

F. No. : 1-6/2018-INC

Dated: 20-04-2018

GUIDELINES TO OPEN B.SC.(N) College OF NURSING

1. The following Establishments / Organizations are eligible to Establish / Open a B.Sc. (N) College 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 Organizations / Establishments 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 – North East States, Jammu & Kashmir, Himachal Pradesh & Uttarakhand.
3. The eligible Organizations / Establishments should obtain Essentiality Certificate / No objection Certificate from the concerned State Government where the B.Sc (N) College of Nursing is sought to be established. The particulars of the name of the College / 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 State Nursing Council for the B.Sc. (N) programme for the particular Academic Year, which is a mandatory requirement.
5. The Indian Nursing Council shall after receipt of the above documents / proposal would then conduct Statutory Inspection of the recognized training nursing institution under Section 13 of Indian Nursing Council Act 1947 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 Indian Nursing Council Act, 1947.

Sd/-

SECRETARY

Minimum Requirement to establish B.Sc. (N) Programme

PHYSICAL FACILITIES

Building:

The College of Nursing should have a separate building. The college of Nursing should be near to its parent hospital having space for expansion in an institutional area. For a College with an annual admission capacity of **40-60** students, the constructed area of the college should be **23720** square feet.

Adequate hostel/residential accommodation for students and staff should be available in addition to the above mentioned built up area of the Nursing College respectively. The details of the constructed area is given below for admission capacity of **40-60** students:

Teaching Block:

S. No.	Teaching Block	Area (Figures in Sq feet)
1.	Lecture Hall	4 @ 1080 = 4320
2.	(i) Nursing foundation lab	1500
	(ii) CHN	900
	(iii) Nutrition	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)	1100
5.	Staff Room	1000
6.	Principal Room	300
7.	Vice Principal Room	200
8.	Library	2400
9.	A.V. Aids Room	600
10.	One room for each Head of Departments	800
11.	Faculty Room	2400
12.	Provisions for Toilets	1000
Total		23720 Sqr. Ft.

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.**

1. Class rooms

There should be at least four classrooms with the capacity of accommodating the number of students admitted in each class. The rooms should be well ventilated with proper lighting system. There should be built in Black/Green/White Boards. Also there should be a desk/ dais/a big table and a chair for the teacher and racks/cupboards for keeping teaching aids or any other equipment needed for the conduct of classes also should be there.

Departments: College should have following departments

1. Fundamentals of Nursing including Nutrition
2. Medical Surgical Nursing
3. Community Health Nursing
4. Obstetric and Gynecological Nursing
5. Child Health Nursing
6. Psychiatry and Mental Health Nursing

2. Laboratories

There should be at least Seven laboratories as listed below:

Nursing Foundations and Medical Surgical
Community Health Nursing
OBG and Peadiatracs
Nutrition
Computer with 10 computers
Pre Clinical Science Lab. (Biochemistry, Microbiology, Biophysics, Anatomy & Physiology)

3. Auditorium

Auditorium should be spacious enough to accommodate at least double the sanctioned/actual strength of students, so that it can be utilised for hosting functions of the college, educational conferences/ workshops, examinations etc. It should have proper stage with green room facilities. It should be well – ventilated and have proper lighting system. There should be arrangements for the use of all kinds of basic and advanced audio-visual aids.

4. Multipurpose Hall

College of Nursing should have multipurpose hall, if there is no auditorium.

5. Library

There should be a separate library for the college. The size of the Library should be of minimum **2400 sqr. ft.** It should be easily accessible to the teaching faculty and the students. Library should have seating arrangements for at least **60** students for reading and having good lighting and ventilation and space for stocking and displaying of books and journals. The library should have at least **3000 books**. In a new College of Nursing the total number of books should be proportionately divided on yearly basis in four years. At least 10 sets of books in each subject to facilitate for the students to refer the books. The number of journals should **15** out of which one- third shall be foreign journals and subscribed on continuous basis. There should be sufficient number of cupboards, book shelves and racks with glass doors for proper and safe storage of books, magazines, journals, newspapers and other literature.

In the library there should be provision for:

- Staff reading room for **10** persons.
- Rooms for librarian and other staff with intercom phone facility
- Video and cassette / CD room (desirable)
- Internet facility.

6. Offices Requirements

(a) *Principal's Office*

There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be **300** sqr. ft.

(b) *Office for Vice-Principal*

There should be a separate office for the Vice-Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for Vice-principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be **200** sqr. ft.

(c) *Office for Faculty Members*

There should be adequate number of office rooms in proportion to the number of teaching faculty. One office room should accommodate **2** teachers only. Separate toilet facility should be provided for the teaching faculty with hand washing facility. There should be a separate toilet for male teachers. The size of the room should be **200 sqr. ft.** Separate chambers for heads of the department should be there.

(d) One separate office room for the office staff should be provided with adequate toilet facility. This office should be spacious enough to accommodate the entire office staff with separate cabin for each official. Each office room should be adequately furnished with items like tables, chairs, cupboards, built -in racks and shelves, filing cabinets and book cases. Also there should be provision for typewriters, computers and telephone.

7. Common Rooms

A minimum of **3** common rooms should be provided. One for the teaching faculty, one for the student and one for the office staff. Sufficient space with adequate seating arrangements,

cupboards, lockers, cabinets, built-in-shelves and racks should be provided in all the common rooms. Toilet and hand washing facilities should be made available in each room.

8. Record Room

There should be a separate record room with steel racks, built-in shelves and racks, cupboards and filing cabinets for proper storage of records and other important papers/ documents belonging to the college.

9. Store room

A separate store room 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.

10. Room for Audio-Visual Aids

This room should be provided for the proper and safe storage of size **600** sq. ft. for all the Audio- Visual Aids.

11. Other Facilities

Students' welfare hall of size **400 sq. ft.** Indoor games hall of size **4000 sq. ft.** Safe drinking water and adequate sanitary/toilet facilities should be available for both men and women separately in the college in each floor common toilets for teachers (separate for male and female) i.e **4** toilets with Wash basins. Common toilets for students (separate for male and female) **12** with Wash Basins for **60** students.

12. Garage

Garage should accommodate a **60** seater vehicle.

13. Fire Extinguisher

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

14. Playground

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

Hostel Block (60 Students):

S. No.	Hostel Block	Area (Figures in Sq feet)
1.	Single Room	24000
	Double Room	
2.	Sanitary	One latrine & One Bath room (for 5 students) - 500
3.	Visitor Room	500
4.	Reading Room	250
5.	Store	500
6.	Recreation Room	500
7.	Dining Hall	3000
8.	Kitchen & Store	1500
Total		30750 Sqr. Ft.

Grand Total : 23720 + 30750 = 54470 Sqr. Ft.

Note: Proportionately the size of the built-up area will increase according to the number of students admitted.

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 with the minimum 100 sq. ft. carpet area. The furniture provided should include a cot, a table, a chair, a book rack, a cupboard and a cloth rack for each student.

2. Toilet and Bathroom

Toilet and bathroom facilities should be provided on each floor of the students hostel at the rate of one toilet and one bathroom for 2-6 students. 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. Sick Room

A sick room should have a comfortable bed, linen, furniture and attached toilet. Minimum of 5 beds should be provided.

9. Room for Night Duty Nurses

Should be in a quiet area.

10. Guest Room

A guest room should be made available.

11. Warden's Room

Warden should be provided with a separate office room besides her residential accommodation.

12. Canteen

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

13. Transport

College should have separate transport facility under the control of the Principal. 50 seater bus is preferable.

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 s 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

Qualifications & experience of teachers of college of Nursing

S. NO.	POST, QUALIFICATION & EXPERIENCE
1.	Principal cum Professor- 15 years experience with M.Sc.(N) out of which 12 years should be teaching experience with minimum of 5 years in collegiate programme. Ph.D.(N) is desirable
2.	Vice- Principal cum Professor- 12 years experience with M.Sc.(N) out of which 10 years should be teaching experience with minimum of 5 years in collegiate programme. Ph.D.(N) is desirable
3.	Professor- 10 years experience with M.Sc.(N) out of which 7 years should be teaching experience. Ph.D.(N) is desirable
4.	Associate Professor- M.Sc. (N) with 8 years experience including 5 years teaching experience Ph.D.(N) desirable
5.	Assistant Professor- M.Sc. (N) with 3 years teaching experience Ph.D.(N) desirable
6.	Tutor- M.Sc.(N) Or B.Sc.(N)/P.B.B.Sc.(N) with 1 year experience

S. No.	Designation	B.Sc.(N) 40-60 (Students intake)	B.Sc.(N) 61-100 (Students intake)
1	Principal	1	1
2	Vice-Principal	1	1
3	Professor	0	1
4	Associate Professor	2	4
5	Assistant Professor	3	6
6	Tutor	10-18	19-28

Principal is excluded for 1:10 teacher student ratio norms (Teacher)
Tutor student ratio will be 1:10

(For example for 40 students intake minimum number of teacher required is 17 including Principal. The strength of tutors will be 10, and 6 will be as per sl. No.02 to 05)

S. No.	Designation	B.Sc.(N)	P.B.B.Sc.(N)
		40-60 (students intake)	20-60 (students intake)
1	Professor cum PRINCIPAL	1	
2	Professor cum VICE- PRINCIPAL	1	
3	Professor	0	
4	Associate Professor	2	
5	Assistant Professor	3	2
6	Tutor	10-18	2-10

Sl. No.	Designation	B.Sc.(N)	P.B.B.Sc.(N)	M.Sc.(N)
		40-60 (students intake)	20-60 (students intake)	10-25 (students intake)
1	Professor cum PRINCIPAL	1		
2	Professor cum VICE- PRINCIPAL	1		
3	Professor	0		1
4	Associate Professor	2		1
5	Assistant Professor	3	2	3*
6	Tutor	10-18	2-10	

*1:10 teacher student ratio for M.Sc.(N) if B.Sc. (N) is also offered by the institution.

*Candidates having 3 years experience after M.Sc. (N) only will be considered for M.Sc. (N) programme.

Sl. No.	Designation	GNM	B.Sc.(N)	P.B.B.Sc.(N)	M.Sc.(N)
		20-60	40-60	20-60	10-25
1	Professor cum PRINCIPAL		1		
2	Professor cum VICE- PRINCIPAL		1		
3	Professor		0		1*
4	Associate Professor		2		1*
5	Assistant Professor		3	2	3*
6	Tutor	6-18	10-18	2-10	

*1:10 teacher student ratio for M.Sc.(N) if B.Sc. (N) is also offered by the institution.

*Candidates having 3 years experience after M.Sc. (N) only will be considered for M.Sc. (N) programme.

Sl. No.	Designation	ANM	GNM	B.Sc.(N)	P.B.B.Sc.(N)	M.Sc.(N)
		20-60	20-60	40-60	20-60	10-25
1	Professor cum PRINCIPAL			1		
2	Professor cum VICE- PRINCIPAL			1		
3	Professor			0		1*
4	Associate Professor			2		1*
5	Assistant Professor			3	2	3*
6	Tutor	4-12	6-18	10-18	2-10	

*1:10 teacher student ratio for M.Sc.(N) if B.Sc. (N) is also offered by the institution.

*Candidates having 3 years experience after M.Sc. (N) only will be considered for M.Sc. (N) programme.

Part time Teachers / External Teachers**

(i)	Microbiology
(ii)	Bio – Chemistry
(iii)	Sociology
(iv)	Bio – Physics
(v)	Psychology
(vi)	Nutrition
(vii)	English
(viii)	Computer
(ix)	Hindi / Any other language
(x)	Any other – clinical disciplines
(xi)	Physical Education.

** (The above teachers should have post graduate qualification with teaching experience in respective area)

NOTE:

- ❑ No part time nursing faculty will be counted for calculating total no. of faculty required for a college.
- ❑ Irrespective of number of admissions, all faculty positions (Professor to Lecturer) must be filled.
- ❑ For M.Sc.(N) programme appropriate number of M.Sc. faculty in each speciality be appointed subject to the condition that total number of teaching faculty ceiling is maintained.
- ❑ All nursing teachers must possess a basic university or equivalent qualification as laid down in the schedules of the Indian Nursing Council Act, 1947. They shall be registered under the State Nursing Registration Act.
- ❑ Nursing faculty in nursing college except tutor/clinical instructors must possess the requisite recognized postgraduate qualification in nursing subjects.
- ❑ All teachers of nursing other than Principal and Vice-Principal should spend at least 4 hours in the clinical area for clinical teaching and/or supervision of care every day.

OTHER STAFF (Minimum requirements)

(To be reviewed and revised and rationalized keeping in mind the mechanization and contract service)

- Ministerial
 - a) Administrative Officer 1
 - c) Office Superintendent 1
 - d) PA to Principal 1
 - e) Accountant/Cashier 1
- Upper Division Clerk 2
- Lower Division Clerk 2
- Store Keeper 1
 - a) Maintenance of stores 1
 - b) Classroom attendants 2
 - c) Sanitary staff As per the physical space
 - d) Security Staff As per the requirement
- Peons/Office attendants 4

- Library
 - a) Librarian 2
 - b) Library Attendants As per the requirement

- Hostel
 - a) Wardens 2
 - b) Cooks, Bearers, Sanitary Staff As per the requirement
 - c) Ayas /Peons As per the requirement
 - d) Security Staff As per the requirement
 - e) Gardeners & Dhobi (desirable) Depends on structural facilities

College Management Committee

Following members should constitute the Board of Management of the College.

- Principal Chairperson
- Vice-Principal Member
- Professor/Reader/Senior Lecturer Member
- Chief Nursing Officer/ Nursing Superintendent Member
- Representative of Medical Superintendent Member

Admission /Selection Committee

This committee should comprise of:

- Principal Chairperson
- Vice-Principal
- Professor
- Chief Nursing Officer or Nursing superintendent

CLINICAL FACILITIES

- I. College of nursing should have a **100** bedded Parent Hospital.
- II. Distribution of beds in different areas/ for 40 annual intake is

Medical	30
Surgical	30
Obst. & Gynaecology	30
Pediatrics	20
Ortho	10
- III. Bed Occupancy of the Hospital should be minimum **75%**.
- IV. The size of the Hospital/Nursing Home for affiliation should not be less than **100** beds.
- V. 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
- VI. Affiliation of psychiatric hospital should be of minimum 50 beds.
- VII. The Nursing Staffing norms in the affiliated Hospital should be as per the INC norms.
- VIII. The affiliated Hospital should give student status to the candidates of the nursing programme.
- IX. **Maximum Distance between affiliated hospitals & institutions:-**
 - a. Institutions generally can be in the radius of **15-30** kms. from the affiliated hospital.
 - b. Hilly & Tribal area it can be in the radius of 30-50 kms. from the affiliated hospital.
- X. **1:3** student patient ratio to be maintained.
- XI. For the grant of 100 students minimum 300 bedded Parent Hospital is mandatory.

***Parent Hospital** for a nursing institution having the same trust which has established nursing institutions and has also established 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 that 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” Parent/Affiliated Hospital” to any other nursing institution and will be for minimum 30 years [ie, signed by all members of trust] to the undertaking to be submitted from the Members of the Trust.