



Inspection proforma for
Physiotherapy College

Name _____

Directorate of Medical Education and Research, Haryana. e-mail: dgmer.haryana@gmail.com
fax/telephone : 0172-2560799, 2566556, Bays No.55-58, Sector-2 Paryatan Bhawan, Panchkula

Inspection Proforma for Physiotherapy College

Committee members for inspection

Date _____

Place _____

Sr. No.	Committee Members	Names of the corresponding officials
1.	SDM of the respective District	
2.	Civil Surgeon of the respective District	
3.	Tehsildar from Revenue Department	
4.	Representative from Department of Town and Country Planning	
5.	Representative from Pollution Control Board	
6.	Representative from Department of Public Health	
7.	Representative from Department Urban Local Bodies	
8.	Representative to District Education Officer	
9.	Representative from Department of Power	
10.	Representative from Department of PWD(B&R)	
11.	Representative of Department of Architecture	
12.	Representative from Fire & Safety Department	
13.	Accounts Officer from any of the above Department to be nominated by the Deputy Commissioner.	
14.	Any other	



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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.
1. LAND				
i) The applicant should have minimum of 25,000 sq. ft. built up area. (a) Ownership (enclose copy) (b) lease deed for 30 years (enclose copy) (c) Gift deed				SDM/Tehsildar
ii) The land is in one chunk and exclusively earmarked for Physiotherapy college (certificate of contiguity required).				SDM/Tehsildar
iii) The land is free from all encumbrances. (except for the purpose of development of institute)				SDM/Tehsildar
iv) Aks Sizra of the site is attached.				SDM/Tehsildar
v) It has proper approach road/connectivity.				SDM/DTP/PWD(B&R)
vi) Khasra Plan (Master Plan) to show that the land is contiguous is attached.				Tehsildar
vii). Village Map/ Location Map/Index/ Topographic sketch/City Road Map for easy location/ identification of land building				Tehsildar/DTP
viii) The change of land use required is obtained by the applicant at his own level and a copy of CLU granted by the competent authority is attached.				Tehsildar
2.BUILDING				
i) The building conforms to the bye-laws of the concerned competent Body/ Municipal Body/HUDA.				Urban Local Bodies/Department of architecture/DTP
ii) Environment Clearance from competent authority (if applicable or non-applicability certificate attached).				Pollution Control Board
iii) The building is planned, designed and constructed as earthquake resistant structure and it should be energy efficient green building (Structural				Department of Architecture /DTP/ULB/MC



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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.
stability certificate attached).				
<u>Fire-clearance</u> iv) Fire safety certificate issued by the Competent Authority is attached.				Fire Safety Officer
v) Clearance from the Pollution Board is attached.				Pollution Control Board
vi) <u>Site Plan, Building Plan</u> in the name of the proposed institution prepared by a registered Architect and <u>duly approved</u> by the Competent Plan Sanctioning Authority of the concerned State is attached.				SDM/Tehsildar/ Architecture
vii) Copy of <u>occupation certificate</u> from the competent authority is attached				DTP/MC(ULB)/regd. Architect (only in areas beyond jurisdiction of controlled area under CTP Act or beyond M.C area)
3. Faculty				
i) Copy of advertisement issued by the institutes for recruitment of the faculty/staff				Civil Surgeon
ii) Details of the interview proceedings/ interview committee etc				Civil Surgeon
iii) Copy of the appointment letters issued to the recruited faculty/staff				Civil Surgeon
iv) Biometric Attendance inclusive Iris (Eyes) of staff and students				Accounts Officer
v) Copies of the Attendance register of the faculty/students.				Civil Surgeon
vi) Proof of the salary given to the recruited staff				Civil Surgeon
Note: The other points related to faculty are covered in the technical Proforma of Physiotherapy				
4. DOCUMENTS SUBMITTED WITH THE APPLICATION (to be verified by original)				
i) Details of the Applicant along with a copy of the constitution, Memorandum of Association of the organization				SDM/Tehsildar



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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.
ii) Society registered under Haryana Societies Registration Act, 2012				SDM/Tehsildar
iii) Copy of registry/lease deed/gift of land documents in the name of the applicant				SDM/Tehsildar
iv) Copy of resolution of the Applicant Society/Trust earmarking land and building thereon for the proposed Physiotherapy college				SDM/Tehsildar
v) Detail of Latest FDRs				Accounts Officer
5. Detail Project Report (DPR) should spell out, among other things the following				
a) 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
b) Individual details of all members (Annexure-2)				SDM/Tehsildar
c) Resource projections and its utilization schedule.				Accounts Officer
d) Sources of financing of capital and operating expenditure, besides assessment of annual funds likely to be granted through student fees etc.				Accounts Officer
e) Plan with regards to faculty recruitment alongwith the organization chart of the institution.				Civil Surgeon
f) Architectural master plan indicating the land use pattern for the proposed institution.				DTP/Architecture
6. A copy of the proposal submitted to Director, Medical Education & Research Haryana				Civil Surgeon



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7. Society/Trust/Company registration documents, detail of members/Directors and its objectives. (including Societies Registration Act)				SDM/Tehsildar
8. Architectural drawing of building construction duly prepared by an Architect and approved by the concerned statutory authority. Status of Boundary wall.				PWD/ Architecture/Tehsildar
9. Master Plan of the campus for the entire land indicating land use circulation, landscaping, infrastructure etc.				PWD/Architecture/Tehsildar
10. List of equipment required and available				Civil Surgeon
11. Fund position/ Original FDR and bank Certificates/Statements.				Accounts Officer
12. Cash Book of the Organization				Accounts Officer
13. Cash flow statement alongwith the source for the next two years for the proposed institution showing projected expenses and source of funds, as indicated in DPR.				Accounts Officer
14. Audited statement of accounts of the organization for last three years				Accounts Officer
15. Photographs (color) of the building attested by applicant (Stamped on the back).				Civil Surgeon
16. The institute shall also open a website in which details about institution its Governing Structure, Faculties, Fee and other facilities etc. would be displayed. The website should be completely ready at the time of inspection or before admission				Civil Surgeon



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17. Transport:- Proof of transport facility in the form of vehicle registration certificate.				SDM
18. Arrangement of Electric Supply (sufficient sanctioned load)				Power
19. Arrangement of power backup				Power
20. Any other educational institution running in the premises				Education
21. Arrangement of Safe Drinking water/sanitation				Public Health
22. Any other				

Specific recommendations of the Inspection Committee

a. Whether the college is fit to run as per existing infrastructure, faculty and other facilities and requirements. Yes/No

b. College requires following deficiencies 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

Civil Surgeon

SDM

Representative of DC

Accounts officer

Representative from Dept. of Town & Country Planning

Representative from Pollution Control Board

Representative from Dept. Public Health

Representative from Dept. of Urban and Local Bodies

Representative from DEO

Representative from Dept. of Power

Representative from Dept. of PWD (B&R)

Representative from Dept. of Architecture



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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 should give clear cut reference of all the deficiencies found during inspection and accordingly recommend or propose the withdrawal of NOC of the concerned college.
6. Photographs should focus on overall infrastructure and deficiencies only. The details in the photograph should be written on the back and name of the institute.