

**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY
CHENNAI – 600 032**

**INSPECTION REPORT
FOR THE GRANT OF
PROVISIONAL AFFILIATION**

**FOR STARTING
BASIC B.Sc. (NURSING), P.B.B.Sc. (N) and M.Sc.(N)
DEGREE COURSE**

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,
CHENNAI – 600 032.

B.Sc. (NURSING), P.B.B.Sc. (N) and M.Sc.(N) DEGREE COURSE

PROVISIONAL AFFILIATION

INSPECTION REPORT FOR THE ACADEMIC YEAR

01.	Name of the Convenor with Designation and Address Phone No: Office Residence Mobile No.	
02.	Names of the Member with Designation and address Phone No: Office Residence Mobile No.	
03.	University Letter No. & date in which the Inspection Commission Constituted	
04.	Date of Inspection	
05.	Place and details of authorities representing the Management present at the time of Inspection	
06.	Name of the Society/Trust and its Full registered address with telephone numbers. Fax and e-mail. (Copy of Trust deed to be enclosed)	
07.	Whether the college is a minority institution.	Minority / Non-Minority If it is minority furnish the following details. G.O.(MS.)No. Dept. Dated :

08.	Name of Nursing College, Full Address with Telephone, Fax and e-mail, where the Nursing College is located			
09.	a. Name of the Principal of the Nursing College i)Qualification ii)Teaching Experience iii) Working as Principal from iv) Residential Address v) Phone No: Office Residence Mobile No.			
10.	Specify the Nursing courses conducted in the same complex	B.Sc.(N)	P.B.B.Sc.(N)	M.Sc.(N)
11.	Name of the other courses run by the Trust. Note: Where more than one course is conducted by the Trust, the Inspection Commission may ensure that the course under reference has got sufficient infrastructural facilities separately.			
12.	State Government Orders in which permission was accorded to start the B.Sc.(N), P.B.B.Sc.(N) & M.Sc.(N) degree course. (Copy of Orders be enclosed)	B.Sc. (N)	G.O.(MS) No. H&FW Department Dated	
		P.B.B.Sc.(N)	G.O.(MS) No. H& FW Department Dated	
		M.Sc.(N)	G.O.(MS) No. H&FW Department Dated	

13.	Approval of The Tamilnadu Nurses and Midwives Council to start the B.Sc.(N), P.B.B.Sc.(N) & M.Sc.(N) degree course (Copy of letter to be enclosed).	B.Sc(N)	INC Lr.No. :..... Dated : Annual Intake : Academic year:	
		P.B.B.Sc(N)	INC Lr.No. :..... Dated : Annual Intake : Academic year:	
		M.Sc(N)	INC Lr.No. : Dated : Annual Intake: Academic year:	
			Name of the Specialty	No. of Intake
14.	University letter in which the Certificate of Registration was issued (Copy of letter to be enclosed)		1.	
			2.	
			3.	
			4.	
			5.	
		B.Sc(N)	Lr.No..... Dated:	
		P.B.B.Sc.(N)	Lr.No..... Dated:	
		M.Sc(N)	Lr.No..... Dated:	
15	LAND DETAILS Ear marked extent of land allotted for Nursing course and also for other courses if any. (Original Sworn Affidavit in the enclosed format to be furnished)	Furnished / Not Furnished		

16	BUILDING DETAILS			
	a. State whether the academic complex is in own / rental / leased building.			
	b. Whether the Ready built area is provided exclusively for conducting Nursing course?			
	c. i) Copy of the Building Plan approved by the CMDA / DTCP for Teaching Block and Hostel Block along with the CMDA / DTCP Proceedings copy duly indicating the Office reference No. with date & Office Seal. ii) Structural Stability Certificate and Building Completion Certificate for Teaching and Hostel Block issued by the Government Engineer / PWD Engineer / Collectorate Panel Engineer/ Licensed Surveyor along with the Proceedings copy issued by the Government Authority. iii) Up to date Encumbrance Certificate. iv) Fire and Safety Certificate. v) Sanitary Certificate.		<u>For Academic Complex</u> Approved by: Date of Approval : Approval issued vide Lr.No. <u>For Hostel Building</u> Approved by: Date of Approval : Approval issued vide Lr.No.	
	d. Whether sufficient infrastructural facilities is made available separately for B.Sc(N), P.B.B.Sc(N) and M.Sc(N) degree course			
<u>17. READY BUILT AREA: (Baic Requirement for B.Sc.(N) with 60 Annual Intake) - For Class Rooms 15 Sqft per student, For Wash Room -10Sq.ft per student)</u> Total Ready Built Area for B.Sc. (N) : PBBS(N) : M.Sc. (N) : (a) TEACHING BLOCK				
Sl. No.	Teaching Block	Area Required (in Sq feet)	Available	Shortfall
1	Lecture Hall	4 @ 900= 3600		

2	(i) Nursing Foundation including Adult Health Nursing & Advanced Nursing Lab	1600		
	(ii) Community Health Nursing & Nutrition Lab	900		
	(iii) Obstetrics and Gynaecology Nursing Lab	900		
	(iv) Child Health Nursing Lab	900		
	(v) Nutrition Lab	900		
3	Pre-clinical science lab	900		
4	Computer Lab	1500		
5	A.V. Aids Room	600		
6	Multipurpose Hall	3000		
7	Common Room (Male and Female)	1000		
8	Staff Room	800		
9	Principal Room	300		
10	Vice-Principal Room	200		
11	Library	2300		
12	One room for each Head of Departments	5 @ 200 =1000		
13	Faculty Room	2400		
14	Provisions for Toilets	1000		
Total		23,800 sq.ft.		
Exclusive for P.B.B.Sc.(N) for 30 intakes		2 @ 900= 1800		
for P.B.B.Sc.(N) for more than 30 intakes		2@1000= 2000		
Exclusive for M.Sc.(N) Class Room		2 @500 = 1000		
Exclusive for M.Sc.(N) Seminar Room for each Specialty		5@100 X 2=1000		

(b) Hostel Block

State Whether the hostel building is in own / rental / leased building.

Whether **Own / Rental / Leased**

If it is not own, furnish the following

i. Building Plan :

ii. Proof of Ownership

iii. Agreement between
and

iv. Date of Agreement made

v. Expiry of Agreement

vi. Years of Agreement

Whether the hostel facility is provided separately for Boys and Girls

The Hostel is

Within the Campus / Outside the Campus

If it is outside furnish full address

Yes / No

Girls : No. of Rooms

Boys : No. of Rooms

Sl. No.	Hostel Block	Area Required (in Sq feet)	Available		Shortfall
			Male	Female	
1	Single Room	12000 – (50 Sq ft. for each student)			
	Double Room				
2	Sanitary	One latrine and One Bath room (for 5 students) 600 X 4 = 2400 Sq ft			
3	Visitor Room	500			
4	Reading Room	250			
5	Store Room	500			
6	Recreation Room	500			
7	Dining Hall	3000			
8	Kitchen and Store	1500			
9	Warden Room	450			
Total		21,000 Sq ft			

Constructed Area	For 60 intake	Available	For 100 intake	Available
Teaching Block	23,800 sq.ft.		39,667 Sq.ft	
Hostel Block	21,000 Sq.ft		35,000 Sq.ft	
- Proportionately the size of the built-up area will increase according to the number of students admitted. - College of Nursing can share laboratories, if they are in same campus under same name and under same trust, that is the institution is one but offering different nursing programmes. However, they should have equipment and articles proportionate to the strength of admission. And the class rooms should be available as per the requirement stipulated by Indian Nursing Council of each programme.				

18.	<u>EXTRA CURRICULAR</u> a. Whether adequate space and equipment have been provided for extracurricular activities for the students.	
	b. Whether playground facilities is available in the same campus; if not provided in the same campus, where the same is available?	If it is outside the College campus Address:
	c. List of Sports articles provided to the Nursing students by the college. (outdoor sports like volleyball, football, badminton and for athletics.)	
19.	<u>HOSPITAL ARRANGEMENTS:</u> a. Whether the Trust has Own /MOU Hospital is having not less than 100 beds in the area of Medicine, Surgery including OT, Paediatrics, Maternity, Gynaecology, E.N.T., Radiology, Orthopaedics, Ophthalmic, Burns, Oncology, Mental Health (Psychiatry) IMCU, ICU, Emergency and Casualty, Blood Bank and Clinical Laboratories. Furnish Xerox copy of license, Clinical Establishment Act Certificate, Fire and Pollution Control Board Certificate given by the Government to set up the Own Hospital/ MOU copy.	<u>Own Hospital</u> Name : License / Registration No. Dt. Full Address :

	b. Number of Beds available in the Own Hospital	
	c. State Whether the Own / Tie-up Hospital situated within a radius of 15 to 30 km	
	d. No. of out-patient section in the Hospital.	
	e. Daily Out-patient Turnover in the Hospital.	
	f. Furnish Average Monthly Out-patient Turnover in the Hospital.	
	g. Bed occupancy on the day of Inspections.	
	h. Furnish bed occupant percentage for the last one year	
	i. Furnish details of distribution of bed strength in various specialties in the hospital.	
	j. The students and Patient ratio 1:3	
	- Nurse – licensure to practice - Nurse – Patient ratio - Nurse–Supervisor ratio Nursing Superintendent as per INC Norms	
	<u>Tie-up Hospital</u> (Furnish the upto date tie-up binding evidence along with payment receipts and Clinical establishment Certificate)	
	Name of the Hospital	Bed Strength
		Consent Lr.No. & Dt. Issued by the Hospital
		Period of Tie-up
		From
		To
	Community Health Centers Tie - Up	
	Urban – PHC	

	Rural – PHC				
	Own Centre - Furnish the details				
20.	<u>LIBRARY</u>				
	Requirements for B.Sc.(N) & P.B.B.Sc.(N) Total number of books 3000 No. of Journals – Indian-10 International - 2 No of books and journals available for Nursing course in different specialties for the students (List of Latest purchase of books with titles and journals (Indian and Foreign) to be enclosed with rules of Library, along with the purchase bills). 50% of the total students strength should be accommodated A minimum of 500 of different subject titled nursing books (all new editions), in the multiple of editions, 3 kinds of nursing journals, 3 kinds of magazines, 2 kinds of newspapers and other kinds of current health related literature available for the students a) Name of the Librarian b) Qualification c) Experience d) Accommodation capacity e) Seating Arrangements f) Furniture details g) Library Software installed h) Facilities – Photocopying machine, Printer, Internet, Reference Section, Good Lighting and Ventilation, etc.,	Total No. of Books : Total No. of titles Total No. of Journals subscribed: Indian Journals----- International Journals-----			

	Additional requirements for	Available	Shortfall
	M.Sc.(N)- 1000 Nos. of books 1. Medical Surgical Nursing -200 2. Child Health Nursing – 100 3. OBG Nursing -100 4. Community Health Nursing -100 5. Mental Health Nursing -100 6. Nursing Education -100 7. Nursing Management -100 8. Nursing Research and Bio- Statistics -50 9. Advance Nursing Practices -50 10. Others -100		
21.	<u>GENERAL EQUIPMENTS</u> 1. Photo Copying Machine 2. Computer with Accessories – 1: 5 3. Fast Copier Xerox Machine 4. Lap Top including Printing facility 5. Laser Printer / Inkjet Printer – 2 Nos. 6. 1 KVA UPS with min of 2 hours of backup – 2 Nos. 7. Copier machine with min. of 90 PPM - 1 No. 8. Broadband Internet - 1 No. 9. Power Generator - 1 No. 10. Others	Available	Shortfall
22.	LABORATORY Nursing Foundation including Adult Health Nursing & Advanced Nursing Lab: To accommodate 1:6 beds with necessary facilities for demonstration of Nursing Procedures (50 x 30 sq.ft.) a. Adult Mannequin – 6 Nos. b. CPR Mannequin – 1 No c. IV arm Simulator – 1 No d. Elbow / Foot operating washing facility e. 10 – 12 sets of each equipment's	Available	Shortfall

	Nutrition Lab 1: 10 – Stove Cutleries, cooking utensils, storing containers, Mixie, Refrigerator, weighing scale, etc....		
	Community Health Nursing Lab a. 1: 2 ratio Community bags b. Models c. Area maps d. Charts e. A.V. Aids – Puppets f. Height & Weight scale		
	Obstetrics and Gynaecology Laboratory: a) True pelvis – 1 No b) True fetal Skull -1 No c) Artificial Pelvis – 1: 5 d) Bed with cradle – 1 No e) labour cot – 1 No f) Delivery Mannequin – 1 No g) Neonatal Mannequin – 1 h) Fetus Model -5 i) Embryo Development Model– 1 Set j) Dilator set – 1 No k) Retractors, Speculum, etc.... 10 -12 sets of equipment's		
	Paediatrics Nursing Laboratory: a) Paediatric cot -1 No b) Paediatric mannequin 10 -12 sets of equipment's		
	Pre-Clinical Sciences Laboratory: (900 sq.ft.): Biochemistry, Anatomy (Museum), Physiology, Microbiology and Pathology Lab a) Adult Human articulated skeleton with Hanging facility b) Full set of disarticulated Human skeleton/ bones c) Models / Charts d) Specimens		
	Computer Lab (50 x 30 sq.ft.) 1: 5 Ratio computer with internet and printing facility		
	❖ For all the laboratories the latest purchase bills to be enclosed		

	Examination Hall / Multipurpose Hall - Squeal room with Computer, Broad band internet and fast printer - Each student provided with single table with chair facility - CCTV coverage facility - Mobile Jammer – with 5G facility - Metal Detector - PA – System - Projection facility - Adequate seating facility		
23.	<u>Audio-Visual Aids Room & Store Room</u> AV aids equipment as per the norms of Indian Nursing Council. - LCD - Over Head Projector - Slide Projector - Film Projector - Tape Recorder Others - Smart board, Flash cards, Flip Charts, Puppets, Flannel Boards, Charts etc.. Note: List of equipment along with latest purchase bills to be enclosed.		
24	<u>Other Facilities:</u> - Safe drinking water - adequate sanitary/toilet facilities/ hand washing facility both men and women separately - Fire Extinguisher		
25.	<u>TRANSPORT FACILITIES</u> Transportation facilities like Type of vehicle, Seating capacity, Copy of R.C. Book, FC, Permit, Insurance and Driver details – Appointment Order, Licence to be enclosed. ➤ For B.Sc.(N) 100 intake additional transport required ➤ For additional courses – P.B.B.Sc.(N) and M.Sc.(N) check availability		
26.	<u>FURNITURE</u> Details of Furniture available in the Nursing College for Faculty, Students, Office Staff, Class room, Laboratory, Library etc., (List of Furniture to be enclosed).		

27. **TEACHING FACULTY**

NOTE:

Enclosed the copy of the list of Teaching faculties uploaded in portal of INC, New Delhi and Tamil Nadu Nurses & Midwives Council, Chennai. (**Inspection Commission to verify the Teaching faculties with this list**)

Qualification and Teaching Experience of Professor, Associate Professor, Assistant Professor, Lecturer, Tutor/ Clinical Instructor should be followed as per the norms of the Indian Nursing Council, New Delhi.

a. The following evidences to be furnished in the enclosed format.

1. Age, Year of Qualification and Institution, Registration Number, Specialty (if M.Sc(N)), Teaching experience, appointment order, Joining report to be mentioned in the faculty list.
2. Recent Passport size colour Photograph to be affixed in the Form B.
3. Relevant documents should be submitted along with the duly filled in Form B
4. Faculty members should be available in all the specialties.
5. No Part time Nursing faculty will be counted for calculating total no. of faculty required for a college.
6. All Faculty position should be maintained irrespective of number of admissions
7. Teacher Student Ratio to be maintained.
8. Part- time teachers should be available for the subjects Applied Psychology, Nutrition, English, Applied Anatomy, Applied Physiology, Bio-chemistry, Pharmacology, Microbiology, Pathology and Genetics, Applied Sociology, Computer, Forensic Nursing, Statistics, Bio-Physics, etc.,

Basic B.Sc.(Nursing)

Designation	B.Sc. (N) 40-60 Students	B.Sc. (N) 61-100 Students	P.B.B.Sc (N) 20-60 Students	M.Sc. (N) 10-25 Students	Required	Available	Shortfall
Principal	1	1	0				
Vice-Principal	1	1	0				
Professor	1	1 -2	0	1*			
Associate Professor	2	2- 4	0	1*			
Assistant Professor	3	3-8	2	3**			
Tutor	8-16	16-24	2-10				
Total	16-24	24 -40	-	-			

* 1:10 teacher student ratio for B.Sc.(N)

*1:5 teacher student ratio for M.Sc.(N)

** To teach M.Sc.(N) program teachers shall have 3 years' experience after M.Sc.(N)

	b. After Physically verifying, the list of Nursing Faculty with details of Age, Year of Qualification and University, Registration Number of entire Qualification, Teaching experience, appointment order, joining report, branch of Speciality for M.Sc(N), Recent Passport size Photograph along with the duly filled in Form B, Copy of relevant documents submitted by faculty to be enclosed. c. Whether any faculty has been appointed after the last inspection. d. If so, whether it was informed to the University. e. If informed, Copy of the details furnished by the institution to the University (copy to be enclosed). If not informed, mention the reason.	i. The enclosures to be arranged as per the Faculty list annexed to Form-B ii. The Form-B to be filled up by the individual. Yes / No Yes / No Institution Lr.No.:..... Date: Reason:.....
28.	<u>GENERAL REQUIREMENTS: -</u> 1. Whether adequate facilities are available for the number of intakes sanctioned. 2. Whether Ratio of Faculty and Students is available as per the norms prescribed by the Indian Nursing Council, New Delhi.	Yes / No Yes / No
	3. Whether Ratio of Student and Patients is available as per the norms prescribed by the Indian Nursing Council, New Delhi 4. Whether the adequate Office/ Ministerial Staff is available. 5. Whether adequate staff are available for the maintenance of the hostel.	Yes / No Yes / No Yes / No

29.	<u>GOVERNMENT ENDOWMENT:</u> Whether Trust/ Society has created a required endowment for running the course in the joint Name of The Director of Medical Education, Chennai Vide G.O.Ms.No.758 Health and Family Welfare Department dated 27.05.91 (Copy to be enclosed)	
30.	<u>EARMARKED ASSETS</u> Details of earmarked assets and resources exclusively available to run the Nursing College. (Produce copy of evidence like Fixed Deposit receipts etc.)	FDR created in the Name of the Trust only. FDR No. Amount Bank Date of Deposit Date of Maturity
31.	<u>FINANCIAL SOUNDNESS</u> The Management of the Nursing college shall show evidence of an annual income of not less than Rs.4,00,000/- (Rupees Four Lakhs Only) to facilitate the proper running of the Nursing College.	
32.	Whether the applicant college shall furnish the budget for first year program and a separate budget is proposed which will meet the expenditure for the fulfillment of the requirements prescribed for the second-year program. (Copy to be enclosed)	Yes / No Last year Audited budget- Year Amountt Current year Proposed budget- Year Amount
33.	<u>BALANCE SHEET</u> Latest Balance sheet duly certified by a Chartered Accountant showing the financial soundness to run the Nursing College. (Copy to be enclosed).	Issued by Dated Chartered Accountant Regn. No.
34.	Payment of prescribed fees for current Inspection. (Copy to be enclosed)	Amount paid Rs.
35.	<u>OBSERVATION OF THE INSPECTION COMMISSION</u>	
	a) Whether the Institution/College has fulfilled all the requirements to grant provisional affiliation for starting B.Sc. (Nursing) degree course.	Yes / No

	b) Observation of Inspection Commission may be recorded in a separate sheet along with remarks if any.	(Furnish in a separate sheet)
	PLACE: DATE:	SIGNATURE OF THE MEMBER: (NAME IN BLOCK LETTERS)
		SIGNATURE OF THE CONVENOR: (NAME IN BLOCK LETTERS)

(To be furnished in the Rs.200/- Non-judicial stamp paper duly signed by the Managing Trustee and counter signed by the Notary Public with seal)

SWORN AFFIDAVIT

I,, Son of, Hindu, agedyears, Chairman / Managing
Trustee of and having office at-----
..... do hereby solemnly and sincerely affirm and state as follows:-

1. I am the deponent herein.
2. I hereby declare that our Trust is proposed to start course in the name and style of“.....” in your esteemed University from the academic year -----
by earmarking the following lands owned by our Trust (or) lease land (or) both as follows:-

S.No.	Document No. & Date	Survey Nos. of the land	Extent of the Land	Location of the Land	Allotted for	Name of the Course
					Academic Block	
					Hostel Block for Boys/Girls	
					Hospital Block	
					Block used for Other	
			Total			

3. The above facts are true to my knowledge and belief.

Signature of the Notary Public
With seal and date

Signature of the Secretary
With seal and Date” .

FORMAT
DETAILS OF THE TEACHING FACULTY

Name	Date of Birth (Age)	Qualification UG PG	Year of passing UG PG	Council Registration No. UG PG	Teaching Experience UG PG	Date of Joining in the present Institution / Post
Professor –cum Principal						
Professor –cum Vice-Principal						
Associate Professor						
Sl No						
Lecturer/ Assistant Professor						
Sl No						
Tutor/Clinical Instructor						
Sl No						
Part – Time Teachers						
Sl No						

Certified that the details furnished above are verified and found to be correct.

Signature of the Principal