User Guide for uploading information, documents in the inspection performa:-

For uploading of inspection data of Nursing Institutes/Colleges/Schools one shalluse the http://inspection.indiannursingcouncil.org/. It may be noted that only the Institutes which are authorised by Indian Nursing Council can upload the data. Therefore it is advised that those institutes which are not authorised by INC by way of assigning "inspection Id" cannot fill the inspection proforma. **There shall be strict adherence to the date and time allotted for inspection otherwise it will close date and time of inspection and will not allow for final submission. And whatever data the institution has filled will be placed before the Executive Committee.**

Further while uploading the pdf file or image file institution shall ensure **for pdf file** it shall **not exceed 300 kb** and for **photograph** it shall not exceed **200 k**b

Note: To reduce the size of photograph it is available in Fig 1

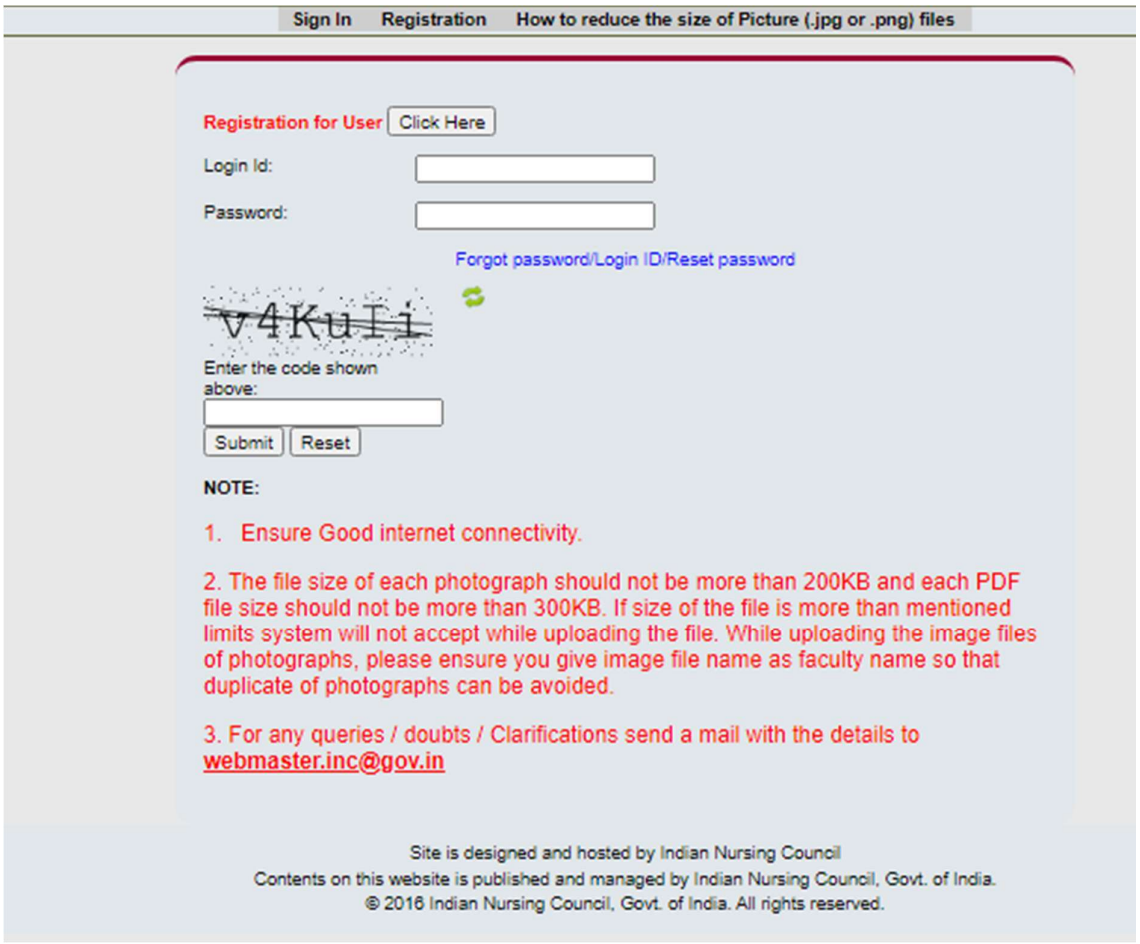


Fig-1

One shall register as given below in Fig-2. You shall select the role as “User” against the role.Login id and password shall be created by the institute. And shall save the password with themselves in a hardcopy or they have to fill in the email id of institution which is in use and the mobile no. which will be in use for future retrieve.

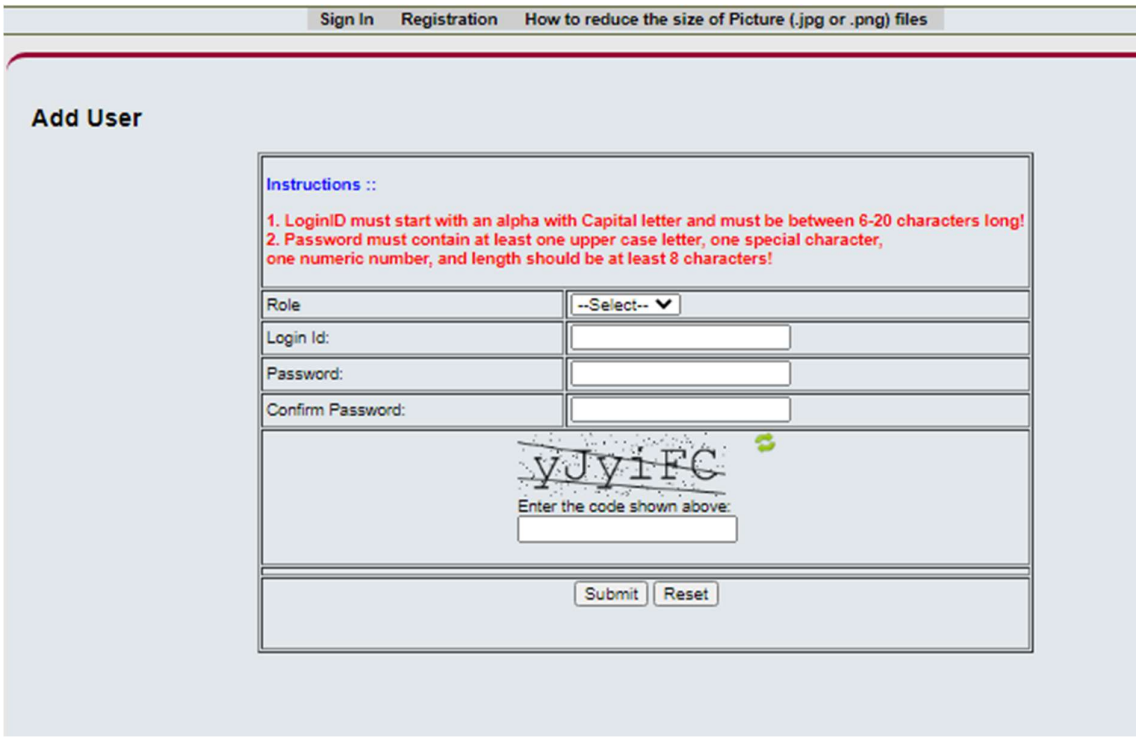


Fig-2

After creating your login ID and password you can login into the system. After login in the following the screen will appear as shown in the Fig-3. You have to enter the Inspection Id received from Indian Nursing Council. Otherwise system will not allow you to move further.

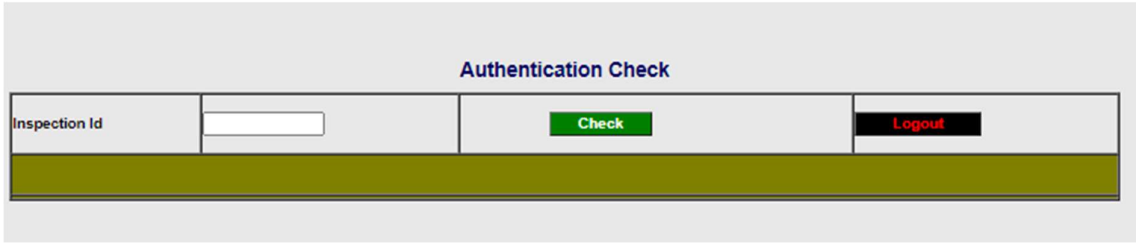


Fig-3

After entering the authorized “Inspection Id” received from Indian Nursing Council the following screen will appear as shown in Fig-4.

In the fig-4 one has to fill up under inspection performa the details of Society/Trust/ Mission details by filling up all the columns.

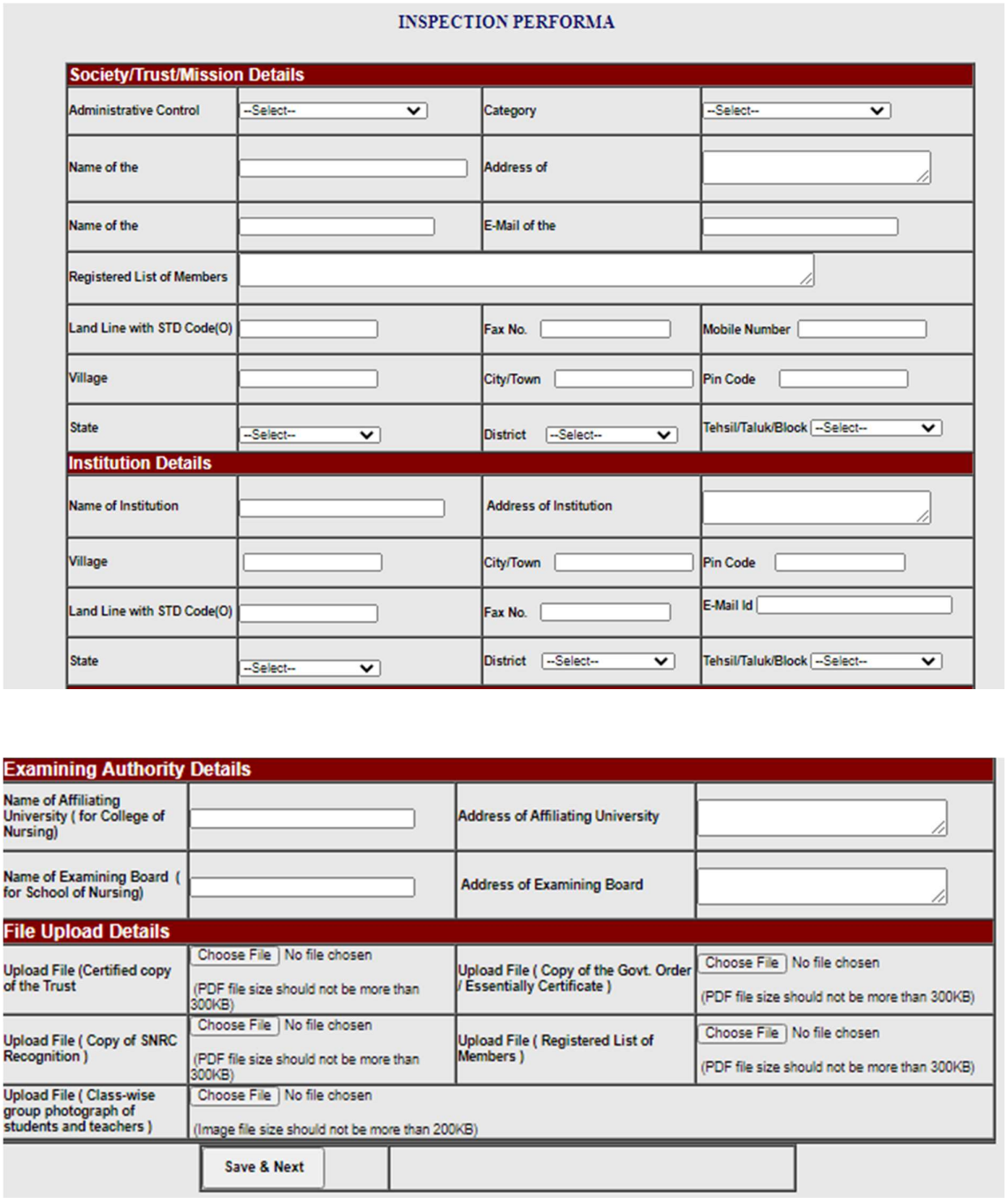


Fig-4

After filling up all the data in the fig-4 at the end one can click “Save and Next” this will allow to save the date already filled up and move to next screen. After this the following screen will appear as shown in the Fig-5.

In the fig-5 one has to fill up number of seats sanctioned per programme wise.

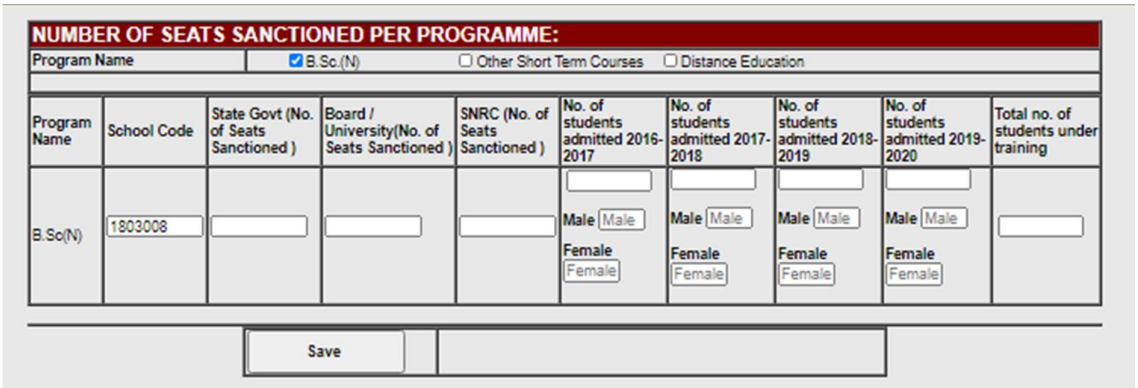


Fig-5

After filling up all the data in the Fig-5 at the end one can click "Save" this will allow to save the date already filled up and move to next screen. After this the following screen will appear as shown in the Fig-6.

In the Fig-6 one has to fill up "Office Staff Form" details.

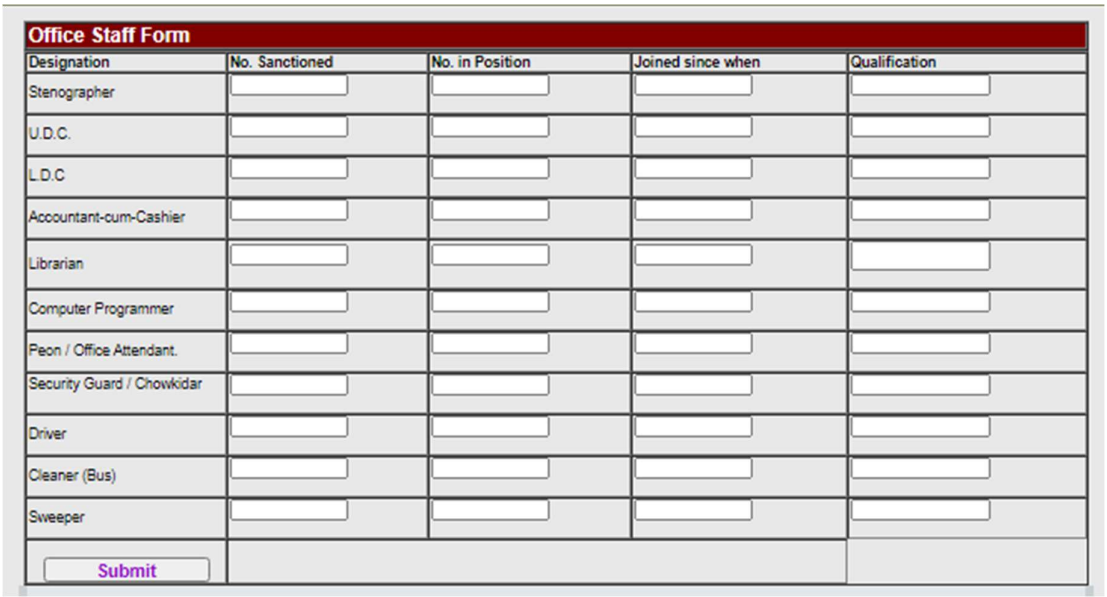


Fig-6

After filling up all the data in the Fig-6 at the end one can click "Submit" this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-7.

In the Fig-7 one has to fill up "Hostel Staff Form" details.

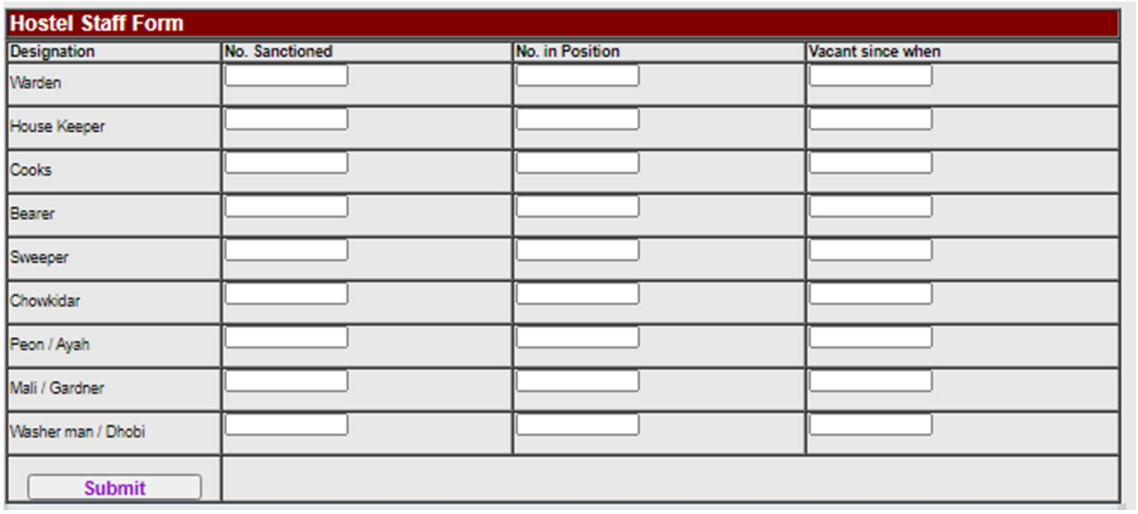


Fig-7

After filling up all the data in the Fig-7 at the end one can click "Submit" this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-8.

In the Fig-8 one has to fill up under "Teaching Faculty Profile (Full time) of all the Nursing Progammes offered by this institution" details.

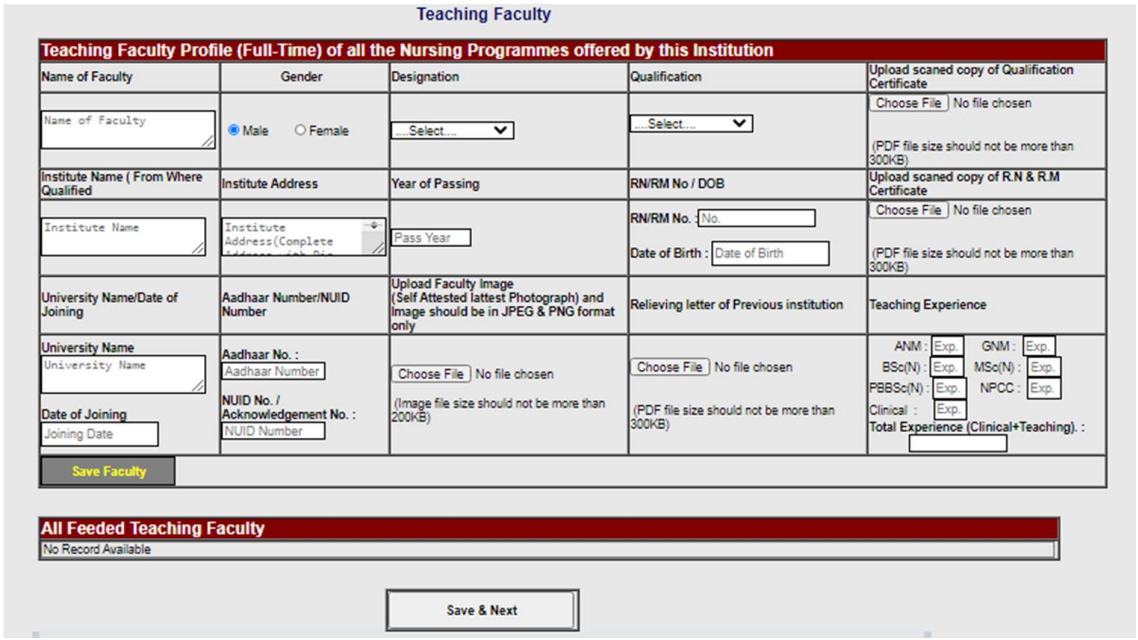


Fig-8

After filling up all the data in the Fig-8 at the end one can click "Save & Next" this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-9.

In the Fig-9 one has to fill up under "Building details".

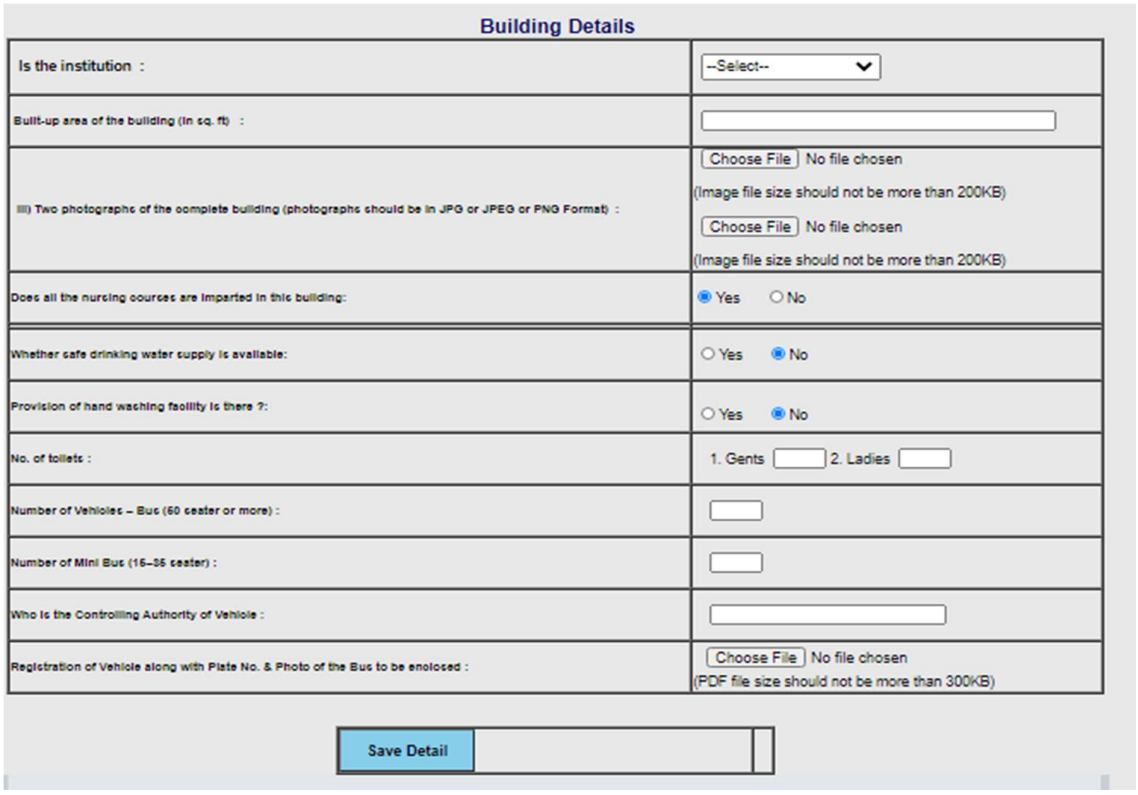


Fig-9

After filling up all the data in the Fig-9 at the end one can click “Save Detail” this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-10.

In the Fig-10 one has to fill up under “Budget Details”.

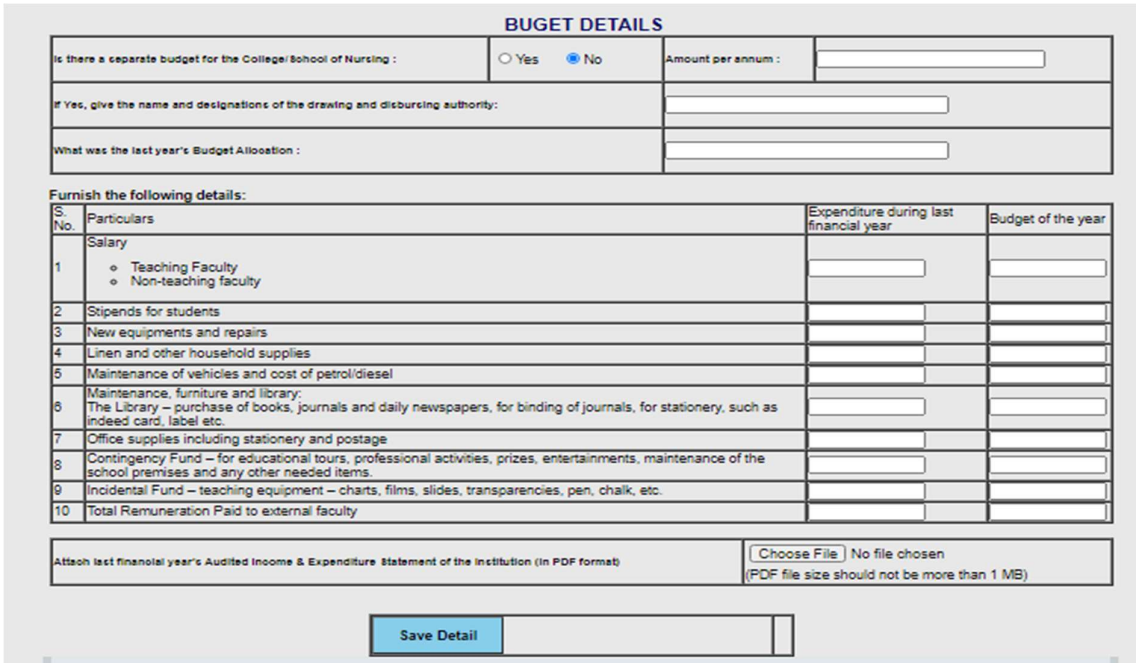
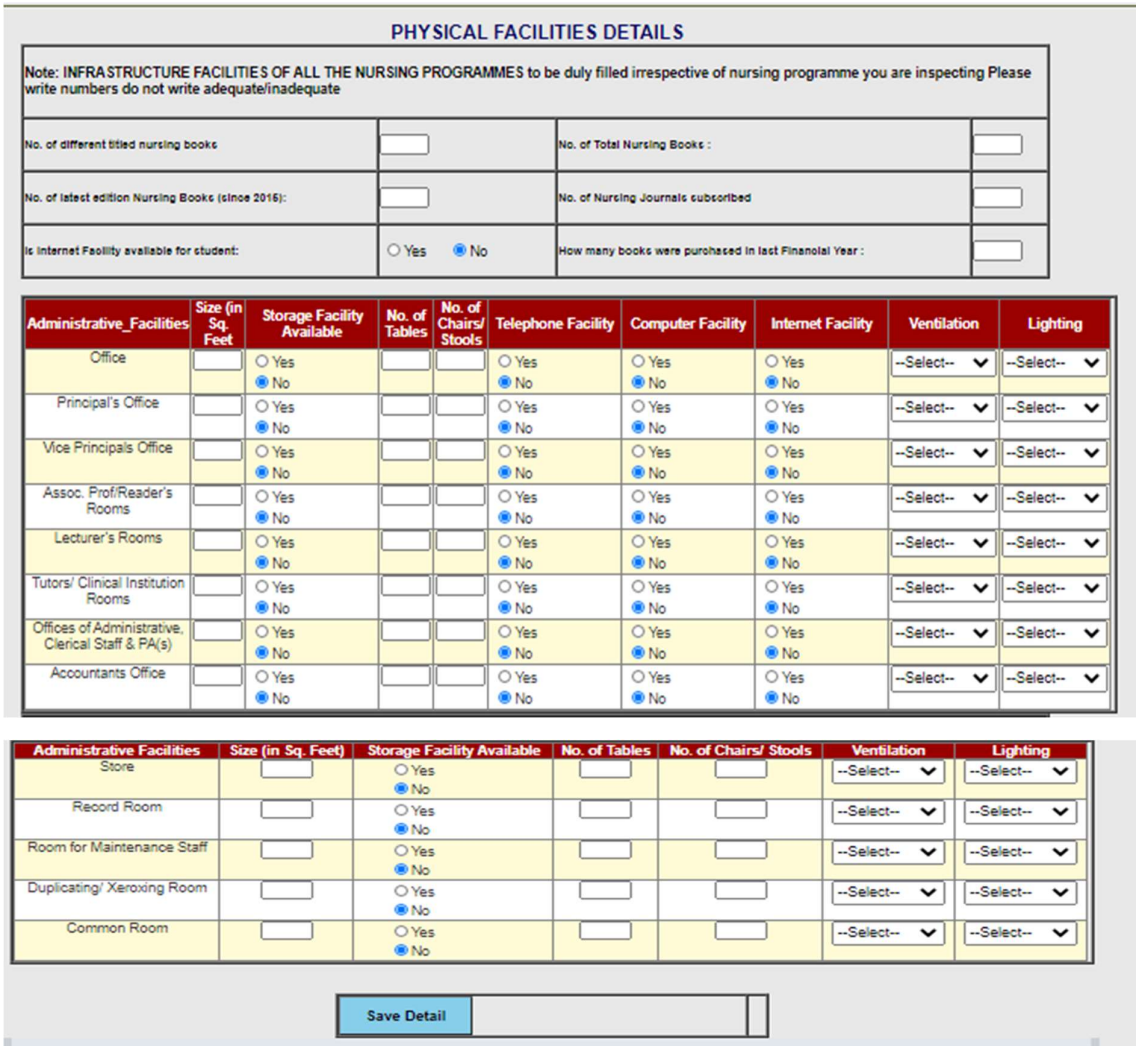


Fig-10

After filling up all the data in the Fig-10 at the end one can click “Save Detail” this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-11.

In the Fig-11 one has to fill up under “Physical Facilities Details”.



PHYSICAL FACILITIES DETAILS

Note: INFRASTRUCTURE FACILITIES OF ALL THE NURSING PROGRAMMES to be duly filled irrespective of nursing programme you are inspecting Please write numbers do not write adequate/inadequate

No. of different titled nursing books		No. of Total Nursing Books :	
No. of latest edition Nursing Books (since 2016):		No. of Nursing Journals subscribed	
Is Internet Faolity available for student:	○ Yes ◉ No	How many books were purchased in last Finanoial Year :	

Administrative_Facilities	Size (in Sq. Feet	Storage Facility Available	No. of Tables	No. of Chairs/ Stools	Telephone Facility	Computer Facility	Internet Facility	Ventilation	Lighting
Office		○ Yes ◉ No			○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	--Select--	--Select--
Principal's Office		○ Yes ◉ No			○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	--Select--	--Select--
Vice Principals Office		○ Yes ◉ No			○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	--Select--	--Select--
Assoc. Prof/Reader's Rooms		○ Yes ◉ No			○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	--Select--	--Select--
Lecturer's Rooms		○ Yes ◉ No			○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	--Select--	--Select--
Tutors/ Clinical Institution Rooms		○ Yes ◉ No			○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	--Select--	--Select--
Offices of Administrative, Clerical Staff & PA(s)		○ Yes ◉ No			○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	--Select--	--Select--
Accountants Office		○ Yes ◉ No			○ Yes ◉ No	○ Yes ◉ No	○ Yes ◉ No	--Select--	--Select--

Administrative Facilities	Size (in Sq. Feet)	Storage Facility Available	No. of Tables	No. of Chairs/ Stools	Ventilation	Lighting
Store		○ Yes ◉ No			--Select--	--Select--
Record Room		○ Yes ◉ No			--Select--	--Select--
Room for Maintenance Staff		○ Yes ◉ No			--Select--	--Select--
Duplicating/ Xeroxing Room		○ Yes ◉ No			--Select--	--Select--
Common Room		○ Yes ◉ No			--Select--	--Select--

Save Detail

Fig-11

After filling up all the data in the Fig-11 at the end one can click “Save Detail” this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-12.

In the Fig-12 one has to fill up under “Physical Facilities Details”.

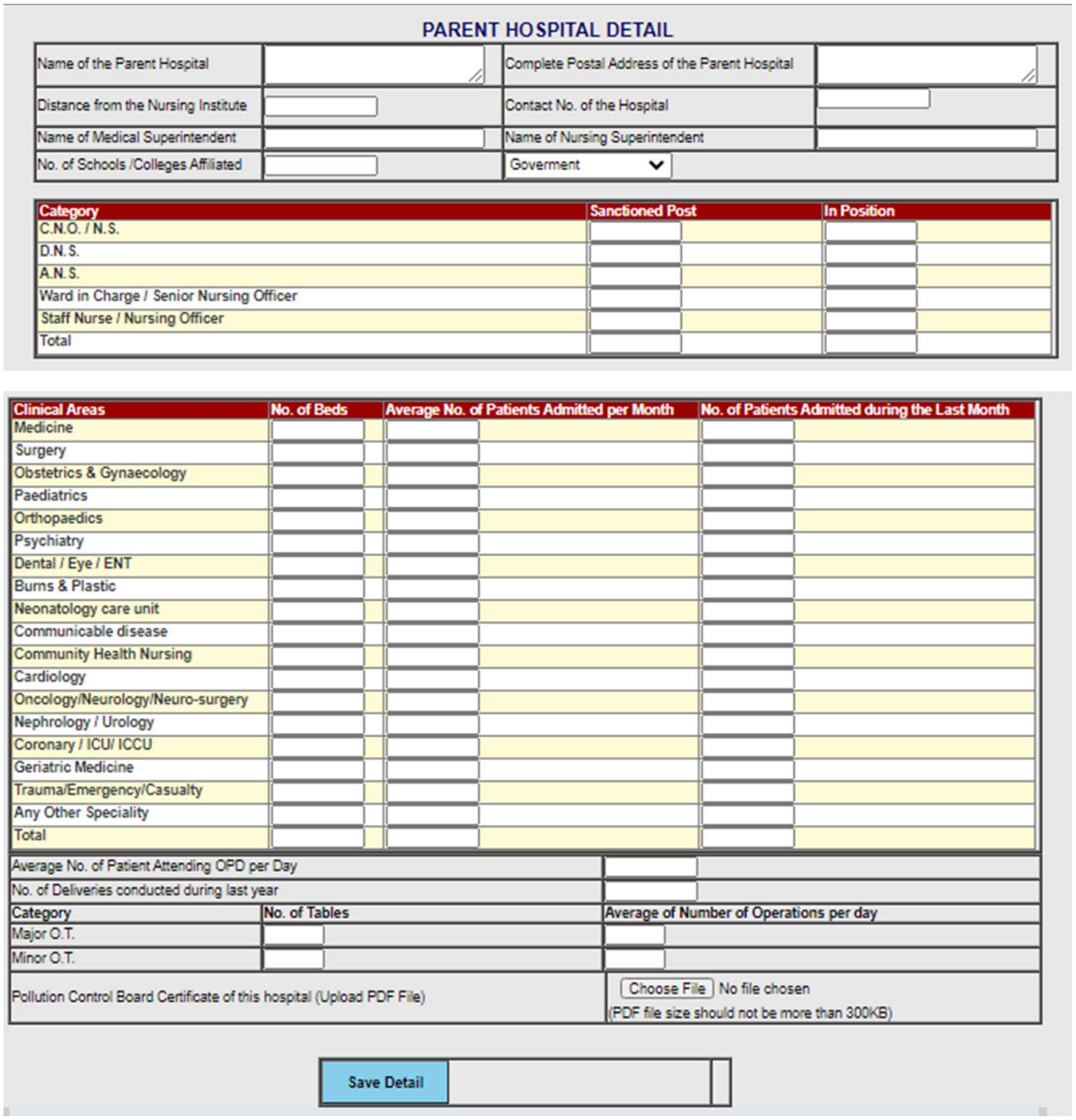
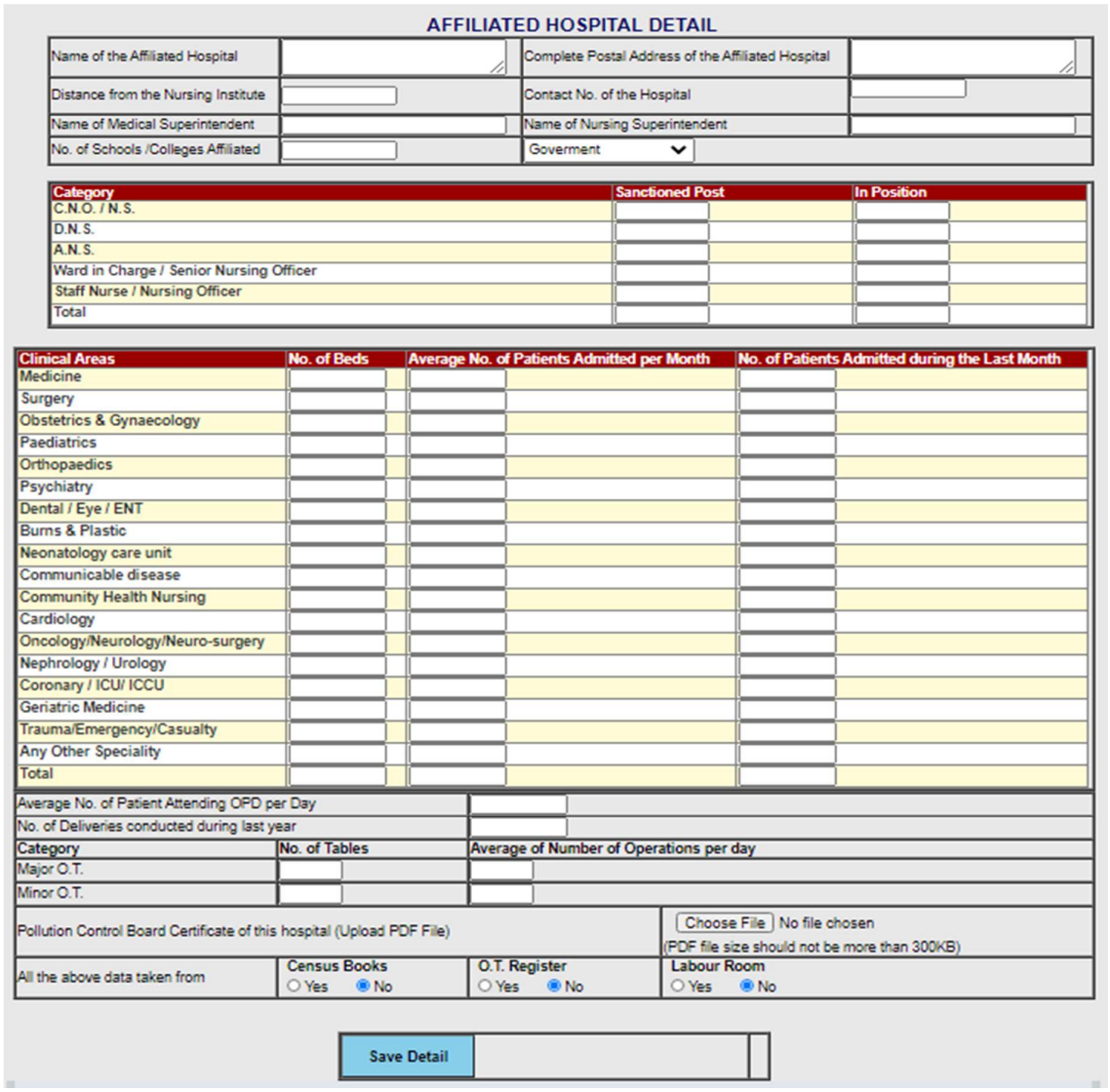


Fig-12

After filling up all the data in the Fig-12 at the end one can click “Save Detail” this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-13.

In the Fig-13 one has to fill up under “Affiliated Hospital Detail”.



AFFILIATED HOSPITAL DETAIL

Name of the Affiliated Hospital		Complete Postal Address of the Affiliated Hospital	
Distance from the Nursing Institute		Contact No. of the Hospital	
Name of Medical Superintendent		Name of Nursing Superintendent	
No. of Schools /Colleges Affiliated		Goverment	

Category	Sanctioned Post	In Position
C.N.O. / N.S.		
D.N.S.		
A.N.S.		
Ward in Charge / Senior Nursing Officer		
Staff Nurse / Nursing Officer		
Total		

Clinical Areas	No. of Beds	Average No. of Patients Admitted per Month	No. of Patients Admitted during the Last Month
Medicine			
Surgery			
Obstetrics & Gynaecology			
Paediatrics			
Orthopaedics			
Psychiatry			
Dental / Eye / ENT			
Burns & Plastic			
Neonatology care unit			
Communicable disease			
Community Health Nursing			
Cardiology			
Oncology/Neurology/Neuro-surgery			
Nephrology / Urology			
Coronary / ICU/ ICCU			
Geriatric Medicine			
Trauma/Emergency/Casualty			
Any Other Speciality			
Total			

Average No. of Patient Attending OPD per Day			
No. of Deliveries conducted during last year			
Category	No. of Tables	Average of Number of Operations per day	
Major O.T.			
Minor O.T.			
Pollution Control Board Certificate of this hospital (Upload PDF File)		Choose File No file chosen (PDF file size should not be more than 300KB)	
All the above data taken from	Census Books ○ Yes ◉ No	O.T. Register ○ Yes ◉ No	Labour Room ○ Yes ◉ No

Save Detail

Fig-13

After filling up all the data in the Fig-13 at the end one can click “Save Detail” this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-14.

In the Fig-14 one has to fill up under “Clinical Experience Plan Details”.

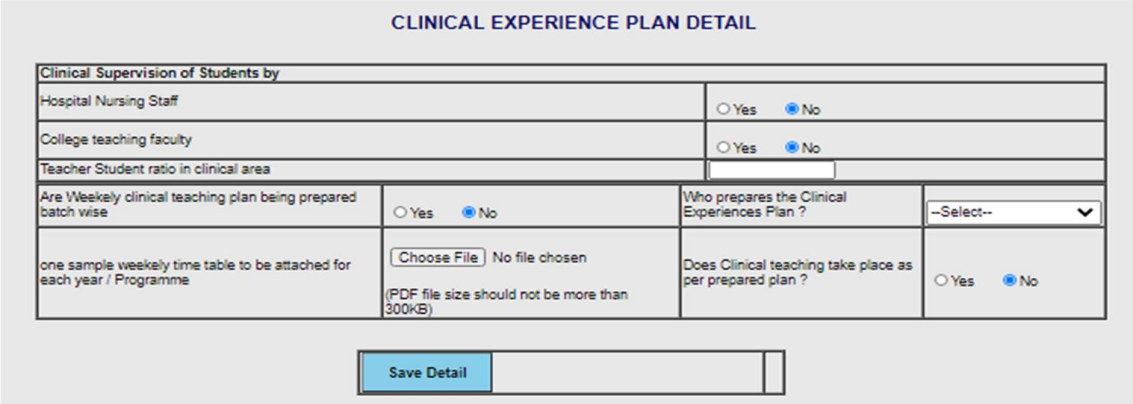


Fig -14

After filling up all the data in the Fig-14 at the end one can click “Save Detail” this will allow to save the date already filled up and move to next screen. After this the following screen will appear as shown in the Fig-15.

In the Fig-15 one has to fill up under “Community Health Facilities” details.

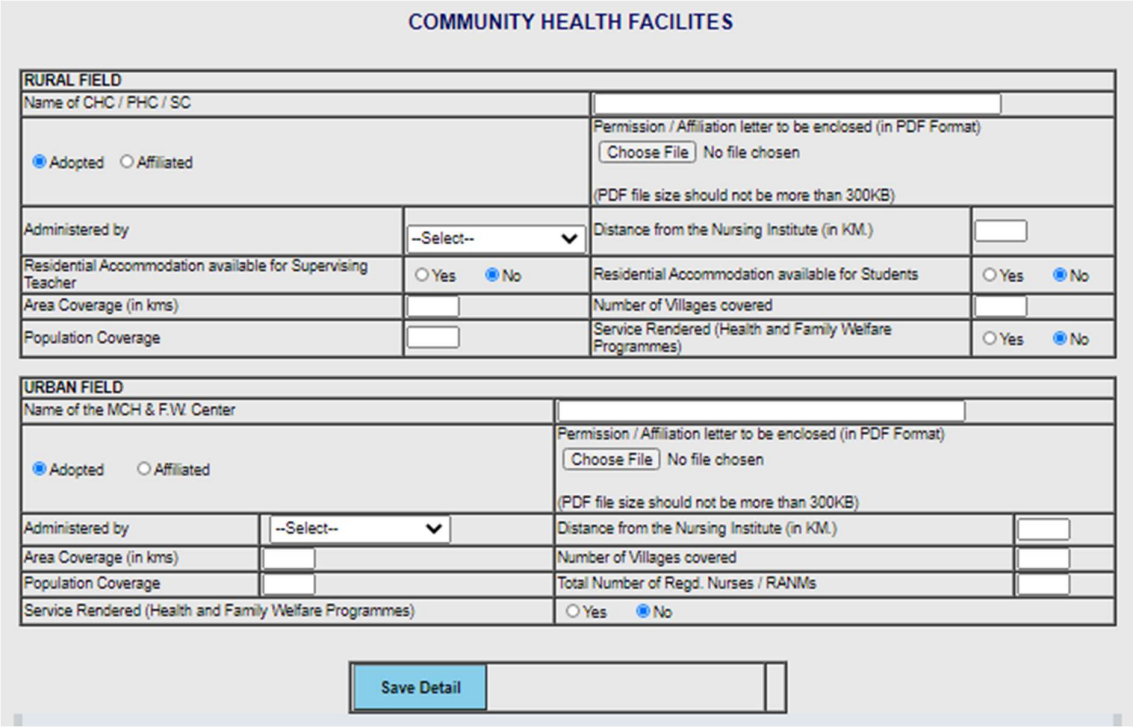


Fig-15

After filling up all the data in the Fig-15 at the end one can click “Save Detail” this will allow to save the date already filled up and move to next screen. After this the following screen will appear as shown in the Fig-16.

In the Fig-16 one has to fill up under “Clinical Rotation Plan Details”.

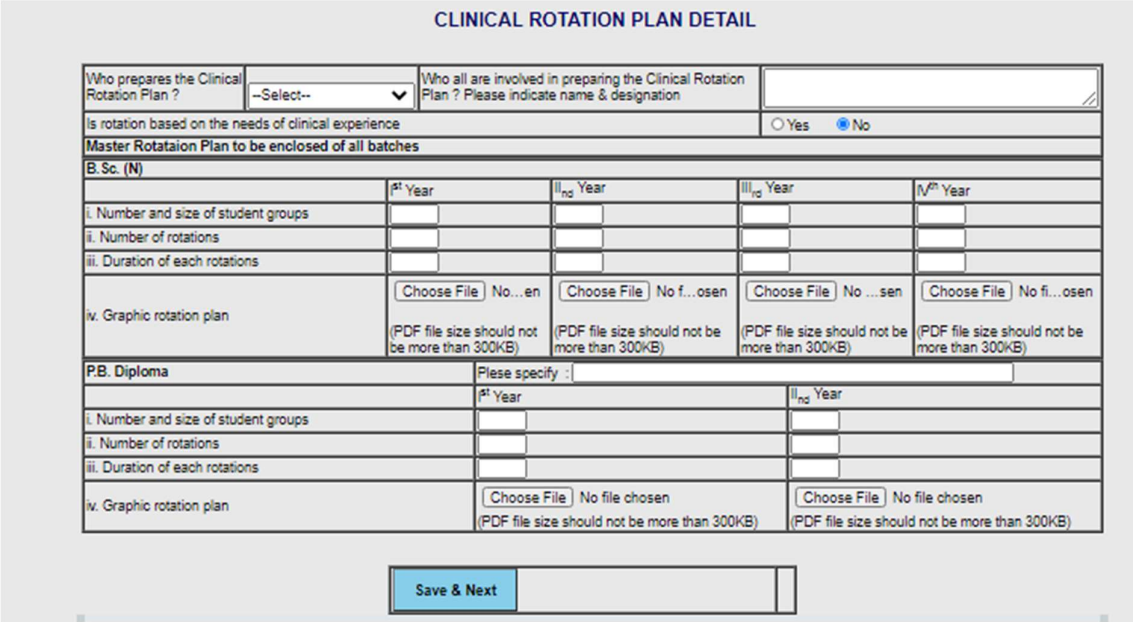


Fig -16

After filling up all the data in the Fig-16 at the end one can click “Save & Next” this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-17.

In the Fig-17 one has to fill up under “Hostel Facilities Details”.

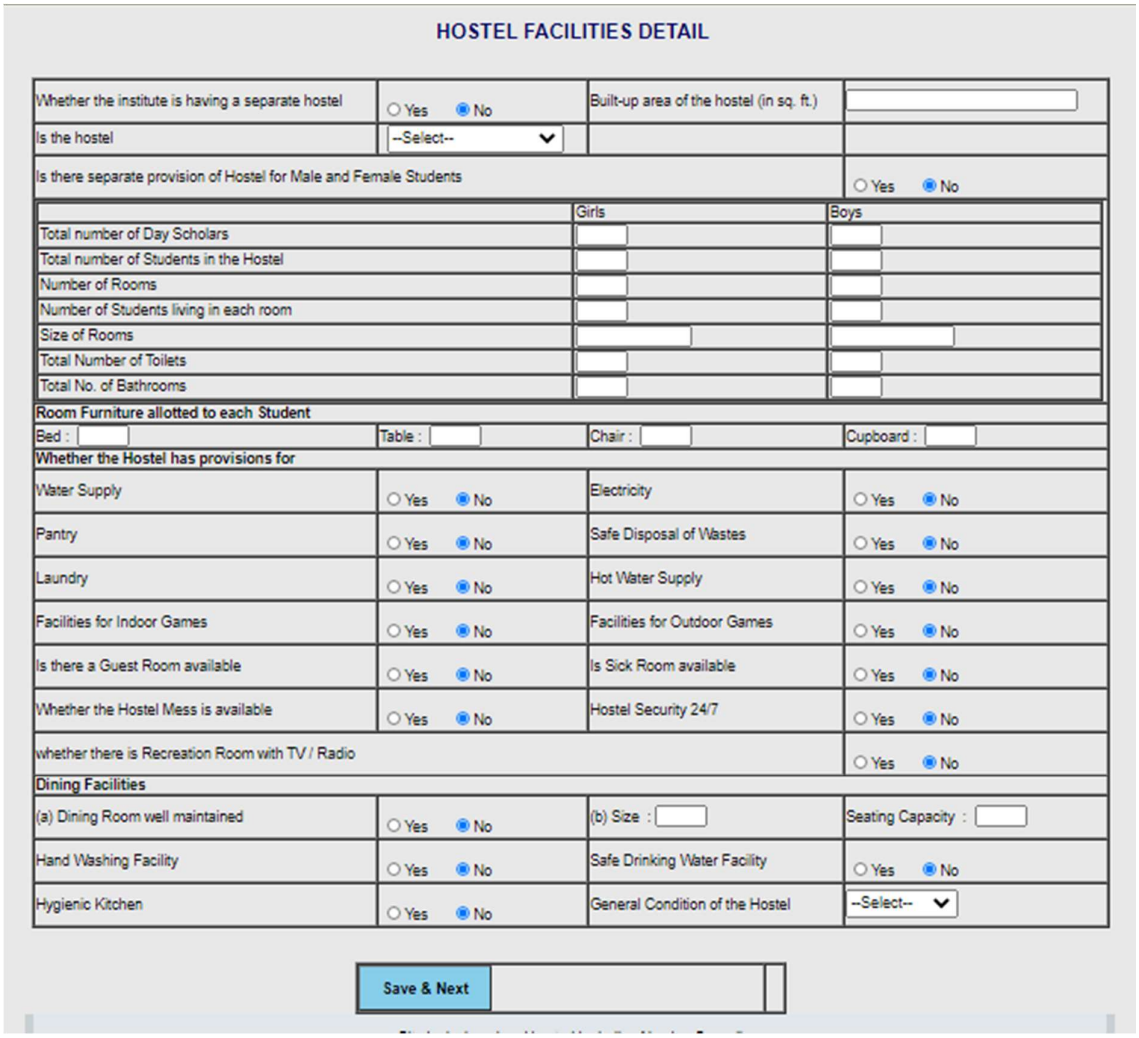
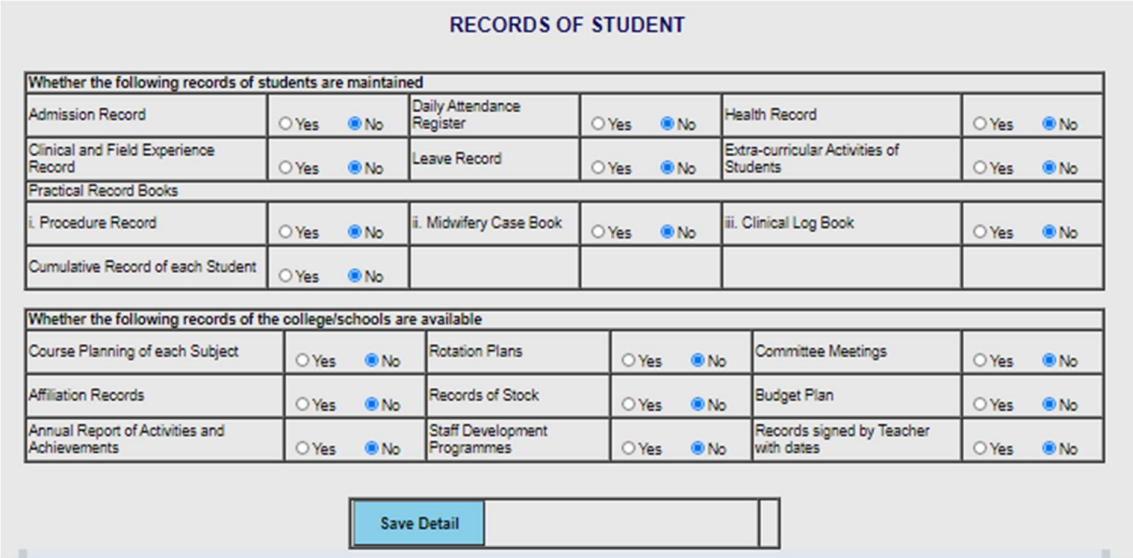


Fig -17

After filling up all the data in the Fig-17 at the end one can click “Save & Next” this will allow to save the date already filled up and move to next screen. After this the following screen will appear as shown in the Fig-18.

In the Fig-18 one has to fill up under “Records of Student” details.



RECORDS OF STUDENT

Whether the following records of students are maintained					
Admission Record	○ Yes ◉ No	Daily Attendance Register	○ Yes ◉ No	Health Record	○ Yes ◉ No
Clinical and Field Experience Record	○ Yes ◉ No	Leave Record	○ Yes ◉ No	Extra-curricular Activities of Students	○ Yes ◉ No
Practical Record Books					
i. Procedure Record	○ Yes ◉ No	ii. Midwifery Case Book	○ Yes ◉ No	iii. Clinical Log Book	○ Yes ◉ No
Cumulative Record of each Student	○ Yes ◉ No				

Whether the following records of the college/schools are available					
Course Planning of each Subject	○ Yes ◉ No	Rotation Plans	○ Yes ◉ No	Committee Meetings	○ Yes ◉ No
Affiliation Records	○ Yes ◉ No	Records of Stock	○ Yes ◉ No	Budget Plan	○ Yes ◉ No
Annual Report of Activities and Achievements	○ Yes ◉ No	Staff Development Programmes	○ Yes ◉ No	Records signed by Teacher with dates	○ Yes ◉ No

Save Detail

Fig -18

After filling up all the data in the Fig-18 at the end one can click “Save Detail” this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-19.

In the Fig-19 one has to fill up under “Anti-Ragging Details”.

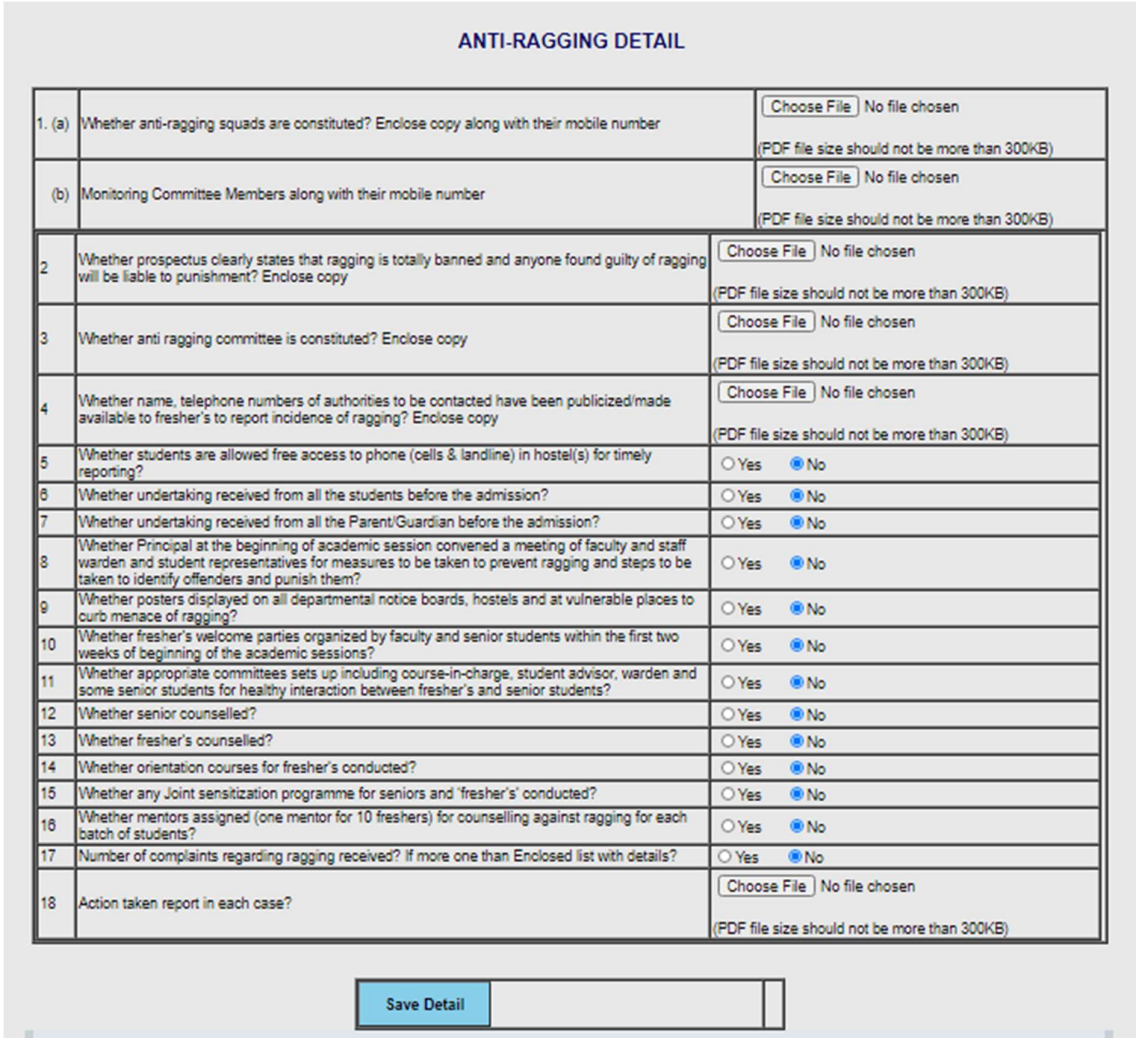
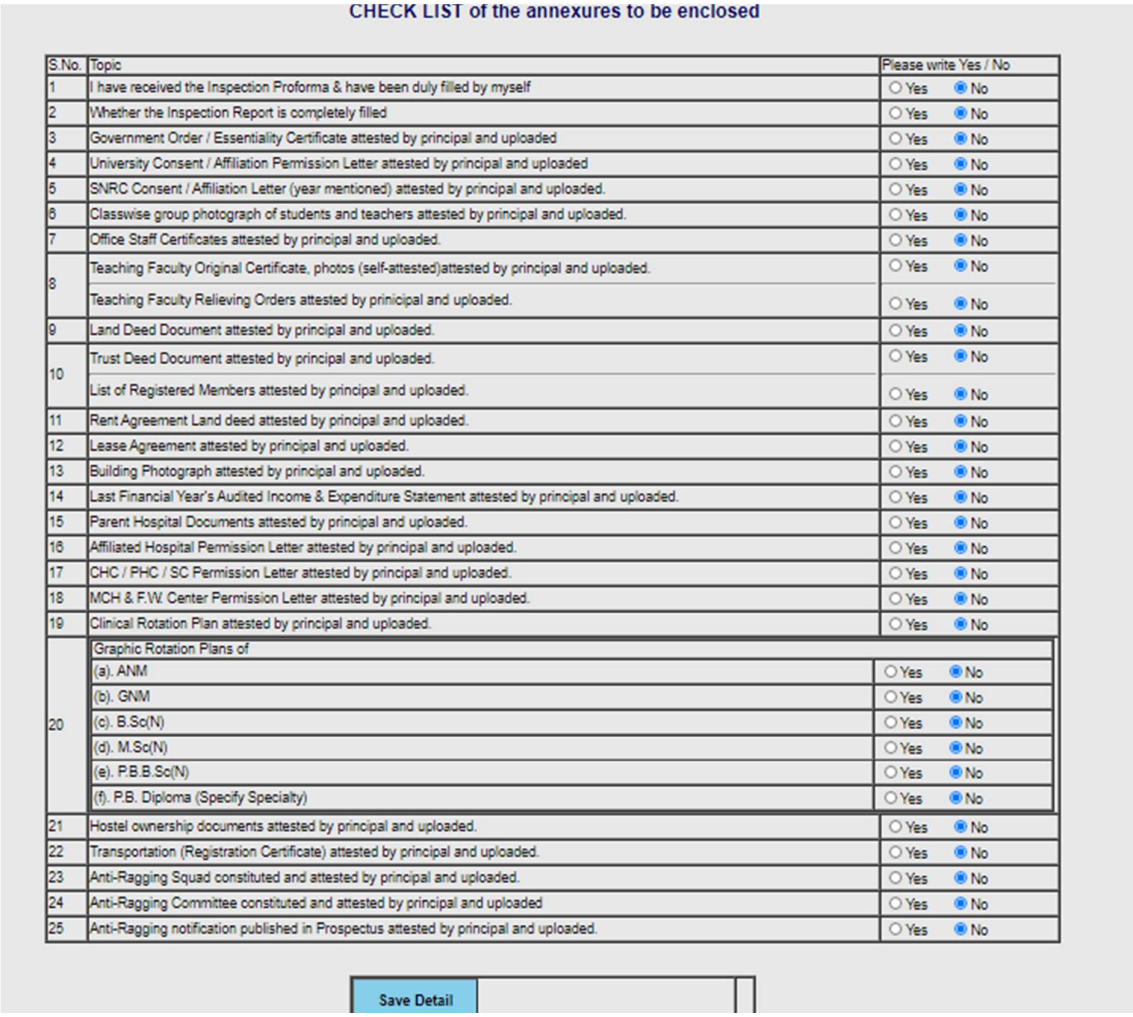


Fig-19

After filling up all the data in the Fig-19 at the end one can click "Save Detail" this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-20.

In the Fig-20 one has to fill up under “Check list of the Annexures to be enclosed”.



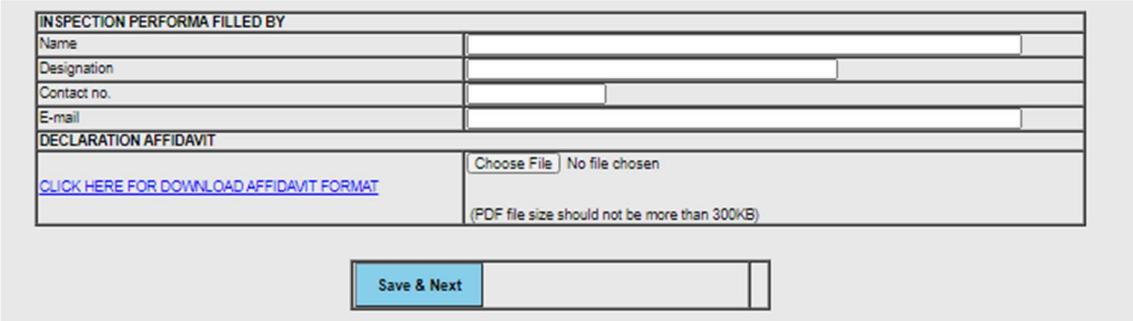
CHECK LIST of the annexures to be enclosed

S.No.	Topic	Please write Yes / No
1	I have received the Inspection Proforma & have been duly filled by myself	○ Yes ◉ No
2	Whether the Inspection Report is completely filled	○ Yes ◉ No
3	Government Order / Essentiality Certificate attested by principal and uploaded	○ Yes ◉ No
4	University Consent / Affiliation Permission Letter attested by principal and uploaded	○ Yes ◉ No
5	SNRC Consent / Affiliation Letter (year mentioned) attested by principal and uploaded.	○ Yes ◉ No
6	Classwise group photograph of students and teachers attested by principal and uploaded.	○ Yes ◉ No
7	Office Staff Certificates attested by principal and uploaded.	○ Yes ◉ No
8	Teaching Faculty Original Certificate, photos (self-attested)attested by principal and uploaded.	○ Yes ◉ No
	Teaching Faculty Relieving Orders attested by prinicipal and uploaded.	○ Yes ◉ No
9	Land Deed Document attested by principal and uploaded.	○ Yes ◉ No
10	Trust Deed Document attested by principal and uploaded.	○ Yes ◉ No
	List of Registered Members attested by principal and uploaded.	○ Yes ◉ No
11	Rent Agreement Land deed attested by principal and uploaded.	○ Yes ◉ No
12	Lease Agreement attested by principal and uploaded.	○ Yes ◉ No
13	Building Photograph attested by principal and uploaded.	○ Yes ◉ No
14	Last Financial Year's Audited Income & Expenditure Statement attested by principal and uploaded.	○ Yes ◉ No
15	Parent Hospital Documents attested by principal and uploaded.	○ Yes ◉ No
16	Affiliated Hospital Permission Letter attested by principal and uploaded.	○ Yes ◉ No
17	CHC / PHC / SC Permission Letter attested by principal and uploaded.	○ Yes ◉ No
18	MCH & F.W. Center Permission Letter attested by principal and uploaded.	○ Yes ◉ No
19	Clinical Rotation Plan attested by principal and uploaded.	○ Yes ◉ No
20	Graphic Rotation Plans of	
	(a). ANM	○ Yes ◉ No
	(b). GNM	○ Yes ◉ No
	(c). B.Sc(N)	○ Yes ◉ No
	(d). M.Sc(N)	○ Yes ◉ No
	(e). P.B.B.Sc(N)	○ Yes ◉ No
	(f). P.B. Diploma (Specify Specialty)	○ Yes ◉ No
21	Hostel ownership documents attested by principal and uploaded.	○ Yes ◉ No
22	Transportation (Registration Certificate) attested by principal and uploaded.	○ Yes ◉ No
23	Anti-Ragging Squad constituted and attested by principal and uploaded.	○ Yes ◉ No
24	Anti-Ragging Committee constituted and attested by principal and uploaded	○ Yes ◉ No
25	Anti-Ragging notification published in Prospectus attested by principal and uploaded.	○ Yes ◉ No

Save Detail

Fig-20

After filling up all the data in the Fig-20 at the end one can click “Save Detail” this will allow to save the data already filled up and move to next screen. After this the following screen will appear as shown in the Fig-21. .



INSPECTION PERFORMA FILLED BY	
Name	
Designation	
Contact no.	
E-mail	
DECLARATION AFFIDAVIT	
CLICK HERE FOR DOWNLOAD AFFIDAVIT FORMAT	Choose File No file chosen (PDF file size should not be more than 300KB)

Save & Next

Fig-21

After filling up all the data in the Fig-21 at the end one can click “Save & Next” this will allow to save the date already filled up and move to next screen. After this the following screen will appear as shown in the Fig-22.

In the Fig-22 if the institutes desires to edit or update the Performa already filled one can do the same under “Edit update Performa Declaration Detail”.

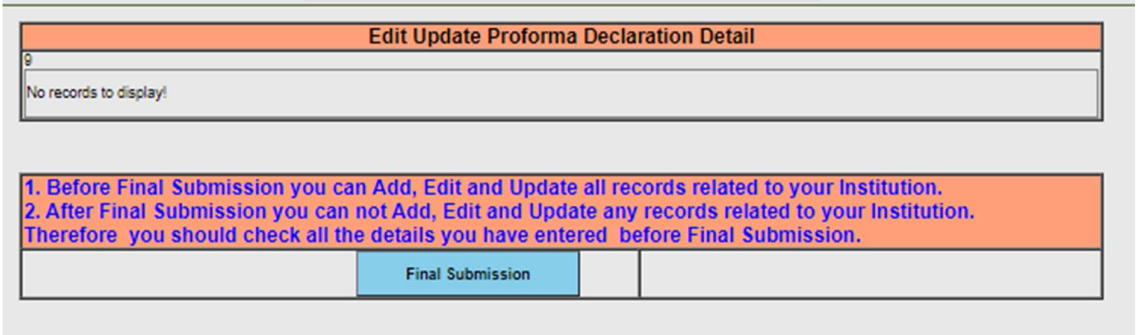


Fig-22

After editing or updating the data once all the data is completely and correctly uploaded one can make a final submission by clicking on “Final Submission”. After final submission the institute will not be able to see the data. It will be submitted to Indian Nursing Council for further course of action.