## Developing a Web Based system for Granting No Objection Certificates for opening Colleges of Nursing / Schools of Nursing Under Self Financing Sector

Central Government/State Government/Local body/ Registered Private or Public Trust Organisations registered under the Societies Registration Act including Missionary Organizations/ Companies incorporated under section 8 of the Company's Act are eligible to apply No Objection Certificate (NOC) for opening an Auxiliary Nurse Midwife Training Institute / School of Nursing / College of Nursing in the State of Kerala. The procedure for applying to No Objection Certificate was laid down vide G.0 (P) No. 64/2012/H&FWD dated 17.02.2012 (copy enclosed).

Apart from the order above, the Government is following the guidelines regarding the minimum requirements for opening nursing schools and colleges, issued from time to time by the Indian Nursing Council (INC), which were published on the official website of INC(https://www.indiannursingcouncil.org/   ). The suitability of a nursing institution for opening nursing courses will be judged primarily on the basis of physical infrastructure (classrooms, laboratory, library, hostel etc.), clinical facilities of the parent hospital, and teaching Faculties.

The government has decided to develop a web-based system for processing applications from eligible institutions for opening nursing schools and colleges in the state. The GO and other application formats are enclosed in the document

## GOVERNMENT OF KERALA

### Abstract

HEALTH & FAMILY WELFARE DEPARTMENT—ACADEMIC—GUIDELINES FOR STARTING NURSING COLLEGES IN SELF FINANCING SECTOR—PRESCRIBED—ORDERS ISSUED

### HEALTH AND FAMILY WELFARE (C) DEPARTMENT

**G. O. (P) No. 64/2012/H&FWD.   Dated, Thiruvananthapuram, 17th February, 2012.**

### ORDER

Nursing Colleges in self financing sector started in Kerala 10 years ago and no guidelines have been prescribed so far for starting the nursing courses in the State. The quality of Nursing Education in Kerala is accepted all over the world. In order to ensure the standard of nursing institutions, to maintain the quality of education, transparency in granting permission to start courses under self financing nursing sector and standardize the procedure, the following guidelines are issued for starting new colleges:

### I. Application form

(i) Application in the prescribed form is to be addressed to the Secretary to Government, Health & Family Welfare Department.

(ii) The Application should be submitted along with a receipt of remittance of *application fee in the account to be opened by the Health & Family Welfare (C) Department. The following shall be the application fees:

| | | |
|---|---|---|
| * GNM Course | — | ₹ 50,000 |
| * B.Sc. Nursing Course | — | ₹ 50,000 |
| * Post Basic B.Sc. Nursing Course | — | ₹ 50,000 |
| * Post Basic Diploma Course | — | ₹ 25,000 |
| * M.Sc. Nursing Course | — | ₹ 50,000 |

(iii) The application shall be submitted from 1st August to 30th September for starting a particular nursing course in the next academic year.

GCPT. 3/819/2012/DTP.

(iv) The applicant should submit an affidavit in Stamp Paper worth ₹100 agreeing to abide by the guidelines and decisions from time to time on admission and fees structure prescribed by Government and that the refundable interest free deposit will be remitted at the time of application for LOP;

(v) The application fee once remitted will not be refunded on any account. The applicant has to forfeit the amount in case of non-issuance of NOC on the ground of defects in maintaining the facilities.

## II. Inspection

Application for B.Sc. Nursing course, Post Basic B.Sc. Nursing Course and M.Sc. Nursing Course will be forwarded to the Deputy Director of Nursing Education whereas the application for GNM Course and Post Basic Diploma Course will be forwarded to the Registrar, KNMC for conducting inspection. They will conduct inspection and submit the report with specific suggestions/ recommendations as to whether NOC can be issued to the institution.

## III. Facilities

1. The institution should have a parent hospital with minimum 200 beds for 50 students, average occupancy per year above 75% and also 04 basic speciality wards (General/Private) such as Medicine, Surgery, OBG and Paediatric with General/Private wards having at least 6 beds for each speciality. The student patient ratio should be maintained at 1:3.

2. The institution should have a single plot of minimum 3 acres of land in ownership and possession by the applicant for the exclusive use of the college. This may be relaxed in urban areas where the land shall not be in more than two plots. If so, the distance between the two plots shall not be more than 10 kms. The College/School including library shall be in the same plot and hostel shall be in the other plot subject to the limit of 10 kms.

3. The applicant should produce a blueprint of the proposed college/ School building including library and hostel building at the time of inspection conducted by Deputy Director of Nursing Education/ Registrar, KNMC, if the same is not constructed/under construction.

4. The hospital in which affiliation is sought for specialty clinical experience should be within 30 Km. from the parent institution, except in Psychiatry.

5. The institution should have other facilities prescribed by Indian Nursing Council, Kerala Nurses and Midwives Council and Kerala University of Health Sciences, at the time of the inspection of the respective bodies.

## IV. Deficiencies found at the time of inspection of the Deputy Director of Nursing Education

If the Deputy Director of Nursing Education's report shows any deficiencies for starting the course, the same will be communicated to the applicant. Such deficiencies will also be notified in the official website of Director of Medical Education and the applicant should submit a rectification report to the DDNE within one month from the date of receipt of such communication. On receipt of such rectification report, the Deputy Director of Nursing Education will arrange re-inspection and report compliance to Government with suggestions, within one month from the date of receipt of rectification report. On getting a satisfactory report with DDNE's recommendation, NOC will be granted to the applicant on or before 31st December so as to commence the class in the next academic year. If there is deficiency still existing, such requests will be rejected and intimation will be given to the applicant on or before 31st December.

The Registrar, KNMC will follow the above procedure for processing the application for GNM and Post Basic Diploma course.

NOC will be issued in the name of a nursing institution only. While conducting the inspection, the DDNE will ensure that there is no other nursing institution functioning in the same name and DDNE will incorporate this in the inspection report.

## V. Revalidation of NOC

The time schedule for submitting application for revalidation and processing will be same as prescribed for original application. The fee prescribed for revalidation of the course will be 50% of the application fee. In case, applicant fails to start the course for the academic year for which NOC is granted, they have to get the NOC revalidated for the year in which they wish to start the course. For the purpose of revalidation of NOC, the applicant should submit application with the prescribed fee for revalidation, in the account maintained by Health & Family Welfare (C) Department as follows :

| | | |
|---|---|---|
| M.Sc. Nursing Course | — | ₹ 25,000 |
| B.Sc. Nursing Course | — | ₹ 25,000 |
| Post Basic B.Sc. Nursing Course | — | ₹ 25,000 |
| GNM Course | — | ₹ 25,000 |
| Post Basic Diploma | — | ₹ 12,500 |

## VI. Enhancement of seats

The institution should apply in the prescribed form for enhancement of seats with the token of remittance of prescribed fee for the purpose and also along with the approval of the Indian Nursing Council. The prescribed fees for the enhancement of seats is as follows:

| | | |
|---|---|---|
| B.Sc. Nursing Course | — | ₹ 50,000 |
| Post Basic B.Sc. Nursing Course | — | ₹ 50,000 |
| Post Basic Diploma Course | — | ₹ 25,000 |
| M.Sc. Nursing Course | — | ₹ 50,000 |
| GNM Course | — | ₹ 25,000 |

On receipt of application, the same will be examined and enhancement will be granted to eligible cases subject to obtaining approval/affiliation from KNMC and KUHS. If the application is rejected on the ground of deficiencies in the required facilities, the position will be informed to the applicant and further processing will be made only after rectification of defects and ensure compliance to the DDNE. The fees once paid for enhancement of seats will not be refunded on any account.

## VII. Other conditions in NOC

The institution should obtain approval from Indian Nursing Council, Kerala Nurses and Midwives Council and affiliation from KUHS. The institution should execute an agreement with Government and then obtain LOP from Government.

## VIII. Approval from INC, KNMC and KUHS

The institution will apply for approval from the INC on receipt of NOC from the Government along with the Letter of Consent from KNMC and KUHS. On receipt of approval of INC, the institution should apply for approval of KNMC. The KNMC will issue approval only on condition that the applicant should start the course only after obtaining LOP from Government, Letter of Consent from KUHS. Application for provisional affiliation will be obtained by KUHS only after getting approval from INC and KNMC. Since LOP is issued based on approval/ affiliation from KNMC/KUHS, the Council/University will grant the same only after proper inspection in the institution and satisfied that the facilities are adequate for conducting the course. The processing fee to be remitted to the KNMC for approval of each course is detailed below:

| | | |
|---|---|---|
| M.Sc. Nursing Course | — | ₹ 1-Lakh each for each speciality |
| B.Sc. Nursing Course | — | ₹ 2.5 Lakh |
| Post Basic B.Sc. Nursing Course | — | ₹ 2.5 Lakh |
| GNM Course | — | ₹ 1 lakh |
| Post Basic Diploma Course | — | ₹ 25,000 for each speciality. |

The fees to be paid for University affiliation for Nursing Degree Courses, will be as fixed by Kerala University of Health Sciences.

IX. In addition to the guidelines prescribed above and the minimum standards prescribed by the INC, the following standards should be ensured by the KNMC and KUHS while granting approval/affiliation.

(a) The faculty student ratio should be maintained at 1:10 and the faculties are on regular basis. The KUHS will ensure that the faculties enrolled in a particular Nursing College should not be engaged by other institutions in the same academic year.

(b) Approval/Affiliation for PG Course should be given only after the passing out of 1st batch of UG students.

(c) For specialities, student patient ratio should be 1:5.

(d) For starting PG Speciality, the parent hospital of that institution should have the clinical facilities in that particular specialty as per INC norms.

(e) Approval/Affiliation should not be given for PG Courses if the hospital is not having the IP facilities for the particular speciality except for Psychiatry.

## X. Letter of Permission

The institution should submit separate application for LOP enclosing a copy of approval from INC, KNMC and affiliation from KUHS along with Agreement for Admission and Fees for Nursing Courses executed in stamp paper worth ₹ 100. The application should also be enclosed an original Chalan token of remittance of Interest Free Refundable Deposit, in the account maintained by Health & Family Welfare (C) Department, as follows:

| | | |
|---|---|---|
| GNM Course | — | ₹ 1 lakh |
| B.Sc. Nursing Course | — | ₹ 10 lakh |
| Post Basic B.Sc. Nursing Course | — | ₹ 10 lakh |
| Post Basic Diploma | — | ₹ 1 lakh |
| M.Sc. Nursing Course | — | ₹ 10 lakh |

If an institution winds up after settling all liabilities the amount will be refunded to the applicant institution on their request with proof of settling the liabilities from KUHS and KNMC.

The amount will not be refunded to the applicant institution if it winds up without allowing the students to complete the course as the amount is collected as a compensation for making alternate arrangements to enable the students to complete the course.

The application for LOP for starting the course in a particular academic year should reach Government before 30th April of that year and after processing LOP will be issued to the eligible applicants on or before 31st May so that they can start the course in that year itself. No LOP will be issued after 31st May of the academic year in which the course is intended to be started.

The details of bank account to be opened by Health & Family Welfare (C) Department will be notified separately.

By order of the Governor,

RAJEEV SADANANDAN,
*Principal Secretary to Government.*

To

The Director of Health Services, Thiruvananthapuram.

The Director of Medical Education, Thiruvananthapuram.

The Registrar, Kerala Nurses and Midwives Council, Thiruvananthapuram.

The Registrar, Kerala University of Health Sciences, Thrissur.

Stock File/Office Copy.

# HEALTH AND FAMILY WELFARE (C) DEPARTMENT
## Government Secretariat, Thiruvananthapuram

## APPLICATION FOR NOC FOR STARTING NURSING COURSES

| 1 | Name of the Proposed College | |
|---|---|---|
| 2 | Full address with telephone No. and email ID | |
| 3 | Course to which sanction is sought for | |
| 4 | Infrastructure facilities<br>(i) Land in Possession & Ownership with Survey No.<br>(ii) Building (in sq. ft)<br>(iii) Hostel Building (sq. ft)<br>(iv) Library | |
| 5 | Facilities of Parent Hospital<br>(i) Distance between Hospital and College<br>(ii) Total No. of beds<br>(iii) Specialties<br>(iv) Whether clinical practice of students can be met | |
| 6 | Whether chalan of application fee enclosed and if so details thereof | |

The above particulars are true to the best of my knowledge, information and belief, and if anything is found inconsistent with the above, the undersigned shall be liable for being proceeded against as Government seem fit.

Place:
Date:

(Seal)

Signature with Name,
Designation and Full Address.

## INSTRUCTIONS

1. Application for NOC for starting Nursing Course should be submitted in duplicate.
2. Receipt of remittance of the prescribed fee in the Bank Account in favour of H&FW(C) Department, should be submitted along with the application form, towards application fee.
3. Incomplete applications will not be entertained.
4. Supporting documents to prove the details furnished in the application form should be submitted along with the application form.

# HEALTH AND FAMILY WELFARE (C) DEPARTMENT
## Government Secretariat, Thiruvananthapuram

### APPLICATION FOR ENHANCEMENT OF SEATS

| | | |
|---|---|---|
| 1 | Name of the College | |
| 2 | Full address with telephone No. and email ID | |
| 3 | Name of Course | |
| 4 | No. of seats | |
| 5 | Whether Facilities available for enhanced seats | |
| 6 | Whether chalan of application fee enclosed if so details thereof | |

The above particulars are true to the best of my knowledge, information and belief, and if anything is found inconsistent with the above, the undersigned shall be liable for being proceeded against as Government seem fit.

Place:
Date:

(Seal)

Signature with Name,
Designation and Full Address.

### INSTRUCTIONS

1. Application for enhancement of seats for starting Nursing Course should be submitted in duplicate.

2. Receipt of remittance of the prescribed fee in the Bank Account in favour of H&FW(C) Department, should be submitted along with the application form, towards application fee.

3. Incomplete applications will not be entertained.

4. Supporting documents to prove the details furnished in the application form should be submitted along with the application form.

# HEALTH AND FAMILY WELFARE (C) DEPARTMENT
## Government Secretariat, Thiruvananthapuram

## APPLICATION FOR REVALIDATION OF NOC FOR STARTING NURSING COURSES

| | | |
|---|---|---|
| 1 | Name of the College | |
| 2 | Full address with telephone No. and email ID | |
| 3 | G.O. No. of NOC (copy to be enclosed) | |
| 4 | Course to which NOC is to be revalidated | |
| 5 | Academic year to which NOC is to be revalidated | |
| 6 | Reason for revalidation | |
| 7 | Whether chalan of application fee enclosed if so details thereof | |

The above particulars are true to the best of my knowledge, information and belief, and if anything is found inconsistent with the above, the undersigned shall be liable for being proceeded against as Government seem fit.

Place:  
Date:  

(Seal)

Signature with Name, Designation and Full Address.

## INSTRUCTIONS

1. Application for revalidation of NOC for starting Nursing Course should be submitted in duplicate.
2. Receipt of remittance of the prescribed fee in the Bank Account in favour of H&FW(C) Department, should be submitted along with the application form, towards application fee.
3. Incomplete applications will not be entertained.
4. Supporting documents to prove the details furnished in the application form should be submitted along with the application form.

3/819/12

HEALTH AND FAMILY WELFARE (C) DEPARTMENT
Government Secretariat, Thiruvananthapuram

## APPLICATION FOR LOP FOR STARTING NURSING COURSES

| | | |
|---|---|---|
| 1 | Name of the College | |
| 2 | Full address with telephone No. and email ID | |
| 3 | Name of Course | |
| 4 | G. O. No. of NOC (enclose copies) | |
| 5 | Approval of INC with No. of seats (enclose copies) | |
| 6 | Approval of KNMC with No. of seats (enclose copies) | |
| 7 | Approval of KUHS with No. of seats (enclose copies) | |
| 8 | Whether willing to executive Agreement with Government regarding Admission and Fees | |
| 9 | Whether Interest Free Refundable Deposit paid, if so furnish details if so details thereof | |

The above particulars are true to the best of my knowledge, information and belief, and if anything is found inconsistent with the above, the undersigned shall be liable for being proceeded against as Government seem fit.

Place:

Date:                    (Seal)          Signature with Name,
                                         Designation and Full Address.

### INSTRUCTIONS

1. Application for LOP for starting Nursing Course should be submitted in duplicate.

2. Receipt of remittance of Interest Free Refundable Deposit remitted in the Bank Account in favour of H&FW(C) Department, should be submitted along with the application form, towards application fee.

3. Incomplete applications will not be entertained.

4. Supporting documents to prove the details furnished in the application form should be submitted along with the application form.

**The EOI process**

Kerala Startup Mission is approached by various Government Departments for the development of mobile and web applications. These requests are met through a facilitation deviced by KSUM. Kerala Startup Mission facilitates the entire process by helping departments to finalise technical specifications, circulating the same among startups, initial technical assessment and short listing for the committee to take final decision.

Following are the steps involved:

1. Call for Expression of Interest among startups incubated/registered with KSUM

2. Submission of EOI (in the link provided by KSUM)

3. KSUM to organize interaction with the Department for clarifying doubts and queries of interested startups.

4. Technical Proposals are then obtained from startups who have submitted the interest.

5. Technical proposals are then evaluated.

6. Startups who qualify the technical evaluation are then asked to submit the financial proposal.

7. L1 among the startups is identified by the method of Quality and Cost Based Selection (QCBS) wherein 70% marks for the technical proposal and 30% for the financial proposal.

8. The L1 startup is then recommended to the Department.

9. KSUM ensures that the startup delivers the product to the Department and the Department is satisfied with the work.

10. The payment is made directly by the department to the startup after signing an Agreement.

11. The Department is also expected to do the Security auditing of the application developed by the startup through CERT-K and also to host the application in the State Data Center

Eligibility for Startup to participate in the EOI

The startup has to be registered with Kerala Startup Mission and Startup India.