

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

**INSPECTION REPORT FOR BSc. NURSING COURSE (BASIC) AND
BSc. NURSING COURSE (POST BASIC)
Duration :- 4 years including Internship – BSc. Nursing (Basic)
2 years including Internship – BSc. Nursing (Post Basic)**

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

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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 / PNRG / BFULS / Govt. of Punjab)

Name of Course	Seats as per NOC	Seats as per PNRG	Seats as per INC	Seats as per BFULS	Number of students admitted for session.
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

	classroom has to be determined by taking 10 sq ft area for one Toilet in the Institution Building							
2	Toilets in the Institution Building	1000 sq ft (1:25 student ratio)						
3	Auditorium / Multi Purpose Hall	3000 sq ft (at least double the actual strength of students)						
4	Principal's Office	300 sq ft (with attached toilet and provision for Visitor's Room, Independent Telephone facility with Intercom, linked to Hospitals and Hostel)						
5	Vice Principal's Office	200 sq ft (same as Principal's Office)						
6	One room for each Head of Department.	800 sq ft						
7	Faculty Room	2400 sq ft (One office room for 2 teachers only)						
8	Staff Room	1000 sq ft						
9	Common Room (male & female)	2000 sq ft (minimum 3) (1 for Office Staff, 1 for Teaching Faculty and 1						

		for students) with Toilets and Hand Washing facilities in each room.		
10	Store Room	1		
11	Record Room	1		
11	Drinking Water, Water Cooler			
12	Garage	Should accommodate 50 seater vehicle.		
13	Fire Extinguisher	As per Fire Safety norms		
14	Play Grounds	Volley Ball, Foot Ball, Badminton and Athletics etc.		
15	Total Covered Area	23720 sq ft		

Note :- Above said Physical Facilities are for 60 students for annual admission of 60 students. If the annual admission capacity is less than 60 students, then minimum constructed area of the School should be 4000 sq ft for annual admission of 20 students. For every additional 10 seats, constructed area can be increased 2000 sq ft.

3.4 Library (2400 sq ft)

- (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 Foundation Laboratory (1500 sq ft)

- (a) Number of Demonstration Bed (at least 1:6) :
- (b) Inventory Articles (10-12 sets) :
- (c) Washbasin & running water facility :
- (d) No. of Dummy Dolls :
- (e) No. of Cupboards, Racks :
- (f) No. of Tables & Chairs :

3.6 Community Health Nursing Laboratory (900 sq ft)

- (a) Separate Community Lab :
- (b) Community set up provided :
- (c) No. of articles :

3.7 Nutrition Laboratory (900 sq ft)

- (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 :

3.8 OBG and Paediatrics Lab (900 sq ft)

3.9 Pre Clinical Science Lab (900 sq ft)

3.10 Computer Lab (1500 sq ft)

- (a) Separate Computer Lab :
- (b) No. of Computer Systems :
- (c) Internet facility:
- (d) Computer Instructor :

3.11 Room for Audio Visual Aids (600 sq ft)

- (a) Separate room for Audio Visual Aids :
- (b) Film Projector :
- (c) Slide Projector :
- (d) Over Head Projector :
- (e) Colour TV & VCR :
- (f) Charts (attach list)

- (g) Models Specimens (attach list)
- (h) Photostat Machine (Additional)
- (i) Tape Recorder :
- (j) Number of Computers

3.12 Transport (Own / Hired)

SN	Name of Owner	Model	Registration Number	Seating Capacity

3.13 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) Is Principal DDO :?
- (c) 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			
2	Monthly Fees			
3	Mess Charges			
4	Hostel Room Charges (including water, electricity charges etc.)			
5	Other Charges			

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) Hostel in a 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
- (i) Total Hostel capacity :
- (3 students can share a room provided the room size is more than 210 sq ft)
- (j) 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</i>	Hostel Rooms. Mention actual number and size. Not more than 3 students	Single Rooms & Double Rooms = 24000 sq ft.		

<i>filled up with due care)</i>	can share a room and the minimum size has to be 210 sq ft.			
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	1:5 students (500 sq ft) With geysers and washbasins.		
7	Store	500 sq ft		
8	Recreation (TV, Radio, Indoor games, VCR)	500 sq ft.		
9	Visitors Room	500 sq ft		
10	Reading Room	250 sq ft		
11	Kitchen & Store	1500 sq ft (should be hygienic)		

12	Dinning Hall	3000 sq ft (should be hygienic and should accommodate 80% of total students)		
13	Pantry	1 on each floor		
14	Refrigerator	1		
15	Washing & Ironing	Facility for washing, drying & ironing clothes on each floor.		
16	Sick Room	1 with 5 beds and attached toilet		
17	Warden's Room	Separate Office Room		
18	Canteen			
19	Water Cooler	1 on each floor		
20	Telephone	1 with STD facility		
21	Medical Facility	Doctor on call		
22	Total Covered Area	30750 sq ft		

SECTION 6 : STAFF**6.1. Teaching Faculty**

SN	Designation	No. required as per norms	Qualification & Experience required	Actual Number	Qualification & Experience available	Remarks
1	Professor –cum- Principal	1	MSc. Nsg. With 10 years of Experience with minimum of 5 years of Teaching.			
2	Professor –cum- Vice Principal	1	MSc. Nsg. With 10 years of Experience with minimum of 5 years of Teaching.			
3	Reader / Associate Professor	1	MSc. Nsg. with total 7 years experience with minimum of 3 years Teaching.			
4	Lecturers	2	MSc. Nsg.			
5	Tutors / Clinical Instructor	19	MSc. Nsg. OR BSc. Nsg. With one year experience.			
	TOTAL	24				

NOTE :-

1. Above mentioned teaching faculty is for 40-60 annual admission capacity.
2. Teacher Student Ratio should be 1:10.
3. No part time Nursing Faculty will be calculated for total number of faculty required for a College.

41										
42										

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	Remarks
1	PA / Stenographer	1 with knowledge of computer			
2	Cashier/Accountant	1 with knowledge of computer			

3	Clerk cum Typist	1 with knowledge of computer			
4	Librarian	1			
5	Lab Attendant	1			
6	Watchman	2			
7	Driver	1 for each vehicle			
8	Cleaner	1 for each vehicle			
9	Peon	3			
10	Sweepers	2			
11	Photostat Operator	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 * (Female)	3 with BSc. Home Science OR Diploma in House Keeping / Catering			
2	Cooks	1 cook for every 20 students.			
3	Waiters	1 for every 20 students			
4	Sweepers	3			
5	Gardener	2			
6	Security Guard	3			

Note :- * means minimum Three wardens must be in every Hostel for Morning, Evening and Night shifts. If number of students is more than 150, One more Warden / Assistant Warden / House Keeper for every additional 50 students.

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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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 1 student : 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 :

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).
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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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Name of Inspector :

1:-

Signatures

Inspector 1 :-

1. Name :-
2. Designation :-
3. Address:-
4. Phone Number :-
5. e-mail address :-

Name of **Inspector 2**:-

Inspector 2 :-

1. Name :-
2. Designation :-
3. Address:-
4. Phone Number :-
5. e-mail address :-