



# UNIVERSITY OF KASHMIR

NAAC Accredited Grade "A++"

OFFICE OF THE DEAN COLLEGE DEVELOPMENT COUNCIL

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## CIRCULAR

All the Chairpersons/Principals of Private Nursing and Paramedical Colleges affiliated with University of Kashmir are directed among other things, to keep the following documents ready on the date of inspection:

1. Salary Statement of Teaching and Non-Teaching Staff along with the Bank Statements showing disbursement of salary
2. Bio-metric Attendance report along with prefinal attendance forward sheet;
3. Duty roster, Clinical Posting. The certificate of clinical trainings should be signed by BMO/CMO
4. Academic Calendar & time table
5. Calendar of Events
6. Cumulated record
7. Health record of the students;
8. Inventory of Equipments and utilisation of various instruments installed in different labs
9. Audit report of various consumable items;
10. Internal audit report
11. Bills of the items purchased since the last inspection report;
12. Details of the practicals conducted Lab-wise;
13. Personal files of employees
14. Audited Financial Statements

All concerned are advised to ensure strict compliance with this directive to avoid any procedural discrepancies.

Sd/-

Assistant Registrar,  
College Development Council

No. F(Circular-Insp-Nur)CDC/KU/25  
Dated: 07/07/2025

### Copy to the:

1. Chairpersons / Principals of all private affiliated concerned Colleges;
2. File