

## Inspection Proforma for regular inspection of functional GNM School

Name of the GNM School \_\_\_\_\_

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	Requirements as per applicable law/council norms	Yes/No	Status as per record/site	Annexure	To be checked and verified by the following committee members
<b>1.</b>	<p><b>LAND</b></p> <p>i. Land documents in original showing in the name of Trust/Society in the form of Registered sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government lease (in original) for a minimum period of 30 years by the concerned authority of Government.</p> <p><b>2007</b> 4 acres land with constructed area of 12000 sq. ft. for 60 students</p> <p><b>2008</b> 3 Acre of land in a compact single block for MPHWS (ANM), GNM, Post Basic (B.Sc.) Nursing and M.Sc. Nursing for the school of nursing/college of Nursing if these courses are started individually. In case more than one course is started within the same campus under the same name and same Trust/Society then the requirement of the land will be 4 acres.</p> <p><b>2011</b> 4 acre of land at one place.</p> <p><b>2012</b> 4 acre of land at one place</p> <p><b>2014</b> Up to 02 nursing courses- Exclusively earmarked unfragmented-02 acres of land. For more than 02 nursing courses-exclusively earmarked unfragmented 04 acres of land. Applicant should either own or should be in permission thereof as a lease</p>				SDM/Tehsildar

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	for a period of 33 years or should be in permission thereof as a lease for a period of 33 years				
	ii. The land is in one chunk and exclusively earmarked for the Medical Education Institution (certificate of contiguity is required).				SDM/Tehsildar
	iii. The land is free from all encumbrances.				SDM/Tehsildar
	iv. Any Court cases on land				
	v. Acs Sizra of the site.				SDM/Tehsildar
	vi. Proper approach road/ connectivity.				SDM/Tehsildar/PWD (B&R) Department
	vii. Khasra Plan (Master Plan) to show that the land is contiguous.				SDM/Tehsildar
	viii. Map/ Index/ Topographic sketch/ City Road Map for easy location/ identification of land building			Village Map	SDM/Tehsildar
	ix. Copy of CLU and Validity				SDM/Tehsildar
<b>2.</b>	<b>BUILDING</b>				
	i. The building conforms to the bye-laws of the concerned competent Body/ Municipal Body/HUDA.				Urban Local Bodies
	ii. Environment Clearance certificate from competent authority (if applicable)/ Clearance from the Pollution Board (CTO/CTE)				SDM/Tehsildar
	iii. The building is planned, designed and constructed as earthquake resistant structure and it should be energy efficient green building (Structural stability certificate).				PWD B&R Department
	iv. Master Plan of the campus for the entire land indicating land use circulation, landscaping,				PWD (B&R) Department

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	infrastructure etc/ Architectural master plan indicating the land use pattern for the proposed institution				
	v. Site Plan, Building Plan in the name of the proposed institution prepared by a registered Architect and duly approved by the Competent Authority.				PWD (B&R) Department
	vi. Copy of occupation certificate from the competent authority.				SDM/Tehsildar
	vii. Fire safety certificate issued by the Competent Authority is attached.				Fire Safety Department
<b>3.</b>	<b>DOCUMENTS OF THE SOCIETY/TRUST</b>				
	i. Details of the Society/Trust/Organization along with a copy of the constitution, Memorandum of Association of the organization				SDM/Tehsildar
	ii. Background of Trust/Society with reference to its exercise in promoting managing and operating educational institutions; its legal standing with respect to its registration; detail of its promoters including their background; its activities in the social, charitable and educational spheres since its inception; its mission and vision.				SDM/Tehsildar
	iii. Individual details of all members				SDM/Tehsildar
	iv. Registration certificate of the society.				SDM/Tehsildar
	v. Certificate of 12A, 80G (if any).				SDM/Tehsildar
	vi. Resource projections and				SDM/Tehsildar

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	its utilization schedule				
	vii. Sources of financing of capital and operating expenditure, besides assessment of annual funds likely to be granted through student fees etc				SDM/Tehsildar
	viii. Bank Accounts of the Society/Number of bank accounts of the society				SDM/Tehsildar
	ix. Detail of Latest FDRs				SDM/Tehsildar
	x. PAN/TAN Number of the Society				SDM/Tehsildar
	xi. Fund position bank Certificates/Statements.				SDM/Tehsildar
	xii. Organization			Cash Book	SDM/Tehsildar
	xiii. alongwith the source for the next two years of the institution showing projected expenses and source of funds.			Cash flow Statement	SDM/Tehsildar
	xiv. accounts of the organization/Trust/Society for last three years			Audited Statement	SDM/Tehsildar
4.	Grievance Redressal Mechanism (if applicable)				Civil Surgeon
5.	Sexual Harassment Committee (if applicable)				Civil Surgeon
6.	CM Window Complaints with complete status (if applicable)				Civil Surgeon
7.	Photographs (color) of the building attested by applicant (Stamped on the back).				SDM/Civil Surgeon
8.	Web site of the Institute				SDM/Civil Surgeon
9.	<b>Transport:-</b>				
	i. Number of Vehicles/Type of vehicles (Physical Verification of vehicles required)				SDM
	ii. Vehicles			CCTV	SDM called in
	iii. Pollution Certificate/other certificates of the vehicles			Registration	SDM certificate/
	iv. Drivers			Driving License	SDM of the

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<b>10.</b>	Electricity				
	i. Electric Supply (sanctioned load Vs. actual load)				SDM/PWD (B&R) Department
	ii. Power backup (if any)				SDM/PWD (B&R) Department
<b>11.</b>	Any other educational institution running in the same premises earmarked for the GNM School.				Civil Surgeon
<b>12.</b>	Arrangement of Safe Drinking water/sanitation/latest service of equipments/chlorine test report of drinking water.				Civil Surgeon
<b>13.</b>	Safe disposal of sewerage/any drainage in open fields etc.				Civil Surgeon
	Remarks if any				

**Specific recommendations of the Inspection Committee**

- a.** The college is fit to start and recommended for issuance of NOC/Run as per existing infrastructure, faculty and other facilities and requirements.

Yes/No

- b.** College requires following deficiencies to be removed to continue -

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 .....  
 .....

(Add additional sheet, if required)

- c.** College is not fit to continue and case is recommended for withdrawal of NOC.

Yes/No

SDM	Civil Surgeon	Tehsildar
Representative from Dept. of PWD (B&R)	Representative from Dept. of Urban and Local Bodies	Representative of Fire & Safety Department
Technical Expert	Technical Expert	Technical Expert

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<b>Deputy Commissioner</b>
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### Instructions for the Inspection Committee:-

1. The attendance sheet along with name and designation of officers in the inspection committee should be attached with the Inspection Proforma.
2. All the columns should be filled and verified by the concerned officer.
3. The Annexures should be numbered, flagged and attached with the Inspection Proforma.
4. The Photographs should be attached in a print form if possible or a CD along with at least 2 pen drivers (with videography) should be submitted with the Inspection Proforma.
5. The Inspection Committee shall give clear cut reference of all the deficiencies found during inspection.
6. Photographs should focus on overall infrastructure and deficiencies only. The details in the photograph should be written on the back with the name of the institute.
7. **The Technical experts in addition shall inspect the Institute as per norms of concerned Central Regulatory Body i.e. INC/State Government/State Regulatory Body, the report of which duly signed by all members of the committee should be enclosed separately alongwith with report of District Administration Committee.**