

**PUNJAB NURSES REGISTRATION COUNCIL
SCO – 109, SECTOR 40-C, CHANDIGARH.**

**INSPECTION REPORT FOR AUXILIARY NURSE & MIDWIFE COURSE (ANM)
Duration of the course :- One and Half Years.**

Note for Inspectors :

1. *Please fill the Performa carefully and complete in all respects .*
2. ***Please do not write “ List attached “ (in most of the columns). Attach lists only where it is required with signatures, seal of the concerned authorities and signatures of the inspectors also.***
3. ***Kindly fill all the attached Performa’s with due care. Don’t attach your own list.***
4. ***Inspectors should sign on each page of the Inspection Report. Attach only relevant documents.***
5. *Inspectors shall be responsible for any false information found at any stage.*
6. *No T.A/D.A will be paid if the inspection Performa is incomplete..*

1 Date of Inspection

2 Name of Inspectors

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3 Date of Previous Inspection PNRG

INC

Govt.

1.8 Remarks (short comings) :

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SECTION 2 : ADMISSIONS

2.1 Details of courses running by the Institution (Attach copy of letters of INC / PNRC / BFUHS / Govt. of Punjab)

Name of Course	Seats as per NOC	Seats as per PNRC	Seats as per INC	Seats as per BFUHS	Number of students admitted for session.	Last Approval & Date
ANM						
GNM						
PB BSc. Ng						
BSc. Ng.						
MSc. Ng.						
Any other Course						
Total Strength of Students						

2.2 Date of Passing out of First Batch

ANM	GNM	B.Sc	B.Sc (PB)	M.Sc.Ng.

2.3 Admission Details (Previous Years) : Inspectors to check attendance registers & other students details and attach photocopy of the same.

SN	Year	MSc. Ng.		BSc. Ng.				BSc. Ng (P.B.)		G.N.M.				A.N.M.		Total number of students admitted
		1 st	2 nd	1 st	2 nd	3 rd	4 th	1 st	2 nd	1 st	2 nd	3 rd	INT.	1 st	2 nd	
1	2009-10															
2	2008-09															
3	2007-08															
4	2006-07															

2.4 Remarks (shortcomings)

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SECTION 3 : PHYSICAL FACILITIES

3.1 Land and Building

(a) How much land does Society/Trust own ?acre.....kanal.....marla.....

SN	Required Land as Govt.	Actual Land	Name of the Owner of the Land
	2 acres		

(b) Nature of Ownership of land – (Registered Deed/Gift Deed) Lease is not permitted by the State Govt. Kindly mention the complete details :

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(c) Has the Society constructed its own building on the land shown in the NOC ?

Khasra Number of the land as per NOC	Khasra Number of the land on which building is constructed.	If the building is not constructed on the same Khasra numbers as mentioned in the NOC, then mention the approval of the Govt. letter number and date.

Note :- Inspectors to get copy of registered deed.

(d) Is the building of the institute taken on rent ? If Yes,

Name of the LandLord	Details of Rent Deed From To	Rented Covered Area

Note :- Inspectors to get documentary proof.

(e) Approval for construction of the building by Local Authorities (PUDA / Municipal / Tehsildar) :

Name of the Authority	Authority Letter Number and Date	Change of Land Use Certificate – Number and Date

Note :- Inspectors to get copy of documentary proof.

(f) Please report if a separate block has been constructed for GNM Institute on 2 or 3 acres of land as mentioned in the NOC, in case the Society is running any other medical institution in the same campus :

3.2 Covered Area :

Whether a separate block is provided by the Trust / Society for each course

If Yes, mention the covered area for each block :-

ANM	GNM	PB.BSc. Ng.	BSc. Ng.	MSc. Ng.	Any other

3.3 Physical Facilities (Teaching Block) - Inspectors to get documentary proof by PWD (B&R) / Town Planner.

SN	Particulars	Required as per norms for ANM Course.	Actual No & Size	Number of classrooms provided				
				MSc.	BSc.	BSc. (P.B)	GNM	ANM
1	Class rooms (min 2) should be well-ventilated with black / green boards . The size of the classroom should be 720 sq ft for 40 students	2 @ 720 = 1440 sq ft.						
2	Bathrooms and Toilets in the Institution Building	1000 sq ft. (1:25 student ratio)						
3	Principal's Office with Attached	300 sq ft						

	Toilet.							
4	One room for Clerical Staff							
5	One room for Teachers	2400 sq ft						
6	Common room for faculty	1000 sq ft						
7	Store Room	500 sq ft						
8	Record Room	1						
9	Drinking Water, Water Cooler	1 for each floor						
10	Garage	For mini bus.						
11	Fire Extinguisher	As per Fire Safety norms						
12	Play Grounds							

Note :- Above said Physical Facilities are for annual admission of 40 students.

3.4 Library

- (a) Is there a separate library :
- (b) Covered Area :
- (c) Is there separate budget for the library :
- (d) Seating capacity (should accommodate half the student strength) :
- (e) Is it well ventilated & lit :
- (f) Composition of Library Committee :
- (g) Is there cabin for the librarian :
- (h) Is intercom facility available:

- (i) No. of cupboards :
- (j) No. of Book Shelves :
- (k) No. of Book Racks :
- (l) No. of Nursing Books (minimum 500 including new additions) :
- (m) No. of Nursing Journals (minimum 3 kinds) :
- (n) No. of Magazines (minimum 3 kinds) :
- (o) No. of Newspapers (minimum 2 kinds) :
- (p) Other Current Health related Literature :

3.5 Nursing Laboratory

- (a) Is Demonstration Room available :
- (b) Number of Demonstration Bed (at least 2-4 beds) :
- (b) Demonstration Articles (10-12 sets)
- (c) Washbasin & running water facility :
- (d) No. of Dummy Dolls :
- (e) No. of Cupboards, Racks (Minimum 2+2):
- (f) No. of Tables & Chairs (1,4):

Note :- Provision should be made for Community, Midwifery and First Aid demonstration and Practice.

3.6 Nutrition Laboratory

- (a) Number of work tables :
- (b) Cooking Stoves :
- (c) Number of Gas Connections / Fitting :
- (d) Number of Crockery Sets :

- (e) Number of Cutlery Sets :
- (f) Dietetic Scales :
- (g) No. of Cupboards :
- (h) Refrigerator :
- (i) No of Washbasins :

3.7 Room for Audio Visual Aids

- (a) Separate room for Audio Visual Aids :
- (b) L.C.D. Projector :
- (c) Over Head Projector :
- (d) Colour TV & VCR :
- (e) Charts, skeleton / manikin stimulator (attach list)
- (f) Models Specimens (attach list)
- (g) Neonatal resuscitation equipments
- (h) No. of Home Visiting Bags :
- (i) No. of Delivery kits :
- (j) Number of Computers

3.8 Transport (Own / Hired)

- (a) Seating capacity of vehicle (Minimum 20-25 Seater Mini Bus)
- (b) Registration number of Vehicle :
- (c) Name of owner of vehicle :
- (d) Number of mopeds for students for C.H. Nsg.
(Minimum 6-8 mopeds)

3.9 Remarks (shortcomings)

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SECTION 4 : INSTITUTION MANAGEMENT

4.1 Board of Management (should be headed by Principal)

4.2 Budget

(a) Separate Budget of the institution :

(b) Allocation of the Budget : **Inspectors to get documentary proof.**

Salary of Staff	Remuneration of External Lectures	Purchase of library books	Cost of fuel for School bus	Purchase of A.V. Aids	Office expenses	Water, Electricity, Telephone charges	Contingency	Stipend for students , if given.	Inspection and Affiliation Fee

(c) Is Principal DDO :?

(d) Accounts of the School (should be audited annually by CA, Attach the latest audit balance sheet) :

4.3 Fees & Other Charges

SN	Particulars	Fixed by Govt.	Charged by Institution	Remarks
1	Annual Fees	25,000/- (including Tuition fees, clinical charges, amalgamated fund etc.)		
2	Monthly Fees	No		
3	Mess Charges	Actual (per month)		
4	Hostel Room Charges (including water, electricity charges etc.)	Rs. 1000/- per student. Rs. 1200/- for 2 students (Rs. 600/- each) Room for three students (Rs. 400/- each student)		
5	Other Charges	5000/- as Security to be refundable after completion of training.		

4.4 Remarks (shortcomings)

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SECTION 5 : HOSTEL FACILITIES

5.1 General

- (a) Is the hostel situated in complex of the institute?
- (b) Hostel Building constructed on own land as shown in NOC?
- (c) Is Hostel in rented building :

- (d) Is the Hostel at one place ?
- (e) Distance of the hostel from the institute
- (f) Where is the mess ?
- (g) Distance of the mess from the Hostel :
- (h) Total Hostel Rooms :
- (i) Whether a separate block is provided for each course.if
Yes mention the number of rooms for each course
- (j) Total Hostel capacity :
- (3 students can share a room provided the room size is more than 210 sq ft)
- (k) No. of Students living in the Hostel :

M.Sc Ng	B.Sc.Ng	B.Sc.Ng (PB)	GNM	ANM	Total No of students

5.2 Hostel Facilities

SN	Particulars	Required as per norms	Actual No & Size	Adequate / Any deficiencies / Students living in one room
1 <i>(Very Important . To be filled up</i>	Hostel Rooms. Mention actual number and size. Not more than 2 students can share a room.	Single Rooms & Double Rooms		

<i>with due care)</i>				
2	Cot in the room	1 for each student		
3	Table , Chair	1 for each student		
4	Book Rack	1 for each student		
5	Cupboard	1 for each student		
6	Toilets & Bathrooms	1:10 students (with geysers) On each floor.		
7	Recreation (TV, Radio, Indoor games)	500 sq ft.		
8	Visitors Room (with seating arrangement and toilet facilities)	500 sq ft.		
9	Kitchen & Store	1500 sq ft (should be hygienic)		
10	Dinning Hall	Should accommodate 40 students		
11	Sick Room (with attached toilet)	Should accommodate 2-4 students		
12	Warden's Room	Separate Office Room		
13	Water Cooler	1 on each floor		
14	Telephone	1 with STD facility		
15	Canteen	1		
16	Refrigerator	1		
17	Medical Facility –	On Call		

9										
10										

3 Remarks (shortcomings)

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6.3 Training for Teaching Faculty

- (a) Faculty deputed for short term course :
- (b) Faculty deputed for workshops :
- (c) Faculty deputed for Conferences :
- (d) Faculty be considered on duty when attending above courses :
- (e) Faculty be considered on duty when nominated for Examination / Inspection :

6.4 Office Establishment :

SN	Particulars	Required as per norms	Available	Monthly Salary	Photograph Self attested and counter signed by the Inspector.
1	Cashier/Accountant	1 with knowledge of computer			
2	Clerk cum Typist	1 with knowledge of computer			
3	Office Attendant	1			
4	Driver	1			
5	Cleaner	1			
6	Sweepers	1			

Note :- Provision should be made to have relieving staff in addition to the regular staff.

6.5 Hostel Staff :

SN	Particulars	Required as per norms	Availab le	Monthly Salary	Remarks
1	Warden cum House	One			

	Keeper				
2	Cook cum Helper	Three			
3	Sweeper	One			
4	Chowkidar / Security Guard	3			

Note :- Provision should be made to have relieving staff in addition to the regular staff.

6.6 Residential Accommodation

- (a) No. of Residential Units for Faculty :
- (b) Residence for Principal (with Telephone) :
- (c) Accommodation for Hostel Warden :
- (d) Crèche in the School Campus :

6.7 Remarks (shortcomings)

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SECTION 7 : CLINICAL FACILITIES

7.1 Total Number of Beds of Parent hospital

7.2 Total Number of Beds of Affiliated hospitals

7.3 List of Hospitals

The following Performa is for an annual intake of 20 students.

S N	Hospita l	Name of Area						Total number of Beds	Distance from Institution (kms)	Bed Occupancy
		Maternity		Child Care		Basic Medical Surgical				
1	Parent Hospital									
2										
3										
4										
5										
6										

Note :- 1. Affiliated Hospitals should not be less than 50 beds.

2. Affiliated Hospitals should be in the radius of 15-30 kms.

3. 1:3 Student Patient Ratio should be maintained.

7.4. Certificate from Medical Supdt that this Hospital is not providing clinical training to nursing students of other institutions or in case number

of beds available is more than the norms of 1student : 3 beds is adhered to.

SN	Name of Institution	Course	Number of students	Period From To.....	Name of Hospital and its total bed strength	Distance of hospital from institution
1						
2						
3						
4						
5						
6						
7						
8						

7.5. Staffing Pattern of Hospitals with which Institution is affiliated

SN	Particulars	Required norm	Available

			Parent Hospital	Hospital 1	Hospital 2	Hospital 3
1	No of beds					
2	Nursing Supdt.	1:200 beds				
3	Deputy Nursing Supdt	1:300 beds				
4	Nursing Supervisors	7:1000 beds				
5	Ward Nursing Supervisor	1:25 beds + 30% leave reserve				
6	Staff Nurse (Ward)	1:3 beds + 30% leave reserve				
7	Staff Nurse for OPD	1:100 OPD beds + 30% leave reserve				
8	Staff Nurse for ICU	1:1 bed + 30% leave reserve				
9	Staff Nurse for specialised Deptt	1:25 bed + 30% leave reserve				

Note :- 30% leave reserve posts are mandatory.

7.6 Clinical Experience in Community Health

- (a) Where are the students given training in the Community Health ?
- (b) Is the institution attached to Primary Health Centre ?
- Location :
- No of beds :
- (c) A Transport facility for the students :

7.7 Remarks (shortcomings)

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SECTION 8 : RECORDS

8.1 For students : Check if the following records are maintained : **Inspectors to get documentary proof of each record.**

(a) Admission Record : **Provide the admission record in the following format :-**

Name of the Student	Date of birth	Qualification	Marks of Basic Qualification

- (b) Health Record :
- (c) Class Attendance :
- (d) Clinical & Field Experience :
- (e) Internal Assessment Record (for both Theory & Practical)
- (f) Marks List (State Council / Board Results)
- (g) Record of Extra curricular activities of students

(both in School as well outside)

- (h) Leave Record :
- (i) Practical Record Book :
- (j) Midwifery Case Book :
- (k) Cumulative Record :
- (l) Family Folder Record :

8.2 For each academic year , for each class / batch : Check if the following records are maintained :

- (a) Course contents record (for each subject)
- (b) The record of the academic performance :
- (c) Rotation plans for each academic year :
- (d) Record of committee meetings :
- (e) Record of the stock of the school :
- (f) Affiliation record :
- (g) Grant-in-aid record (if the school is receiving grant-in-aid from any source like State Govt.etc).

8.3 Eligibility for admissions

- (a) Check that the students admitted are eligible for admission

Name of	Cut off % for admission	Cut off Age for admission	Is any ineligible student admitted ?	Remarks
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Course	Required is Matric as per INC	Actual	15 years on 31-Dec. of that year.	Actual		

(b) Check the actual no of students and verify if any students in excess of authorised strength were admitted :

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8.4 Academic Year

- (a) Date of admission :
- (b) Date of examination :
- (c) Has every student completed minimum 46 weeks of study ?.....

8.5 Other Record

- (a) Record of Educational Programme organised for teaching faculty :
- (b) Annual reports - Record of achievement of the School :

8.6 Remarks (shortcomings)

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SECTION 9 : VACATIONS AND HOLIDAYS

SN	Annual Vacation (Required)	Annual Vacation (Actual)		Remarks
		From	To	
1	30 days			
2	Sick leave – 10 per annum			
3	Preparatory leaves – 7 days per annum			

Note :- List of Holidays should be got approved from the State Nursing Council in the start of the session.

SECTION 10 : RECOMMENDATION

10.1 General Comments

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10.2 Minor short comings

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10.2 Major short comings

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10.3 Whether the institution fulfils all the norms as prescribed by Indian Nursing Council ? If Yes, then do you recommend affiliation / continuance of affiliation with PNRC for how much seats ? If No, then state the reasons.

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10.4 Over All Grading

Excellent Very Good Good Average Below Average

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Names of Inspectors :

Inspector 1:-

- 1. Name :-
- 2. Designation :-
- 3. Address:-
- 4. Phone Number :-
- 5. PNRC Registration No
- 6. e-mail address :-

Inspector 2:-

- 1. Name :-
- 2. Designation :-
- 3. Address:-
- 4. Phone Number :-
- 5. PNRC Registration No
- 6. e-mail address :-

Signatures

Inspector 1 :-

Inspector 2 :-