



**KMCT**  
COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and  
Midwives Council & affiliated to Kerala University of Health Sciences

# OFFICE MANUAL



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**KMCT Medical College Campus, Manassery, Mukkom, Kozhikode-673602, Kerala**

Phone: +91 495 2293040, Fax: +91 495 2295040

Email: [nursing@kmct.edu.in](mailto:nursing@kmct.edu.in) Website: <https://www.kmctnursingcollege.org/>



## Introduction

The Office Manual of KMCT college of Nursing serves as a comprehensive guide outlining the policies, procedures, and guidelines for the effective functioning of the college's administrative and academic offices. This manual is intended to ensure consistency, efficiency, and transparency in all office operations.

## Admission Process

### B.Sc. Nursing

Admission to the Bachelor of Science in Nursing (B.Sc. Nursing) course requires candidates to have passed the Higher Secondary Examination or its equivalent with 50% marks in Biology, Physics, and Chemistry combined. Selection for the B.Sc. Nursing course is based strictly on merit as determined by the competent authority approved by the Government of Kerala/Kerala University of Health Sciences, with a cut-off date for admission prescribed by the relevant authorities. The current intake is set at 100 students per academic year.

### M.Sc. Nursing

For the Master of Science in Nursing (M.Sc. Nursing) course, candidates must have passed the B.Sc. Nursing degree examination from an Indian university recognized by the Indian Nursing Council with a minimum of 55% aggregate marks. Admission requires registration with the State Nursing Council within one month from admission. Selection for the M.Sc. Nursing course is also merit-based, with the process determined by the competent authority approved by the Government of Kerala/Kerala University of Health Sciences. The number of seats for the course is as prescribed by the Kerala University of Health Sciences.



### **Post Basic B.Sc. Nursing**

For admission to the Post Basic B.Sc. Nursing course, candidates must have passed the General Nursing and Midwifery (GNM) course from an institution approved by the Indian Nursing Council and must be registered as a nurse and midwife. Selection is based on merit as determined by the competent authority approved by the Government of Kerala/Kerala University of Health Sciences. The number of seats is as prescribed by the Kerala University of Health Sciences.

### **Diploma in General Nursing and Midwifery (GNM)**

In private nursing colleges, GNM admission involves 50% merit seats filled based on the qualifying exam marks. The remaining 50% are management seats. Eligibility requires passing the Higher Secondary Exam or equivalent with Physics, Chemistry, and Biology. The course lasts three and a half years, including six months of internship.

### **Tuition Fee Collection**

The office will collect the tuition fee from students and verify their certificates. Students are required to pay the tuition fee to the college's official account and share the screenshot as proof of payment.

### **Student Registration and Enrollment**

For KUHS registration, colleges must upload student details as per university notification before the cutoff date. Students must apply to the university through their college, submitting required documents like mark lists, transfer certificates, and eligibility certificates. For NRI quota, additional documents proving relationship with the sponsor and employment certificates are needed.



SEBC students require a valid non-creamy layer certificate. All documents must be submitted within the specified time along with the prescribed registration fees.

### **Issuing Transfer Certificate and Course Certificate**

Students must submit a request letter along with a No Due Form to the administrative office. Upon receiving the request, the Principal will review and approve the permission letter. The administrative office will collect and verify the details of the student before proceeding. Students will be required to fill out a feedback form and a placement form.

### **Exam Fee**

The office will verify whether the student has cleared all dues and is eligible for examinations. Students must provide proof of payment of the exam fee to the college.

### **Bonafide Letter**

Students should submit a request letter for a bonafide certificate along with the permission letter approved by the Principal.

### **Bus Services**

Students will be added to the bus WhatsApp group for communication purposes. Bus fee collection will be conducted by the administrative office. Bus cards will be issued to students and their basic details will be entered into the system. Receipts for bus fee payment will be issued to students.



## **Academic Calendar**

The academic calendar will be prepared and published by the academic office, detailing the schedule of classes, examinations, holidays, and other academic and extra-curricular activities.

## **Examination Result Publication**

Examination results will be prepared and published by the examination office following the guidelines and regulations set by the university and regulatory bodies.

## **Human Resources**

**Leave:** Employees are entitled to various types of leave as per the rules and regulations of the college. All leave applications must be submitted to the HR department for approval.

**Appraisal:** Employee performance appraisal will be conducted annually according to rules in the HR Policy.

**Retirement:** The retirement age for all staff is as per the Kerala Government norms. The management reserves the right to appoint a retired person on suitable terms if it serves the interest of the institution.

**Training:** The management may provide training opportunities to employees for their professional development.

## **Financial Management**

**Budgeting:** The college will prepare annual budgets for its various activities and departments.



**Accounting:** The college will maintain accurate and up-to-date financial records as per the applicable accounting standards.

**Funding:** The college may receive funding from various sources including government grants, donations, and fees.

**Grants:** The college may apply for and receive grants from government agencies and other organizations for specific projects and activities.

### **Maintenance of Facilities and Infrastructure**

The college will ensure the proper maintenance and upkeep of its facilities and infrastructure to provide a conducive environment for learning and working.

### **Crisis Management**

The college will have a crisis management plan in place to deal with emergencies and unforeseen events to ensure the safety and well-being of its students and staff.



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