

**CENTRAL COUNCIL OF INDIAN MEDICINE
NEW DELHI**

**VISITATION PROFORMA FOR ASSESSMENT OF AVAILABLE FACILITIES OF
TEACHING AND PRACTICAL TRAINING OF UNANI COLLEGE & HOSPITAL**
(To be filled up by the Principal of College)

Section 'A'-General Information

1. INFORMATION OF THE COLLEGE

Name of the College with Complete Address including Pin code (mentioning taluka, distt. and other details)		
Information of communication	Contact No. of College	
	Contact No. of Hospital	
	Fax	
	Email	
	Website	
Information of Principal	Name	
	Office Tel No.	
	Resident Tel No.	
	Mobile No.	
Information of President of Society of College (For Govt. Aided private college)	Name & Address	
	Office Tel No.	
	Residence Tel No.	
	Mobile No.	
Information of Secretary of Society of College (For Govt. Aided private college)	Name & Address	
	Office Tel. No.	
	Residence Tel No.	
	Mobile No.	
Information of Deemed University constituent Colleges	Name of Vice Chancellor	
	Contact number (Office)	
	Name of Registrar	
	Contact Number (Office)	
Information of concerned Health	Name & Address	
	Office Tel No.	

Secretary/Ayush Secretary dealing with the education of Unani	Residence Tel No.	
	Mobile No.	
Information of the State Govt. Director/ Commissioner of Unani /Ayush	Name & Address	
	Office Tel No.	
	Residence Tel No.	
	Mobile No.	
Important information of connectivity	Name of Nearest Airport & Distance (km)	1.
		2.
		3.
	Name of Nearest Railway station & Distance (km)	1.
		2.
		3.
Fee Structure	For Management seats	
	For Government seats	
	Name of the fee fixation authority	
Name of competent authority conducting entrance examination for Govt. seats	Name & Address	
	Telephone Number	
Name of competent authority conducting entrance examination for Management seats	Name & Address	
	Telephone Number	
Name of the other Unani Colleges within radius of 50 km	1.	
	2.	
	3.	
Name and year of 1 st affiliation of University	Name	
	Year of 1 st affiliation	
Name of nearest Police Station	Name & Address	
	Telephone Number	
Year of 1 st permission of State Govt.		

II. DETAILS OF LAND (to be filled up by college)

1	Total area of land with Society/Trust (in acres)	
2	Ownership of land (Own/Lease/Rented)	
3	In the name of the Society/Trust	
4	In the name of President/Secretary	
5	Whether entire land is in one plot or more than one. If more than one, then size and distance between these plots	
6	Whether the land available with the Society/Trust is entirely for Unani College and attached Hospital or for any other Institute also, if so, details thereof.	
7	Information regarding other institutions/colleges being by the same society/trust. Whether they are in same campus or anywhere else.	

8	College and Hospital buildings are in a single premise - If no, distance of College and Hospital in kms.-	Yes/No
9	Total area of land allotted to the Unani college (in acres)	
10	Total area of land allotted to the Unani hospital (in acres)	
11	Total area of land allotted to the hostels (in acres)	
12	Name of other institutions running in the campus of Unani College	
13	TOTAL CONSTRUCTED AREA OF COLLEGE (Sq. ft.)	
14	TOTAL CONSTRUCTED AREA OF HOSPITAL (Sq. ft.)	
15.	TOTAL CONSTRUCTED AREA OF HOSTEL (Sq. ft.)	

III - INFORMATION OF ADMITTED STUDENTS

Year of Admission	No. of Students admitted				Students admitted by order of AYUSH Deptt. (GOI)/Court order.	Name and Date of last admitted student
	UG Course		PG Course			
	Govt. quota	Management quota	Govt. quota	Management quota		
2009-10						
2010-11						
2011-12						

Note:

1. List of Under-graduate Students admitted in the Year 2009-10, 2010-11 and 2011-12 be furnished as per Annexure- I
2. List of Subject Wise total no. of Post Graduate Students admitted in the Academic Year 2009-10, 2010-11 and 2011-12 be furnished as per Annexure II.
3. A separate list as per Annexure II-A be attached to furnish the details of PG students allotted to individual teacher.
4. If required additional sheet be attached in prescribed format regarding information of PG Course
5. In case admission was made as per Court order, mention the W.P.no. and attach a copy of Court order.

IV. INFORMATION OF PASSED STUDENTS

Year of Admission	UG Course		III rd Professional		PG Course			
	I st professional		III rd Professional		Preliminary		Final	
	Number of students appeared in exam	Number of students passed out	Number of students appeared	Number of students passed	No. of students appeared in exam	No. of students passed out	No. of students appeared in exam	No. of students passed out
2009-10								
2010-11								
2011-12								

Note: Total No. of students of all examinations should be mentioned (routine/supplementary/odd batch)

V. FINANCIAL INFORMATION

MONTH WISE EXPENDITURE IN THE YEAR JAN. TO DEC. 2011 (To be filled up by college)												
S. No.	Month	Total Salary of teaching staff	Total Salary of non teaching staff	Total Salary of paramedical & other hospital staff	Total Expenditures on purchase of new books	Total Expenditures on furniture & fixtures	Total Expenditure on equipments & instruments	Total Purchase of raw drugs	Total Purchase of prepared medicines	Total Purchase of Lab Chemicals	Building construction & other expenditure	
1	January											
2	February											
3	March											
4	April											
5	May											
6	June											
7	July											
8	August											
9	September											
10	October											
11	November											
12	December											
13	Total											
14	Grand total expenditure Of the year 2011											
15.	Total Income of the year 2011											

SECTION B
INFORMATION OF THE COLLEGE

I. AREA OF COLLEGE:

TOTAL CONSTRUCTED AREA 20,000 Sq. Ft.	
NAME OF DEPARTMENT & SECTIONS	To be filled up by college
1. Administrative wing	
2. Kulliyate Tib	
3. Munafeul Aza	
4. Tashreeh-ul-Badan	
5. Ilmul Advia wa saidla	
6. Ilmul Amraz	
7. Moalajat	
8. Niswan wa Atfal	
9. Ilmul Qabalat	
10. Jarahat	
11. Ain Uzn, Anaf wa Halaq	
12. Ilaj Bil Tadber	
13. Tahaffuzi wa Samaji Tib	
14. Library+ Reading room	
15. Saidla (teaching pharmacy) lab.	
16. Auditorium	
17. Staff Room	
18. Common Room	
19. Canteen	
20. Class Rooms	
21. Tutorial room for PG	
22. Area of Dissection Hall	
23. Munafeul Aza Lab.	
24. Mahiyatul Amraz lab.	
AREA OF MUSEUMS	
1. Tashreehul badan	
2. Munafeul Aza	
3. Ilmul advia	
4. Mahiyatul Amraz	
5. Jarahat	
6. Tahaffuzi wa Samaji tib	
7. Kulliyate Tib	
OTHERS	
1.	
2.	
Total Constructed Area	

II. DETAILS OF MUSEUM

Name of the Department	Number of Charts, Models & Specimens Available (To be filled up by college)		
	Charts	Models	Specimens
1. Kulliyat			
2. Tashreehul Badan			
3. Ilmul Advia wa-Saidla			
4. Tahaffuzi wa Samaji Tib			
5. Niswan wa Atfal			
6. Moalajat			
7. Jarahat			

III. Details of various Sections

S. NO.	Details	Available
1.	Number of dissection tables	
2.	Number of cadavers available at the time of visitation	
3.	Number of cadavers dissected in the year 2011	

A. DISSECTION HALL

B. LIBRARY

S. NO.	Details	Available
1.	Number of books available	
i.	Unani -	
ii.	Modern -	
iii.	Medical journals	
iv.	Others - (Ayurved & Siddha etc.)	
v.	Total -	
2.	Sitting capacity of reading room	
3.	Number of computers with internet facility	

IV. INFORMATION OF TEACHING STAFF

S.No	Department	Intake Capacity for UG	Number of Teachers required			No. of Existing Teachers		
			P	R	L	P	R	L
(1)	Kulliyat	50	1 or 1		1			
		60	1 or 1		1			
		80	1 or 1		1			
		Additional for PG Deptt.	1 or 1		1			
(2)	Tashreehul badan	50	1 or 1		2			
		60	1 or 1		2			
		80	1 or 1		2			
		Additional for PG Deptt.	1 or 1		1			
(3)	Munafeul Aza	50	1 or 1		1			
		60	1 or 1		1			
		80	1 or 1		1			
		Additional for PG Deptt.	1 or 1		1			
(4)	Ilmul Advia wa Saidla	50	1 or 1		2			
		60	1	1	2			
		80	1	1	2			
		Additional for PG Deptt.	1 or 1		1			
(5)	Mahiyatul Amraz	50	1 or 1		1			
		60	1 or 1		2			
		80	1 or 1		2			
		Additional for PG Deptt.	1 or 1		1			

(6)	Tibbe Qanooni wa Ilmus Samoom	50	1 or 1		1		
		60	1 or 1		1		
		80	1 or 1		1		
		Additional for PG Deptt.		1 or 1		1	
(7)	Tahaffuzi-wa Samaji Tib	50	1 or 1		1		
		60	1 or 1		1		
		80	1 or 1		1		
		Additional for PG Deptt.		1 or 1		1	
(8)	Moalajat	50	1 or 1		2		
		60	1	1	2		
		80	1	1	2		
		Additional for PG Deptt.		1 or 1		1	
(9)	Niswa wa Atfal	50	1 or 1		1		
		60	1 or 1		2		
		80	1	1	2		
		Additional for PG Deptt.		1 or 1		1	
(10)	Ilmul Qabalat	50	1 or 1		2		
		60	1 or 1		2		
		80	1 or 1		2		
		Additional for PG Deptt.		1 or 1		1	
11)	Ilmul Jarahat	50	1 or 1		1		
		60	1 or 1		1		
		80	1	1	1		
		Additional for PG Deptt.		1 or 1		1	
12)	Amraze Ain Uzn, Anf wa Halaq	50	1 or 1		1		
		60	1 or 1		1		
		80	1 or 1		1		
		Additional for PG Deptt.		1 or 1		1	
13)	Amraze Jild wa Amraz Zohrawiya	50	1 or 1		1		
		60	1 or 1		1		
		80	1	1	1		
		Additional for PG Deptt.		1 or 1		1	
14)	Ilaj bil tadbeer	50	1 or 1		1		
		60	1 or 1		1		
		80	1	1	1		
		Additional for PG Deptt.		1 or 1		1	
TOTAL							

P- Professor, R-Reader/Associate Professor, L-Lecturer/Assistant Professor
***In case there is no Professor, then two Readers will be acceptable**

Verification of the monthwise attendance of teaching staff (through Biometric Machine/attendance Register)

S.No.	Month	Total no. Of teachers present			Total no. Of teachers absent		
		Professor	Reader (Associate Prof.)	Lecturer (Asst. Prof.)	Professor	Reader (Associate Prof.)	Lecturer (Asst. Prof.)
1.	January						
2.	February						
3.	March						
4.	April						
5.	May						
6.	June						
7.	July						
8.	August						
9.	September						
10.	October						
11.	November						
12.	December						
	Total						

INFORMATION OF TEACHING & PRACTICAL TRAINING (Jan. to Dec. 2011)

For UG

S.N o.	Subject	Number of classes held					
		Theory			Practical		
		P	R	L	P	R	L
1.	Tashreehul Badan						
2.	Munafeul Aza						
3.	Umoore Tabiya						
4.	Mantiq, Falsafa & Haiyat						
5.	Arabic						
6.	Tarikhe Tib						
7.	Ilmul Advia						
8.	Ilmul Amraz & Sareeriyat						
9.	Ilmus Samoom & Tibbe Qanooni						
10.	Tahaffuzi wa Smamji Tib						
11.	Moalajat						
12.	Jarahiyat including Amraz Ain, Uzn, Anf wa Halaq						
13.	Qabalat, Niswan wa Atfal						
14.	Number of educational tours conducted for teaching & practical purpose in the year 2011-12						

For PG

S.N o.	Subject	Number of classes held					
		Theory			Practical		
		P	R	L	P	R	L
1.	Kulliyate Umoore Tabiya						
2.	Moalajat						
3.	Ilmul Advia						
4.	Ilmus Saidla						
5.	Tahaffuzi wa Samaji Tib						
6.	Qabalat wa Amraze Niswan						
7.	Ilmul Jarahat						
8.	Ilmul Amraz						
9.	Ilaj Bit Tadbeer						
10.	Amraze Jild o Zohrawiya						
11.	Tashreehul Badan						
12.	Munafeul Aza						
13.	Amraze Uzn, Anf wa Halaque						
14.	Ilmul Atfal						

P- Professor, R-Reader/Associate Professor, L-Lecturer/Assistant Professor

OTHER RELEVANT INFORMATION OF TEACHER

INFORMATION OF TEACHERS	Mention name of Deptt.			
	Professor	Reader/ Associate Prof.	Lecturer/ Assistant Prof.	Total
1. Total number of teachers retired from the college (Jan. to Dec. 2011)				
2. Total number of teachers transferred/left from the college (Jan. to Dec. 2011)				
3. Total number of teachers newly appointed in the college (Jan. to Dec. 2011)				
4. Total number of teachers reemployed				

after retirement from Govt. or Grant In Aid colleges (Jan. to Dec. 2011)				
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V. SALARY INFORMATION

S.no.	Pay Scale + Grade Pay of teachers	As per State Govt./UGC (If none of these please mention reason thereof)	Available
1.	Mode of payment through Bank	Yes/No (If none please mention reason thereof)	
2.	GPF & CPF is deducted from the salary	Yes/No (If none please mention reason thereof)	
3.	Teachers promotion policy as per norms of CCIM/Govt./UGC.	Yes/No (If none please mention reason thereof)	
4.	Existing pay scale of teaching staff (State Govt./UGC/others) [Pl. tick whichever applicable] + GP	Pay Scale +GP of Professor	
		Pay Scale+GP of Reader/ Associate Prof.	
		Pay Scale+GP of Lecturer/ Assistant Prof.	

NOTE:- DETAIL INFORMATION OF TEACHING STAFF BE FURNISHED AS PER ANNEXURE-III

VI. DETAILS OF TECHNICAL AND OTHER STAFF IN THE COLLEGE

S.No.	Department	Post	Requirement	No. of available staff
1.	Library	Librarian	1	
		Assistant Librarian	1	
		Library Attendant or Peon	1	
2.	College Office	Personal Assistant to Principal	1	
		Clerical staff for administrative accounts services	3	
3.	Kulliyat	Attendant	1	
4.	Tashreehul Badan	Laboratory Technician	1	
		Museum Keeper	1	
		Lifter	1	
		Sweeper	1	
5.	Munafeul Aza	Laboratory Technician	1	
		Peon	1	
6.	Ilmul Advia wa Saidla	Laboratory Technician	1	
		Museum Keeper	1	
		Attendant	1	
7.	Mahiyatul Amraz	Laboratory Technician	1	
		Laboratory Assistant	1	
		Museum Keeper	1	
8.	Tibbe Qanooni wa Ilmus Samoom	Museum Keeper	1	
9.	Tahaffuzi wa Samaji Tib	Attendant	1	
		Museum Keeper	1	
10.	Moalajat	Attendant	1	
11.	Niswan wa Atfal	Attendant	1	
12.	Ilmul Qabalat	Attendant	1	
13.	Jarahiyat	Lab Assistant	1	
		Attendant	1	
14.	Ain, Uzn, Anf, Halaque	Attendant	1	
15.	Amraze Jild wa Amraz e Tazeeniyat	Attendant	1	
16.	Ilaj Bid Tadbeer	Attendant	1	
17.	Herbal Garden	Gardener	1	
		Multipurpose worker	1	

(The sweeper, attendant, lifter, Laboratory assistant, DEO, multipurpose worker could be on contractual basis)

VII. DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED FOR VARIOUS SECTIONS

A. DISSECTION HALL

S. No.	Essential Equipment and Instruments	Required	Number of Instruments & Equipments available
1.	1. Tank / Deep freezer with a capacity to preserve 2-4 bodies. 2. Preservative Chemicals		
2.	Dissecting Sets	10 sets	
3.	Dissecting Table -Full size with stainless steel top or marble top -Half size with stainless steel top or marble top (Half can be replaced by full size)	04 06	
4.	Miscellaneous <ul style="list-style-type: none"> • Bone cutter of the numbers - fine pointed Chisel bone dissector • Bucket and mug • Gloves powder • Surgical gloves • Surgical blade • Soap • Disposable syringe - • Towels • Dustbin 	$\frac{3}{4}, \frac{1}{2}, \frac{1}{4}, \frac{1}{8}$ 20cc, 10cc, 05cc	
5.	Furniture and Other Equipments <ol style="list-style-type: none"> 1. Stools preferably of metal 2. Wash basin 3. Machines for sectioning bones and brain OHP/LED/LCD Projector 4. X-ray viewing box or panels 5. Glass jars of different sizes 6. others 	50 02 01 01 03 300	

B. PHYSIOLOGY (MUNAFEUL AZA) LABORATORY

S.NO.	Essential Equipment and Instruments	Number of Instruments & Equipments available
1.	Microscope	
2.	Microtome	
3.	Haemocytometer	
4.	Haemoglobinometer	
5.	Tissue Slide	
6.	Refrigerator	
7.	BMR Apparatus	
8.	Spirometer	
9.	BM Instruments	
10.	Stethoscope	

11.	Kymograph Instruments including electrometer & accessories	
12.	Albuminometer	
13.	Urino meter	
14.	Centrifugal machine	
15.	Distillation apparatus	
16.	Glassware for urine examination & other necessary accessories	
17.	Dissecting trays	
18.	Necessary chemical etc.	
19.	Sphygmomanometer	
20.	Tonometer	

C. DETAILS OF SAIDLA (TEACHING PHARMACY LAB)

S.No.	Essential Equipment and Instruments	Available Number of Equipment and Instruments
1.	Pulveriser	
2.	Grinder	
3.	Mixer	
4.	Filtering Machine	
5.	Tablet Making Machine	
6.	Pill making machine	
7.	Heating machine	
8.	Capsule Filling Machine	
9.	Air Tight Desiccators	
10.	Moisture absorbing machine etc.	
11.	Tablet coating pans & fitting press	
12.	Granulator drying chamber	
13.	Distillation apparatus/Qara' Ambiq	
14.	Weighing Machine	
15.	Pestle and Mortar	
16.	Others	

D. MAHIYATUL AMRAZ TEACHING LABORATORY

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available
1.	Pathological and Biochemical laboratory well equipped for all types of routine and histological examination should be attached with hospital and necessary accommodation for this laboratory also be provided.	
2.	Others	

VIII. Details of the Practical

S.No.	Name of the College	Details of Practical	Number of practicals conducted
1.	Dissection/Demonstration		
2	Munafeul Aza Lab		
4	Saidla Lab		

5	Mahiyatul Amraz laboratory		
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SECTION –C
DETAILS OF THE HOSPITAL

I. DETAILS OF AREA OF VARIOUS SECTIONS AVAILABLE IN THE HOSPITAL OF UNANI COLLEGE

Total Constructed Area – 20,000 Sq.ft.

VARIOUS SECTIONS IN THE HOSPITAL	Sections if exist please mention Area
ADMINISTRATIVE BLOCK-	-
1. Reception	
2. Registration counter	
3. Office of Medical Superintendent/ Medical Deputy Superintendent	
4. RMO Room	
5. Store Room	
OPD SECTIONS -	-
1. Moalajat including Ilaj Bit Tadbeer	
2. Jarahat including Ain, Uzn, Anaf, Halaq-wa-Asnan	
3. Qabalat-wa-Amaz-e-Niswan	
4. Amraz-e-Atfal	
5. Emergency	
6. Tahaffuzi-wa-Samaji Tib	
7. Minor OT	
Total area of IPD wards	
Clinical Pathology & Biochemistry Lab	
Area of store room of Drugs	
Dispensary	
Record Room	
Labour room	
Operation Theater	
Recovery Room	
OTHERS	-
1.	
2.	
Total Constructed Area	

II. STAFF REQUIRED FOR HOSPITAL

Name of Post	Staff Required as Per Norms of CCIM	Number of Existing Staff
Superintendent (Principal or Dean of the college may also be ex-officio)	1	
Deputy Superintendent	1	
Hakeem (for OPD for clinical subjects)	Professors, Readers and Lectures of Tibbi College	
Medical Specialist	1 Part time	
Surgeon	1 Part time	
Gynaecologist	1 Part time	
Radiologist	1 Part time	
Pathologist	1 Part time	
Anesthetist	1 Part time/on call	

X-ray technician	1	
Clinical Registrar	1 for each clinical deptt.	
RMO	1	
House Officer/PG student	1 for 20 beds	
Matron/Nursing Superintendent	1	
Staff Nurse	1 for 10 beds (and 1 for general OPD and 1 for Gynae. OPD)	
Ward boy/Ayah/ANM	1 for 20 beds (and 2 for OPD)	
Pharmacist	2	
Store Keeper	1	
Head Clerk	1	
Cook	1	
Kitchen Attendant/ Cook	1	
Plumber	1 on contract basis	
Watch Men	3 on contract basis	
Lift men for multi-storeyed Building	3 on contract basis	
Electrician	1 (part time)	
Dark Room Attendant	1	
Dressers(for OPD)	2	
Operation Theatre Attendant	1	
Labour Room Attendant	2	
Safaiwala	2 (outsourcing)	
Statistician	part time	
Photographer	part time	
ILAJ BID TADBEER DEPARTMENT STAFF		-
Ilaj bit tadbeer hakeem	1 Male	
	1 Female	
Ilaj bit tadbeer Technician	2	
Ilaj bit tadbeer Assistant	1 Male	
	1 Female	
Physiotherapist	1	
Safaiwala	1 (outsourcing)	

NOTE:- DETAIL INFORMATION OF HOSPITAL STAFF BE FURNISHED AS PER ANNEXURE -V

III. OPD FACILITIES

S. no.	Name of Department	Equipment, Instrument, Furniture etc required as per norms of CCIM	Departmental Equipment, Instrument, Furniture Available or Not
1	Moalajat	• View Box	
		• BP Instrument	
		• Stethoscope	
		• Examination Table	
		• Thermometer	
		• Tongue depressor	
		• Weighing machine	
		• Torch	
		• Measuring tape	
		• Weight and height measuring stand	
		• Hammer	
2.	Ilmul Jarahat	• Minor OT	
		• Instruments for anorectal examination	
		• Examination Table	
		• BP instrument	
		• Surgical Blades	
		• Suturing material	
• Rubber catheter			

		<ul style="list-style-type: none"> View Box Stethoscope Cheetle's forceps Torch 	
3	Ain, Uzn, Anaf wa Halaq	<ul style="list-style-type: none"> Tuning fork Ophthalmoscope/ fundoscope Auroscope Tongue depressor Examination Table View Box BP Instrument Stethoscope ENT kit Torch Bull's lamp 	
4	Qabalat wa Amraze Niswan	<ul style="list-style-type: none"> Weighing machine Sim's speculum Cusco's speculum Examination Table Lamp stand Torch View Box BP Instrument Stethoscope Measuring tape Washbasin 	
5	Amraze Atfal	<ul style="list-style-type: none"> Scale Weighing machine Torch View Box BP Instrument Stethoscope 	
6	Ilaj bit tadbeer	<ul style="list-style-type: none"> As per Moalajat 	

Note: Every Deptt. shall have proper arrangements for internees/students
Hospital Central Sterilizing facility will meet the material required for OPD

IV. NUMBER OF PATIENTS ATTENDED OPD (Jan. to Dec. 2011)

(Note:- Patients of Medical Camp OPD should not be included)

S.No.	Month	Moalajat including Ilaj bit tadbeer	Jarahat including Ain, Uzn, Anaf wa Halaque	Qabalat wa Amraze Niswan	Amraze Atfal	Tahaffuzi wa Samaji Tibb
1.	Jan.					
2.	Feb.					
3.	March.					
4.	April					
5.	May					
6.	June					
7.	July					
8.	August					
9.	Sept.					
10.	Oct.					
11.	Nov.					
12.	Dec					
Total						
GRAND TOTAL						

V. DETAILS OF IPD PATIENTS(Jan. to Dec. 2011)

1. Total No. of Patients admitted in the IPD (Jan. to Dec. 2011)					
S.No.	Month	Moalajat including Ilaj bit tadbeer	Jarahat including Ain, Uzn, Anf wa Halaq	Qabalat wa Amraze Niswan	Amraze Atfal
1.	Jan.				
2.	Feb.				
3.	March.				
4.	April				
5.	May				
6.	June				
7.	July				
8.	August				
9.	Sept.				
10.	Oct.				
11.	Nov.				
12.	Dec.				
Total					
Grand Total					

VI. Details of Total Bed days occupied

1. Total number of bed days occupied from Jan. to Dec. 2011						
S.No.	Month	Moalajat including Ilaj bit tadbeer	Jarahat	Ain, Uzn, Anaf wa Halaq	Qabalat wa Amraze Niswan	Amraze Atfal
1.	Jan.					
2.	Feb.					
3.	March.					
4.	April					
5.	May					
6.	June					
7.	July					
8.	August					
9.	Sept.					
10.	Oct.					
11.	Nov.					
12.	Dec.					
Total						
Grand total						

Note: To calculate the total number of bed days occupied of the months, please calculate the date the date wise total number of patients, remained on bed at midnight.

Name of the Department	% of Bed Distribution as per CCIM norms	Number of available Bed strength

VII. Bed distribution in IPD

(i) Moalajat and Ilaj bit tadbeer	50%	
(ii) Jarahat including Ain, Uzn, Anaf wa Halaq	25%	
(iii) Qabalat wa Amraze Niswan	20%	
(iv) Amraze Atfal	05%	
Total number of Beds		

VIII. Details of other Facilities of Hospital

INFORMATION ABOUT VARIOUS SECTIONS IN THE HOSPITAL

Name of Section		Available
LABOUR ROOM- Functional/Non Functional		
Antenatal Room with attached Toilet-Functional/Non Functional		
Facilities for Neonatal care - Available/Not Available		
Number of Deliveries performed during the year 2011		
OPERATION THEATRE- Functional/Non Functional		
Air conditioning- Exist/Not		
Pre Operative Room with attached toilet- Exist/Not		
Sterilization room - Exist/Not		
Changing and wash room with attached toilet - Exist/Not		
Total Number of operations done during the year 2011		
Fumigation Details		
AMBULANCE - Available/Not Available		
X-Ray	Total number of X-rays done in the year 2011	
ECG	Total number of ECG done in the year 2011	
USG	Total number of USG done in the year 2011	

IX. INFORMATION OF ILAJ BIL TADBEER DEPARTMENT

S.No.	Name of the Instrument	Number of Instruments Available
1.	Apparatus needed for –	
	Hajamat (Cupping Set)	
	Venesection	
2.	Dal'k Table	
3.	Riyazat	
4.	Taleeq (Aquarium for leeches)	
5.	Fasd (Venesection Set)	
6.	Hamam	
7.	Others	

X. DETAILS OF TADABEER

S.No.	TADABEER BEING CARRIED OUT	TOTAL NUMBER OF REGIMENS CARRIED OUT IN THE YEAR 2011
1.	Fasad	
2.	Hajamat	
3.	Dal'k	
4.	Riyazat	
5.	Taleeq	
6.	Hamam	
	Others	

XI. DETAILS OF MEDICAL CAMPS CONDUCTED BY COLLEGE IN THE YEAR 2011

S.No.	NATURE OF THE CAMP	DATE	PLACE	General/Specific Disease	NUMBER OF PATIENTS

** If required additional sheet be attached in the prescribed format.*

XII. DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED

A. Clinical (Hospital) Pathology Lab

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available
1.	Binocular microscope	
2.	Sterile disposable lancer/needle	
3.	Sahli's Square tube	
4.	Hb pipette	
5.	Dropper	
6.	Glass rod	
7.	WBC Pipette	
8.	Improved Neubauer chamber	
9.	Cover slip	
10.	Red cell pipette	
11.	Cleaned slides	
12.	Incubator	
13.	Wintrobe's tube	
14.	Pasteur's pipette	
15.	Centrifuge machine	
16.	Westegren pipette	
17.	Rubber teat	
18.	Westergren stand	
19.	Litmus paper	
20.	pH indicator paper strips	
21.	Urinometer	
22.	Multi stix	
23.	Bunsen burner	
24.	Test tube	
25.	Test tube holder	
26.	Filter paper	
27.	Steel almirah	
28.	Steel rack	
29.	Glass Jars with lid of different sizes	
30.	Glass view rack	
31.	Magnifying lens	
32.	Autoclave	
33.	Water bath	
34.	Separating funnels of various sizes	

35.	Stop watch	
36.	Ultraviolet lamp	
37.	Monocular microscope with oil emersion lens20(e)	
38.	Capillary Tubes	
39.	Hot air oven	
40.	Microscope with oil immersion	
41.	Refrigerator	
42.	Sterile vessels/bottle to collect samples	
43.	Disposable Gloves	
44.	Physical balance	
45.	Syringe needle destroyer	
46.	Reagents/chemicals for-	
	a. Haematology test	
	b. Biochemistry test	
	c. Sputum tests	
	d. Urine tests	
	e. Stool tests	

B.LABOUR ROOM

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available
1.	Well equipped labour room	
2.	Incubator	
3.	Suction Machine - 1	
4.	Oxygen Cylinder - 1	
5.	Pulse Oxymeter	
6.	Others	

C.OPERATION THEATRE

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available
1.	Necessary Instruments relating to the subject be kept in hospital. Instruments used in Operation theatre – Latest instrument for operation	
2.	Oxygen Cylinder	
3.	Suction Machine	
4.	X-ray View Box	
6.	Pulse oxymeter	
7.	Anaesthesia machine	
8.	Others	

SECTION D

OTHER ALLIED INFRASTRUCTURE REQUIREMENT OF A UNANI COLLEGE

I. Details of the Hostel

DETAILS OF HOSTEL	Available
1. Total number of room available for Boys	
2. Total number of rooms available for Girls	
3. Seats available for Boys	
4. Seats available for Girls	
5. Mess facility for Boys – available/not available	
6. Mess facility for Girls – available/not available	

II. HERBAL GARDEN

HERBAL GARDEN	Available
Area	
Number of Medicinal Plants	
Number of species	
Irrigation facility- Available/Not available	

III. SPORTS AND GAMES FACILITY

2. NAME & DETAILS OF SPORTS AND GAMES FACILITY	
Sports & Game facility available/or not	
If yes, names & Details	

IV. TRANSPORT FACILITY

3. TRANSPORT FACILITY – Available /Not [If yes, number of vehicles]	

V. DETAILS OF HOSPITAL PHARMACY

PHARMACY – Functioning/Non-Functioning	
Area (Sq. ft.)	
Pharmacy staff	
Incharge (MD Ilmul Advia/ Saidla)	
No. of Machine Operator.	
No. of Labourers	
others	

VI. DETAILS OF EQUIPMENT & INSTRUMENTS OF HOSPITAL PHARMACY

S. No.	Essential Equipment and Instruments	Available Number of Equipment and Instruments
1.	Pulveriser	
2.	Disintegrator	
3.	Tablet Making Machine	
4.	Hot air Oven/Dryer	

5.	Muffled Furnace (Horizontal & Vertical)	
6.	Soxhlet Apparatus	
7.	Percolator	
8.	PH Meter	
9.	Tablet Disintegration Time Testing Machine	
10.	Tablet Hardness Testing Machine	
11.	Refract meter	
12.	Melting Point Detector	
13.	Audio-Visual equipments	
14.	Hot plate	
15.	Measuring Equipments	
16.	Big Vessels & Containers (Brass, Copper, Steel etc.)	
17.	Balance (Different Capacities)- Physical & Chemical	
18.	Sieves-Different Numbers	
19.	Wet Grinder	
20.	Mixi	
21.	Juice Extractor	
22.	Pyrometer	
23.	Pressure Cooker	
24.	Crucibles	
25.	Refrigerator	
26.	Jars (Porcelain- Fermentation Purpose)	
27.	Distillation Apparatus	
28.	Enamel Trays	
29.	Spirit Lamp	
30.	Earthen Vessels	
31.	Bhatti	
32.	Others	

VII DETAILS OF PREPARED MEDICINES IN THE YEAR 2011

	Name of Prepared Medicine	Quantity Of Prepared Medicine
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

D. PROGRESS MADE BY INSTITUTION IN LAST TWO YEARS ON SALIENT POINTS –

S.No.	Important Information of College	Progress made by college
1.	Construction of college & hospital building	
2.	Appointment of Teaching staff	
3.	Appointment of non-Teaching staff	
4.	Appointment of Paramedical and other staff	
5.	Expansion of Various Departments of College	
6.	Expansion of Herbal Garden, Plantation of New Plants	
7.	Development of Pharmacy	
8.	Progress in Hospital OPD	
9.	Progress in Hospital IPD	
10.	Progress of Ilaj Bil Tadbeer Department	

* I _____ s/o Shri _____ Principal,
_____ (name of the College) solemnly declare that if any
information provided by me in proforma and Annexures found false I shall
held the responsibility in the matter. I shall have no objection if any legal
action is taken by the CCIM against me.

Signature of Principal

Dated _____
Place: _____

Name with Stamp

* I am, _____ s/o Shri _____
Secretary/President _____ (name of the Society) solemnly state
that, looking after the management of the college & hospital. The
information provided by the Principal in the proforma and Annexures are
true. If any information provided by the Principal found false the
undersigned has no objection for any legal action initiated by the CCIM
against the Principal/me.

Signature of Secretary/President

Dated _____
Place: _____

Name with Stamp

(*Not applicable for Govt. Colleges.)

LIST OF ANNEXURES TO BE SUBMITTED BY COLLEGE

S.no.	Annexure Number	Name of the Annexure
1.	Annexure -I	List of under-graduate students admitted in 2011-12
2.	Annexure-II	List of post-graduate students admitted in the year 2011-12
3.	Annexure-IIA	Yearwise number of post graduate students allotted to individual supervisor
4.	Annexure-III	Proforma to furnish the details of teaching staff
5.	Annexure-IV	Proforma to furnish the details of non teaching staff
6.	Annexure-V	Proforma to furnish the details of Hospital Staff
7.	Annexure-VI	Details of Drug distribution in OPD & IPD (Jan. to Dec. 2011)
8.	Annexure-VII	Notarised affidavit to be filled up by teacher in the given format
9.	Annexure VIII	Check list for Eligibility of Individual Teacher
10.	Annexure IX	Details of the Indoor Patients of the Hospital

*

ANNEXURE-I

LIST OF UNDER-GRADUATE STUDENTS ADMITTED IN 2011-12

S. No.	Name of the Student	Father's Name	Date of Birth	Date & Number of fee receipt	Residential Address	Govt. Quota /Management Quota	Percentage of PCB in 10+2	Category (Gen./SC/ST/OBC/others)

ANNEXURE-II

LIST OF POST GRADUATE STUDENTS ADMITTED IN THE YEAR 2011-12

S.N o.	NAME OF PG SUBJECT	Permitted Seats by GOI / Court order no....dated	Number of Admitted Students
1.	Kulliyat-U Moor-e-Tibia		
2.	Munafeul Aza		
3.	Ilmul Advia		
4.	Ilmus Saidla		
5.	Tahaffuzi-wa-Samaji Tib		
6.	Moalajat		
7.	Ilaj Bil Tadbeer		
8.	Ilmul Jarahat		
9.	Qabalat wa Amraze Niswan		
	GRAND TOTAL		

ANNEXURE-III

PROFORMA TO FURNISH THE DETAILS OF TEACHING STAFF

S. No.	Name of the Teacher			Father's Name	Date of Birth	UG Qualification (University & year)	PG Qualification with subject (University & year)	Date wise details of Experience in chronological order (1 st appointment to till date)			Department (Subject)	Nature of present appointment (regular/ contractual/ deputation)	Present Residential Address (Working Place)	Permanent Address	Name of State Board & Registration No.	Bank Account Number in which Salary is Drawn	Telephone No. & Mobile No. of Teacher	Photograph of Teacher (Attested by the Principal)	Signature of Teacher (At the time of visitation)
	Sur Name	First Name	Second name					Duration (d/m/y)	Designation	Name of the college									

Note: Please attach the certified copies of Under-graduate and Post-graduate degree, Registration certificate, experience certificates and relieving order along with original affidavit as per prescribed format of newly appointed teaching staff after last visitation. The provisional certificates will be considered only for two years after passing the examination.

ANNEXURE-IV

PROFORMA TO FURNISH THE DETAILS OF NON TEACHING STAFF

S.No.	Name of Employee	Father's Name	Qualification	Date of Appointment	Nature of Appointment (regular/ contractual/ Part time)	Designation	Name of working department	Pay Scale

ANNEXURE-V

PROFORMA TO FURNISH THE DETAILS OF HOSPITAL STAFF

S.No.	Name of Employee	Father's Name	Qualification	Date of Appointment	Nature of appointment (regular/ contractual/ Part time)	Designation	Name of working department	Pay Scale

ANNEXURE-VI

DETAILS OF DRUG DISTRIBUTION IN OPD & IPD (JAN. TO DEC. 2011)

S.No.	Name & Quantity of Drugs obtained from own Pharmacy	Name & Quantity of Drugs purchased from market		Name & Quantity of utilized Drugs along with balance			
		Unani Drugs	Modern Drugs	Unani Drugs		Modern Drugs	
				Utilized	Balance	Utilized	Balance
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

**** If required additional sheets be attached in the prescribed format***

ANNEXURE VII

NOTARISED AFFIDAVIT TO BE FILLED UP BY TEACHER IN THE GIVEN FORMAT

Pass Port Size
Photograph (To
be attested by
Principal)

S.No	Information of Teacher	To be filled up by Teacher			
1.	Name of the Teacher (Sur Name- First Name- Middle Name)				
2.	Change of the Name (if Applicable after marriage)				
3.	Date of Birth (dd /m m/ yyyy) (xx/xx/xxxx)				
4.	UG Qualification (University & year)	Year			
		Name of the University			
5.	PG Qualification with subject (University & year) of completion	Subject			
		Year			
		Name of the University			
6.	Ph.D. (if applicable)	Subject			
		Year			
		Name of the University			
7.	Post wise details of Experience in chronological order (*Date, Month and Year wise experience should be mentioned)	Duration (dd/mm/yy yy)	Department	Design-ation	Name of the college
8.	Present working Department (Subject)				
9.	Present Designation				
10.	Nature of appointment (Regular/adhoc/deputation/contract)				
11.	Name of present working college				
12.	Permanent Residential Address				
13.	Local Residential address				
14.	State Board/Council Registration detail	Number -			
		State Board -			
15.	Bank detail	Salary Account Number			
		Name & Branch of Bank			
16.	Contact Number	Mobile Number			
		Residence Number			
		Permanent Residence Number			
		Email ID			

I hereby solemnly affirm that the above information is correct as per my record and knowledge. I further affirm that if any information given in this affidavit is found to be incorrect/ false, I shall be liable to be blacklisted or debarred from service and to face any disciplinary action.

Date:

Signature of Deponent/Teacher

I hereby solemnly affirm that the above information is correct as per my record and knowledge. I further affirm that if any information given in this affidavit is found to be incorrect/ false, I have no objection for any disciplinary action against the concerned teacher and myself.

Date:

Signature of Principal with stamp

ANNEXURE VIII

CHECK LIST FOR ELIGIBILITY OF INDIVIDUAL TEACHER

Name of the Teacher		
Department		
S. No.	Particulars of teacher	Yes/No
1.	Degree/Diploma in Unani Medicine	
2.	Certified copy of UG degree Certificate submitted	
3.	Certified copy of PG degree Certificate submitted	
4.	If only PG diploma in concerned subject, approval of the CCIM for teaching is given	
5.	Copy of CCIM,s approval for PG diploma is submitted	
6.	Certified copy of PG diploma Certificate submitted	
7.	<p>If Professor,</p> <p>a) hether having total teaching experience of 10 years in a recognized Institution in the respective discipline</p> <p>b) f teacher is appointed for PG, 10 years teaching experience in a recognized Institution or 13 years teaching experience for non-post-graduate Lecturer/ Reader in respective disciplines.</p>	
8	<p>If Reader,</p> <p>(a) hether having total teaching experience of 5 years in a recognized Institution in the respective discipline</p> <p>(b) f teacher is appointed for PG, 5 years teaching experience in a recognized Institution or 8 years teaching experience for non-post-graduate Lecturer/ Reader in respective disciplines</p>	
9.	If Senior Lecturer, whether having total teaching experience of 3 years in a recognized Institution in the respective discipline	
10.	No experience for Lecturer	
11.	Requisite teaching experience Certificate(s) submitted	
12.	Whether recognized/approved by the concerned University	
13.	Having age less than 65 years	
14.	Whether not being superannuated in the mid-session in the reporting year.	
15.	Copy of Form-16 submitted	
16.	Copy of salary bill/bank statement submitted	
17.	Original Affidavit in prescribed Format submitted	
18.	<p>Qualification: Whether the teacher deputed /appointed for post graduate teaching possess a degree in Unani Medicine and Post -graduate qualification in concerned discipline/allied subject as per regulations from a recognized institution/University. OR. If a teacher, working in recognized Unani Medical College and appointed prior to 1995 for post of Professor, Reader and Lecturer in the respective discipline without Post-Graduate qualification</p>	

ANNEXURE -IX

A. TOTAL NUMBER OF BEDS AVAILABLE ON THE DAY OF VISITATION									
B. TOTAL NUMBER OF IPD PATIENTS ON THE DAY OF VISITATION									
C. DEPARTMENT WISE DETAILS OF IPD PATIENTS AVAILABLE ON THE DAY OF VISITATION:-									
S.No.	OPD Registration Number	IPD Registration Number	Name of Patients	Age	Sex M/F	Bed Number	Diagnosis	Date of Admission	Name of treating Doctor
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CENTRAL COUNCIL OF INDIAN MEDICINE, NEW DELHI

Guidelines/Instructions for Colleges regarding Visitation

1. College may download the updated visitation proforma (Part I) from website of CCIM and may use it to expand the tables wherever necessary. Annexure III (MS-excel format) should be separately downloaded from CCIM website, duly filled & sent along with the visitation proforma. Hard copy of visitation proforma (Part I) is enclosed for ready reference.
2. Any change in the prescribed format will not be accepted by CCIM.
3. Read the proforma carefully before filling up.
4. College should keep ready three sets of Visitation proforma duly signed on each page by the Principal/ Dean/ Director along with all annexure for visitors.
5. A soft copy of the details of teaching staff as per Annexure-III should be submitted along with the visitation report.
6. New teacher appointed after visitation of the college will not be considered/counted in the faculty list of the concerned college.
7. Any data / documents submitted by the college after visitation will not be accepted by the central council.
8. College shall bear the whole responsibility of typographical errors in the OPD/IPD data and experience of teachers. In previous years, due to incomplete information and typographical errors in the visitation proforma, colleges have to face the Hearing. Therefore, college is advised to submit all the relevant information and fill the proforma in proper manner as per the given guidelines.
9. Page-wise Index of all annexure should be provided.
10. Attested copy of UG & PG Certificates, Experience Certificates, Joining report, Relieving letter and Affidavit (as per annexure-VII) of teachers should be attached.
11. Teachers of Govt. colleges/ constituent colleges of University should also submit the affidavit of newly appointed teachers after the last visitation.
12. If false affidavit/ false experience is submitted by any teacher or if teacher is found in duplicity, then legal action will be initiated by the central council against the concerned teacher and Principal of the college.
13. Copy of Form No. 16 issued for purpose of income tax should be submitted in respect of all the teaching staff. (Not admissible for Govt./ constituent colleges of University).
14. Financial information should be filled as per enclosed proforma.
15. College should make arrangement of videographer and photographer during visitation of CCIM team for preparing CD and group photographs with Teaching staff and non-teaching staff of College and Medical and Paramedical staff of Hospital with the visitors separately. The name of each staff member should be mentioned on the bottom of the photograph. It is to be noted that without CD & Photograph, the visitation report will not be accepted by CCIM.
16. If college has any queries/ doubt/ other information required regarding the visitation Proforma, you are requested to contact telephonically or send an email to the central council on the given mail-ID, ccimvisitation2012@gmail.com
17. Local Residential address of teacher should be of the same city in which he is working presently.
