



University of Kashmir

Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For

Grant of Temporary Affiliation

To

Nursing Colleges

By

University of Kashmir

Essential Conditions & Minimum Requirements

For




Grant of Temporary Affiliation to Nursing Colleges

A: Essential Conditions:

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.
10. The eligible Organisations/ Establishments shall have their own 100 bedded Parent Hospital. Provided that in respect of Tribal and Hilly Area, the requirement of own Parent Hospital is exempted. The hilly areas also include UT of Jammu and Kashmir

11. College of Nursing shall have 100 bedded parent/ own Hospital. A parent hospital would be a hospital either owned and controlled by the Trust/Society/Company or managed and controlled by a trustee/member/director of the trust/society/company.
12. Maximum of 100 seats shall be sanctioned for B. Sc Nursing Program subject to the condition that the applicant college has parent medical college or parent hospital having 300 beds or above. The applicant college which does not have parent medical college or having less than 300 bedded parent hospital, shall be sanctioned a maximum of 60 seats.
13. In Hilly areas, a college can be sanctioned 100 seats subject to the condition that the applicant college has a tie-up with a hospital having 300 beds or above.
14. The distance between two Nursing Colleges shall be more than 10 Kilometers.

B: A: General Details

- Name & Address of the College (*Attach Brief Profile of the College*) :- _____
- Status of the college: Central Govt./ State Govt./ Private. _____
- Year of Establishment: _____
- Name of the Principal with Qualification & Experience (*Attach CV*): _____
- In the case of Non-Govt. College, Name of the Society/ Trust running the college(*Attach Documentary Proof*) _____
- Amount of Endowment Fund pledged to the University of Kashmir - Applicable to Private Colleges only: _____
(Attach Photocopies of FDRs)
- Programme/s offered/ to be offered: _____
- Essentiality Certificate from the Govt. for the Course / College / Institution: (*Attach Copy of the Certificate*) _____
- Whether recognized by J&K Nursing Council? (*Attach Copy of the Certificate*) _____
- Approved intake per programme offered by the College: _____
- Attach duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments (Applicable to Private Colleges only):
- Attach Monthly salary statements of staff members (Applicable to Private Colleges only):
- Whether constituted Student Grievance Committee, ICC & other Statutory Committees _____
(Attach Copies of the Constituted Committees)
- Whether constituted Teaching & Non-Teaching Grievance Committee (Attach Copies of the Constituted Committees)
- Whether constituted College Management Committee as the prescribed constitution of the committee - Applicable to Private Colleges only: _____ (Attach the constitution of the committee).
- Details of Finances (Applicable to Private Colleges only):
 -  Total funds in hand for the establishment of the proposed college; _____
 -  Indicate the sources to be used to mobilise further funds for investment in the creation of requisite infrastructure: _____
 -  Estimated annual recurring expenditures on salaries, maintenance of infrastructure, books, equipments, office contingencies etc: _____

Any other Details the college would like to highlight:

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.

C: Physical Infrastructure

S. No.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	Land <ul style="list-style-type: none"> It has to be owned land in the name of the trust/society/company. Must have either on freehold or on long leasehold land adequate to provide for academic buildings, library, indoor and outdoor sports facilities, hostels etc. for atleast 30 years. Land use certificate is mandatory Land should have a boundary wall from all sides with at least one well designed/ built entry gate. Requisite green cover is must Properly well laid roads within the college campus. Proper landscaping of the main lawns of the college must (Give details of each of the above items, wherever required give information on a separate sheet)	8 Kanals			
2.	Total Built-up Area for an intake capacity of 40-60 students <ul style="list-style-type: none"> College can be in a rented/leased building only for the first two years. Parking space for vehicles is must Benches placed at requisite places for students in the college lawns is must. Every Building should have ramps. (Give details of each of the above items, wherever required give information on a separate sheet)	23,720 Sq. ft			

3	Teaching Block	23,200 Sq. ft			
i.	Lecture Hall <ul style="list-style-type: none"> • Space Sufficient enough to accommodate 60 students. • Fully equipped with White Boards and LCD projectors • Class rooms shall be well furnished and ventilated. • Atleast one Smart - Virtual Classroom shall be available • Preferably Gallery type class rooms. • Proper lighting, fans/coolers/ Split ACs, and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	4 @ 900=3600 Sq. ft			
ii.	Laboratories: <ul style="list-style-type: none"> (i) Nursing Foundation including Adult Health Nursing & Advanced Nursing Lab (ii) CHN & Nutrition Lab (iii) Obstetrics and Gynaecology Lab (iv) Child Health Nursing Lab (v) Pre-Clinical Science Lab (vi) Computer Lab 	1600 Sq. ft 1200 Sq. ft 900 Sq. ft 900 Sq. ft 900 Sq. ft 1500 Sq. ft			
iii.	Nursing Foundation including Adult Health Nursing & Advanced Nursing Lab: <ul style="list-style-type: none"> • The lab shall have adequate demonstration beds with dummies/ mannequins/simulators 				

	<p>in proportion to the number of students practicing a nursing skill at a given point of time. (Desired ratio being 1 bed: 6 practicing students)</p> <ul style="list-style-type: none"> • It shall have fully equipped with built-in-cupboards and racks, wash-basins with running water supply, electric fitting, adequate furniture like table, chairs, stools, patient lockers footsteps etc. • There shall be sufficient necessary inventory articles shall be there i.e. at least 10-12 sets of all items needed for the practice of nursing procedure by the students. • The laboratory equipment and articles mentioned in the Laboratory Equipment and Articles published by the Council should be available. • There shall be simulators used to teach, practice & learn advance skills e.g., administration of tube feeding, tracheotomy, gastrostomy, I/V injection, BLS, newborn resuscitation model, etc. • The laboratory shall have computers, internet connection, monitors and ventilator models/manikins/ simulators for use in Critical Care Units. 				
iv.	<p>Community Health Nursing Practice Laboratory</p> <ul style="list-style-type: none"> • The Lab shall have all required articles needed for practicing nursing procedures in a community set-up. 				

	<ul style="list-style-type: none"> • The laboratory shall give appearance of that of a rural setting, with community maps, records put on display & cupboards. • The laboratory equipment and articles mentioned in the Laboratory Equipment and Articles published by the Council shall be available. 				
v.	Nutrition Laboratory <ul style="list-style-type: none"> • The Nutrition Laboratory shall have facilities for imparting basic knowledge of various methods of cooking for the healthy as well as for the sick. • The furnishing and equipment shall include worktables, cooking cutlery, trays, and plates, dietetic scales, cooking utensils, microwave, racks/shelves, refrigerator, pressure cookers, mixie and cupboards for storage of food items. • The food items shall be purchased for the conduct of practical classes as and when required. Sets of crockery and cutlery for preparation, napkins for serving and display of food also should be there. • The laboratory equipment and articles mentioned in the Laboratory Equipment and Articles published by the Council should be available. 				
vi.	Obstetrics and Gynecology Laboratory: <ul style="list-style-type: none"> • The laboratory shall have equipments and articles as mentioned in Laboratory Equipment and Articles published by the Council. 				

vii.	Pediatrics Nursing Laboratory: <ul style="list-style-type: none"> The laboratory shall have equipments and articles as mentioned in Laboratory Equipment and Articles published by the Council. 				
viii.	Pre-Clinical Sciences Laboratory: <ul style="list-style-type: none"> It is the laboratory of Biochemistry, Anatomy, and Microbiology. It shall have all the equipment and articles mentioned in the Laboratory Equipment & Articles published by the Council should be available. 				
ix.	Computer Laboratory: <ul style="list-style-type: none"> It shall have minimum computers in the ratio of 1:5 (computer: students) i.e., 12 computers for 60 students' intake. It shall have all the equipments and articles mentioned in the Laboratory Equipment and Articles published by the Council should be available. 				
x.	Multipurpose Hall <ul style="list-style-type: none"> Built Up Area inclusive of Dias Seating Capacity With proper stage, green room facilities, and well ventilated There shall be arrangements for the use of all kinds of basic and advanced audio-visuals aids Proper light, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. (Give details of each of the above items., Wherever required give information on a separate sheet)	3000 Sq. ft 200 Students			

xi.	Common Room (Male & Female) <ul style="list-style-type: none"> • One each for male and female students • Fully furnished with attached toilets and wash basin facility. • Proper light, fans/coolers/ Split ACs shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1100 Sq.ft			
xii.	Administrative Office <ul style="list-style-type: none"> • Separate office room for the administrative staff with adequate toilet facility. • Spacious enough space to accommodate the entire office staff with separate work stations for each official. • Each work station adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases. • There shall be provision for computers and printers wherever needed. • Proper light, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1000 Sq.ft			
xiii.	Principal Room: <ul style="list-style-type: none"> • Separate office for the Principal with attached toilet shall be available. 	300 Sq.ft			

	<ul style="list-style-type: none"> • There shall be a visitor's room. • Telephone facility shall be available for the Principal office with intercom facility connected / linked to the hospital and hostel. <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p>				
xiv.	<p>Vice-Principal Room:</p> <ul style="list-style-type: none"> • Separate office for the Vice-Principal with attached toilet. • Telephone facility shall be available for the Principal office with intercom facility connected / linked to the hospital and hostel. <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p>	200 Sq.ft			
xv.	<p>Library:</p> <ul style="list-style-type: none"> • Seating arrangement for atleast half of the total strength of students & teachers. • A minimum of 500 of different titled nursing books, in the multiple of additions. • There shall be 3 kinds of: <ul style="list-style-type: none"> • Nursing Journals • Magazines • Newspapers and • Other kinds of current health related literature • Reading Room with a seating capacity for 10 students • Separate budget for the Library • ICT facility for browsing online material. • Photocopying facility shall be available. 	2400 Sq.ft			

	<ul style="list-style-type: none"> • Rooms for Librarian and other staff with intercom phone facility shall be available. • The library shall have proper lighting fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p>				
xvi.	<p>A.V. Aids Room:</p> <ul style="list-style-type: none"> • This room should be provided for the proper and safe storage for all the Audio-Visual Aids. 	600 Sq.ft			
xvii.	<p>Room Head of Department:</p> <ul style="list-style-type: none"> • Each HOD shall have well furnished Office Chamber. • Each HOD shall be provided with a desktop, printer with internet connection • Proper light, fans/coolers/ Split ACs, and toilet facilities shall be available 	5@200 Sq.ft=1000			
xviii.	<p>Faculty Rooms</p> <ul style="list-style-type: none"> • Staff room for the faculty shall be well furnished, provided with lockers for the teachers and atleast two desktops and two printers for use by the faculty. • Separate toilet facility should be provided for the teaching faculty with hand washing facility. • Separate toilet for male and female teachers. • Proper light, fans/coolers/ Split ACs, and toilet facilities shall be available. <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p>	2400 Sq.ft			

xix.	Provisions for Toilets <ul style="list-style-type: none"> • Toilet and washroom facilities should be provided on each floor of each building @ of one toilet and one washroom for 2-6 students. • Wash basins should also be provided. (Give details of each of the above items. Wherever required give information on a separate sheet)	1000 Sq.ft			
xx.	Departments <ul style="list-style-type: none"> • Fundamentals of Nursing including Nutrition • Medical Surgical Nursing • Community Health Nursing • Obstetric and Gynecological Nursing • Child Health Nursing • Psychiatry and Mental Health Nursing 	01 01 01 01 01 01			
xxi.	Auditorium <ul style="list-style-type: none"> • Sufficient to accommodate atleast double the sanctioned/actual strength of students. • Facilities for basic and advanced audio-visual aids shall be available. • Proper light, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. 	01			
xxii.	Store Room: <ul style="list-style-type: none"> • Facilities to keep articles and equipments like Cupboards, Built in shelves, Racks, Cabinets, Fire proof steel Almirahs, shall be available. 	500 Sq.ft			
4.	Garage	To accommodate 60 seater vehicle			
5.	Fire Extinguishers: <ul style="list-style-type: none"> • Adequate provision of fire extinguishers shall be available as per the local bye-laws 				

6.	Playground: <ul style="list-style-type: none"> Well Developed Play Ground for outdoor sports like Volleyball, Football, Cricket and for Athletics shall be available. Infrastructure for indoor games viz; Table Tennis & Snooker shall be available. 	01			
7.	Canteen	01			
8.	Transport: <ul style="list-style-type: none"> At least one 50 seater bus per programme shall be available. 	50 Seater Bus			
9.	Crèche	1			
10.	Sick Room: <ul style="list-style-type: none"> Having atleast two beds with portable Oxygen facility. All emergency medicines shall be available 	Minimum of 2 beds be provided			

C. Hostel Block

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

iii)	Visitor Room <ul style="list-style-type: none"> One visitor's room in the hostel with comfortable seating, and lightening facilities. Proper light arrangement, fans/coolers/ Split ACs, 	500 Sq.ft			
iv)	Reading Room <ul style="list-style-type: none"> Average minimum area should be @ 2.33 sq. mts. per reader. Fully furnished with proper light arrangement, fans/coolers/ Split ACs, and drinking water arrangement 	250 Sq.ft			
v)	Store Room <ul style="list-style-type: none"> 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 	500 Sq.ft			
vi)	Recreation Room <ul style="list-style-type: none"> Provisions for T.V should be there. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	500 Sq.ft			
vii)	Dining Hall <ul style="list-style-type: none"> It should have a seating capacity for least 80% of the total boarders at one point of time with adequate furniture. Required tables, chairs, water coolers, refrigerators, hand washing and heating facilities. Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities 	3000 Sq.ft			

viii)	Kitchen (Hygienic with proper ventilation)	1000 sq.ft			
ix)	Pantry <ul style="list-style-type: none"> One Pantry on each floor should be provided. It should have water cooler and heating arrangements. 	01			
x)	Washing & Ironing Room <ul style="list-style-type: none"> Facility for drying and ironing clothes shall be provided on each floor 	01			
xi)	Room for Cooks & Room Attendants <ul style="list-style-type: none"> One room of 9.60 sq. m. with WC and bathrooms Having proper lighting arrangement, fans/coolers/ Split ACs, drinking water and toilet facilities 	01			
2.	Other Facilities <ol style="list-style-type: none"> Students Welfare Hall Indoor Games Hall Facility of safe drinking water and adequate sanitary/toilets for men and women separately Each floor should have atleast 4 toilets with wash basins for faculty and staff Common toilets 12 with washbasins for 60 students 	400 Sq. ft 4000 Sq ft			

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.	Principal	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.	Vice-Principal	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.	Professor	10 years experience with M. Sc (Nursing) out of which 7 years should be teaching experience Ph. D (Nursing) is desirable	1	2						
4.	Associate Professor	M. Sc (Nursing) with 8 years experience including 5 years teaching experience Ph. D (Nursing) is desirable	2	4						
5.	Assistant Professor	M. Sc (Nursing) with 3 years teaching experience Ph.D (Nursing) is desirable	3	8						
6.	Tutor	M. Sc (Nursing) or B. Sc (Nursing) / P.B.B.Sc (Nursing) with 1 year experience.	8-16	16-24						

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

S. No.	Designation	Essential Qualification	B. Sc (N) (40-60 Students intake)	P.B. B. Sc (N) (20-60 Students intake)	Faculty in Place	Deficiency If Any	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	Principal	Same as Above	1							
2.	Vice-Principal		1							
3.	Professor		1							
4.	Associate Professor		2							
5.	Assistant Professor		3	2						
6.	Tutor		8-16	2-10						

Note:

- Faculty Appointments shall have to be on permanent basis.
- Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme
- Pay scales as per the scales prescribed by the state Govt or Affiliating University
- Selection committee should be in accordance with the constitution prescribed by the state govt. or affiliating university.
- Age of superannuation and other benefits shall be same as that of the state government / Affiliating University
- Teacher- Student Ratio should be 1:10
- Tutor-Student Ratio should be 1:10
- 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 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	English	Post Graduate Qualification with Teaching Experience in Subject					
2	Anatomy	do					
3	Physiology	do					
4	Sociology	do					
5	Psychology	do					
6	Biochemistry	do					
7	Nutrition & Dietetics	do					
8	Health Nurisng Informatics and Technology	do					
9	Microbiology	do					
10	Pharmacology	do					
11	Pathology and Genetics	do					
12	Forensic Nursing	do					
13	Any other Clinical Discipline	do					
14	Physical Education	do					
15	Elective Courses	do					

Note:

- Principal is excluded for 1:10 Teacher-Student Ratio Norm.
- Tutor - Student Ratio should be 1:10.
- 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.	Administrative Officer	01							
2.	Office Superintendent	01							
3.	P.A to Principal	01							
4.	Accountant/Cashier	01							
5.	Store Keeper	01							
6.	Upper Division Clerk	02							
7.	Lower Division Clerk	02							
8.	Librarian	01							
9.	Library Attendant	01							
10.	Lab Assistants	One for each lab							
11.	Peons	02							
12.	Sweeper	02							
13.	Gardener	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.	Warden	One for each Hostel					
2.	Cook	One for every 20 students for each shift					
3.	Kitchen & Dining Room Helper	One for every 20 students for each shift					
4.	Sweeper	03					
5.	Security Guard/ Chowkidar	03					
6.	Room Attendants	1 for 10 Hostel Rooms					

Note:

- Staff Appointments shall have to be on permanent basis.
- 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
- Essential qualifications as per the qualifications prescribed by the state govt. or Affiliating University.
- Pay scales as per the scales prescribed by the state Govt. or Affiliating University from time to time
- Constitution of the selection committee should be in accordance with the constitution prescribed by the affiliating university.
- 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.	Parent Hospital/ Affiliated Hospital	100 bedded Parent/ Affiliated Hospital			
2.	Distribution of beds in different areas / for 40 annual intake is <ul style="list-style-type: none"> • Medical • Surgical • Obst. & Gynecology • Pediatrics • Ortho 	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 for per Unit	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