



AMALA COLLEGE OF NURSING AQAR (2022-2023)



CRITERION 2 – TEACHING- LEARNING AND EVALUATION

Key Indicator 2.4 – Teacher Profile and Quality

Metric No. 2.4.3. - Total Teaching experience of fulltime teachers in number of years (data for the academic year)

SUBMITTED TO



National Assessment and Accreditation Council

KUHS GUIDELINES

**Minimum standards for courses
affiliated to
Kerala University of Health Sciences
Thrissur 680596**



**Bachelor of Science in Nursing
(B.Sc Nursing)
Course code: 006**



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MINIMUM STANDARD REQUIREMENT FOR B.Sc NURSING COURSE

1. GENERAL DESCRIPTION OF THE COURSE

No.	Item	Description
1.1	Title of the Course	Bachelor of Science in Nursing Abbreviated as B.Sc Nursing
1.2	Aim of the course	The aim of the B.Sc Nursing programme is to <ol style="list-style-type: none">1. Prepare graduates to assume responsibilities as professional competent nurses and midwives in providing preventive, promotive, curative and rehabilitative services.2. Prepare graduates who can make independent decisions in nursing situations, protect the rights and facilitate individuals and groups in pursuit of health, function in hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health setting and nursing educational institutions.
1.3	Objectives of the Course	On completion of the four year B.Sc Nursing programme, the graduates: <ul style="list-style-type: none">• apply knowledge acquired from physical, biological and behavioural sciences, medical including alternative systems and nursing in providing quality nursing care to individuals, families and communities.• analyze the life style and other factors, which affect health of individuals and groups.• render comprehensive nursing care based on nursing process approach in collaboration with individuals and groups and other health team members.• demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.• utilize the latest trends and technology in providing health care.• provide preventive, promotive, curate and restorative health care services in line with the National Health Policies and programmes.• practice within the framework of code of ethics, professional conduct, and acceptable standards of practice within the legal boundaries.• communicate effectively with individuals, groups, and members of the health team in order to promote effective interpersonal relationships and team work.• demonstrate skills in teaching to individuals and groups in



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		<p>clinical/ community health settings/ Institutions of Nursing education.</p> <ul style="list-style-type: none"> participate effectively as members of health team in the health care delivery system. demonstrate leadership and managerial skills in clinical/community health care settings. conduct need based research studies in various settings and utilize the research findings to implement evidence based nursing.
1.4	Admission Capacity	As approved by KUHS (Central/State Nursing Councils) ?
1.5	Duration	Duration of course shall be 4 years. The maximum period to complete the course successfully shall not exceed 8 years (double the duration of course)
1.6	Academic Eligibility	<p>Candidates who have passed Higher Secondary Examination of the Board of Higher Secondary Education, Kerala, or examinations recognized equivalent thereto by KUHS with 50% marks in Physics, Chemistry, Biology and English put together, are eligible</p> <ul style="list-style-type: none"> Candidate has completed 17 years of age as on 31st December of the year of admission Candidate shall be medically fit As per the Regulations published by Kerala University of Health Sciences (KUHS) from time to time
1.7	Mode of Selection	The Selection of students for the B.Sc Nursing course shall be made based strictly on merit as decided by the competent authority approved by the Government of Kerala/Kerala University of Health Sciences and as per guidelines of Central Council /State Nursing Council.
1.8	Allotting Authority	Agency approved by Govt. of Kerala/LBS/CEF
1.9	Seat Reservation	as stipulated by Govt of India/Govt of Kerala from time to time
1.10	Subjects of Study	
1.10.1	Medium of Instruction	English
1.10.2	1 st Year BSc Nursing	Biological Sciences- Anatomy, Physiology, Microbiology, Nutrition & Biochemistry, Nutrition, Biochemistry Behavioural Sciences – Psychology, English, Introduction to Computers, Nursing- Nursing Foundations.
1.10.3	2 nd Year BSc Nursing	Social Sciences - Sociology, Medical Surgical Nursing- I. Medical Nursing including Pathology, Surgical Nursing including Eye, ENT Nursing, Pharmacology, Community Health Nursing
1.10.4	3 rd Year BSc Nursing	Medical Surgical Nursing-II (Adult including Geriatrics), Child Health Nursing, Mental Health Nursing, Nursing Research & Statistics
1.10.5	4 th Year BSc Nursing	Obstetric & Gynecological Nursing, Community health Nursing, Nursing Education, Management of Nursing Services & Education,
1.10.6	5 th Year BSc Nursing	Compulsory nursing service is incorporated as 5th year, only for students admitted in Govt colleges of Nursing in Kerala.
1.10.7	Internship	No separate internship. Internship integrated practice is incorporated with respective practice hours in each year.
1.11	Controlling Authority	Central/State Nursing Councils/KUHS
1.12	Registration	With State Nursing Council after successful completion of the



1.13	Availability of the Course	course visit -www. kuhs.ac.in
1.14	Scope for Higher Studies	MSc Nursing Programme with following five specialities & PhD in Nursing 1 M.Sc. Medical Surgical Nursing 2 M.Sc Mental Health (Psychiatric) Nursing 3 M.Sc Child Health (Paediatric) Nursing 4 M.Sc Community Health Nursing 5 M.Sc Obstetric and Gynaecological Nursing

2 MINIMUM REQUIREMENT TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING B.Sc Nursing COURSE

No	Item	Requirement
2.1	Eligibility to Apply for the course	
		<p>D) The applicant seeking affiliation shall meet the following eligibility criteria.</p> <p>(a) The institution shall be one imparting education in Nursing..</p> <p>(b) No institution having an existing affiliation for any course from another University shall be eligible to apply for affiliation to the K.U.H.S.</p> <p>(c) The applicant for affiliation shall be an institution owned and managed by:</p> <p>i. Government of India or the State Government.</p> <p>ii. An autonomous body promoted by Central and or State Government, by or under an enactment for the purpose of Health Science Education.</p> <p>a society registered under the Societies Registration Act, 1860 or corresponding Act in the State</p> <p>A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954, or</p>
2.1.2	Registered Private/Public Trust	The institution shall submit the updated certified copies of such permission(s) or clearance(s) to the University.
2.1.3	Organizations Registered under Societies Registration Act including Missionary Organizations	
2.1.4	Companies Incorporated under section 8 of Company's Act	
	Qualifying criteria.	
2.1.5	An eligible applicant shall stand qualified to apply for affiliation if the following conditions are fulfilled:	
	i.	that Health Science education is one of the objectives of the applicant in case the applicant is a body registered society/charitable trust.



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- ii. that in the case of non-government institutions, suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as prescribed under the Regulation of the respective statutory council and the statutes, regulations, bye laws, and orders of the University.
- iii. The required essentiality certificate/ permissions from the respective government, wherever insisted by the Statutory Council, is obtained and produced along with the application.
- iv. The applicant owns and manages a hospital under the same trust as required under the regulations of the statutory council and as per the norms fixed by the University from time to time. At present hospitals shall have 300 beds.
- v. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty man power as prescribed under the respective Statutes, Regulations, Byelaws, Instructions and Norms of the University and statutory council, if any.
- vi. That the application for opening a new college or institution of higher learning is justified and permissible under the perspective plan prepared by the University in accordance with the provisions in S. 51 of the Act.
- vii. That expression of willingness is furnished agreeing to extend the services of all teaching and non-teaching employees for conducting inspections and for allied purposes as might be directed by the University from time to time.
- viii. That expression of willingness is furnished through affidavit in prescribed form agreeing to extend the services of all teaching and non teaching employees as also facilities of the college for conducting theory and practical examinations/evaluation procedures in conventional or online method and other additional facilities for the conduct and valuation as may be directed by the Controller of Examinations as per directions issued from time to time. and to promote the other activities of the University.
- ix. That willingness has been furnished through Affidavit referred to in previous para to send examiners to invigilate in theory or practical examinations conducted by the University; to make available faculty members to value answer books or practicals and to make available laboratory facilities for conduct of examinations, if such facility is sought for by the University.
- x. That willingness is expressed through an affidavit referred to in the previous para agreeing to comply with the qualification requirements in terms of the regulations



of the KUHS and the concerned statutory council, if any as also with the provisions of the KUHS Act, the requirements prescribed by the University Statutes, Ordinances, Regulations, Standing Orders, directions etc. issued by the University, the Chancellor, the Vice Chancellor and other officers of the University from time to time as well as under any other Act passed by the State Legislature, or orders and directions issued by the respective Governments relating to medical education or higher education in the field.

- xi. That willingness is expressed through Affidavit aforementioned to comply with the norms fixed by the University in the matter of the strength and qualifications of the teaching and non-teaching staff, their emoluments and the terms and conditions of their service:

General conditions to be satisfied by colleges –

Every college shall satisfy the Governing Council on the following points. –

- (a) that there is justification for starting the college as per the perspective plan in force and that the college, if started, will supply the needs of the locality, having regard to the type of education intended to be provided by the college and the facilities existing for the same type of education in the neighborhood and the suitability of the locality.
- (b) the character, qualifications and adequacy of the teaching staff and the conditions of their service.
- (c) Subject to the provisions of the Act, and the statutes framed there under and the directions issued by the university from time to time, the code of professional ethics for university and college teachers prescribed by the concerned central councils and approved by the Governing Council as amended from time to time shall be applicable to the teachers in colleges affiliated to the university.
- (d) That the land ear marked by the Management for the College as stated in the application and in the sketch produced along with it are exclusively available for the purposes of the College; and that suitable and adequate buildings, libraries, laboratories and other equipment are available for running the college.
- (e) the buildings in which the college is to be located are suitable and that provision will be made in conformity with the laws of the university for the residence in the college hostel or in lodgings approved by the college; if students are not residing with their parents or guardians and for the supervision and welfare of students;
- (f) That the institution is approved by the University that it has financial stability to set up



		and maintain the College and that the affidavit filed agreeing to extend facilities to the University is proper and sufficient and that it is duly attested. (g) such other matters as demanded by the University and are essential for the maintenance of the tone and standard of university education.
2.2	Land Requirement	
2.2.1	Owner ship	Own /lease.It is compulsory that nursing programmes should be started in their own building. Institutions, which are functioning in rented building, should ensure within the period of two years they should construct their own building. Otherwise penalty fixed by KUHS has to be paid for every year. If the institute is not able to have their own building, affiliation will be withdrawn.
2.2.2	Area	3-5 acres As per the norms of Central/State Nursing Councils.
2.2.3	Single/Multiple	should be as a single plot
2.2.4	Distance between plots	Not Applicable
2.2.5	Availability of Water	Maintain adequate safe drinking water supply in Nursing college including hospital and other infrastructure required under the regulations
2.2.6	Availability of Electricity	Maintain adequate uninterrupted electrical supply and services in Nursing college including hospital and other infrastructure required under the regulations.
2.3	Hospital Requirement	(An established Hospital with minimum one year of existence)
2.3.1	Owner ship	Any organization that is indenting to establish Nursing College should have own parent hospital. ("The same trust which has established nursing Institution and has also established the Hospital, and then only it will be considered as Parent hospital of that Institution".)
2.3.2	Bed Strength with percentage of occupancy	<ul style="list-style-type: none"> • A college can be affiliated to maximum 3(three hospitals and a hospital can give affiliation to a maximum of three colleges for speciality postings. • The institution should not give affiliation to other Nursing colleges. • The institution should have all clinical facilities to satisfy the syllabus requirements suggested by Central/State /Councils KUHS. • 300 bedded Parent (Own) hospital is required for starting a Nursing college vide U.O.No 677/Ac.D/2013/kubs dated 12.2013& 05.03.2015 • The institution should maintain 1:3 student patient ratio, proportionate to the seats to be sanctioned. <p>.Bed occupancy of parent hospital should ensure 1:3 student patient ratio(to a minimum bed occupancy of 75% of bed strength).It should have 20% beds in general ward.General ward should be freely available for clinical posting of students of nursing college</p>



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		attached to the hospital.												
2.3.3	IP/OP	Minimum 75 % of the sanctioned bed strength, ensuring 1:3 student patient ratio.												
2.3.3	Departments needed	Medical, Surgical, Orthopedics, Pediatrics , Obstetrics and Gynecology, Operation theaters- major and minor& super specialities												
2.3.4	Exclusive requirement for the course	<p>Parent Hospital should have clinical learning facilities in the Medical and surgical departments for first year and second year B.Sc.Nursing students . If all the required learning experience are not available in the parent hospital,the students should be send to affiliated hospitals where it is available.</p> <p>The types of experience for which a nursing college can affiliate are .</p> <ol style="list-style-type: none"> 1.Community Health Nursing 2.Communicable diseases 3Mental health(Psychiatric)Nursing 4.Specialities like Cardiology,Cardio Thoracic Surgery,Neurology,Ne natology,Oncology,Nephrology and Gastroenterology. <p>The physical facilities staffing and equipment of affiliated hospitals should be of the same standard as required in the hospital</p> <p>Distribution of beds in different areas for 60 (sixty) students</p> <table border="0"> <tr> <td>1 Medical</td> <td>45</td> </tr> <tr> <td>2.Surgical</td> <td>45</td> </tr> <tr> <td>3.OBG</td> <td>45</td> </tr> <tr> <td>4.paediatric</td> <td>30</td> </tr> <tr> <td>5.Ortho</td> <td>15</td> </tr> <tr> <td>Psychiatric</td> <td>50) ?</td> </tr> </table> <p>Principal is responsible to communicate the University regarding the closure/stoppage of the Course, if there is no admission in the last(two)2 years and seat reduction of the course for the next academic year in time.</p> <p>As per the Chapter XXI of First Statutes of KUHS,2013 Clause 12(1) and 12(2) It shall be opened to a college to suspend for want of students with prior approval of Governing Council, for a total period not exceeding one academic year, instruction in any subject or course of study in which the college is affiliated. At the end of the period of suspension, work may be resumed after intimating the Governing Council.</p> <p>No course of study shall be abolished in any college without the prior approval of Governing Council</p> <ol style="list-style-type: none"> 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. <p>Separate teaching block shall be available if it is in hospital premises.</p>	1 Medical	45	2.Surgical	45	3.OBG	45	4.paediatric	30	5.Ortho	15	Psychiatric	50) ?
1 Medical	45													
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		5. 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 total strength of students. And the class rooms should be available as per the requirement stipulated by Indian Nursing Council of each programme.
2.3.5	Exclusive Equipments/labs needed for the course	There should be at least 6(six) laboratories as listed below. 1. Nursing Foundation ^{Lab} and Medical Surgical ^{Lab} 2. Community Health Nursing practice laboratory 3. Nutrition Laboratory 4. OBG and Paediatric Laboratory 5. Pre Clinical Sciences Laboratory (Bio Chemistry, Microbiology, Bio Physics, Anatomy and Physiology). <i>for college not needed attached to medical college</i> 6. Advanced Nursing Skill Lab / <i>NSA</i> 7. Computer Lab with 10(ten) Computers
2.3.6	Hospital Staff needed	The hospital shall possess required number of hospital staff. The institution should have qualified and experienced faculty for teaching basic sciences and other speciality courses as per the norms of Medical Council of India (MCI), Indian Nursing Council (INC), KUHS and state policies
2.3.7	Distance from Teaching Institution	Parent Hospital should be within the campus or within 8 kms from the institution by road.
2.4	Infra Structure Requirement	
2.4.1	College Building	College of Nursing should have own permanent building of 24000 sq.ft. It is compulsory that nursing programmes should be started in their own building. Institutions, which are functioning in rented building, should ensure within the period of two years they should construct their own building. Otherwise penalty fixed by KUHS has to be paid for every year. If the institute is not able to have their own building, affiliation will be withdrawn.
2.4.2	Hostels	Should have separate hostel for boys and girls <i>As per KUHS norms</i>
2.5	Clinical Requirement	
2.5.1	Out Patients	Maintain computerised central registration system for maintaining the records of patients* in Out-Patient Department. Also maintain the Department-wise Out-Patient Department records, separate case papers of Out-Patient Department patients, laboratory and radiological investigation reports and medicines dispensing register as per MCI norms
2.5.2	Inpatients	Minimum 75 % of the sanctioned bed strength, ensuring 1:3 student patient ratio
2.5.2	Specialty cases	Deliveries/ month -100
2.6	Man power requirement	



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	Designation	Minimum Requirement	
		B.Sc Nursing 40-60 student intake	B.Sc Nursing 61-100 student intake
2.6.1	Principal	1	1
2.6.2	Vice Principal Cum Professor	1	1
2.6.3	Professor	0	1
2.6.4	Associate Professor	2	4
2.6.5	Assistant Professor	3	6
2.6.6	Lecturer	7-12	12-20
2.6.7	Assistant Lecturer	3-6	6-8
2.6.8		<p>Teacher Student ratio is ascertained based on the sanctioned seats of the KUHS/ Central/ State Nursing Council</p> <ul style="list-style-type: none"> ➤ Principal is excluded for 1:10 teacher student ratio norms. Relieve transfer/resign of faculty including Principal should be ratified by KUHS within 15 days. 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 except Asst. lecturer/clinical instructors must possess the requisite recognized postgraduate qualification in nursing subjects. ➤ No part time nursing faculty will be counted for calculating total no. of faculty required for a college. ➤ Irrespective of number of students admitted / year, all faculty positions (Professor to Lecturer) must be filled ie, as per the sanctioned strength. ➤ For MSc (N) programme appropriate number of qualified faculty in each specialty must be appointed subject to the condition that total number of teaching faculty ceiling is maintained. ➤ 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. <p>Teachers above 70 years shall not be considered as a faculty of KUHS. Age of retirement from service is as per statutory body direction.</p>	
2.7	Statutory Permissions		
2.7.1	State/Central Govt	<p>The applicant shall obtain the Essentiality Certificate / No Objection Certificate for starting BSc Nursing course from the State Government. The institution name along with Trust Deed/Society address shall be mentioned in No Objection Certificate / Essentiality Certificate along with the application.</p>	



2.7.2	Statutory Councils	The institution shall get the permission from the State/Central Nursing Council to undertake admissions and shall submit the updated certified copies of such permission(s) to the University
2.8	Other Requirements	The documents mentioned under item 2.8 should be submitted along with the application form
2.8.1	Resolution of the Trust	Mandatory
2.8.2	Detailed Project Proposal	Mandatory
2.8.3	Legal Documents	To prove the ownership of the College and hospital & other infrastructure facilities.
2.8.4	Financial Statement	Copy of Audited Balance sheet for last 3 (three) years to be submitted
2.8.5	Essentiality/NOC from Govt/Central/State Nursing Councils	The certificate regarding feasibility and desirability for increasing admission capacity at the nursing college has been obtained by the applicant from the Government/Central/State Nursing Councils
2.8.6	Approved Plan	Attested Site Plan and Building plan including hostels, play ground and Administrative block approved by Local Self Government
2.8.7	Clearance from Pollution Control Board	All the nursing institutions shall take adequate pollution control measures by providing incineration plant, sewage water treatment plant, landscaping of the campus etc.
2.8.8	Under taking by the Chairman of the Trust	<ul style="list-style-type: none"> Stating that they will run the college make admissions to the courses, make appointments of teaching and non teaching staff in terms of Act, Statutes Rules Regulations, Orders, Circulars and instructions issued from time to time by the KUHS, Statutory Councils Central and State Governments And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution Make available and maintain the infrastructural facilities as required by KUHS respective statutory councils, central and state Governments Abide by the decision no. 15.22 dated 11/10/2013 of the Governing Council to provide sufficient number of evaluators /examiners Accept the liability for penalty as stipulated in clause 56(ii) of the KUHS Act 2010 and also to any other penalty or punishment as provided under the Act, Statutes, Rules or Regulations if we fail to comply with any provision governing the administration and running of the college as fixed by the University
2.9	Time & Mode of Application	As per Notification of KUHS for a particular Academic Year
2.9.1	Application Fee	As fixed by KUHS from time to time
2.10	Application Forms	
2.10.1	Application for starting a new Course	Appendix-A (2.10.1)
2.10.2	Application for Provisional Affiliation	Appendix-B (2.10.2)
2.10.3	Application for Enhancement of Seats	Appendix-C (2.10.3)



3.1	LAND FOR THE INSTITUTION	
3.1.1	Ownership of land	Own/lease. It is compulsory that nursing programmes should be started in their own building. Institutions, which are functioning in rented building, should ensure within the period of two years they should construct their own building. Otherwise penalty fixed by KUHS has to be paid for every year. If the institute is not able to have their own building, affiliation will be withdrawn.
3.1.2	Area required	3-5 acres required as per the norms of Central/State Nursing Councils
3.1.3	Single/Multiple	should be as a single plot
3.1.4	Distance between Plots	Not Applicable
3.1.5	Certificates from local authorities	Should be available
3.1.6	Distance from Hospital	Within 8 kms
3.1.7	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply for the Hospital.
3.1.8	Availability of Electricity	There shall be continuous electricity supply round the clock with generator facility.
3.1.9	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute
3.1.10	Waste disposal	Adequate sanitary facilities required as per the Govt. norms.
3.1.11	Permission of Pollution control board	All the Nursing institutions shall take adequate pollution control measures by providing incineration plant, sewage water treatment plant, landscaping of the campus etc.
3.1.12	Play ground	should be available in the campus/or shared with medical college if attached
3.1.13	Parking area	should be available in the campus/or shared with medical college if attached
3.2	INFRASTRUCTURE FOR THE COLLEGE	
3.2.1	Total plinth area Required	24000 sq ft.
3.2.2	Approved Plan for the Building	Attested Site Plan and Building plan including hostels, play ground and Administrative block approved by Local Self Government
3.2.3	Lecture Halls with teaching aids	There shall be at least 4 (four) lecture halls, each having the area of not less than 1080sq. Ft (one thousand eighty eighty sq. Ft) area for intake up to sixty seats, with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans or coolers and comfortable sitting arrangement preferably theatre type. There should be black/green/white boards. There should be a desk/ diash/a big table and a chair for



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		the teacher and racks/cupboards for keeping aids or any other equipments needed for the conduct of classes.
3.2.4	Examination Hall with confidential room	<p>The criteria/minimum requirements for allotment of University theory examination centre status to a college/institution are:</p> <ol style="list-style-type: none"> Availability of hall / halls of the required size to accommodate all the Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. Surveillance Camera system of the required specifications in working condition. Communication Signal jammer of the required specification in working condition.
3.2.5	Auditorium/Multipurpose hall	<p>3000 sq.ft. Spacious enough to accommodate full strength of students, so that it can be utilised for hosting functions of the college, educational conferences/workshops and examinations.</p> <p>It should have proper stage with green room facilities.</p> <p>It should be well ventilated and have proper lighting system.</p> <p>There should be arrangements for the use of all kinds of basic and advanced audio-visual aids</p>
3.2.6	Common Room for Boys & Girls	<p>A minimum of 3(three) common rooms(800 sq ft each) should be provided-one for staff, one for male students and one for female students with sufficient and adequate seating arrangements, cupboards, lockers, cabinets, built-in shelves and racks should be provided in all the common rooms</p> <p>Toilet and hand washing facilities should be made available in each room.</p>
3.2.7	Staff Rooms	<p>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 300sq.ft.</p> <p>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 the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility.</p> <p>The size of the office should be 200 sq.ft</p> <p>There should be adequate number of staff rooms in proportion to the number of teaching faculty. One staff room should accommodate 2 teachers only. The size of the room should be 200 sq.ft. Separate chambers for heads of departments should be there.</p> <p>One separate office room for the office staff should be provided with adequate toilet facility</p> <p>It should be spacious enough to accommodate the entire office staff with separate cabin for each official.</p> <p>Each office room should be adequately furnished with items like tables, chairs, cupboards</p>



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		with file-racks and shelves. Filing cabinets and book-cases. Also there should be provision for typewriters, computers and telephoto.	
3.2.8	Administrative Block	Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility.	
3.2.9	Central Store	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.	
3.2.9.1	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.	
3.2.10	Laboratories	Foundation of nursing	1500 sq ft
		Medical Surgical Nursing /Skill lab	1000 sq ft
		Nutrition	900 sq ft
		OBG Nursing	900 sq ft
		Child Health Nursing	900 sq ft
		Community Health Nursing Lab	900 sq ft
		Computer (min 10)	1500 sq ft
		Pre-clinical science	900 sq ft
3.2.11	Library	Area	2400 sq ft
		Seating capacity and requirements	<ul style="list-style-type: none"> Seating capacity for Minimum One batch students (at least 60 students) for reading and having good lighting and ventilation and space for stocking and displaying of books and journals. 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 latest edition books in each subject to facilitate for the students to refer the books. The number of journals should be 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.
		Computer / Internet	Minimum two
		Librarian's Cabin	Separate area within library



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		Photocopy Machine	Minimum one			
		Seats for faculty	Separate area within library			
		Annual budget for maintenance of library including books and journals	Budgetary provision should be year marked			
	Details of year wise books and journals	Particulars	Minimum required			
			1 st yr 2 nd yr 3 rd yr 4 th yr			
		Total no. of books	1000	1500	2500	3000
		Total no. of Nursing Journals(Regular, Supply)	5	8	12	15
		National(Indexed, Regular, Supply)	3	5	8	10
		International (Regular, Supply)	2	3	4	5
		Back volumes				
	E-journals					
3.2.12	Toilet	Adequate toilet(800 sq ft each) facilities should be available for both men and women separately in the college. 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 basin for 60 students				
3.2.13	Garage	Maintain adequate garage space within the campus to accommodate vehicles of the institution				
3.2.14	Canteen	There should be provision for a canteen for the students, their guests, and all other staff members.				
3.2.15	Transportation facilities	College should have separate transportation facility under the control of the Principal. 50 seater bus is preferable. Staff car for the office				
3.2.16	Room for audio-visual aids	500 sq ft. size room should be provided for the proper and safe storage of all the Audio-Visual Aids.				
3.2.17	Fire Extinguisher	Adequate provision for extinguishing fire should be available as per the local by-laws				

3.3 MAN POWER REQUIREMENT

3.3.1 Teaching Staff (Number, Qualification & Experience required)				
	Designation	No.	Qualification	Experience
3.3.1.1	Principal	1	Masters Degree in Nursing Desirable: M Phil (N)/ PhD (N) / Publications	15 years experience after M.Sc (N) out of which 12 years should be teaching experience with minimum of 10 years in collegiate programme
3.3.1.2	Vice Principal	1		12 years experience after M.Sc (N) out of which 10 years should be teaching experience with minimum of 8 years in collegiate programme
3.3.1.3	Professor	1		10 years experience after M.Sc (N) out of which 8 years should be teaching in collegiate program



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3.3.1.4	Associate Professor	2		8 years experience after M.Sc (N) out of which 5 years should be teaching experience in collegiate programme
3.3.1.5	Assistant Professor	3	Masters Degree in Nursing	3 years teaching experience after M.Sc (N) in a collegiate programme.
3.3.1.6	Lecturer	7-12	Masters Degree in Nursing	
3.3.1.7	Asst. lecturer	3-6	B.Sc(N) /Post basic BSc (N)	1 year experience ; clinical / Teaching
3.3.1.8	Year wise split up		Appendix	
3.3.2	Ministerial			
3.3.2.1	Administrative Officer	1		
3.3.2.2	Office Superintendent	1		
3.3.2.3	PA to Principal	1		
3.3.2.4	Accountant/Cashier	1		
3.3.2.5	DEO/Comp Asst			
3.3.2.6	Clerk	2		
3.3.2.7	Store Keeper	1		
3.3.2.8	Office/Class room Attender	4		
3.3.3	Laboratory Staff			
	Lab Instructor			
	Lab Technician			
3.3.4	Library staff			
	Librarian grade I	1		
	Attender	1		
3.3.5	Technical staff			
	Electrician	No separate technical staff if the institution is utilizing parent hospital facilities.		
	Plumber			
	Mechanic			
3.3.6	Supporting staff			
	Cleaning Staff	As per the Physical space- one staff for 10000 sq ft		
	Security staff	As per the requirement.		
	Driver	2		
3.4	EQUIPMENTS & INSTRUMENTS	APPENDIX		
3.5	LABORATORY	Refer 3.2.10		
3.6	LIBRARY	Refer 3.2.11		
3.6.1	Total Area required	2400 sq ft		
3.6.2	Reception & waiting			
3.6.3	Property & Issue comp			
3.6.4	Reading Room	Spacious to accommodate minimum one batch of students		



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3.6.5	Staff/PG reading Room	Separate area within library																			
3.6.6	Reference section	Separate reference section should be available in the Library																			
3.6.7	Journal section	Separate reference section should be available in the Library																			
3.6.8	Photo copying section	Minimum one																			
3.6.9	Internet/computer facility	Minimum two																			
3.6.10	Room for Librarian	Separate area within library																			
3.6.11	Books needed for UG/PG courses	<table border="1"> <thead> <tr> <th rowspan="2">Particulars</th> <th colspan="4">Minimum required</th> </tr> <tr> <th>1st yr</th> <th>2nd yr</th> <th>3rd yr</th> <th>4th yr</th> </tr> </thead> <tbody> <tr> <td>Total no. of books</td> <td>1000</td> <td>1500</td> <td>2500</td> <td>3000</td> </tr> <tr> <td colspan="5" style="text-align: center;">And need yearly addition of new arrivals /editions</td> </tr> </tbody> </table>	Particulars	Minimum required				1 st yr	2 nd yr	3 rd yr	4 th yr	Total no. of books	1000	1500	2500	3000	And need yearly addition of new arrivals /editions				
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3.6.12	Journals needed	10 national and 5 international journals																			
3.7	HOSTELS	There should be a separate hostel for the male and female students. It should have the following facilities. Warden should be the principal and assistant warden should be a faculty posted in rotation (2 years). Provide changing room for the day scholars either in the college or in hostel																			
3.7.1	Total Plinth area	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 (30750 sq ft for 40-60 intake)																			
3.7.2	Approved Plan	Refer 3.2.2																			
3.7.3	Single Room	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility																			
3.7.4	Double Room																				
3.7.5	Triple Room																				
3.7.6	Dormitory																				
3.7.7	Study Room	Should be available with seating arrangements																			
3.7.8	Visitors Room	There should be a visitor's room in the hostel with comfortable seating, lighting and toilet facilities																			
3.7.9	Recreation/Common Room/ health club	There should be facilities for indoor and outdoor games. There should be provision for T.V., radio and video cassette player																			
3.7.10	Room for House Keeper	Should be available																			
3.7.11	Room for Security staff	Should be available																			
3.7.12	Dining Room&Kitchen	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.																			
3.7.13	Washing Room&Ironing Room	Facility for drying and ironing clothes should be provided in each floor																			
3.7.14	Sick room	Sick room should have a comfortable bed, linen, furniture and attached toilet. Minimum of 5 beds should be provided.																			



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3.7.15	Room for night duty students	Room for night duty students should be in a quiet area.
3.7.16	Warden's room	Warden should be provided with a separate office room besides her residential accommodation
3.7.17	Guest room	A guest room with adequate facilities should be made available
3.7.18	Bath Room	Geysers in bathroom and wash basins should be provided.
3.7.19	Toilets	One toilet and One bathroom for 2-6 students in each floor
3.7.20	Drying Area	Should be provided
3.7.21	Other requirements	Warden/House keeper (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 is more than 150, one more warden/ Asst. Warden/ House keeper for every additional 50 students. 1. Cook-1: For every 20 students for each shift. 2. Kitchen & Dining Room helper- 1: For every 20 students for each shift. 3. Sweeper-3 4. Gardener-2 5. Security Guard -3
3.7.22	Residential accomodation	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.
3.8	PARENT HOSPITAL	Refer 2.3. The same trust which has established nursing Institution and has also established the Hospital, and then only it will be considered as Parent hospital of that Institution. Parent hospital should not be changed without the prior consent of the university
3.8.1	Land	Refer 2.2
3.8.2	Infra structure	Refer 2.4
3.8.3	Departments	Refer 2.3.3
3.8.4	Man power	Refer 2.6
3.8.5	Clinical material	Refer 2.5
3.8.6	Laboratories	Refer 3.2.10
3.8.7	Equipments	
3.8.8	Affiliation	Affiliation may be obtained if the parent hospital is not having clinical facilities in specialty areas (III and IV year) to meet the learning requirements, following the under mentioned criteria: i. Number of affiliations should not exceed three. ii. One hospital can give affiliation to students of three institutions only. An MOU to be signed by the institution and hospital management to establish affiliation in the format prescribed by KUIS and the same should be renewed annually. iii. Maximum Distance between institution and affiliated hospitals: a. Affiliated hospitals generally should be in the radius of 15-30 kms. from the Institution. b. For Psychiatric nursing, it can be in the radius of 30-50 kms. from the



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		<p>institution</p> <ul style="list-style-type: none">iv. Affiliated psychiatric hospital should have minimum 50 beds.v. The Nursing Staffing norms in the affiliated Hospital should be as per the INC norms- 1:3 student patient ratio should be maintained.vi. The affiliated Hospital should give student status to the candidates of the nursing programme.vii. Students should stay in hostel if the affiliated hospital is beyond 30 kms from institution
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Regan

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PRINCIPAL
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