

INSPECTION FORMAT

Nutrition and Dietetics College

(As per NCAHP Minimum Standard Requirements - MSR)

A – GENERAL INFORMATION

Particular	Details
Name of Institution	
Address	
Management	Government / Private / Trust / Society
Programme Offered	
Intake Approved (per batch)	
Principal/Dean	
Contact Details	
Date of Inspection	

B - LEGAL / REGULATORY ELIGIBILITY

Sr. No.	Requirement	Required Standard	Available	Status / Remarks
1	Prior permission	Permission from NCAHP before establishment		Complied / Not complied
2	Eligibility of sponsoring body	State/UT Govt., University/Deemed University, eligible autonomous body, registered Society or eligible Trust		
3	University affiliation	Valid affiliation for programme		
4	Regulatory approval	Valid approval/permission as applicable		
5	Land ownership	Land in name of applicant society/trust/company, where applicable		
6	Building ownership/lease	Building in institution's name; lease where applicable		
7	Statutory approvals	Fire NOC, structural stability, land-use and other required clearances		
8	Records	All original approval/affiliation documents available for verification		

C - HOSPITAL / CLINICAL ATTACHMENT

Sr. No.	Requirement	Prescribed Requirement	Inspection Finding
1	Teaching hospital	Own/attached Government or Private hospital	
2	Hospital applicability	Not required separately if college is on premises of permitted/recognized medical college as constituent college	
3	Clinical capacity	Facility for clinical training of 30 students	
4	Student : OPD ratio	1 : 5	
5	Hospital distance	Within 20 km of college	
6	Transport	Mandatory bus if hospital is >1 km from college	
7	Own hospital	Own prescribed hospital in college premises within 5 years of application	
8	Number of hospitals	Maximum 5 hospitals may be affiliated	
9	Hospital sharing	Tie-up hospital should not be attached to more than 2 colleges	
10	OPD distribution	OPD strength adequately divided where hospital serves two colleges	
11	MOU	Valid MOU for minimum 5 years	
12	MOU contents	Clinical specialties, patient load, equipment and responsible faculty names/designations	
13	Clinical faculty	Nutrition & Dietetics faculty available for supervision and clinical teaching	
14	Registered Clinical Dieticians	Available for supervision/training/internship where applicable	
15	Hospital records	OPD/IPD records available for verification	

D - LAND, BUILDING & GENERAL INFRASTRUCTURE

Sr. No.	Requirement	Minimum / Prescribed Standard	Actual	Status
1	Independent building	Required for standalone institution		
2	Minimum built-up area	38,400 sq.ft. for 60 students/batch		
3	Land documents	Sale deed / lease / gift deed etc.		
4	Lease period	Minimum 10 years , where applicable		
5	Accessibility	Universal accessibility for persons with disability		
6	NBC compliance	As per National Building Code of India		
7	Fire NOC	Mandatory clearance		
8	Structural stability certificate	Available		
9	Land-use certificate	Available		

Sr. No.	Requirement	Minimum / Prescribed Standard	Actual	Status
10	CCTV	Common-use areas covered		
11	Biometric attendance	Students and staff/faculty		
12	Parking	Adequate parking facility		
13	Recreational/open space	Adequate facility		
14	Dietetics OPD	Available		
15	Laboratories	Required laboratories available		
16	Classrooms	Adequate		
17	Hostel	Available/adequate		
18	Ancillary facilities	Available		

The document specifies **38,400 sq.ft.** as the minimum exclusive built-up area for an intake of 60 students and requires universal accessibility, statutory clearances, CCTV and biometric facilities.

E - TEACHING BLOCK

For an annual intake of **60 students**, the prescribed teaching-block area is **38,400 sq.ft.**

Sr. No.	Facility	Prescribed Area	Actual Area	Status
1	Lecture Halls – 8	$8 \times 900 = 7,200$ sq.ft.		
2	Nutrition Lab – Food Analysis	1,500 sq.ft.		
3	Nutritional Biochemistry Lab	1,500 sq.ft.		
4	Institutional Food Service Management Lab	1,500 sq.ft.		
5	Food Microbiology Lab	1,500 sq.ft.		
6	Anatomy & Physiology Lab	1,500 sq.ft.		
7	Nutritional Assessment Lab	1,500 sq.ft.		
8	Computer Lab	2,000 sq.ft.		
9	A.V. Aids Room	1,000 sq.ft.		
10	Multipurpose Hall	3,000 sq.ft.		
11	Boys Common Room	1,000 sq.ft.		
12	Girls Common Room	1,000 sq.ft.		
13	Principal Room + Toilet	500 sq.ft.		
14	Vice Principal Room	300 sq.ft.		
15	Library	3,000 sq.ft.		
16	HOD Rooms – 5	$5 \times 200 = 1,000$ sq.ft.		
17	Faculty Room + Toilets	2,400 sq.ft.		
18	Boys Toilets	600 sq.ft.		
19	Girls Toilets	600 sq.ft.		
20	Administrative Room	800 sq.ft.		
21	Waiting/Lounge + Toilets	1,000 sq.ft.		
22	Store Rooms – 5	$5 \times 500 = 2,500$ sq.ft.		
23	Canteen + Pantry	1,500 sq.ft.		
	TOTAL	38,400 sq.ft.		

F - FACULTY REQUIREMENT

UG Faculty

Intake	Professor	Associate Professor	Assistant Professor
30	1	2	12
40	1	3	16
50	1	4	20
60	2	4	24
100	4	8	38

Faculty Inspection Checklist

Sr. No.	Particular	Required	Actual	Deficiency
1	Core faculty : UG students	1 : 10		
2	Full-time faculty	Ideally all full-time		
3	Part-time/Visiting/Ad-hoc	Maximum 40% , non-core subjects		
4	Faculty working hours	Maximum 8 hrs/day / minimum 40 hrs/week for full-time academic faculty		
5	Faculty qualification	As prescribed		
6	Appointment orders	Available		
7	Joining reports	Available		
8	Attendance records	Available		
9	Salary records	Available		
10	Workload statement	Available		
11	Teaching plan	Prepared before semester		
12	Theory teaching ratio	Desired 75–100:1		
13	Practicum ratio	Desired 20:1		
14	Assistant Professor workload	20 hrs/week		
15	Associate Professor/Professor workload	18 hrs/week		

The MSR recommends a UG core faculty-to-student ratio of **1:10** and provides the faculty strength table for different intakes.

G - NUTRITION LAB – FOOD ANALYSIS

Equipment	Required Quantity	Available	Status
Digital platform weighing scale – 200 kg/BMI electronic scale	2		
Heightometer/Stadiometer	2		
Non-stretchable circumference tape	2		
MUAC coded tape	2		
Harpender Skinfold Calipers	1		
Infantometer	1		
STEP for fitness test	1		
Calibration weights	1		
BP Instrument – Digital/Manual	1		
Digital food weighing balance	1		
Body Composition Analyzer	1		

H - NUTRITIONAL BIOCHEMISTRY LAB

Equipment	Requirement	Available	Status
Regular/beam weighing balance	4		
Digital weighing balance	2		
pH meter	Required		
Water bath	Required		
Colorimeter	2		
Spectrophotometer	1		
Distillation apparatus	Required		
Soxhlet glass apparatus	Required		
Nitrogen analyzer glass unit	Required		
RM number glass unit	Required		
Hot air oven	Required		
Muffle furnace	Required		
Centrifuge	Required		
Refrigerator	Required		
Test tube stand	Required		
Glassware	Required		
Beakers	Required		
Test tubes & holders	Required		
Burette + stand	Required		
Standard flask	Required		
Pipettes	Required		
Conical flask	Required		

I - INSTITUTIONAL FOOD SERVICE MANAGEMENT LAB

Cleaning & Washing

Equipment	Available	Status
Stainless steel commercial kitchen sinks		
Dishwasher		
Washing machine		

Storage

Equipment	Available	Status
Commercial refrigerator		
Deep freezer		
Water storage unit		
Non-perishable food storage containers		
Perishable food storage containers		
Hot-food storage racks		

Food Preparation

Equipment	Available	Status
Stainless steel LPG burner		
Gas stock pot stove		
Commercial mixer		
Heavy-duty mixer/grinder		
Induction bulk cooking stove		
Wet grinder		
Roti maker		
Steaming equipment		
Frying pans		
Cooking pots		
Microwave oven		
Exhaust fans		
Coffee/Tea machines		

Utensils

Equipment	Available	Status
Cooking vessels – assorted sizes		
Kettles		
Idly steamer		
Dosa pans		
Colanders		
Cutting boards		
Double boilers		
Funnels		
Graters		
Kitchen knives		

Equipment	Available	Status
Measuring spoons/cups		
Weighing scales		
Spatulas		
Ladles		
Peelers		
Mashers		
Cutlery		
Crockery		
Serving spoons/cups/plates/bowls		
Choppers		
Food processor		
Mortar & pestle		
Can openers		
Slicers		
Pressure cookers		
Deep frying pan		
Hot/cold food displays		
Thalis with compartments		
Fire extinguisher		
Hot-food holding gloves		

The above equipment and safety provisions are specified in the institutional food service management requirements.

J - MEAL MANAGEMENT / DIETETICS LAB

Equipment	Prescribed Quantity	Available	Status
Gas/Induction stoves	15–20		
Refrigerator	1		
Oven	1		
Microwave	1		
Mixer/Grinder/Chopper	1		
Utensils for preparation/cooking	15–20 sets		
Serving utensils	15–20 sets		
Storage boxes	Large/Medium/Small		
Storage cupboards	Required		
Vegetable bags/baskets	Required		
Table mats	Required		
Cloth napkins	Required		
Table covers	Required		
Kitchen towels	Required		

The MSR specifically prescribes 15–20 cooking stoves and 15–20 sets of preparation/cooking and serving utensils for this laboratory.

K - FOOD MICROBIOLOGY LAB

Equipment	Required	Available	Status
Weighing balance	✓		
pH meter	✓		
Autoclave	✓		
Hot air oven	✓		
Laminar flow – Vertical/Horizontal	✓		
Colony counter	✓		
Light microscope	✓		
Fume chamber	✓		
Incubator	✓		
Refrigerator	✓		
Centrifuge	✓		
Bunsen burner	✓		
Gas cylinder	✓		
Test tubes	✓		
Petri dishes	✓		
Wire loop	✓		
Pipettes	✓		
Burettes	✓		
Beakers	✓		
Standard flask	✓		
Test tube holder/stand	✓		
Conical flask	✓		

L - ANATOMY & PHYSIOLOGY LAB

Equipment / Model	Required	Available	Status
Human torso	✓		
Human respiratory system	✓		
Organ system models	✓		
Human lungs	✓		
Kidney & bladder	✓		
Brain	✓		
Liver & pancreas	✓		
Microscope – Light/Digital	✓		
Hot air oven	✓		
Colorimeter	✓		
Haemoglobin meter	✓		

Equipment / Model	Required	Available	Status
Centrifuge	✓		
BP monitor	✓		
Sphygmomanometer	✓		
Stethoscope	✓		
Haemocytometer	✓		
Bunsen burner	✓		
Refrigerator	✓		
Tripod stand	✓		
Steamers	✓		
Water bath	✓		
Electric kettle	✓		
Balances	✓		
Thermometer	✓		
Wash bottles	✓		
Body fat analyser	Desirable		
Brushes/Tongs/Cotton etc.	✓		
Slides/Coverslips	✓		
Test tubes/capillary tubes	✓		
Crucible/lancets/pipettes	✓		
Beakers/graduated spatula/watch glass	✓		
Tissue specimens/models/charts	✓		

M - LIBRARY & DIGITAL RESOURCES

Sr. No.	Requirement	Prescribed Standard	Actual	Status
1	Textbooks	1 copy per 10 students		
2	UG books – 30 intake	Approx. 450 books		
3	UG books – 60 intake	Approx. 900 books		
4	Reference books	100 advanced books		
5	International journals	Minimum 2		
6	National journals	Minimum 2		
7	E-journals	Subscription required		
8	Electronic databases	Required		
9	Internet	Mandatory		
10	E-library	Available		
11	Computer terminals – 60 students	Minimum 15		
12	Computer terminals – 30 students	Minimum 8		

N - CLINICAL TRAINING & BATCH SIZE

Parameter	Required Standard	Actual	Status
Student : OPD ratio	1 : 5		
Minimum patients examined/student/day	5		
OPD 150	Intake up to 30/batch		
OPD 500	Intake up to 100/batch		
Student : Faculty – UG	10 : 1		
Increase in infrastructure	Proportionate to intake >30		
Maximum batch size	Proportionate to infrastructure, faculty and OPD		

The MSR states that batch size should be proportional to OPD capacity and that each student should be able to examine at least five patients per day.

O - PG / HIGHER PROGRAMME FACILITIES

Where PG programmes are offered:

Requirement	Standard	Status
Core faculty : PG student	1 : 3	
Student-faculty ratio at Associate Professor level	3 : 1	
Part-time/visiting/ad-hoc faculty	Maximum 30% if full-time unavailable	
Dissertation guide ratio	1 : 4	
Separate PG facilities	Required	
Fellowship/PhD facilities	Separate facilities required	
Guide qualification	Assistant Professor II/Scientist D and above	

P - TEACHING–LEARNING SYSTEM

Sr. No.	Requirement	Inspection Check
1	Teaching plan	Available for every semester
2	Learning outcomes	Defined
3	Evaluation methodology	Aligned with learning outcomes
4	Smart classrooms	Available
5	Interactive boards	Available in majority of classrooms, where applicable
6	Computers in classrooms	Available
7	Student Internet access	Available
8	Practical laboratories	Properly equipped
9	Tutorial rooms	Available
10	Case/problem-based learning	Facilities available
11	Innovative teaching methods	Evidence available
12	Faculty workload	As prescribed
13	Attendance	Student/faculty records maintained

Q - EXIT / LICENSURE EXAMINATION

Requirement	Inspection Verification
Third-party exit/licensure examination	Conducted/arranged as applicable
Timing	At end of internship / 4th year
Eligibility for clinical practice	Successful clearance of examination
Examination records	Available
Compliance with NCAHP guidelines	Verified

The document states that the third-party exit/licensure examination is a prerequisite for eligibility for clinical practice.

R - DIETITIAN–PATIENT RATIO IN HOSPITAL

Clinical Area	Desirable Ratio	Actual	Compliance
General Wards	1 Dietitian : 60 patients		
Intensive Care Unit	1 Dietitian : 25 patients		

The MSR identifies workload, patient contacts, referral rate, patient complexity and treatment time as parameters for determining dietitian staffing.

FINAL RECOMMENDATION

- ☐ Suitable for Recognition
- ☐ Suitable after Compliance
- ☐ Not Suitable

Inspection Committee

Name	Signature

Principal/Director (Acknowledgement): _____

Date: _____

College Seal