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PART-IIA

GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

The 6th April, 2026.

No.Health.85/2024/Pt/74.- The Government of Meghalaya, Health & Family Welfare Department please to notify the Standard Operating Procedure for issuance of Essentiality Certificate/No Objection Certificate for establishment of Nursing Educational Institutions and enhancement of intake capacity in Meghalaya.

1. Short title, commencement and application

1. This Standard Operating Procedure may be called the Standard Operating Procedure for issuance of Essentiality Certificate/No Objection Certificate for Nursing Educational Institutions in Meghalaya.
2. It shall come into force with immediate effect.
3. It shall apply to applications for:-
 - a. Establishment of new B.Sc Nursing Colleges;
 - b. Establishment of new GNM Schools of Nursing;
 - c. Establishment of new ANM Schools of Nursing; and
 - d. Enhancement of intake capacity in any existing B.Sc Nursing College, GNM School of Nursing, or ANM School of Nursing in Meghalaya.
4. This Standard Operating Procedure (SOP) shall be read subject to the applicable Act, regulations, guidelines, circulars, advisories, and minimum requirements issued from time to time by the competent national regulator and the concerned State Nursing Council.

2. Objective

The object of this Standard Operating Procedure (SOP) is:

1. To provide a transparent, uniform, and time-bound procedure for examining applications for Essentiality Certificate/No Objection Certificate;
2. to ensure that only viable institutions with adequate land, building, teaching faculty, clinical facilities, hostel and educational infrastructure are permitted;
3. to safeguard academic quality, patient safety, and public interest;
4. to ensure that State permission is granted only after due verification of facts and regulatory compliance.

3. Definitions

Unless the context otherwise requires:

1. Applicant means the State Government, local body, registered Trust, registered Society, Section 8 company, or any other entity eligible under the applicable national norms to establish the relevant nursing institution.
2. EC/NOC means Essentiality Certificate/No Objection Certificate issued by the Government of Meghalaya.
3. LOI means Letter of intent, where issued by the Government as a preliminary in-principle approval subject to fulfillment of conditions.
4. State Nursing Council/ SNRC means the competent nursing registration/regulatory authority having jurisdiction over Meghalaya.
5. National Regulator means the competent statutory authority regulating nursing education in India for the relevant programme.
6. Institution means a B.Sc Nursing College, GNM School of Nursing, or ANM School of Nursing.
7. Seat enhancement means increase in sanctioned annual intake in an already established institution.
8. Parent Hospital/affiliated clinical facility shall have the meaning assigned under the applicable programme-specific norms in force for the concerned nursing programme.
9. Competent Authority means the authority in the Health & Family Welfare Department, Government of Meghalaya, competent to approve or reject issuance of EC/NOC.

4. Nodal Department

1. The Health & Family Welfare Department, Government of Meghalaya shall be the nodal administrative department for processing applications under this SOP.
2. The Department may designate a Nodal Officer/Nursing Education Cell for receipt, scrutiny, inspection coordination, and record management.
3. No EC/NOC shall be issued except with approval of the Competent Authority.

5. General principles

1. Grant of EC/NOC is a matter of regulatory satisfaction and public interest; it shall not be claimed as a matter of right.
2. EC/NOC shall be only a State-level permission, and shall not by itself authorize admission of students unless all further approvals required under law are obtained.
3. The applicant must demonstrate genuine and sustained ability to establish and run the institution in conformity with applicable norms.
4. Any suppression of material facts, false statement, fabricated record, inflated hospital claim, inflated occupancy claim, or misleading infrastructure claim shall be sufficient ground for rejection or withdrawal of EC/NOC, apart from any other action permissible under law.
5. The Government may consider regional equity, local health workforce needs, accessibility, and public interest while deciding applications.

6. Categories of applications

Applications under this SOP shall be of the following categories:

1. Category A: New B.Sc Nursing College
2. Category B: New GNMS School of Nursing
3. Category C: New ANM School of Nursing
4. Category D: Enhancement of intake in existing B.Sc Nursing College
5. Category E: Enhancement of intake in existing GNM School of Nursing
6. Category F: Enhancement of intake in existing ANM School of Nursing

7. Two-stage process for new institutions

1. Applications for establishment of a new institution may be processed through a two-stage system, namely: Stage I—LOI, where the proposal is found *prima facie* fit for further processing; and Stage II—final EC/NOC, after scrutiny of compliance and physical inspection.
2. The issue of LOI shall not create any vested right in favour of the applicant.
3. Government may, for reasons recorded, dispense with Stage I in exceptional cases and proceed directly to final scrutiny.

8. Submission of application for new institution

An applicant seeking establishment of a new institution shall submit an application in the prescribed format with the following minimum documents:

1. constitutional and registration documents of the Trust/Society/Section 8 company/local body;
2. details of the governing body, trustees, members, or directors;
3. PAN and other statutory registration documents;

4. land title documents or registered long-term lease documents, as permissible;
5. approved site plan, building plan, floor-wise area statement, completion/occupancy status, and photographs;
6. details of class rooms, laboratories, library, skill lab, offices, common rooms, hostel, transport, sanitation, water supply, and power backup;
7. faculty recruitment plan and staff pattern;
8. details of the parent hospital and/or affiliated clinical facilities, wherever applicable under programme norms, including ownership/control/affiliation documents;
9. hospital statistics, bed strength, patient load, specialty-wise breakup, and distance details, wherever applicable;
10. financial capacity documents, including audited accounts, networth, funding source, or other proof of financial viability;
11. undertaking that no admission shall be made without all statutory approvals;
12. affidavit of truthfulness of records;
13. any other document required by the Department.

9. Programme-specific baseline

1. B.Sc Nursing applications shall comply with the programme-specific requirements prescribed for B.Sc. Nursing Colleges by the national regulator and SNRC in force from time to time.
2. GNM applications shall comply with the programme-specific requirements prescribed for GNM Schools of Nursing by the national regulator and SNRC in force from time to time.
3. ANM applications shall comply with the programme-specific requirements prescribed for ANM Schools of Nursing by the national regulator and SNRC in force from time to time.
4. In the event of any conflict between this SOP and current programme- specific regulatory norms, the latter shall prevail.

10. Preliminary scrutiny

1. Upon receipt of the application, the Nodal Officer shall conduct preliminary scrutiny for completeness and maintainability.
2. If the application is incomplete, the applicant may be given one opportunity to remove defects within the time specified by the Department.
3. Failure to remove defects within the prescribed time may result in filing, return, or rejection of the application.
4. The Department may reject an application at the threshold if the applicant is clearly ineligible or the proposal is manifestly deficient.

11. Stage-I decision on LOI

1. Where the application is found prima facie feasible, Government may issue an LOI specifying:
 - a. The name of the applicant and proposed institution;
 - b. programme proposed;
 - c. proposed intake;
 - d. deficiencies or conditions to be fulfilled;
 - e. the period within which compliance is to be reported.
2. The LOI may require the applicant to complete infrastructure, staffing, clinical tie-ups, utility services, hostel, or any other condition before final inspection.

12. Application for final EC/NOC

After fulfillment of LOI conditions, or where LOI is dispensed with, the applicant shall submit a final compliance application with:

1. Compliance report against each condition;
2. Updated photographs and geo-tagged records, if required;
3. updated hospital linkage and clinical access documents, if applicable;
4. building readiness certificate and safety certificates;
5. equipment and furniture inventory;
6. faculty/staff appointment orders and joining reports, where available;
7. hostel readiness details;
8. affidavit affirming continued compliance.

13. Inspection Committee

1. Government may constitute an Inspection Committee for each case or class of cases.
2. The Committee may include:
 - a. representative of Health & Family Welfare Department;
 - b. representative of Directorate/Medical Education/Nursing Education;
 - c. representative of the State Nursing Council;
 - d. nursing education expert;
 - e. hospital administration/public health/engineering /finance representative, as required.
3. The Committee shall conduct record verification and physical inspection and submit a reasoned report.

14. Scope of inspection

The Inspection Committee shall examine, *inter alia*:

1. genuineness of applicant entity;
2. legality and adequacy of land and building;
3. exclusivity or permissibility of shared facilities under programme norms;
4. adequacy of classrooms, laboratories, library, skill lab, offices, hostel, sanitation, and support services;
5. faculty and staffing readiness;
6. hospital ownership/control/affiliation and actual clinical material, wherever applicable;
7. bed strength, patient load, occupancy, specialty exposure, and distance requirements, wherever applicable;
8. availability of transport and field training facilities;
9. student welfare and safety arrangements;
10. overall viability and conformity with programme norms.

15. Meghalaya hill-area clause

1. For B.Sc Nursing and GNM programmes, the State shall apply the hill- area position recognized in the current public programme guidelines.
2. Meghalaya, being in the North East States, shall be treated as falling within the hilly area category for the purpose of such programme norms.
3. Accordingly, where the current applicable programme norms exempt the requirement of an own 100-bedded parent hospital in hilly areas, such exemption may be considered.
4. However, such exemption shall not dilute the requirement of adequate clinical facilities, lawful hospital linkage, patient material, distance norms, teaching facilities, or any other requirement in force.

16. Decision on final EC/NOC

1. On the basis of record and inspection, Government may:
 - a. grant EC/NOC;
 - b. grant EC/NOC subject to conditions; or
 - c. reject the application by a reasoned order.
2. The EC/NOC shall ordinarily specify:
 - a. Name of institution;
 - b. programme;

- c. name of Trust/Society/Company/Government authority;
 - d. full address;
 - e. approved intake;
 - f. academic session or validity period;
 - g. conditions, if any.
3. The EC/NOC shall clearly state that:
- a. It does not, by itself, authorize admissions;
 - b. the institution must obtain recognition from the State Nursing Council for the relevant academic year; and
 - c. the institution must obtain all further approvals, inspections, and permissions required by law.

The public programme guidelines for B.Sc Nursing, GNM, and ANM require that the State EC/NOC mention the institution's name, Trust/Society name, and full address, and that recognition from the SNRC follows before statutory inspection.

17. Validity and non-transferability

1. EC/NOC shall be valid only for the institution, programme, intake, and location for which it is issued.
2. EC/NOC shall not be transferable.
3. Any change of ownership structure, Trust/Society identity, programme, location, or intake shall require fresh consideration in accordance with applicable norms and Government decision.
4. If subsequent statutory approvals are not secured within the validity period, the applicant may be required to seek fresh or updated EC/NOC.

18. Enhancement of intake capacity

1. Any existing institution seeking enhancement of intake shall submit a separate application in the prescribed format.
2. Such application shall be programme-specific.
3. No application for enhancement shall be considered unless the institution:
 - a. possesses valid existing approvals;
 - b. has a satisfactory compliance record;
 - c. demonstrates proportionate enhancement of infrastructure, faculty clinical material, hostel and support services; and
 - d. encloses recommendation/approval of the State Nursing Council, where required.
4. The State may inspect the institution before issuing its decision.

5. Enhancement shall be considered strictly subject to the programme-specific ceiling, hospital requirement, infrastructure norm, and faculty norm in force for the relevant programme.

The present public programme guidelines state that for enhancement of seats, inspection will be conducted only once in an academic year and only one proposal/application shall be accepted in an academic year, and that SNRC approval is mandatory. They also specify programme-wise seat ceilings in the current norms.

19. Programme-specific position on seat enhancement

1. For B.Sc Nursing, the State shall examine enhancement proposals in accordance with the current programme norms relating to parent hospital/parent medical college, teaching facilities, physical facilities, and intake ceilings in force at the time of application.
2. For GNM, the State shall examine enhancement proposals in accordance with the current programme norms relating to parent hospital/parent medical college, teaching facilities, physical facilities, and intake ceilings in force at the time of application.
3. For ANM, the State shall examine enhancement proposals in accordance with the current programme norms and intake ceiling in force at the time of application. The current public ANM guideline provides a maximum of 60 seats.

20. Grounds for rejection

Without prejudice to other grounds, Government may reject an application where:

1. The applicant is ineligible;
2. title/lease/building/hospital documents are defective or unreliable;
3. required infrastructure is not available;
4. required faculty/staff are not available or not credible;
5. hospital/clinical arrangements are insufficient, non-compliant, or unverifiable;
6. the proposal is contrary to programme norms;
7. false or misleading information is furnished;
8. the proposal is against public interest.

21. Withdrawal or cancellation

If, at any stage after issuance of EC/NOC, it is found that:

1. The EC/NOC was obtained by misrepresentation, suppression, or fraud; or
2. the institution has materially deviated from the basis on which the EC/NOC was issued,

Government may, after giving reasonable opportunity of being heard, withdraw or cancel the EC/NOC.

22. Power to call for further information

Government may, at any stage, call for further documents, clarifications, affidavits, utilization details, or fresh inspection.

23. Residuary and interpretation

1. In matters not expressly covered by this SOP, the Government shall act in accordance with the applicable central law, current programme-specific norms, and requirements of the State Nursing Council.
2. In case of doubt regarding interpretation, the decision of the Health & Family Welfare Department, Government of Meghalaya, shall prevail, subject to law.

ANNEXURE I

Application Form for new institution

1. Name of applicant entity
2. Legal status: Government /Local body/Trust /Society /Section 8 company
3. Registration particulars
4. Address of registered office
5. Name and address of proposed institution
6. Programme proposed: B.Sc Nursing/GNM /ANM
7. Proposed annual intake
8. Location details with district
9. Land details
10. Building details
11. Hostel details
12. Parent hospital/affiliated clinical facility details, if applicable
13. Financial details
14. Proposed staffing pattern
15. Declaration and undertaking

ANNEXURE II

Application Form for enhancement of intake

1. Name of institution
2. Programme
3. Existing sanctioned intake
4. Proposed enhanced intake
5. Existing approvals and validity

6. SNRC recommendation/approval
7. Additional infrastructure created
8. Additional faculty/staff proposed/appointed
9. Additional hospital/clinical capacity, if applicable
10. Declaration and undertaking

ANNEXURE III

Document checklist for new institution

1. Registration certificate of entity
2. Trust deed/MoA/AoA/bye-laws
3. Governing body details
4. Land ownership/lease documents
5. Building plan and completion status
6. Fire and safety certificate
7. Water, sanitation and electricity details
8. Furniture and equipment list
9. Laboratory list
10. Library list
11. Hostel plan and facilities
12. Faculty plan
13. Hospital documents and statistics, if applicable
14. Affiliation/clinical tie-up documents, if applicable
15. Financial documents
16. Affidavit of truthfulness
17. Any other document called for

ANNEXURE IV

Inspection checklist

1. Identity and eligibility of applicant
2. Land title/lease verification

3. Building adequacy and exclusivity
4. Class room adequacy
5. Laboratories and skill lab
6. Library and learning resources
7. Hostel adequacy
8. Sanitation, water, electricity, safety
9. Faculty/staff readiness
10. Hospital and clinical facilities, if applicable
11. Distance norms, if applicable
12. Student welfare and grievance mechanisms
13. Record verification and photograph documentation
14. Overall recommendation:
 - Recommended
 - Recommended with conditions
 - Not recommended

ANNEXURE V

Model format of EC/NOC

Government of Meghalaya
Health & Family Welfare Department

This is to certify that the Government of Meghalaya has no objection/ issues Essentiality Certificate for establishment of [name of institution], to be run by [name of Trust/ Society/Company/ Government authority], at [full address], for conducting [programme] with an intake of [number] seats, subject to fulfillment of all applicable requirements of the State Nursing Council and the competent national regulator, and subject to the conditions mentioned herein.

JORAM BEDA,
Commissioner & Secreary to the Govt. of Meghalaya,
Health & Family Welfare Department.