



# University of Kashmir



**Hazratbal Srinagar, Kashmir**

**NAAC Accredited Grade 'A+' University**



**Check List of Minimum Requirements**

**For**

**Grant of Temporary Affiliation**

**To**

**Nursing Colleges**

**In The**

**Union Territory of J & K**

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# **Guidelines and Minimum Requirements**

**For**

**Grant of Temporary Affiliation to B. Sc Nursing College**

## **Guidelines:**

1. The following Establishments/Organizations are eligible to establish nursing Colleges in J & K
  - i) Central/State Government/Local body
  - ii) Registered Private or Public Trust
  - iii) Organizations registered under societies registration Act including Missionary Organizations
  - iv) Companies incorporated under Section 8 of Company's Act.
2. The eligible Organizations/Establishments should obtain Essentiality/ No objection certificate from the State Government.
3. After receipt of the Essentiality Certificate /No objection Certificate, the eligible institutions shall get recognition from the concerned State Nursing Council.
4. Nursing Educational Institution should be in Institutional area only and not in residential area.
5. If the Institute is also offering Non-Nursing programme, in that case, the nursing programme should have separate teaching block.
6. Separate teaching block shall be available if it is in hospital premises.
7. Proportionately the size of the built-up area will increase according to the number of students admitted.
8. Affiliation of Psychiatric Hospital should be for a minimum of 50 beds.
9. The nursing staffing norms in the affiliated hospital should be as per the Indian Nursing Council (INC) norms.

## A: Brief Profile of the College/ Institution

- Name of the College ( *Attach brief profile of the college* ) :- \_\_\_\_\_
- Name of the Principal with qualification ( *Attach CV* ): \_\_\_\_\_
- Programme/s offered or to offered: \_\_\_\_\_
- Approved/ proposed intake of students for each programme of study: \_\_\_\_\_
- No of students on rolls for the current session ( *Semester-wise and programme-wise* ) : \_\_\_\_\_
- NOC from State Govt. for the course / College / Institution: ( *Attach Copy of NOC as appendix* ).
- Whether recognized by J K Nursing Council? ( *Attach copy of recognition* )-----
- Whether entered into an agreement with recognized Hospitals for Internship Training? ( *Attach copy of agreement as appendix* ):
- Duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments: ( *Attach These Statements as appendix* )
- Monthly salary statements along with monthly bank statements of individual staff members ( *Attach statement as appendix* )
- Current and previous years revenue budget of the college ( *Attach budget copies as appendix* )
- Names of the members of student grievance committee( *Attach as appendix* )
- Names of the members of teaching & non-teaching grievance cell ( *Attach as appendix* )
- Whether constituted College Management Committee as per the prescribed constitution of the committee ( *Attach the constitution of the committee as appendix* )
- *Any other Particulars:*

### Note: Constitution of College Management Committee

• Two Representatives of Sponsoring Society/ Trust
• Two Prominent Doctors of the Valley
• Two Prominent Principals of Nursing Colleges
• Representative of the Affiliating University
• Principal of the college
• Two Senior Faculty Members of the college by Rotation

**Note: The term of the members of the College Management Committee shall be three years except for the representatives of sponsoring society/trust and nominee of the Affiliating University.**

# Minimum Requirements

## B: Physical Infrastructural Facilities

S. No.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	<p><b>Land</b></p> <ul style="list-style-type: none"> <li>• Land has to be in the name of the trust or society.</li> <li>• Land use certificate mandatory</li> <li>• Land should have a boundary wall from all sides with at least one well designed/ built entry gate.</li> <li>• Requisite green cover must</li> <li>• Properly well laid roads within the college campus.</li> <li>• Proper landscaping of the main lawns of the college must</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	8 Kanals			
2.	<p><b>Total Built-up Area for an intake capacity of 40-60 students</b></p> <ul style="list-style-type: none"> <li>• College can be in a rented/leased building only for the first two years</li> <li>• Parking space for vehicles must</li> <li>• Benches placed at requisite places for students in the college lawns.</li> <li>• Every Building should have ramps</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	23,720 sqft			

3	<b>Teaching Block</b>				
i.	<b>Lecture Hall</b> <ul style="list-style-type: none"> <li>• Space Sufficient enough to accommodate 50 students.</li> <li>• Fully equipped with White Boards and LCDs</li> <li>• Well furnished and ventilated.</li> <li>• Atleast one Smart - Virtual Classroom</li> <li>• Properly ventilated with suitable furniture.</li> <li>• Preferably Gallery type class rooms</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	4 @ 1080=4320 sqft			
ii.	<b>Laboratories:</b> <ul style="list-style-type: none"> <li>(i) Nursing Foundation Lab</li> <li>(ii) CHN</li> <li>(iii) Nutrition Lab</li> <li>(iv) OBG and Pediatrics Lab</li> <li>(v) Pre-Clinical Science Lab</li> <li>(vi) Computer Lab</li> </ul>	1500 sqft 900 sqft 900 sqft 900 sqft 900 sqft 1500 sqft			
iii.	<b>Multipurpose Hall</b> <ul style="list-style-type: none"> <li>• Built Up Area inclusive of Dias of 3000 Sq. Mts</li> <li>• Seating Capacity</li> <li>• With proper stage, green room facilities, and well ventilated</li> <li>• There should be arrangements for the use of all kinds of basic and advanced audio-visuals aids</li> <li>• Proper light arrangement, fans/coolers/ Split</li> </ul>	3000 sqft  200			

	<p>ACs, drinking water arrangement and toilet facilities</p> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				
iv.	<p><b>Common Room (Male &amp; Female)</b></p> <ul style="list-style-type: none"> <li>• One for teaching faculty, and one each for male and female students</li> <li>• Fully furnished with attached toilets and wash basin facility.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs,</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	1100 sqft			
v.	<p><b>Administrative Office</b></p> <ul style="list-style-type: none"> <li>• Separate office room for the administrative staff with adequate toilet facility.</li> <li>• Spacious enough space to accommodate the entire office staff with separate work stations for each official.</li> <li>• Each work station adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases.</li> <li>• Provision for computers and telephone wherever needed.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	1000 sqft			

	<b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>				
vi.	<p><b>Principal Room</b></p> <ul style="list-style-type: none"> <li>• Separate office for the Principal with attached toilet and provision for visitor’s room.</li> <li>• Independent telephone facility is a must for the Principals office with intercom facility connected / linked to the hospital and hostel and a computer with internet facility.</li> </ul> <p><b>(Give details of each of the above items. Wherever required give information on a separate sheet )</b></p>	300 sqft			
vii.	<p><b>Vice-Principal Room</b></p> <ul style="list-style-type: none"> <li>• Separate office for the Vice-Principal with attached toilet and provision for visitors room.</li> <li>• Independent telephone facility is a must for the Vice- Principals office with intercom facility connected / linked to the hospital and hostel and a computer with internet facility.</li> </ul> <p><b>(Give details of each of the above items. Wherever required give information on a separate sheet )</b></p>	200 sqft			
viii.	<p><b>Library</b></p> <ul style="list-style-type: none"> <li>• Seating arrangement for atleast 60 students</li> <li>• Books 3000 (Minimum 50 copies for each title)</li> <li>• Journals 15 ( one third should be foreign and subscribed on continuous basis)</li> <li>• Reading Room with seating capacity for 10 students</li> <li>• Separate budget for the Library with atleast</li> </ul>	2400 sqft			



	<p>recurring expenditure of not less than Rs.3000 per subject per year for books</p> <ul style="list-style-type: none"> <li>• ICT facility for browsing online material.</li> <li>• Photocopying facility</li> <li>• Rooms for Librarian and other staff with intercom phone facility</li> <li>• The library shall have proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items. Wherever required give information on a separate sheet )</b></p>				
ix.	<p><b>A.V. Aids Room</b></p> <ul style="list-style-type: none"> <li>• This room should be provided for the proper and safe storage for all the Audio-Visual Aids.</li> </ul>	600 sqft			
x.	<p><b>One Room for each Head of Department</b></p>	800 sqft			
xi.	<p><b>Faculty Rooms</b></p> <ul style="list-style-type: none"> <li>• Number of office rooms in proportion to the number of teaching faculty.</li> <li>• One office room should accommodate 2 teachers only.</li> <li>• Separate toilet facility should be provided for the teaching faculty with hand washing facility.</li> <li>• Separate toilet for male and female teachers.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities</li> </ul> <p><b>(Give details of each of the above items. Wherever required give information on a separate sheet )</b></p>	2400 sqft			
xii.	<p><b>Provisions for Toilets</b></p>	1000 sqft			

	<ul style="list-style-type: none"> <li>• Toilet and washroom facilities should be provided on each floor of each building @ of one toilet and one bathroom for 2-6 students.</li> <li>• Wash basins should also be provided.</li> </ul> <p><b>(Give details of each of the above items. Wherever required give information on a separate sheet )</b></p>				
xiii.	<p><b>Departments</b></p> <ul style="list-style-type: none"> <li>• Fundamentals of Nursing including Nutrition</li> <li>• Medical Surgical Nursing</li> <li>• Community Health Nursing</li> <li>• Obstetric and Gynecological Nursing</li> <li>• Child Health Nursing</li> <li>• Psychiatry and Mental Health Nursing</li> </ul>	01 01 01 01 01 01			
xiv.	<p><b>Laboratories</b></p> <ul style="list-style-type: none"> <li>• Nursing Foundations and Medical Surgical Lab</li> <li>• Community Health Nursing Lab</li> <li>• OBG and Pediatrics Lab</li> <li>• Nutrition</li> <li>• Computer with 10 computers</li> <li>• Pre Clinical Science Lab (Biochemistry, Microbiology, Biophysics, Anatomy &amp; Physiology)</li> </ul>	07			
xv.	<p><b>Auditorium</b></p> <ul style="list-style-type: none"> <li>• Sufficient to accommodate atleast double the sanctioned/actual strength of students.</li> <li>• Facilities for basic and advanced audio-visual aids.</li> <li>• Proper light arrangement, fans/coolers/ Split</li> </ul>	01			

	ACs, drinking water arrangement and toilet facilities				
xvi.	<b>Record Room</b> <ul style="list-style-type: none"> <li>Built in shelves, Racks, Cabinets, Fire Proof Steel Almirahs for storing records</li> </ul>	01			
xvii.	<b>Store Room</b> <ul style="list-style-type: none"> <li>Facilities to keep articles and equipments like Cupboards, Built in shelves, Racks, Cabinets, Fire proof steel Almirahs, furniture items like tables and chairs with properly lighted and well-ventilated</li> </ul>	500 sq.ft			
4.	<b>Garage</b>	To accommodate 60 Seater vehicle			
5.	<b>Fire Extinguisher</b> <ul style="list-style-type: none"> <li>Adequate provision for extinguishing fire should be available as per the local bye-laws</li> </ul>				
6.	<b>Playground</b> <ul style="list-style-type: none"> <li>Well Developed Play Grounds for outdoor sports like Volleyball, Football, Cricket and for Athletics</li> </ul>				
7.	<b>Canteen</b>	01			
8.	<b>Transport</b>	50 seater Bus			
9.	<b>Crèche</b>	1			
10.	<b>Sick Room</b>	Minimum of 5 beds be provided			
11.	<b>Room for Night Duty Nurses</b> (Should be in Quiet Area)	01			

### C. Hostel Block

S. No.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	<b>HOSTEL BLOCK for 60 students</b> <ul style="list-style-type: none"> <li>• Separate hostel for the male and female students.</li> <li>• Hostel facility is to be created within a period of 3 year of the establishment of college.</li> </ul>	24000 sq.ft			
i)	<b>Single Room/ Double Room</b> <ul style="list-style-type: none"> <li>• Ideally for 2 students provided with adequate furniture like beds, reading tables, chairs and cupboards               <ul style="list-style-type: none"> <li>• Single Seater</li> <li>• Double Seater</li> <li>• Three Seater</li> </ul> </li> <li>• Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	100 sq.ft			
ii)	<b>Sanitary</b> <ul style="list-style-type: none"> <li>• one latrine and one washroom for 2-6 students.</li> <li>• Toilet and washroom facilities should be provided on each floor of the student's hostel.</li> <li>• Geysers and wash basins should be provided in each bathroom.</li> </ul>	500 sq.ft			

	<b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>				
iii)	<b>Visitor Room</b> <ul style="list-style-type: none"> <li>• One visitor’s room in the hostel with comfortable seating, and lightening facilities.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs,</li> </ul>	500 sq.ft			
iv)	<b>Reading Room</b> <ul style="list-style-type: none"> <li>• Average minimum area should be @ 2.33 sq. mts. per reader.</li> <li>• Fully furnished with proper light arrangement, fans/coolers/ Split ACs, and drinking water arrangement</li> <li>•</li> </ul>	250 sq.ft			
v)	<b>Store Room</b> <ul style="list-style-type: none"> <li>• Facilities to keep articles and equipments like Cupboards, Built in Shelves, Racks, Cabinets, Fire Proof Steel Almirahs, Furniture items like Tables and Chairs with properly lighted and well-ventilated</li> </ul>	500 sq.ft			
vi)	<b>Recreation Room</b> <ul style="list-style-type: none"> <li>• Provisions for T.V should be there.</li> </ul> <b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>	500 sq.ft			
vii)	<b>Dining Hall</b> <ul style="list-style-type: none"> <li>• To seat at least 80% of the total boarders at one</li> </ul>	3000 sq.ft			

	<p>time with adequate furniture.</p> <ul style="list-style-type: none"> <li>• Required tables, chairs, water coolers, refrigerators, hand washing and heating facilities.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>				
viii)	<b>Kitchen</b> (Hygienic with proper ventilation)	1000 sq.ft			
ix)	<b>Pantry</b> <ul style="list-style-type: none"> <li>• One Pantry on each floor should be provided. It should have water cooler and heating arrangements.</li> </ul>	01			
x)	<b>Washing &amp; Ironing Room</b> <ul style="list-style-type: none"> <li>• Facility for drying and ironing clothes should be provided in each floor</li> </ul>	01			
2.	<b>Other Facilities</b> <ol style="list-style-type: none"> <li>a) Students Welfare Hall</li> <li>b) Indoor Games Hall</li> <li>c) Facility of safe drinking water and adequate sanitary/toilets for men and women separately</li> <li>d) Each floor should have atleast 4 toilets with wash basins for faculty and staff</li> <li>e) Common toilets 12 with washbasins for 60 students</li> </ol>	<p>400 Sq. ft</p> <p>4000 Sq ft</p>			

## C: Nursing Teaching Faculty

S. No.	Designation	Qualification & Experience	B. Sc (N) (40-60 Students Intake)	B. Sc (N) (61-100 Students Intake)	Faculty in Place	Deficiency If Any	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	<b>Principal</b>	15 years experience with M. Sc (Nursing) out of which 12 years should be teaching experience with minimum of 5 years in collegiate programme Ph. D (Nursing) is desirable	01	01						
2.	<b>Vice-Principal</b>	12 years experience with M. Sc (Nursing) out of which 10 years should be teaching experience with minimum of 5 years in collegiate programme Ph. D (Nursing) is desirable	01	01						
3.	<b>Professor</b>	10 years experience with M. Sc (Nursing) out of which 7 years should be teaching experience Ph. D (Nursing) is desirable	0	1						
4.	<b>Associate Professor</b>	M. Sc (Nursing) with 8 years experience including 5 years teaching experience Ph. D (Nursing) is desirable	2	4						
5.	<b>Assistant Professor</b>	M. Sc (Nursing) with 3 years teaching experience Ph.D (Nursing) is desirable	3	6						
6.	<b>Tutor</b>	M. Sc (Nursing) or B. Sc (Nursing) / P.B.B.Sc (Nursing) with 1 year experience.	10-18	19-28						

**Teaching Faculty Required for B. Sc Nursing Programme Offered Along with Post B. Sc Nursing Programme**

<b>S. No.</b>	<b>Designation</b>	<b>Essential Qualification</b>	<b>B. Sc (N) (40-60 Students intake)</b>	<b>P.B. B. Sc (N) (20-60 Students intake)</b>	<b>Faculty in Place</b>	<b>Deficiency If Any</b>	<b>Qualification of Appointee</b>	<b>Nature of Appointment</b>	<b>Pay Scale</b>	<b>Remarks</b>
1.	<b>Principal</b>	Same as Above	01							
2.	<b>Vice-Principal</b>		01							
3.	<b>Professor</b>		0							
4.	<b>Associate Professor</b>		2							
5.	<b>Assistant Professor</b>		3	2						
6.	<b>Tutor</b>		10-18	2-10						

**Note:**

- i. Faculty Appointments shall have to be on permanent basis.
- ii. Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme
- iii. Pay scales as per the scales prescribed by the state Govt or Affiliating University
- iv. Selection committee should be in accordance with the constitution prescribed by the state govt. or affiliating university.
- v. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University
- vi. Teacher- Student Ratio should be 1:10
- vii. Tutor-Student Ratio should be 1:10
- viii. No part time Nursing faculty will be counted for calculating total number of faculty required for a college
- ix. Irrespective of number of admissions, all faculty positions must be filled.



**Part Time Teachers/External Teachers:**

S. No.	Department	Essential Qualification	In Place	Qualification of Appointee	Date of Appointment	Pay Scale	Remarks
1	Microbiology	Post Graduate Qualification With Teaching Experience In Subject					
2	Bio-Chemistry	<i>do</i>					
3	Sociology	<i>do</i>					
4	Bio-Physics	<i>do</i>					
5	Psychology	<i>do</i>					
6	Nutrition	<i>do</i>					
7	English	<i>do</i>					
8	Computer	<i>do</i>					
9	Hindi/Any other language	<i>do</i>					
10	Any other –Clinical disciplines	<i>do</i>					
11	Physical Education	<i>do</i>					

**Note:**

- i. Principal is excluded for 1:10 Teacher-Student Ratio Norm.
- ii. Tutor - Student Ratio should be 1:10.
- iii. The above Part time /External teachers should have post graduate qualification with teaching experience in respective areas.

## D: Administrative and Supporting Staff

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Prescribed Qualification	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	<b>Administrative Officer</b>	01							
2.	<b>Clerk / Accountant</b>	01							
3.	<b>Store Keeper</b>	01							
4.	<b>Computer Assistant</b>	01							
5.	<b>Librarian</b>	01							
6.	<b>Library Attendant</b>	01							
7.	<b>Lab Assistants</b>	One for each lab							
8.	<b>Peons</b>	02							
9.	<b>Sweeper</b>	01							
10.	<b>Gardener</b>	01							

## E: Staff for the Hostel

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Nature Of Appointment	Pay Scale	Remarks
1.	<b>Warden</b>	One for each Hostel					
2.	<b>Cook</b>	One for every 30 students for each shift					
3.	<b>Kitchen &amp; Dining Room Helper</b>	One for every 30 students for each shift					
4.	<b>Sweeper</b>	01					
5.	<b>Security Guard/ Chowkidar</b>	01					
6.	<b>Room Attendants</b>	1 for 10 Hostel Rooms					

### Note:

- i. Staff Appointments shall have to be on permanent basis.
- ii. Non- teaching staff on contractual basis or on casual basis only to the extent of 25% of the total staff positions prescribed for the college
- iii. Essential qualifications as per the qualifications prescribed by the state govt. or Affiliating University.
- iv. Pay scales as per the scales prescribed by the state Govt or Affiliating University from time to time
- v. Constitution of the selection committee should be in accordance with the constitution prescribed by the affiliating university.
- vi. Age of superannuation and other benefits shall be as per the state government / Affiliating University norms

## F: Clinical Facilities

S. No.	Facility	As Per NCI Norms	Facility in Place	Deficiency If Any	Remarks
1.	<b>Parent Hospital/ Affiliated Hospital</b>	100 bedded Parent/ Affiliated Hospital			
2.	Distribution of beds in different areas / for 40 annual intake is <ul style="list-style-type: none"> <li>• Medical</li> <li>• Surgical</li> <li>• Obst. &amp; Gynecology</li> <li>• Pediatrics</li> <li>• Ortho</li> </ul>	30 30 30 20 10			
3.	Bed occupancy of the Hospital should be minimum	75%			
4.	The size of the Hospital/Nursing Home for affiliation should not be less than	100			
6.	Maximum Distance between affiliated hospitals & institutions	30-50 kms			
7.	student patient ratio to be maintained	1:3.			
8.	For the grant of 100 students minimum	300 bedded Parent Hospital is mandatory			

## G: Restricted Funds

S. No	Name Of The Fund	Minimum Amount Prescribed By The Affiliating University/ NCTE	Date Of Establishment	Amount As On Date	Remarks
1	Endowment Fund	Rs 5 Lakhs			
2	Contingency Fund	Rs. 7 Lakhs			

## H: Budgets:

There has to be separate budget for every department and service centre like:

- Salary, pension and other benefits.
- Office contingencies
- Labs
- Library
- Sports