



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 2

TEACHING LEARNING AND EVALUATION

2.4 Teacher Profile and Quality

2.4.3 INC Guidelines

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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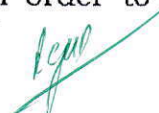
**INDIAN NURSING COUNCIL
COMBINED COUNCILS BUILDING
KOTLA ROAD, TEMPLE LANE
NEW DELHI-110 002**

**GUIDELINES AND MINIMUM REQUIREMENTS TO ESTABLISH
B.Sc. (N) COLLEGE OF NURSING**

Guidelines for Establishment of New B.Sc. (N) College of Nursing

1. Any organization under: (i) Central Government/State Government/Local body (ii) Registered Private or Public Trust (iii) Missionary or any other organization registered under Society Registration Act (iv) Company incorporated under section 25 of company's act are eligible to establish B.Sc. (N) College of Nursing.
2. Any organization having 100 bedded Parent (Own) hospital is eligible to establish B.Sc. (N) Course.
3. Above organization shall obtain the Essentiality Certificate/No Objection Certificate for the B.Sc. (N) programme from the respective State Government. The institution name alongwith Trust Deed/Society address shall be mentioned in No Objection Certificate/Essentiality Certificate.
4. An application form to establish Nursing programme is available on the website viz., www.indiannursingcouncil.org, which shall be downloaded. Duly filled in application form with the requisite documents mentioned in the form shall be submitted before the last date as per the calendar of events of that year.
5. The Indian Nursing Council on receipt of the proposal from the Institution to start nursing programme, will undertake the **first inspection** to assess suitability with regard to physical infrastructure, clinical facility and teaching faculty in order to give permission to start the programme.




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6. After the receipt of the permission to start the nursing programme from Indian Nursing Council, the institution shall obtain the approval from the State Nursing Council and University.
7. Institution will admit the students only after taking approval of State Nursing Council and University.
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9. Upgradation is not a additional B.Sc. (N) programme, but is the convert from School of Nursing into College of Nursing.

Note : If any School of Nursing wants to upgrade to College of Nursing, essentiality Certificate for B.Sc. (N) course is not essential, as they already possess essentiality certificate for School of Nursing. However, the private institutions has to produce document with regard to resolution of the management for upgrading the School of Nursing into College of Nursing and INC norms will be followed. The School of Nursing should have been recognised by Indian Nursing Council.



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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.



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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 Paediatrics
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 House keeping/ 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



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NURSING TEACHING FACULTY

Qualification of Teaching Staff for B.Sc. (N) programme with 60 students intake (Relaxed till 2012):

S. NO.	Teaching Faculty	Qualification & Experience	No. Require
1	Professor-cum-Principal	- Masters Degree in Nursing - Total 10 years of experience with minimum of 5 years of teaching experience <i>Desirable : Independent published work of high standard / doctorate degree / M.Phil.</i>	1
2	Professor-cum-Vice Principal	- Masters Degree in Nursing - Total 10 years of experience with minimum of 5 years of teaching experience <i>Desirable : Independent published work of high standard / doctorate degree / M.Phil.</i>	1
3	Reader/Associate Professor	- Master Degree in Nursing. - Total 7 years of experience with minimum of 3 years teaching experience <i>Desirable : Independent published work of high standard / doctorate degree / M.Phil.</i>	1
4	Lecturer	- Master Degree in Nursing. - 3 years experience	1
5	Tutor/clinical Instructor	- M.Sc. (N) or B.Sc. (N) with 1 year experience or Basic B.Sc.(N) with post basic diploma in clinical speciality.	19
Total			24

Teacher Student Ratio = 1 : 10

GNM and B.Sc. (N) with 60 annual intake in each programme

Professor -cum- Principal	1
Professor - cum- Vice Principal	1
Reader / Associate Professor	1
Lecturer	4
Tutor / Clinical Instructor	35
Total	42



Basic B.Sc. Nursing

	Admission Capacity	
Annual Intake	40-60	61-100
Professor-cum-Principal	1	1
Professor-cum- Vice Principal	1	1
Reader / Associate Professor	1	1
Lecturer	2	4
Tutor / Clinical Instructor	19	33
Total	24	40

Teacher Student Ratio = 1 : 10

(All nursing faculty including Principal and Vice-Principal)

Two M.Sc. (N) qualified teaching faculty to start college of nursing, for proposed less than or equal to 60 students and 4 M.Sc.(N) qualified teaching faculty for proposed 61 to 100 students, and by 4th year they should have 5, 7 M.Sc.(N) qualified teaching faculty respectively. Preferably with one in each speciality i.e., Medical-Surgical Nursing Paediatrics Nursing, OBG Nursing, Community Health Nursing, and Psychiatry Nursing.

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 number of faculty required for a college.
- ❑ Irrespective of number of admissions, all faculty positions (Professor to Lecturer) must be filled.
- ❑ 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

College of nursing should have a **100** bedded Parent Hospital.

- i. Distribution of beds in different areas/ for 40 annual intake is

Medical	30
Surgical	30
Obst. & Gynaecology	30
Pediatrics	20
Ortho	10

- ii. Bed Occupancy of the Hospital should be minimum **75%**.
- iii. The size of the Hospital/Nursing Home for affiliation should not be less than **100** beds.
- vi. Other Specialities/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
- v. Affiliation of psychiatric hospital should be of minimum 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. Affiliated hospitals should be in the radius of **15-30** kms.
- ix. **1:3** student patient ratio to be maintained.

If the institution is having both GNM and B.Sc(N) programme, it would require 240 bedded parent/affiliated hospital for 40 annual intake in each programme to maintain 1:3 student patient ratio.

***Parent Hospital:** The same trust which has established nursing institutions and has also established the hospital, then only it will be considered as "Parent Hospital" of that institute.

