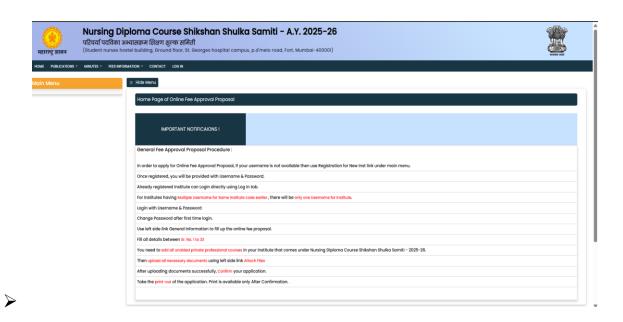
## **USER MANUAL FOR NDCSSS**

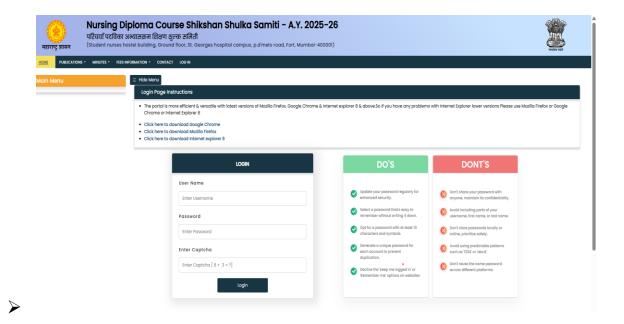
- Visit the link ndcsss.info
- Indian Nursing Council Normshttps://indiannursingcouncil.org/uploads/pdf/16777602713172325806 400970f3f105.pdf

Revised GNM syllabus(3 Year), INC website. ANM Syllabus (2 Year), INC website.

- Home Page
  - o After visiting the link the following page will appear,
- Read all the Important Instructions and fill all the details and click on LOG IN,



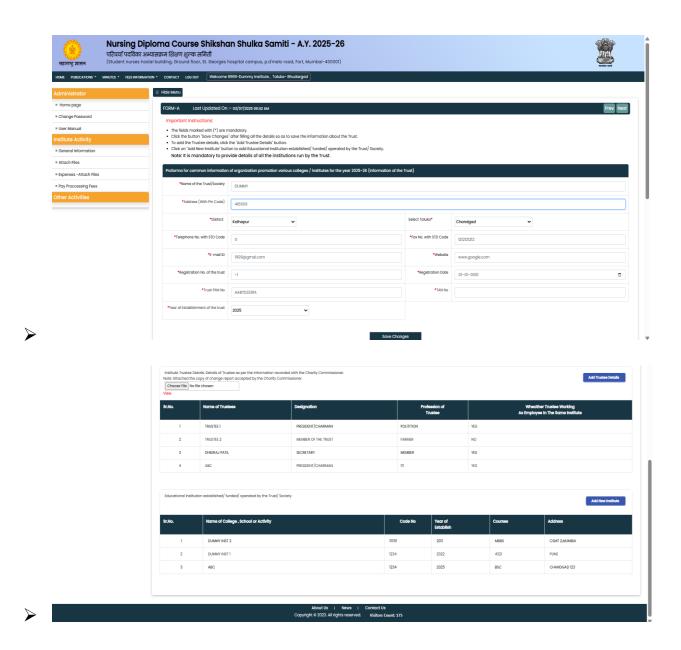
- > After clicking on the LOG IN you will see the following page.
- After getting the username and password click on log in option, and log in with your User Name, Password and Enter Captcha.



➤ Institute Login ○ After successful login, you will navigate to the following page,



- ➤ Change Password Here you can change the password if you want.
- ➤ User Manual Click on the user manual to understand the website neatly.
- ➤ General Information There are multiple links under the General Information.
- > Trust Information Details
  - Fill all the information which is mandatory.
  - The fields marked with (\*) are mandatory.
  - Click the button "Save Changes" after filling all the details so as to save the information about the Trust.
  - To add the Trustee details, click the "Add Trustee Details" button.
  - Click on the "Add New Institute" button to add Educational Institution established/ funded/ operated by the Trust/ Society.

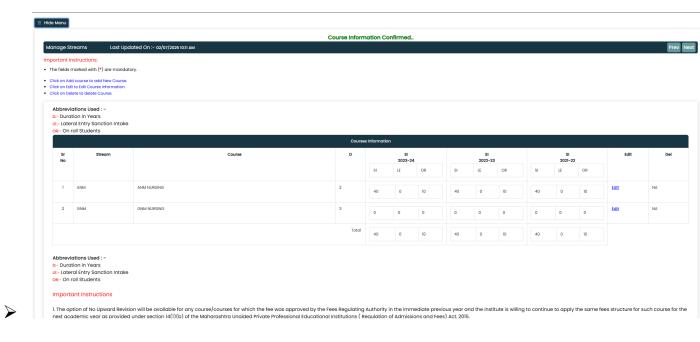


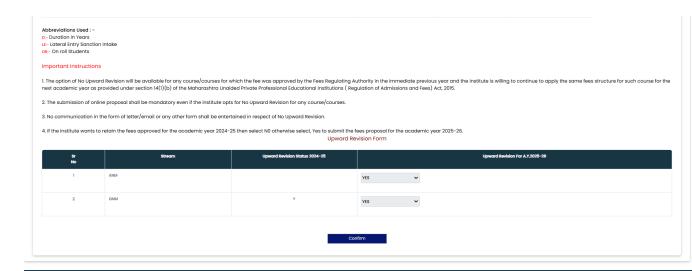
#### > Form A1



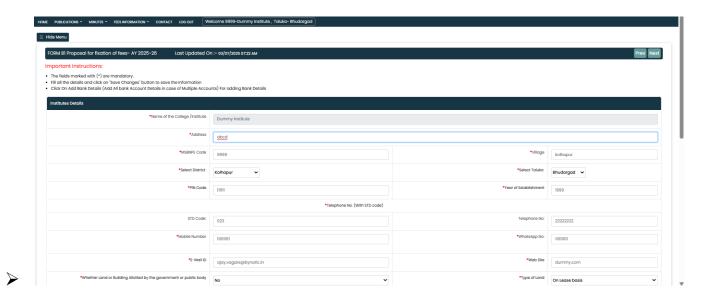
- Fill all the information which is mandatory.
- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information of the Institute.
- Attach documents where need.

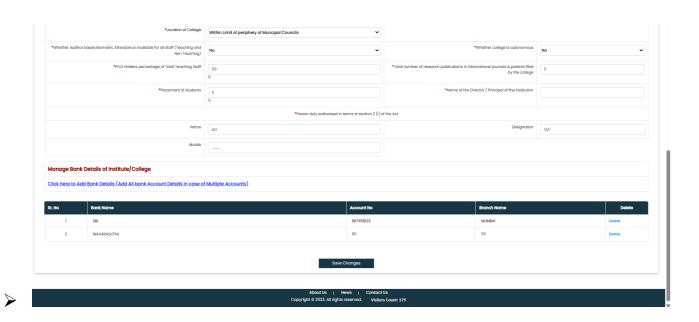
### Institute Courses and Programs



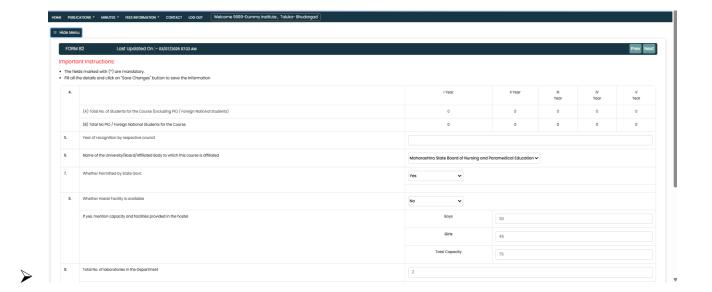


- Fill all the information which is mandatory.
- The fields marked with (\*) are mandatory.
- Click on Add Course to add New Course.
- Click on Edit to Edit Course Information. Click on Delete to delete the Course.
- Form B (Sr No 1-3) (Inst Info)
  - The fields marked with (\*) are mandatory.
  - Fill all the details and click on the "Save Changes" button to save the Information
  - Click On Add Bank Details (Add All bank Account Details in case of Multiple Accounts) For adding Bank Details.

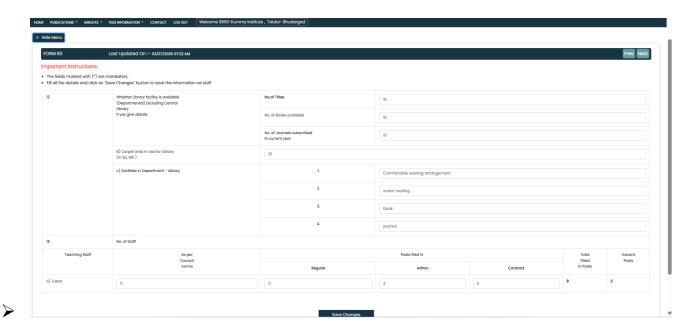




- > Form B (Sr No 4-11)
  - The fields marked with (\*) are mandatory.

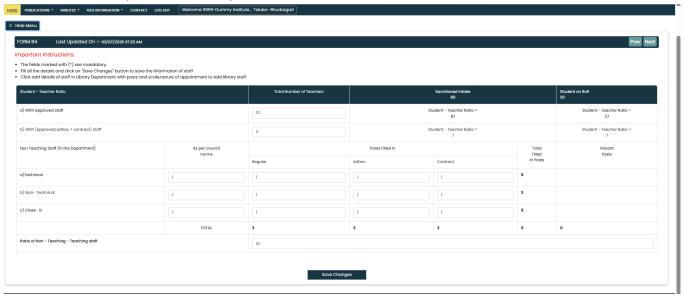


- Fill all the details and click on the "Save Changes" button to save the Information.
- > Form B (Sr No 12-13)

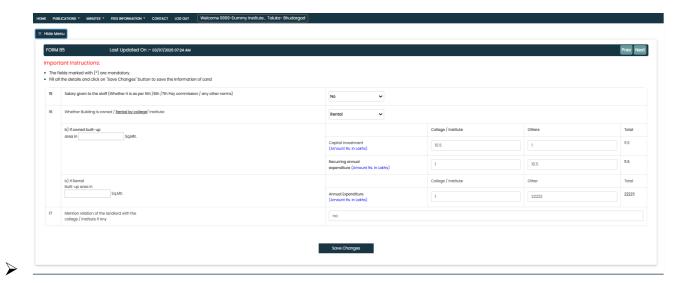


- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information.

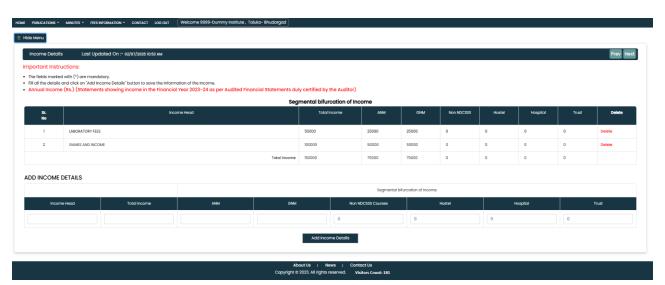
## > Form B (Sr No 13-14)



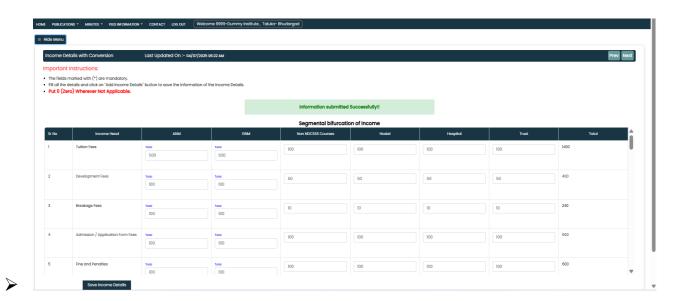
- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information of staff
- Click add details of staff in Library Department with posts and scale, nature of appointment to add library staff

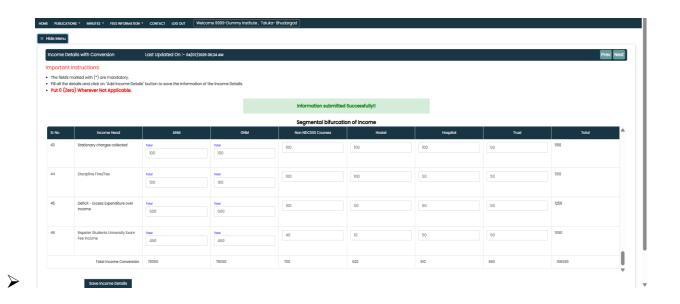


- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information.
- > Form B Annual Income



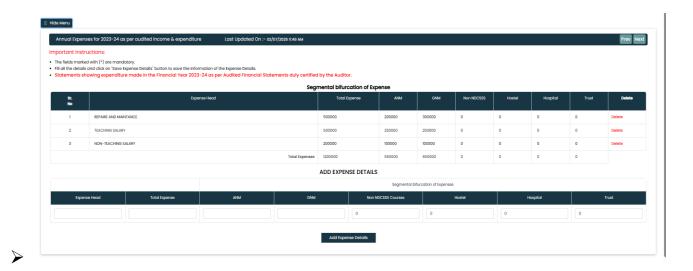
- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Add Income Details" button to save the Information about the Income.
- Form B Annual Income Conversion



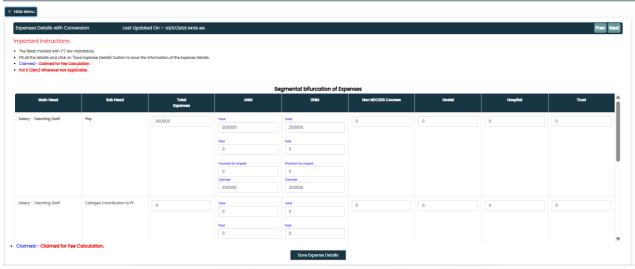


- The fields marked with (\*) are mandatory.
- > Put 0 (Zero) Wherever Not Applicable.
- > When you fill all the details click on the Save Income Details button.
- ➤ Form B Annual Expenses
- ➤ The fields marked with (\*) are mandatory.

Fill all the details and click on the "Add Expense Details" button to save the Information of the Expense Details.

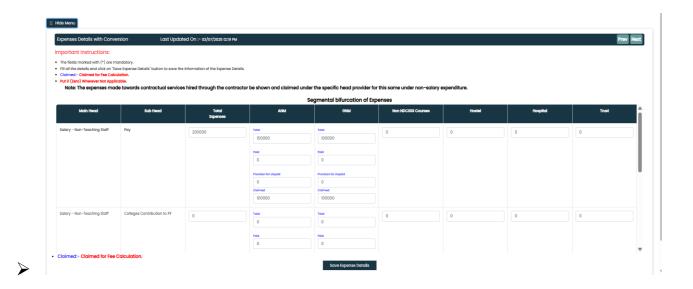


- Form B Annual Expenses Salary Teaching ➤ The fields marked with (\*) are mandatory.
- > Fill all the details and click on the "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.



> Put 0 (Zero) Wherever Not Applicable.

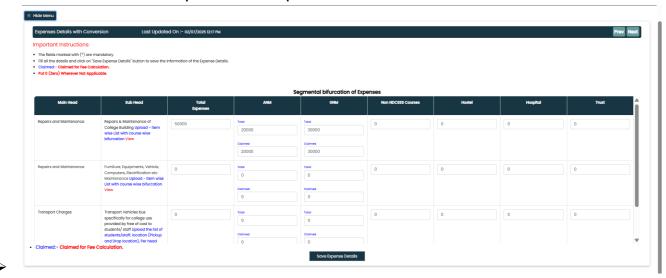
Form B - Annual Expenses - Salary - Non Teaching



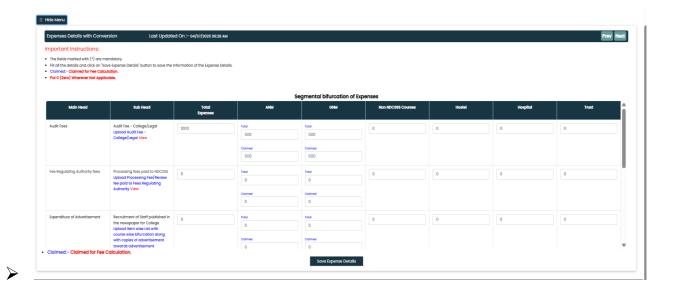
- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B Annual Expenses Stipend, Honorarium, Affiliation, Inspection, Eligibility, Exam, Enrollment Fees, Insurance etc



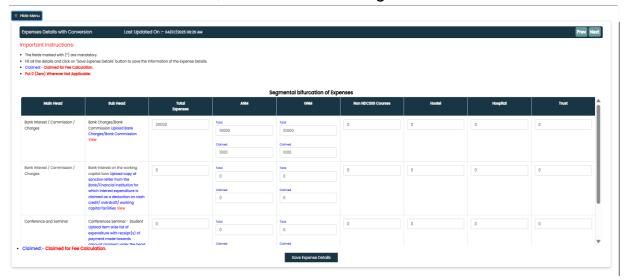
- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B Annual Expenses Repairs and Maintenance



- The fields marked with (\*) are mandatory.
- ➤ Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B Annual Expenses Audit Fees, Advertisement, Expenses related to student etc

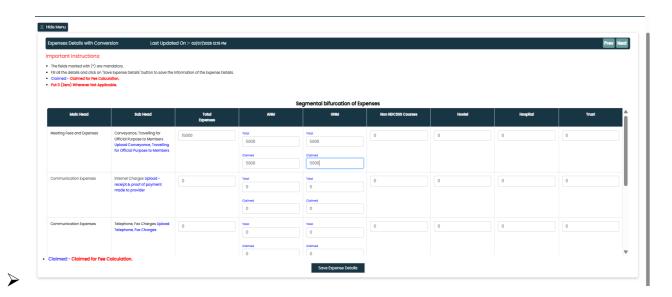


- ➤ The fields marked with (\*) are mandatory.
- > Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B Annual Expenses Bank Interest / Commission / Charges, Conference and Seminar, Professional Charges etc

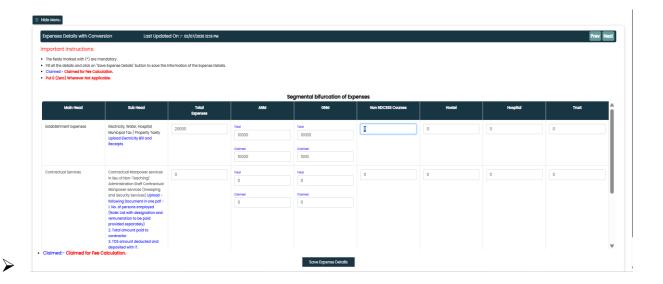


➤ The fields marked with (\*) are mandatory.

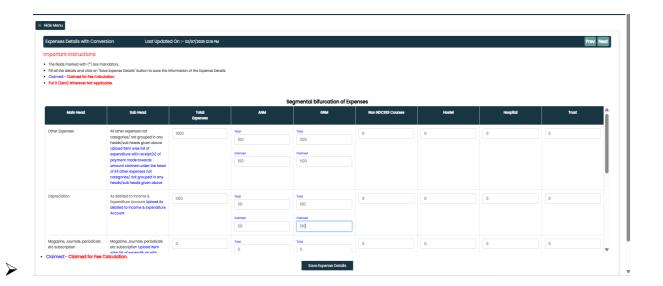
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B Annual Expenses Meeting Fees and Expenses, Communication Expenses, Printing and Stationery etc



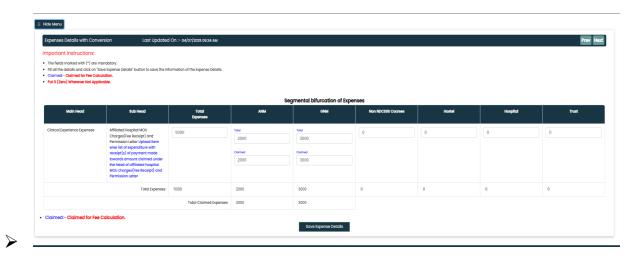
- ➤ The fields marked with (\*) are mandatory.
- ➤ Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B Annual Expenses Establishment Expenses, Laboratory Material and Other Consumable etc



- ➤ The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B Annual Expenses Hostel Expenses
- ➤ The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed: Claimed for Fee Calculation.
- > Put 0 (Zero) Wherever Not Applicable.
- Form B Annual Expenses Other, Depreciation, Magazine, Journals, periodicals etc subscription, Excess of income, Rent etc

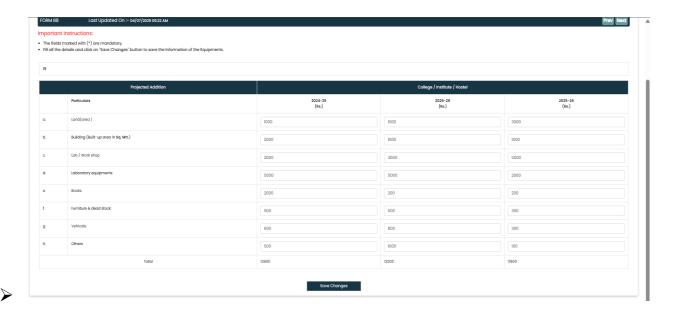


Form B - Annual Expenses - Educational Visit, Clinical Experience

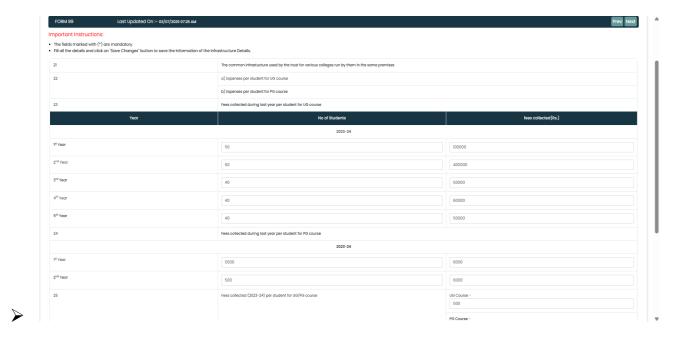


- ➤ The fields marked with (\*) are mandatory.
- > Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- > Claimed:- Claimed for Fee Calculation.
- > Put 0 (Zero) Wherever Not Applicable.

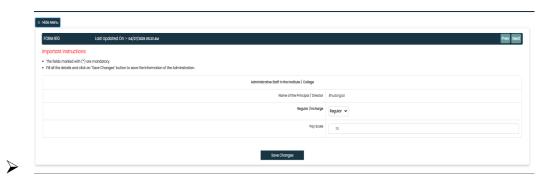
- > Form B (Sr No 19-20)
- ➤ The fields marked with (\*) are mandatory.
- > Fill all the details and click on the "Save Changes" button to save the Information of the equipment.



> Form B (Sr No 21-26)

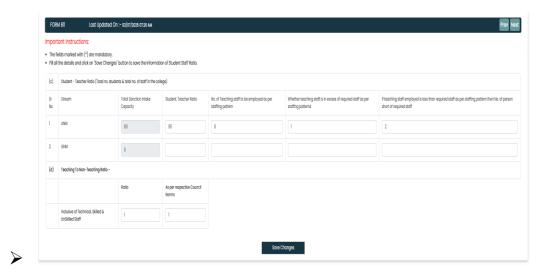


- ➤ The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of the Infrastructure Details.
- > Form B Administrative Staff in the Institute / College



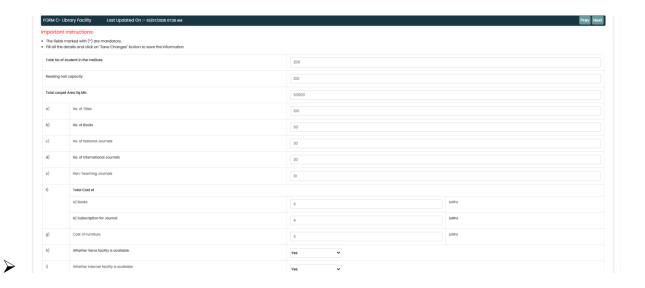
- ➤ The fields marked with (\*) are mandatory.
- > Fill all the details and click on "Save Changes" button to save the Information of the Adminstration.

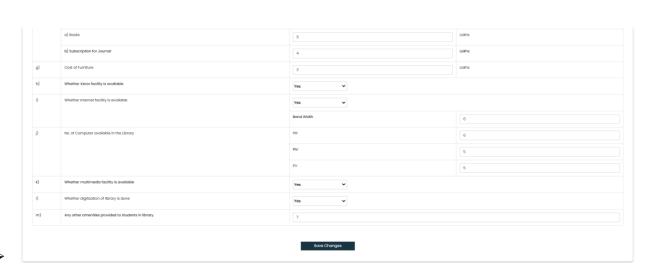
## > Form B - Teaching & Non-Teaching Ratio



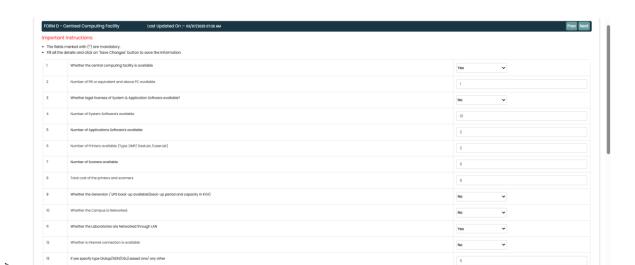
- ➤ The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of the Adminstration.

## Form C



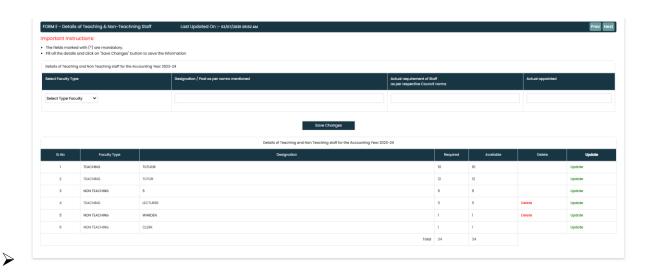


- ➤ The fields marked with (\*) are mandatory.
- > Fill all the details and click on "Save Changes" button to save the Information
- > Form D



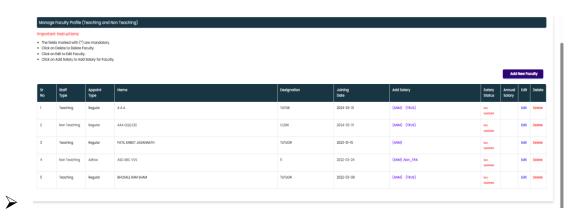
- ➤ The fields marked with (\*) are mandatory.
- > Fill all the details and click on "Save Changes" button to save the Information

### Form E

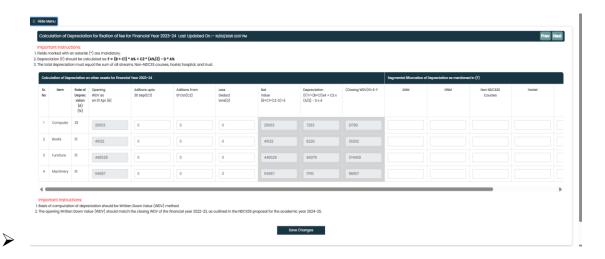


- ➤ The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

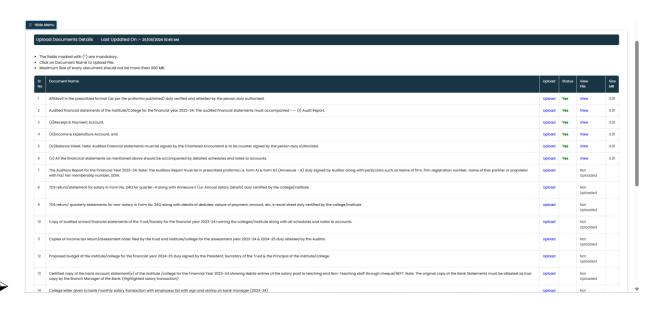
#### Add Staff Details

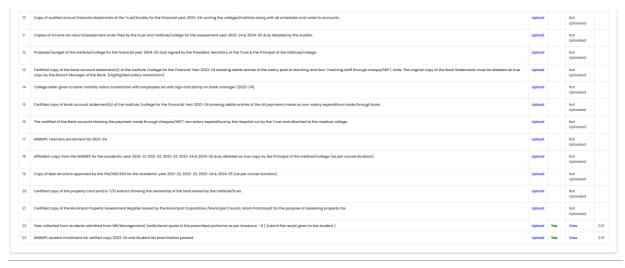


- The fields marked with (\*) are mandatory.
- Click on Add New Faculty to add New Faculty.
- Click on Edit to Edit Faculty Information.
- Click on Delete to delete Faculty.
- Statement of Building Area & Calculation of Depreciation > The fields marked with (\*) are mandatory.
- Depreciation (F) F=(B+C1)xA + C2 x (A/2) D x A Must be Equal to (All streams + Non FRA Courses + Hostel + Hospital + Trust)

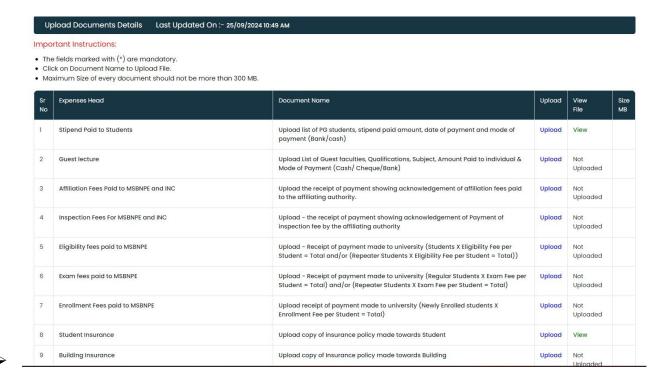


- Attach FilesClick on Document Name to Upload File.
- ➤ The maximum size of every document should not be more than 300 MB.





- Expenses -Attach Files
- Click on Document Name to Upload File.
- The maximum size of every document should not be more than 300 MB.
- If you want to see uploaded documents click on View.



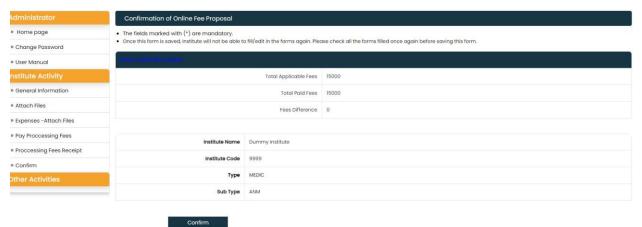
- Pay Processing Fees :
- Pay Processing Fees online on clicling, PayFees.
- Processing Fees Receipt :
- After paid the Pay Processing Fees the fees receipt will available here,



➤ e.g

Nursing Diploma Course Shikshan Shulka Samiti - 2025-26, Mumbai Buran mahribidig Gonda finik Sopradi park Gonda finik Sopradi park John Mark Haller Shikshan Gonda finik Sopradi park John Mark Haller Shikshan Gonda finik Sopradi park John Mark Haller Shikshan Gonda finik Shikshan Gonda finik Shikshan Gonda finik Shikshan Shikshan Gonda finik Shikshan Sh	
Fees Payment Receipt	
	Dummy Institute
Institute Code	
	Processing Fees 2025-26
Fees Paid	
	3025-26/2025
Transaction No	
UTR No	
Transaction Date	03-07-2025
Status	success

- Confirm:
- ➤ After Completion of all the process, Confirm button shown at left side.
- Click on confirm button ,to confirm the proposal ,after that institute will not able to change /edit information.



Note:-Institute will not able to Change/Edit Information after Confirmation.

# **END**