

NURSING ASSISTANT AND VOCATIONAL COUNCIL

**APPLICATION FORM FOR APPROVAL OF AUTHORIZED TRAINING
INSTITUTE / PROGRAMMES / ADDITIONAL PROGRAMME(S)**

1. Name of the Applicant :
(Chairman / Coordinator)
2. Name of the Proposed :
Institution
3. Address of the Institution :

4. District : State :
5. Phone Number : Email ID:
6. Web Site :
7. Nature of Management : Trust / Society / Foundation / Others
8. If Others Specify :
9. Whether the above Institute is Approved/ Recognized/ Affiliated by any
Other University Yes ☐ No ☐
10. If Yes Specify :

11. Applied Programmes

1. Health Sector ☐
2. Vocational Courses ☐
3. Skill Courses ☐

12. Applied Courses

- i. Diploma in Nursing Assistant Courses
- ii. Diploma in
- iii. Diploma in Vocational Skill Council

13. The above Institute is responsible
for getting prior approval from the concerned
bodies/Board relating to Technical/ Medical

Yes ☐ No ☐

14. Infrastructure and Facility Enclosed : Own ☐ Rented ☐ Lease ☐
(See Annexure – III)
15. Annexure – IV Enclosed :
(Necessary Documents)
16. Library Details (annexure – V) Enclosed
17. Staff Details (Annexure – VI) Enclosed
18. Laboratory (Annexure – VII) Enclosed
19. Computer and UPS, Camera Facility
(Annexure – VIII) Enclosed
20. List of Equipment based on Courses
(Annexure – IX) Enclosed
21. Whether the above Institution has agreed
to offer at the time of entering into MOU a
Refundable deposit of Rs. 20,000 and
Non Refundable Deposit of Rs.50,000.00,
If approval is granted.
22. Whether a Demand Draft for Rs. 5000/- drawn in
Favor of the Council, payable at karur is enclosed?

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Institutional Chairman / Coordinator
Seal with Sign

ANNEXURE – I
PROGRAMMES
HEALTH SECTOR COURSES

1. DIPLOMA IN NURSING ASSISTANT
2. DIPLOMA IN MEDICAL LAB TECHNOLOGY
3. DIPLOMA IN OPERATION THEATRE TECHNICIAN
4. DIPLOMA IN DIALYSIS TECHNICIAN
5. DIPLOMA IN ANESTHESIA TECHNOLOGY
6. DIPLOMA IN CARDIAC TECHNOLOGY
7. DIPLOMA IN MENTAL HEALTH AND COUNSELLING
8. DIPLOMA IN OPHTHALMIC ASSISTANT
9. DIPLOMA IN X-RAY AND CT TECHNICIAN
10. DIPLOMA IN DENTAL NURSING ASSISTANT
11. DIPLOMA IN PHARMACY ASSISTANT
12. DIPLOMA IN DIETETICS AND NUTRITION
13. DIPLOMA IN ENT ASSISTANT
14. DIPLOMA IN BLOOD BANK ASSISTANT
15. DIPLOMA IN GERIATRIC AND PALLIATIVE CARE
16. DIPLOMA IN ORTHO CARE ASSISTANT
17. DIPLOMA IN TRAUMA CARE ASSISTANT
18. DIPLOMA IN HOSPITALITY MANAGEMENT
19. DIPLOMA IN CATH LAB TECHNICIAN
20. DIPLOMA IN MEDICAL LAB TECHNOLOGY
21. DIPLOMA IN PHYSICIAN ASSISTANT

VOCATIONAL COURSES

01. DIPLOMA IN CATERING AND HOTEL MANAGEMENT
02. DIPLOMA IN TOURISM AND HOTEL MANAGEMENT
03. DIPLOMA IN FOOD AND BEVERAGE SERVICES
04. DIPLOMA IN FOOD PRODUCTION
05. DIPLOMA IN FRONT OFFICE MANAGEMENT
06. DIPLOMA IN HOUSE KEEPING
07. DIPLOMA IN ACCU AND AYURVEDIC
08. DIPLOMA IN AIRPORT AND AIRLINE MANAGEMENT
09. DIPLOMA IN CABIN CREW
10. DIPLOMA IN EVENT MANAGEMENT

SKILL COURSES

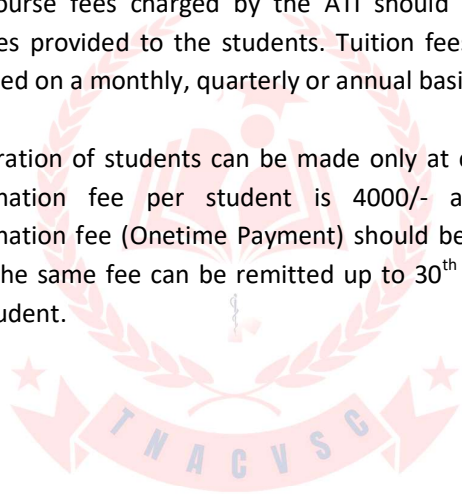
01. DIPLOMA IN BEAUTICIAN
02. DIPLOMA IN FASHION DESIGNING
03. DIPLOMA IN INTERIOR DESIGNING
04. DIPLOMA IN AUTOMOBILE TECHNOLOGY

ANNEXURE – II

FEES STRUCTURE

ATI shall collect the total tuition fees as per annexure II from the students , remit 40 percent of the tuition fees to council and retain the remaining 60 percent of the tuition fees for providing necessary academic, administrative and physical infrastructure for the successful conduct of the programmes.

- i. The ATI can charge maximum fee fo Rs.40,000/- (Tuition Fee).
- ii. Fee once remitted to council will not be refunded under any circumstances.
- iii. The course fees charged by the ATI should be commensurate with the facilities provided to the students. Tuition fees and other charges may be collected on a monthly, quarterly or annual basis
- iv. Registration of students can be made only at council. The registration and examination fee per student is 4000/- and both Registration and examination fee (Onetime Payment) should be remitted before the March 30th. The same fee can be remitted up to 30th April with late fees Rs.500/- per Student.



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ANNEXURE – III

INFRASTRUCTURE AND FACILITY OF INSTITUTION

1. Building & General Area Requirements

The building should be a permanent structure (RCC) with proper ventilation and safety clearances.

- **Total Carpet Area:** Minimum **1,000–1,500 sq. ft.** (depending on the number of courses).
- **Reception & Counseling Area:** A dedicated space (approx. 100–150 sq. ft.) to handle student inquiries and parents.
- **Office Room:** Separate cabin for the Center Manager and for maintaining student records/Council documents.
- **Washrooms:** Separate, clean, and well-maintained toilets for **Male** and **Female** students.
- **Safety:** Must have a **Fire Safety Certificate** and visible fire extinguishers.

2. Classroom Standards

Classrooms must be designed for professional learning, not just basic tutoring.

- **Size:** Minimum **300–500 sq. ft.** per classroom (to accommodate 20–30 students comfortably).
- **Seating:** Individual chairs with writing pads or desks/benches.
- **Lighting & Ventilation:** Must be well-lit (LED lighting) and have adequate fans or AC.
- **Technology:** * Whiteboard/Greenboard (minimum 4x6 ft).
 - Projector or Smart TV for showing medical training videos (mandatory for 2026 standards).
 - High-speed Wi-Fi (minimum 50 Mbps) for digital assessments.

3. Practical Lab (Skill Lab)

This is the heart of your "Nursing Assistant" center. It must mimic a hospital ward.

- **Area:** Minimum **400–600 sq. ft.**
- **Bed Setup:** Minimum **2 to 4 Hospital Beds** (adjustable) with side rails.
- **Privacy:** Bed curtains or foldable screens to teach patient privacy protocols.
- **Flooring:** Hard-surface, easy-to-clean flooring (No carpets/rugs allowed in the lab for hygiene).
- **Mandatory Mannequin:** At least one **Full-Body Nursing Mannequin** for students to practice sponge baths, positioning, and catheter care.

| SL.NO | BUILDING TOTAL AREA | CLASS ROOMS | PRACTICAL LABS | OFFICE ROOMS | RECEPTION | COUNSELLING ROOM | WASH ROOM |
|-------|---------------------------|----------------|-------------------|-----------------|-----------|---------------------|--------------|
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ANNEXURE – IV

DOCUMENTS TO BE SUBMITTED WITH NEW PROPOSAL

- 1) Request letter**
- 2) Filled in application form**
- 3) Course related Proforma**
- 4) Application fee Rs.5000/- Demand Draft and copy of DD**
- 5) Copy of applicant's Aadhaar**
- 6) Copy of Trust Deed**
- 7) Copy of rental/own agreement of Building/Campus**
- 8) Blueprint of building**
- 9) Building Stability Certificate**
- 10) Sanitary certificate**
- 11) Fire Safety certificate**
- 12) Library Book details**
- 13) Teaching staff and Administrative Staff details**
- 14) Infrastructure facility details and photos with GPRS position**

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ANNEXURE – V
LIBRARY DETAILS

LIST OUT THE PRESCRIBED PROGRAM COURSES BOOKS

1. EACH PROGRAMME COURSES MUST BE TWO BOOKS IN EACH SUBJECT
2. MAINTAIN DIGITAL LIBRARY
3. 25% OF SEATING CAPACITY
4. MAINTAIN RECORDS OF LIST OF BOOKS

ANNEXURE – VI

Teaching Staff Details (DEGREE AND DIPLOMA – MIN: 03)

01. STAFF RESUME WITH PASSPORT SIZE PHOTO AND SIGNATURE
02. STAFF QUALIFICATIONS PHOTO COPY
03. STAFF CONSENT LETTER
04. STAFF AADHAR PHOTO COPY
05. STAFF EXPERIENCE CERTIFICATE (MUST 2 YEARS TEACHING OR RELEVANT FIELD)

Non-Teaching Staff Details (DEGREE – MIN: 02)

01. STAFF RESUME WITH PASSPORT SIZE PHOTO AND SIGNATURE
02. STAFF QUALIFICATIONS PHOTO COPY
03. STAFF CONSENT LETTER
04. STAFF AADHAR PHOTO COPY
05. STAFF EXPERIENCE CERTIFICATE (MUST 2 YEARS MANAGEMENT FIELD)

HEAD OF INSTITUTION (PG DEGREE – MIN : 01)

01. STAFF RESUME WITH PASSPORT SIZE PHOTO AND SIGNATURE
02. STAFF QUALIFICATIONS PHOTO COPY
03. STAFF CONSENT LETTER
04. STAFF AADHAR PHOTO COPY
05. STAFF EXPERIENCE CERTIFICATE (MUST 2 YEARS TEACHING OR RELEVANT FIELD)

CLEANING STAFF

01. STAFF RESUME WITH PASSPORT SIZE PHOTO AND SIGNATURE
02. STAFF CONSENT LETTER
03. STAFF AADHAR PHOTO COPY

ANNEXURE – VII

LABORATORY

Practical Lab (Skill Lab)

This is the heart of your "Nursing Assistant" center. It must mimic a hospital ward.

- **Area:** Minimum **400–600 sq. ft.**
- **Flooring:** Hard-surface, easy-to-clean flooring (No carpets/rugs allowed in the lab for hygiene).

ANNEXURE – VIII

1. LIST OUT COMPUTER CONFIGURATION (EXCEPT LAPTOP)
2. NUMBER OF COMPUTERS (EXCEPT LAPTOP)
3. INVERTER CAPACITY
4. POWER BACKUP CAPACITY (BATTERY)
5. LIST OUT SURVILANCE CAMERA
6. DVR
7. DVR STORAGE CAPACITY
8. LIST OUT PRINTERS WITH MODEL AND SPECIFICATION
9. Hi speed internet connection details

ANNEXURE – IX

Lab Equipment List Based on Proposed Programme and courses

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