

**REVISED POLICY FOR ISSUANCE OF NO OBJECTION  
CERTIFICATE FOR ESTABLISHMENT OF NEW INSTITUTIONS  
OFFERING NURSING TRAINING.**

(MPHW(F)/GNM/POST BASIC/B.SC/M.SC. NURSING  
PROGRAMMES/COURSES ETC.

**1. REQUIREMENT OF GRANT OF APPROVAL**

No new Nursing Institutions Government; Government Aided or Private (Self financing) shall be started and no new courses or programmes in Nursing Education and no increase/variation of intake shall be effected without obtaining prior approval of the State Govt.

**2. THE PROPOSAL FORM CAN BE SUBMITTED BY**

- (a) Registered Societies and Trusts
- (b) Central/State Government Institutions
- (c) Government Aided Institutions

Application/Proposal should be submitted by:

- (i) The Chairman or Secretary of Society/Trust **OR**
- (ii) The Director General Health Services / any other Officer designated by the Government in case of Government/Government Aided institution

**The applicants fulfilling the following conditions are eligible to apply:**

- (i) If the applicant is a Society/Trust, it should have been registered under the Societies Registration Act,
- (ii) The Trust Act or any similar Act on or before the date of submission of Proposal.
- (iii) The proposal shall be considered only within overall ceiling fixed by the State Govt. subject to compliance of all the requirements as per Norms of Govt.
- (iv) The land should have been registered in the name of the applicant society/trust on or before the date of submission of Proposal as per the requirements and free from

any encumbrances. The proposed institution shall only operate from registered land or leased land for at least 30 years.

**3. THE STAGES INVOLVED IN THE PROCESSING OF PROPOSALS ARE DESCRIBED BELOW:**

**STAGE – I : SUBMISSION OF PROPOSAL**

The Proposal Form and the Check-list can be downloaded from the Health Department website : [haryanahealth.nic.in](http://haryanahealth.nic.in).

However, a DD for Rs. 5000/- drawn on a nationalized bank in favour of 'The Director General Health Services, Haryana, Sector-6, Panchkula payable at Panchkula/Chandigarh must be enclosed with the Proposal Form, failing which, the Proposal shall not be considered.

The approval process for establishment of new Institutions shall be open ended, allowing the applicant Societies/Trusts to submit proposals any time around the year. **However, applicants received up to 31<sup>st</sup> December shall be considered for grant of approval for the following academic year. Applications received after 31<sup>st</sup> December shall be considered for the next academic year.** The proposal for the new Institution received by the Govt. shall be valid for three years.

**One copy each of the application shall be submitted directly to the affiliating University and the State Govt. either in person or through speed post/registered post. Two copies of the application shall be submitted to the Director General Health Services, Haryana, along with the proof of having submitted a copy of the application each to the affiliating University and the State Govt.**

The Proposal form shall be submitted along with the following documents:

- Copy of Registration of Society/Trust along with details of constitution, memorandum of association of the Society/Trust. The Managing Committee should have at least 2 Medical Personnel.
- Copy of letter from Competent Authority as designated by the State Government for classification of land, with respect to its location.
- Copy of registered land leased land, documents in the name of applicant.
- Copy of building plan of the proposed institution prepared by an Architect and approved from Competent Authority as designated by concerned State Govt.
- Copy of resolution of the Applicant Society/Trust earmarking land and building for the proposed institution(s).
- Copy of land use certificate from Competent Authority as designated by concerned State Govt.
- Details of latest fund position along with photocopy of FDRs, and relevant Bank account available with the applicant for this proposal.
- Detailed Project Report (DPR).

The applicant shall be required to submit a Detailed Project Report (DPR) as per the prescribed format along with Proposal. The DPR should spell out, among other things, the following:

- Background of Trust/Society with reference to its experience in promoting, managing and operating educational institutions; its legal standing with respect to its registration; detail of its promoters including their background; its activities in the social, charitable and educational spheres since its inception; its mission and vision.
- Vision regarding the proposed institution with a time perspective of the first 10 years of its operation.
- Development plan for the proposed institution spelling out its growth plan over the first 10 year period after its establishment in terms of the phasing of academic programmes, increase and in student intake, if any and the time

schedule for the stage-wise development of the academic infrastructure and other support facilities, including student amenities, such as hostel for students, sports and recreational facilities, and recruitment of faculty.

- Resource projections and its utilization schedule.
- Sources of financing of capital and operating expenditure, besides funds generated through student fees.
- Policy with regards to faculty recruitment, retention and development.
- Structure of academic and administrative governance.
- Architectural master plan indicating the land use pattern for the proposed institution.

The DPR shall form the basis for evaluation of the proposal and shall serve as the blue print for proper development of the proposed institution. Application received shall remain valid for 3 years from the date of submission. Only those applications/proposals received before 31<sup>st</sup> December would be considered for approval for the following academic year. Proposals received after 31<sup>st</sup> December would be considered for next academic year.

## **STAGE – II : VERIFICATION OF CHECKLIST AND THE PROPOSAL**

- The Proposal along with relevant documents and the check list attached to the proposal shall be scrutinized by a committee comprising of three members at the DGHS level.
- The deficiencies if any, shall be communicated by the DGHS to the applicant Society/Trust within 15 days from the date of receipt of the proposal under intimation to the State Govt.

## **STAGE – III : EVALUATION OF PROPOSAL**

The proposals shall thereafter be considered by the Hearing Committee to be constituted by the State Govt. consisting of

- Director General Health Services/Addl. DGHS.
- Director Incharge of Nursing, Deputy Director, Nursing and
- An outside Expert to be nominated by the State Govt.

The Applicant Society/Trust shall make a presentation before the Hearing Committee with the following original Documents/necessary information:

- (i) Registration document (in original) of the Trust/Society indicating members of Society/Trust and its objective.
- (ii) Land document(s) in original showing ownership in the name of Trust/Society in the form of Registered Sale Deed/Irrevocable Gift Deed (Registered)/Irrevocable Government Lease (in original) (for a minimum period of 30 years) by the concerned authority of Government. In case, the land documents are in vernacular language, Notarized English translation of documents shall be produced.

In case, it is a leased land, attested copy of the lease deed signed with the owner of the land. The para regarding requirement of land and constructed area under STAGE-III-EVALUATION OF PROPOSAL of the revised policy for establishment of new institutions offering nursing training is hereby changed as unde:-

<b>Existing Para</b>	<b>Changed para</b>
<p>There should be at least 3 Acres of land in a compact single Patch for MPHw, GNM, Post Basic, B.Sc Nursing and M.Sc Nursing each. For annual capacity of 60 student the constructed area of the school should be 12000 sq. feet.</p>	<p>There should be at least 3 Acre of land in a compact single block for MPHw (ANM), GNM, Post Basic (B.Sc), B.Sc Nursing and M.Sc Nursing for the school of Nursing/College of Nursing if these courses are started individually. In case more than one course is started within the same campus under the same name and same Trust/Society, then the requirement of land will be 4 acres. However, the class rooms required for each course will be separately constructed. The Library and Laboratories' and can be shared for different courses. The constructed area required for running College/School of Nursing should be as per norms of Indian Nursing Council for 60 students i.e. the constructed area for teaching block should be 23720 sq. feet and for hostel 30750 sq. feet. The constructed area will proportionately increase with the increase in student's intake.</p>

You are requested to take further action accordingly.

The building must confirm to the following regulations and documents supporting these provisions must be submitted with due approval of the concerned authorities:

- a) The building must confirm to the bye-laws of the concerned competent Body/Municipal Body/HUDA.
  - b) The building should be planned, designed and constructed as earthquake resistant structure.
  - c) Every room with a capacity of 60 persons in area shall have at least 2 door ways. At least two separate 'Exits' should be available in every floor area and they should be placed as remote from each other as possible. All exits should be free of obstructions at all times and should be clearly visible. The main stair case and external stair case should be continuous from ground floor to the terrace level. The slope of the ramp shall not exceed 1 in 10 and the ramp shall be surfaced with non-slipping material. A stair case should not be arranged around lift shaft.
  - d) Provisions for the safety measures against fire have to be followed as per the National Building code of India (SP-7 Part IV Fire Protection).
  - e) In case, the building is under construction, then details showing the extent to which the building is completed on proposed site as per approved Engineering & Architectural Building Plans along with coloured photographs giving external and internal views duly attested by the Secretary of the Trust/Society/Company/Applicant with seal on the back side. The date on which photo is taken must be mentioned on the back side of the photograph.
- (iii) Land Use Certificate/Land Conversion Certificate allowing the land to be used for educational purpose, from the Competent Authority along with Toposketch/Village Map indicating land Survey Nos and a copy of City road map showing location of the proposed site of the institution.
- (iv) Site Plan, Building Plan in the name of the proposed institution prepared by a registered Architect and duly approved by the Competent Plan Sanctioning Authority of the concerned State.

- (v) Proof of adequate working capital (Funds), in the form of either Fixed Deposits in the Bank of latest bank Statement of Account maintained by the Society/Trust/Applicant. In case the applicant society/Trust has already constructed the building for the proposed institution, the Hearing Committee may take into account the expenditure already incurred towards construction of building while assessing the requirement of funds for establishment of the institution.
- (vi) Justification and viability of the project as enunciated in the DPR.
- (vii) Khasra Plan (Master Plan) to show that the land is contiguous.

#### **STAGE – IV :      ISSUE OF LETTER OF INTENT**

Based on the recommendations of the Hearing Committee, the DGHS may issue a Letter of Intent (LOI) within 7 days from the date of Hearing Committee meeting, which shall be valid for three years from the date of issue of LOI during which time, the applicant Society/Trust shall be obtain No Objection Certificate (NOC) from the Govt. after fulfilling the norms and standards and other conditions prescribed from time to time. On expiry of the 3 year duration, the Applicant Society/Trust shall make a fresh Proposal for issuance of Letter of Intent.

In cases where Letter of Intent is denied for non-fulfillment of norms and standards and conditions as may be stipulated by the DGHS, the Applicant Society/Trust shall be informed along with grounds of denial.

The Applicant Society/Trust may seek reconsideration of the proposal after rectifying the deficiencies. Such claims shall be verified, at the cost of the Applicant Trust/Society. The requests for reconsideration of the proposal along with the fee of Rs. 20,000/- shall be submitted to the Director General Health Services, Haryana.

The requests of reconsideration received from the Applicants shall be placed before the Hearing Committee for reconsideration.

However, the Applicant Society/Trust shall be eligible to seek reconsideration only once. In case the proposal is rejected by the Hearing Committee again the Applicant Trust/Society shall be required to make a fresh Proposal for issuance of Letter of Intent.

#### **STAGE – V :      ISSUE OF LETTER OF APPROVAL/NOC**

The Applicant Society/Trust to whom a Letter of Intent has been issued shall be required to make an application to the Director General Health Services, Haryana, **within two months from the date of issue of Letter of Intent (LOI), conveying its readiness for Expert Committee visit along with the following documents:**



- 1) A Non refundable processing fee of Rs. 25,000/-drawn in favour of the “Director General Health Services, Haryana, Sector-6, Panchkula payable at Panchkula/Chandigarh.
- 2) The Bank Guarantee of 50 lacs for MPHWF/GNM and Rs. 1.00 crore for B.Sc. Nursing (Basic and Post Basic) & M.Sc. Nursing College shall have to be submitted by the applicant.

An Expert Committee shall visit **within 15 days from the date of intimation of rediness from the Applicant Society/Trust**, the proposed premises of the institution on payment of requisite processing fee by the applicant Society/Trust and examine the preparedness of the institution to impart quality education as per the norms and standards and conditions prescribed by the State Govt. from time to time.

The Expert Visiting Committee shall comprise of the four Expert Members two of whom will be External Experts.

The applicant institution/trust/society shall be required to make available the following original documents/necessary information to the visiting Expert Committee as per details in the Expert Committee Report format.

1. A copy of the Proposal submitted to DGHS, Haryana
2. The letter of intent, in original
3. A copy of DPR
4. Society/Trust Registration documents indicating members of the Society/Trust and its Objectives.
5. Minutes of the Meeting of Society/Trust, pertaining to proposed institution and allocation of land/building/funds etc.
6. Original Land Documents
7. Village Map/Location Map/Index Map/Topographic Sketch/City Road Map.

8. Original Land Use Certificate/Land Conversion Certificate, allowing the land to be used for educational purpose.
9. Original approved Building Plan.
10. Details of built up structure available exclusive for the proposed institute at the permanent site.
11. Architectural drawing of building construction duly prepared by an Architect and approved by the concerned statutory authority.
12. Master Plan of the campus for the entire land indicating land-use, circulation, landscaping, infrastructure etc.
13. Floor Plans, Sections and Elevations of all existing Academic building including Area details
14. Phase-wise Plan of construction
15. Proof of sanction of required electrical load.
16. List of equipment required as per syllabus and equipment available.
17. Stock Register of Equipment/Computers/Softwares.
18. Accession Register for Library books.
19. Copy of Invoice/Cash Memo for equipments and Library Books.
20. Copy of the advertisement for recruitment of Principal/faculty members.
21. List of candidates applied, called and attended the interview.
22. Composition and proceedings of Selection Committee.
23. Minutes of Selection Committee for Faculty.
24. List of faculty appointed/identified with qualification and experience.
25. Letter of appointment/offer letters issued to Principal/Faculty.
26. Detailed Bio-date of Principal.
27. Joining report of the Principal.
28. One page bio-date with passport size photograph of the identified/appointed faculty members.
29. Joining report of faculty members appointed/consent letter of identified faculty.

30. Details of the appointment of supporting and administrative staff.
31. Acquaintance Register, if any.
32. Fund position/Original FDR and bank Certificate/Statement.
33. Cash Book of the Society/Trust.
34. Cash flow statement for the next two years for the proposed institution showing projected expenses and sources of fund, as indicated in DPR.
35. Audited statement of accounts of the Society/Trust for last three years.
36. Photographs (color) of the building attested by the Chairman/Secretary of the Society.
37. Video CD (Compatible with “Windows Media Player”) indicating the complete physical infrastructure/facilities and highlighting following:
  - Front side of the entire building.
  - Back side of the entire building
  - Internal portion of the classrooms
  - Internal portion of computer room along with computers
  - Internal portion of laboratories and workshops.
  - Internal portion of principal’s room and administrative area
  - Internal portion of faculty room
  - Amenities area.
38. Copy of the syllabus of concerned affiliating university
39. Proof of attachment/tie-up of hospital having 75% bed occupancy for clinical training. A copy of the MoU with the hospital shall have to be provided at the time of inspection. (A 25 bedded hospital (Single Hospital with minimum 25 beds) be attached to the college for training of Nursing Students).
40. Transport arrangements made for clinical training.
41. The institute shall also provide a website in which details about institution, its Governing Structure, Faculties, Fee and other

facilities etc. would be displayed. The website should be completely ready at the time of inspection.

The Report of the Expert Visiting Committee shall be sent by Director General Health Services, Haryana along with recommendations to the State Govt. for issuing No Objection Certificate.

After the inspection, the proposal shall be processed and if deemed fit for NOC, it will be issued within stipulated period on the following conditions:

1. No financial assistance/grant in any case in any form will be given by the State Govt. The institution will have to bear all the recurring and non-recurring expenditure for all time to come.
2. The State Govt. shall not give any grant for building etc. at any time. The building intended for educational occupancy will not be used for any hazardous occupancy.
3. The State Govt. shall not take over the school/college at the request of the institution.
4. The institution shall seek approval and affiliation from the University in the State of Haryana/HNC/INC and send the copy of the approval/affiliation to this office.
5. All the conditions of affiliation prescribed by the affiliating University/INC/HNC will have to be met by the Institution.
6. The college authorities will recruit the staff as per Government/University/HNC/INC guidelines and pay the salary to the staff in the pay scale prescribed by the Govt. from time to time.
7. Tuition fee and other charges will be as per the norms of the affiliating University/INC/HNC.
8. In the admission of the students there shall be reservation of seats for SC/BC/PBC, Handicapped, ex-servicemen, sports persons, Freedom Fighters and any other reserved category as per State Govt. Policy.

9. The Government can impose any other condition(s) at any time, which shall be binding on the Institute.
10. In case, the institute is not able to run/sustain itself, the NOC shall be withdrawn and the FDR/Bank Guarantee submitted by the Applicant shall be forfeited to continue the studies of the enrolled students/payment of the salary of the staff and for other costs of running the institute and just in case the funds available in the school/college are not sufficient, the balance amount shall be recovered from the applicant/society/trust/company/individual(s) as per the Law of State.
11. Any contravention of the above stated conditions shall result in withdrawal of the “No Objection Certificate” and legal action against the defaulting society/institution.

**Note :** The issuing authority of the letter of Intent will be Director General Health Services, Haryana and for NOC the issuing authority will be Commissioner and Secretary Health.

The ‘No Objection Certificate’ for the following academic year shall be issued by 30<sup>th</sup> June for completed applications received by 31<sup>st</sup> December of the previous calendar year to those applications which have fulfilled norms and standards prescribed by the State Govt. for establishment of new institutions. NOC issued on or before 30<sup>th</sup> June shall be valid for two academic years including the following academic year for obtaining affiliation with the respective Universities and fulfilling State Government requirement for admission.

In cases where NOC is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the State Govt. the applicant Society/Trust shall be informed of the decision along with grounds of denial.

The Applicant Society/Trust may seek reconsideration after rectifying the deficiencies and complying with the norms, standards and conditions prescribed by the State Govt. from time to time. The Applicant institutions, whose cases have been rejected for grant NOC submit compliance for reconsideration or may

prefer to appeal by 30<sup>th</sup> May. The requests for reconsideration or appeal received after 30<sup>th</sup> May will not be considered for NOC for the current academic year but only for next two academic years. The Applicant shall have only one opportunity for reconsideration on/for making an appeal for issue of NOC for the current academic year. The Applicant may submit requests for reconsideration or prefer an appeal after 30<sup>th</sup> June for consideration for issue of NOC for subsequent academic years.

The Applicant Society/Trust may submit the requests for reconsideration to the Director General Health Services, Haryana along with a fee of Rs. 25,000/- in the form of DD drawn in favour of Director General Health Services, Haryana payable at Panchkula/Chandigarh.

The admission in the MPH(W), GNM, B.Sc.& M.Sc. schools/Colleges will be done once in a year in the month of September only. The admission will be done on merits basis only. The admission process will begin in the month of July every year and a nominee of DGHS Haryana will be associated at the time of interview. The final selection will be approved by the DGHS, Haryana.

The examination of the students of MPH(W), GNM, B.Sc.& M.Sc. schools functioning in the state will be conducted through Haryana Nursing Council. Necessary fee for conducting the examination will be charge by the Haryana nursing Council from the concerned Institution. The observers/Raiding parties/flying squads will be constituted by Director General Health Services, Haryana, Panchkula from the officers of the Directorate as well as from the HNC and the observers/Raiding parties/Flying squads will be paid TA/DA as per TA/DA rules applicable in Haryana State. The papers of examination will be set & printed by the Haryana Nursing Council and paper setting fee and printing expenses will also be born by the Haryana Nursing Council, the examination authority. The checking of papers & declaration of result will be done by the Haryana Nursing Council after the approval from the Director General Health Services, Haryana, Panchkula.

## TEACHING FACULTY AND OTHER PHYSICAL FACILITIES

### Teaching Faculty

For School/College of nursing with 150 students (i.e. an annual intake of 50 students) the following faculty is required (as per IN norms)

<b>Teaching Faculty</b>	<b>No. Required</b>
Principal	1
Vice Principal	1
Senior Tutor	3
Tutor	12
Additional Tutor for interns	1

**1:4 ratio is to be maintained for Senior Tutor to Tutor**

### **Qualification of Teaching Staff**

<b>Principal</b>	M.Sc. Nursing with 6 years of teaching experience or B.Sc. Nursing (Basic/Post Basic) with 8 years of teaching experience.
<b>Vice Principal</b>	M.Sc. Nursing with 4 years of teaching experience or B.Sc. Nursing (Basic/Post Basic) with 6 years of teaching experience.
<b>Senior Tutor</b>	M.Sc. Nursing with 2 years of teaching experience or B.Sc. with 4 years of teaching experience.
<b>Tutor</b>	M.Sc. Nursing or B.Sc. Nursing (Basic/Post Basic) or Diploma in Nursing Education and Administration or its equivalent with 2 years of professional experience after graduation.

### **Additional staff for school/college of Nursing**

Stenographer/Personal Assistant	1 (should have knowledge of Computer)
Senior Clerk cum Cashier/Accountant	1 (should have knowledge of Computer)
Junior Clerk cum Typist	1 (should have knowledge of Computer)
Librarian	1 (should have knowledge of Computer)

Laboratory Attendant	1
Chowkidar/Watchman	2
Peon	2
Sweeper/Safai Karmachari	2
Machine (Duplicating/Xerox) operator	1

**Note:** Provision should be made to have relieving staff in addition to the regular staff according to rules.

**Minimum Physical facilities required are listed below :**

**A unit of 60 students is allowed for MPHWF, GNM, B.Sc. & unit of 20 students for M.Sc. with specification as per INC Norms.**

**ADMINISTRATIVE BLOCK**

- Principal Room
- Office Room
- Staff Room
- Rooms for Dispensary, Hall for conduct of examination
- Common Room
- Record Room
- Store Room

Class Rooms	: @ of 4 class rooms per 20 students annually
Laboratories	: 4 laboratories (Nursing practice Lab., Community Practice Lab., Nutrition Lab., Computer Lab.)
Auditorium/Multipurpose Hall	: To conduct conference/workshops/examinations
Library	:
Room for audio/visual Aids	:
Other Facilities	: Safe drinking water and adequate sanitary/toilets facilities (in ratio of 1:25 students) separate for men and women.
Hostel	: Adequate hostel and residential accommodation for students and staffs.
Transport	: School should have separate transport facilities for the purpose of practical training.



**PERFORMA FOR GRANTING NOC FOR THE ESTABLISHMENT OF NEW  
PRIVATE NURSING INSTITUTIONS IN THE STATE**

<b>Sr. No.</b>	<b>Various Parameters for NOC</b>	<b>Proposed Norms</b>	<b>Actually available (to be filled at the time of inspection)</b>
1	a) Name of Society/Trust b) Registration of Society/Trust c) Activities of Society/Trust d) Resolution of Society/Trust	Integrity of society/Trust confirm from Civil Surgeon. Society/Trust of at least 5 years standing	
2	Proof of ownership of Land i.e. Jamabandi/Registry/Lease a) MPHWF b) GNM c) B.Sc. d) M.Sc.	The Society/Trust should be the sole owners of the land. 3 acres for each  Land should be separate for each school.	
3	Detailed Bio-data of the promoters	Name: Address: Qualification: Profession:	
4	Total Project Cost Total Costs incurred so far		
5	Financial Status of the Society/Trust a) Existing financial assets of the Society/Trust b) Sources of funds and income	Financial statement of Assets and Liabilities of the Society/Trust for the last year.	
6	Bank Guarantee a) MPHWF b) GNM c) B.Sc.(Basic & Post Basic) d) M.Sc.	Rs. 50.00 Lacs Rs. 50.00 Lacs Rs. 1.00 Crore Rs. 1.00 Crore	
7	Building a) Proposed site plan of the teaching institution b) Proposed Architecture Map of the teaching institution c) Proposed site plan of the Hostel d) Proposed Architecture Map of the Hostel.	As per INC Norms.  The site plan and maps should be approved by the competent authority.	
8	Transport	Minimum Two 30 seater buses self owned or on hired by the Society.	

9	<p>Clinical facilities available</p> <p>a) MPHWF b) GNM c) B.Sc. d) M.Sc.</p> <p>concerned Civil Surgeon to verify bed strength and only those Hospitals eligible, which have 75% of bed occupancy.</p>	<p>25 bed attached</p> <p>Government and Private facilities allowed for each individual institution.</p>	
10	<p>a) Year-wise description of Courses</p> <p>b) Proposed intake students</p> <p>c) Proposed fee structure As per HNC Norms</p>	<p>MPHW(F) 1 ½ years GNM 3 ½ Years B.Sc. 4 years Post Basic 2 years M.Sc. 2 years MPHW(F) 60 GNM 60 B.Sc./Post Basic-40 M.Sc. 20</p>	
11	<p>Undertaking to abide by all the conditions of the essential certificate/No Objection Certificate</p>		

**Application Form for Establishment of new ANM/MPHW(F) School, GNM School, B.Sc./Post Basic & M.Sc. College of Nursing**

**SUMMARY**

**Please fill in the details  
Proposal for Establishment of New Institution**

**Programme applied for (Please tick) :**

ANM/MPW(F)	GNM	B.Sc./Post Basic Nursing	M.Sc. Nursing

<b>Name and Address of the applicant</b>	<b>Name &amp; Address of the proposed Institution</b>

**Date of Registration of Society :**

<b>Land Specifications</b>	i) Category-State Capital, District Head Quarters, Municipal Corporation Limits, Rural areas ii) Land area in Acres..... iii) Registered Sale Deed/Registered Gift Deed/Govt. Lease iv) Date of Registration v) Mortgaged with Bank – Yes/No..... vi) Other institution in the same land area/premises.....			
<b>Land Use Certificate</b>	Issued by.....on date.....for..... Purpose.....			
<b>Building Plan in the name of proposed institution prepared by Architect and approved by the competent authority</b>	Issued by.....on date.....			
<b>Whether the construction of the building is complete as per approved building Plan for the proposed institution</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> * if no- stage of construction.....			
<b>Funds Position</b>		<b>Number</b>	<b>Amount</b>	<b>Name of Bank</b>
	FDRs			
	Saving Bank A/c and current A/c			
<b>Whether applied for establishment of any other institution simultaneously for the</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of the			

year.....	Course.....			
-----------	-------------	--	--	--

Sr. No. ....

**Application Form for Establishment of new ANM/MPHW(F), GNM, B.Sc. (Nursing)/Post Basic (Nursing) & M.Sc. (Nursing) College.**

**1. Name and Address (with Pin Code) of the Applicant Society/Trust**

Name .....

Address .....

.....Pin Code .....

STD Code .....Fax No. ....

Phone No.....E Mail .....

**2. (i) Programmes Applied for (Please tick only one Class)**

- ANM / MPHWF)
- GNM
- B.Sc. & Post Basic Nursing
- M.Sc. Nursing

**(ii) Has the Society/Trust applied for more than one Programme ?**

Yes  No

If Yes, Please Indicate other programmes :

ANM/MPWF)	GNM	B.Sc./Post Basic Nursing	M.Sc. Nursing

**3. Details of the Applicant Society/Trust:**

- i) Society  Trust
- ii) Registration Number .....
- iii) Date of Registration .....
- vi) Place of Registration.....
- v) Registered under which Act (Place tick)
- Trust Act  Society Act

**Please attach copy of Registration of Society/Trust along with details of constitution memorandum of association of the Society/Trust as Annexure-I.**

**4. Name and Address of the proposed institution at the Permanent Site**

*(State clearly whether the proposed site falls within Corporation limits of State Capital/Others)*

Name of the proposed Institution	Address of the Proposed permanent Site with PIN Code & Nearest City	Classification of the proposed permanent Site
	State ..... Pin Code ..... Fax No. .... STD No. .... Phone No. .... E.mail..... Near City .....	Classification of the proposed Permanent Site  State Capital.....  Others.....

**5. Land**

i) Location (Please Tick)

*(State Capital/Distt. Head Quarter/Municipal Corporation limits/Rural areas/Hilly areas)*

**(Attach copy of letter from Competent Authority for classification of Land, if claimed to be within the limits of State Capital as Annexure-II).**

ii) Land Area

Whether owned by the Applicant Society/Trust

Yes  No

If Yes, then

Area .....Acres.....Hectares.....

**(Attach copy of land documents as Annexure-III)**

***Note: In case the land measurements are in units other than Acres/Hectares/Sq. Mts., a conversion certificate from the Competent Authority may be provided.***

iii) Whether the land is registered through a Sale Deed/Gift Deed/Lease Deed in the name of the Applicant Society/Trust/Proposed Institution. (Please Tick).

Yes  No

If Yes, then

Registration No. ....

Date of Registration .....

Place of Registration .....

- iv) **If the land is on lease from Government bodies then please mention the purpose for which it was leased and period of lease (Lease granted for a minimum period of 99 years is only acceptable)**

Whether the full payment for the land leased, has been made and whether the lease has been registered.

Yes  No

Date of possession of land .....  
(Please attach a copy of possession certificate).

- v) Any loans/mortgage raised against the titles of the land Yes No  
vi) Whether the land has been exclusively earmarked for the proposed institution by any resolution Yes No

**(Attach copy of resolution of Trust/Society/Applicant as Annexure-IV)**

- vii) If land is agricultural, then whether the conversion certificate from the local Government/Competent Authorities has been submitted Yes No

**(Attach copy of land use certificate stating that the land can be used for educational purposes as Annexure-V).**

- viii) **Details of other institutions (if any) being run in the same premises.**

Name & Discipline of the Institution	Whether approved by HNC, if Yes,		Land area in acres	Sy. No./Khasra No.
	Year of 1 <sup>st</sup> approval	Year of Last approval		
			<b>Total</b>	

6. **Building (for exclusive use of the proposed institution at the Permanent Site)**

- i) Whether building plan is approved by the Competent Authority.

Yes No

If yes, then give name of authority with date of approval .....

**(Attach copy of approved building plan and resolution of applicant earmarking building for the proposed programme as Annexure –VI).**

- ii) Whether the approved building plan is in the name of the proposed institution

Yes No

iii) Whether Master plan duly approved by the Competent Authority for the entire institutional complex with the details of the plinth area including area of Laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel, etc. along with the phase wise plan for construction with details of financial estimate and sources of funds has been submitted. (Please tick).

Yes No

iv) Whether the approved Building Plan has survey Nos/identification of land on it.

Yes No

v) Please state if part of building of an existing institutional complex is proposed to be used for establishment of the new institution.

Yes No

If yes, give details regarding the other institution(s) in the same premises and status of HNC approval as per table given below:

Programmes and Name of the other institution	Required Building-up Areas as per HNC norms	Built-up Area available	Additional Built-up area for the proposed programme	Whether vertical separation between proposed & existing institution is available

vi) Details of availability of Built-up space at Permanent Site for this proposal as per the approved building plan (in sqm) :

S. N.	Particulars of Built-up space at proposed permanent site	RCC Building (in sqm)	ACC shed (in sqm)	Exclusive for proposed new courses/institution (in sqm)	Shared with existing courses/institution (in sqm)

**(Attach copy of External and Internal Photographs of the building, if any duly attested with seal by the applicant on the backside with date as Annexure –VII).**

vii) Whether the Construction has been carried out as per approved Building Plan.

Yes No

**7. Availability of Funds in the name of Applicant Society/Trust :**

Availability of Funds in the name of Applicant Society/Trust :

i) Fixed Deposits (FDRs/other deposits in the name of the Applicant Trust/Society)

Funds	Name of Bank	FD No.	Amount (Rs. In lakhs)
FD Receipts			
Other Deposits including Current & Saving A/c			

**(Attach Xerox copies of latest Bank Statement of Account by the applicant as Annexure-VII).**

ii) Whether the Accounts of the Applicant Society/Trust are audited

(Attach photocopy of last three years)

Yes No

iii) Whether income-Tax return are filed

Yes No

**(Attach Xerox copies of last income-tax return filed of the applicant as Annexure-IX).**

8. Course(s) proposed to be conducted from the academic year .....

Courses	Duration of course	Entry level	Proposed Annual intake capacity

i) Whether the applicant had applied in the previous year for the establishment of any other or the same institution to HNC/Haryana Govt.

Yes No

ii) If yes, when and why the proposal was rejected? Please give details.

The courses applied for	Status of Letter of intent (Yes/No)	Status of Letter of approval issued (Yes/No)	Reason for Rejection

11 Name and Address of the Affiliating University .....



## DECLARATION

I/we, on behalf of.....hereby undertake to comply with the Norms and Standards and Regulations of HNC/Haryana Govt./INC. I/we do undertake to furnish the documents as may be stipulated in the letter of intent if issued in favour of our Society/Trust/Applicant, within the stipulated period, failing which, my/our proposal shall be liable to be rejected by the Haryana Govt. I/we agree to fulfill all the conditions as may be stipulated by HNC/Haryana Govt./INC from time to time.

I/we hereby confirm that all the information furnished in the application is true to the best of my/our knowledge and belief and if any information is found to be false, my/our proposal may be rejected.

(Authorized signatory of the Applicant\* )

Place:

Name.....

Date:

Designation.....

(seal)

**Note: Canvassing in any form will cause the rejection/non-consideration of applicant.**