

Government of Odisha  
Health & Family Welfare Department

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No. HFW-MEII-MISC-0129-2019- 26601 /H. Date 22-10/19

NOTIFICATION

**Sub: General Guidelines for issue of NOC to different institutions for opening nursing, paramedical or allied medical science courses and the different fees.**

In a view to strengthen the health care system in the state and to generate more qualified nursing and paramedical personnel in the state, Government is allowing the private institutions to impart such courses. In order to maintain the quality and standard of education different guidelines were notified in the past regarding the issue of No Objection Certificate and different fees required thereunder.


In order to have a common guideline and have a rational fee structure Government after careful examination have formulated guidelines to be followed while issuing NOC for different courses of Nursing, D Pharm, B Pharm, M Pharm, DMLT, DMRT, Physiotherapy, Occupational Therapy, and different Allied Medical Science Courses in the state.

The guidelines for different courses notified earlier shall be appropriately modified as per these guidelines.

This will be applicable in the whole state from the date of notification.

**Order:** Ordered that this Resolution be published in next issue of extraordinary gazette for general information and copies be supplied to all Departments of Govt. / All Heads of the Deptt/ All Collectors / Principal AG (A&E) Odisha Bhubaneswar, Law Department / Secretary to Governor of Odisha for information and necessary action.

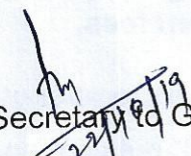
By order of the Governor

  
22/10/2019

Commissioner cum Secretary to Government

Memo No. 26602 /H Date: 22.10.19

Copy forwarded to all Departments of Govt. / All Heads of the Deptt/ All Dean & Principals / All CDM & PHO / Principal AG (A&E) Odisha, Bhubaneswar/ Chairman, OPSC Odisha, Cuttack / Private Secretary to Minister, Health & FW / All Officers and Sections of the Department for information.

  
Deputy Secretary to Government

Memo No. 26603 /H, Dt. 22.10.19

Copy forwarded to Director, Printing, Stationary and Publication, Odisha, Cuttack with a request to publish the notification in the next extraordinary issue of the Odisha Gazette and supply 50 copies of the Gazette to Health & Family Welfare Department for reference.

  
Deputy Secretary to Government

**PROCEDURE FOR ISSUE OF NOC FOR DIFFERENT NURSING, PARAMEDICAL AND ALLIED MEDICAL SCIENCE COURSES**

- i. Advertisement shall be floated as per the requirement according to GIS mapping and gap analysis.
- ii. Application in prescribed format with requisite fees and documents for issue of NOC to open new institution (Nursing, Allied Medical Science, Physiotherapy, D Pharm, B Pharm etc.) shall be considered only if the requirement of GIS mapping is fulfilled. However in administrative exigencies the application may be considered subject to limitation by 10% of the total requirement of the original gap analysis of institutions in the concerned district for the concerned course.
- iii. Any organization/ trust/ individual/ society/ Central Govt./ State Govt./ Govt. aided institutions intending to open or start a institution to impart any course / renewal or revalidation of NOC must apply to the Registrar, of council by speed post only, strictly as per the calendar of events and must have the minimum requirements.
- iv. No application shall be accepted if submitted without an advertisement is floated by the competent authority or if received after the cutoff date as per the calendar of events.
- v. **Scrutinisation of application:** On receipt of application a scrutinizing team shall examine the applications and the documents enclosed. When the documents are in order as per requirement an acknowledgement letter shall be issued by the council indicating that the institution shall be inspected for assessing feasibility for issue of NOC. In case of any deficiency the Registrar shall inform the applicant in writing regarding such deficiencies and give a time of at least one month for compliance. In case of non compliance with in stipulated time the application shall be rejected and the applicant may apply afresh with fresh fees in next year after the floating of advertisement
- vi. **Inspection and compliance:** The Inspection shall be conducted by a team of inspectors selected from pool of enlisted officials to be prepared at the State level by the Department, who will assist the inspection team headed by ADM/ Sub Collector/ PD, DRDA of the concerned District Administration. Further, one Medical Officer of the district shall be included in the team. The team will conduct the physical verification of minimum requirements for the concerned course in a Standard Inspection Format that may be notified by

concerned council / DMET from time to time. The applicant institution must comply to the deficiencies pointed out within one month after issue of letter to comply (In case of NOC to be issued for the first time for opening of new courses). After compliance of deficiencies within one month of issue of acknowledgement, the minimum requirements must be full filled. However as the NOC issued is valid for one year only, the compliance of requirements for each year of curriculum may be considered as sufficient for issue of NOC for that year only. In case deficiencies are observed by the inspection team, the Registrar shall intimate the applicant to comply with in 31<sup>st</sup> December of the year. In case of non compliance with in stipulated time, the application shall be rejected after giving opportunity to be heard in person and the applicant may apply afresh with fresh fees in next year after the floating of advertisement.

- vii. In all the cases of new course / increase in intake of seats / renewal / revalidation etc. the inspection shall be done and the institution shall apply for inspection with non refundable inspection fees as per the calendar of events prescribed in this guideline and in all cases the above procedure shall be applicable and followed.
- viii. After verification of inspection report and being satisfied as per the existing guidelines, the Council shall recommend in clear speaking terms to the Government for approval of issue of NOC. If the inspection report is found to be incomplete/ unsatisfactory, the case may be referred to the district team with specific observation for inspection afresh. The council will be squarely responsible in case of any anomaly in recommendation of the report to the government and issue NOC thereof.
- ix. The Registrar of Council/ Chairman shall issue the NOC for the course to the concerned institution basing on the approval of Government for issue of such NOC.

The NOC, will be issued within stipulated period with the following conditions:

1. The NOC is valid for one academic year only.
2. The institution shall not admit students more than the approved intake seat capacity. No admissions shall be made beyond the validity period of the NOC.

3. 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.
  4. 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.
  5. The State Govt. shall not take over the school/college at the request of the institution.
  6. The institution shall seek approval and affiliation from the concerned University/State Board and send the copy of the approval/ affiliation to the Registrar/ Chairman for record.
  7. All the conditions of affiliation prescribed by the affiliating University or Board will have to be met by the Institution.
  8. The college authorities will recruit the staff as per Government/ University/ INC guidelines and pay the salary to the staff in the pay scale prescribed by the Govt. from time to time.
  9. Tuition fee and other charges will be as per the norms prescribed by Government / affiliating University / Board.
  10. The Government can impose any other condition(s) at any time, which shall be binding on the Institute.
  11. In case, the institute is not able to admit candidates for the academic session for which NOC was issued, the institutions will be given scope for revalidation for subsequent two years.
  12. Any contravention of the above stated conditions shall result in withdrawal of the "No Objection Certificate" and action deemed fit against the defaulting society/ institution.
- x. After issue of NOC the Provisional Recognition shall be issued by the council for the course applied. The provisional recognition shall remain valid for one year only i.e. for the academic session issued.
  - xi. The institution shall be inspected every year as per the calendar of events and basing on the report, the concerned Council/ Chairman shall recommend/ not recommend to Government for approval of issue of Renewal of NOC. Such inspection shall be carried out every year till the first batch appears their final

year examination. If it is found fit, Government may approve issue of Final Recognition. The Council/ Chairman shall issue the Final Recognition which shall remain valid for a period equal to the duration of course applied. (Explanation: If it is B.Sc. Nursing Course the Final Recognition shall remain valid for four years. If it is ANM course the Final Recognition shall remain valid for two years and so on.)

- xii. Such institution shall be further inspected at the expiry of Final Recognition and if found fit the Renewal of Recognition shall be issued by the council after Government approval. Such renewal shall remain valid for a further period equal to the duration of the course applied.
- xiii. No further year to year inspection shall be conducted after issue of Final Recognition. However inspection of the institution shall be conducted under the following circumstances:
  - a. When any complain is received
  - b. For routine inspection for quality and standards of education.
  - c. While applying for change of place
  - d. While applying for increased intake capacity
  - e. While applying for revalidation

Such inspections shall be of surprise in nature through an inspection team. If any deficiency is found during the inspection, a show cause notice shall be issued for revoking the NOC and Recognition and debarring the institution to take further candidates for a period of at least two years. The institution shall again be inspected after two years of debarment and if found fit NOC and Provisional Recognition may be issued. The council will ensure running of those institutions only which are fulfilling the criteria of the existing guidelines and will also be accountable for that. Further, the council shall submit a certificate to the Government every year by 31<sup>st</sup> May that all such institutions running in the state are in accordance with the existing guidelines for the purpose.

Over and above the inspection as enumerated above, there will be an inspection squad at the level of Department of Health & Family Welfare to conduct surprise visits of the institutions at random.

- xiv. The State enacted Universities and their constituent departments do not need to be inspected further, once they have been issued NOC to start the course following the procedure as laid down for starting of the course.

xv. **Calendar for issue of NOC:**

The following Calendar of dates for the purpose of receiving of applications and issuing of NOC shall be followed.

| Sl No. | Event  | Date / time for new NOC   | Date and time for Renewal/ Revalidation of NOC /Renewal of recognition                |
|--------|--|---|---|
| 1.     | Floating of advertisement by DMET. (no application shall be entertained without any advertisement being floated) | By 31 <sup>st</sup> July every year (subject to requirement as per the GIS mapping and gap analysis ) |   |
| 2.     | Last date of receipt of application  | 16 <sup>th</sup> August   | By 15 <sup>th</sup> January<br>(1 <sup>st</sup> December to 15 <sup>th</sup> January) |
| 3.     | Issue of Acknowledgement Letter  | By 30 <sup>th</sup> August  | By 31 <sup>st</sup> January   |
| 4.     | Time for compliance of deficiencies  | By 15 <sup>th</sup> September   | By 15 <sup>th</sup> February  |
| 5.     | Inspection of institutions   | By 31 <sup>st</sup> October   | By 15 <sup>th</sup> March   |
| 6.     | Compliance of deficiencies as pointed out by inspection team   | By 30 <sup>th</sup> November  | By 31 <sup>st</sup> March   |
| 7.     | Recommendation to Govt. for issue or rejection of NOC by Council   | By 31 <sup>st</sup> December  | By 15 <sup>th</sup> April   |
| 8.     | Approval of Government for issue /not issue of NOC by Council  | 31 <sup>st</sup> January  | 30 <sup>th</sup> April  |
| 9.     | Issue of NOC by concerned Council.   | By 28 <sup>th</sup> February  | By 15 <sup>th</sup> May   |
| 10     | Issue of Provisional Recognition by Council  | 31 <sup>st</sup> March  | By 21 <sup>st</sup> May   |
| 11.    | Issue of Final / Renewal of Recognition by Council   | After the completion of Final year examination  | After the completion of Final year examination  |

FEES:

INSPECTION FEES

| SI No. | Course duration | New NOC (new application/increase intake/ revalidation)/per course/per inspection<br>(Rs.) | Renewal of NOC of Pvt. Institutions/ compliance verification inspection / additional inspection per course/ per inspection<br>(Rs.) | Renewal of Recognition/per course /per inspection<br>(Rs.) |
|--------|-----------------|--|---|--|
|        | 6 months        | 20000  | 10000   | 10000  |
|        | 1 year          | 30000  | 15000   | 15000  |
|        | 2 year          | 40000  | 20000   | 20000  |
|        | 3 year          | 50000  | 20000   | 20000  |
|        | 4 year          | 60000  | 20000   | 20000  |