

Inspection Proforma for regular inspection of functional Medical College

Name of the Medical College _____

	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 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/PWD (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
2.	BUILDING				
	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				SDM/Tehsildar

Inspection Proforma for regular inspection of functional Medical College

Name of the Medical College _____

	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
3.	DOCUMENTS OF THE SOCIETY/TRUST				
	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				SDM/Tehsildar

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	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. Certificate of 12A, 80G (if any).				SDM/Tehsildar
	vi. Resource projections and its utilization schedule				SDM/Tehsildar
	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 SDM/Tehsildar
	xiii. alongwith the source for the next two years of the institution showing projected expenses and source of funds.				Cash SDM/Tehsildar
	xiv. accounts of the organization/Trust/Society for last three years				Audited SDM/Tehsildar
4.	Grievance Redressal				Civil Surgeon

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	Mechanism (if applicable)				
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.	Transport:-				
	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				Registration Certificate/
	iv. Drivers				Driving License of the
10.	Electricity				
	i. Electric Supply (sanctioned load Vs. actual load)				SDM/PWD (B&R) Department
	ii. Power backup (if any)				SDM/PWD (B&R) Department
11.	Any other educational institution running in the same premises earmarked for the Medical College				Civil Surgeon
12.	Arrangement of Safe Drinking water/sanitation/latest service of equipments/chlorine test report of drinking water.				Civil Surgeon
13.	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

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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
Deputy Commissioner		

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.

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Name of the Medical College

- 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.**