



सत्यमेव जयते

DIRECTORATE OF AYURVEDA, MAHARASHTRA STATE, MUMBAI

PART- I

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

Section 'A'-General Information

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 college)	Name & Address	
	Office Tel No.	
	Residence Tel No.	
	Mobile No.	
Information of Secretary of Society/Trust of College (For private college)	Name & Address	
	Office Tel No.	
	Residence Tel No.	
	Mobile No.	
Information of State Govt. Health Secretary / AYUSH Secretary Dealing with the education of Ayurved, Unani and Siddha	Name & Address	
	Office Tel No.	
	Residence Tel No.	
	Mobile No.	

Information of State Govt. Director of Ayurved / AYUSH	Name & Address	
	Office Tel No.	
	Residence Tel No.	
	Mobile No.	
Important information of connectivity	Name of Nearest Airport & Distance (km)	
	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 Ayurvedic Colleges within radius of 50 km		1.
		2.
		3.
Name and year of 1 st affiliation of University	Name	
	Year of 1 st affiliation	
Year of 1 st permission of State Govt.		

DETAILS OF LAND	To be filled up by college	Verification of information by Visitors as Correct/Not
Total area of land with Society/Trust (in acres)		
Ownership of land (Own/Lease/Rented)		
In the name of the Society/Trust		
In the name of President/Secretary		
Whether entire land is in one plot or more than one. If more than one, then size and distance between these plots		
Whether the land available with the Society/Trust is entirely for Ayurvedic College and attached Hospital or for any other Institute also, if so, details thereof.		
Information regarding other institutions/colleges run by the same society/trust. Whether they are in same campus or anywhere else.		
Total area of land allotted to the Ayurved college (in acres)		
Total area of land allotted to the Ayurvedic hospital (in acres)		
Total area of land allotted to the hostels (in acres)		
Name of other institutions running in the campus of Ayurved College		
TOTAL CONSTRUCTED AREA OF COLLEGE (Sq.ft.) <i>Note: Please furnish details in Annexure-I</i>		
TOTAL CONSTRUCTED AREA OF HOSPITAL (Sq.ft.) <i>Note: Please furnish details in Annexure-I</i>		

INFORMATION OF ADMITTED STUDENTS

Name of the Course	To be filled up by college			Verification by Visitors as correct/Not
	Sanctioned Seats by GOI /CCIM vide order no... dated	Number of Students admitted in the year 2010-11	Date of last admission of the student	
		Govt. quota	Management quota	
UG				
PG (Sub. Wise)				
<i>* If required additional sheet be attached in prescribed format regarding information of PG Course</i>				

Note- List of Students in UG Course admitted in the Year 2010-11 be furnished as per Annexure-II

Detail Information of Total Number of Subject Wise Post Graduate Students Admitted in Academic Year 2010-2011 be furnished as per Annexure –III

SECTION -B

FINANCIAL INFORMATION

Total income of college in the year 2010 (To be filled up by college)	TOTAL EXPENDITURE IN THE YEAR JAN. TO DEC.2010 (To be filled up by college)											Verification of information by Visitors as correct / Not	
	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 & other expenditure	Total		

MONTH WISE EXPENDITURE IN THE YEAR Jan. to Dec. 2010 (To be filled up by college)													Verification of information by Visitors as correct / Not
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 & other expenditure	Total	
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 2010												
15	TOTAL INCOME OF THE YEAR 2010												

DETAILS OF MUSEUM

Name of the Department	Number of Charts, Models & Specimens Available (To be filled up by college)			Verification of information by Visitors as correct / Not		
	Charts	Models	Specimens	Charts	Models	Specimens
1. Rachana Sharir						
2. Kriya Sharir						
3. Dravyaguna						
4. Rasashastra						
5. Swasthavritta						
6. Agad Tantra						
7. Roga Nidan						

INFORMATION ABOUT VARIOUS SECTIONS IN COLLEGE	To be filled up by college	Verification of information by Visitors as correct / Not
DISSECTION HALL		
No of dissection tables		
Cadaver Preservative tank- Available/Not		
No of cadavers available at the time of visitation		
No of cadavers dissected in the year 2010		
LIBRARY		
1. Number of books available		
Ayurved -		
Modern -		
Others -		
Total -		
2. Number of Seats available in reading room		
3. Number of computers with internet facility		
HOSTEL		
1. Seats available for Boys		
2. 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		
HERBAL GARDEN		
Number of Plants		
Number of species		
Irrigation facility- Available/Not		
NAME & DETAILS OF SPORTS AND GAMES FACILITY		
TRANSPORT FACILITY – Available/Not [If, Yes Number of vehicles]		
PHARMACY - Functioning/Non Functioning		
<i>*If, Yes Details of Pharmacy be furnished as per Annexure-IV</i>		

SECTION C

INFORMATION OF TEACHING & PRACTICAL TRAINING (Jan. to Dec. 2010)

FOR UG

S.No	Subject	Number of classes held (to be filled up by college)		Verification of information by Visitors as correct / Not	
		Theory	Practicals	Theory	Practicals
1.	Ayurved ka Itihas				
2.	Sanskrit				
3.	Padarth Vigyan				
4.	Ashtang Hridayam				
5.	Rachana Sharir				
6.	Kriya Sharir				
7.	Swastha Vritta				
8.	Dravyaguna Vigyan				
9.	Rasa Shastra Bhaishajya Kalpana				
10.	Agad Tantra Vyavhar Ayurved evam Vidhi Vaidyak				
11.	Rog Vigyan evam Vikriti Vigyan				
12.	Charak Samhita (Purvardh)				
13.	Prasuti evam Striroga				
14.	Kaumarbhrittya				
15.	Kayachikitsa				
16.	Panchkarma				
17.	Shalya				
18.	Shalakya				
19.	Charak Samhita (Uttarardh)				
20.	Number of educational tours conducted for teaching & practical purpose in the year 2010-11				

For PG

S.No.	Subject	Number of classes & practicals held (to be filled up by college)		Verification of information by Visitors as correct / Not	
		Theory	Practicals	Theory	Practicals
1.	Ayurved Siddhanta				
2.	Ayurved Samhita				
a)	Charak Samhita				
b)	Sushruta Samhita				
c)	Vagbhat Samhita				
3.	Rachana Sharira,				
4.	Kriya Sharir				
5.	Dravyaguna Vigyan				
6.	Rasa Shastra				
7.	Bhaishajya Kalpana				
8.	Prasuti Tantra avum Stree Roga				
9.	Kaumar Bhrittya				
10.	Kayachikitsa				
11.	Swasthavritta				
12.	Rog Nidan avum Vikriti Vigyan				
13.	Manovigyana avum Manas Roga				
14.	Shalya - Samanya				
15.	Shalya – Kshar Karma avum Anushastra Karma				
16.	Shalakya – Netra Roga				
17.	Shalakya – Shiro-Nasa – Karna avum Kantha Roga				
18.	Shalakya– Danta avum Mukha Roga				
19.	Panchakarma				
20.	Agad Tantra avum Vidhi Vaidyaka				
21.	Sangyahaarana				
22.	Chhaya avum Vikiran Vigyan				
23.	Number of educational tours conducted for teaching & practical purpose in the year 2010-11				

NUMBER OF EXISTING TEACHING STAFF

S. No.	Department	Intake Capacity for UG	Number of Teachers as per CCIM Norms			No. of Existing Teachers (to be filled up by college)			Verification of information by Visitors as Correct/Not		
			P	R	L	P	R	L	P	R	L
1.	Samhita, Sanskrit & Siddhanta (one should be a Sanskrit Lecturer)	50	1	or 1	2						
		60	1	or 1	2						
		80	1	1	2						
		100	1	2	2						
		Additional for PG Dept.	1	or 1	1						
2.	Rachana Sharir	50	1	1	1						
		60	1	1	2						
		80	1	1	2						
		100	1	2	2						
		Additional for PG Dept.	1	or 1	1						
3.	Kriya Sharir	50	1	or 1	1						
		60	1	1	1						
		80	1	1	1						
		100	1	1	2						
		Additional for PG Dept.	1	or 1	1						
4.	Dravyaguna	50	1	1	1						
		60	1	1	1						
		80	1	1	2						
		100	1	1	2						
		Additional for PG Dept.	1	or 1	1						
5.	Rasashastra & Bhaishajyakalpana	50	1	1	1						
		60	1	1	1						
		80	1	1	2						
		100	1	1	2						
		Additional for PG Dept.	1	or 1	1						
6.	Rognidana	50	1	or 1	1						
		60	1	1	1						
		80	1	1	1						
		100	1	1	2						
		Additional for PG Dept.	1	or 1	1						
7.	Swastha Vritta	50	1	or 1	1						
		60	1	1	1						
		80	1	1	1						
		100	1	1	2						
		Additional for PG Dept.	1	or 1	1						
8.	Agad Tantra Vyavhar Ayurved evam Vidhi Vaidyak	50	1	or 1	1						
		60	1	or 1	1						
		80	1	1	1						
		100	1	1	1						
		Additional for PG Dept.	1	or 1	1						
9.	Prasuti & Stiroga	50	1	1	1						
		60	1	1	1						
		80	1	1	1						
		100	1	1	2						
		Additional for PG Dept.	1	or 1	1						
10.	Kaumarbhritya	50	1	or 1	1						
		60	1	or 1	1						
		80	1	1	1						
		100	1	1	1						
		Additional for PG Dept.	1	or 1	1						
11.	Kayachikitsa	50	1	1	1						
		60	1	1	2						
		80	1	2	2						
		100	1	2	3						
		Additional for PG Dept.	1	or 1	1						
12.	Shalya	50	1	1	1						
		60	1	1	1						
		80	1	1	2						
		100	1	1	2						
		Additional for PG Dept.	1	or 1	1						
13.	Shalakya	50	1	or 1	1						
		60	1	1	1						
		80	1	1	2						
		100	1	1	2						
		Additional for PG Dept.	1	or 1	1						
14.	Panchkarma	50	1	or 1	1						
		60	1	1	1						
		80	1	1	1						
		100	1	1	1						
		Additional for PG Dept.	1	or 1	1						

INFORMATION OF TEACHERS	To be filled up by college				Verification of information by Visitors as correct / Not
	Professor	Reader	Lecturer	Total	
1. Total number of teachers retired from the college (Jan. to Dec. 2010)					
2. Total number of teachers transferred/left from the college (Jan. to Dec. 2010)					
3. Total number of teachers newly appointed in the college (Jan. to Dec. 2010)					
4. Total number of teachers reemployed after retirement from Govt. or Grant In Aid colleges (Jan. to Dec. 2010)					

SALARY INFORMATION		To be filled up by college	Verification of information by Visitors as correct / Not
Pay Scale of teachers	As per State Govt./UGC (If none of these please mention reason thereof)		
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) [Pl. tick whichever applicable]	Pay Scale of Professor		
	Pay Scale of Reader		
	Pay Scale of Lecturer		

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

*****Note: To ascertain the availability of actual numbers of teachers in the College, visitors after verification of the following records should filled up correct information and should provide the certification:-**

1. Documents to be examined:

- Acquaintance Roll
- Attendance register
- Personal file
- Time table
- Other duties e.g. examinations. NSS etc.
- University approval
- Attendance of teaching staff through Biometric Machine
- Identity Card

2. Observation of the visitors:

S.No.	Document to be examined	Available for number of teachers	Remarks
1.	Attendance Register		
2.	Acquaintance Roll		
3.	Personal file		
4.	Time Table		
5.	University approval		
6.	Attendance of teaching staff through Biometric Machine		
7.	Identity Card		

Certification by visitation team:

Above listed documents and registers are examined thoroughly in relation to list of available number of teachers submitted by the college. On examining all the above documents, the visitor certifies that the names of teachers mentioned in the list are/not correlating with other documents listed above. On the basis of all the above documents, the visitor certifies that college is having _____ number of teachers.

Signature of Visitation Team

INFORMATION OF NON -TEACHING STAFF OF VARIOUS DEPARTMENTS

S.No.	Department	As per norms of the CCIM						No. of Existing Non-Teaching Staff (To be filled up by college)						Verification of information by Visitors as correct / Not
		Lab. Tech.	Lab Asstt.	M. Keeper	Typist	Peon	Sweeper	Lab Tech.	Lab Asstt	M. Keeper	typist	Peon	sweeper	
1.	Samhita, Sanskrit & Siddhanta		1	1		1								
2.	Rachana Sharir	1 Tec				1, 1 lifter	2							
3.	Kriya Sharir	1	1 Lab Asstt.			1								
4.	Dravyaguna	1 lab Attnd		1			1							
5.	Rasashastra & Bhaishajya Kalpana	2 lab Attnd	1	1		1								
6.	Rog Nidan	2	1 Lab Asstt.			1	1							
7.	Swastha Vritta			1		1								
8.	Agad Tantra & Vidhi Ayurved			1										
9.	Prasuti & Striroga	1		1										
10.	Kaumar Bhrittya			1			1							
11.	Kayachikitsa	1	1			1	1							
12.	Shalya Tantra	1				1								
13.	Shalaky Tantra	1	1 Lab Associate			1	1							
14.	Panchkarma	1	1			1	1							

OTHER NON- TEACHING STAFF IN THE COLLEGE

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

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

*****Note: To ascertain the availability of actual numbers of non-teaching staff in the College, visitors after verification of the following records should filled up correct information and should provide the certification:-**

2. Documents to be examined:

- Acquaintance Roll
- Attendance register
- Attendance of non-teaching staff through Biometric Machine
- Identity Card

2. Observation of the visitors:

S.No.	Document to be examined	Available for number of non-teaching staff	Remarks
1.	Attendance Register		
2.	Acquaintance Roll		
3.	Attendance of non-teaching staff through Biometric Machine		
4.	Identity Card		

Certification by visitation team:

Above listed documents and registers are examined thoroughly in relation to list of available number of non-teaching staff submitted by the college. On examining all the above documents, the visitor certifies that the names of non-teaching staff mentioned in the list are/not correlating with other documents listed above. On the basis of all the above documents, the visitor certifies that college is having _____ number of non-teaching staff.

Signature of Visitation Team

STAFF REQUIRED FOR HOSPITAL

Name of Post	Staff Required as Per Norms of CCIM	Department wise Number of Existing Staff (To be filled up by college)	Verification of information by Visitors as Correct /Not
Superintendent (Principal or Dean of the college may also be ex-officio)			
Deputy Superintendent			
Vaidya (for OPD)	(6)		
Casualty Medical Officer	(3)		
Medical Specialist (cardiologist)	1 Part time		
Surgeon	1 Part time		
Gynaecologist	1 Part time		
Radiologist	1 Part time		
Pathologist	1 Part time		
Anaesthetist	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 10 beds (and 2 for OPD and 1 for Gynae OPD)		
Ward boy/Ayah/ANM	1 for 10 beds (and 2 for OPD)		
Pharmacist	2+2 (for OPD)		
Store Keeper	1		
Head Clerk	1 + 2(for OPD)		
Cook	1 for 50 beds		
Kitchen Attendant/ Cook	1 for 25 beds On contract basis		
Plumber	4 or on contract basis		
Watch Men	4 or on contract basis		
Lift men for multi-storage Building	4 or on contract basis		
Electrician	1 (part time)		
Dark Room Attendant	1		
Dressers(for OPD)	2		
Operation Theatre Attendant	2		
Labour Room Attendant	2		
Safaiwala/ Scavengers	1 for 25 beds or on contract basis (and 2 for OPD)		
Statistician	part time		
Photographer	part time		

PANCHKARMA DEPARTMENT STAFF			
Panchkarma Vaidya	1 Male		
	1 Female		
Panchkarma Nurse	2		
Panchkarma Technician	2		
Panchkarma Assistant	2 Male		
	2 Female		
Physiotherapist	1		
Safaiwala/ Scavengers	2		
	2.		

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

*****Note: To ascertain the availability of actual numbers of Hospital Staff in the College , visitors after verification of the following records should filled up correct information and should provide the certification:-**

1. Documents to be examined:

- Acquaintance Roll
- Attendance register
- Personal file
- Duty Roster
- Attendance of Hospital staff through Biometric Machine
- Identity Card

2. Observation of the visitors:

S.No.	Document to be examined	Available for number of teachers	Remarks
1.	Attendance Register		
2.	Acquaintance Roll		
3.	Personal file		
4.	Duty Roster		
5.	Attendance of hospital staff through Biometric Machine		
6.	Identity Card		

Certification by visitation team:

Above listed documents and registers are examined thoroughly in relation to list of available number of hospital staff submitted by the college. On examining all the above documents, the visitor certifies that the names of teachers mentioned in the list are/not correlating with other documents listed above. On the basis of all the above documents the visitor certifies that college is having _____number of hospital staff.

Signature of Visitation Team

SECTION D DETAILS OF HOSPITAL

OPD FACILITIES

S. no.	Name of Department	Equipment, Instrument, Furniture etc required as per norms of CCIM	Departmental Equipment, Instrument, Furniture Available or Not (To be filled up by college)	Verification of information by Visitors as correct / Not
1	Kayachikitsa	• 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	Shalya	• Hand washing facility		
		• Drainage facility		
		• Minor OT		
		• Instruments for anorectal examination		
		• Examination Table		
		• BP Apparatus		
		• Surgical Blades		
		• Cotton balls		
		• Gauze pieces		
		• X-Ray Viewing Box		
		• Stethoscope		
		• Sitting arrangement for internees/students		
		• Cheetle's forceps		
• Torch				
3	Shalaky	• Tuning forks		
		• Ophthalmoscope/ fundoscope		
		• Auroscope		
		• Examination Table		
		• X-Ray Viewing Box		
		• BP Apparatus		
		• Stethoscope		
		• Sitting arrangement for internees/students		
		• ENT kit		
		• Torch		
• Bull's lamp				
4	Prasuti & Stri Roga	• Weighing machine		
		• Sim's speculum		
		• Cusco's speculum		
		• Examination Table		
		• Lamp stand		
		• Torch		
		• X-Ray Viewing Box		
		• BP Apparatus		
		• Stethoscope		
		• Sitting arrangement for internees/students		
		• Measuring tape		
• Washbasin				
5	Bal Roga	• Scale		
		• Weighing machine		
		• Torch		
		• View Box		
		• BP Apparatus		
		• Stethoscope		
		• Examination Table		
• Sitting arrangement for internees/students				
6	Panchkarma	• As per kayachikitsa		
7	Emergency	• Facilities available (Equipment, Instrument, Furniture etc)		
8	Yoga Section (Swasth Rakhshan)	• Facilities available (Equipment, Instrument, Furniture etc)		
9	Minor OT	• Facilities available (Equipment, Instrument, etc.)		

NUMBER OF PATIENTS ATTENDED OPD (Jan. to Dec. 2010)

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

S.No.	Month	Information to be filled up by college							Verification of information by Visitors as correct / Not
		Kayachikitsa	Shalya	Shalakyā	Prasuti & Stri Roga	Bal Roga	Panchkarma	Swasthya Rakshan	
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									

DETAILS OF IPD PATIENTS (Jan. to Dec. 2010)

1. Total Number of Patients Admitted in the Year 2010

S.No.	Month	Information to be filled up by college						Verification of information by Visitors as correct / Not
		Kayachikitsa	Shalya	Shalakyā	Prasuti & Stri Roga	Bal Roga	Panchkarma	
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								

2. Total Number of Bed Days Occupied

S.No.	Month	Information to be filled up by college						Verification of information by Visitors as correct / Not
		Kayachikitsa	Shalya	Shalakyā	Prasuti & Stri Roga	Bal Roga	Panchkarma	
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 total number of bed days occupied of the months please calculate the date wise total number of patients, remained on bed at midnight.

IPD SECTIONS WITH BED STRENGTH			
Name of the Department	% of Bed Distribution as per CCIM norms	Number of Existing Bed strength (To be filled up by college)	Verification of information by Visitors as correct / Not
(i) Kayachikitsa & Panchkarma	40%		
(ii) Shalya	10%		
(iii) Shalakya	10%		
(iv) Prasuti & Striroga	10%		
(v) Bal Roga	10%		
(vi) Others	20%		
Total Number of Beds			

Note: Visitors while verifying the information of fully functional hospital along with the genuineness of the working of the hospital should verify following documents and should provide following certification.

***** A. For IPD Status:**

- IPD & OPD registers
- Case Sheet of IPD patients
- Discharge cards of IPD patients
- Cash receipts of each collected for Lab and other investigations of IPD patients.
- Bank document of depositing the daily cash collected from IPD and lab investigation etc. are not available at the time of hearing.
- Lab register
- Nursing register
- IPD medicine, Indent register is not maintained because all the medicines prescribed are to be bought from outside.
- Duty roster of nursing staff
- Duty roster of Doctors
- Diet register
- Any other relevant document/record

S.No	Records/documents to be examined	Available / NA	Correlation with IPD register	Remarks (Separate sheet may attached for recording the observations)
1	Number and name of the IPD wards alongwith the number of beds			
2	Original IPD Case sheets			
3	Discharge Cards			
4	IP Medicine indent register			
5	Nursing staff duty roster			
6	Doctors duty roster			
7	IP diet register			
8	Cash receipts for IPD charges/lab charges			

B. For OPD Status:

- OPD Register
- Dispensing Register
- Investigations register-Lab/X-ray
- Cash Receipts

- Doctors attendance

The OPD & IPD register should be examined alongwith other registers to find a co-relation in the entries in all the registers and relation with the original case papers.

S.No	Records/documents to be examined	Available / NA	Correlation with OPD register	Remarks (Separate sheet may attached for recording the observations)
1.	Number and name of the OPD departments			
2.	Original OPD Case Register			
3.	OPD Medicine Dispensing Register			
4.	Nursing staff duty roster			
5.	Doctors duty roster			
6.	OPD Investigation Register			
7.	Cash receipts for OPD charges/lab charges			

Certification by Visitation team:

The IPD registers are/not properly printed with hospital name, are maintained/not maintained properly. IPD registers have entry of – patients name/OPD registration number/IPD registration number /DOA/DOD/diagnosis/name of treating doctor/brief of treatment given/signature of attending doctor. The IPD register are certified, signed and authenticated by superintendent/ Dy. superintendent/ Principal. Above listed registers/ documents examined in relation with entries in IPD register and found/not found correlating and are/ not satisfactory. In view of the above observations I am of the opinion that the college hospital is/not genuinely functional hospital and figures of IPD bed occupancy of_% during last one year as reported by the college hospital appears to be acceptable/not acceptable.

Signature of visitation team

DETAILS OF DRUG DISTRIBUTION IN OPD & IPD (Jan. to Dec.2010)	<i>Note:-Detail Information be furnished as per Annexure-VIII</i>
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INFORMATION ABOUT VARIOUS SECTIONS IN THE HOSPITAL	To be filled up by college	Verification of information by Visitors as correct / Not
LABOUR ROOM- Functional/Non Functional		
Antenatal Room with attached Toilet-Functional/Non Functional		
Facilities for Neonatal care - Available/Not Available		
Other Available Facilities, Equipments, Instruments <i>Note:- Details be furnished as per annexure-XIII</i>		
Number of Deliveries performed during the year 2010		
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 2010		
Total Number of patients treated by Kshar Sutra application in the year 2010		
Details of Available equipments, Instruments and other facilities in Operation theatre <i>Note:- Details be furnished as per annexure-XIV</i>		
Fumigation facility- Available/Not Available		
AMBULANCE - Available/Not Available		

OTHER FACILITIES AVAILABLE IN THE HOSPITAL		To be filled up by college	Verification of information by Visitors as correct / Not
X-Ray	Total number of X-rays done in the year 2010		
ECG	Total number of ECG done in the year 2010		
USG	Total number of USG done in the year 2010		

INFORMATION OF PANCHKARMA DEPARTMENT

Name of the Instrument	Number of Instruments Available	Verification of information by Visitors as correct / Not
Droni		
Vastiyantara		
Hot Plates		
Gyser		
Avgahan Yantra		
Swedan Yantra		
Shirodhara Yantra		

KARMA'S BEING CARRIED OUT	TOTAL NUMBER OF KARMA'S CARRIED OUT IN THE YEAR 2010 (To be filled up by college)	VERIFICATION OF INFORMATION BY VISITORS AS CORRECT / NOT
POORVA KARMA		
Snehan		
Swedan		
PRADHAN KARMA		
Vaman		
Virechana		
Vasti		
Nasya		
Rakta Mokshana		
Jalaukavacharan		
Agni Karma		
Ksharkarma		
Others Karmas if any		

DETAILS OF MEDICAL CAMPS CONDUCTED BY COLLEGE IN THE YEAR 2010

S.No.	TO BE FILLED UP BY COLLEGE			VERIFICATION OF INFORMATION BY VISITORS AS CORRECT / NOT
	NATURE OF THE CAMP	DATE	PLACE	

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

ANNEXURE -I

DETAILS OF AREA OF COLLEGE AND HOSPITAL

DETAILS OF AREA OF COLLEGE

TOTAL CONSTRUCTED AREA OF COLLEGE			
NAME OF DEPARTMENT & SECTION	As per CCIM norms	To be filled up by college	Verification of information by Visitors as correct / Not
1. Administrative wing	2000 Sq.ft.		
2. Sanskrit, Samhita, Siddhant	500 Sq.ft.		
3. Rachana Sharir	500 Sq.ft.		
4. Kriya Sharir	500 Sq.ft.		
5. Dravyaguna	500 Sq.ft.		
6. Rasashastra & Bhaishajya Kalpana	500 Sq.ft.		
7. Rog Vigyan	500 Sq.ft.		
8. Swasthavritta	500 Sq.ft.		
9. Agad Tantra Vyavhar Ayurved evam Vidhi Vaidyak	500 Sq.ft.		
10. Prasuti & Striroga	500 Sq.ft.		
11. Kaumartbhritya	500 Sq.ft.		
12. Kayachikitsa	500 Sq.ft.		
13. Shalyatantra + (Ksharsutra Lab.)	1000 Sq.ft.		
14. Shalakya Tantra	500 Sq.ft.		
15. Panchkarma	500 Sq.ft.		
16. Library	2000 Sq.ft.		
17. Pharmacy	1500 Sq.ft.		
18. Auditorium	2000 Sq.ft.		
19. Staff Room	400 Sq.ft.		
20. Boys Common Room	400 Sq.ft.		
21. Girls Common Room	400 Sq.ft.		
22. Canteen	400 Sq.ft.		
23. Class Rooms	750 Sq.ft.X4		
24. Tutorial room for PG	-		
25. Area Of Dissection Hall	1500 Sq.ft.		
26. Physiology Lab.	400 Sq.ft.		
27. Rasashastra & Bhaishajyakalpana Lab.	400 Sq.ft.		
28. Pharmacognosy Lab. (Dravyaguna)	400 Sq.ft.		
29. Roganidan Lab.	400 Sq.ft.		
AREA OF MUSEUMS	-		
1. Rachana Sharir	500 Sq.ft.		
2. Kriya Sharir	500 Sq.ft.		
3. Dravyaguna	500 Sq.ft.		
4. Rasashastra	500 Sq.ft.		
5. Swasthavritta	500 Sq.ft.		
6. Agad Tantra	500 Sq.ft.		
7. Roga Nidan	500 Sq.ft.		
OTHERS			
1.			
2.			
3.			

Cont.....

AREA OF VARIOUS SECTIONS AVAILABLE IN THE HOSPITAL

TOTAL CONSTRUCTED AREA OF HOSPITAL		
VARIOUS SECTIONS IN THE HOSPITAL	Sections If Exist please mention Area (To be filled up by college) in Sq.ft.	Verification of information by Visitors as correct / Not
ADMINISTRATIVE BLOCK-	-	-
1. Reception		
2. Registration counter		
3. Office of Medical Superintendent/ Medical Deputy Superintendent		
4. RMO Room		
5. Store Room		
OPD SECTIONS -	-	-
1. Kayachikitsa		
2. Shalya		
3. Shalakyas		
4. Prasuti & Stree Roga		
5. Bal Roga		
6. Panchkarma		
7. Emergency		
8. Swasthakarshan		
9. 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.		
3.		
4.		
5.		

TOTAL CONSTRUCTED AREA OF HOSTEL (Sq.ft.)		
Area for Girls Hostel		
Area for Boys Hostel		
Total Land for Herbal Garden		
Number of Staff Quarters available		

ANNEXURE-II

LIST OF UG STUDENTS ADMITTED IN THE YEAR 2010-11

S. No.	To be filled up by college								Verification of information by Visitors as correct / Not
	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)	

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

ANNEXURE-III

DETAILS OF POST GRADUATE STUDENTS ADMITTED IN THE YEAR 2010-11

S.No.	Name of PG Subject	Permitted Seats by GOI/ CCIM vide order no....dated	Number of Admitted Students
1.	Ayurved Siddhanta		
2.	Ayurved Samhita		
3.	Rachana Sharira		
4.	Kriya Sharira		
5.	Dravyaguna Vigyan		
6.	Rasa Shastra		
7.	Bhaishajya Kalpana		
8.	Prasuti Tantra avum Stree Roga		
9.	Kaumar Bhritya		
10.	Kayachikitsa		
11.	Swasthavritta		
12.	Rog Nidan avum Vikriti Vigyan		
13.	Manovigyana avum Manas Roga		
14.	Shalya - Samanya		
15.	Shalya – Kshar Karma avum Anushastra Karma		
16.	Shalakya – Netra Roga		
17.	Shalakya – Shiro-Nasa – Karna avum Kantha Roga		
18.	Shalakya– Danta avum Mukha Roga		
19.	Panchakarma		
20.	Agad Tantra avum Vidhi Vaidyaka		
21.	Sangyahaarana		
22.	Chhaya avum Vikiran Vigyan		
23.	Others		
24.			
25.			
GRAND TOTAL			

ANNEXURE-IV

DETAILS OF PHARMACY

DETAILS OF EQUIPMENT & INSTRUMENTS

Essential Equipment and Instruments	Available Number of Equipment and Instruments (To be filled up by college)	Verification of information by Visitors as Correct/Not
1. Pulveriser		
2. Disintegrator		
3. Tablet Making Machine		
4. Hot air Oven/Dryer		
5. Muffled Furnace (Horizontal & Vertical)		
6. Electric Khalva		
7. Soxhalet Apparatus		
8. Percolater		
9. PH Meter		
10. Tablet Disintegration Time Testing Machine		
11. Tablet Hardness Testing Machine		
12. Refractometer		
13. Melting Point Detector		
14. Audio-Visual equipments		
15. Khalva Yantra		
16. Metal (Taptakhalva Yantra) Porcelain-		
17. Hot plate		
18. Measuring Equipments		
19. Big Vessels & Containers (Brass, Copper, Steel etc.)		
20. Balance (Different Capacities)- Physical & Chemical		
21. Sieves-Different Numbers		
22. Wet Grinder		
23. Mixi		
24. Juice Extractor		
25. Pyrometer		
26. Pressure Cooker		
27. Moosha (Crucibles)		
28. Koshti with Blower		
29. Refrigerator		
30. Jars (Porcelain Fermentation Purpose)		
31. Yantras		
32. Distillation Apparatus		
33. Enamel Trays		
34. Spirit Lamp		
35. Earthen Vessels		
36. Kupipakva Bhatti		
37. Others		

Cont.....

DETAILS OF PREPARED MEDICINES IN THE YEAR 2010

To be filled up by college		Verification of Information by Visitors as correct / not
Name of Prepared Medicine	Quantity of Prepared Medicine	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

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

TOTAL EXPENDITURE ON PURCHASE OF RAW MATERIALS IN THE YEAR 2010

To be filled up by college				Verification of Information by Visitors as correct/ not
Name of the Company	Date	Voucher number	Amount	
1.				
2.				
3.				
4.				
5.				

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

Note: Information to be filled up by college as per proforma and be verified by Visitors

ANNEXURE-V

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)	Local Residential Address	Permanent Address	Name of State Board & Registration No.	Salary Account Number & Branch	Telephone No. & Mobile No. of Teacher	Photograph of Teacher (Attested by the Principal)	Signature of Teacher (At the time of visitation)	Verification of information by Visitors as correct / Not
	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 reliving order along with original affidavit as per prescribed format (Annexure-XVI) 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-VI

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	Verification of information by Visitors as correct / not

ANNEXURE-VII

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	Verification of information by Visitors as correct / not

ANNEXURE-VIII

DETAILS OF DRUG DISTRIBUTION IN OPD & IPD (JAN. TO DEC. 2010)

S.No.	Name & Quantity of Drugs obtained from own Pharmacy	Name & Quantity of Drugs purchased from market		Name & Quantity of utilised Drugs along with balance				Verification of information by Visitors as correct / Not
		Ayurvedic Drugs	Modern Drugs	Ayurvedic Drugs		Modern Drugs		
				Utilised	Balance	Utilised	Balance	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

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

ANNEXURE IX**DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED FOR PHYSIOLOGY LABORATORY**

S.NO.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as
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 ^H meter Electric		
19.	P ^H 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.	Sterilizer		

ANNEXURE X**DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED FOR RASASHASTRA & BHAISHAJYA KALPANA LABORATORY**

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
1.	Khalva Yantra-		
a.	Small		
b.	Medium		
c.	Porcelain		
d.	Tapta khalvyantra		
2.	Heating Device-		
a.	Gas Stove		
b.	Electric stove		
c.	Hot plate		
d.	Chulla (Charcoal)		
3.	Vessels-		
a.	Frying Pan		
b.	Steel Vessel		
c.	Spatula		
d.	Ladles & Spoons		
e.	Knife		
f.	Plates		
g.	Samdamsa Yantra(Tongs)		
4.	Measuring Equipments Different Size (Glass)		
5.	Big Vessels & Containers-		
a.	Brass		
b.	Copper		
c.	Steel etc.		
6.	Balance (Different Capacities)		
a.	Physical		
b.	Chemical		
7.	Pounding Apparatus (Ulukhala Yantra)		
8.	Sieves (Assorted Nos. & Size)		
9.	Wet Grinder		
10.	Mixi		
11.	Juice Extractor		
12.	Putas (Different kind)		
13.	Pyrometer		
14.	Thermo meter		
15.	Pressure Cooker		
16.	Moosha (Crucibles)		
17.	Koshti with Blower		
18.	Refrigerator		
19.	Jars(Porcelain) Fermentation Purpose		
20.	Yantras		
a.	Dola Yantra		
b.	Valuka Yantra		
c.	PitharaYantra		
d.	Bhudhara Yantra etc.		
21.	Distillation Apparatus & Arka Yantra		
22.	Enamel Trays		
23.	Spirit Lamp		
24.	Microscope		
25.	Earthen Vessels-Pots		
26.	Kupipakva Bhatti		
27.	Almiras & Racks for storage		

ANNEXURE XI

DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED FOR PHARMACOGNOSY LABORATORY [DRAVYAGUNA]

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
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		
10.	Reagents-		
a.	Chloroform		
b.	Alcohol.		
c.	HCL		
d.	Sulphuric acid		
e.	Sodium, potassium hydroxide		
f.	Benedict solution		
g.	Sodium nitrate		
h.	Potassium nitrate		
i.	Citric acid		
j.	Iodine		
k.	Ethyl Alcohol		
l.	Potassium Iodide		
m.	Xylol/pure xylene (slide preparation)		

ANNEXURE XII
DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED
FOR ROG-VIGYAN LABORATORY

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
1.	Binocular microscope		
2.	X-ray view box		
3.	Sterile disposable lancer/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.	Westergrens pipette		
18.	Rubber teat		
19.	Westergrens's stand		
20.	Litmus paper		
21.	pH indicator paper strips		
22.	Urinometer		
23.	Multi stix		
24.	Bunsen burner/Spirit Lamp		
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 emersion lens20(e)		
39.	Capillary Tubes		
40.	Hot air oven		
41.	Microscope with oil immersion		
42.	Refrigetors		
43.	Sterile vessels/bottle to collect samples		

Cont.....

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
44.	BP Apparatus		
45.	Stethoscope		
46.	Thermometer		
47.	Tongue depressor		
48.	Torch		
49.	Knee hammer		
50.	Measuring Tape		
51.	ENT examination set		
52.	Reflectors(Mirrors)		
53.	Weighing machine		
54.	Tuning Forks		
55.	Nasal speculum		
56.	Laryngoscope		
57.	Catheters		
58.	Probes		
59.	Disposable Gloves		
60.	Physical balance		
61.	Syringe needle destroyer		
62.	HBs Ag kit		
63.	HIV kit - Tridot (method by T Mitra)		
64.	CT & BT kit		
65.	Cell counter (haemoautoanalyser)		
66.	Renal profile, LET kit, Lipid profile, Blood Sugar kit		

ANNEXURE XIII

DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED FOR LABOUR ROOM

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
1.	Shadowless Lamp		
2.	Suction Machine (Neonatal)		
3.	Oxygen Cylinder & Mask		
4.	Foetal Toco Cardiograph		
5.	Radiant Warner		
6.	Photo therapy 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.	Machintosh rubber sheet		
16.	Catguts & Thread		
17.	Speculum – Sim’s -Cuscos		
18.	Instruments for labour & Episiotomy. (Scissors, forceps, needle holders etc.)		
19.	Baby tray		
20.	Draw Sheets		
21.	Plastic Aprons		
22.	HIV kit for emergency patients		
23.	Plain & Hole towels		
24.	Gloves		
25.	Nebuliser		
26.	Foetoscope		
27.	Auto Clave		
28.	Drums		
29.	Instrumental Trolley		
30.	OT tables & head Up & headlow facility		
31.	Double dome Shadowless lamp		
32.	Pulse Oxymeter		
33.	Oxygen Cylinder		
34.	Resuscitation kit		
35.	Boyle’s apparatus		
36.	Electro Cautery		
37.	MTP Suction Machine		
38.	Anaesthesia Kit		

Cont.....

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
39.	Blunt & Sharp Curretes		
40.	Dilators set (Hegar's, Hawkins)		
41.	Sims's Speculum		
42.	Anterior Vaginal Wall retractor		
43.	Cysco's Speculum		
44.	Uterine sound		
45.	Volsellum		
46.	MTP Suction Currate		
47.	Needles		
48.	Needle holders		
49.	Sponge holding forcep's		
50.	Towel Clips		
51.	Retractors abdominal (Doyne's etc.)		
52.	Green armytage forceps		
53.	Uterus holding forceps		
54.	Kocher's forceps		
55.	Artery forceps (Long, short, Mosquito)		
56.	Scissors- different sizes		
57.	Forceps obstetrics		
58.	Tongue depressor		
59.	Endotrachial tubes		
60.	B.P. apparatus		
61.	HSG Canula		
62.	Cord Cutting appliances		
63.	I.U.C.D. removing hook		
64.	Bladder Sound		

ANNEXURE XIV

DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED FOR OPERATION THEATRE

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
I	Para Surgical - Shalya		
1.	Spot light (Shadowless ceiling fitted)		
2.	Needle holding Forceps (big-medium-small)		
3.	Aprons		
4.	Specimens Jar		
5.	Dressing drums of Assorted size		
6.	Drum stand		
7.	IV Stand		
8.	X-ray View Box (double)		
9.	Surgeon's gown		
10.	Mask and caps		
11.	Gauze, cotton and Bandage		
12.	Gloves of different size		
13.	Cheetles Forceps		
14.	Towel Clips		
15.	Mosquito forceps		
16.	Sciissors straight (Tailor)		
17.	Scissors curved of different sizes		
18.	Stich removal Scissors		
19.	Dissection forceps		
20.	Sinus Forceps		
21.	Probes - Assorted size		
22.	Pointed scissors		
23.	Gastric and Intestinal clamps (occlusive and crushing)		
24.	Abdominal Retractors		
25.	Tissue Forceps		
26.	Bob Kock's Forceps		
27.	Kocher's Forceps		
28.	Urethral Dilators		
29.	Rubber catheters of Assorted size		
30.	Metal Catheters		
31.	Carrugated Rubber drain		
32.	Suturing Needle (straight/curved) of Assorted size		
33.	Surgical Thread		
34.	Sponge holding forceps		
35.	Right Angle cholecystectomy Forceps		
36.	Stone holding forceps		

Cont.....

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
37.	Proctoscope with or without illuminator		
38.	Bougies (Megars)		
39.	Allies Forceps small		
40.	Allies Forceps Big		
41.	Pile holding forceps		
42.	Artery Forceps small		
43.	Artery Forceps big		
44.	Artery Forceps Medium		
45.	Sigmoidoscope Rigid/flexible		
46.	Barron Pile's Gun		
47.	Laryngoscope Pediatric/Adult		
48.	Boyles Apparatus		
49.	Multiparameter Monitor		
50.	Ambu Bag		
51.	Suction machine Electrical/Mannual		
52.	Generator (Minimum 30 KV)		
53.	Emergency light		
54.	Fire Extinguisher		
55.	Skin grafting knife with handle		
56.	Surgical blades of different size		
57.	BP Handle of different size		
58.	Vertical BP Instrument		
59.	Self Retaining Retractor		
60.	Bone Drill Machine		
61.	Bone cutter		
62.	Giggly Saw		
63.	Scoop		
64.	Periosteum elevator		
65.	Maggler Forceps		
66.	E.T. Tubes of different sizes		
67.	High Pressure Autoclave		
68.	Fumigator		
69.	Refrigerator		
70.	Nitrous Oxide Cylinder		
71.	Exhaust fan		
72.	X.ray view box		
73.	Autolenin Washing Machine		
74.	Hydrolic Operation Table		
75.	Shadow less lamp ceiling		
76.	Anaesthesia Trolley/boyle's Appratus		
77.	Instrument Trolley		
78.	Endotracheal Tube		
79.	Ambu Bag		

Cont.....

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
80.	Proctoscope with or without illumination		
81.	Revolving Stool		
82.	Gabrial Syringe		
83.	Strecher with trolley		
84.	Mosquito forceps		
85.	Piles holding forceps		
86.	Needle holder		
87.	BP Apparatus		
88.	Suction Machine		
II	Ophthalmic Equipments/Instruments for Operative Surgery		
89.	Operating Microscope with Coaxial Illumination and foot control		
90.	Bipolar Wet field cautery		
91.	Mini Halogen Light (table mounting)		
92.	Ophthalmic Operation table with Head rest		
93.	Sterilizing box/case with matts		
94.	Lens insertion Forceps		
95.	Keratome		
96.	Barraquer wire speculum (adult/child/infant)		
97.	Desmarres lid retractors		
98.	Cat-paw lacrimal retractor		
99.	Mueller lacrimal sac retractor		
100.	Dastoor iris retractor		
101.	Castro Viejo caliper		
102.	Meyrhoefer Chalazion currete		
103.	Sinsky lens manipulating hook		
104.	IOL Manipulator		
105.	Foreign body spud		
106.	Lewis lens loop (vectis)		
107.	Cystotome and spoon		
108.	Mule Evisceration spoon		
109.	Wells Enucleation spoon		
110.	Iris repository (double-ended)		
111.	Tooks Corneal knife		
112.	Graefe Strabismus hook		
113.	Jameson muscle hook		
114.	Smith lens expressor		
115.	Wills cautery with copper ball-point		

Cont.....

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
116.	Barraquer blade braker and holder		
117.	Langs lacrimal sac dissector		
118.	Kelly Glaucoma punch		
119.	West Lacrimal Chiesel		
120.	Elevator (double ended)		
121.	Mallet		
122.	Nasal speculum adult/child		
123.	Pigtail Probe with suture holes		
124.	Wilder punctum Dilator		
125.	Bowman lacrimal probes		
126.	Towel clamp		
127.	Hartman mosquito forceps		
128.	Colibri forceps 1*2 teech		
129.	Mc. person corneal forceps with tying platform		
130.	Kelman Mc. Pherson angled forceps		
131.	Mc. Phersons tying forceps		
132.	Dressing forceps, serrated		
133.	Moorfield conjunctival forceps		
134.	Fixation forceps		
135.	Beer cilea (epilation) forceps		
136.	Arruga capsular forceps		
137.	Snellen Entropion clamp		
138.	Chalazion clamps		
139.	Castroviejo corneal scissors		
140.	Iris scissors		
141.	Westcott tenotomy scissors		
142.	Vannas straight scissors		
143.	De-Weckers iris scissors		
144.	Strabismus scissors		
145.	Enucleation sciessors		
146.	Barraquer needle holder		
147.	Castroviejo micro needle holder		
148.	Silcok needle holder with sid lock		
149.	Air injection canula		
150.	Healon aspirating canula		
151.	AC was canula		
152.	Lacrimal canula		
153.	Hydrodialysis canula		
154.	J-loop canula (rt./lt. With silicon tubing)		
155.	Simcoe direct I/A canula with silicon tubing		

Cont.....

S.No.	Essential Equipment and Instruments	Number of Instruments & Equipments available (to be filled up by college)	Verification of information by Visitors as correct/not
156.	Irrigating aspirating handle		
157.	Lens dialer		
158.	Superior Rectus forceps		
159.	Eye wash glasses (for Tarpana Karma)		
160.	Swimming Goggles (for Tarpana Karma)		
III	ENT-Surgical/Operative Procedural Instruments		
161.	Aural Syringe		
162.	Jobson's Aural Probe		
163.	Eustachian Catheter		
164.	Mastoid Retractor		
165.	Mastoid Gouge		
166.	Mallet		
167.	Mastoid Cell seeker with scoop		
168.	Nasal Foreign Body hook		
169.	Nasal packing forceps		
170.	Antral Trocar Scannla		
171.	Antral Burr		
172.	Nasal Snare		
173.	Freer's septal knife		
174.	Ballinger's swivel knife		
175.	Bayonet Shaped gouge		
176.	Walshman's forceps		
177.	Laryngeal forceps		
178.	Boyle-Davis mouth gag		
179.	Tongue plate with throat suction		
180.	Tonsil holding forceps		
181.	Tonsillar suction		
182.	Tonsillar Dissector		
183.	Tonsillar Suare		
184.	Guillotine		
185.	Adenoid curtltle with cage		
186.	Peritonsillar abcess draining forceps		
187.	Fuller's Tracheostomy Tube		
188.	Steriliser box		
189.	Cheatel's Forceps		
190.	Other consumable articles like gloves, syringes, bandages, sutras etc.		
191.	ENT operating microscope and lens		

ANNEXURE XV

PROGRESS MADE BY INSTITUTION IN LAST TWO YEARS ON SALIENT POINTS

S.No.	Important Information of College	Progress made by college (To be filled up 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 Hospital 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 Panchkarma Department	

ANNEXURE XVI**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 Name (if Applicable after marriage)			
3.	Date of Birth (dd / mm / 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/yyyy)	Designation	Name of the college
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	No.		
		State Board		
14.	Bank detail	Salary Account Number		
		Name and Branch of Bank		
15.	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**Signature of Principal with Stamp**

ANNEXURE XVII

CHECK LIST FOR ELIGIBILITY OF INDIVIDUAL TEACHER

Name of the Teacher		
Department		
S. No.	UG Teacher	Yes/No
1.	Having a Graduate Degree in Ayurveda 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.	If Professor, whether having total teaching experience of ten years in the Department out of which five years teaching experience as Reader/ Asstt. Professor or ten years experience as a Lecturer in the concerned subject wherever the posts of Reader/ Asstt. Professor does not exist.	
9.	If Reader, whether having total teaching experience of five years in the subject out of which three years teaching experience as Lecturer in the concerned subject.	
10.	If Lecturer , no teaching experience is required.	
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.	

S. No.	PG Teacher	Yes/No
18.	Qualifications: Whether the teacher deputed /appointed for post graduate teaching possess Post -graduate degree qualification in concerned subject.	
19.	Experience: If Professor , thirteen years teaching experience including five years as Reader in Postgraduate teaching in the concerned subject.	
20.	If Reader , eight years teaching experience as Lecturer including three years in Postgraduate teaching or total ten years experience of under Postgraduate teaching in the concerned subject.	

21.	<p>If Lecturer, three years professional experience after postgraduation as Clinical Registrar or Senior Resident or three years research experience in a recognized institution or three years teaching experience in the concerned subject in a recognized college.</p> <p>Wherever there is a post of Senior Lecturer, the Lecturer with four years regular service shall be designated as Senior Lecturer.</p>
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Certification by Visiting Team/ Official

As per above check-list, the teacher named.....
 posted in the Department of.....
 is found eligible/not eligible.

The reasons for non-eligibility (in case of not found eligible) are as following:

Reason of non-eligibility	Yes/No
1. Overage (> 65 years)	
2. Previous experience certificates not submitted	
3. Found in Duplicity	
4. Extra Sanskrit Teacher	
5. Submitted false teaching experience certificate	
6. Long Gap in teaching	
7. Affidavit not received or not in prescribed format	
8. PG certificate not submitted- in case of Ayurveda teachers appointed after 1.7.1989	
9. Graduate Degree certificate not submitted in case of Ayurveda teachers appointed before 1.7.1989	
10. Non PG joined after 1.7.1989 in case of Ayurveda teachers	
11. Non Ayurvedic Degree holder	
12. PG diploma holder- not approved by CCIM for teaching	
13. PG degree not according to schedule	
14. Shortage of experience for higher Faculty	
15. Resigned from College	
13. Retired from College	
14. Superannuation in mid-session	

Dated:

Signature of Visiting Team

LIST OF ANNEXURES TO BE SUBMITTED BY COLLEGE

S.No.	Annexure Number	Name of the Annexure
1.	Annexure -I	Details of area of College and Hospital
2.	Annexure-II	Number of Post Graduate students passed out from college from inception till date
3.	Annexure-III	List of students admitted in the year 2010-11
4.	Annexure-IV	Details of Pharmacy
5.	Annexure-V	Proforma to furnish the details of Teaching Staff
6.	Annexure-VI	Proforma to furnish the details of Non Teaching Staff
7.	Annexure-VII	Proforma to furnish the details of Hospital Staff
8.	Annexure-VIII	Details of Drug distribution in OPD & IPD (Jan. To Dec. 2010)
9.	Annexure IX	Details of Equipment and Instruments required for Physiology Laboratory
10.	Annexure X	Details of Equipment and Instruments required for Rasashastra & Bhaishajya Kalpana Laboratory
11.	Annexure XI	Details of Equipment and Instruments required for Pharmacognosy Laboratory
12.	Annexure XII	Details of Equipment and Instruments required for Roganidan Laboratory
13.	Annexure XIII	Details of Equipment and Instruments required for Labour Room
14.	Annexure XIV	Details of Equipment and Instruments required for Operation Theatre
15.	Annexure XV	Progress made by Institution in last two years on salient points
16.	Annexure XVI	Notarised affidavit to be filled up by Teacher in given format. (in respect of newly appointed teacher after last visitation)
17.	Annexure XVII	Check list for eligibility of individual Teacher

*

DETAILS OF OPD AND IPD
(to be filled by Inspection Committee)

NUMBER OF PATIENTS ATTENDED OPD (October 2010 to March 2011)

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

S.No.	Month	Information to be filled up by college						Verification of information by Visitors as correct / Not
		Kayachikitsa	Shalya	Shalakyia	Prasuti & Stri Roga	Bal Roga	Panchkarma	
1.	Oct.							
2.	Nov.							
3.	Dec							
4.	Jan.							
5.	Feb.							
6.	March.							
Total								
Grand total								

Total Number of Bed Days Occupied (October 2010 to March 2011)

S.No.	Month	Information to be filled up by college						Verification of information by Visitors as correct / Not
		Kayachikitsa	Shalya	Shalakyia	Prasuti & Stri Roga	Bal Roga	Panchkarma	
1.	Oct.							
2.	Nov.							
3.	Dec							
4.	Jan.							
5.	Feb.							
6.	March.							
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.

Bed Occupancy should be calculated on following formula -

$$\frac{\text{No. of Bed days Occupied} \times 100}{\text{Total No. of Bed} \times 180\text{days}}$$

Average bed occupancy of last 180 Days :

(.....)
Member

(.....)
Member

(.....)
Chairman

Date : / /2011

(For P.G. Course)

Remarks of Inspection Committee :

- 1)
- 2)
- 3)
- 4)

Recommendations : (Recommendation should be given clearly, conditional recommendation or recommendation on the basis of Undertaking or affidavit should not be given. Committee member should mention subjectwise "recommend / not recommend" in his handwriting)

Sr. No.	Name of Subject	No. of seats proposed by College	No. of seats recommended by Inspection Committee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

"I hereby declare that all the aforesaid statements / data are complete, correct and true to the best of my knowledge and belief at the time of Inspection"

(.....)

Member

(.....)

Chairman

Date : / /2011

**Director of Ayurved,
Mumbai.**

(For U.G. Course)

Remarks of Inspection Committee :

1)

2)

3)

4)

Recommendations : (Recommendation should be given clearly, conditional recommendation or recommendation on the basis of Undertaking or affidavit should not be given)

Please strikethrough one of the following :-

RECOMMENDED _____ SEATS.

NOT RECOMMENDED.

"I hereby declare that all the aforesaid statements / data are complete, correct and true to the best of my knowledge and belief at the time of Inspection"

(.....)
Member

(.....)
Chairman

Date : / /2011

**Director of Ayurved
Mumbai.**

DIRECTORATE of AYURVEDA , MAHARASHTRA STATE

Guidelines/Instructions for Colleges regarding Visitation

1. Please read the Proforma carefully before filling up.
2. Page-wise Index of all annexures should be provided.
3. College should make ready three sets of Visitation Proforma duly signed on each page by the Principal/ Dean/ Director alongwith all annexures for visitors.
4. College should make arrangement of videographer and photographer during visitation for preparing CD and group photographs with Teaching staff and non-teaching staff of College and Medical and non-Medical staff of Hospital with the visitors separately. The name of each staff member is to be written on the bottom of the photograph. It is to be noted that without CD & Photograph, the visitation report will not be accepted by Director of Ayurved.
5. A soft copy of the details of teaching staff as per Annexure-V is also to be submitted in a CD.
6. Personal file of each teaching staff alongwith other relevant record (educational documents, experience certificate, bank details of salary distribution etc.) should make available to visitors to verify the facts.
7. Attested copy of UG & PG Certificates, Experience Certificates, Joining report, Relieving Certificate and Affidavit (as per annexure-XVI) in respect of newly appointed teacher after last visitation should be attached as per serial number of the list of teaching staff including supportive documents in respect of the reason of ineligibility of previous year (as per annexure V) **Note:** Teachers of Govt. colleges/ constituent colleges of University should also submit the affidavit of newly appointed teachers.
8. Copy of Form No. 16 issuing for purpose of income tax should be submitted in respect of all the teaching staff. (Not admissible for Govt./ constituent colleges of University).
9. Check list for eligibility of individual teacher (as per annexure-XVII) should be provided to the visitors to verify the facts.
10. Teachers whose eligibility has been questioned by the Council due to any reason (false experience, duplicity etc.) will not be treated eligible unless cleared by the Central Council of Indian Medicine.
11. In absence of complete documents the teacher will be treated as ineligible.
12. Financial information should be filled up in prescribed format of Proforma only.
13. The column (namely "Verification of information by visitors as Correct/Not correct") will be filled up only by visitors after verification at the time of visitation of the college.
14. The college should filled up the information strictly as per prescribed format. Any change in the prescribed format will not be accepted by Director of Ayurved.
15. Please mention constructed area in Sq. ft. only and land area in acres. Any other measurement strictly be avoided.
16. The information should be based on present facts and complete information should be provided in the prescribed format.
17. The College should submit all the relevant information at the time of visitation. No further documents will be accepted by the Council after the visitation in any case.

Note: If any teacher will be found in duplicity/any record of teacher/any information submitted by the College will be found incorrect, the necessary action will be taken against the concerned teacher/ Principal of College /Secretary/President of the management of the concerned College.

