



स्वास्थ्य एवं परिवार कल्याण मंत्रालय के तहत सांविधिक निकाय  
Statutory Body under the Ministry of Health & Family Welfare

## **GUIDELINES AND MINIMUM REQUIREMENTS TO ESTABLISH NEW AUXILIARY NURSE AND MIDWIVES SCHOOL OF NURSING**

1. The following Establishments / Organizations are eligible to Establish / Open an Auxiliary Nurse and Midwives School of Nursing (ANM School).
  - a) Central Government/State Government/Local body;
  - b) Registered Private or Public Trust;
  - c) Organisations Registered under Societies Registration Act including Missionary Organisations;
  - d) Companies incorporated under section 8 of Company's Act;
2. The eligible Establishments/Organizations should obtain Essentiality Certificate/No Objection Certificate from the concerned State Government where the ANM School of Nursing is sought to be established. The particulars of the name of the School/Nursing Institution along with the name of the Trust/Society [as mentioned in Trust Deed or Memorandum of Association] as also full address shall be mentioned in No Objection Certificate/Essentiality Certificate.
3. After receipt of the Essentiality Certificate/ No objection Certificate, the eligible institution shall get recognition from the concerned State Nursing Council for the ANM program for the particular Academic Year, which is a mandatory requirement.
4. The Indian Nursing Council shall after receipt of the above documents/proposal online would then conduct Statutory Inspection of the recognized training nursing institution under Section 13 of the Act in order to assess the suitability with regard to availability of Teaching Faculty, Clinical and Infrastructural Facilities in conformity with Regulations framed under the provisions of Indian Nursing Council Act, 1947.

\*Provided that training institutions shall apply for statutory inspection, under Section 13 of the Act, to the Council within 6 months from obtaining recognition from the SNRC.

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## Change of Trust/Society

- (i) The Trust/Society cannot be purchased as per Indian Trust Act, but there can be change of Members/Trustees. It is therefore the purchase of institution or change of membership will not be considered for continuation of the program. The institution which is purchased/taken over will be considered as closed. And a fresh Government Order shall be required mentioning the Trust/Society name along with programs.
- (ii) The change of membership in Society/change of Trust and Trustees to be submitted immediately after incorporating through Registrar/Cooperative Societies/Indian Trust Act.
- (iii) As per law Trust/Society can open number of institutions, but it will be considered as one institution under the ambit of one Trust. It is therefore, a Trust can open only one nursing institution in one city/town.
- (iv) If already an institution is existing in that city or town with an abbreviated name (e.g. R K College of Nursing) then another institution with expanded name (Rama Krishna College of Nursing) will not be allowed.
- (v) No two institutions will have same name in same city/town.

## Change of Address

SNRC shall issue a certificate, certifying the fact that the nursing institution is being shifted to the new building/premises at the address indicated. The certificate issued should indicate clearly complete address. The certificate issued should indicate clearly the total covered area of the nursing institution, number of rooms along with area specification, provision of adequate washroom facilities, lighting, and ventilation etc. of the new building.

## Change of Location

Change of location (District/Town/City/Village) shall be considered under new proposal i.e. fresh Essentiality Certificate from the State Government and recognition from the SNRC is mandatory.

## **Strict Compliance of the Syllabus prescribed by the Council**

No Institutions/SNRC/University will modify the syllabi prescribed by the Council for a course. However they can add units/subjects if need be.

## **Closing/Re-start of the Nursing Programs**

If institutions have not admitted the students for 2 consecutive years, it shall be considered as closed. Institute may apply for suitability to the Council under Section 13 & 14 of the Act through online within 5 years of the closure. While conducting the inspection they will not be covered under the new guidelines with regard to Parent Hospital. However, the above relaxation will be applicable only for five years. In case the proposal is submitted after 5 years from the year of closure, it has to be a fresh proposal with due Essentiality Certificate from the State Government and recognition from the SNRC. In such cases the new guidelines with regards to parent hospital and calendar of events shall be applicable.

## **Change of Name of the Institute**

If the Trust/Society proposes to change the name of the Institute, a valid reason has to be submitted. If SNRC has accepted the change of name of Institute it may be accepted by the Council provided the Trust/Society is same and does not come under Para No.6 above.

## **Re-inspection**

Re-inspection application shall be considered only three times. If the institution is found deficient even after that, then the institution shall have to submit a proposal for Suitability under Section 13 & 14 of the INC Act, 1947 within 5 years. However in case the proposal is submitted after 5 years it has to be a fresh proposal with due Essentiality Certificate from the State Government and recognition from the SNRC.

## **Enhancement of Seats**

Inspection for enhancement of seats under Section 13 of the INC Act, 1947 shall be conducted only once in an Academic Year i.e. only one application/proposal shall be accepted, in one Academic Year. Further, SNRC approval is mandatory for enhancement of seats.

## Number of Sanctioned Seats

Maximum of 60 seats will be sanctioned for ANM program.

## Bond System

Taking service bonds from students and forcefully retaining their Original Certificates is viewed as an unethical practice by the Indian Nursing Council. If any such practice comes to the notice of the Indian Nursing Council, appropriate action under Section 14 of the Indian Nursing Council Act, 1947 will be taken against the erring institution.

## RESIDENTIAL FACILITIES FOR STUDENTS

Institute shall have adequate hostel facilities for the students. The hostel has to accommodate 40 students. It has to have the following facilities:

- Safe drinking water facility should be available. All the rooms should have adequate number of lights and fans.
- Dining room to accommodate forty students at a time with a hygienic kitchen, pantry and storing facility.
- There should be sufficient number of living rooms, to accommodate all students, preferably not more than two in a room.
- Bathrooms and toilets sufficient in number (one for every 10 students).
- One visiting room with sitting arrangement and an attached toilet.
- One recreation room with TV, radio & indoor games.
- One sick room to accommodate 2-4 students, with toilet attached.
- Other facilities like hot water arrangement for winter and water cooler for summer should be there.
- Hostel should have telephone connection.

## Stay of students in Hostel

Minimum provision of hostel accommodation for 30% of the total students' intake is compulsory for the institutions and accordingly the staff for hostel shall be provided as prescribed in the syllabi.

## ADMISSION TERMS AND CONDITION

1. The minimum age for admission shall be 17 years on or before 31<sup>st</sup> December of the year in which admission is sought.
2. The maximum age for admission shall be 35 years.
3. Angawadi, Asha workers and Trained Dias for admission to ANM course in Government Multipurpose Health Worker Training Schools/ANM schools shall be relaxed from 35 years to 42 years.
4. The minimum educational requirements shall be the passing of 12 years of schooling (10+2 year course) recognized by CBSE/ICSE/SSSCE/HSCE or a recognized equivalent examination.
5. Admission is subject to satisfactory medical examination report.
6. Admission for ANM is restricted only for female candidates.

## PHYSICAL FACILITIES

### Building

- (i) There should be separate building/block for the school and hostel. It should have an open space to facilitate outdoor games for the students.
- (ii) School 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 programs. However, they should have equipment and articles proportionate to the strength of admission. The class rooms should be available as per the requirement stipulated by the Council for each program.
- (iii) Further, two same programs by the Institute/Trust is not allowed in the same campus.
- (iv) The nursing institution can have all the nursing programs in the same building but with availability of requisite program wise infrastructure. However, labs can be shared.

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- (v) If the Trust has some other educational programs, the nursing program shall be in separate block/floor with prescribed sq.ft. area.
- (vi) It is mandatory that institution shall have its own building within two years of its establishment.
- (vii) Own Building/Lease/Rented Building
  - a. If one of the Trustees of Trust/Society desires to lease the building owned by him for nursing program, it should be for a period of 30 years. It should also be ensured that lease deed that is entered into between the Trust and the Trustee, owning the building, should contain a clause that the lease deed cannot be terminated for a period of 30 years.

Further, it is clarified that, for **a nursing institution (managed by a Trust/Society), own building** would be a building either owned and controlled by the Trust/Society or owned and controlled by a member of the Trust/Society. That is, if the owner of the building is a member of the Trust/Society and she/he leases the building to the Trust/Society for 30 years, it will be considered as own building of the nursing institution.

- b. A duly registered gift deed of the building in favor of the Trust/Society should be construed to be 'own building'.

Further it is clarified that if the lease of the building is between any government authority and the Trust/Nursing institution and the lease is for 30 years or more, it will also be considered as own building.

Any deed of the building which is not as per either clause (1) or (b) above shall be considered as 'Rented Building' only.

- c. In cases of irrevocable power of attorney, documents of the building should be duly registered as per law.
- d. **Penalty for not having own building:** Institutions which do not have their own building within two years of establishment has to pay the penalty for not having the own building. The penalty fees is Rs.50,000 for ANM program for 6 consecutive years. Even after 6 years if the institution does not have own building then action shall be taken under Section 14 of the INC Act, 1947. However, a

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lease of 30 years is permissible with the Trustee of the institution. Even after six years if the institution does not have own building then action shall be taken under Section 14 of the Act. However, a lease of 30 years is permissible with the trustee of the institution.

**Office** – There should be individual furnished office rooms for: Principal, Teachers, Clerical Staff. A separate telephone connection for the school is necessary.

**Class-room** – There should be two adequately large classrooms, accommodating required number of students (i.e. for 20-40 students size of the room should be 720 sq. ft.). Rooms should be well ventilated and properly lighted. There should be chairs with arms or desks according to the number required. Suitably placed black/green or white board should be available in the classrooms.

**Nursing laboratory** – There should be a demonstration room with at least two to four beds and adequate number of cupboards with necessary articles for demonstration. Provision should be made for community, midwifery and first aid demonstration and practice.

**Nutrition laboratory** – There should be provision for nutrition practical. Cooking gas, stove and wash basin with tap connections, suitable working tables and sufficient number of necessary utensils for conducting cooking classes should be available.

**Library cum study** – There should be a room of adequate size in order to accommodate 40 students at a time, with sufficient number of cupboards, library books and adequate number of chairs and tables for the students. Library should have updated edition of textbooks, referral books, few professional journals and general knowledge magazines as well as storybooks etc. in sufficient numbers.

**Audio visual aid** – School must have a TV, DVD player, an overhead projector, LCD projector, laptop for projection computer facility, models, charts, skeleton & manikin/simulators, neonatal resuscitation equipment, home visiting bags, delivery kits etc.

**Toilets** – There should be adequate toilets facility.

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**Garage** – There should be a garage for the mini bus.

**Note: -**

- \*1. If the institute has non-nursing programme in the same building, Nursing programme should have separate teaching block.**
- \*2. Shift-wise management with other educational institutions will not be accepted.**
- \*3. Separate teaching block shall be available if it is in hospital premises.**
- \*4. ANM can share laboratories with GNM/B.Sc. (N) programme, 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.**

## NURSING TEACHING FACULTY

Teaching faculty for 20-40 annual admission:

S. No.	Teaching Faculty	Qualification & Experience
(i)	Principal	M.Sc. Nursing with 3 years of teaching experience or B.Sc. Nursing with 5 years of teaching experience.
(ii)	Nursing Tutor	B.Sc. Nursing/Diploma in Nursing Education and Administration/Diploma in Public Health Nursing with 2 years of clinical experience.

**Ratio of Female and Male Nursing teachers in ANM program is 4 female : 1 male.**

**Note:-**

- Teacher student ratio should be 1:10 on sanctioned strength of students.

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## CLINICAL FACILITIES

1. A school for training of the ANMs should be located in a Community Health Centre (PHC annexe) or a Rural Hospital (RH) having minimum bed strength of 30 and maximum 50 and serving an area with community health programmes. The school should also be affiliated to a district hospital or a secondary care hospital in order to provide experiences of secondary level health care and an extensive gynae-obstertical care.
2. An organization having a hospital with 150 beds with minimum 30-50 obstetrics and gynaecology beds, and 100 delivery cases monthly can also open Auxiliary Nurse and Midwives school. They should also have an affiliation of PHC/CHC for the community health nursing field experience.
3. Existing ANM schools attached to District Hospitals should have PHC annexe (accommodation facility for 20-30 students) for community health field experience.
4. School has to be affiliated to district hospital or a secondary care hospital with minimum 150 beds, in order to provide adequate maternity, childcare and basic medical surgical experiences. The hospital to have adequate number of trained nursing staff round the clock. Bed occupancy on the average to be between 60% - 70%.

### **NOTE:-**

- Pollution control Board certification wherein beds of the hospital are mentioned for both affiliated and parent hospital to be submitted.