



ODISHA NURSES & MIDWIVES REGISTRATION COUNCIL
Directorate of Medical Education & Training, Bhubaneswar, Odisha-751001
e.mail: onmrc.odisha1@gmail.com , Contact: 9439991248

By Email

F. No: ONMRC-NTI (New)-25-26-37/2022 5870 Bhubaneswar,
To,

Dt 18.09.2024

The Chairman / Trustee/ Secretary/ Principal
All New Applicants of Private Nursing Institution

Sub: Preparedness towards virtual inspection for opening of new institution for the academic session 2025-26-
Reg.

Madam/Sir,

With reference to the subject cited above you are instructed to be prepared with the following documents for virtual inspection and submission.

1. TRUST DEED.
2. LAND AREA DOCUMENT (RENT AGREEMENT / ROR).
3. BUILDING PLAN & COMPLETION CERTIFICATE.
4. FIRE SAFETY CERTIFICATE.
5. HOSPITAL AFFILIATION FOR THE SESSION 2025-26.
6. CHC/PHC PERMISSION.
7. DETAILS OF PARENT HOSPITAL (100 BEDED)
8. CLINICAL REGISTRATION OF PARENT/AFFILIATED HOSPITAL.
9. PRINCIPAL DETAILS WITH RECIPROCAL REGISTRATION AS PER REQUIREMENT.
10. TEACHING STAFF DETAILS AS PER INC NORM.
11. AUDIT STATEMENT.
12. GEOTAGGED PHOTOS FOR ENRTRY, EXIT, BUILDING WITH ADDRESS, FACULTIES, CLASS ROOMS, LABORATORY, LIBRARY FACILITY.
13. VEHICLE DETAILS.
14. SBI PAYMENT CHALLAN.

Further you are instructed to facilitate following arrangements at your institution for smooth conduct of the virtual inspection.

1. **Smartphone requirements:** The smart phone used for the inspection must have access to your institution's Gmail account. If the institution does not have a Gmail account, please create one.
2. **Required Apps:** Install Google Meet, Google Chat and Gps map camera apps on the smart phone that will be used for the inspection.
3. **Document Submission:** The list of documents mentioned above must be signed by the principal and uploaded in the Google Chat space within 2 hours after the inspection as annexures with page no.
4. **Authorized Personnel:** The principal of your institution will be the sole representative and authorized personnel for the virtual inspection.
5. **Procedure:** The procedure for the online inspection is enclosed for your reference.
6. **Connectivity:** Ensure that you have an uninterrupted internet connection and a reliable power supply during the inspection.



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7. **Signed Copy:** A scanned copy of the signed documents by the Principal or Authorized person must be presented during the inspection.
8. **Technical Assistance:** For any queries and technical support, please contact us at the following numbers: 9439991248, 0674-2911248.

The Schedule date of virtual inspection is hereby annexed for your reference.

Thank you for your cooperation.

Yours faithfully,

Janitra
18.09.24
Registrar (I/c) ONMRC

Memo 5871 / Bhubaneswar

Copy forwarded to the P.S to Addl. Chief Secretary to Govt. of Odisha, H & FW Deptt. for kind information.

Janitra
18.09.24
Registrar (I/c) ONMRC