certificate of verification shall be recorded by the Registrar on the register and counter-signed by the President.

(62) The Registrar in consultation with the President shall prepare detailed estimates of the receipts and expenditure for the next financial year, and shall submit the same for the sanction of the Council at a meeting to be held for the purpose before the 1st November every year.

(63) The fund of the Council shall not be appropriated for expenditure on any item which has not been duly sanctioned by the Council or by the President or Vice-President and Registrar as the case may be.

(64) The primary units of appropriation shall be "pay of officers" "Pay of establishment", allowances and honoraria "Remuneration" "Contingencies" and "Leave and Pension" or Provident Fund contributions "Leave Travelling Concession", etc.

(65) The President shall have sanctioning power to re-appropriate funds from one unit of appropriation to another within the total sanctioned estimates.

(66) The Registrar shall have power to sanction expenditure of miscellaneous and contingent nature upto an amount not exceeding Rs. 600 in each case. Expenditure in excess of this amount but not exceeding Rs. 2000-00 shall require the sanction of the Vice-President. President has full powers in all other cases. The President and Vice-President and Registrar shall exercise financial powers analogous to those delegated by the Government of Karnataka of "Head of Department" and "Head of office" respectively.

(67) A sum of Rs. 100-00 as honorarium shall be paid to the Vice-President and Rs. 150-00 for President for discharging the duties of the Council, or such sums as prescribed by the Council from time to time.

(68) A sum of Rs. 100 as remuneration shall be paid to the Registrar till a permanent Registrar is appointed/deputed on time scale or as prescribed by the Council.

(69) A sum of Rs. 800-00 as a balance in contingencies shall be maintained.

(70) The Registrar shall be the certifying officer for travelling, halting and other Allowances to members, Inspectors and other employees of the council and the President in the case of Registrar and Vice-President.

(71) (1) The following account registers of the Council be maintained.

1. The Cash Book.
2. The Classified Abstract.
3. The Register of Securities.
4. The Register of Stock and Furniture.
5. The Register of leave and Pension contributions.
6. The Register of Stock of Cheque books.
7. The Register of Permanent Advances.
8. Annual Accounts.
9. Provident Fund/Karnataka Government Insurance-Department/Insurance/Group Insurance/Death-Relief Fund/General Provident/Accounts etc.

(72) (2) Monthly accounts shall be compiled in the classified abstract according to the Primary Units of appropriation, suitable secondary units may be opened at the discretion of the Registrar who shall be responsible for the due preparation and maintenance of all accounts.

(73) (1) The Audit of accounts of the Council shall be conducted by Private Auditors or any officer appointed in this behalf by the President. The auditor shall be paid audit charges as may be decided from time to time from out of the funds of the Council. All books, Accounts vouchers and other necessary documents and papers shall, on demand, be produced to the auditor, the audit report shall be submitted by the auditor to President of the Council.

PART—XIII

Publication and Postal Correspondences

(74) (1) Whether a publication shall be priced or not shall be determined by the Registrar.

(2) The price of a publication shall be calculated as under :—

(1) The Registrar shall declare the number of complimentary copies required for distribution free of cost.

(2) The number of complimentary copies shall be deducted out of the total number of copies printed and total cost of printing divided by their remaining number of copies.

(3) The price thus calculated shall be rounded off to the next higher digit divisible by five.

(4) Action taken by the Registrar to fix the price of publication shall be reported in the subsequent meeting of the Council.

(5) The publications shall be sent to the indentors by V.P.F., registered post, book post, etc., as considered desirable by the Registrar in each case.

(6) The expenditure on postage, except in the case of complimentary copies shall be recovered from the indenter by Registrar.

(7) The Postage for Registered post shall be recovered at the existing rate from time to time in all the postal correspondences.

(8) All copies in stock of a publication which is amended or revised and reprinted or becomes absolute, shall be disposed off as desired by the President and their value written off.

(9) The cost of all copies of publications in stock which are damaged or lost for any reason without any fault on the part of any employee of the Council shall be written off by the orders of the President.

PART—XIV

Miscellaneous

(75) *Necessary Entries after Marriage.*—If any Nursing Personnel is married subsequent to his registration he shall intimate Nursing Council name of the spouse, for making necessary entries in the relevant column of the register with the registration number and date of Registration.

(76) *Publication of Names.*—The Registrar shall every year on or before 31st March, Publish the Civil list of names, Address, Registration number and date of Registration of all the Nursing personnels entered in the register on or before 31st day of January that year.

(77) *Registration to other State Nursing personnel.*—
(a) The Nurse trained in 3 years General Nursing 6/9 months Midwifery/Psychiatric/Auxiliary Nurse Midwife or Female Health Worker 2½ years, Health Visitors 2½/6 months of other State and have completed initial Registration of the respective State Council can be accepted for Registration. The Registration may be issued on production of original Training and Registration Certificates.

(b) Persons who have passed the qualifying examination approved by the Council as specified in the schedule.

(78) *Transfer of Student Nursing Personnel.*—A student Nurse/Midwife/Auxiliary Nurse Midwife (Female Health

Worker)/Health Visitors/Psychiatric Nurses etc., may be permitted to be transferred to Training School or College or vice-versa with the approval of the authorities of both School/Colleges and concurrence of Training Schools concerned. A concession in the period of Training Schools only be given for every completed year of Training. If a student has left Nursing Training after passing First State Examination, the Student may be allowed to continue the Training if the interruption is only for a period of 2 years.

(79) *Inspection and Maintenance of Records etc.*:—The concerned records Registers, Circulars and Notification and Inspection reports of the Council has to be maintained properly in each institution and be made available to the inspection staff of the Council at the time of Inspection.

(80) *T.A. Rules*:—Travelling allowance and sitting charges are applicable to the Council Staff, Officials and non-official members of the Nursing Council as per the T.A. Rules, Prescribed by Government from time to time.

(81) *Issue of Duplicate Certificates*:—Duplicate certificate of Registration and Training Certificates may be issued on the production of the following:—

1. Duplicate certificate fee Rs. 250 for each certificate.
2. Prescribed application form (Schedule-X) Fee Rs. 20.
3. An Affidavit sworn before the Magistrate First Class by the applicant himself indicating the circumstances in which the original certificate has been lost and the circumstances in which the duplicate is required.

4. *Photos*:—A passport size photograph of the candidate has to be obtained by the Principals of the Training Centres and affix the same on the right top corner of certificate and it should duly be signed by Principal. Same procedure may be followed in respect of issue of duplicate certificate.

(82) *Nursing Establishment*:—All the private institution like Nursing Homes, Dispensaries in Karnataka State should display in their respective Institution the fee charged for Nursing care as stipulated from time to time by the Nursing Homes Committee under the Nursing Homes etc.,

(83) *Government Orders*:—All the Government orders in respect enhancement of financial benefits, leave Holidays etc., to the State Government Employees shall be made applicable IPSOFACTO to the staff of Nursing Council.

(84) *Stationary*:—Stationeries for Council shall be purchased in Government Stationary and Publication or any Government Recognised or approved shops.

(85) *Alteration of Bye-Law*:—The Council may be resolution passed by 2/3 Majority of members at a meeting of which notice specifying the proposals for alteration or addition has been given to alter or add to any bye-law and such alteration or addition shall be made after it has been approved by the State Government and published in the Official Gazette.

(86) *Printing of Ledgers, Covers etc., to Office*:—

On obtaining quotations from Private presses atleast not less than 3 firms at a time. Orders may be placed to lowest offered.

Registrar,
Karnataka State Nursing Council,
Bangalore-560 009.

SCHEDULE-I

(See Bye-law-45)

KARNATAKA STATE NURSING COUNCIL

EMBLEM

Str/Smt.....Son/Daughter of.....whose date of
 birth is.....(in words).....appeared for General
 Nursing & Midwifery examinations conducted by the Board of Examiners of Council, has passed the examination
 in.....obtaining the following marks.

| Part | Subjects | Reg. No | Year of passing the part | Written Marks | | Marks obtained in figures | Marks obtained in words | Oral & Practical Marks | | Marks obtained in fig. | Marks obtained in words |
|----------|-----------|---------|--------------------------|---------------|---------|---------------------------|-------------------------|------------------------|---------|------------------------|-------------------------|
| | | | | Maximum | Minimum | | | Maximum | Minimum | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Part-I | (1) | | | 100 | 50 | | | 100 | 50 | | |
| | (2) | | | 100 | 50 | | | 100 | 50 | | |
| | (3) | | | 100 | 50 | | | 100 | 50 | | |
| Part-II- | (1) | | | 100 | 50 | | | 100 | 50 | | |
| | (2) | | | 100 | 50 | | | 100 | 50 | | |
| | (3) | | | 100 | 50 | | | 100 | 50 | | |
| | Midwifery | | | 100 | 50 | | | 100 | 50 | | |

Total Marks (In words).....

Bangalore,
Dated :Registrar
Karnataka State Nursing Council,President,
Karnataka State Nursing Council.

SCHEDULE—II

Schedule : (See Bye-Law—45) Reg. No.

**KARNATAKA STATE NURSING COUNCIL
CERTIFICATE OF DIPLOMA AND REGISTRATION**

Form :

We the President and Members of Karnataka State Nursing Council hereby certify that Sri/Smt..... appeared for examination under Reg. No..... has satisfactorily completed the prescribed course of Theoretical & Practical Training in a duly recognised Institution..... School of Nursing, conducted from to: and has passed the prescribed examination held in in class and is qualified to practice as "....."

Having passed a prescribed examination in was admitted section-part of Register of Maintained under provisions of Karnataka Nurses, Midwives and Health Visitors Act 1961, and that he/she is entitled to take and use the title of "Registered"

Signed on behalf of Karnataka State Nursing Council.

Seal of Council

or

Emblem

Bangalore

Registrar

President

Dated: Karnataka State Nursing Council, Karnataka State Nursing Council.

SCHEDULE—III

Schedule (See Bye-law-48) Date :

Form : No.

**KARNATAKA STATE NURSING COUNCIL
CERTIFICATE OF AFFILIATION**

We the President and Members of the Karnataka State Nursing Council hereby affiliate your Institution viz.

.....to the Council under Bye-law 48 found under section 30 of Karnataka Nurses, Midwives and Health Visitors Act of 1961, subject to the following conditions: —

(a) The Institution shall not employ on its Nursing establishment any person who is not registered under the Karnataka Nurses Midwives and Health Visitors Act.

(b) The Council, from time to time depute any of its members/officers to inspect the Nurses Establishment to see whether it is carried on in accordance with the rules.

(c) The Institution should provide the following records if demanded by the inspection team of the council.

(1) The Salary and emoluments payable to Nurses and conditions of employment of each such Nurse/Midwife etc.

(2) The terms of the standard agreement between Nursing establishment and Nursing management.

(3) Particulars of any complaints made against the Nurses and of the action taken thereon.

(4) The fee charged for Nursing care etc..

(d) The institution shall pay the prescribed affiliation fee by Demand Draft or Cash within 31st December of every year and obtain receipt.

Signed on behalf of the Karnataka State Nursing Council.

Signature and Seal of

Registrar...

Director/Secretary/Management of the Institutions.

SCHEDULE—IV

(See Bye-Law—49)

To
The Registrar,
Karnataka State Nursing Council,
Sir/Madam,

On behalf of.....which is an institution affiliated in your Council, I have the honor to apply to the Council for approval of the.....hospital of which particulars are given herewith as a training institution for and on behalf of the management of the said hospital, I have undertaken, if such approval is granted, to observe and be bound by all rules, bye-laws, regulations and other requirements of the Council affecting such training institutions.

Signature and Designation.

Particulars to be Submitted by a Training Institute of Nurses

- I. Name of the Institution ..
- II. Location and Postal Address ..
Year of foundation ..
- III. Nature of affiliation sought for or granted whether ..
(a) As complete Training School ..
If (b) the name of Institution with which arrangement is made for sending probationers ..

*Scheduled Daily average number of occupied during beds. the year.

- IV. Total number of beds:—
(a) In General wards ..
(b) In private wards for paying patients. ..
- (2) Number of beds exclusive of private wards for:—
Men ..
Women ..
Children ..
- (3) Number of beds separately allocated for each of the following purposes:—
(a) Medical ..
(b) Surgical ..
(c) Gynaecological ..
(d) Children (Medical) ..

| | | | | | |
|-------|---|-----------------------------------|-------------------------|----------|--|
| | (Surgical) .. | | | | |
| | (e) Ophthalmic .. | | | | |
| | (f) Ear, Nose and Throat .. | | | | |
| | (g) Skin and general diseases .. | | | | |
| | (h) Midwifery beds .. | | | | |
| | (i) Others .. | | | | |
| V. | Whether any of the following Special departments exist | Daily average number of patients. | | | |
| | (a) Out-patient Department .. | | | | |
| | (b) Casualty Department .. | | | | |
| | (c) T.B. Work .. | | | | |
| | (d) Electric treatment-Department .. | | | | |
| | (e) Venereal Department .. | | | | |
| | (f) Radiology Department .. | | | | |
| | (i) for diagnosis .. | | | | |
| | (ii) for treatment .. | | | | |
| | (g) Other Department (if any, State name). | | | | |
| VI. | Number of operations performed during the year | Surgical | Gynaeco. | Children | |
| | (i) Major | .. | .. | .. | |
| | (ii) | in Theatre | Is out-patient Dept. | | |
| VII. | Resident Medical Officers : | | | | |
| | Name Qualification and date | Years of Service in hospital | | | |
| VIII. | Administrative Nursing Staff : | | | | |
| | Name Qualification and date | Standing | Registered No. and Date | Pay | |
| | (i) Matron .. | | | | |
| | (ii) Assistant Matron .. | | | | |
| | (iii) Night Superintendent .. | | | | |
| IX. | Qualified Nursing Staff :— | | | | |
| | (i) Sisters Qualification and Date | Names | Registered No. and date | Pay | |
| | Names | Standing | | | |
| | (ii) Staff Nurses Qualification and Date | Standing | Registered No. and Date | Pay | |
| | Names | | | | |
| | (iii) Unregistered Nurses, if any, Qualification and Date | Standing | Registered No. and Date | Pay | |
| | Names | | | | |

- X. When cookery for invalids is taught, ...
name of the teacher and the period
teaching.
- XI. Accommodation and equipment for
theoretical and practical Training,
state whether the following are
provided and give some details as to
number nature of extent :-
- (1) A room for lectures ...
 - (2) A room for practical demonstrations ...
 - (3) Books, text-books and reference
books ...
 - (4) Charts and Diagrams ...
 - (5) Models ...
 - (6) Wet specimens ...
 - (7) Instruments and spints ...
 - (8) Skelton ...
 - (9) Diarticulated bones ...
 - (10) Ward Equipment ...
- XII. (i) Copy of last annual report
(ii) Financial position giving a
Statement of income and expendi-
ture.
- XIII. Quarters for nurses and probationers,
State whether the following exist or
are provided and give some details
as to nature, etc.,
- (i) Room furnished or unfurnished
 - (ii) Messing arrangements :-
(a) Common Mess or
(b) Messing allowance ...
 - (iii) Uniform, Laundry wash,
Whether supplied fee, if not
what allowance Given ?
 - (iv) Leave Rules, passes, etc., ...
 - (v) Pension or provident Fund facilities.
- XIV. What is the Employment Guarantee
scheme to the Nurses completed
training in your instiution ...

Signature and Designation :

Note: This form should be signed by the person who would be
responsible to the council for carrying out the recommendations
of the Council and to whom all communications are to be
Adressed

**PARTICULARS TO BE SUBMITTED BY A TRAINING
INSTITUTION FOR MIDWIVES**

- I. Name of the Institution
 - II. Location and Postal Adress Year of
of Foundation. ...
 - III. Nature of affiliation sought for or
grants whether :-
(a) As complete Training School
OR
if (b) the name of institution with
arrangement is made for sending the
probationers.
 - IV. Total number of beds for maternity,
Scheduled
number of
beds
- Daily average
occupied during
the year.

- (1) (a) in General wards
- (b) in private wards for paying patients.
- (2) Number of beds separately allocated for each of the following purposes :
 - (a) Labour
 - (b) Lying-in
 - (c) Septic
 - (d) Antenatal and waiting
 - (e) Postnatal

V. Whether any of the following special departments exists :

Total number of cases treated during the year

- (1) Antenatal O.P. Clinic :
 - (a) Fresh
 - (b) Repeat
 - (c) Average number of visits maximum number of visits and the minimum number of visits paid by any patient.
 - (d) The number of maternal deaths amongst those who attended and those who did attend the Antenatal Department.

Total No. of cases treated during the year.

- (2) Post-natal Clinic
- (3) Infant Welfare Centre
- (4) Facilities for District Nursing
- (5) Intern Maternity :
 - Total number of admissions (Maternity only).
 - Confinements :
 - Booked
 - Emergency
 - Total

- VI (1) Complications :
- Albuminaria
 - Hyperemesis Gravidarum
 - Accidental Hemorrhage
 - Placenta Previa
 - F.P.H.
 - Eclampsia

- (2) Operations :—
- Manual removal of Placenta
 - Induction of labour
 - Forceps
 - Version
 - Caesarian section
 - Craniotomy and Embryotomy

(3) Maternal Mortality.

VII. Resident Medical Officers :

| Name | Qualification* and Date | Registered No. and date | Year of Service in Hospital | Pay |
|------|-------------------------|-------------------------|-----------------------------|-----|
|------|-------------------------|-------------------------|-----------------------------|-----|

1. (1) Administrative Nursing Staff :

| Names | Qualification* and Date | Registered No. & date | Year of Service in Hospital | Pay |
|-------|-------------------------|-----------------------|-----------------------------|-----|
|-------|-------------------------|-----------------------|-----------------------------|-----|

- (i) Matron
- (ii) Assistant Matron
- (iii) Night Superintendent

IX. Qualified Nursing staff.

| Name | Qualifications and Date | Registered No. and Date | Years of Service in Hospital | Pay |
|-----------------------------------|-------------------------|-------------------------|------------------------------|-----|
| (i) Sisters | | ... | | |
| (ii) Staff Nurses | | ... | | |
| (iii) Unregistered Nurses, if any | | ... | | |

X. When cookery for invalids is taught name of the teacher and periods of cooking.

XI. Accommodation and equipment for theoretical and practical training: State whether the following are provided and give some details as to number, nature or extent :—

- (1) A room for lecturing and practical demonstrations
- (2) Books, text books and reference books
- (3) Charts and diagrams.
- (4) Models, Including :—
 - (a) Manikin
 - (b) Dummy foetus
 - (c) Female pelvis
 - (d) Foetal skull
- (5) Ward equipment

XII. (1) Copy of the last annual report.
(2) Financial position giving a statement of income and expenditure.

XIII. Quarters for nurses and probationers State whether the following exist or are provided and give some details as to nature, etc.

- (i) Rooms furnished or unfurnished
- (ii) Messing Arrangements :—
 - (a) Common Mess
CR
 - (b) Messing allowances
- (iii) Uniform, laundry wash, whether supplied free, if not what allowance given.
- (iv) pension or provident Fund facilities.

Signature and Designation.

Note: This form should be signed by the person who would be responsible to the Council for carrying out the recommendations of the Council and to whom all communications are to be address.

SCHEDULE V

(See Bye-Law 62 (vi))

Form of records of general nursing cases to be maintained by registered Nurse, Auxiliary Nurse and Midwife or enlisted person if not in the employ of a Government Municipal or other Public Hospital.

1. (Name and Address of the patient Hospital, etc.)
2. (Period of Engagement) From
to
3. (Nature of illness)
4. (Name and Address of the Medical person treating the patient)
5. Remarks

Signature with Registration Number

SCHEDULE-VI

(See Bye-Law 36 (A))

| Sl. No. | Name of the post | Service examination to be passed |
|---------|--|---|
| 1 | 2 | 3 |
| 1. | Registrar/Secretary | 1. Accounts Higher 2. General Law I and II |
| 2. | Manager/Superintendents/ Ist Division Clerks and Cashier / Accounts. | 1. Accounts Higher |
| 3. | Second Division Clerks, computors/Clerk-cum-Typist | 1. Accounts Lower |

SCHEDULE-VII

(See bye law 36)

| Sl. No. | Designation | Scale of pay | No. of posts | Method of Recruitment | Qualification |
|---------|--------------------------------|--------------|--------------|--|---|
| 1. | Registrar | Remuneration | One | Additional charge by Chief Accounts Officer/ Chief Administrative Officer of Dept. of Health & F.W. Services, OR | |
| | do | 1900-3650 | One | By promotion from the cadre of the Office Superintendent in the Nursing Council. | Preferably a Law Graduate with 15 years experience in Nursing Council out of which five years as Office Superintendent. |
| 2. | Office Supdt. | 1600-2990 | One | By promotion from the cadre of 1st Division Clerk. | A degree with ten years experience in the Nursing Council. |
| 3. | 1st Division Clerk | 1190-2200 | One | By promotion from the cadre of 2nd Division Clerk/Clerk cum-Typst. | A degree with five years experience in the Nursing Council. |
| 4. | 2nd Division Clerk | 960-1760 | One | By Selection Committee consisting of a President, Two members of the council and two other members who are nominated by President. The President shall be the Chairman of the Selection Committee. | SSLC or its equivalent, or by promotion from the cadre of Class 'D' in Nursing Council. |
| 5. | 2nd Division Clerk-cum-Typist. | 960-1760 | One | do | S.S.L.C. with Senior Typing both Kannada and English. |
| 6. | Class 'D' official | 780-1040 | One | do | S.S.L.C. Failed |

SCHEDULE-VIII

Proposed to create and appoint in the following manner

| | | | | | |
|----|-----------------|-----------|-----|--|---|
| 7. | Nurse Registrar | 1900-3650 | One | By selection committee consisting of President, two members of the council and two other members who are nominated by President. President shall be the Chairman of the selection committee. | Registered Nurse M.Sc., in Nursing shall have 10 years of professional experience of which 5 years experience in Nursing Education. |
|----|-----------------|-----------|-----|--|---|

Explanation : Sl. No. 1 of the above schedule-Registrar for Administration & Finance : Job Responsibility :

1. All matters of administration and finance of the nursing council.
2. Convening Nursing Council meeting.
3. Registration, renewal 4. Recognition of Nursing School, Licensing of Nursing Establishment.
5. Legal Matters. 6. Conducting Elections.

Sl No. 7. Nurse Registrar-

1. All matters connected with the Examinations of General Nursing Midwife, ANM, Health Visitors etc., as defined under bye-law part-VI bye-law No. 38(1).
2. Convening Examination Board Meeting & declaration of results.
3. Setting up of syllabus, conducting workshop & seminars, and implementation of new syllabus.
4. Preparation of guides, curriculum and other rules of all nursing education, INC, prepared syllabus approval etc.
5. Issuing of examination certificates.
6. All other technical matters connected with Nursing services and Education in the State.
7. Defining the job responsibilities of each and every category of Nursing.

SCHEDULE-IX

Form-I

(See Bye-Law--50)

Application form for starting of Nursing and Midwifery School/College

1. Name of the Institution Details of Management with Reg. No.
 2. Location and Postal Address and Year of Foundation
 3. Institution is having separate Nursing School Building
 4. Budget provision Made
 5. No. of Class Room existing with furnitures.
 6. Laboratory provision for
 - (1) Nursing Practice
 - (2) Nutrition Laboratory
 - (3) Community Nursing and obstetric laboratory.
 7. Is there Auditorium existing
 8. Provision made for Library
 9. Examination Hall/Multipurpose Hall
 10. Office Room and common Rooms Existing
 11. Details of Store Room, Room for Audiovisual Aids / and other facilities ...
 12. Provision made for Field practice area ...
 13. Hospital, bed strength, types of clinical experience available & distribution of Beds.
 14. Nursing and Doctors staffing pattern ...
 15. Nursing Staff for wards, special units and out patient department ...
 16. Details of Hostel facilities ...
 - (1) Bed Rooms Toilet and Bath Rooms
 - (2) Recreation, visitors Room
 - (3) Kitchen and Dining Hall, Pantry
 17. Transport facilities and Canteen ...
- On behalf ofI have the honour

(Management)

to apply to the council for permission/sanction School of Nursing/ college and on behalf of the management of the said hospital, I have undertaken, if such approval is granted to observe and be bound by all rules, Bye-laws, regulations and other requirements of the council affecting such training institutions and other instructions supplied by the council.

Signature and Designation:

Instructions :

SCHEDULE-X

FORM-II

[(See Bye-Law 50 (2)]

Application form for starting a new course of study in Nursing

In addition to the facilities mentioned in form I for starting a **NEW COURSE OF STUDY IN NURSING** the management has to furnish all the particulars and documents required and as specified in the syllabus of that new course in Nursing recognised by Indian Nursing Council/Karnataka State Nursing Council.

SCHEDULE-XI

(See Bye-Law 81)

Application form for issue of Duplicate Registration Certificate

To

The Registrar,
Karnataka State Nursing Council,
Directorate of Health & F. W. Services,
Bangalore-9

Sir,

I request you kindly to issue me a duplicate certificate of Registration in Nursing/Midwifery/ANM/LHV/Psychiatric Nurse etc., The particulars are furnished below :-

1. Name of the Applicant (in block letters) ...
2. Father's/Husband Name ...
3. Date of Birth ...
4. Registration Number and Date of Registration ...
5. Date of Renewal ...
6. School from which the candidate appeared for the Examination and undergone Training ...
7. What Happened to the Original Registration Certificate. ...
8. Detailed circumstances under which the application for a duplicate certificate is made with any documentary proof : ...
9. Present postal address of the applicant ...
10. Whether Affidavit sworn before the Magistrate is attached. ...
11. Receipt No. and Date of Fees paid to the Nursing Council for Duplicate Regn. Certificate. ...

DECLARATION

I hereby declare that the particulars furnished above by me are true to the best of my knowledge and belief.

Yours Faithfully,

Signature of the Applicant.

WITNESS :

1.
2.

- NOTE : 1. The Applicant himself/herself should apply for a duplicate Certificate.
2. The furnishing of inaccurate or false particulars will entail delay or with-holding of the issue of the duplicate regn. Certificate and in the case of false particulars such action as may be called for or deemed fit will be taken by the Registrar, Nursing Council, Bangalore.

SCHEDULE-XII

**APPLICATION FORM FOR AFFILIATION OF INSTITUTION
UNDER BYE-LAW-48**

As Defined By the Affiliation Committee from Time to Time and Approved By the Nursing Council looking at the conditions required for Afiliation of all the Institution as defined under section 2 (a) and in Accordance with the Bye-laws.

SCHEDULE XIII

(Sec Bye-law 61-VI)

NOTICE OF INTENTION TO PRACTICE

To :
The Registrar,
Karnataka State Nursing Council,
BANGALORE.

Sir,

I (Name in full).....of.....
.....(Permanent address) at present residing at.....
holding Registration certificate number*.....date.....
..... hereby inform you that I am practising/intend to
practice as.....at.....

Signature

Date

- * Insert Registration Certificate number.
- * State whether as Nurse, Midwife or/and Health Visitor.
- * Insert the name of the town and place.

SCHEDULE-XIV

(Sec Bye-law 61-IV)

Form of records of labour cases to be maintained by Registered Midwife, Auxiliary Nurse and Midwife, Assistant Midwife and Enlisted Midwife if not in the employ of a Government, Municipal or/other Public Hospital

1. Name and adress of the patient.....
.....Age.....
Number of previous labours.....Number of
previous Miscarriages..... Date of expected confine-
ment.....presentation.....Date of hour of
child birth..... Sex of child.....Form
Living or Dead..... Full time or premature.....
.....Name and address of doctor called.....
..... complication during or after labour
..... Date of visit ..
.....condition of mother and child at the last visit.....
.....Remarks*

Signature

* Insert name of drug administered or applied dosage, and the time and cause of administration or application, excepting a simple aperient.