

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

**Dated: 20-04-2018**

**GUIDELINES AND MINIMUM REQUIREMENTS TO ESTABLISH GNM  
SCHOOL OF NURSING**

1. The following Establishments / Organizations are eligible to Establish / Open a General Nursing and Midwifery School of Nursing (GNM School).
  - a) Central Government/State Government/Local body;
  - b) Registered Private or Public Trust;
  - c) Organisations Registered under Societies Registration Act including Missionary Organisations;
  - 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 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 State Nursing Council for the GNM programme for the particular Academic Year, which is a mandatory requirement.



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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.

## 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 for 3 years. During the penalty period if the institute is not able to construct own building the permission/suitability will be withdrawn and will be taken as a fresh proposal.

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

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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>

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**Note: -**

- \*1. Nursing Educational institution should be approved for establishing institution by State Government competent authority.**
- \*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 three 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.

## 2. **Laboratories**

There should be at least Six laboratories as listed below:-

Nursing Foundation Laboratory
Community Health Nursing & Nutrition Laboratory
Advance Nursing Skill Laboratory
Computer Laboratory
OBG & Paediatric Laboratory
Pre Clinical Sciences Laboratory

## 3. **Multipurpose Hall**

It can be utilized for hosting functions of the college, educational conferences/workshops, CNES 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. **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.



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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 single titled nursing books (all new editions), in the multiple of floor, 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.

## 5. **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.

### ***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.

### ***c. Faculty Room:***

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.

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**d. Staff Room:**

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.

**6. 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.

**7. 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.

## 8. 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 in the ratio of 1:25 students is to be made available for students along with hand washing facility. There should be a separate toilet for men.

## 9. Garage

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

## 10. Fire Extinguisher

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

## 11. 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

S. No.	Hostel Block	Area (Figures in Sq feet)
1.	Single Room	9000 (50 sq. ft. for each student)
	Double Room	



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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 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. 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.

## **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.



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## **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 programme with 40 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 and Administration</b> with 2 years of professional experience.	10
(iv)	Additional Tutor for Interns	M.Sc. Nursing or B.Sc. Nursing (Basic/Post Basic) or <b>Diploma in Nursing and Administration</b> with 2 years of professional experience.	2
<b>Total</b>			<b>14</b>

#### **Note:**

- Teacher student ratio should be 1:10 on sanctioned strength of students (excluding tutor for interns).

## CLINICAL FACILITIES

School of nursing should have a **100** bedded Parent (Own Hospital)  
for 40-60 annual intake in each programme:

- i. Distribution of beds in different areas

Medical	30
Surgical	30
Obst. & Gynaecology	30
Pediatrics	20
Ortho	10
- ii. The size of the Hospital/Nursing Home for affiliation:-
  - a. Should not be less than **50** beds apart from having own hospital.
  - b. Maximum 3 Hospital can be attached.
- iii. Bed Occupancy of the Hospital should be minimum **75%**.
- vi. 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



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- v. Affiliation of psychiatric hospital should be of minimum 30-50 beds.
- vi. The Nursing Staffing norms in the affiliated Hospital should be as per the INC norms.
- vii. The affiliated Hospital should give student status to the candidates of the nursing programme.
- viii. **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.
- ix. **1:3** student patient ratio to be maintained.

If the institution is having both General Nursing and Midwifery and B.Sc(N) programme, it would require affiliated hospital for **40-60** annual intake in each programme to maintain **1:3** student patient ratio.

**NOTE: -**

**\*Parent Hospital:** The same trust which has established nursing institution and has also established the hospital will be considered as “Parent Hospital” of that institute.