

## **GUIDELINES AND MINIMUM REQUIREMENTS TO ESTABLISH GENERAL NURSING & MIDWIFERY SCHOOL OF NURSING**

1. The following Establishments/Organizations are eligible to establish/open a GNM School of Nursing.
  - a) Central Government/State Government/Local Body;
  - b) Registered Private or Public Trust;
  - c) Organizations registered under Societies Registration Act including Missionary Organizations;
  - d) Companies incorporated under Section 8 of Company's Act.
2. The eligible Establishments/Organizations should have their own 100 bedded Parent Hospital. Provided that in respect of Tribal and Hilly Area the requirement of own Parent Hospital is exempted.
  - Tribal area – Scheduled Notified Area {Areas as the President of India may by order declare to be Scheduled Areas};
  - Hilly area – Union Territory of Jammu & Kashmir, Union Territory of Ladakh, North East States, Himachal Pradesh and Uttarakhand.
3. The eligible Establishments/Organizations should obtain Essentiality Certificate/No Objection Certificate from the concerned State Government where the GNM School of Nursing is sought to be established. The particulars of the name of the School/Nursing Institution along with the name of the Trust/Society [as mentioned in Trust Deed or Memorandum of Association] as also full address shall be mentioned in No Objection Certificate/Essentiality Certificate.
4. After receipt of the Essentiality Certificate/No Objection Certificate, the eligible institution shall get recognition from the concerned SNRC for the GNM program for the particular Academic Year, which is a mandatory requirement.
5. The Indian Nursing Council shall after receipt of the above documents/proposal online would then conduct Statutory Inspection of the recognized training nursing institution under Section 13 of the Act in order to assess the suitability with regard to availability of Teaching Faculty, Clinical and Infrastructural Facilities in conformity with Regulations framed under the provisions of the Act.

\*Provided that training institutions shall apply for statutory inspection, under Section 13 of the Act, to the Council within 6 months from obtaining recognition from the SNRC.

## **Note:-**

### **Parent Hospital**

- Parent Hospital Parent Hospital for a nursing institution having the same Trust which has established nursing institution as well as the hospital.

OR

For a nursing institution (managed by Trust) a 'Parent Hospital' would be a hospital either owned and controlled by the Trust or managed and controlled by a Member of the Trust. In case the owner of the hospital is a member of the Trust then the hospital would continue to function as a 'Parent Hospital' till the life of the nursing institution. The undertaking would also be to the effect that the Member of the Trust would not allow the hospital to be treated as 'Parent/Affiliated Hospital' to any other nursing institution and will be for minimum 30 years [i.e. signed by all members of Trust] to the undertaking to be submitted from the Members of the Trust.

- The beds of Parent Hospital shall be in one Unitary Hospital i.e. in same building/same campus. Further, the Parent Hospital shall be in the same State i.e. where the institution is located.
  - a. It is to be noted that once a particular hospital is shown as 'Parent Hospital' and permission given to the nursing institution to conduct nursing courses, then, the permission/suitability granted would last as long as the said Hospital is attached as a 'Parent Hospital'.
  - b. In case the member of the Trust withdraws the Undertaking given, in that event the permission/suitability letter issued would be deemed to have lapsed/stand withdrawn with immediate effect.

### **Change of Trust/Society**

- (i) The Trust/Society cannot be purchased as per Indian Trust Act, but there can be change of Members/Trustees. It is therefore the purchase of institution or change of membership will not be considered for continuation of the program. The institution which is purchased/taken over will be considered as closed. And a fresh Government Order shall be required mentioning the Trust/Society name along with programs.

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- (ii) The change of membership in Society/change of Trust and Trustees to be submitted immediately after incorporating through Registrar/Cooperative Societies/Indian Trust Act.
- (iii) As per law Trust/Society can open number of institutions, but it will be considered as one institution under the ambit of one Trust. It is therefore, a Trust can open only one nursing institution in one city/town.
- (iv) If already an institution is existing in that city or town with an abbreviated name (e.g. R K College of Nursing) then another institution with expanded name (Rama Krishna College of Nursing) will not be allowed.
- (v) No two institutions will have same name in same city/town.

### **Change of Address**

SNRC shall issue a certificate, certifying the fact that the nursing institution is being shifted to the new building/premises at the address indicated. The certificate issued should indicate clearly complete address. The certificate issued should indicate clearly the total covered area of the nursing institution, number of rooms along with area specification, provision of adequate washroom facilities, lighting, and ventilation etc. of the new building.

### **Change of Location**

Change of location (District/Town/City/Village) shall be considered under new proposal i.e. fresh Essentiality Certificate from the State Government and recognition from the SNRC is mandatory.

### **Strict Compliance of the Syllabus prescribed by the Council**

No Institutions/SNRC/University will modify the syllabi prescribed by the Council for a course. However they can add units/subjects if need be.

### **Closing/Re-start of the Nursing Programs**

If institutions have not admitted the students for 2 consecutive years, it shall be considered as closed. Institute may apply for suitability to the

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Council under Section 13 & 14 of the Act through online within 5 years of the closure. While conducting the inspection they will not be covered under the new guidelines with regard to Parent Hospital. However, the above relaxation will be applicable only for five years. In case the proposal is submitted after 5 years from the year of closure, it has to be a fresh proposal with due Essentiality Certificate from the State Government and recognition from the SNRC. In such cases the new guidelines with regards to parent hospital and calendar of events shall be applicable.

### **Change of Name of the Institute**

If the Trust/Society proposes to change the name of the Institute, a valid reason has to be submitted. If SNRC has accepted the change of name of Institute it may be accepted by the Council provided the Trust/Society is same and does not come under Para No.6 above.

### **Re-inspection**

Re-inspection application shall be considered only three times. If the institution is found deficient even after that, then the institution shall have to submit a proposal for Suitability under Section 13 & 14 of the INC Act, 1947 within 5 years. However in case the proposal is submitted after 5 years it has to be a fresh proposal with due Essentiality Certificate from the State Government and recognition from the SNRC.

### **Enhancement of Seats**

Inspection for enhancement of seats under Section 13 of the INC Act, 1947 shall be conducted only once in an Academic Year i.e. only one application/proposal shall be accepted, in one Academic Year. Further, SNRC approval is mandatory for enhancement of seats.

### **Number of Sanctioned Seats**

- (i) Maximum of 60 seats will be sanctioned for the GNM program with parent hospital having less than 300 beds on the basis of teaching and physical facilities for GNM program.
- (ii) Maximum of 100 seats will be sanctioned for the GNM program for having parent medical college or parent hospital having 300 beds or

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above subject to availability of teaching and physical facilities for GNM program.

## Building

- (i) School of Nursing can share laboratories, if they are in same campus under same name and under same Trust, that is the institution is one but offering different nursing programs. However, they should have equipment and articles proportionate to the strength of admission. The class rooms should be available as per the requirement stipulated by the Council for each program.
- (ii) Further, two same programs by the Institute/Trust is not allowed in the same campus.
- (iii) The nursing institution can have all the nursing programs in the same building but with availability of requisite program wise infrastructure. However, labs can be shared.
- (iv) If the Trust has some other educational programs, the nursing program shall be in separate block/floor with prescribed sq.ft. area.
- (v) Nursing program may be in hospital premises with a condition that it shall be in separate block/floor with prescribed sq.ft. area.
- (vi) Long lease by the Government will be considered. However, rented building shall not be considered as their own building.
- (vii) It is mandatory that institution shall have its own building within two years of its establishment.
- (viii) Own Building/Lease/Rented Building
  - a. If one of the Trustees of Trust/Society desires to lease the building owned by him for nursing program, it should be for a period of 30 years. It should also be ensured that lease deed that is entered into between the Trust and the Trustee, owning the building, should contain a clause that the lease deed cannot be terminated for a period of 30 years.

Further, it is clarified that, for **a nursing institution (managed by a Trust/Society), own building** would be a building either owned and controlled by the Trust/Society or owned and controlled by a

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member of the Trust/Society. That is, if the owner of the building is a member of the Trust/Society and she/he leases the building to the Trust/Society for 30 years, it will be considered as own building of the nursing institution.

- b. A duly registered gift deed of the building in favor of the Trust/Society should be construed to be 'own building'.

Further it is clarified that if the lease of the building is between any government authority and the Trust/Nursing institution and the lease is for 30 years or more, it will also be considered as own building.

Any deed of the building which is not as per either clause (a) or (b) above shall be considered as 'Rented Building' only.

- c. In cases of irrevocable power of attorney, documents of the building should be duly registered as per law.
- d. **Penalty for not having own building:** Institutions which do not have their own building within two years of establishment have to pay the penalty for not having the own building. The penalty fee is Rs.50,000 for GNM program for 6 consecutive years. Even after 6 years if the institution does not have own building then action shall be taken under Section 14 of the INC Act, 1947. However, a lease of 30 years is permissible with the Trustee of the institution.

## Bond System

Taking service bonds from students and forcefully retaining their Original Certificates is viewed as an unethical practice by the Indian Nursing Council. If any such practice comes to the notice of the Indian Nursing Council, appropriate action under Section 14 of the Indian Nursing Council Act, 1947 will be taken against the erring institution.

## ADMISSION TERMS AND CONDITION

### 1. Minimum education eligibility criteria for admission to GNM:

- 10+2 with English and must have obtained a minimum of 40% at the qualifying examination and English individually from any recognized board. Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government. However Science is preferable. Three (core elective) subject marks may be taken for calculating the percentage of marks excluding the marks in English. Also, it has to be ensured the candidate has pass marks in English.
- 10+2 with English having 40% of marks in vocational ANM course from the school recognized by Indian Nursing Council.
- 10+2 with English having 40% of marks in Vocational Stream-Health care Science from a recognized CBSE board/State/Centre.
- Registered ANM with pass marks.

### 2. For foreign nationals

- The entry qualification equivalency i.e., 12<sup>th</sup> standard will be obtained by Association of Indian Universities, New Delhi. Institution and SNRC will be responsible to ensure that the qualification and eligibility will be equivalent to what has been prescribed by the Council.

### 3. Reservation Policy

- For disabled candidates: 3% Disability reservation to be considered with a **disability of locomotor** to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing program.

**Note:** A committee to be formed consisting of medical officer authorized by medical board of State government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotor of 40% to 50%.

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- 5% of total marks is relaxed for SC/ST candidates.
- Any other reservation as per the State Government.
- 10% supernumerary seats for foreign students shall be reserved. However, supernumerary seats will be 25% of total seats granted under Section 13 & 14 of INC Act, 1947 for the institutions which have parent hospital of 300 beds or more. This supernumerary quota of foreign students will not be filled by any other quota/general seats.

**Note:-** Reservations shall be applicable within the sanctioned number of the seats by INC and not prescribed by the Council.

4. Admission of students shall be once in a year.
5. Students shall be medically fit.
6. Minimum age for admission will be 17 years. (as on 31<sup>st</sup> December of that year). The upper age limit is 35 year. For RANM/for RLHV there is no age bar.

## PHYSICAL FACILITIES

### Teaching Block:

The School of Nursing should have a separate building/teaching block\*. For a School with an annual admission capacity of **40-60** students, the constructed area of the School should be **20000** square feet.

The School of Nursing can be in a rented/leased building for first two years. After two years institute shall have own building in an institutional area. Otherwise Rs.50,000 penalty has to be paid for every year. During the penalty period institute shall be able to construct own building. If the institution is not able to have their own building, permission/suitability will be withdrawn and however institution will be given chance to submit the proposal towards first inspection with the latest guidelines.

Adequate hostel/residential accommodation for students and staff should be available in addition to the above mentioned built

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up area of the Nursing School respectively. The details of the constructed area are given below for admission capacity of **40-60** students:

S. No.	Teaching Block	Area (Figures in Sq feet)
1.	Lecture Hall	3 @ 900 = 2700
2.	(i) Nursing foundation lab	1500
	(ii) CHN & Nutrition Lab	900
	(iii) Advance Nursing Skill Lab	900
	(iv) OBG and Paediatrics lab	900
	(v) Pre-clinical science lab	900
	(vi) Computer Lab	1500
3.	Multipurpose Hall	3000
4.	Common Room (Male & Female)	1000
5.	Staff Room	1000
6.	Principal Room	300
7.	Vice Principal Room	200
8.	Library	1800
9.	A.V. Aids Room	600
10.	Faculty Room	1800
11.	Provisions for Toilets	1000
<b>Total</b>		<b>20000 Sqr. Ft.</b>

**Note: -**

- \*1. Nursing Educational institution should be in Institutional area only and not in residential area.
- \*2. If the institute has non-nursing programme in the same building, Nursing programme should have separate teaching block.
- \*3. Shift-wise management with other educational institutions will not be accepted.
- \*4. Separate teaching block shall be available if it is in hospital premises.
- \*5. Proportionately the size of the built-up area will increase according to the number of students admitted.
- \*6. School and College of nursing can share laboratories, if they are in same campus under same name and under same trust, that is the institution is one but offering different nursing programmes. However they should have equipments and articles proportionate to the strength of admission. And the class rooms should be available as per the requirement stipulated by Indian Nursing Council of each programme.

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## 1. **Library**

There should be a separate library in the school. It should be easily accessible to the teaching faculty and the students.

It should have comfortable seating arrangements for half of the total strength of the students and teachers in the school.

There should be separate budget for the library. The library committee should meet regularly for keeping the library updated with current books, journals and other literature.

The library should have proper lighting facilities and it should be well-ventilated. It should have a cabin for librarian with intercom phone facility.

There should be sufficient number of cupboards, books shelves and racks with glass doors for proper and safe storage of books, magazines, journals, newspapers and other literature. There should be provision for catalogue-cabinets, book display racks, bulletin boards and stationery items like index cards, borrowers cards, labels and registers. Current books, magazines, journals, newspaper and other literature should be available in the library.

A minimum of 500 of different subject titled nursing books (all new editions), in the multiple of editions, 3 kinds of nursing journals, 3 kinds of magazines, 2 kinds of newspapers and other kinds of current health related literature should be available in the library.

## 2. **Audio-Visual Aids Room & Store Room**

This room should be provided for the proper and safe storage of all the Audio-Visual Aids. The School should possess all kind of basic as well as advanced training aids like chalk boards, overhead projectors, slide and film-strip projector, models specimen, charts and posters, T.V. & V.C.R., Photostat machine, tape recorder and computers, LCD, Laptop.

It should be provided to accommodate the equipments and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipments like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated.

### 3. **Other Facilities**

Safe drinking water and adequate sanitary/toilet facilities should be available for both men and women separately in the school. Toilet facility to the students should be there along with hand washing facility.

### 4. **Garage**

Garage should accommodate a **50** seater vehicle.

### 5. **Fire Extinguisher**

Adequate provision for extinguishing fire should be available as per the local bye-laws.

### 6. **Playground**

Playground should be spacious for outdoor sports like Volleyball, football, badminton and for Athletics.

## **Hostel Block:**

Hostel Provision is Mandatory and shall also be owned by the institute within the period of two years. Minimum provision of Hostel accommodation for 30% of the total students intake is compulsory for the institution and accordingly the staff for Hostel shall be provided as prescribed in the Syllabi.

<b>S. No.</b>	<b>Hostel Block</b>	<b>Area (Figures in Sq feet)</b>
1.	Single Room	9000 (50 sq. ft. for each student)
	Double Room	
2.	Sanitary	One latrine & One Bath room (for 60 students) – 600 x 3 = 1800
3.	Visitor Room	500
4.	Reading Room	250
5.	Store	500
6.	Recreation Room	500
7.	Dining Hall	3000
8.	Kitchen & Store	1500
9.	Warden's Room	450
<b>Total</b>		<b>17500 Sqr. Ft.</b>

**Grand Total (total requirement for the nursing programme) : -  
20000 (Teaching Block) + 17500 (Hostel Block) = 37500 Sqr. Ft.**

## **Hostel Facilities:**

There should be a separate hostel for the male and female students. It should have the following facilities.

### **1. Hostel Room**

It should be ideal for 2 students. The furniture provided should include a cot, a table, a chair, a book rack, a cupboard or almirah for each student.

## 2. Toilet and Bathroom

Toilet and bathroom facilities should be provided on each floor of the students' hostel. Geysers in bathroom and wash basins should also be provided.

## 3. Recreation

There should be facilities for indoor and outdoor games. There should be provision for T.V., radio and video cassette player.

## 4. Visitor's Room

There should be a visitor room in the hostel with comfortable seating, lighting and toilet facilities.

## 5. Kitchen & Dining Hall

There should be a hygienic kitchen and dining hall to seat at least 80% of the total students' strength at one time with adequate tables, chairs, water coolers, refrigerators and heating facilities. Hand washing facilities must be provided.

## 6. Pantry

One pantry on each floor should be provided. It should have water cooler and heating arrangements.

## 7. Washing & Ironing Room

Facility for drying and ironing clothes should be provided in each floor.

## 8. Warden's Room

Warden should be provided with a separate office room besides her residential accommodation. Intercom facility with school & hospital shall be provided.

## 9. Telephone facility accessible to students in emergency situation shall be made available.

## 10. Canteen

There should be provision for a canteen for the students, their guests, and all other staff members.

## 11. Transport

School should have separate transport facility under the control of the Principal. 25 and 50 seats bus is preferable and number of transport shall be as per students' strength.

## 12. Stay of students in Hostel

Minimum provision of hostel accommodation for 30% of the total students' intake is compulsory for the institutions and accordingly the staff for hostel shall be provided as prescribed in the syllabi.

## Residential Accommodation:

Residential family accommodation for faculty, should be provided, according to their marital status. Telephone facility for the Principal at her residence must be provided. Residential accommodation with all facilities is to be provided to the Hostel Warden.

## Crèche

There should be a crèche in the college campus.

## Staff for the Hostel:

1. Warden (Female) -3: Qualification- B.Sc. Home Science or Diploma in Housekeeping/Catering. Minimum three wardens must be there in every hostel for morning, evening and night shifts. If number of students are more than 150, one more warden/ Asst. Warden/ House keeper for every additional 50 students.

2. Cook-1: For every 20 students for each shift.
3. Kitchen & Dining Room helper- 1: For every 20 students for each shift.
4. Sweeper-3
5. Gardener-2
6. Security Guard/ Chowkidar-3

## NURSING TEACHING FACULTY

### Qualification of Teaching Staff for General Nursing and Midwifery program with 60 students intake:

S. No.	Teaching faculty	Qualification & Experience	No. Required
(i)	Principal	M.Sc. Nursing with 3 years of teaching experience or B.Sc. Nursing (Basic) / Post Basic with 5 years of teaching experience.	1
(ii)	Vice-Principal	M.Sc. Nursing or B.Sc. Nursing (Basic) / Post Basic with 3 years of teaching experience.	1
(iii)	Tutor	M.Sc. Nursing or B.Sc. Nursing (Basic/Post Basic) or <b>Diploma in Nursing Education and Administration</b> with 2 years of professional experience.	16
<b>Total</b>			<b>18</b>

#### Note:

- Teacher student ratio should be 1:10 on sanctioned strength of students (excluding tutor for interns).
- Ratio of FEMALE and MALE Nursing Teachers in School Program: Shall be 7 Female : 3 Male.

## CLINICAL FACILITIES

Own Hospital: School of Nursing should have a **100** bedded Parent (Own Hospital).

### 1. Additional affiliation of hospital:

#### i. Criteria for Affiliation

The types of experience for which a nursing school can affiliate are:

- Community Health Nursing
- Communicable diseases
- Mental Health (Psychiatric) Nursing
- Specialties like Cardiology, Neurology, Oncology Nephrology etc.

#### ii. The size of the Hospital/Nursing Home for affiliation:-

- Should not be less than 50 beds apart from having own hospital.

The Physical facilities staffing and equipment of the affiliated hospitals should be of the same standard as required in the hospital.

The Nursing Staff of the affiliated hospital should be prepared to recognize the institutional student with student status as per their educational program.

### 2. Distribution of beds in different areas

Medical	45
Surgical	45
Obst. & Gynaecology	45
Pediatrics	30
Ortho	15
Psychiatric	50

### 3. Bed Occupancy of the Hospital should be minimum **75%**.



4. Other Specialties/Facilities for clinical experience required are as follows:

Major OT  
Minor OT  
Dental  
Eye/ENT  
Burns and Plastic  
Neonatology with Nursery  
Communicable disease  
Community Health Nursing  
Cardiology  
Oncology  
Neurology/Neuro-surgery  
Nephrology etc.  
ICU/ICCU

5. There should be a variety of patients of all age groups in all the clinical areas where the students are posted for obtaining the requisite learning experiences.
6. The Nursing Staffing norms in the affiliated Hospital should be as per the SIU/IPHS norms.
7. The affiliated Hospital should give student status to the candidates of the nursing program.
8. Maximum distance of the affiliated hospitals should be within 30 kms.
9. **1:3** student patient ratio to be maintained.
10. For Hilly & Tribal area the maximum distance is 50 kms. from the affiliated hospital.

If the institution is having both General Nursing and Midwifery programme, it would require to ensure **1:3** student patient ratio.