THE TAMIL NADU Dr.M.G.R MEDICAL UNIVERSITY, CHENNAI
ALLIED AND HEALTH CARE – DEGREE COURSES

Bachelor of Nutrition and Dietetics (Honours)

1. Name of the Institution/Hospital:

2. Name of the Trust:

3. Date of Inspection:

4. Address of the Institution
(with E-mail, Fax No.,
Tel.Nos. & Mobile No.

5 Name of the Inspection Team

Institution in which working

with Full Address & Phone No.
(IN BLOCK LETTERS)

Convenor:

Member 1:

Member 2:

Instructions to Inspection Team:
Please specify numbers wherever applicable (eg. No. of Equipments etc.)
Please do not write very generalised and non-specific terms.
The members are requested **NOT** to make recommendations.

DETAILS OF THE GOVERNMENT ORDER:

G.O.No, dated, No. of courses

Maximum Intake

The institution / organization is

A State Government/Union territory;	
A University and Deemed to be University	
An autonomous body promoted by Central and State Government by or under a Statute for the purpose of medical education;	
A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding Acts in States; or A public religious or charitable trust registered	

under the Trust Act, 1882 (2 of 1882) or the WAKFS Act, 1954 (29 of 1954). (Please tick)	

DETAILS OF THE INSTITUTION:

Is college is the premises of NMC permitted / recognized medical college?	Yes /NO
If No, the following land details must be furnished:	
Proof of availability of own/attached hospital (Government/Private) for clinical training of 30 students	
Number of Tie up Hospitals (upto 5):	
List of Tie up hospital with the distance from the institution and Bed strength (100 beds):	
Availability of Bus; Number of Buses_____ and Seating capacity_____	
Does the applicant Institution / Trust should have an independent building for providing Bachelors in Nutrition and Dietetics College and facilities for clinical training	YES/NO
Is the building constructed with adequate parking space and recreational area or open space for students	YES/NO
Whether the building has out-patient with Dietetics department, various laboratories as needed, office space, class rooms, hostel and other ancillary facilities.	
Availability of C C T V cameras for CCTV surveillance in every area of common use-	YES or NO.
Biometric facility for students and staff—	YES or NO
Faculty attendance record/documentation. -	YES or NO

BUILDING DETAILS:

Ready Built Area:

Built up Area:

Note: Minimum exclusive built-up area for such a college should be 38400 sq.ft for the intake of 60 students per batch.

Building must have clearances from civic and administrative authorities

	Sl.No	Certificates	Availability and Validity
1.	1	Fire NOC	
	2.	Structural stability certificate	
	3.	Land use certificates	

Details of Land

Sl.No.	Specifications	Available/ Recommendations
1	**Institution is owned by** Government / Trust / Society / Company / Any other body as per the NCAHP, New Delhi	
2	**Details of the Trust / Society / Company** i. Name of the Trust / Society / Company with address ii. Name of the members of the Trust / Society / Company iii. Registered Trust Deed /Supplementary deed, Amendment deed (or) Registered Certificate of Society / Company Registration Certificate along with Memorandum of Association / Articles of Association iv. Minutes of the meeting of the Trust /Society/Company for starting of proposed courses.	
3	**Land documents** i. Is college is the premises of NMC permitted / recognized medical college? If No, Specify the area of Category of Land and certificate obtained from the concerned local authorities to establish the specific category of land (as applicable) as a proof.	

	In city / corporation - not less than 1 acre Municipal / Town – not less than 2 acres Semi urban / Rural area – not less than 3 acres ii. Land owned (or) Leased in the name of the Trust / Society / Company iii. Registered Sale Deed / Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed etc in the name of the Trust / Society / any other body as per the NCAHP regulations. iv. If the Trust / Society / Company have entered a lease deed, the tenure of the lease period for a minimum of 10 years, purpose of lease (i.e., whether the lease is entering for lands (or) building (or) both and the name of the course for which the lease has been entered to be clearly mentioned in the registered lease deed.	
4	**4. Sworn Affidavit** Original Sworn Affidavit to be submitted in INR.200/- Non-Judicial Stamp Paper with the attestation and seal of the Notary Public. The Sworn Affidavit to be submitted by earmarking all the survey numbers in connection with starting of new course. (Format in University website) (or) If the Trust / Society / any other body who have already running any course(s) in this University and intend to start another new course in the University then the said Trust / Society / any other body have to furnish the Original Consolidated Sworn Affidavit by earmarking all the survey numbers allotted for the existing course as well as new course. (Format in University website)	
5	**Legal Opinion** Copy of the Latest Legal Opinion from the Govt. Pleader for tracing of title deeds such as Trust Deed/ Supplementary Deed / Amended Deed (or) Certificate of society Registration, Memorandum Of Association, Articles of Association, Sale Deed /	

	Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed, Parent document of (Sale Deed / Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed), Patta Adangal, "A" register, Up to date encumbrance certificate for a period of not less than 30 years, Mortgage of properties and redemption of mortgaged properties, if any pertaining to the earmarked lands.	
6	**Encumbrance Certificate** Copy of the Up to date authenticated (or) digitally verified Encumbrance Certificate issued by the concerned Sub Registrar office for a period not less than 30 years for all the survey numbers earmarked in the sworn affidavit / Consolidated Sworn Affidavit for the course.	
7	**Patta, Adangal and A-Register** Copy of the Patta, Adangal and "A"-Register for all the survey numbers earmarked for the course in the name of the Trust / Lessor / Society / any other body.	
8	**Survey Sub-Division / Re-Survey Documents** If survey numbers have been sub-division (or) Re-survey, then the copy of the Certificate (or) Proceedings (or) order issued by the Tahsildar for sub division of old survey number to new survey number / resurvey number of numbers to be produced.	
9	**Mortgage Details (If Any) – Yes / No** (i) Undertaking to be furnished, available in the University website (ii) Statements of accounts with loan details. (iii) Last 3 years audited balance sheets. (iv) Auditors report IT acknowledgement	
10	**Revenue Authority Certificate** Certificate of evidence obtained from the Revenue authority stating that the earmarked land at the proposed College does not attract the T.N. Urban Land Ceiling and Regulations Act, 1978, T.N. Town Country Planning Act, 1971 and T.N. Land Reforms Act 1961.	

INFRASTRUCTURE REQUIREMENTS

The details of the constructed area are given below for an admission capacity of 20 students, if the intake is more than 20, then the infrastructure should be increased proportionally

S. No.	Teaching Block	Minimum Area (in sq. feet)	AVAILABILITY
1	Lecture Hall	4 X 250 SQUARE 4 class room	
2	**Skill labs for 20 students** 1. **Nutrition Lab (Food Analysis)/ Institutional Food Service** Management 2. Nutritional Biochemistry 3. Food Microbiology Lab 4. Anatomy & Physiology Lab 5. Nutritional Assessment Lab	 400- 500 SQ.FT 400-500 SQ.FT 400-500 400-500 400-500	
3	Computer lab (1:5 computer student ratio as per student intake)	250-300	
4	A.V.Aids Room	350	
5.	Multipurpose Hall	1000	
6	Common Room for Boys	350	
7	Common Room for Girls	350	
8	HOD ROOM	150	
10	Library	1000	
11	Faculty Room with Ladies and Gents Toilet	300	
12	Provisions for Toilet for Boys	200	
13	Provisions for Toilet for Girls	200	
14	Hostel-Boys		
15	Hostel -Girls		
16	Admin Room	400	
17	Waiting/Lounge area with Ladies' and Gent's Toilet	350	
18	Store Room	300	
20	Canteen with Pantry	500	
	Total Sq ft	9250 SQ.FT	

NOTE -Nutritional Biochemistry, Food Microbiology, Anatomy & Physiology Lab can be shared with other Allied Health courses lab

The details of the constructed area are given below for an admission capacity of 60 students.

S. No.	Teaching Block	Minimum Area (in sq. feet)	AVAILABILITY
1.	Lecture Hall	8 @ 900=7200	
2.	Skill labs for 30 students		
1.	Nutrition Lab (Food Analysis)	1500	
2.	Nutritional Biochemistry	1500	
3.	Institutional Food Service Management	1500	
4.	Food Microbiology Lab	1500	
5.	Anatomy & Physiology Lab	1500	
6.	Nutritional Assessment Lab	1500	
3.	Computer lab (1:5 computer student ratio as per student intake)	2000	
4.	A.V.Aids Room	1000	
5.	Multipurpose Hall	3000	
6.	Common Room for Boys	1000	
7.	Common Room for Girls	1000	
8.	Principal Room with toilet	500	
9.	Vice Principal Room	300	
10.	Library	3000	
11.	One Room for each Head of Departments	5@200=1000	
12.	Faculty Room with Ladies and Gents Toilet	2400	
13.	Provisions for Toilet for Boys	600	
14.	Provisions for Toilet for Girls	600	
15.	Admin Room	800	
16.	Waiting/Lounge area with Ladies' and Gent's Toilet	1000	
17.	Store Room	5 @ 500=2500	
18.	Canteen with Pantry	1500	

	Total Area	38400 sq.ft.	

Clinical Infrastructure

The minimum Equipment (for 30 students) for the Bachelor in Nutrition and Dietetics in Honors Program for various labs is as follows	
1. Nutrition Lab (Food Analysis)	
2. Nutritional Biochemistry	
3. Food Production and Service Lab Management	
4. Meal Management/Dietetics Lab	
5. Food Microbiology	
6. Anatomy & Physiology Lab	

NOTE -Nutritional Biochemistry, Food Microbiology, Anatomy & Physiology Lab can be shared with other Allied Health courses lab

1. NUTRITION LAB

Equipment/Instrument

S.no	Required Items	No. of Items available
1	Weighing Machine Digital platform scale 200Kg/BMI electronic scale – 2 no	
2	Height meter -medical height measuring weight scale, Stadiometer -2no	
3	Tape for circumference- Non-stretchable tape – 2 no	
4	MUAC tape – Coded tape -2 Skinfold measurements – Harpenden Skinfold Calipers -1no.	
5	Infantometer -1	
6	STEP for fitness test -1	
7	Stadiometer	
8	Calibration weights -1	
9	BP Instrument = Digital/Manual -1 no.	
10	Digital food weighing Balance-1no.	
11	Body Composition Analyzer- 1 no.	

2. NUTRITIONAL BIOCHEMISTRY LAB

S.no	Required Items	No. of Items available
1	Weighing balance – Regular with Beam balance – 4	
2	Digital weighing balance – 2	
3	pH meter	
4	Water Bath	
5	Colorimeter- 2	
6	Spectrophotometer- 1	
7	Distillation apparatus	
8	Soxhlet glass apparatus	
9	Nitrogen analyzer – glass unit	
10	RM number – glass unit	
11	Hot air oven	
12	Muffle furnace	
13	centrifuge	
14	Refrigerator Test tube stand	

Glassware

S.no	Required Items	No. of Items available
1	Beakers	
2	Test tubes & Test Tube Holder	
3	Burette + Burette stand	
4	Standard flask	
5	pipettes	
6	Conical flask	

3. Institutional Food Service Management Cleaning and Washing

S.no	Required Items	No. of Items available
1	Stainless steel commercial kitchen sinks	

2	Dishwasher	
3	Washing machine (Clothes)	

NOTE-Dishwasher and Washing machine (Clothes) are not necessary

Storage

S.no	Required Items	No. of Items available
1	Refrigerator Commercial	
2	Deep freezer	
3	Water storage unit	
4	Non perishable food storage containers	
5	Perishable Food storage containers	
6	Hot food storage racks (cooked food)	

NOTE – Refrigerator needed, Deep freezer and Refrigerator Commercial not needed

Food preparation

S.no	Required Items	No. of Items available
	Stainless steel LPG burner	
1	Gas stock pot stove	
2	Commercial Mixer	
3	Heavy duty mixer and grinder	
4	Induction bulk cooking stove	
5	Wet grinder	
6	Roti maker	
7	steaming equipment	
8	frying pans	
9	Cooking pots	
10	Microwave	
11	Oven	
12	Exhaust fans	
13	Coffee and Tea machines	
14	Utensils	
15	Cooking vessels (assorted sizes)	

16	Kettles	
17	Steaming equipment	
18	Idly steamer	
19	Dosa pans	
20	Colanders	
21	Cutting boards	
22	Double boilers	
23	funnels	
24	graters	
25	Kitchen knives (assorted)	
26	Measuring spoons and cups (assorted)	
27	Weighing scales	
28	spatulas	
29	Ladles	
30	Peelers	
31	Mashers	
32	Cutlery	
33	Crockery	
34	Assorted serving spoons,cups, plates and bowls	
35	Choppers	
36	Food processor Motor and Pestle	
37	Can openers	
38	Slicers	
39	Pressure cookers	
40	Frying pans and pots	
41	Deep frying pan	

42	Hot and cold food displays	
43	Thalis with compartments	

NOTE- Regular mixer grinder is needed ,Commercial Mixer, Heavy duty mixer grinder & Coffee and Tea machines are not needed

Safety Equipment

1	Fire extinguisher	
2	Hot food holding gloves	

4. MEAL MANAGEMENT/DIETETICS LABORATORY EQUIPMENT/INSTRUMENT

S.no	**Required Items**	**No. of Items available**
1	Gas stoves /Induction stove - 15-20 no.	
2	Refrigerator -1	
3	Oven -1	
4	Microwave-1	
5	Mixer/Grinder/Chopper-1	

Utensils for Preparation and Cooking - 15-20 sets

S.no	Required Items	No. of Items available
1	Types of kadai Pressure Cooker	
2	Steamers for idli, dhokla, dumplings etc.	
3	Tawa	
4	Frying Pan, saucepan	
5	Sandwich maker/ Griller	
6	Knives, peelers, graters	
7	Spatula, spoons, Slotted Turner, Slotted Spoon, Solid Spoon, Soup Ladle, Whisk, Tong,	
8	Set of 5 Measuring Cups,	
9	Set of 5 Measuring Spoons	
10	Measuring jar	
11	Chopping board	

12	Mixing bowls	

Utensils for Serving- 15-20 sets

S.no	Required Items	No. of Items available
1	Plates- full, quarter	
2	Bowls- Large, medium and small	
3	Soup bowl and spoons	
4	Teacups/ Mugs	
5	Casserole	
6	Microwave-proof serving bowls	
7	Trays	
8	Spoons	
9	Glasses	
10	Serving Spoons	

Utensils for Storage

S.no	**Required Items**	**No. of Items available**
1	Large, Medium and small boxes for provisions	
2	Storage cupboards	
3	Vegetable Bags	
4	Baskets for vegetables and fruit	

Serving Linen

S.no	**Required Items**	**No. of Items available**
1	Table mats etc.	
2	Cloth napkins	
3	Table Covers	
4	Kitchen towels	

5. Food Microbiology Laboratory

S.no	Required Items	No. of Items available
1	Weighing balance	
2	pH meter	
3	Autoclave	
4	Hot air oven	
5	Laminar flow (Vertical /Horizontal)	
6	Colony counter	
7	Light Microscope	
8	Fume chamber	
9	Incubator	
10	Refrigerator	
11	Centrifuge	
12	Bunsen Burner	
13	Gas Cylinder	
14	Glassware -	
15	Test tubes	
16	Petri dishes	
17	Wire loop	
18	Pipettes	
19	Burettes Beakers	
20	Standard flask	
21	Test tube holder and Test tube stand	
22	Conical flask	

6. Anatomy and Physiology Laboratory Models -

1	Human torso	
2	Human Respiratory system	

3	Organ system	

Individual organs -

S.no	Required Items	No. of Items available
1	Human lungs	
2	Kidney and Bladder	
3	Brain	
4	liver and pancreas	
5	Sahli‘s pipette	
6	Microscope (Light/ Digital)	
7	Hot air Oven	
8	Colorimeter	
9	Haemoglobin meter	
10	Centrifuge Blood pressure monitor	
11	Sphygmomanometer	
12	Stethoscope	
13	Haemocytometer	
14	Bunsen Burner	
15	Refrigerator	
16	Tripod stand	
17	Steamers	
18	Water bath	
19	Electric kettle	
20	Balances	
21	Thermometer	
22	Wash bottles	
23	Body fat Analyser (Desirable)	
24	Brushes	

25	Tongs	
26	Cotton Spirit	
27	Syringes	
28	Hb Pipettes	
29	Stop watch	
30	Mounted slides	
31	Cover slip	
32	Test tube holder	
33	Test tubes	
34	Capillary tubes	
35	Crucible	
36	Lancets	
37	Pipettes	
38	Beakers	
39	Graduated Spatula	
40	Watch glass	
41	Tissues -	
42	Epithelial Connective	
43	Muscular	
44	Nervous	
15	Bone	

	Charts – Different Concepts/ aspects	
	A school of Nutrition and Dietetics should have an attached clinic/hospital to cater to clinical learning.	

OPD cases per day:

Note: Each student should be able to examine a minimum of 5 patients per day. For example: For an OPD of 150, one can have an intake of 30 students per batch. A clinic/hospital having an OPD of 500 can have an intake of 100 students per batch. If the intake is more than 30, infrastructure should also be increased proportionally.

Faculty Requirement for B.Sc. in Nutrition and Dietetics with Honours (Based on Intake Capacity)

Intake (Seats)	Professor (FT)	Associate Professor (FT)	Assistant Professor (FT)	Part-Time / Visiting Faculty (PT)	Remarks (As per Guidelines)
10 seats	1	1	3–4	1–2	Core faculty to be full-time; PT allowed for non-core subjects (≤40%)
20 seats	1	2	6–8	2–3	
30 seats	1	3	10–12	3–5	

TEACHING FACULTIES (kindly fill the no. of faculty based on the intake against each category)

Specifications And Requirements	Name of the faculty	Qualification and Experience
Professor		PhD degree in Foods & Nutrition/ Food Science & Nutrition)/ Nutrition and Dietetics /Food Service Management Dietetics /Clinical Nutrition 10 research publications in peer-reviewed journals API score of 110 3 years' service in Level 13A
Associate Professor		PhD degree in Foods & Nutrition/ Food Science & Nutrition)/ Nutrition and Dietetics / Food Service Management Dietetics Ten days one FDP or TWO 5 Days FDP or 10 modules of MOOC Course 3 year's service in Level 12 A
Assistant Professor		M.Sc in Foods & Nutrition/ Food Science & Nutrition)/ Nutrition and Dietetics / Food Service Management &Dietetics /Clinical Nutrition NET Cleared

Part-time/Visiting Faculty		

ADMINISTRATIVE STAFF

DESIGNATION	AVAILABLE
Administrative Officer-1	
Clerk-1	
Accountant-	
Librarian -1	
Laboratory / Skills Lab assistant- 1	

Library Details and Multi Media

Item	Requirements	Availability
Text Books As per the syllabus; one copy of the Book per 10 students.	Approximately 450 books for 30 intake and 900 books for 60 intake for UG.	
Reference Books	100 Advanced Books As per requirement	
Journals	At least 2 international and 2 national journals	
subscription to electronic databases/e-journals	Required	
Mandatory Internet facility Access to e-library Equipment	Minimum 15 computer terminals for 60 students/8 for 30 students	

Convenor

Member 1

Member 2
Signature of the Inspection Team
with name and date

Note : 1. All supportive documents should be annexed along with the Inspection Report
2. The Inspection Team may also give a detailed report wherever necessary and
Detailed annexure be sent with the Inspection Report

Qualification and Experience of the Teaching Faculty as per NCAHP Requirements

DESIGNATION	NO. OF POST REQUIRED	MINIMUM QUALIFICATION	TEACHING EXPERIENCE (IN YEARS)
Head of the Department Or Professor (Full Time)	As per intake	PhD degree in Foods & Nutrition/ Food Science & Nutrition)/ Nutrition and Dietetics /Food Service Management Dietetics /Clinical Nutrition 10 research pu blications in peer-reviewed journals API score of 110	3 year‘s service in Level 13A
Associate Professor	As per intake	PhD degree in Foods & Nutrition/ Food Science & Nutrition)/ Nutrition and Dietetics / Food Service Management Dietetics Ten days one FDP or TWO 5 Days FDP or 10 modules of MOOC Course	3 year‘s service in Level 12 A
Assistant Professor	As per intake	M.Sc in Foods & Nutrition/ Food Science & Nutrition)/ Nutrition and Dietetics / Food Service Management &Dietetics /Clinical Nutrition NET Cleared	