

**Inspection Proforma for issuance of No Objection Certificate (NOC)/Essentiality Certificate (EC) to establish New Medical College**

Name of the proposed Medical College \_\_\_\_\_

	<b>Requirements as per applicable law/council norms</b>	<b>Yes/ No</b>	<b>Status as per record/site</b>	<b>Annexure</b>	<b>To be checked and verified by the following committee members</b>
<b>1.</b>	<b>LAND</b>				
	i. The applicant should have minimum of 20 acres of land as per requirement of the Medical Council of India through (a) Ownership (b) lease deed (c) Gift deed				SDM/Tehsildar
	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. Any Court cases on land				SDM/Tehsildar
	iv. Aks Sizra of the site.				SDM/Tehsildar
	v. Proper approach road/ connectivity.				SDM/Tehsildar/PW D (B&R) Department
	vi. Khasra Plan (Master Plan) to show that the land is contiguous.				SDM/Tehsildar
	vii. Village Map/ Location Map/ Index/ Topographic sketch/ City Road Map for easy location/ identification of land building				SDM/Tehsildar
	viii. 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				SDM/Tehsildar

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	authority (if applicable)/ Clearance from the Pollution Board (CTO/CTE)				
	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, infrastructure etc/ Architectural master plan indicating the land use pattern for the proposed institution				PWD (B&R) Department
	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.				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				SDM/Tehsildar

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	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.				
	iii. Individual details of all members				SDM/Tehsildar
	iv. Registration certificate of the society.				SDM/Tehsildar
	v. Resource projections and its utilization schedule				SDM/Tehsildar
	vi. Sources of financing of capital and operating expenditure, besides assessment of annual funds likely to be granted through student fees etc				SDM/Tehsildar
	vii. Bank Accounts of the Society/Number of bank accounts of the society				SDM/Tehsildar
	viii. Detail of Latest FDRs				SDM/Tehsildar
	ix. PAN/TAN Number of the Society				SDM/Tehsildar
	x. Fund position bank Certificates/Statements.				SDM/Tehsildar
	xi. Cash Book of the Organization				SDM/Tehsildar
	xii. alongwith the source for the next two years of the institution showing projected expenses and source of funds.			Cash	SDM/Tehsildar
	xiii. accounts of the organization/Trust/Society for last three years			Audited	SDM/Tehsildar
4.	Photographs (color) of the building attested by applicant				SDM/Civil Surgeon

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	(Stamped on the back).				
5.	Web site of the Institute				SDM/Civil Surgeon
6.	<b>Transport:-</b>				
	i. Number of Vehicles/Type of vehicles (Physical Verification of vehicles required)				SDM
	ii. Vehicles				CCSDM installed in
	iii. Pollution Certificate/other certificates of the vehicles				RegistrationSDM Certificate/
	iv. Drivers				Driving License of the
7.	Electricity				
	i. Electric Supply (sanctioned load Vs. actual load)				SDM/PWD (B&R) Department
	ii. Power backup (if any)				SDM/PWD (B&R) Department
8.	Any other educational institution running in the same premises earmarked for the Medical College				Civil Surgeon
9.	Arrangement of Safe Drinking water/sanitation/latest service of equipments/chlorine test report of drinking water.				Civil Surgeon
10.	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 Yes/No

b. College requires following deficiencies to be removed before recommendation for Issuance of NOC -

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(Add additional sheet, if required)

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
<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. MCI/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.**