

Syllabus and Regulations

Diploma in General Nursing & Midwifery

REVISED — 2015



Indian Nursing Council
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PREFACE

Indian Nursing Council (INC) is a National statutory body. INC's main function is to establish Uniform Standards of nursing education for nursing personnel and to prescribe the syllabus and regulation for various categories of nursing personnel.

Indian Nursing Council has revised the syllabus and regulations for the General Nursing and Midwifery training programme. The revision was undertaken by having series of consultations with the various stake holders. One of the major change in the revised curriculum is duration of the programme. The duration of the programme has been reduced from 3 ½ years to 3 years, without compromising course content and objectives of the course, internship has been integrated within the 3 years course.

Another change in the revision of the curriculum is format of the syllabus. The format of the curriculum changed to include the course description, general objective, learning objectives, course content, number of hours for each unit, their teaching learning activities and assessment methods. For each subject which had practical requirements, a detailed description of the area with course description, general objectives, area of practice, time to be spent in each area with the objectives for each area, the skills to be acquired, the assignments and the assessment methods are clearly spell out. This will facilitate for the teachers for effectively covering the syllabus and also guide the nursing teachers to implement the curriculum in totality covering all aspect of the theory and practical component of the programme.

I am confident that this revised syllabus and regulations will be able to prepare Nurses to provide qualitative Nursing care in the hospital and also in the community.

I also take this opportunity to acknowledge the contribution Nursing Education Committee Members of INC, Nursing Experts, Vice-President, INC the then Secretary, INC and Joint Secretary of INC in preparation of the revised GNM syllabus.



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INTRODUCTION & PHILOSOPHY

Nursing is a profession within the Health Care Sector focused on the care of individuals, families and communities so they may attain maintain or recover optimal health and quality of life.

Nurses care for individuals of all ages and all cultural backgrounds who are healthy and ill in a holistic manner based on the individuals physical, emotional, psychological, intellectual, social and spiritual needs. The profession combines physical sciences, social science and technology in caring for those individuals.

Indian Nursing Council believes in concept of Health laid down by World Health Organisation (WHO) “Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.”

In order to provide qualitative Nursing Care there is a need to train nurses effectively to work as a team member of health care delivery system. It is therefore their training should involve positive attitudes, knowledge, skills, professional expertise, latest trends in health care and health care needs of the community and the country as a whole.

As per the definition of Virginia Avenel Henderson “ The Unique function of the nurse is to assist the individual, sick or well, in the performance of those activities contributing to health or its recovery (or to peaceful death) that he would perform unaided if he had the necessary strength, will or knowledge.”

As per the International Council of Nurses “ Nursing encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well and in all settings. Nursing includes the promotion of health, prevention of illness, and the care of ill, disables and dying people. Advocacy, promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management and education are also key nursing roles.”

Indian Nursing Council recognized that basic nursing education is a formally recognized programme of students providing a broad and sound foundation in the behavioural, life and nursing sciences for the practice of nursing for a leadership role and for the post basic education in specialties for advanced nursing practice. The Country believes that this basic course in nursing should prepare nurses for occupying first level positions in nursing in all kinds of health care settings. The Council recognizes that nursing is a profession which is influenced by advances in science and technology, it believes that skills in all aspects of communication are also essential learning and for the practice of nursing.

The Council also recognizes that the nature of nursing is such that a substantial portion of learning of the study is acquired in clinical field(s) of practice. It further recognised the interdependence of nursing to allied professions and occupations in prevention of diseases, promotion, maintenance and restoration of health.

The Council believes that it has a responsibility in helping the students to develop pride in their profession besides keeping them abreast with current knowledge and professional trends for a successful career ahead.

AIMS

The basic Diploma course in General Nursing and Midwifery is geared to the health needs of the individuals, family, community and the country at large.

The aims of the Diploma in General Nursing and Midwifery programme are:

1. To prepare nurses with a sound educational programme in nursing to enable them to function as efficient members of the health team, beginning with the competencies for first level positions in all kinds of health care settings.
2. To help nurses develop an ability to co-operate and co-ordinate with members of the health team in the prevention of disease, promotion of health and rehabilitation of the sick.
3. To help nurses in their personal and professional development, so that they are able to make maximum contribution to the society as useful and productive individuals, citizens as well as efficient nurses.
4. To serve as a base for further professional education and specialization in nursing.
5. To prepare nurses to keep pace with latest professional and technological developments and use these for providing nursing care service.

OBJECTIVES

The nurse on completion of this course will be able to:

1. Demonstrate competency in providing health care to individual, sick or well, using nursing process.
 - Assess the nursing need of clients from birth of death.
 - Plan and carry out appropriate action to meet nursing needs.
 - Provide effective nursing care for maintain best possible level of health in all aspects.
 - Promote self care in people under their care.
 - Apply problem solving techniques in nursing practice.
 - Evaluate effectiveness of nursing care.
 - Apply problem solving techniques in nursing practice.
 - Evaluate effectiveness of nursing care.
2. Apply knowledge from the humanities, biological and behavioral sciences in functioning as a nurse.
3. Function effectively with members of the health team and community applying the knowledge of human relations and communication skills in her work.
4. Participate as member of the health team in delivery of curative preventive, promotive and rehabilitative health care service.
5. Mobilize community resources and their involvement in working with the communities.
6. Demonstrate use of ethical values in their personal and professional life.
7. Demonstrate interest in activities of professional organization.
8. Recognize the need for continuing education for professional development.
9. Demonstrate basic skills in teaching patients and giving nursing care to them.
10. Demonstrate basic skills in administration and leadership while working with other members of health team and community.
11. Assist in research activities.

REGULATION

GUIDELINES FOR ESTABLISHMENT OF NEW GENERAL NURSING AND MIDWIFERY SCHOOL 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 8 of Company's act are eligible to establish General Nursing and Midwifery School of Nursing.
2. Any organization having 100 bedded Parent (Own) hospital is eligible to establish General Nursing Course.
3. Above organization shall obtain the Essentiality Certificate/No Objection Certificate for the General Nursing and Midwifery programme from the respective State Government. The institution name along with 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.
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 Examination Board.
 - Before the admission of the students next year institute will submit the renewal/validity form as per the calendar of events every year. However INC may conduct yearly inspection.
7. Institution will admit the students only after taking approval of State Nursing Council Examination Board.

Note:

- If, no admission are made for two consecutive academic years then it shall be considered as closed for the said programme.
- If the institution wants to restart the programme they have to submit the first inspection fees within 5 years i.e., from the year they did not have admissions. Guidelines of the year wherein institute was first permitted will be applicable.

PHYSICAL FACILITIES

Teaching Block:

The School of Nursing should have a separate building/teaching block*. For a School with an annual admission capacity of **40-60** students, the constructed area of the School should be **20000** square feet.

The School of Nursing can be in a rented/leased building for first two years. After two years institute shall have own building in an institutional area. Otherwise Rs.50,000 penalty has to be paid for every year. During the penalty period institute shall be able to construct own building. If the institution is not able to have their own building, permission/suitability will be withdrawn and however institution will be given chance to submit the proposal towards first inspection with the latest guidelines.

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

S. No.	Teaching Block	Area (Figures in Sq. feet)
1.	Lecture Hall	3 @ 900 = 2700
2.	(i) Nursing foundation lab	1500
	(ii) CHN & Nutrition Lab	900
	(iii) Advance Nursing Skill Lab	900
	(iv) OBG and Paediatrics Lab	900
	(v) Pre-clinical science lab	900
	(vi) Computer Lab	1500
3.	Multipurpose Hall	3000
4.	Common Room (Male & Female)	1000
5.	Staff Room	1000
6.	Principal Room	300
7.	Vice Principal Room	200
8.	Library	1800
9.	A.V. Aids Room	600
10.	Faculty Room	1800
11.	Provisions for Toilets	1000
Total		20000 Sq. Ft.

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.**

Hostel Block:

Hostel Provision is Mandatory and shall also be owned by the institute within the period of two years

S. No.	Hostel Block	Area (Figures in Sq feet)
1.	Single Room	9000 (50 sq. ft. for each student)
	Double Room	
2.	Sanitary	One latrine & One Bath room (for 60 students) – 600 × 3 = 1800
3.	Visitor Room	500
4.	Reading Room	250
5.	Store	500
6.	Recreation Room	500
7.	Dining Hall	3000
8.	Kitchen & Store	1500
9.	Warden's room	450
Total		17500 Sq. Ft.

Grand Total (total requirement for the nursing programme): - 20000 (Teaching Block) + 17500 (Hostel Block) = 37500 Sq. Ft.

1. Class rooms

There should be at least three classrooms with the capacity of accommodating the number of students admitted in each class. The rooms should be well ventilated with proper lighting system. There should be built in 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.

2. Laboratories

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

1	Nursing Practice Laboratory
2	Community Health Nursing & Nutrition Laboratory
3	Advance Nursing Skill Laboratory
4	Computer Laboratory
5	OBG & Paediatric Laboratory
6	Pre Clinical Sciences Laboratory

- a) **Nursing Practice Laboratory:** There should be demonstration beds with dummies, mannequins in proportion to the number of students practicing a nursing procedure at a given point of time (the desired ratio being 1 bed: 6 practicing students).

It should be 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. Sufficient Necessary inventory articles should be there i.e. at least 10-12 sets of all items needed for the practice of nursing procedure by the students.

- b) **Community Practice & Nutrition Laboratory:** It should have all required articles needed for practicing nursing procedures in a community set-up. The laboratory should give appearance of that of a rural setting, with community maps, records put up on display & cupboards.

It should also have facilities for imparting basic knowledge of various methods of cooking for the healthy as well as for the sick. The furnishing and equipment should include work-tables, cooking cutlery, trays, 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.

- c) **Computer Laboratory:** It can be shared with other departments.

- d) **OBG & Pediatric Laboratory:** Laboratory should have equipment and articles as mentioned in laboratory equipments and articles.

- e) **Advance Nursing Skill Laboratory:** There should be simulators used teach, practice & learn advance skills e.g., administration of tube- feeding, tracheostomy, gastrostomy etc. I/V injection, BLS, newborn resuscitation model, etc. The lab should have computers, internet connection, monitor used in Critical Care Units.

- f) **Pre-clinical Science lab:** It is the laboratory of Biochemistry, Anatomy, and Microbiology. The laboratory articles mentioned in the laboratory equipment & articles shall be available.

3. Multipurpose Hall

It can be utilized for hosting functions of the college, educational conferences/ workshops, CNES examinations etc. It should have proper stage with green room facilities. It should be well –ventilated and have proper lighting system. There should be arrangements for the use of all kinds of basic and advanced audio-visual aids.

4. Library

There should be a separate library in the school. It should be easily accessible to the teaching faculty and the students, during school hours and extended hours also.

It should have comfortable seating arrangements for half of the total strength of the students and teachers in the school.

There should be separate budget for the library. The library committee should meet regularly for keeping the library updated with current books, journals and other literature. Internet facility should be provided in the library.

The library should have proper lighting facilities and it should be well-ventilated. It should have a cabin for librarian with intercom phone facility.

There should be sufficient number of cupboards, books shelves and racks with glass doors for proper and safe storage of books, magazines, journals, newspapers and other literature. There should be provision for catalogue-cabinets, racks for student bags etc., book display racks, bulletin boards and stationery items like index cards, borrowers cards, labels and registers. Current books, magazines, journals, newspaper and other literature should be available in the library.

A minimum of 500 of different subject titled nursing books (all new editions), in the multiple of editions, 3 kinds of nursing journals, 3 kinds of magazines, 2 kinds of newspapers and other kinds of current health related literature should be available in the library.

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.

5. Offices Requirements

a. Principal's Office

There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel.

b. Office for Vice-Principal

There should be a separate office for the Vice-Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for Vice-principal's office with intercom facility connected/linked to the hospital and hostel.

c. Faculty Room

There should be adequate number of office rooms in proportion to the number of teaching faculty. One office room should accommodate 2 teachers only. Separate toilet facility should be provided for the teaching faculty with hand washing facility. There should be a separate toilet for male teachers.

d. Staff Room

One separate office room for the office staff should be provided with adequate toilet facility. This office should be spacious enough to accommodate the entire office staff with separate cabin for each official. Each office room should be adequately furnished with items like tables, chairs, cupboards, built –in racks and shelves, filing cabinets and book cases. Also there should be provision for equipments like photocopy, computers and telephone.

6. Common Rooms

Common rooms should be provided. One for the teaching faculty, one for the student and one for the office staff. Sufficient space with adequate seating arrangements, cupboards, lockers, cabinets, built-in-shelves and racks should be provided in all the common rooms. Toilet and hand washing facilities should be made available in each room.

7. Audio-Visual Aids Room & Store Room

This room should be provided for the proper and safe storage of all the Audio-Visual Aids. The School should possess all kind of basic as well as advanced training aids like chalk boards, overhead projectors, slide and film-strip projector, models specimen, charts and posters, T.V. & V.C.R., Photostat machine, tape recorder and computers, LCD, laptop.

It should be provided to accommodate the equipments and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipments like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated.

8. Other Facilities

Safe drinking water and adequate sanitary/toilet facilities should be available for both men and women separately in the school. Toilet facility to the students should be there along with hand washing facility.

9. Garage

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

10. Fire Extinguisher

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

11. Playground

Playground should be spacious for outdoor sports like Volleyball, football, badminton and for Athletics.

Hostel Facilities:

There should be a separate hostel for the male and female students. It should have the following facilities.

1. Hostel Room

It should be ideal for 2 students. The furniture provided should include a cot, a table, a chair, a book rack, a cupboard or almirah for each student.

2. Toilet and Bathroom

Toilet and bathroom facilities should be provided on each floor of the students hostel. 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 Space

Facility for drying and ironing clothes should be provided in each floor.

8. Warden's Room

Warden should be provided with a separate office room besides her residential accommodation. Intercom facility with school & hospital shall be provided.

9. Telephone facility accessible to students in emergency situation shall be made available.

10. Canteen

There should be provision for a canteen for the students, their guests, and all other staff members.

11. Transport

School should have separate transport facility under the control of the Principal. 25 and 50 seats bus is preferable and number of transport shall be as per students strength.

Staff for the Hostel

1. Warden (Female) -3: Qualification- B.Sc. Home Science or Diploma in Housekeeping/Catering. Minimum three wardens must be there in every hostel for morning, evening and night shifts. If number of students are more than 150, one more warden/ Asst. Warden/ House keeper for every additional 50 students.
2. Cook-1: For every 20 students for each shift.
3. Kitchen & Dining Room helper- 1: For every 20 students for each shift.
4. Sweeper-3
5. Gardener-2
6. Security Guard/ Chowkidar-3

ANTI RAGGING

1. Notice/Circular for prohibition of Ragging shall be available on
 - Notice Boards
 - Admission Brochure/Prospectus
2. Display Posters/Charts on Prohibition of Ragging in common places.
3. Constitute :-
 - Anti- ragging committee
 - Anti- ragging squad

} with name designation & Telephone no.
4. Leaflet given to fresher's students to detail out the telephone no. mentioned to whom to approach in case of ragging including Anti ragging committee/squad addresses and telephone numbers.
5. Constituting a mentoring cell consisting of students volunteering to be mentors for fresher's (one mentor of six fresher's and one mentor of a higher level for six mentors of the lower level.)
6. Online Affidavit (1) by the student (2) by the parent shall be taken as per the UGC notification from time to time.
7. Display at multiple places- notices, common rooms, canteens, classrooms, library, toilets, corridors etc. Anti-ragging help line for students.
8. Complaint box placed at places accessible to students.

BUDGET

In the overall budget of the Institution, there should be provision for school budget under a separate head. Principal of the school of Nursing should be the drawing and disbursing officer.

NURSING TEACHING FACULTY

The Principal should be the administrative head of the school. He/She should hold qualification as laid down by INC. The Principal should be the controlling authority for the budget of the school and also be the drawing and disbursing officer. The Principal and Vice- Principal should be Gazetted officers in Government Schools and of equal status (though non-Gazetted) in non-government Schools.

Qualification of Teaching Staff for General Nursing and Midwifery programme with 40 students intake:

Ratio of Female and Male Nursing Teachers in School Programme

- **For every 7 female nursing teacher there shall be 3 male nursing teacher i.e. 7:3 female to male nursing teacher ratio.**

[i.e., maximum of 30% will be male] it does not direct that female teachers to be replaced by male.

The following is for 60 students intake:

S. No.	Teaching faculty	Qualification & Experience	No. Required
(i)	Principal	M.Sc. Nursing with 3 years of teaching experience or B.Sc. Nursing (Basic) / Post Basic with 5 years of teaching experience.	1
(ii)	Vice-Principal	M.Sc. Nursing or B.Sc. Nursing (Basic) / Post Basic with 3 years of teaching experience.	1
(iii)	Tutor	M.Sc. Nursing or B.Sc. Nursing (Basic/Post Basic) or Diploma in Nursing Education and Administration with 2 years of professional experience.	16
Total			18

Note:

- Teacher student ratio should be 1:10 on sanctioned strength of students.
- One of the Tutors need to stay at the community health filed by rotation.
- The salary structure of the teaching faculty in private Schools of Nursing should not be less than what is admissible in the schools of the nursing under State/Central Government.
- Nursing service personnel should actively participate in instruction, Supervision, guidance and evaluation of student in the clinical and field/ community practice areas. The teaching faculty of the School of nursing should work in close coordination with nursing service personnel.
- The teaching faculty of the school and the nursing service personnel should be deputed to attend short term educational courses/ workshops/ conferences etc. to update their knowledge.
- It is mandatory for school authorities to treat teaching faculty of the school of nursing on duty when nominated/ selected for the purpose of examination or inspection or inspection by the Council.
- All nursing faculty including Principal shall spend at least four hours each day in the clinical area for clinical teaching and / or supervision of care by the students.

- 50% of the non-nursing subjects should be taught by the nursing teachers. However, it will be supplemented by the external faculty who are doctors or candidates having PG Qualification in the requisite subject. **Nursing teachers who are involved in non-nursing subjects shall be examiners for the programme.**

EXTERNAL FACULTY

Besides the regular teaching faculty in the school of Nursing, there should be provision for external lectures for teaching the students. They should possess the desired qualification in the respective subjects which are to be taught. Remuneration of these external lecturers is to be paid as per the institute/ govt. policy. The external Faculty may comprise Medical Faculty and Scientists, General Educationist including teaching experts in English, computer Education. Physical Education/ Yoga, Psychologists, Sociologists, Health Economist/ Statistician, Nutritionist.

School Management Committee

Following members should constitute the Board of management of the school.

Principal	Chairperson
Vice- Principal	Member
Tutor	Member
Chief Nursing Officer/ Nursing Superintendent	Member
Administrative staff for School of Nursing	Member

Additional Staff for School of Nursing

Stenographer/Personal Assistant	One	} Should have Knowledge of computer
Senior Clerk cum Cashier/ Accountant	One	
Junior Clerk cum Typist	One	
Librarian	One	
Laboratory Attendant	One	
Chowkidar/ Watchman	Two	
Driver	One for each Vehicle	
Cleaner	One for each Vehicle	
Peon	Three	
Sweeper/ Safai Karmachari	Two	
Machine (Duplicating/ Xerox) Operator	One	

NB: Provision should be made to have leave reserve staff in addition to the regular staff according to rules

CLINICAL FACILITIES

I. Own Hospital: School of nursing should have a **100** bedded Parent (Own Hospital).

II. Additional affiliation of hospital:

If all the required learning experience are not available in the parent hospital, the students should be sent to affiliated hospital/ agencies/ Institutions where it is available.

i. Criteria for Affiliation

The types of experience for which a nursing school can affiliate are:

- Community Health Nursing
- Communicable diseases
- Mental Health (Psychiatric) Nursing
- Specialities like Cardiology, Neurology, Oncology Nephrology etc.

ii. The size of the Hospital/Nursing Home for affiliation:-

- Should not be less than **100** beds apart from having own hospital.
- Maximum 3 Hospital can be attached with 100 beds each.

The Physical facilities staffing and equipment of the affiliated hospitals should be of the same standard as required in the hospital.

The Nursing Staff of the affiliated hospital should be prepared to recognize the institutional student with student status as per their educational programme.

III. Distribution of beds in different areas

Medical	45
Surgical	45
Obst. &Gynaecology	45
Pediatrics	30
Ortho	15
Psychiatric	50

IV. Bed Occupancy of the Hospital should be minimum **75%**.

V. Other Specialties/Facilities for clinical experience required are as follows:

- Major OT
- Minor OT
- Dental
- Eye/ENT
- Burns and Plastic
- Neonatology with Nursery

Communicable disease
 Community Health Nursing
 Cardiology
 Oncology
 Neurology/Neuro-surgery
 Nephrology etc.
 ICU/ICCU

- VI. There should be a variety of patients of all age groups in all the clinical areas where the students are posted for obtaining the requisite learning experiences.
- VII. The Nursing Staffing norms in the affiliated Hospital should be as per the INC norms.
- VIII. The affiliated Hospital should give student status to the candidates of the nursing programme.
- IX. Maximum distance of the affiliated hospitals should be within **30 kms**.
- X. **1:3** student patient ratio to be maintained.
- XI. For Tribal and hilly area the maximum distance is **50 kms**

If the institution is having both General Nursing and Midwifery and B.Sc. (N) programme, it would require to ensure 1:3 student patient ratio based on intake for each programme.

Distribution of Beds

At least one third of the total number of beds should be for medical patients and one third for surgical patients. The number of beds for male patients should not be less than 1/6th of the total number of beds i.e. at least 40 beds. There should be minimum of 100 deliveries per month. Provision should be made for clinics in health and family welfare and for preventive medicine.

Staffing

- 1. Chief Nursing Officer (C.N.O) - for 500 Beds and above. (Qualification as for Principal, SON)
- 2. Nursing Superintendent (N.S)-1 (Qualification as for Principal, SON).
- 3. Deputy Nursing Superintendent (D.N.S)-1 (qualification as for vice-principle, SON).
- 4. Assistant Nursing Superintendent (A.N.S)-2 and for every additional 50 beds one more (qualification as for vice- Principle, SON).

NORMS RECOMMENDED BY EXPERTS COMMITTEE ON HEALTH MANPOWER PRODUCTION AND MANAGEMNET (RESOLUTION OF FOURTH CONFERENCE OF CENTRAL COUNCIL OF HEALTH AND FAMILY WELFARE, ON NURSING, 1995).

Categories	Requirements
1. Nursing Superintendent	1:200 beds
2. Dy. Nursing Superintendent	1:300 beds
3. Departmental Nursing Supervisors/ Nursing Sisters	7:1000(Plus one additional 100 beds

4. Ward Nursing Supervisors/ Sisters	8:200+30% leave Reserve
5. Staff nurse for wards	1:3 (of 1:9 each Shift)+30% leave Reserve
6. For OPD, blood Bank, X-ray Diabetic Clinic CSR etc.	1:100 OPD Patients (1 bed:5 OPD Patients)+30% leave Reserve.
7. For Intensive Care Unit (8beds ICU for 200 beds)	1:1 (of 1:3) for each (shift +30% leave Reserve)
8. For specialized departments and clinic such as OT, Labour room.	8:200 + 30% leave Reserve

Justification

1. Needs may vary from one hospital to another, Depending on its size and service rendered, more staff than anticipated will be required.
2. Special attention is needed for supervision of patient care in the evening and night shifts.
3. 30% leave reserve posts are mandatory.

Other point to be considered

- a. The staff of the parent hospital should be strictly as per the criteria laid down by INC in terms of doctors, nurses and paramedical staff.
- b. Wards/Area/OPDs/OTs/Clinical departments etc. must have adequate coverage of the staff in all the shifts to ensure that students are only for attending clinical experience in these areas and not utilized for service purposes.
- c. Continuing/ in-service education programme must be attended by all staff nurses to keep themselves abreast with latest technologies and sophistication used in day to day patient care in these areas.

Community Health Nursing Field Practice Area

The students should be sent for community health nursing experience in urban as well as rural field area. Institute can be attached to primary health centre. A well setup field teaching centre should be provided with facilities for accommodation of at least 10-15 students and one staff member at a time. Peon, cook and chowkidar should be available at health centre. Each school of Nursing should have its own transport facilities and it must be under direct control Principal. The security of staff and students should be ensured.

ADMISSION TERMS AND CONDITIONS

1. Minimum education eligibility criteria for admission to GNM:

- 10+2 with English and must have obtained a minimum of 40% at the qualifying examination and English individually from any recognized board. Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government. However Science is preferable.
- 10+2 with English having 40% of marks in vocational ANM course from the school recognized by Indian Nursing Council
- 10+2 with English having 40% of marks in Vocational Stream-Health care Science from a recognized CBSE board/State/Centre
- Registered ANM with pass mark.

For foreign nationals

- The entry qualification equivalency i.e., 12th standard will be obtained by Association of Indian Universities, New Delhi. Institution, State Nursing Council will be responsible to ensure that the qualification and eligibility will be equivalent to what has been prescribed as above

2. Reservation

- a) For disabled candidates: 3% Disability reservation to be considered with a disability of locomotor to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing programme.

Note: A committee to be formed consisting of medical officer authorized by medical board of state government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotor of 40% to 50%.

- b) 5% of total marks is relaxed for SC/ST candidates
c) Any other reservation as per the State Govt.

Note: Reservation shall be applicable within the sanctioned number of the seats by INC and not above it.

3. Admission of students shall be once in a year.

4. Students shall be medically fit.

5. Minimum age for admission will be 17 years. (as on 31st December of that year) The upper age limit is 35 yrs. For ANM/ for LHV, there is no age bar.

Admission / Selection Committee

This committee should comprise of:

- Principal Chairperson
- Vice-Principal

- Senior Tutor
- Chief Nursing Officer or Nursing Superintendent

ADMISSION STRENGTH

Admission / Intake of candidates shall be as per sanctioned strength permitted by INC.

Health Services

There should be provisions for the following health services for the students.

- (a) An annual medical examination.
- (b) Vaccination against Tetanus, hepatitis B or any other communicable disease as considered necessary.
- (c) Free medical care during illness.
- (d) A complete health record should be kept in respect of each individual student. The question of continuing the training of a student, with long term chronic illness, will be decided by the individual school.

Records

Following are the minimum records which needs to be/should be maintained in the school

- a) For Students
 1. Admission record
 2. Health record
 3. Class attendance record
 4. Clinical and Field Experience record
 5. Internal assessment record for both theory and practical
 6. Mark Lists (State Council/Board Results)
 7. Record of extracurricular activities of student (both in the school as well as outside)
 8. Leave record
 9. Practical record books – Procedure book and Midwifery record book to be maintained as prescribed by INC
- b) For each academic year, for each class/batch
 1. Course contents record (for each subjects)
 2. The record of the academic performance
 3. Rotation plans for each academic year
 4. Record of committee meetings
 5. Record of the stock of the school
 6. Affiliation record
 7. Grant-in-aid record (if the school is receiving grant-in-aid from any source like state Govt. etc.)
 8. Cumulative record.

Record of educational programmes organized for teaching faculty and student, both in the school as well as outside.

Annual reports (Record) of the achievement of the school prepared annually.

School of nursing should possess detailed and up-to-date record of each activity carried out in the school.

Transcript

All institutions to issue the transcript upon completion of the course and to **submit only one single copy of transcript** per batch to respective State Nursing and Midwifery Registration Council.

CURRICULUM

Duration

Course duration	= 3 Years								
Weeks Available	= 52 weeks								
Vacation	= 4 weeks								
Examination (including preparatory)	= 2 weeks								
Available weeks	= 46 weeks								
Hours per week	= 40 hours								
Hours available per academic year (1st & 2nd Year)	= 1840 (46 wks × 40 hours) X 2=3680								
Hours available for 3rd Year (Part I)	= 960 (24 wks × 40 hours)								
Internship (Part II)	= 1248 (26 wks × 48 hours)								
<table style="border: none;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td style="padding: 0 10px;">3rd Year</td> <td style="padding: 0 10px;">2 weeks vacation</td> <td style="font-size: 3em; vertical-align: middle;">}</td> </tr> <tr> <td></td> <td></td> <td style="padding: 0 10px;">2 weeks Examination</td> <td></td> </tr> </table>	{	3 rd Year	2 weeks vacation	}			2 weeks Examination		
{	3 rd Year	2 weeks vacation	}						
		2 weeks Examination							
Total	= 5888 hours								

Course of Instruction

FIRST YEAR

Subjects	Theory (hours)	Practical (hours)	
Bio Sciences	120		
- Anatomy & Physiology.	90		
- Microbiology	30		
Behavioral Sciences	60		
- Psychology	40		
- Sociology	20		
Nursing Foundations	210	200 (lab)	680(clinic)
- Fundamentals of Nursing.	190	(22 weeks)	
- First aid	20		
Community Health Nursing	180	<div style="font-size: 3em; font-weight: bold;">}</div> 320 8 weeks	
- CHN-I	80		
- Environmental Hygiene	30		
- Health Education & Communication Skills	40		
- Nutrition	30		

Subjects	Theory (hours)	Practical (hours)
English	30	-
Computer Education	15	15
Co-curricular activities	10	-
TOTAL	625 (16 wks)	1215 (30 wks)
	1840	

SECOND YEAR

Subjects	Theory (hours)	Practical (hours)
Medical Surgical Nursing-I	120	800 (20 wks)
Medical Surgical Nursing -II	120	
Mental Health Nursing	70	320 (8wks)
Child Health Nursing	70	320 (8wks)
Co-curricular activities	20	-
TOTAL	400 (10 weeks)	1440 (36 weeks)
	1840	

THIRD YEAR Part-I

Subjects	Theory (hours)	Practice (hours)
Midwifery &Gynaecological Nursing	140	560 (14 wks)
Community Health Nursing-II	90	160 (4 wks)
Co-curricular	10	-
TOTAL	240 hours (6 weeks)	720 hours (18 weeks)
	960	

THIRD YEAR Part-II (Integrated supervised Internship)

Theory Subjects	Theory (hours)
Nursing Education	20
Introduction to Research and statistics	30
Professional Trends & Adjustments.	30
Nursing Administration & Ward Management	40
TOTAL	120 (2 weeks)

Clinical Areas	Clinical Hours/ weeks *
Medical Surgical Nursing	288(6 wks)
Community Health Nursing	288(6 wks)
Child Health Nursing	96(2 wks)
Midwifery and Gynaecological Nursing	384(8 wks)
Mental Health Nursing	96(2 wks)
TOTAL	1152 (24 weeks)

Night duty should be given in clinical area(s) in rotation

*43 hours per week for clinical and 5 hours per week for theory.

The students posted in the clinical areas should be accompanied by teaching faculty of the school.

The same practice must be followed when student are posted for requisite clinical experience to affiliated Hospital/Agency /Institution.

The Nursing teachers must actively participate in supervising, guiding and evaluating students in the hospital wards, health centers and in the community.

1:10 teacher student ratio to be maintained during the supervised clinical practice

SUMMARY OF TOTAL CLINICAL EXPERIENCE

Area	1st Year	2nd Year	3rd Year –I	3rd Year –II (Internship)
Nursing Foundation	880 (22)	-	-	-
Community Health Nursing	320 (8)	-	160 (4)	288 (6)
Medical Surgical Nursing	-	800 (20)	-	288 (6)
Mental Health Nursing	-	320 (8)	-	96 (2)
Child Health Nursing	-	320-(8)	-	96 (2)
Midwifery and Gynaecological Nursing	-	-	560 (14)	384 (8)
Total	1200	1440	720	1152

SCHEME OF EXAMINATION:

FIRST YEAR

Paper	Subjects	Total Marks	Internal Assessment	Council/ Board examination	Weightage	Duration of Examination (Hrs.)
I.	Bio Sciences	100	25	75		3
	- Anatomy & Physiology.				65%	
	- Microbiology				35%	

Paper	Subjects	Total Marks	Internal Assessment	Council/ Board examination	Weightage	Duration of Examination (Hrs.)
II.	Behavioral Sciences - Psychology - Sociology	100	25	75	65% 35%	3
III.	Foundation of Nursing - Fundamental of Nursing - First aid	100	25	75		3
IV.	Community Health Nursing - CHN-I - Environmental Hygiene - Health education & Communication Skills - Nutrition	100	25	75	50% 10% 25% 15%	3
	Practical – I Fundamental of Nursing	100	50	50		-

SECOND YEAR

Paper	Subjects	Total Marks	Internal Assessment	Council/ Board examination	Duration of Examination (Hrs.)
I.	Medical Surgical Nursing-I	100	25	75	3
II.	Medical Surgical Nursing –II	100	25	75	3
III.	Mental Health Nursing	100	25	75	3
IV.	Child Health Nursing	100	25	75	3
	Practical – I Medical Surgical Nursing	100	50	50	-
	Practical-II Child Health Nursing	100	50	50	
	Practical-III* Mental Health Nursing	100	50	50*	

Note: * (only school examination, no council/board exam)

*Practical examination for psychiatric nursing is to be conducted at the place of clinical experience at the end of clinical instruction by school, itself and marks shall be sent to the council/board.

THIRD YEAR Part-I*

Paper	Subjects	Total Marks	Internal Assessment	Council/ Board examination	Duration of Examination (Hrs.)
I.	Midwifery & Gynecological Nursing	100	25	75	3
II.	Community Health Nursing-II	100	25	75	3
	Practical I Midwifery	100	50	50	
	Practical – II Community Health Nursing	100	50	50	

*Examination for Part-I will be conducted at the end of Third Year

THIRD YEAR Part-II (School Examination)

Paper	Subjects	Total Marks	Term Assessment	School Exam	Duration of Examination (Hrs.)
I.	Nursing Education and Introduction to Research and statistics	100	50	50	3
II.	Professional Trends & Adjustment, Nursing administration and Ward Management	100	50	50	3

Examination guidelines

1. Shall have one regular examination followed by supplementary examination in a year.
2. If a candidate fail they can be promoted to next year
3. A candidate can take any number of attempts with a condition that maximum period allowed is 6 years. However all previous papers need to be cleared before appearing in the final examination
4. No institution shall submit student average internal marks more than 75% i.e., if 40 students are admitted in a course than the average score of the 40 students shall not exceed 75%.
Example of 5 students: A=25, B=20, C=22, D=21, E=24
Average score=89.6%
This will not be accepted by the State Nursing Registration Council
5. Minimum pass marks should be 50% in each of the Theory and practical paper separately.
6. Minimum pass marks shall be 40% for English only.
7. Theory and Practical exams for Introduction to Computer to be conducted as School exam and marks to be send to the SNRC/ Board for inclusion in the mark sheet.
8. A candidate has to pass in theory and practical exam separately in each of the paper.
9. If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical)

10. Maximum number of candidates for practical examination should not exceed 20 per days.
11. All practical examination must be held in the respective clinical areas.
12. One internal and one external examiners should jointly conduct practical examination for each students.

Eligibility for Admission to Examination

A candidate shall be eligible for the admission to the state Council / Board examination if the Principle of the school certificate that:

- (a) She / he has completed not less than eleven months of the course
- (b) A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

The diploma shall not be awarded to the student till she / he has completed the clinical / field requirements.

- (c) A Candidate must secure 50% marks in internal assessment separately in each theory and practical.
- (d) The record of practical experience is complete.

(The Principal shall send to the Council / board the internal assessment for each subject, i.e. both theory and practical (S) before the start of the examination along with the examination form).

GRADING OF EXAMINATION

Examination shall be graded on aggregate marks of the entire three years of the training programme, as follows:

Distinction	-	80% and above
First Division	-	70% to 79%
Second Division	-	60% to 69%
Pass	-	50% to 59%

THEORY EXAMINATION

1. Nursing teacher with minimum five years of teaching experience (recent) in a particular subject may be appointed as paper setters and examiners for that particular subject only.
2. Question paper should have a combination of essay, short answer and objective type question as detailed in the content
3. All units of a subject and sub-subject should be given due weightage in accordance with the instructional hours prescribed.

PRACTICAL EXAMINATION

1. Practical examination is to be conducted in the respective clinical area.
2. Nursing teacher with minimum of five years of teaching/clinical teaching experience in a particular subject/clinical area may be appointed as practical examiner.

MAINTAINENCE OF PRACTICAL RECORD

The student shall be required to maintain the Practical record book and report of observation visits and diary for assessment must also be used. Marks shall be allotted for each of the following:

- a) Case study
- b) Case presentation
- c) Nursing care plan
- d) Maintenance of record books (Procedure Book and Midwifery Record book).
- e) Daily diary.
- f) Area wise clinical assessment is to be carried out. Minimum two assessments are required in each clinical area.

Regular record of theory and practical is to be maintained. Task oriented assessment is to be undertaken. Assessment shall be maintained by teacher for each student each month. This can be checked by the Council/ Board. Principal to sign all the records of examination. It should be displayed on the notice board for the information of the students.

Each student is required to maintain the record of following assignment in clinical areas in each year:

First Year

- | | | |
|--------------------------|---|--|
| a) Nursing care plan | - | 4 in medical / surgical wards. |
| b) Daily Diary | - | 1 each in urban and rural community field. |
| c) Health – Talk | - | 1 each in Urban and rural community field. |
| Family Study including | - | 1 each in Urban and rural community field. |
| Health assessment of an | - | 1 each in Urban and rural community field. |
| Individual in the family | | |
| Community profile | - | 1 each in Urban and rural community field. |

Second Year

(a) Medical Ward

- | | | |
|-------------------|---|---|
| Nursing Care Plan | - | 2 |
| Case Study | - | 1 |
| Case Presentation | - | 1 |
| Drug Study | - | 1 |

(b) Surgical Ward

- | | | |
|-------------------|---|---|
| Nursing Care Plan | - | 2 |
|-------------------|---|---|

Case Study	-	1
Case Presentation	-	1
Drug Study	-	1

(c) Psychiatry Ward

Nursing Care Plan	-	1
Case Study	-	1
Case Presentation	-	1
Drug Study	-	1
Process Recording	-	2
Mental Status examination	-	4

(d) Pediatric Ward

Nursing Care Plan	-	2
Case Study	-	1
Case Presentation	-	1
Drug Study	-	1
Observation Report (New born)	-	2

Third Year

(a) Midwifery and Gynaecological ward.

Nursing Care Plan	-	2+1
Case Study	-	1+1
Case Presentation	-	1+1
Drug Study	-	1+1

(b) Daily Diary Urban & Rural Community field

Health Talk	-	2 each
Family Health Nursing care Plan	-	2 each
Group Project	-	1 each

In addition to above, each student shall maintain a procedure book and midwifery case book signed by concerned / supervisor and Principle which is to be presented to examiner each year.

The above assignments are to be evaluated by concerned teachers for the purpose of internal assessment and shall be presented to the external examiner in a compiled form and it should be duly signed by her and should be stamped as cancelled after practical examination.