

UTTAR PRADESH STATE MEDICAL FACULTY

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Ref. No ...961/23.....

Date ...30.01.23.....

U.P. State Medical Faculty notice and request for Owners/Principal's of Nursing Institutes for comments/feedback

Owners/Principal's of Nursing Institutes are requested to give their comments/feedback on the regulation to maintain minimum standards of ANM and GNM School of nursing education within one week from the date of release of this regulation.

You are hereby requested to submit feedback at upmedicalfaculty@upsmfac.org

Secretary

U.P. State Medical Faculty

This regulation is to maintain the minimum standards of GNM School of nursing education

This regulation is to maintain the minimum standards of GNM School of nursing education furthermore to give guidelines on how to make arrangement to maintain minimum standards.

GUIDELINES AND MINIMUM REQUIREMENTS TO ESTABLISH GNM SCHOOL OF NURSING

1. The following Establishments/Organizations are eligible to Establish Open a General Nursing and Midwifery School of Nursing (GNM 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 Organizations / Establishments should have their own 100 bedded Parent Hospital.

Provided that in respect of Tribal and Hilly Area the requirement of own Parent Hospital is exempted.

Tribal area - Scheduled notified area; [Areas as the President of India may by order declare to be Scheduled areas]

Hilly area-North East States, Jammu & Kashmir, Himachal Pradesh & Uttarakhand.

3. The eligible Organizations / Establishments should obtain Essentiality Certificate/ No objection Certificate from the concerned State Government where the GNM 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.

4. After receipt of the Essentiality Certificate/ No objection Certificate, the eligible institution shall get recognition from the concerned State Nursing Council for the GNM programme for the particular Academic Year, which is a mandatory requirement.

5. The Indian Nursing Council shall after receipt of the above documents/proposal would then conduct Statutory Inspection of the recognized training nursing institution under Section 13 of Indian Nursing Council Act 1947 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

Note:-

1. Nursing Educational institution should be approved for establishing institution by State Government competent authority.

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.

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 ie, 12th standard will be obtained by Association of India 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 of 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 years. For ANM/for LHV, there is no age bar.

6. Male candidates can also apply for the course of GNM (the numbers of intake depend on the institution policy)

ADMISSION STRENGTH:

Admission/Intake of candidates shall be as per sanctioned strength permitted by State Nursing Council.

ADMISSION FEES

Private sector: admission fee (one time) Rs.4500 and monthly fees Rs.4500 per month.

ANTI-RAGGING

As per the order of Hon'ble Supreme Court RAGGING is strictly prohibited within and outside the institution. It has been intimated to all the Nursing/Paramedical Colleges through a previous letter from U.P. State Medical Faculty office.

1. For events related to ragging within or outside the campus, principal, administration /management will be held responsible.
2. Institutions / Centers affiliated to U.P. State Medical Faculty must ensure at the time of enrolment that name of student who were found involved in act of ragging should not be enrolled/admitted in any other program of U.P. State Medical Faculty.
3. Phrases like "Ragging is banned" "Ragging is social evil", "Ragging in premises is illegal" or anti-ragging information must be mentioned in advertisement for admission.
4. Anti-ragging information must be displayed at least at four or more places especially where it is maximum visible to students.
5. Incidents related to ragging must be immediately brought to the notice of faculty.
6. Affidavit must be obtained and kept at a definite place so that faculty can view it at the time of inspection.
7. Information regarding formation of Anti-Ragging Committee/squads must be provided to U.P, State Medical Faculty.
8. Action as said must be taken and also such incidents must be prevented from happening.
9. Principal or known person must take special class for newly admitted students and must provide appropriate information.
10. Safety/Security of new students in hostel must be ensured.
11. Institute must provide I.D. Card to all students.
12. Students not related to the institution must be prohibited within the campus premises.
13. Responsible senior students must be organized in teams to prevent ragging activities.
14. Follow-up of these must be ensured. Suggestion / grievance box must be placed at places where they can be used by students without hindrance.
15. Smoking and drugs must be completely prohibited and boards for the same must be displayed at various places.

The above mentioned instructions must be immediately followed

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 and 2nd year) =1840(46weeks x 40 hours) x2 = 3680

Hours available for 3rd year (part I) =960(24 weeksx40 hours)

Internship (part II) =1248 (26 weeks x 48 hours)

3rd year 2 weeks vacation

2 weeks examination

Total = 5888 hours

COURSE 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	320 8 weeks	
- CHN-I	80		
- Environmental Hygiene	30		
- Health Education & Communication Skills	40		
- Nutrition	30		
English	30	-	
Computer Education	15	15	

Co-curricular activities	10	-
TOTAL	625 (16 weeks)	1215 (30 weeks)
	1840	

SECOND YEAR

Subjects	Theory (hours)	Practical (hours)
Medical Surgical Nursing-I	120	800 (20weeks)
Medical Surgical Nursing - II	120	
Mental Health Nursing	70	320 (8weeks)
Child Health Nursing	70	320(8weeks)
Co-curricular activities	20	-
TOTAL	400 (10 weeks)	1932 1440 (36 weeks)
	1840	

THIRD YEAR Part-I

Subjects	Theory (hours)	Practice (hours)
Midwifery & Gynecological Nursing	140	560 (14weeks)
Community Health Nursing-II	90	160 (4 weeks)
Co-curricular	10	-
TOTAL	240 (6weeks)	720 (18weeks)
	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 (2weeks)

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

- 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 Service personnel 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

SCHEME OF EXAMINATION:

First year

Paper	Subjects	Total Marks	Internal Assessment	Council/ Board examination	Weightage	Duration of Examination (Hrs.)
I.	Bio Sciences - Anatomy & Physiology. - Microbiology	100	25	75	65% 35%	3
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		-
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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 I	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	25	75	3
II.	Professional Trends & Adjustment , Nursing administration and Ward Management	100	25	75	3

Examination Guidelines:

1. Shall have one regular examination followed by supplementary examination in a year
2. If a candidate fails 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%
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 UP. State Medical Faculty 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 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 examiner should jointly conduct practical examination for each

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 follow:

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 the 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 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 student. 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 Individual in the family - 1 each in urban and rural community field

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 a cancelled after practical examination.

NURSING TEACHING FACULTY

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

Sl.no.	Teaching faculty	Qualification & experience	No. required
a.	Principal	M.Sc. Nursing with 3 years of teaching experience or B.Sc. Nursing (Basic) / Post Basic with 5 years of teaching experience.	1
b.	Vice principal	M.Sc. Nursing or B.Sc. Nursing (Basic) / Post Basic with 3 years of teaching experience.	1
c.	Tutor	M.Sc. Nursing or B.Sc. Nursing (Basic/Post Basic) or Diploma in Nursing education and Administration with 2 years of professional experience.	10
d.	Additional tutor for interns	M.Sc. Nursing or B.Sc. Nursing (Basic/Post Basic) or Diploma in Nursing education and Administration with 2 years of professional experience.	2
		Total	14

Note:

Teacher student ratio should be 1:10 on sanctioned strength of students (excluding tutor for interns).

CLINICAL FACILITIES

School of nursing should have a 100 bedded Parent (Own Hospital) for 40-60 annual intake in each programme:

1. Distribution of beds in different areas

Medical - 30

Surgical - 30

Obst. & Gynaecology -30

Pediatrics - 20

Ortho – 10

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

- a. Should not be less than 50 beds apart from having own hospital.
- b. Maximum 3 Hospital can be attached.

3. Bed Occupancy of the Hospital should be minimum 75%.

4. 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/CCU

5. Affiliation of psychiatric hospital should be of minimum 30-50 beds.

6. The Nursing Staffing norms in the affiliated Hospital should be as per the INC norms.

7. The affiliated Hospital should give student status to the candidates of the nursing programme.

8. Maximum Distance between affiliated hospitals & institutions:-

a) Institutions generally can be in the radius of 15-30 kms, from the affiliated hospital.

b) Hilly & Tribal area it can be in the radius of 30-50 kms from the affiliated hospital.

7. 1:3 student patient ratio to be maintained.

If the institution is having both General Nursing and Midwifery and B.Sc(N) programme, it would require affiliated hospital for 40- 60 annual intake in each programme to maintain 1:3 student patient ratio

NOTE:

Parent Hospital: The same trust which has established nursing institution and has also established the hospital will be considered as "Parent Hospital" of that institute.

ACADEMIC CALENDER

OCTOBER	Starting of new academic session
NOVEMBER	
DECEMBER	Winter vacation
JANUARY	
FEBRUARY	First terminal examination
MARCH	
APRIL	
MAY	Second terminal examination
JUNE	Summer vacation
JULLY	
AUGUST	
SEPTEMBER	UP State Medical Faculty Board Examination

PHYSICAL FACILITIES

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.	Nursing foundation lab	1500
	CHN & Nutrition lab	900
	Advance nursing skill lab	900
	OBG and paediatrics lab	900
	Pre- clinical science lab	900
	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 Sqr. Ft.

1. 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 for 3 years. During the penalty period if the institute is not able to construct building the permission/suitability will be withdrawn and will be taken as a fresh proposal.

- 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.

2. Principal room

- There should be separate office for the principal
- Toilet must be attached
- Independent telephone facility must be available

3. vice principal room

- There should be separate office for the vice principal
- Toilet must be attached
- Independent telephone facility must be available

4. Faculty room

- There should be adequate number of faculty rooms in proportion to the number of teaching faculty

5. Office room

- one separate office room for the office staff should be provided

6. Class room

- There should be three classrooms with the capacity of accommodating the number of students admitted in each class
- Classrooms must be neat
- Should have adequate lighting (natural light, LED bulbs / tube lights, etc.)
- Should have adequate ventilation (open windows, fans / air coolers)
- Should have Desks and chairs in sufficient numbers for sanctioned seats
- There should be dais and a big table for teachers
- There should be Adequate and flexible space for performing group learning activities
- There should be Board and means to write and erase it
- A V aids should be available for use by faculty and students and in good working condition [Computer / Laptop, Projector / LCD TV, Screen / projection space, Charts and Audio (as needed)]
- Electricity must be available
- Clock must be available in the classroom

- Notice board must be available to display timetable and any other important notice
- Waste bin must be available in the classroom to discard waste

7. Laboratories

- a. Nursing foundation and advanced nursing skill laboratory
- b. Community health nursing and nutrition laboratory
- c. OBG and Paediatric laboratory
- d. Pre-clinical science laboratory
- e. Computer laboratory

All labs must be clean and must maintain:

- Adequate ventilation & light
- Tables to place models
- Board and means to write and erase it
- Clock to keep a track on time
- Appropriate arrangement for hand washing (Wash Basin with running water and hand washing kit & towel)
- Racks and cupboards to keep models, teaching aids and others student records
- Equipment's which is not working must be removed from the lab

Note: equipment's must be as per Indian Nursing Council laboratory equipment's and article booklet but the following models/equipment's must be compulsory available .

a.Nursing foundation and advanced nursing skill laboratory

Models & Mannequins for demonstrating nursing procedure:

- 2 Adult Male
- 5 Adult Female
- 2 IM injection trainer
- 2 IV (arm) injection trainer
- 2 ID injection trainer
- 1 CPR - each adult & child
- 1 Catheterization trainer each male & female
- 1 Nasogastric tube feeding trainer / simulator
- 10 Patient cots – Adult (1:6 ratio beds can be kept)

- BMW color coded bins (These are Bio medical waste management bins which are of following):
- Black for domestic waste like papers left over and peels of fruits and vegetables, empty box etc.
- Yellow for infected non plastic waste like human anatomical waste, blood and body fluids and placenta etc.
- Red Infected plastic waste such as disposable syringe, IV sets catheter, ET tube urine bag.
- Puncture proof white container
- Blue for sharps

b. Community health nursing and nutrition laboratory

Materials for demonstration and practice in community lab

- 1 Eligible couple and child register
- Different topics flip book / charts or other AV aids
- 15 Community bags with separate compartments for clean articles, urine testing kit and hand washing kit
- 2 Infant weighing scale
- 2 Weighing machine
- 5 Sphygmomanometers / digital BP machine
- 5 Stethoscopes (1 stethoscope is mandatory if digital BP machines are used)
- 1 hand washing kit
- 1 Urine testing kit
- 1 Dressing kit having antiseptic solution, artery forceps, dissecting forceps - toothed & non-toothed, small bowel, small kidney tray and suture cutting scissor

Materials for demonstration and practice in nutrition lab

- 6 Gas stoves with cylinders / pipe line tubing with lighter / induction stove
- 6 Pressure cookers
- 12 Steel cooking vessels big, medium and small sizes
- 1 Cutlery set
- 6 plates
- 6 glass
- 6 spoons of different types

- 12 bowls
- 1 Juice squeezer
- 1 Water reservoir
- 6 Vegetable cutting plates and cutter
- 1 Mixer with accessories
- 1 Kitchen weighing scale
- 2 Sets measuring scoops (all size)
- 1 Refrigerator on accessible space
- Nutrition related charts (protein, fat, carbohydrate, mineral, balanced diet and nutrition deficiencies, etc.)

c. OBG and Paediatric laboratory

Anatomic models / mannequins for demonstration and practice:

- 4 Childbirth simulator with episiotomy repair attachments
- 2 Abdomen palpation
- 1 IUD insertion model with different size attachments (for teaching pelvic exam, cervical inspection and IUCD insertion)
- 2 Cervical dilatation model
- 5 Female boney pelvis
- 5 Fetal skull
- 5 Contraceptive basket having Oral pills, (ECP, POP, combination pills,) condom- male and female, foam gel, jelly, IUCD, implants, DMPA)
- 4 mannequins for simulation and management of PPH (mama natalie)
- 2 Newborn baby with clothes
- 4 New born resuscitation model
- 2 Pediatric training mannequins
- 2 NG tube trainer (pediatric)
- 2 Pediatric multi venous training kit

Instrument kits:

- Delivery kit (three artery forceps, scissors, bowl, kidney tray)
- BP apparatus and stethoscope
- Consumable medical supplies like Inj. Oxytocin, MgSo4 etc.
- Plastic buckets for decontamination of instruments and articles

- BMW color coded bins (These are Bio medical waste management bins which are of following):
- Black for domestic waste like papers left over and peels of fruits and vegetables, empty box etc.
- Yellow for infected non plastic waste like human anatomical waste, blood and body fluids and placenta etc.
- Red Infected plastic waste such as disposable syringe, IV sets catheter, ET tube urine bag.
- Puncture proof white container
- Blue for sharps

d.Pre-clinical science laboratory

Lab should have the following models / charts:

- 2 Adult Human articulated Skeleton model
- 2 Full set of dis - articulated human skeleton
- 2 Full size human body model showing all muscles and arteries
- "Human Torso :
- 2 Male
- 2 Female"
- 2 Skin Cross Section
- 2 Heart and large blood Vessels
- 2 Heart with detachable parts
- 2 Eye with different sections
- 2 Ear with different sections
- 2 Human Brain with spinal cord
- 2 Respiratory System: Lungs, Trachea and Larynx
- 2 Digestive System: stomach, large intestine and small intestine
- 2 Female Reproductive System: Uterus and ovaries
- 2 Male Reproductive System
- 2 Urinary System: Kidney
- 2 Joints and Ligaments : Wrist, Elbow, Shoulder, Ankle, Knee and Hip
- 5 Microscope
- Prepared educational slides (3 sets)

e. Computer laboratory

- There should be functional computer lab with 1:5 computer students ratio
- There should be reliable internet access with good bandwidth for use by faculty and students
- Must maintain computer lab utilization register

8. Library

The following guidelines must be followed to maintain the minimum standards of library

- The area should according to Indian nursing council guidelines
- 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.
- The institute must hire a qualified librarian for the library.
- It should have comfortable seating arrangements for half of the total strength of the students and teachers in the school.
- It should have a cabin for librarian with intercom phone facility.
- The library must be well ventilated with proper lighting system
- 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.
- The cupboards need to be identified (labeling) with the types of books that are maintained.
- Wall clock must be available in the library
- A notice board must be available within the library to display any important notifications.
- Computer with an Internet connection must be available in the library for students to access learning materials on-line.
- A Xerox device must be accessible throughout the college so that students can take the photocopier of their required study materials.
- There must be Space to keep bags for students in the library
- There must be System for recording and cataloguing book materials in the library in order to create and maintain bibliographic and authority records in the library catalog.
- Library utilization register must be maintained in the library to know about the library activities in the institute.
- There must be stationery items like index cards, borrower's cards, labels and registers.

- Current books, magazines, professional journals, newspaper, general knowledge magazines and story books etc 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 news papers and other kinds of current health related literature should be available in the library.
- The library committee should conduct meeting monthly once for keeping the library updated with current books, journals and other literature.
- Minimum 6 copies of all reference materials described in the curriculum:
 - Integrated Management of Neonatal and Childhood Illness modules, Government of India
 - Essential Newborn Care module, Government of India
 - HIV module, Government of India
 - Skilled Birth Attendant guidelines, Government of India & hand book (updated)
 - First Aid – National Disaster Management Authority
 - Facility Based Newborn Care, Government of India
 - Palliative Care, Government of India
 - Basic Cardiopulmonary Life Support – Standard national/international modules
 - Infection Prevention Guidelines – Universally approved
 - Family Planning: a Global Handbook for Providers, USAID, JHU, WHO 2018

9. Audio visual aids room

- 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 , charts and poster , TV and VCR ,Photostat machine , tape recorder , computers, LCD and laptop.

10. Multipurpose hall

- The area should according to Indian nursing council guidelines
- 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

11. Common room

- Common room must be available in the institute
- It should have sufficient space with adequate seating arrangements , cupboards , lockers , cabinets , built in shelves and racks should be provided in the common room
- Toilet and hand washing facility should be made available in the common room

12. Provision for toilet

- Toilet facilities for faculty and non-teaching staff: Toilet facilities should be available for both men and women separately in the school along with hand washing facility.
- Toilet facilities for students (separate for boys and girls) and the ratio must be 1:25 along with hand washing facility.

13. Garage

- Garage should accommodate a 50 seater vehicle

14. Play ground

- Playground should be spacious for outdoor sports like football, badminton etc

15. Fire extinguisher

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

16. Canteen

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

17. 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

18. Other facility

- Safe drinking water facility must be available in the institute
- Canteen must be available for the students , their guest and all other staff members

HOSTEL FACILITIES

Hostel provision is mandatory and shall be owned by the institute within the period of two years.

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

S.No.	Hostel block	Area (Figures in Sq.feet)
1.	Single room Double room	9000 (50 sq. ft. for each student)
2.	Sanitary	One latrine and one bath room for 60 students – $600 \times 3 = 1800$
3.	Visitor room	500
4.	Reading room	250
5.	Store	500
6.	Recreation room	500
7.	Dining hall	3000
8.	Kitchen and store	1500
9.	Wardens room	450
	Total	17500 Sqr. Ft.

Grand total (total requirement for the nursing programme): 20000 (teaching block) + 17500 (hostel block) = 37500 square feet.

Hostel room

- There should be adequate ventilation (open windows, fans / air coolers) in all rooms
- Must have beds, mattress, table and chair for each students
- Must have cupboards and a personal space to keep their personal belongings safely / locked

Toilet and bathroom

- Toilet and bathroom facilities should be provided on each floor of the students hostel at the rate of one toilet and one bathroom for 2-6 students
- Must be clean and functional bathing and toilet facilities

- 24 hours water supply should be available in bathrooms and toilets
- Facility for hot water during morning and evening in bathroom

Recreation

- There should be facilities for indoor and outdoor games
- There should be provision for T.V , radio and video cassette player

Visitor's room

- Must have room for students to see visitors

Kitchen and dining hall

- Dining hall with adequate seating arrangement at least 80% of the total student strength at one time
- Adequate tables , chairs , water coolers , refrigerators and heating facilities
- Hand washing facilities must be provided

Nutritious meals should be provided to students.

- Meals should be prepared in a clean and hygienic manner
- Include sources of protein and vitamins
- Breakfast, lunch, dinner and evening snacks should be provided for hostel students everyday
- Meals should be arranged with input from students
- Diet plan must be available

Pantry

- One pantry on each floor should be provided. It should have water cooler and heating arrangements

Washing and ironing room

- Ironing facilities must be available for students
- Must have space for washing and drying clothes / laundry facilities

Warden's room

- Separate office for warden besides her residential accommodation
- Intercom facility with school and hospital shall be provided

Other facility

- Rules and regulations must be displayed on notice boards
- There should be adequate security arrangement for residents 24x7
- Electricity must be available with back up facility in case of power cut especially during night
- Safe drinking water must be available round the clock in all floors
- Reading room should be available
- Hostel store room must be available
- Sick room must be available
- Students must have access to kitchen for hot water
- Fire emergency response plan
- Evacuation route displayed in every floor
- Students and hostel staff should be trained on safety protocols for any disaster
- Drills should be conducted for disasters
- Availability of fire extinguisher at each floor / corridor

Residential accommodation

- Residential family accommodation for faculty should be provided according to their marital status.
- Telephone facility for the principal at her residence must be provided
- Residential accommodation with all facilities is to be provided to the hostel warden

Crèche

- There should be a crèche in the college campus.

COLLEGE MANAGEMENT

1. There must be academic and other policies and they must be followed.

Following are the topics of policies

- Attendance of students in classroom, clinical and community posting
- Dress code for students
- Professional conduct in class, clinical and community areas, during field visits and on campus
- Disciplinary action procedures (probation, suspension, expulsion)

- Antiragging and sexual harassment
- Faculty and students must be aware of the policies

2. Student academic performance standards must be existing and are clear & transparent.

(Academic performance and advancement standards include)

- Pass percentage for all written and practical examinations
- Value of attendance, written assignment, seminar/presentation, group work quizzes, practical exams, and final exam toward final score
- Minimum student performance for each semester/phase
- Criteria for academic dismissal
- Internal assessment guidelines
- There is guidelines to attend student grievances related to exam

3. College must have a clear academic calendar and provide it to students.

(The academic calendar includes)

- Start and end dates of the academic year
- Tentative dates of holidays, vacation and preparatory leaves
- Tentative dates of examinations (sessional and university) and fee payment
- Important national and international health days
- Tentative date of parent teacher meeting
- Tentative date for seminar/ workshop and other important events like sports, lamp lighting, festival celebration etc.

4. Master and clinical rotation plan

- Rotation plan should be based on the learning needs/curriculum
- Head of the institution/ head of the department must plan the rotation
- Clinical rotation plan must discussed with the students

5. The college must have an agreement with the clinical and community practice sites that allows students' learning to fulfill the requirements of the curriculum.

Clinical facilities must be according to the Indian Nursing guidelines

Clinical practice site

- There should be Memorandum of Understanding (MoU) or permission letter between the school and the local public health authorities /administrative head of private hospital.

- The MoU states that each clinical practice site allows students to directly participate in supervised care of patients maintaining student patient ratio of 1:3
- Clinical area must have the required clinical volume to ensure 1:3 student patient ratio
- Clinical areas must be according to the curriculum

Community practice site

- There should be MoU or permission letter between the school and the local public health authorities (CMO) to allow training in urban and rural healthcare settings
- The community practice site allows students to directly participate in supervised care of patients in following area:
 - Antenatal care, High risk pregnancy, intranatal care, postnatal care & family planning
 - Integrated management of neonatal and childhood illness services

6. Transportation to and from clinical and community practice sites etc must be assured.

- Arranged transportation must be adequate for the number of students

7. Institute must have provision of Health services for the students

- An annual medical examination
- Vaccination against Tetanus, Hepatitis B or any communicable diseases
- Medical care must be available during illness
- Pre and post exposure prophylaxis

8. Written job descriptions exist for staff at the college.

- Job description exists for nursing and non-nursing staff

9. Institute must have a faculty development and ongoing evaluation program.

- (Annual faculty development plan exists including subject and competence based skill updation including OSCE / OSPE through CNE / conference / webinar / seminar / workshop)
- All Nursing faculty have received at least two including one extramural knowledge / skill update training or short term course in their respective teaching subject in the past one year
- Faculty development plan includes permission to faculty as requested by the council / universities for the purpose of examination or inspection. Such faculty to be considered on duty

- All teachers of nursing including principal and vice principal should spend at least 4 hours to take classes/ clinical teaching / supervision / other academic activities every day during their respective posting
- Through interviews with nursing faculty, students and by review of administrative records, verify that teaching is monitored for effectiveness
- There should be a peer and reviewing officer (as nominated by head of institution) evaluation of nursing faculty performance on:
 - Teaching skills
 - Interpersonal and communication skills
 - Review is recorded on file
- There should be evaluations done by students in following areas: (Note: these evaluations are not connected with faculty promotion)
 - Relevance of teaching to course objectives
 - Effectiveness of instruction

10. College Principal and teaching staff meet regularly.

- Meetings that include all faculty staff occur on a regular basis
- Meeting with HoDs and faculty on regular basis
- Teachers can provide input and influence decision making about education
- Student and teaching results are discussed and areas for improvement identified

11. A record of students from entrance to exit should be maintained.

- Documentation exists to track students from entrance to exit

12. Fire safety protocols and response plan for any disaster

- Emergency response plan
- Evacuation route displayed in every floor
- Students, faculty and non-teaching staff should be trained on safety protocols for any disaster
- Drills should be conducted for disasters
- Availability of fire extinguisher at each floor ./ corridor
- Faculty and students are aware of the fire safety protocols and any other disaster policies

13. System of examination

- Examination criteria will be as per state Nursing council
- Practical examination must be conducted at hospital beside and at community area and viva can be conducted at school or at clinical or community area

14. Plan for field visit for third year students

- Community health center
- Primary health center
- Sub center
- Anganwadi
- District health departments
- Office of the chief district medical officer
- Office of the public health nursing directors
- Old age home
- Community mental health center
- National family planning association of India
- National institute of tuberculosis
- World health organization
- UNICEF
- Red cross
- Professional bodies like TNAI,INC,UPSNC
- Observational visit to epidemic diseases hospital
- Leprosorium

15. Records of students

Following records must be maintained in the school

Records of the school

- Course and unit planning of each subject
- Rotation plans
- Committee meetings
- Affiliation records
- Records of stoke
- Budget plan
- Annual report of activities and achievements
- Staff development programmes

- Weekly time table

Student's records

- Admission record
- Daily attendance register
- Health record
- Clinical field experience record
- Practical records books
- Leave record
- Extracurricular activities of students
- Cumulative record of each

CLASSROOM AND PRACTICAL INSTRUCTIONS

PLANNING FOR THEORY CLASSES

In accordance with the Indian Nursing Council program, plan the master rotation plan to provide clear direction for theoretical classes.

DISTRIBUTION OF SUBJECTS TO THE TEACHERS

For all courses HOD of the department approved by the head of the institute should plan and distribute the subjects in the course syllabus to the faculties to ensure that units and hours are equally distributed and that units are not missed. Document the subject distribution plan for future reference.

50% of the non-nursing subjects should be taught by the nursing teachers. However, it will be supplemented by the guest faculty who are doctors/PG Qualification in the requisite subject as per INC norms.

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. The external lecturers may comprise Nursing experts Medical Faculty and scientists, General Educationist including teaching experts in English, computer Education. Physical Education/ Yoga, Psychologists, Sociologists, Hospital Dieticians, Nursing Service personnel like Nursing Superintendent, Ward In charge or Ward sister, Health Economist/ Statistician etc. working in or outside the institution.

TIME TABLE

Time table should be planned on a weekly basis to establish a natural rhyme and routine. While planning time table includes theory classes, skilled lab demonstration, library hours and clinical posting etc. as required in accordance to Indian Nursing council syllabus. MRP and CRP should be in lined with time table. Documentation of weekly timetable of all courses for future reference.

CLASSROOM

The class rooms should be available as per the requirement stipulated by Indian Nursing Council of each programme. There should be adequate classrooms with the capacity of accommodating the number of students sanctioned in each class. The classrooms must be well ventilated with proper lighting system. There should be built in black/green/white boards and means to write and erase it. Furthermore there should be sufficient chairs and desk for students, table for teacher, electricity and connection points, projection unit and screen for projection, notice board, clock and waste bin for proper conduct of classes.

TEACHERS ACTIVITY

- Teachers must develop lesson plan for all classes in advance to guide teaching including learning objectives and related competencies. The teacher should have on hand and use the lesson plan to take the class. Teachers are responsible for preserving all lesson plans for future reference.
- Teachers must plan for audio visual aids.
- Maintain a record of attendance for each subject with daily updates of topics for the evaluation of units and the number of students present for that subject.

WHILE TAKING THEORY CLASS

TEACHERS ACTIVITY

- The teacher should use the lesson plan to take the class.
- Use Mike as necessary to take class for good audibility.
- For efficient teaching at least two audio-visual aids must be used by the teacher to take class, excluding the black or white board. The principles of making audiovisual aids should follow.
- To make the teaching effective first introduce the topic and expected competencies. State objectives as a part of introduction.
- Move around the classroom and maintain visual contact with students to keep students focused.

- Provide appropriate examples of clinical areas relevant to the content being taught so that teaching is more understandable.
- Ask questions to students during class to ensure that they understand the class. Asks questions to the whole group and then focus the questions on the individual. Motivate students to ask questions and resolve any doubts.
- Before you wrap up the class, make sure students understand the class by asking questions.
- For an effective summary, make sure the teacher covers all the sub-headings taught on the particular topic.
- Give assignment to provide a practice exposure and knowledge enhancement of a subject / topic
- Teachers must provide references of particular topics as it will be helpful for the students to refer books at the library.
- The teacher must inform about the next session so that the students are ready.

EVALUATION OF THEORY CLASSES

In order to evaluate the success of theory classes regular evaluations can be done like unit test, assignment, quiz, group presentation, panel discussion etc.

SKILLED LAB DEMONSTRATION

TIMETABLE

While planning time table there must not be more gaps between theory class and lab demonstration (one hour theory class and continue with one hour demonstration). Documentation of weekly timetable of all courses for future reference.

The remaining students must be sent to the library or engaged in another lab if half the class is participating in a lab demonstration.

SYSTEM OF ACCOUNTABILITY

Lab in-charge

- One teacher lab in-charge for each lab
- One student lab in-charge for each lab

All laboratories should have equipment and articles as mentioned in laboratory equipment's and articles as per Indian Nursing Council.

- The labs must be well ventilated with proper lighting system. There should be demonstration beds with mannequins in proportion to the number of students practicing a nursing procedure at a given point of time (the desired ration being 1 bed: 6 practicing students)
- The labs should be fully equipped with built in cupboards and racks. Wash basins with running water supply, white or black board and means to write and erase, electric fitting, adequate furniture like table, chairs, stools, patient lockers, footsteps must be available in the lab for effective lab demonstration.
- Sufficient necessary inventory articles (according to Indian Nursing Council inventory articles list) should be there in all the labs
- Sufficient necessary charts related to the lab must be displayed in the labs for effective teaching and learning.
- A list of articles is to be available in the laboratory for reference.
- All laboratory items must be in working conditions for effective teaching and learning.

DOCUMENTATION

- Lab utilization register must be maintained for all the labs to know about the lab activities in the institute. It should be clearly mentioned the date, time, duration, name of the students, procedure demonstrated etc in the register. The register should be duly signed by the faculty who is using the lab.
- The lab incharge faculty should maintain an inventory register. Incharge faculty will update the list of equipment's needed for the lab and provide the list to the principal.
- Develop and maintain a checklist of all procedures to maintain procedural standards.
- Logbook must be signed after the assessment by the teacher.

MAINTAINING CLEANLINESS IN THE LAB

- The lab in charge faculty will be responsible for the maintenance of equipment and monitoring of the labs at all the times.
- The lab incharge faculty may delegate this task but will be responsible for the overall performance of these duties
- Students and faculty are responsible for the cleanliness of the lab during and after use.
- Floors and furniture must be cleaned by appropriate personnel periodically

PROCEDURE OF LAB DEMONSTRATION

- Theory portion of the particular topic must be completed before planning for

demonstration in the lab for effective lab demonstration.

- Explain the procedure checklist to the students prior to the demonstration for a better understanding and ensure that all the students have the checklist.
- Simulate clinical setting as much as possible and ensure all necessary supplies and equipment's required for the demonstration for effective teaching before demonstration.
- Demonstrate each steps accurately using checklist and ensure that all students can see and understand the steps of procedure.
- Allow students to ask questions and clear their doubts so that they can better understand the procedure.
- Ask students to redo the demonstration using the procedure checklist to evaluate students.
- Observe and provide feedback in a positive and constructive manner to motivate the students for learning.
- Evaluate the students' knowledge and clinical decision making skills by questioning.
- Teach and demonstrate articles replacement to ensure safe articles replacement.
- Ensure that the faculty and students check the lab is in a ready to use condition after each utilization.
- Provide students with access to few articles to practice after college hours.

CLINICAL AND COMMUNITY POSTING

BEFORE CLINICAL AND COMMUNITY POSTING

CLINICAL ROTATION PLAN

- Before sending students to a hospital or community, a clinical rotation plan must be prepared to provide clear directions.
- To fulfill the necessary hours, the clinical rotation plan must follow the UP State Medical Faculty's curriculum, which is in accordance with the Indian Nursing Council.
- To make sure that all relevant clinical and community practice locations are aware of the rotation plan, it is necessary to discuss and share the clinical or community rotation plan with them.
- Sharing the clinical rotation plan with the practice areas prevents overcrowding of students in those areas.

- Give explanation of the rotation plan to the students and display in the classroom notice board to make them aware.
- Document rotation plan for future reference.
- Plan for Clinical Duty Roaster which includes Student distribution , Area of posting as per curriculum and Faculty responsible for each block

TEACHERS ACTIVITY BEFORE CLINICAL/COMMUNITY POSTING

- Teachers must prepare general and specific objectives related to specific subject or areas and explain the objectives to the students before posting in the hospital or community in order to make the students understand the purpose of posting.
- Share the objectives with incharge of the clinical and community practice areas to make them aware the purpose of posting.
- Teachers must make sure that the students complete a study block covering relevant theory content and required skills practice in the lab before practicing in the clinical area for effective practice.
- Assess clinical and community facilities prior to posting of students to ensure that the facility fulfills the clinical and community posting requirements.
- The students posted in the clinical and community area should be accompanied by teaching faculty of the institute to supervise clinical and community practice and the same practice must be followed when students are posted for requisite clinical experience to affiliated hospital / agency / institutions

ARRANGEMENT OF EQUIPMENTS

Hospital posting

- Sufficient articles must be available in the hospital for students to practice procedures and for teachers to demonstrate procedures.
- Maintain inventory register for the articles to keep track of articles and assist in inventory management.

Community posting

- Carry community bag and other required articles needed to do procedures.

TEACHERS ACTIVITY DURING CLINICAL/COMMUNITY POSTING

- Orientation of the students to the hospital wards or community facilities to make them aware of the facilities.

- Maintain clinical and community posting attendance register.
- Teachers must ensure that the students are performing the task as per clinical and community objectives in order to fulfill the posting purpose.
- 1: 10 student teacher ratio to be maintained during the supervised clinical practice for effective teaching and demonstration.
- The nursing teachers must actively participate in supervising , guiding and evaluating students in the hospital wards , health centers and in the community
- Teachers must demonstrate skills on actual patients or use simulation if necessary in the clinical and community areas for effective teaching.
- Teachers must plan and supervise redemonstration by students for effective learning.
- To make sure all students have practiced the procedure, teachers must keep track of every procedure that is demonstrated by the students.

Format of tracking of clinical/community procedures:

Write the students' names in the first column, then list the procedures in the following columns, increasing the number of columns as necessary. Each time a student does a procedure demonstration, the teacher must place a tick mark sign.

Name of the students	Procedure 1	Procedure 2	Procedure 3	Procedure 4

- Teachers must supervise the students during clinical and community practice as they do patients care to avoid accidental work and do not leave students unsupervised for skills or activities that carry risk of patients harm.
- Discuss cases seen or activities conducted on the same day particularly those that were interesting, unusual or difficult.
- Teachers must also supervise case presentation, health talk etc.
- Provide opportunities for students to clarify the doubts for effective teaching and learning.
- Teachers must plan and supervise role play, health talk or any health programs in the clinical or community facility.
- Provide praise and positive reinforcement during and or after practice to the students to motivate the students.

- Regular meeting with clinical and community staffs to discuss issues and identify solution and take action to resolve problems at the clinical or community facilities and maintain meeting register.
- Meeting can be conducted at least thrice in a year and the first one must be prior to the posting.
- Maintain Faculty record activities conducted during clinical supervision on a daily basis.

ASSESSMENT TOOLS

- Nursing faculty should record observations, comments and achievement of competence in the students' clinical/community assessment tools (e.g. Check list / clinical evaluation form)
- Document clinical or community activity evaluation periodically for future reference.

MAINTENANCE OF PRACTICAL RECORD

- According to the curriculum the students should maintain the practical record book , case study , case presentation , nursing care plan and report of observation visits
- All the practical records must be corrected by teachers and sign accordingly to ensure completeness of the practical record book.
- Log book: it must be signed by the teacher according to the demonstration of the procedure in the lab and in the clinical or community areas by the students.

EVALUATION FOR CLINICAL/COMMUNITY POSTING

- Structured practical examinations are held at least mid and end term to evaluate the nursing care skills incorporating nursing process.
- As appropriate, patients/houses are selected and made to participate with consent
- Checklists or other tools are used to document observations of students in structured practical examinations
- Results are provided to students along with feedback and action plan once the exam is completed

This regulation is to maintain the minimum standards of Auxiliary Nurse and Midwives school of nursing education

This regulation is to maintain the minimum standards of Auxiliary Nurse and Midwives school of nursing education furthermore to give guidelines on how to make arrangement to maintain minimum standards.

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 Organizations / Establishments 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 Certificate/Essentiality Certificate. mentioned in No Objection

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 programme for the particular Academic Year, which is a mandatory requirement.

4. The Indian Nursing Council shall after receipt of the above documents/proposal would then conduct Statutory Inspection of the recognized training nursing institution under Section 13 of Indian Nursing Council Act 1947 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.

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. 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 equipment's 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.

ADMISSION TERMS AND CONDITIONS

1. Minimum age for admission shall be 17 years on or before 31" December of the year in which the admission is sought.
2. The maximum age for admission shall be 35 years.
3. The minimum educational requirement shall be the passing of 12 years of schooling (10+2 year course) recognized by CBSE/ICSE/SSSCE/HSCE or a recognized equivalent examination.
4. Admission of students shall be once in a year.
5. Students shall be medically fit.

ADMISSION STRENGTH:

Admission/Intake of candidates shall be as per sanctioned strength permitted by State Nursing Council.

ADMISSION FEE:

Private sector: admission fee (one time) Rs.3000 and monthly/ yearly fee Rs.3000 per month.

ANTI-RAGGING

As per the order of Hon'ble Supreme Court RAGGING is strictly prohibited within and outside the institution. It has been intimated to all the Nursing/Paramedical Colleges through a previous letter from U.P. State Medical Faculty office.

1. For events related to ragging within or outside the campus, principal, administration /management will be held responsible.
2. Institutions / Centers affiliated to U.P. State Medical Faculty must ensure at the time of enrolment that name of student who were found involved in act of ragging should not be enrolled/admitted in any other program of U.P. State Medical Faculty.
3. Phrases like "Ragging is banned" "Ragging is social evil", "Ragging in premises is illegal" or anti-ragging information must be mentioned in advertisement for admission.
4. Anti-ragging information must be displayed at least at four or more places specially where it is maximum visible to students.
5. Incidents related to ragging must be immediately brought to the notice of faculty.
6. Affidavit must be obtained and kept at a definite place so that faculty can view it at the time of inspection.
7. Information regarding formation of Anti-Ragging Committee/squads must be provided to U.P, State Medical Faculty.
8. Action as said must be taken and also such incidents must be prevented from happening.
9. Principal or known person must take special class for newly admitted students and must provide appropriate information.
10. Safety/Security of new students in hostel must be ensured.
11. Institute must provide I.D. Card to all students.
12. Students not related to the institution must be prohibited within the campus premises.
13. Responsible senior students must be organized in teams to prevent ragging activities.

14. Follow-up of these must be ensured. Suggestion / grievance box must be placed at places where they can be used by students without hindrance.
15. Smoking and drugs must be completely prohibited and boards for the same must be displayed at various places.

The above mentioned instructions must be immediately followed

CURRICULUM

The total duration of the course is 2 years (18 months + 6 months Internship)

First year

1.	Total weeks	52 weeks
2.	Vacation	4 weeks
3.	Gazetted holiday	2 weeks
4.	Preparatory holidays and examination	3 weeks
5.	Teaching hours in weeks	43 weeks
	Total teaching hours	43 weeks x 40 hours/week=1720 hrs.

Second year

1.	Total weeks	52 weeks
2.	Vacation	4 weeks
3.	Gazetted holiday	2 weeks
4.	Preparatory holidays and examination	2 weeks
5.	Teaching hours in weeks	44 weeks
	Total teaching hours	44 weeks x 40 hours/week=1760 hrs.

COURSE OF INSTRUCTION

FIRST YEAR

SL NO.	Nursing course Course description	Classroom hours			Experience		
		Theory	Demonstration	Total	Hospital	Community	Total
i.	Community health nursing	120	50	170	10	100	110
ii.	Health promotion	120	75	195	20	180	200
	a. Nutrition	35	20	55			
	b. Human body and hygiene	35	20	55			
	c. Environment sanitation	20	15	35			
	d. Mental health	30	10	40			
iii.	Primary health care nursing I	130	150	280	90	300	390
	a. Infection and immunization	25	20	45			
	b. Communicable disease	40	25	65			
	c. Community health problems	30	50	80			
	d. Primary medical care	20	20	40			
	e. First aid and referral	25	35	60			
iv.	Child health nursing	75	110	185	80	100	180
	Total hours	455	385	835	200	680	880

Total hours = 1720 hours

Second year (first 6 months)

Sl no.	Nursing course	Classroom hours			Experience		
		Theory	Demonstration	Total	Hospital	Community	Total
	Course title and description						
i.	Midwifery	200	160	360	220	160	380
ii.	Health center management	40	40	80		60	60
	Total hours	240	200	440	220	220	440

Total = 880 hours

Second year (internship period)

Sl no.	Nursing course	Experience		
		Hospital	Community	Total
i.	Midwifery	240	240	480
	Antenatal ward	40		
	Intranatal/labour room	120		
	Post natal ward	40		
	Neonatal care unit	40		
ii.	Child health	80	160	240
iii.	Community Health and Health Center Management		160	160
	Total hours			880

Total = 880 hours in the internship period

Grand total = 1760 hours

GUIDELINES FOR INTERNSHIP:

1. The ANM students (in a group of 4-5) should be posted in the sub center/primary health center with a regular ANM for one month/4 weeks for supervised independent practice in the community which should be residential.
2. The students should participate in all the National Health and Family Welfare programs during their clinical experience.
3. At least 80% of all the clinical requirements should be completed before appearing for the final (Second year) examination.
4. The principal of the ANM School should certify for each student that she has undergone successfully the internship program, 100% clinical requirements and acquired the requisite competencies as listed in the syllabus before the award of the certificate/diploma by the state nursing councils/examination boards.
5. The casebook and competency record book should be completed and signed by the competent authority of the school.

SCHEME OF EXAMINATION

Theory and practical examination at the end of the first year

paper	course	External assessment	Internal assessment	Duration
Theory paper I	Community health nursing	75	25	3 hours
Theory paper II	Health promotion	75	25	3 hours
Theory paper III	Primary health care nursing	75	25	3 hours
Theory paper IV	Child health nursing	75	25	3 hours
Practical I	Community health nursing and health promotion	100	100	
Practical II	Child health nursing	100	100	
	Total	500	300	

Grand total for first year 800 marks

Theory and practical examination at the end of the second year

paper	course	External assessment	Internal assessment	Duration
Theory paper V	Midwifery	75	25	3 hours
Theory paper VI	Health center management	75	25	3 hours
Practical III	Midwifery	100	100	
Practical IV	Primary health care and health center management	100	100	
	Total	350	250	

Grand total for second year 600 marks

Midwifery:

Clinical requirements to be completed during the 2nd year

Competency	1st 6 months of 2 nd year	Internship	Total during 2 nd year
ANC	20 (hospital+community)	15 (hospital+community)	35(hospital+community)
Conducting normal deliveries with AMTSL	10 (hospital+community)	10 (hospital+community)	20(hospital+community)
Assisting suturing of episiotomy/tears	5	5	10
Care of new born	10	10	20
Basic resuscitation & normal new born	5	5	10
P/V examination	5	5	10
Postnatal cases	10 (hospital+community)	10	20(hospital+community)
Management of sick neonates and children (IMNCI)	-	5+5	5+5
IUCD insertion	2	3	5

ELIGIBILITY FOR ADMISSION TO EXAMINATION

1. 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
2. A candidate must have 100% attendance in each of the practical areas before the award of completion certificate/diploma by the state nursing council examination board.
3. On completion of practical experience, records to be signed by the tutor and countersigned by the principal.
4. The examination for the 2 year should happen at the end of the year. A certificate of completion of internship by each student should be provided by the principal before entering for the examinations.

Grading and Certification

Distinction shall be in aggregate – 75%

First division - 70% & above

Second division- 60%-69%

Third division-50%-59%

Certificate will be issued on successful completion of training requirement. The principal of the ANM School should certify for each student that she has undergone successfully the internship program, 100% clinical requirements and acquired the requisite competencies as hosted in the syllabus before the award of the certificate/diploma by the state nursing councils/examination boards. Qualified ANMs have to be registered by the State Nursing Councils under the provision of the State Nursing Councils and Indian Nursing Council Act as ANM, before joining services as a qualified Female Health worker and to practice as ANM.

ANM EXAMINATION GUIDELINES

1. Shall have one regular examination followed by supplementary examination in a year.
2. A candidate failing in more than one subject will not be promoted to the next year.
3. No candidate shall be permitted to appear in the second year examination unless the candidate has pass the first year examination
4. Maximum duration of completion of course is 4 years Average internal marks of the total students shall not be more than 75% i.e if 40 student are admitted in a course the average score of the 40 students shall not exceed 75% of the total internal marks
5. Pass mark for each subject on aggregate will be 50%
6. A candidate has to pass in theory and practical exam separately in each of the paper.
7. Maximum number of attempts permitted for each paper is 3 including first attempt.

NURSING TEACHING FACULTY

S.No.	Teaching faculty	Qualification and experience
1.	Principal	M.Sc. Nursing with 3 years of teaching experience or B.Sc. Nursing with 5 years of teaching experience.
2.	Nursing tutor	B.Sc. Nursing/Diploma in nursing education and administration/diploma in public health nursing with 2 years of clinical experience

Note: Teacher's student ratio should be 1:10 on sanctioned strength of students (excluding tutors for interns)

CLINICAL FACILITIES

1. A Rural Hospital (RH) having minimum bed strength of 30 and maximum 50 and serving an area with community health programmes.
2. 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%.
3. 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.

NOTE:-

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

ACADEMIC CALENDER

OCTOBER	Starting of new academic session
NOVEMBER	
DECEMBER	Winter vacation
JANUARY	
FEBRUARY	First terminal examination
MARCH	
APRIL	
MAY	Second terminal examination
JUNE	Summer vacation
JULLY	
AUGUST	
SEPTEMBER	UP State Medical Faculty Board Examination

PHYSICAL FACILITIES

Teaching block

- There should be exclusive teaching blocks which is not used for any other purpose
- (Teaching Block 10060 sq. ft. as per INC norms)

Sl. No.	Teaching block	Area (figures in Sq. feet)
1.	Staff room	500
2.	Faculty room	1200
3.	Class room	2@1080=2160
4.	Nursing laboratory	1500
5.	Nutrition laboratory	900
6.	Library cum study	1200
7.	Audio visual aids room	600
8.	Provisions for toilets	500
9.	Multipurpose hall	1500
	Total	10060 Sqr.Ft.

1. Principal room

- There should be separate office for the principal
- Toilet must be attached
- Independent telephone facility which is connected with hospital and hostel must be available

2. Faculty room

- There should be adequate number of faculty rooms in proportion to the number of teaching faculty

3. Office room

- one separate office room for the office staff should be provided

4. Class room

- There should be two adequate classrooms , accommodating required number of students
- Classrooms must be neat
- Should have adequate lighting (natural light, LED bulbs / tube lights, etc.)

- Should have adequate ventilation (open windows, fans / air coolers)
- Should have Desks and chairs in sufficient numbers for sanctioned seats
- There should be dais and a big table for teachers
- There should be Adequate and flexible space for performing group learning activities
- There should be Board and means to write and erase it
- A V aids should be available for use by faculty and students and in good working condition [Computer / Laptop, Projector / LCD TV, Screen / projection space, Charts and Audio (as needed)]
- Electricity must be available
- Clock must be available in the classroom
- Notice board must be available to display timetable and any other important notice
- Waste bin must be available in the classroom to discard waste

5. Nursing Laboratory

There should be a demonstration room with at four beds with necessary articles for demonstration. Provision should be made for nursing foundation and first aid demonstration, community health nursing, Midwifery, child health nursing and nutrition.

Nursing laboratory must be clean and must maintain:

- Adequate ventilation & light
- Tables to place models
- Board and means to write and erase it
- Clock to keep a tract on time
- Appropriate arrangement for hand washing (Wash Basin with running water and hand washing kit & towel)
- Racks and cupboards to keep models, teaching aids and others student records
- Equipment's which is not working must be removed from the lab

Note: equipment's must be as per Indian Nursing Council laboratory equipment's and article booklet but the following models/equipment's must be compulsory available .

For nursing foundation and first aid demonstration

Models & Mannequins for demonstrating nursing procedure:

- 1Adult Male
- 1Adult Female
- 2 IM injection trainer
- 2 IV (arm) injection trainer
- 2 ID injection trainer

- 1 CPR - each adult & child
- 1 Catheterization trainer each male & female
- 1 Nasogastric tube feeding trainer / simulator
- BMW color coded bins (These are Bio medical waste management bins which are of following):
- Black for domestic waste like papers left over and peels of fruits and vegetables, empty box etc.
- Yellow for infected non plastic waste like human anatomical waste, blood and body fluids and placenta etc.
- Red Infected plastic waste such as disposable syringe, IV sets catheter, ET tube urine bag.
- Puncture proof white container
- Blue for sharps

For Community health nursing

- Different topics flip book / charts or other AV aids
- 15 Community bags with separate compartments for clean articles, urine testing kit and hand washing kit
- 1 Infant weighing scale
- 1 Weighing machine
- 5 Sphygmomanometers / digital BP machine
- 5 Stethoscopes (1 stethoscope is mandatory if digital BP machines are used)
- 1 hand washing kit
- 1 Urine testing kit
- 1 Dressing kit having antiseptic solution, artery forceps, dissecting forceps - toothed & non-toothed, small bowel, small kidney tray and suture cutting scissor

For nutrition (cooking demonstration)

- 6 Gas stoves with cylinders / pipe line tubing with lighter / induction stove
- 6 Pressure cookers
- 12 Steel cooking vessels big, medium and small sizes
- 1 Cutlery set
- 6 plates
- 6 glass
- 6 spoons of different types
- 12 bowls
- 1 Juice squeezer

- 1 Water reservoir
- 6 Vegetable cutting plates and cutter
- 1 Mixer with accessories
- 1 Kitchen weighing scale
- 2 Sets measuring scoops (all size)
- 1 Refrigerator on accessible space
- Nutrition related charts (protein, fat, carbohydrate, mineral, balanced diet and nutrition deficiencies, etc.)

For midwifery and child health nursing practice

Anatomic models / mannequins for demonstration and practice:

- 2 Childbirth simulator
- 2 Abdomen palpation
- 1 IUD insertion model with different size attachments (for teaching pelvic exam, cervical inspection and IUCD insertion)
- 2 Cervical dilatation model
- 5 Female boney pelvis
- 5 Fetal skull
- 5 Contraceptive basket having Oral pills, (ECP, POP, combination pills,) condom- male and female, foam gel, jelly, IUCD, implants, DMPA)
- 2 Newborn baby with clothes
- 2 Pediatric training mannequins
- 2 NG tube trainer (pediatric)
- 2 Pediatric multi venous training kit

Instrument kits:

- Delivery kit (three artery forceps, scissors, bowl, kidney tray)
- BP apparatus and stethoscope
- Consumable medical supplies like Inj. Oxytocin, MgSo4 etc.
- Plastic buckets for decontamination of instruments and articles
- BMW color coded bins (These are Bio medical waste management bins which are of following):
- Black for domestic waste like papers left over and peels of fruits and vegetables, empty box etc.
- Yellow for infected non plastic waste like human anatomical waste, blood and body fluids and placenta etc.

- Red Infected plastic waste such as disposable syringe, IV sets catheter, ET tube urine bag.
- Puncture proof white container
- Blue for sharps

6. Library

The following guidelines must be followed to maintain the minimum standards of library

- The area should according to Indian nursing council guidelines
- 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.
- The institute must hire a qualified librarian for the library.
- It should have comfortable seating arrangements for half of the total strength of the students and teachers in the school.
- It should have a cabin for librarian with telephone facility.
- The library must be well ventilated with proper lighting system
- 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.
- The cupboards need to be identified (labeling) with the types of books that are maintained.
- Wall clock must be available in the library
- A notice board must be available within the library to display any important notifications.
- Computer with an Internet connection must be available in the library for students to access learning materials on-line.
- A Xerox device must be accessible throughout the college so that students can take the photocopier of their required study materials.
- There must be Space to keep bags for students in the library
- There must be System for recording and cataloguing book materials in the library in order to create and maintain bibliographic and authority records in the library catalog.
- Library utilization register must be maintained in the library to know about the library activities in the institute.
- There must be stationery items like index cards, borrower's cards, labels and registers.
- Current books, magazines, professional journals, newspaper, general knowledge magazines and story books etc should be available in the library.

- The library committee should conduct meeting monthly once for keeping the library updated with current books, journals and other literature.
- Minimum 6 copies of all reference materials described in the curriculum:
 - Integrated Management of Neonatal and Childhood Illness modules, Government of India
 - Essential Newborn Care module, Government of India
 - HIV module, Government of India
 - Skilled Birth Attendant guidelines, Government of India & hand book (updated)
 - First Aid – National Disaster Management Authority
 - Facility Based Newborn Care, Government of India
 - Palliative Care, Government of India
 - Basic Cardiopulmonary Life Support – Standard national/international modules
 - Infection Prevention Guidelines – Universally approved
 - Family Planning: a Global Handbook for Providers, USAID, JHU, WHO 2018

7. Audio visual aids room

- The area should be of 600 square feet
- 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 , charts and poster , TV and VCR ,Photostat machine , tape recorder, LCD and laptop and skeleton.
- Computer facility must be available

8. Multipurpose hall

- The area should according to Indian nursing council guidelines
- 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

9. Provision for toilet

- Toilet facilities for faculty and non-teaching staff: Toilet facilities should be available for both men and women separately in the school along with hand washing facility.
- Toilet facilities for students and teachers (separate for boys and girls) and the ratio must be 1:10 along with hand washing facility.

10. Garage

- Garage should be a garage for the mini bus.

11. Other facility

- Safe drinking water facility must be available in the institute

HOSTEL FACILITIES

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

S.No.	Hostel block	Area (figure in Sq. feet)
1.	Double room	12000
2.	Sanitary	One latrine & one bathroom (for 5 students)-500
3.	Visitor room	250
4.	Reading room	125
5.	Store	250
6.	Recreation room	250
7.	Dining hall	1500
8.	Kitchen and store	750
	Total	15625 Sqr.Ft.

Hostel room

- There should be adequate ventilation (open windows, fans / air coolers) in all rooms
- Must have beds, mattress, table and chair for each students
- Must have cupboards and a personal space to keep their personal belongings safely / locked

Toilet and bathroom

- Must be clean and functional bathing and toilet facilities
- 24 hours water supply should be available in bathrooms and toilets
- Facility for hot water during morning and evening in bathroom

Recreation

- There should be facilities for indoor and outdoor games
- There should be provision for T.V , radio and video cassette player

Visitor's room

- Must have room for students to see visitors

Kitchen and dining hall

- Dining hall with adequate seating arrangement at least 80% of the total student strength at one time
- Adequate tables , chairs , water coolers , refrigerators and heating facilities
- Hand washing facilities must be provided
- Store room facility must also be available in the kitchen

Nutritious meals should be provided to students.

- Meals should be prepared in a clean and hygienic manner
- Include sources of protein and vitamins
- Breakfast, lunch, dinner and evening snacks should be provided for hostel students everyday
- Meals should be arranged with input from students
- Diet plan must be available

Washing and ironing room

- Ironing facilities must be available for students
- Must have space for washing and drying clothes / laundry facilities

Warden's room

- Separate office for warden besides her residential accommodation
- Intercom facility with school and hospital shall be provided

Other facility

- Rules and regulations must be displayed on notice boards
- There should be adequate security arrangement for residents 24x7
- Electricity must be available with back up facility in case of power cut especially during night
- Safe drinking water must be available round the clock in all floors
- Reading room should be available
- Hostel store room must be available
- Sick room must be available
- Students must have access to kitchen for hot water
- Fire emergency response plan

- Evacuation route displayed in every floor
- Students and hostel staff should be trained on safety protocols for any disaster
- Drills should be conducted for disasters
- Availability of fire extinguisher at each floor / corridor

COLLEGE MANAGEMENT

1. There must be academic and other policies and they must be followed.

Following are the topics of policies

- Attendance of students in classroom, clinical and community posting
- Dress code for students
- Professional conduct in class, clinical and community areas, during field visits and on campus
- Disciplinary action procedures (probation, suspension, expulsion)
- Antiragging and sexual harassment
- Faculty and students must be aware of the policies

2. Student academic performance standards must be existing and are clear & transparent.

(Academic performance and advancement standards include)

- Pass percentage for all written and practical examinations
- Value of attendance, written assignment, seminar/presentation, group work quizzes, practical exams, and final exam toward final score
- Minimum student performance for each semester/phase
- Criteria for academic dismissal
- Internal assessment guidelines
- There is guidelines to attend student grievances related to exam

3. College must have a clear academic calendar and provide it to students.

(The academic calendar includes)

- Start and end dates of the academic year
- Tentative dates of holidays, vacation and preparatory leaves
- Tentative dates of examinations (sessional and university) and fee payment
- Important national and international health days
- Tentative date of parent teacher meeting
- Tentative date for seminar/ workshop and other important events like sports, lamp lighting, festival celebration etc.

4. Master and clinical rotation plan

- Rotation plan should be based on the learning needs/curriculum
- Head of the institution/ head of the department must plan the rotation
- Clinical rotation plan must be discussed with the students

5. The college must have an agreement with the clinical and community practice sites that allows students' learning to fulfill the requirements of the curriculum.

Clinical practice site

- There should be Memorandum of Understanding (MoU) or permission letter between the school and the local public health authorities /administrative head of private/district hospital.
- The MoU states that each clinical practice site allows students to directly participate in supervised care of patients maintaining student patient ratio of 1:3
- Clinical area must have the required clinical volume to ensure 1:3 student patient ratio
- Clinical areas must be according to the curriculum

Community practice site

- Institute should also have an affiliation of PHC/CHC for the community health nursing field experience
- There should be MoU or permission letter between the school and the local public health authorities (CMO) to allow training in urban and rural healthcare settings
- The community practice site allows students to directly participate in supervised care of patients in following area:
- Antenatal care, High risk pregnancy, intranatal care, postnatal care & family planning etc
- Integrated management of neonatal and childhood illness services

6. Transportation to and from clinical and community practice sites etc must be assured.

- Arranged transportation must be adequate for the number of students

7. Institute must have provision of Health services for the students

- An annual medical examination
- Vaccination against Tetanus, Hepatitis B or any communicable diseases
- Medical care must be available during illness
- Pre and post exposure prophylaxis

8. Written job descriptions

- Job description exists for nursing and non-nursing staff

9. Institute must have a faculty development and ongoing evaluation program.

- (Annual faculty development plan exists including subject and competence based skill updation including OSCE / OSPE through CNE / conference / webinar / seminar / workshop)
- All Nursing faculty have received at least two including one extramural knowledge / skill update training or short term course in their respective teaching subject in the past one year
- Faculty development plan includes permission to faculty as requested by the council / universities for the purpose of examination or inspection. Such faculty to be considered on duty
- All teachers of nursing including principal should spend at least 4 hours to take classes/ clinical teaching / supervision / other academic activities every day during their respective posting
- Through interviews with nursing faculty, students and by review of administrative records, verify that teaching is monitored for effectiveness
- There should be a peer and reviewing officer (as nominated by head of institution) evaluation of nursing faculty performance on:
 - Teaching skills
 - Interpersonal and communication skills
 - Review is recorded on file
- There should be evaluations done by students in following areas: (Note: these evaluations are not connected with faculty promotion)
 - Relevance of teaching to course objectives
 - Effectiveness of instruction

10. College Principal and teaching staff meet regularly.

- Meetings that include all faculty staff occur on a regular basis
- Meeting with HoDs and faculty on regular basis
- Teachers can provide input and influence decision making about education
- Student and teaching results are discussed and areas for improvement identified

11. A record of students from entrance to exit should be maintained.

- Documentation exists to track students from entrance to exit

12. Fire safety protocols and response plan for any disaster

- Emergency response plan
- Evacuation route displayed in every floor
- Students, faculty and non-teaching staff should be trained on safety protocols for any disaster

- Drills should be conducted for disasters
- Availability of fire extinguisher at each floor ./ corridor
- Faculty and students are aware of the fire safety protocols and any other disaster policies

13. System of examination

- Examination criteria will be as per State Nursing council
- Practical examination must be conducted at hospital beside and at community area and viva can be conducted at school or at clinical or community area

14. Records of students

Following records must be maintained in the school

Records of the school

- Course and unit planning of each subject
- Rotation plans
- Committee meetings
- Affiliation records
- Records of stoke
- Budget plan
- Annual report of activities and achievements
- Staff development programmes
- Weekly time table

Student's records

- Admission record
- Daily attendance register
- Health record
- Clinical field experience record
- Practical records books
- Leave record
- Extracurricular activities of students
- Cumulative record of each

15. Field visit

Plan for field visits for first year students

- Water purification plant
- Milk dairy
- Sewage disposal unit
- NGO , community based organization
- Sub center , PHC , CHC
- Gram panchayat, village block office

- Immunization camp/ outreach camp / pulse polio
- Mental hospital / clinic
- Cold chain
- ICDS / community kitchen
- Old age home
- CSSD (sterilization department of the hospital)

CLASSROOM AND PRACTICAL INSTRUCTIONS

PLANNING FOR THEORY CLASES

Plan the master rotation plan to provide clear direction for theoretical classes.

DISTRIBUTION OF SUBJECTS TO THE TEACHERS

For all courses HOD of the department approved by the head of the institute should plan and distribute the subjects in the course syllabus to the faculties to ensure that units and hours are equally distributed and that units are not missed. Document the subject distribution plan for future reference.

50% of the non-nursing subjects should be taught by the nursing teachers. However, it will be supplemented by the guest faculty who are doctors/PG Qualification in the requisite subject as per INC norms.

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. The external lecturers may comprise Nursing experts Medical Faculty and scientists, General Educationist including teaching experts in English, computer Education. Physical Education/ Yoga, Psychologists, Sociologists, Hospital Dieticians, Nursing Service personnel like Nursing Superintendent, Ward In charge or Ward sister, Health Economist/ Statistician etc. working in or outside the institution.

TIME TABLE

Time table should be planned on a weekly basis to establish a natural rhyme and routine. While planning time table includes theory classes, skilled lab demonstration, library hours and clinical posting etc. as required in accordance to Indian Nursing council syllabus. MRP and CRP should be in lined with time table. Documentation of weekly timetable of all courses for future reference.

CLASSROOM

The class rooms should be available as per the requirement stipulated by Indian Nursing Council of each programme. There should be adequate classrooms with the capacity of

accommodating the number of students sanctioned in each class. The classrooms must be well ventilated with proper lighting system. There should be built in black/green/white boards and means to write and erase it. Furthermore there should be sufficient chairs and desk for students, table for teacher, electricity and connection points, projection unit and screen for projection, notice board, clock and waste bin for proper conduct of classes.

TEACHERS ACTIVITY

- Teachers must develop lesson plan for all classes in advance to guide teaching including learning objectives and related competencies. The teacher should have on hand and use the lesson plan to take the class. Teachers are responsible for preserving all lesson plans for future reference.
- Teachers must plan for audio visual aids.
- Maintain a record of attendance for each subject with daily updates of topics for the evaluation of units and the number of students present for that subject.

WHILE TAKING THEORY CLASS

TEACHERS ACTIVITY

- The teacher should use the lesson plan to take the class.
- Use Mike as necessary to take class for good audibility.
- For efficient teaching at least two audio-visual aids must be used by the teacher to take class, excluding the black or white board. The principles of making audiovisual aids should follow.
- To make the teaching effective first introduce the topic and expected competencies. State objectives as a part of introduction.
- Move around the classroom and maintain visual contact with students to keep students focused.
- Provide appropriate examples of clinical areas relevant to the content being taught so that teaching is more understandable.
- Ask questions to students during class to ensure that they understand the class. Ask questions to the whole group and then focus the questions on the individual. Motivate students to ask questions and resolve any doubts.
- Before you wrap up the class, make sure students understand the class by asking questions.
- For an effective summary, make sure the teacher covers all the sub-headings taught on the particular topic.
- Give assignment to provide a practice exposure and knowledge enhancement of a subject / topic

- Teachers must provide references of particular topics as it will be helpful for the students to refer books at the library.
- The teacher must inform about the next session so that the students are ready.

EVALUATION OF THEORY CLASSES

In order to evaluate the success of theory classes regular evaluations can be done like unit test, assignment, quiz, group presentation, panel discussion etc.

SKILLED LAB DEMONSTRATION

TIMETABLE

While planning time table there must not be more gaps between theory class and lab demonstration (one hour theory class and continue with one hour demonstration). Documentation of weekly timetable of all courses for future reference.

The remaining students must be sent to the library or engaged in another lab if half the class is participating in a lab demonstration.

SYSTEM OF ACCOUNTABILITY

Lab in-charge

- One teacher lab in-charge for each lab
- One student lab in-charge for each lab

All laboratories should have equipment and articles as mentioned in laboratory equipment's and articles as per Indian Nursing Council.

- The labs must be well ventilated with proper lighting system. There should be demonstration beds with mannequins in proportion to the number of students practicing a nursing procedure at a given point of time (the desired ration being 1 bed: 6 practicing students)
- The labs should be fully equipped with built in cupboards and racks. Wash basins with running water supply, white or black board and means to write and erase, electric fitting, adequate furniture like table, chairs, stools, patient lockers, footsteps must be available in the lab for effective lab demonstration.
- Sufficient necessary inventory articles (according to Indian Nursing Council inventory articles list) should be there in all the labs
- Sufficient necessary charts related to the lab must be displayed in the labs for effective teaching and learning.
- A list of articles is to be available in the laboratory for reference.
- All laboratory items must be in working conditions for effective teaching and learning.

DOCUMENTATION

- Lab utilization register must be maintained for all the labs to know about the lab activities in the institute. It should be clearly mentioned the date, time, duration, name of the students, procedure demonstrated etc in the register. The register should be duly signed by the faculty who is using the lab.
- The lab incharge faculty should maintain an inventory register. Incharge faculty will update the list of equipment's needed for the lab and provide the list to the principal.
- Develop and maintain a checklist of all procedures to maintain procedural standards.
- Logbook must be signed after the assessment by the teacher.

MAINTAINING CLEANLINESS IN THE LAB

- The lab in charge faculty will be responsible for the maintenance of equipment and monitoring of the labs at all the times.
- The lab incharge faculty may delegate this task but will be responsible for the overall performance of these duties
- Students and faculty are responsible for the cleanliness of the lab during and after use.
- Floors and furniture must be cleaned by appropriate personnel periodically

PROCEDURE OF LAB DEMONSTRATION

- Theory portion of the particular topic must be completed before planning for demonstration in the lab for effective lab demonstration.
- Explain the procedure checklist to the students prior to the demonstration for a better understanding and ensure that all the students have the checklist.
- Simulate clinical setting as much as possible and ensure all necessary supplies and equipment's required for the demonstration for effective teaching before demonstration.
- Demonstrate each steps accurately using checklist and ensure that all students can see and understand the steps of procedure.
- Allow students to ask questions and clear their doubts so that they can better understand the procedure.
- Ask students to redo the demonstration using the procedure checklist to evaluate students.
- Observe and provide feedback in a positive and constructive manner to motivate the students for learning.
- Evaluate the students' knowledge and clinical decision making skills by questioning.
- Teach and demonstrate articles replacement to ensure safe articles replacement.
- Ensure that the faculty and students check the lab is in a ready to use condition after each utilization.
- Provide students with access to few articles to practice after college hours.

CLINICAL AND COMMUNITY POSTING

BEFORE CLINICAL AND COMMUNITY POSTING

CLINICAL ROTATION PLAN

- Before sending students to a hospital or community, a clinical rotation plan must be prepared to provide clear directions.
- To fulfill the necessary hours, the clinical rotation plan must follow the UP State Medical Faculty's curriculum, which is in accordance with the Indian Nursing Council.
- To make sure that all relevant clinical and community practice locations are aware of the rotation plan, it is necessary to discuss and share the clinical or community rotation plan with them.
- Sharing the clinical rotation plan with the practice areas prevents overcrowding of students in those areas.
- Give explanation of the rotation plan to the students and display in the classroom notice board to make them aware.
- Document rotation plan for future reference.
- Plan for Clinical Duty Roaster which includes Student distribution , Area of posting as per curriculum and Faculty responsible for each block

TEACHERS ACTIVITY BEFORE CLINICAL/COMMUNITY POSTING

- Teachers must prepare general and specific objectives related to specific subject or areas and explain the objectives to the students before posting in the hospital or community in order to make the students understand the purpose of posting.
- Share the objectives with incharge of the clinical and community practice areas to make them aware the purpose of posting.
- Teachers must make sure that the students complete a study block covering relevant theory content and required skills practice in the lab before practicing in the clinical area for effective practice.
- Assess clinical and community facilities prior to posting of students to ensure that the facility fulfills the clinical and community posting requirements.
- The students posted in the clinical and community area should be accompanied by teaching faculty of the institute to supervise clinical and community practice and the same practice must be followed when students are posted for requisite clinical experience to affiliated hospital / agency / institutions

ARRANGEMENT OF EQUIPMENTS

Hospital posting

- Sufficient articles must be available in the hospital for students to practice procedures and for teachers to demonstrate procedures.
- Maintain inventory register for the articles to keep track of articles and assist in inventory management.

Community posting

- Carry community bag and other required articles needed to do procedures.

TEACHERS ACTIVITY DURING CLINICAL/COMMUNITY POSTING

- Orientation of the students to the hospital wards or community facilities to make them aware of the facilities.
- Maintain clinical and community posting attendance register.
- Teachers must ensure that the students are performing the task as per clinical and community objectives in order to fulfill the posting purpose.
- 1: 10 student teacher ratio to be maintained during the supervised clinical practice for effective teaching and demonstration.
- The nursing teachers must actively participate in supervising , guiding and evaluating students in the hospital wards , health centers and in the community
- Teachers must demonstrate skills on actual patients or use simulation if necessary in the clinical and community areas for effective teaching.
- Teachers must plan and supervise redemonstration by students for effective learning.
- To make sure all students have practiced the procedure, teachers must keep track of every procedure that is demonstrated by the students.

Format of tracking of clinical/community procedures:

Write the students' names in the first column, then list the procedures in the following columns, increasing the number of columns as necessary. Each time a student does a procedure demonstration, the teacher must place a tick mark sign.

Name of the students	Procedure 1	Procedure 2	Procedure 3	Procedure 4

- Teachers must supervise the students during clinical and community practice as they do patients care to avoid accidental work and do not leave students unsupervised for skills or activities that carry risk of patients harm.

- Discuss cases seen or activities conducted on the same day particularly those that were interesting, unusual or difficult.
- Teachers must also supervise case presentation, health talk etc.
- Provide opportunities for students to clarify the doubts for effective teaching and learning.
- Teachers must plan and supervise role play, health talk or any health programs in the clinical or community facility.
- Provide praise and positive reinforcement during and or after practice to the students to motivate the students.
- Regular meeting with clinical and community staffs to discuss issues and identify solution and take action to resolve problems at the clinical or community facilities and maintain meeting register.
- Meeting can be conducted at least thrice in a year and the first one must be prior to the posting.
- Maintain Faculty record activities conducted during clinical supervision on a daily basis.

ASSESSMENT TOOLS

- Nursing faculty should record observations, comments and achievement of competence in the students' clinical/community assessment tools (e.g. Check list / clinical evaluation form)
- Document clinical or community activity evaluation periodically for future reference.

MAINTENANCE OF PRACTICAL RECORD

- According to the curriculum the students should maintain the practical record book , case study , case presentation , nursing care plan and report of observation visits
- All the practical records must be corrected by teachers and sign accordingly to ensure completeness of the practical record book.
- Log book: it must be signed by the teacher according to the demonstration of the procedure in the lab and in the clinical or community areas by the students.

EVALUATION FOR CLINICAL/COMMUNITY POSTING

- Structured practical examinations are held at least mid and end term to evaluate the nursing care skills incorporating nursing process.
- As appropriate, patients/houses are selected and made to participate with consent

- Checklists or other tools are used to document observations of students in structured practical examinations
- Results are provided to students along with feedback and action plan once the exam is completed