

Policy for Centralised Admissions in Diploma Courses in Nursing Institutes

1. SHORT TITLE AND COMMENCEMENT

- a. The government of *{mention state}* is committed to ensuring high-quality medical education in the state. The COVID-19 pandemic has only reiterated the pivotal role of quality nursing services which require credible education in this field. The government of *{mention state}* realises that there is a need to focus on both quantity (increased access) and quality of the education in these fields being offered in the state.
- b. The government of *{mention state}* has decided to introduce a new centralised admissions policy for nursing diploma courses to improve the quality of nursing education in *{mention state}*. This will also help in streamlining the admissions process and make it easier for prospective students to get admission into nursing institutes in *{mention state}*.
- c. This policy will come into effect immediately from the day of notification.

2. OBJECTIVE AND INTRODUCTION

- a. The policy is aimed at ensuring that the right candidates join the best institutions offering nursing and paramedical diploma courses in the state affiliated to *{mention state nursing council}*, through an online centralised admissions portal.
- b. As a part of the online centralised admissions portal, nursing & paramedical aspirants will be able to register, upload documents, go through the counselling process, lock, and confirm their seats according to their choice of the institute and normalised merit score.
- c. This process will take place online on a centralised admissions portal to:
 - i. Improve equity and transparency in the admissions process of students into nursing and paramedical institutes under *{mention state nursing council}*
 - ii. Ensure that the gaps in the existing admissions process of students into nursing and paramedical institutes under *{mention state nursing council}* are properly identified and bridged

3. CENTRAL ADMISSIONS BOARD

- a. For Nursing and Paramedical diploma admissions and counselling in *{mention year}*, the following Central Admissions Board will be set up for taking key decisions regarding any steps in the entire admissions process:

S No	Description of Officers for Counselling Board	Role in Counselling Board
1.	Director General, Department of Medical Education and Training	Member
2.	Secretary, <i>{mention state nursing council}</i>	Co-Member
3.	Nominated nodal officer by Secretary, <i>{mention state nursing council}</i>	Co-Member
4.	Any other Officer designated by the Secretary, <i>{mention state nursing council}</i>	Co-Member

4. COURSES

- a. The counselling will be conducted for admission to the first year of the Auxiliary Nurse & Midwife (A.N.M), General Nursing & Midwifery (G.N.M) and all Paramedical diploma courses offered at all nursing and paramedical institutes under *{mention state nursing council}*, situated in the territory of *{mention state}* starting from academic year *{mention year}*. This process will be optional for all the universities under *{mention nursing council}*, situated in the territory of *{mention state}*.

5. SEAT ALLOCATION UNDER DIFFERENT COURSES

- a. The government of *{mention state}* believes in a phased transition to an online centralised admissions process. Therefore, the following process will be followed:
 - i. 100% of the seats will be available **only** for online counselling

6. ELIGIBILITY CRITERIA (AS PER INC'S GUIDELINES)¹

a. A.N.M

- i. The minimum age of an applicant shall be 17 years on or before 31st December of the year in which admission is sought.
- ii. The maximum age for admission shall be 35 years.
- iii. The minimum educational requirements shall be 10 + 2 in any stream from a recognized board or National Institute of Open School.
- iv. The applicant shall be medically fit.

b. G.N.M

- i. The minimum age for admission shall be 17 years on or before 31st December of the year in which admission is sought.
- ii. The minimum educational requirements shall be 10+2 with English and must have obtained a minimum of 40% marks in the qualifying examination and English individually from any recognized Board. Candidates from the State Open School recognized by Government of *{mention state}* and The National Institute of Open School (NIOS) recognized by GoI are also eligible (However, science stream is preferable) OR the minimum educational requirements shall be 10+2 with English having 40% of marks in vocational ANM course from an institute recognized by Indian Nursing council OR 10+2 with English having 40% of marks in Vocational Stream-Health care science from a recognized CBSE affiliated school OR is a registered ANM with required passing marks.
- iii. *For Foreign Nationals:* The entry qualification equivalency, i.e., 12th standard will be obtained by the Association of Indian Universities, New Delhi. The state

¹ Indian Nursing Council. Available at: <https://indiannursingcouncil.org/eligibility-criteria>

council will be responsible for ensuring that the qualification and eligibility are equivalent to what has been prescribed above.

iv. The applicant shall be medically fit

c. Paramedical (All diploma courses)

i. The minimum age for admission shall be 17 years on or before 31st December of the year in

which admission is sought.

ii. The applicant should be 10 + 2 in science stream from a recognized board or National

Institute of Open School.

iii. The applicant shall be medically fit.

7. ADMISSION TO NON-RESIDENT INDIAN (NRI) CANDIDATES IN FIRST YEAR

a. NRI qualified candidates, who possess prescribed qualifications (clause 6), as per INC norms, may get direct admission in nursing and paramedical diploma courses. The candidates, seeking admission under this scheme, need not mandatorily register for online counselling on the online centralised admissions portal. Extra seats will be allotted by *{mention state nursing council}* to institutes admitting NRI qualified candidates. These institutes are required to mandatorily contact *{mention state nursing council}* with the list of NRI candidates before the end of the online counselling process.

8. RESERVATION OF SEATS²

a. Private Nursing and Paramedical Institutes

i. No reservation will be applicable to the private nursing and paramedical institutes for all diploma courses

b. Government Nursing and Paramedical Institutes

i. Reservation will be applicable to the government nursing and paramedical institutes for all diploma courses as per the state reservation policy of Government of *{mention state}*.

9. COUNSELLING

a. The information about counselling procedure and tentative schedule for counselling *{mention year}* will be made available separately in the counselling prospectus and admissions website

10. LAST DATE OF SUBMISSION OF ONLINE APPLICATION FORM

² Reservation Policy will be applicable as per latest instructions of Govt. of *{mention state}* upto the date of counselling.

- a. Application form for counselling will be submitted online only through the latest admissions website. The last date of filling and submitting the online Application Form will be mentioned separately in the counselling prospectus and the admissions website.

11. WEEDING OUT RULE

- a. No request for providing any information about the counselling would be entertained after 90 days from the closing date of the last round of counselling.

12. GRIEVANCE REDRESSAL

- a. A Query Redressal System (QRS), an online web-enabled system for grievance redressal will be established. QRS will enable the submission of queries/grievances by the Registered Candidate(s), with a facility for speedy and appropriate redressal of the queries/grievances. A Unique Registration Number will be generated for tracking the status of the queries/grievances.
- b. The Registered Candidate(s) are advised to use the online facility for a speedy response.
- c. The email query shall be addressed only if it is not anonymous and contains the name, postal address, and contact number of the sender. An email containing vague queries shall not be entertained. Queries shall not be entertained from a person claiming to be representatives, associates, or officiates of the applicant candidate. The following shall not be revealed by *{mention state nursing council}* by phone or email:
 - i. Internal documentation/status
 - ii. Internal decision-making process of *{mention state nursing council}*. Any claim/counterclaim thereof
 - iii. Dates and venues of internal meetings or names of the staff/officers dealing with it
 - iv. Any information which cannot be revealed in the opinion of *{mention state nursing council}*

13. COUNSELLING SCHEDULE

- a. Counselling schedule will be mentioned in the separate counselling brochure, *{mention state nursing council}*'s website and the admissions website.

14. SEAT ALLOCATION

- a. Candidates shall be allotted a seat based on their merit calculated on the marks obtained in class 10th and 10+2 and choice.
- b. Every candidate will only be allowed to take admission once in an academic year.

15. PROCESS FOR COMPILATION OF MERIT SCORES (Normalisation procedure based on Percentile Score)

- a. “Normalisation procedure” will be used for ensuring that candidates are neither benefited nor disadvantaged due to the difficulty of the examination conducted under different study boards (*mention state* Board/CBSE/ISC/Other Boards) across different years. With the objective of ensuring that a candidate’s true merit is identified and that a level playing field is created in the above context, the Normalisation Procedure set out below shall be adopted for compiling the merit scores of students passing from different boards.
- b. A normalised percentile score (instead of the raw marks of the candidate) shall be used for the preparation of the merit lists. The Percentile Scores will be calculated up to 10 decimal places to avoid the bunching effect and reduce ties. Normalised score will be calculated for only those candidates who have paid the registration fee and have their documents verified.
- c. **Percentile Calculation of candidates (payment received and documents verified)**
 - 1) Study boards will be divided into 4 categories: CBSE, ICSE, state and Other Boards
 - 2) Absolute percentage based on total marks obtained out of the maximum marks possible will be calculated for every candidate in each of the 4 categories of study boards
 - 3) The average percentage marks for a particular board will be calculated by dividing the sum total of all percentage marks for all candidates in a particular board by the number of candidates who are eligible (payment received and documents verified) for normalised score calculation. This will be done for all 4 categories of study boards (CBSE, ICSE, state and Other)
 - 4) The average percentage marks for state Board will be considered as base and the normalised factor for each board will be calculated by dividing the average percentage marks for that particular board by the average percentage marks of state Board
 - 5) A normalised percentile will be calculated for every candidate by dividing the absolute percentage obtained by the candidate by the normalised factor for the candidate’s study board. This process will be carried out for both class 10th and 10+2
 - 6) A common merit list will be prepared by calculating the average of normalised percentile score for marks obtained in both class 10th and 10+2 for every candidate
- d. **Conversion of CGPA Score into percentage score**
 - 1) In instances where student performance is captured as a Cumulative Grade Point Average (CGPA) score. For the purpose of normalisation of scores as described above, the CGPA score needs to be converted into a percentage using below guidelines.

2) In line with Circular number 24 dated 28 May 2010 issued by CBSE, an indicative equivalence of CGPA in percentage is calculated as follows:

Overall indicative Percentage of marks = 9.5 X CGPA (appearing in the final marksheet)

3) The above method for conversion of CGPA into percentage scores shall be adopted for students appearing from any of the 4 categories of boards

e. In case of normalised percentile score tied between two or more candidates

If more than one candidate has the same marks in the common merit list, the inter-se-merit among such candidates shall be determined based on the following criteria:

1) The normalised percentile score of class 10+2 of those candidates will be considered and preference will be given to the candidate having higher normalised percentile score in class 10+2

2) If the scores match after this exercise, the normalised percentile score of class 10th of those candidates will be considered and preference will be given to the candidate having higher normalised percentile score in class 10th

3) If scores match after this exercise, the older candidate (based on the date of birth) will be given preference.

4) In case the candidates are of the same age, preference will be given to the candidate based on the occurrence of english alphabets in **first** name

16. SEAT AVAILABILITY IN ALL COURSES IN NURSING & PARAMEDICAL INSTITUTES UNDER {*mention state nursing council*}

a. The status of all the seats available in all the courses in nursing & paramedical institutes under {*mention state nursing council*} in the state will be mentioned separately in the counselling brochure and the admissions website.

APPENDIX – A

List of Abbreviations

AY	Academic Year
A.N.M	Auxiliary Nurse & Midwife
G.N.M	General Nursing & Midwifery
NRI	Non-Resident Indian
Govt	Government
QRS	Query Redressal System
INC	Indian Nursing Council