

**CENTRAL COUNCIL OF INDIAN MEDICINE**  
**NEW DELHI**

**VISITATION PROFORMA FOR ASSESSMENT OF AVAILABLE FACILITIES OF TEACHING  
AND PRACTICAL TRAINING OF SIDDHA COLLEGE**

(To be filled up by the Principal countersigned by Secretary or President of the Society)

**Section 'A'-General Information**

**I. Information of 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.	
	Residence Tel. No.	
	Mobile No.	
Information of President of Society/Trust of College (For Private / Private Aided college)	Name & Address	
	Office Tel. No.	
	Residence Tel. No.	
	Mobile No.	
Information of Secretary of Society/Trust of College (For Private / Private Aided college)	Name & Address	
	Office Tel. No.	
	Residence Tel. No.	
	Mobile No.	
Information of State Govt. Health Secretary / AYUSH Secretary dealing with the education of Ayurveda, Unani and Siddha	Name & Address	
	Office Tel. No.	
	Residence Tel. No.	
	Mobile No.	

Information of State Govt. Director of Siddha / AYUSH		Name & Address	
		Office Tel. No.	
		Residence Tel. No.	
		Mobile No.	
Information of Constituent College of Deemed University	1. Vice chancellor	Name	
		Office Tel. No.	
		Residence Tel. No.	
		Mobile No.	
	2. Registrar	Name	
		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 Siddha Colleges within radius of 50 km		1.	
		2.	
		3.	
Name and year of 1 <sup>st</sup> affiliation of University		Name	
		Year of 1 <sup>st</sup> affiliation	
Name of nearest Police Station		Name & Address	
		Telephone Number	
Year of 1 <sup>st</sup> permission of State Govt.			

## II. DETAILS OF LAND

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 Siddha College and attached Hospital or for any other Institute also, if so, details thereof.	
7.	Information regarding other institutions/colleges run by the same society/trust. Whether they are in same campus or anywhere else.	
8.	Whether College and Hospital building are in same premises	Yes/No
	If no, distance between College and Hospital in km.	
9.	Total area of land allotted to the Siddha college (in acres)	
10.	Total area of land allotted to the Siddha hospital (in acres)	
11.	Total area of land allotted to the hostels (in acres)	
12.	Name of other institutions running in the campus of Siddha 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 students in UG Course 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. List of PG students allotted to individual guide for the year 2011-12 as per Annexure IIA
4. In case admissions done as per court order mention the W.P.No.and attach the copy of court order.
5. If required additional sheet be attached in prescribed format regarding information of PG Course.

### IV. INFORMATION OF PASSED OUT STUDENTS SINCE LAST THREE YEARS.

Academic Year	UG Course				PG Course			
	I Prof		III Prof		I year		III year	
	No. of students appeared in exam	No. of students passed out	No. of students appeared in exam	No. of students passed out	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								

## **V. FINANCIAL INFORMATION**

<b>MONTH WISE EXPENDITURE FROM JAN. to DEC. 2011</b>											
S. No	Month	Total salary of teaching staff	Total salary of non teaching staff	Total salary of paramedical & other hospital staff	Total expenditure on purchase of new books	Total expenditure 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 and 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	<b>GRAND TOTAL OF EXPENDITURE FOR THE YEAR 2011</b>										
15	<b>TOTAL INCOME OF THE YEAR 2011</b>										

**SECTION B**  
**INFORMATION OF THE COLLEGE**

**I. AREA OF COLLEGE**

<b>TOTAL CONSTRUCTED AREA OF COLLEGE</b>	
<b>NAME OF DEPARTMENT &amp; SECTION</b>	<b>Area in Sq.Ft.</b>
1. Administrative wing	
2. Thotrakirama Aarachiyum Siddha Maruthuva Varalarum	
3. Maruthuva Thavara Iyal (Medicinal Botany)	
4. Uyir Vedhiyal (Bio-Chemistry)	
5. Tamil	
6. Udal Koorugal (Anatomy)	
7. Udal Thathuvam (Physiology)	
8. Gunapadam-Moolihai, Thathu-Jeeva Vahuppu (Materia Medica)	
9. Noi Anuga Vithi (Hygiene)	
10.NoI Nadal and Noi Mudal Nadal (Pathology)	
11. Sattam Sarntha maruthuvamum Nanju Noolum (Forensic medicine & Toxicology)	
12. Maruthuvam - Pothu (General Medicine)	
13. Sirappu Maruthuvam (Special Medicine)	
14. Sool, Mahalir and Kuzhanthai Maruthuvam (Obstetrics, Gynecology & Peadiatrics)	
15. Aruvai Maruthuvam including Enbu Murivu & Pal Maruthuvam (Surgery including Bone Setting and Dental Diseases)	
16. Library	
17. Pharmacy	
18. Auditorium	
19. Staff Room	
20. Boys Common Room	
21. Girls Common Room	
22. Canteen	
23. Class Rooms	
24. Tutorial room for PG	
25. Area Of Dissection Hall	
26. Physiology Lab.	
27. Medicinal Botany Lab.	
28. Bio-Chemistry Lab.	
29. Pathology Lab.	
<b>AREA OF MUSEUMS</b>	
1. Udal Koorugal (Anatomy)	
2. Udal Thathuvam (Physiology)	
3. Gunapadam (Pharmacology)	
4. Maruthuva Thavara Iyal (Medicinal Botany)	
5. Sattam Sarntha maruthuvamum Nanju Noolum (Forensic medicine & Toxicology)	
<b>OTHERS</b>	

## II. DETAILS OF MUSEUM

S.No.	Name of the Department	Number of Charts, Models & Specimens Available		
		Charts	Models	Specimens
1.	Udal Koorugal (Anatomy)			
2.	Udal Thathuvam (Physiology)			
3.	Gunapadam (Pharmacology)			
4.	Maruthuva Thavara Iyal (Medicinal Botany)			
5.	Sattam Sarntha maruthuvamum Nanju Noolum (Forensic medicine & Toxicology)			

## III. DETAILS OF VARIOUS SECTIONS

### A. DISSECTION HALL

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	

### B. LIBRARY

S.No.	Details	Available
1.	Number of books	
(i)	Siddha	
(ii)	Modern	
(iii)	Others	
(iv)	Total	
2.	Number of Seats available in reading room	
3.	Number of computers with internet facility	

#### IV. A. INFORMATION OF TEACHING STAFF

S. No.	Department	Intake Capacity for UG	Number of Teachers as per CCIM Norms			Available		
			P	R	L	P	R	L
1.	Siddha Maruthuva Adippadai thanthuvangalum Varalarum	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	1			
		100	1	or 1	1			
		Additional for PG Dept.						
2.	Maruthuva Thavara Iyal (Medicinal Botany)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	1			
		100	1	or 1	2			
		Additional for PG Dept.						
3.	Uyir Vedhiyal (Bio-Chemistry)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	1			
		100	1	or 1	1			
		Additional for PG Dept.						
4.	Tamil (Language)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	1			
		100	1	or 1	1			
		Additional for PG Dept.						
5.	Udal Koorugal (Anatomy)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	2			
		100	1	1	2			
		Additional for PG Dept.						
6.	Udal Thathuvam (Physiology)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	2			
		100	1	1	2			
		Additional for PG Dept.						
7.	Gunapadam (Materia Medica)	50	1	or 1	1			
		60	1	1	2			
		80	1	or 1	4			
		100	1	1	4			
		Additional for PG Dept.						
8.	Noi Anuga Vidhi Ozhukkam (Hygiene)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	1			
		100	1	1	1			
		Additional for PG Dept.						
9.	Noi Nadal (Pathology) including Nunnuyiriyal (Microbiology)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	2			
		100	1	1	2			
		Additional for PG Dept.						
10.	Sattam Sarntha Maruthuvamum Nanju Noolum (Forensic medicine and Toxicology)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	2			
		100	1	1	2			
		Additional for PG Dept.						
11.	Maruthuvam Pothu (General Medicine)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	1	2			
		100	1	1	2			
		Additional for PG Dept.						
12.	Sirappu Maruthuvam including Yoga & Varmam (Special Medicine)	50	1	or 1	1			
		60	1	or 1	1			
		80	1	or 1	2			
		100	1	1	2			
		Additional for PG Dept.						
13.	Sool, Magalir and Kuzhanthai Maruthuvam (Obstetrics, Gynaecology & Padiatrics)	50	1	or 1	1			
		60	1	or 1	2			
		80	1	1	2			
		100	1	1	2			
		Additional for PG Dept.						
14.	Aruvai Maruthuvam including Enbu Murivu & Pal Maruthuvam (Surgery including Bone Setting and Dental Diseases)	50			1			
		60	1	or 1	1			
		80	1	or 1	1			
		100	1	1	2			
		Additional for PG Dept.						

**V. VERIFICATION OF MONTHWISE ATTENDANCE OF TEACHING STAFF THROUGH BIOMETRIC MACHINE / ATTENDANCE REGISTER (from Jan. to Dec. 2011)**

S.No.	Month	Total no. of teachers present			Total no. of teachers absent		
		Professor	Reader	Lecturer	Professor	Reader	Lecturer
1	January						
2	February						
3	March						
4	April						
5	May						
6	June						
7	July						
8	August						
9	September						
10	October						
11	November						
12	December						
<b>Total</b>							

**VI. ABOUT TEACHING & PRACTICAL TRAINING (Jan. to Dec. 2011)**

**(i) FOR UG**

S.No	Subject	Number of classes and practicals held					
		Theory			Practicals		
		P	R	L	P	R	L
1.	Siddha Maruthuva Adipadai Thathuvangalum Varalarum						
2.	Tamil Language						
3.	Uyir Vedhiyal						
4.	Udal Koorugal						
5.	Udal Thathuvam						
6.	Maruthuva Thavara Iyal						
7.	Marunthiyal Adippadaihalum Marunthu Sei Maruihalum						
8.	Gunapadam						
9.	Noi Nadal						
10.	Nunnuyiriyal						
11.	Noi Anugavidhi Ozhukkam:						
12.	Sattam Sarntha Maruthuvamum Nanju Noolum (Forensic medicine & Toxicology)						
13.	Maruthuvam - Pothu (General Medicine)						
14.	Sirappu Maruthuvam including Yoga & Varma (Special Medicine)						
15.	Sool, Magalir Maruthuvam and Kuzhanthai Maruthuvam (Obstetrics Gynecology and Paediatric Medicine)						
16.	Aruvai Maruthuvam including Enbumurivu and Pal Maruthuvam (Surgery, Bone Setting and Dental Practices)						
17.	Number of educational tours conducted for teaching & practical purpose in the year 2011-12						

**(ii) FOR PG**

S.No.	Subject	Number of classes and practicals held					
		Theory			Practicals		
		P	R	L	P	R	L
1.	Maruthuvam						
2.	Gunapadam						
3.	Sirappu Maruthuvam						
4.	Kuzhanthai Maruthuvam						
5.	Noi Nadal						
6.	Nanjunoolum Maruthuva Neethinoolum						
7.	Number of educational tours conducted for teaching & practical purpose in the year 2011-12						

**VII. OTHER RELEVANT INFORMATION OF TEACHER**

(Mention name of department)

S.No.	INFORMATION OF TEACHERS	Professor	Reader	Lecturer	Total
1.	Total number of teachers <b>retired</b> from the college (Jan. to Dec. 2011)				
2.	Total number of teachers <b>transferred/left</b> from the college (Jan. to Dec. 2011)				
3.	Total number of teachers <b>newly appointed</b> in the college (Jan. to Dec. 2011)				
4.	Total number of teachers <b>re-employed</b> after retirement from Govt. or Grant In Aid colleges (Jan. to Dec. 2011)				

**VIII. SALARY INFORMATION**

S.No.	Pay Scale + Grade pay of teachers	Tick whichever applicable	Available
1.	Mode of payment through Bank	Yes/No (If no please mention reason thereof)	
2.	GPF & CPF is deducted from the salary	Yes/No (If no please mention reason thereof)	
3.	Teachers promotion policy as per norms of CCIM	Yes/No (If no please mention reason thereof)	
4.	Existing pay scale of teaching staff	State Govt./UGC/others	
5.	Pay Scale + Grade pay	Pay Scale + Grade pay of Professor	
		Pay Scale + Grade pay of Reader/Associate Professor	
		Pay Scale + Grade pay of Lecturer /Assistant Professor	

**Note:-** Detail Information of Teaching staff be furnished as per annexure-III

**IX. A. DETAILS OF TECHNICAL AND OTHER STAFF IN THE COLLEGE**

S. No.	Department	As per norms of the CCIM						Available					
		Lab. Tech.	Lab. Asstt.	Lab. Tech.	Lab. Asstt.	Lab. Tech.	Lab. Asstt.	Lab. Tech.	Lab. Asstt.	Lab. Tech.	Lab. Asstt.		
1.	Siddha Maruthuva Adippadai Thathuvangalum Varalarum												
2.	Maruthuva Thavara Iyal (Medicinal Botany)												
3.	Uyir Vedhiyal (Bio-Chemistry)												
4.	Tamil												
5.	Udal Koorugal (Anatomy)												
6.	Udal Thathuvam (Physiology)												
7.	Gunapadam (Materia Medica)												
8.	Noi Anuga Vidhi Ozhukkam (Hygiene)												
9.	Noi Nadal (Pathology) including Nunnuyir Iyal (Microbiology)												
10.	Sattam Sarntha Maruthuvamum Nanju Noolum (Forensic medicine and Toxicology)												
11.	Maruthuvam - Pothu (General Medicine)												
12.	Sirappu Maruthuvam including Yoga & Varmam (Special Medicine)												
13.	Sool, Mahalir and Kuzhanthai Maruthuvam (Obstetrics, Gynecology & Paediatrics)												
14.	Aruvai Maruthuvam including Enburnurivu and Pal Maruthuvam (Surgery including Bone Setting and Dental Diseases)												

**B. OTHER NON- TEACHING STAFF IN THE COLLEGE**

LIBRARY STAFF			
Librarian	1		
Asst. Librarian	1		
Library Attendant/Peon	2		
PHARMACY STAFF			
Deputy Superintendent (M.D. Gunapadam)			
Machine Operator			
Labourer (Number)			
HERBAL GARDEN STAFF			
	1.		
	2.		

**Note:-** Detailed Information of Non -Teaching staff be furnished as per annexure-IV.

**X. DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED FOR VARIOUS SECTIONS**

**A. MEDICINAL BOTONY LABORATORY**

S. No.	Essential Instruments and Equipments	Number of Instruments and Equipments available
1.	Field magnifier	
2.	Compound microscope	
3.	Dissecting Microscope	
4.	Microscope	
5.	Slides box with cover slips,	
6.	Blotting/filter papers	
7.	Electronic balance	
8.	Dissection Box	
9.	Enamel Trays	

## **B. DISSECTION HALL**

<b>S. No.</b>	<b>Essential Instruments and Equipments</b>		<b>Number of Instruments and Equipments available</b>
1. (i)	Tank with a capacity to preserve 2-4 bodies.		
(ii)	Preservative Chemicals		
2.	Dissection Tables Sets	10 sets	
3.	Dissecting Table		
(i)	Full size with steel top or marble top stainless	04	
(ii)	Half size with steel top or marble top stainless	08	
4.	Miscellaneous		
(i)	Bone cutter of the numbers $\frac{3}{4}$ , $\frac{1}{2}$ , $\frac{1}{4}$ , $\frac{1}{8}$ – fine pointed Chisel bone dissector		
(ii)	Bucket and Mug		
(iii)	Gloves powder		
(iv)	Surgical gloves		
(v)	Surgical blade		
(vi)	Soap		
(vii)	Disposable syringe – 20cc, 10cc, 05cc		
(viii)	Towels		
(ix)	Dustbin		
5.	Furniture and Other Equipments		
(i)	Stools preferably of metal	50	
(ii)	Wash basin	02	
(iii)	Machines for bones and brain sectioning	01	
(iv)	OHP	01	
(v)	X-ray viewing box or panels	03	
(vi)	Glass jars of different sizes	300	

## **C. PHYSIOLOGY (UDAL THATHUVAM) LABORATORY**

<b>S. No.</b>	<b>Essential Instruments and Equipments</b>	<b>Number of Instruments and Equipments available</b>
1.	Microscopes with oil immersion	
2.	Westergen's pipette for ESR	
3.	Haematocrit Tube	
4.	Haemoglobinometer sahli's	
5.	Haemocytometer	
6.	Sphygmomanometer	
7.	Stethoscopes	
8.	Clinical Thermometer	
9.	Knee Hammer	
10.	Tuning forks	
11.	Electrocardiograph	
12.	Stop watches	
13.	Water Distillation still	
14.	Thermometers, balances, Microslides,	
15.	Cover slips, glassware	
16.	Centrifuge with speed control	
17.	Colorimeter (photoelectric)	
18.	P <sup>H</sup> meter Electric	
19.	P <sup>H</sup> comparator with disc	
20.	Refrigerator	
21.	Newton's colour wheel In a batch	
22.	Spirometer	
23.	Tonometer	
24.	Hydrometer	
25.	Viscometer	
26.	Osmometer	
27.	Stalagmometer	
28.	Sterlizer	

**D. GUNAPADAM LABORATORY (TEACHING PHARMACY LAB)**

<b>S.No.</b>	<b>Essential Instruments and Equipments</b>	<b>Number of Instruments and Equipments available</b>
1.	Kalvam	
(i)	Small	
(ii)	Medium	
(iii)	Porcelain	
(iv)	Thaptha kalvam	
2.	Heating Device-	
(i)	Gas Stove	
(ii)	Electric stove	
(iii)	Hot plate	
(iv)	Aduppu (Charcoal)	
3.	Vessels-	
(i)	Frying Pan	
(ii)	Steel Vessel	
(iii)	Spatula	
(iv)	Ladles & Spoons	
(v)	Knife	
(vi)	Plates	
4.	Measuring Equipments Different Size (Glass)	
5.	Big Vessels & Containers-	
(i)	Brass	
(ii)	Copper	
(iii)	Steel etc.	
6.	Balance (Different Capacities)	
(i)	Physical	
(ii)	Chemical	
7.	Pounding Apparatus	
8.	Sieves (Assorted Numbers & Size)	
9.	Wet Grinder	
10.	Mixi	
11.	Juice Extractor	
12.	Putam (Different kinds)	
13.	Pyrometer	
14.	Thermometer	
15.	Pressure Cooker	
16.	Moosai (Crucibles)	
17.	Thuruthi with Blower	
18.	Refrigerator	
19.	Jars(Porcelain) Fermentation Purpose	
20.	Yandiram	
(i)	Thula Yandiram	
(ii)	Valuka Yandiram	
21.	Distillation Apparatus	
22.	Enamel Trays	
23.	Spirit Lamp	
24.	Microscope	
25.	Earthen Vessels-Pots	
26.	Almiras & Racks for storage	

### **E. TEACHING NOI NADAL (PATHOLOGY) LABORATORY**

<b>S.No.</b>	<b>Essential Instruments and Equipments</b>	<b>Number of Instruments and Equipments available</b>
1.	Binocular microscope	
2.	Sahli's Square tube	
3.	Hb pipette	
4.	Dropper	
5.	Glass rod	
6.	WBC Pipette	
7.	Improved Neubauer chamber	
8.	Cover slip	
9.	Red cell pipette	
10.	Cleaned slides	
11.	Incubator	
12.	Wintrobe's tube	
13.	Pasteur's pipette	
14.	Centrifuge machine	
15.	Westergren pipette	
16.	Rubber teat	
17.	Westergren stand	
18.	Litmus paper	
19.	pH indicator paper strips	
20.	Urinometer	
21.	Multi stix	
22.	Bunsen burner	
23.	Test tube	
24.	Test tube holder	
25.	Filter paper	
26.	Steel almirah	
27.	Steel rack	
28.	Glass Jars with lid of different sizes	
29.	Glass view rack	
30.	Magnifying lens	
31.	Autoclave	
32.	Water bath	
33.	Separating funnels of various sizes	
34.	Stop watch	
35.	Ultraviolet lamp	
36.	Monocular microscope with oil immersion lens 20(e)	
37.	Capillary Tubes	
38.	Hot air oven	
39.	Microscope with oil immersion	
40.	Refrigerators	
41.	Sterile vessels/bottle to collect samples	

**VIII. DETAILS OF THE PRACTICAL**

<b>S.No.</b>	<b>Name of the Department</b>	<b>Details of the practical</b>	<b>Number of Practical conducted</b>
1.	Medicinal Botany Lab		
2.	Dissection/Demonstration		
3.	Udal Thathuvam Lab (Physiology)		
4.	Gunapadam Lab		
5.	Noi Nadal Lab (Pathology & Microbiology)		

## SECTION C

### DETAILS OF THE HOSPITAL

#### I. DETAILS OF AREA OF VARIOUS SECTIONS AVAILABLE IN THE HOSPITAL

TOTAL CONSTRUCTED AREA OF HOSPITAL	
VARIOUS SECTIONS IN THE HOSPITAL	Sections If Exist please mention Area in Sq.ft.
<b>ADMINISTRATIVE BLOCK-</b>	
1. Reception	
2. Registration counter	
3. Office of Medical Superintendent/ Medical Deputy Superintendent	
4. RMO Room	
5. Store Room	
<b>OPD SECTIONS -</b>	
1. Maruthuvam (Pothu & Sirappu)	
2. Aruvai Maruthuvam	
3. Sirappu Maruthuvam	
4. Sool, Mahalir and Kuzhanthai Maruthuvam	
5. Avasara Maruthuvam (Casualty)	
6. Puramaruthuvam	
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	
<b>OTHERS</b>	-
1.	

#### II. STAFF REQUIRED FOR HOSPITAL

Name of Post	Staff Required as Per Norms of CCIM	Available
Superintendent (Principal or Dean of the college may also be ex-officio)		
Deputy Superintendent		
Physician(All Professors, Readers & Lecturers of Clinical Subjects)		
Doctors for OPD	(6)	

Casualty Medical Officer	(3)	
Physician 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	
Asstt. Matron	1 for 100 beds	
Staff Nurse	1 for 25 beds (and 2 for OPD & 1 for Gynae OPD)	
Ward boy/Ayah/ANM	1 for 25 beds (and 2 for OPD)	
Pharmacist	4 (2 for OPD)	
Store Keeper	1	
Head Clerk	1	
Cook	1 for 50 beds	
Kitchen Attendant/Cook	1 for 25 beds	
Plumber	On contract basis	
Watch Men	3 or on contract basis	
Lift men for multistoried building	2 or on contract basis	
Electrician	1 (part time)	
Dressers for OPD	(2)	
Dark Room Attendant	1	
Operation Theatre Attendant	2	
Labour Room Attendant	2	
Sweeper cum Cleaner	1 for 25 beds or on contract basis (and 2 for OPD)	
Statistician	part time	
Photographer	part time	

**Note:-** Detailed 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	Available
1	Maruthuvam - Pothu (General Medicine)	Hand Washing facility	
		X-ray viewing Box	
		BP Apparatus	
		Stethoscope	
		Sitting arrangement for internees/students	

		Examination Table	
		Thermometer	
		Tongue depressor	
		Cotton balls	
		Torch	
		Measuring tape	
		Weight and height measuring stand	
		Knee Hammer	
		Washbasin	
2	Sirappu Maruthuvam including Yoga & Varmam (Special Medicine)	X-ray viewing Box	
		BP Apparatus	
		Stethoscope	
		Sitting arrangement for interneees/students	
		Examination Table	
		Thermometer	
		Tongue depressor	
		Cotton balls	
		Torch	
		Measuring tape	
		Weight and height measuring stand	
		Knee Hammer	
Washbasin			
3	Aruvai Maruthuvam including Enbumurivu and Pal Maruthuvam (Surgery including Bone Setting and Dental Diseases)	Hand washing facility	
		Drainage facility	
		Minor OT	
		Instruments for ano-rectal examination	
		Examination Table	
		BP Apparatus	
		Surgical Blades	
		Cotton balls	
		Gauze pieces	
		X-ray viewing Box	
		Stethoscope	
		Sitting arrangement for interneees/students	
Cheetle's forceps			
Torch			
4	Sool, Magalir Maruthuvam and Kuzhanthai Maruthuvam (Obstetrics Gynecology and Paediatric Medicine)	Weighing machine	
		Sim's speculum	
		Cusco's speculum	
		Examination Table	
		Lamp stand	
		Torch	
		X-ray viewing Box	
		BP Apparatus	
		Stethoscope	
		Sitting arrangement for interneees/students	
		Examination Table	
		Baby Weighing Machine	
Measuring tape			
Washbasin			
5	Thokkanam and Varmam	As per requirement	
6	Avasara Maruthuvam (Emergency)	Facilities available (Equipment, Instrument, Furniture etc)	
7	Minor OT	Facilities available (Equipment, Instrument, etc.)	

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

S.No.	Month	Information to be filled up by college					Verification of information by Visitors as correct / Not
		Maruthuvam - Pothu	Sirappu Maruthuvam	Aruvai Maruthuvam	Sool, Mahalir and Kuzhanthai Maruthuvam	Avasara Maruthuvam (Casualty)	
1.	Jan.						
2.	Feb.						
3.	March						
4.	April						
5.	May						
6.	June						
7.	July						
8.	Aug.						
9.	Sept.						
10.	Oct.						
11.	Nov.						
12.	Dec						
Total							
Grand total							

Note:- 1. Patients of Medical Camp OPD should not be included

2. If there is separate OPD for Ophthalmology/dentistry mention separately.

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

A. Total Number of Patients Admitted in the Year 2011								
S.No.	Month	Information to be filled up by college						Verification of information by Visitors as correct / Not
		Pothu - Maruthuvam	Sirappu Maruthuvam	Aruvai Maruthuvam	Sool, Mahalir and Kulanthai Maruthuvam	Avasara Maruthuvam	Thokkanam and Varmam	
1.	Jan.							
2.	Feb.							
3.	March							
4.	April							
5.	May							
6.	June							
7.	July							
8.	Aug.							
9.	Sept.							
10.	Oct.							
11.	Nov.							
12.	Dec							
Total								
Grand total								

#### VI. DETAILS OF TOTAL BED DAYS OCCUPIED (Jan. to Dec. 2011)

A. Total Number of Patients Admitted in the Year 2011								
S.No.	Month	Information to be filled up by college						Verification of information by Visitors as correct / Not
		Pothu - Maruthuvam	Sirappu Maruthuvam	Aruvai Maruthuvam	Sool, Mahalir and Kulanthai Maruthuvam	Avasara Maruthuvam	Thokkanam and Varmam	
1.	Jan.							
2.	Feb.							
3.	March							
4.	April							
5.	May							
6.	June							
7.	July							
8.	Aug.							
9.	Sept.							
10.	Oct.							
11.	Nov.							
12.	Dec							
Total								
Grand total								

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

## VII. DETAILS OF BED DISTRIBUTION

S.No.	Name of the Department	% of Required Bed Distribution	Number of Existing Beds
1.	(i) Maruthuvam - Pothu	40%	
2.	(ii) Sirappu Maruthuvam	15%	
3.	(iii) Aruvai Maruthuvam	10%	
4.	(iv) Sool, Mahalir and Kulanthai Maruthuvam	10%	
5.	(v) Avasara Maruthuvam	10%	
6.	(vi) Thokkanam and Varmam	15%	
<b>Total Number of Existing Beds</b>			

## VIII. DETAILS OF OTHER FACILITIES OF HOSPITAL (INFORMATION ABOUT VARIOUS SECTIONS IN THE HOSPITAL)

Name of Section	Available
<b>LABOUR ROOM-</b>	Functional/Non Functional
Antenatal Room with attached Toilet-	Functional/Non Functional
Facilities for Neonatal care	Available/Not Available
Other Available Facilities, Equipments, Instruments (Details be furnished as per annexure-X)	
Number of Deliveries performed during the year 2011	
<b>MINOR OPERATION THEATRE</b>	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	
Details of Available equipments, Instruments and other facilities in Operation theatre	
Fumigation facility	Available/Not Available
<b>AMBULANCE</b>	Available/Not Available
<b>X-Ray</b>	
Total number of X-rays done in the year 2011	
<b>ECG</b>	
Total number of ECG done in the year 2011	
<b>USG</b>	
Total number of USG done in the year 2011	

## IX. INFORMATION OF PURA MARUTHUVAM DEPARTMENT

Total Number of patients treated by Kara nool application in the year 2011	
Total Number of patients treated by Suttigai application in the year 2011	
Total Number of patients treated by Attai vidal application in the year 2011	

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

S.No.	Nature of the camp	Date	Place	General/Specific Disease

**Note:-** \* If required additional sheet be attached in the prescribed format.

**XI. DETAILS OF INSTRUMENTS AND EQUIPMENTS REQUIRED****A. Clinical (Hospital) Noi Nadal Lab**

<b>S.No.</b>	<b>Essential Instruments and Equipments</b>	<b>Number of Instruments and Equipments available</b>
1.	Binocular microscope	
2.	X-ray view box	
3.	Sterile disposable lancet/needle	
4.	Sahli's Square tube	
5.	Hb pipette	
6.	Dropper	
7.	Glass rod	
8.	WBC Pipette	
9.	Improved Neubauer chamber	
10.	Cover slip	
11.	Red cell pipette	
12.	Cleaned slides	
13.	Incubator	
14.	Wintrobe's tube	
15.	Pasteur's pipette	
16.	Centrifuge machine	
17.	Westergren pipette	
18.	Rubber teat	
19.	Westergren stand	
20.	Litmus paper	
21.	pH indicator paper strips	
22.	Urinometer	
23.	Multi stix	
24.	Bunsen burner	
25.	Test tube	
26.	Test tube holder	
27.	Filter paper	
28.	Steel almirah	
29.	Steel rack	
30.	Glass Jars with lid of different sizes	
31.	Glass view rack	
32.	Magnifying lens	
33.	Autoclave	
34.	Water bath	
35.	Separating funnels of various sizes	
36.	Stop watch	
37.	Ultraviolet lamp	
38.	Monocular microscope with oil immersion lens 20 (e)	
39.	Capillary Tubes	
40.	Hot air oven	
41.	Microscope with oil immersion	
42.	Refrigerators	
43.	Sterile vessels/bottle to collect samples	
44.	Disposable Gloves	
45.	Physical balance	
46.	Syringe needle destroyer	
47.	Reagents	

## B. LABOUR ROOM

S.No.	Essential Instruments and Equipments	Number of Instruments and Equipments available
1.	Shadowless Lamp	
2.	Suction Machine (Neonatal)	
3.	Oxygen Cylinder and Mask	
4.	Foetal Toco Cardiograph	
5.	Radiant Warmer	
6.	Phototherapy Unit	
7.	Weighing Machine (Paediatric)	
8.	Patient trolley	
9.	Anaesthesia trolley	
10.	Infantometer	
11.	Vacuum extractor	
12.	Foetal Doppler	
13.	Low cavity forceps	
14.	Steriliser	
15.	Macintosh rubber sheet	
16.	Catguts and Thread	
17.	Speculum – Sims -CUSCO	
18.	Instruments for labour and Episiotomy.(Scissors, forceps, needle holders etc.)	
19.	Baby tray	
20.	Draw Sheets	
21.	Plastic Aprons	
22.	HIV kit for emergency patients	
23.	Plain and Hole towels	
24.	Gloves	
25.	Nebuliser	
26.	Foetoscope	
27.	Autoclave	
28.	Drums	
29.	Instrumental Trolley	
30.	OT tables with head up and head low facility	
31.	Double dome Shadowless lamp	
32.	Pulse Oxymeter	
33.	Resuscitation kit	
34.	Boyle's apparatus	
35.	Electrocautery	
36.	MTP Suction Machine	
37.	Anaesthesia Kit	
38.	Blunt and Sharp Curettes	
39.	Dilators set (Hegar's, Hawkins)	
40.	Anterior Vaginal Wall retractor	
41.	Uterine sound	
42.	Vulsellum	
43.	MTP Suction Curette	
44.	Needles	
45.	Needle holders	
46.	Sponge holding forceps	
47.	Towel Clips	
48.	Retractors abdominal (Doyne's etc.)	
49.	Green armytage forceps	
50.	Uterus holding forceps	
51.	Kocher's forceps	
52.	Artery forceps (Long, short, Mosquito)	
53.	Scissors- different sizes	
54.	Forceps obstetrics	
55.	Tongue depressor	
56.	Endotracheal tubes	
57.	B.P. apparatus	
58.	HSG Cannula	
59.	Cord Cutting appliances	
60.	I.U.C.D. removing hook	

**C. MINOR OPERATION THEATRE**

<b>S.No.</b>	<b>Essential Equipment and Instruments</b>	<b>Number of Instruments and Equipments available</b>
1.	Spot light	
2.	Needle Holding Forceps	
3.	Dressing Drums of assorted size	
4.	I.V. Stand	
5.	X-ray view box	
6.	Masks and caps	
7.	Gauze, Cotton and Bandage	
8.	Gloves of different sizes	
9.	Artery forceps (small, medium, big)	
10.	Dissection forceps	
11.	Sinus forceps	
12.	Scissors – straight	
13.	Scissors curved of different sizes	
14.	Stitch removal scissors	
15.	Pointed scissors	
16.	Probes assorted sizes	
17.	Needle holders	
18.	Suturing needle	
19.	Surgical thread	
20.	B.P. Handle of different size	
21.	Surgical blades of different sizes	
22.	Rubber catheters	
23.	Generator	
24.	Emergency light	
25.	Refrigerator	
26.	Autoclave	
27.	Proctoscopes – various sizes	
28.	Nasal speculum	
29.	Ear speculum	
30.	Eye wash glasses	
31.	Aural syringe	
32.	Kidney trays	
33.	Kaaranool – Medicated Thread	
34.	Salaagai (silver)	
35.	Operation Table	
36.	Instrument trolley	
37.	Revolving stools	
38.	Electric sterilizers	
39.	Vaporizer	
40.	Nebulizer	
41.	Gabriel syringe	
42.	Piles holding Forceps	
43.	Barron piles Gun	
44.	Vertical BP Instrument	

## **SECTION D**

### **OTHER ALLIED INFRASTRUCTURE REQUIREMENTS OF A SIDDHA COLLEGE**

#### **I. DETAILS OF HOSTEL**

<b>S.No.</b>	<b>Details of the Hostel (each room should be of 10 sq.mt.) for two students facilities</b>	<b>Available</b>
1.	Total number of seats available for Boys	
2.	Total number of seats available for Girls	
3.	Total number of rooms available for Boys	
4.	Total number of rooms available for Girls	
5.	Mess facility for Boys – available/not	
6.	Mess facility for Girls – available/not	

#### **II. HERBAL GARDEN**

<b>S.No.</b>	<b>Particulars</b>	<b>Available</b>
1.	Area (2500 sq.mt. upto 60 students and 4000 sq.mt for 61-100 students)	
2.	Number of medicinal plants	
3.	Number of species	
4.	Irrigation facility – Available/Not	

#### **III. SPORTS AND GAMES FACILITY**

Sports and Games Facility – Available/ Not	
If yes, Name and details	

#### **IV. TRANSPORT FACILITY**

Transport Facility – Available/ Not	
If yes, Number of vehicles	

#### **V. DETAILS OF PHARMACY**

Pharmacy- Functioning/Non Functioning	
Area	
<b>Pharmacy staff</b>	
Deputy Superintendent (MD Gunapadam)	
Machine Operator	
Laborer (Number)	
Others	

## **VI. DETAILS OF EQUIPMENT & INSTRUMENTS OF PHARMACY**

<b>S. No.</b>	<b>Essential Equipment and Instruments</b>	<b>Required No.</b>	<b>Number of Equipment and Instruments Available</b>
1.	Pulverizer	1	
2.	Disintegrator	1	
3.	Tablet Making Machine	1	
4.	Hot air Oven/Dryer	1	
5.	Muffled Furnace (Horizontal & Vertical)	1	
6.	Electric Kalvam	1	
7.	Soxhalet Apparatus	1	
8.	Percolater	1	
9.	PH Meter	-	
10.	Tablet Disintegration Time Testing Machine	1	
11.	Tablet Hardness Testing Machine	1	
12.	Refractometer	1	
13.	Melting Point Detector	1	
14.	Audio-Visual equipments	-	
15.	Kalvam	5	
16.	Metal (Taptha kalvam) Porcelain	10	
17.	Hot plate	2	
18.	Measuring Equipments	10	
19.	Big Vessels & Containers (Brass, Copper, Steel etc.)	15	
20.	Balance (Different Capacities)- Physical & Chemical	4 & 1	
21.	Sieves-Different Numbers	2 sets	
22.	Wet Grinder	1	
23.	Mixi	2	
24.	Juice Extractor	1	
25.	Pyrometer	1	
26.	Pressure Cooker	1	
27.	Moosai (Crucibles)	10	
28.	Thuruthi with Blower	1	
29.	Refrigerator	1	
30.	Jars (Porcelain Fermentation Purpose)	5	
31.	Yanthirangal		
32.	Distillation Apparatus	1	
33.	Enamel Trays	10	
34.	Spirit Lamp	5	
35.	Earthen Vessels	10	
36.	Others		

**VII. DETAILS OF PREPARED MEDICINES IN THE YEAR 2011**

<b>S. No.</b>	<b>Name of Prepared Medicine</b>	<b>Quantity of Prepared Medicine</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

**VIII. PROGRESS MADE BY THE INSTITUTION IN LAST TWO YEARS ON SALIENT POINTS**

<b>S.No.</b>	<b>Important Information of College</b>	<b>Progress made by college</b>
1.	Construction of college and hospital building	
2.	Appointment of Teaching staff	
3.	Appointment of Non-Teaching staff	
4.	Appointment of Paramedical and other Hospital staff	
5.	Expansion of Various Departments of College	
6.	Expansion of Herbal Garden, Plantation of New Plants	
7.	Development of Pharmacy	
8.	Hospital OPD	
9.	Hospital IPD	
10.	Thokkanam and Varmam (Pura maruthuvam) Department	

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

Dated \_\_\_\_\_  
 Place: \_\_\_\_\_

Signature of Principal

Name with Stamp

I, \_\_\_\_\_ 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 and me.

Dated \_\_\_\_\_  
 Place: \_\_\_\_\_

Signature of Secretary/President

Name with Stamp

**Note:-**Not applicable for Govt. Colleges

**LIST OF ANNEXURES TO BE SUBMITTED BY COLLEGE**

S.No.	Annexure Number	Name of the Annexure
1.	Annexure-I	Details of students admitted in Under Graduate course for the year 2009-10, 2010-11 & 2011-12.
2.	Annexure-II	Details of students admitted in Post Graduate course for the year 2009-10, 2010-11 & 2011-12.
3.	Annexure-IIA	Details of Post Graduate students allotted to individual guide for the year 2009-10, 2010-11 & 2011-12
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
11.	Annexure X	Details of Equipments and Instruments

**ANNEXURE-I**

**DETAILS OF UNDER GRADUATE STUDENTS ADMITTED IN THE YEAR 2009-10, 2010-11 & 2011-12**

S. No	Name of Student	Father's Name	Date of Birth	Fee Receipt Number and Date	Residential Address	Govt./ Management Quota	% of PCB in 10+2	Category (Gen./SC /ST/ OBC/others )

**ANNEXURE-II**

**DETAILS OF POST GRADUATE STUDENTS ADMITTED IN THE YEAR 2011-12**

S. No.	Name of PG Subject	Students admitted by order of AYUSH Deptt. (GOI)/Court order number.....dated.....	Number of Admitted Students
1.	Maruthuvam		
2.	Gunapadam		
3.	Sirappu Maruthuvam		
4.	Kuzhanthai Maruthuvam		
5.	Noi Nadal		
6.	Nanju Noolum Maruthuva Neethi Noolum		
<b>GRAND TOTAL</b>			

**ANNEXURE-II A**

**DETAILS OF POST GRADUATE STUDENTS ALLOTTED TO INDIVIDUAL GUIDE FOR THE YEAR 2009-10, 2010-11 & 2011-12**

S. No.	Name of Guide with Designation	Department	Number of Students allotted			Total Number of Students
			2009-10	2010-11	2011-12	

**Note:-**\*If required additional sheet be attached in the prescribed format.

**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 <sup>st</sup> appointment to till date)			Department (Subject)	Nature of present appointment (regular/ contractual/ deputation/ part time/ adhoc)	Local Residential Address	Permanent Address	Name of State Board & Registration Number	Salary Account Number & Branch	Telephone Number & Mobile Number of Teacher	Photograph of Teacher (Attested by the Principal)	Signature of Teacher (At the time of visitation)
	Sur Name	First Name	Middle 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 (Annexure-VII) and Form No. 16 & Salary bills of newly appointed teachers after last visitation including supportive documents in respect of the reason of ineligibility of previous year. 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 and Quantity of Drugs obtained from own Pharmacy	Name and Quantity of Drugs purchased from market		Name and Quantity of utilised Drugs along with balance			
		Siddha Drugs	Modern Drugs	Siddha Drugs		Modern Drugs	
				Utilised	Balance	Utilised	Balance
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

**Note:-** \*If required additional sheet be attached in the prescribed format.

**ANNEXURE VII**

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

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 Name (if Applicable after marriage)				
3.	Date of Birth (dd / mm / yyyy)				
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)	<b>Duration (dd/mm/yyyy) to (dd/mm/yyyy)</b>	<b>Department (Subject)</b>	<b>Designation</b>	<b>Name of the college</b>
8.	Present working Department (Subject)				
9.	Present Designation				
10.	Name of present working college				
11.	Permanent Residential Address				
12.	Local Residential Address				
13.	State Board/ Council Registration detail	Registration Number			
		Name of State Board			
14.	Bank details	Salary Account Number			
		Name and Branch of Bank			
15.	Contact Details	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**

<b>Name of the Teacher</b>		
<b>Department</b>		
<b>S. No.</b>	<b>Particulars of Teacher</b>	<b>Yes/No</b>
1.	Having a Graduate Degree in Siddha and Post Graduate Degree in concerned/ allied subject as per Regulations.	
2.	Certified copy of UG degree Certificate submitted.	
3.	Certified copy of PG degree Certificate submitted.	
4.	If having only Graduate Degree, whether appointed before 1.7.1989.	
5.	If having PG diploma in concerned subject, approval of the CCIM for teaching is given.	
6.	Copy of CCIM's approval for PG diploma is submitted	
7.	Certified copy of PG diploma Certificate submitted	
8.	<b>If Professor,</b> (a) <b>Whether having total teaching experience of ten years</b> in the Department out of which five years teaching experience as Reader/ Associate Professor or ten years experience as a Lecturer in the concerned subject wherever the posts of Reader/ Associate Professor does not exist. (b) <b>If teacher is appointed for PG</b> , thirteen years teaching experience including five years as Reader in Postgraduate teaching in the concerned subject.	
9.	<b>If Reader,</b> (a) <b>Whether having total teaching experience of five years</b> in the subject out of which three years teaching experience as Lecturer in the concerned subject. (b) <b>If teacher is appointed for PG</b> , eight years teaching experience as Lecturer including three years in Postgraduate teaching or total ten years experience of undergraduate teaching in the concerned subject.	
10.	<b>If Lecturer,</b> (a) no teaching experience is required. (b) <b>If teacher is appointed for PG</b> , three years professional experience after post graduation as Clinical Registrar or Senior Resident or three years research experience from recognized institution or three years teaching experience in the concerned subject from recognized college. Wherever there is a post of Senior Lecturer, the Lecturer with four years regular service shall be designated as <b>Senior Lecturer</b> .	
11.	Requisite teaching experience Certificate(s) submitted.	
12.	Whether recognized/approved by the concerned University.	
13.	Age should be below 65 years.	
14.	Whether not being superannuated in the mid session of 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.	<b>Qualifications:</b> Whether the teacher deputed /appointed for post graduate teaching possess Post -graduate degree qualification in concerned subject.	

**ANNEXURE -IX**

<b>A. TOTAL NUMBER OF BEDS AVAILABLE ON THE DAY OF VISITATION</b>									
<b>B. TOTAL NUMBER OF IPD PATIENTS ON THE DAY OF VISITATION</b>									
<b>C. DEPARTMENT WISE DETAILS OF IPD PATIENTS AVAILABLE ON THE DAY OF VISITATION:-</b>									
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
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									

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
22.									
23.									
24.									
25.									
26.									
27.									
28.									
29.									
30.									
31.									
32.									
33.									
34.									
35.									
36.									
37.									
38.									
39.									
40.									
41.									
42.									
43.									
44.									
45.									
46.									
47.									
48.									
49.									
50.									

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
51.									
52.									
53.									
54.									
55.									
56.									
57.									
58.									
59.									
60.									
61.									
62.									
63.									
64.									
65.									
66.									
67.									
68.									
69.									
70.									
71.									
72.									
73.									
74.									
75.									

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
76.									
77.									
78.									
79.									
80.									
81.									
82.									
83.									
84.									
85.									
86.									
87.									
88.									
89.									
90.									
91.									
92.									
93.									
94.									
95.									
96.									
97.									
98.									
99.									
100.									

## **ANNEXURE- X**

### **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's website (**www.ccimindia.org**), 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, contact telephonically or send an email to CCIM 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.

\*\*\*\*\*