



***Dr. Sarvepalli Radhakrishnan***  
**Rajasthan Ayurved University, Jodhpur**

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**VISITATION PROFORMA FOR INCREASE INTAKE CAPACITY OF UG/PG AND STARTING  
PG/ADDITIONAL PG COURSE OF AYURVED COLLEGES**

(Additional sheet may be enclosed as and where required)

**Section-A**

Date of visitation	
Purpose of Visitation	
Proposal Details	
Name of the College	
Full Address with pin code Name of the State/UT	
Telephone No./Fax/E-mail	
Name of the Managing Body With full address	
Telephone No./Fax/E-mail	
Whether Government/Grant-in-aid/private/ college of deemed university	
Year of Establishment of Society/Trust	
Year of Establishment of College	
Date & Year of the permission of the State Govt.	
Whether permission/NOC available of sate Govt. ?	
Name of affiliating University	
Date & Year of consent affiliation	
Whether consent of the University has obtained ?	<b>(Yes/No)</b>
Date of last inspection by the University	
Name of the Principal with Qualifications and Experience	

*Signature of Visitors with date*

*Signature of Principal with date*

- **Presently the College, Hospital and Hostels are on its own land or lease, details be furnished as mentioned below.**

	<b>(As per CCIM Norms in sq.mtr.)</b>		<b>Available</b>	
	<b>(up to 60)</b>	<b>(61 to 100)</b>	<b>(up to 60)</b>	<b>(61 to 100)</b>
Total Area of Land (in acres)	<b>3 Acres</b>	<b>5 Acres</b>		
Total area of land allotted to the college (in acres)				
Total area of land allotted to the hospital (in acres)				

- **Area certificate of layout plan in blue print with details of Departments has been submitted or not.....**

Record of ownership of land (enclosed or not) (If it is in the regional language, then attach Certified English/Hindi translation duly attested by Gazetted Officer )	
1.whether in the name of the Society/Trust	
2.Whether in the name of President/Secretary	
3.Whether land is on ownership by registry or lease basis If on lease basis, then period of lease	
Whether entire land is in one plot or more than one. If more than one, then size and distance between these plots (Government Authorized Engineer's certificate to be attached)	
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.	

➤ **Financial Information of Trust/Society/College**

Year	Total income receipt during last three years	Total expenditure receipt of last three years
<b>2011-12</b>		
<b>2012-13</b>		
<b>2013-14</b>		
Attested audited Report be enclosed		

*Signature of Visitors with date*

*Signature of Principal with date*

➤ **DETAILS OF PROPOSALS OF INCREASE SEATS**

Sl. No.	Increase Intake Capacity of UG Seats	Increase Intake Capacity of PG Seats (Subject wise)	No. of seats Sanctioned as per		Date of Recognition (Validity)		University Letter No. & Date	State Govt. Letter No. & Date
			University affiliation	NOC of State Govt.	From	To		
1.								
2.								

Or/And(whichever applicable)

➤ **Details of proposals of starting new PG/Additional PG course.**

Sl. No.	Name of the Subjects in which New P.G. is asked	No. of seats Sanctioned by		Date of Recognition (Validity)		University Letter No. & Date	State Govt. Letter No. & Date
		University	State Govt.	From	To		
1.							
2.							
3.							

➤ **Status of the College**

(Courses being conducted/sanctioned seats )

UG:	
PG:	
1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

➤ **Constructed area of administrative Block in Sq.mtr.**

	<i>(As per CCIM Norms)</i>		<i>Existing</i>	
	<i>(up to 60)</i>	<i>(61 to 100)</i>	<i>(up to 60)</i>	<i>(61 to 100)</i>
Total Area in sq.mtr.	<b>150 sq.mt.</b>	<b>300 sq.mt.</b>		

Signature of Visitors with date

Signature of Principal with date

Office of the Principal				
Committee Room				
Account Section				
Administrative Section				
Central Store Room				
Others				

➤ **Details of office support**

Sl. No.	Name of Department	Computer & Printer Facility Available/Not-available
1.	Dean/Principal	
2.	Sanskrit, Samhita, Siddhant	
3.	Rachana Sharir	
4.	Kriya Sharir	
5.	Dravyaguna	
6.	Rasashastra & Bhaishajya Kalpana	
7.	Rog Vigyan	
8.	Swasthavritta	
9.	Agad Tantra Vyavahar Ayurved evam Vidhi Vaidyak	
10.	Prasuti & Striroga	
11.	Kaumarbhritya	
12.	Kayachikitsa	
13.	Shalyatantra + (Ksharsutra Lab.)	
14.	Shalaky Tantra	
15.	Panchkarma	

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

**I. INFORMATION OF ADMITTED STUDENTS**

Year of Admission	No. of Students admitted			Students admitted by	Name and Date of
	UG Course	PG Course	PG Diploma		

*Signature of Visitors with date*

*Signature of Principal with date*

							order of AYUSH Dept. (GOI)/Court order.	last admitted student
	Govt. quota	Management quota	Govt. quota	Management quota	Govt. quota	Management quota		
<b>2011-12</b>								
<b>2012-13</b>								
<b>2013-14</b>								

**Note:-**

1. List of students in UG Course admitted in the Years 2011-2014 be furnished as per **ANNEXURE-I**
2. List of subject wise total no. of Post Graduate Students Admitted in the Years 2011-2014 be furnished as per **ANNEXURE -II A**
3. List of PG students allotted to individual guide for the year 2011-2014 be furnished as per **ANNEXURE -II B**
4. List of subject wise total no. of Post Graduate Diploma Students Admitted in the Years 2011-2014 be furnished as per **ANNEXURE -II C**
5. In case admissions done as per court order mention the W.P.No. and attach the copy of court order.
6. If required additional sheet be attached in prescribed format regarding information of PG Course.

**II. AREA OF COLLEGE**

S.No.	Particulars	Required Area (in Sq.mt) Upto 60 intake	Required Area (in Sq.mt) from 61 to 100 intake	Available Area
	<b>TOTAL CONSTRUCTED AREA OF COLLEGE</b>	2000 sq.mtr.	4000 sq.mtr.	
1.	Administrative wing	150	300	
2.	Lecturer Hall	400 (5 classroom x 80)	800 (5 classroom x 160)	
3.	Seminar / Conference / Exam Hall	150	300	
4.	Central Library	100	200	
5.	<b>Teaching Departments</b>	<b>1200</b>	<b>2400</b>	
	a. Samhita & Siddhant	50	100	
	b. Rachana Sharir	125	250	
	c. Kriya Sharir	75	150	
	d. Dravyaguna	125	250	
	e. Rasashastra & Bhaishajya Kalpana	75	150	
	f. Rog Nidan Evam Vikriti Vigyan	75	150	
	g. Swasthavritta Evam Yoga	75	150	
	h. Agad Tantra evam Vidhi Vaidyak	50	100	
	i. Kayachikitsa	75	150	
	j. Panchkarma	37	75	
	k. Shalyatantra + (Ksharsutra Lab.)	75	150	
	l. Shalakya Tantra	75	150	
	m. Prasuti & Striroga	50	100	
	n. Kaumarbhritya	38	75	
20.	Teaching Pharmacy & Quality Testing Lab	100	200	
21.	<b>Common Rooms:</b> Separate common rooms for boys and girls with adequate sitting arrangement shall be available.	50	100	
22.	Canteen	50	100	

**III. A. DETAILS OF COLLEGE DEPARTMENTS**

**(a) For UG**

S. No.	Department	No. of Dept. Library	Museum	No. of Lectures / Practicals / Clinicals carried out from 1st Jan 2013 to 31 <sup>st</sup> Dec. 2013

Signature of Visitors with date

Signature of Principal with date

		Books	No. of Charts	No. of Models /Specimen	Theory	Practical / Clinical
1.	Sanskrit, Samhita, Siddhant					
2.	Rachana Sharir					
3.	Kriya Sharir					
4.	Dravyaguna					
5.	Rasashastra & Bhaishajya Kalpana					
6.	Rog Vigyan					
7.	Swasthavritta					
8..	Agad Tantra Vyavahar Ayurved evam Vidhi Vaidyak					
9.	Prasuti & Striroga					
10.	Kaumarbhritya					
11.	Kayachikitsa					
12.	Shalyatantra + (Ksharsutra Lab.)					
13.	Shalakya Tantra					
14.	Panchkarma					
15.	<b>Number of educational tours conducted for teaching &amp; practical purpose</b> From 1 <sup>st</sup> Jan 2013 to Dec. 2013					

\* Detail list of instruments and equipments attach separately.

### III. B DETAILS OF COLLEGE DEPARTMENTS

#### (a) For UG

S. No.	Department	No. of Dept. Library Books	Museum		No. of Lectures / Practicals / Clinicals carried out from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	
			No. of Charts	No. of Models /Specimen	Theory	Practical / Clinical
1.	Sanskrit, Samhita, Siddhant					
2.	Rachana Sharir					
3.	Kriya Sharir					
4.	Dravyaguna					
5.	Rasashastra & Bhaishajya Kalpana					
6.	Rog Vigyan					
7.	Swasthavritta					
8..	Agad Tantra Vyavahar Ayurved evam Vidhi Vaidyak					
9.	Prasuti & Striroga					
10.	Kaumarbhritya					
11.	Kayachikitsa					
12.	Shalyatantra + (Ksharsutra Lab.)					
13.	Shalakya Tantra					
14.	Panchkarma					
15.	<b>Number of educational tours conducted for teaching &amp; practical purpose</b> From Jan. 2014 to 31 <sup>st</sup> Aug. 2014					

\* Detail list of instruments and equipments attach separately.

#### (b) i. For PG

S. No.	Subject	No. of Lectures / Practicals / Clinicals carried from 1 <sup>st</sup> Jan. 2013 to Dec. 2013		
		Theory	Practicals/Clinicals	Seminars
1.	Ayurved Samhita & Siddhanta			
2.	Rachana Sharir			
3.	Kriya Sharir			
4.	Dravyaguna Vigyan			
5.	Rasa Shastra & Bhaishajya Kalpana			
6.	Prasuti Evam Stree Roga			
7.	Kaumar Bhritya - Balrog			

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8.	Swasthavritta & Yoga			
9.	Kayachikitsa			
10.	Rasayan & Vajikaran			
11.	Manovigyana evam Manas Roga			
12.	Rog Nidan evam Vikriti Vigyan			
13.	Chhaya evam Vikiran Vigyan			
14.	Shalya - Samanya			
15.	Shalya - Kshar Karma evam Anushastra Karma			
16.	Sangyaharana			
17.	Asthi-Sandhi & Marmagata Roga			
18.	Shalakya - Netra Roga			
19.	Shalakya - Shiro-Nasa - Karna evam Kantha Roga			
20.	Shalakya- Danta evam Mukha Roga			
21.	Panchakarma			
22.	Agad Tantra evam Vidhi Vaidyaka			
23.	Research Methodology			
24.	Bio / Medical Statistics			
25.	Number of educational tours conducted for teaching & practical purpose from 1 <sup>st</sup> Jan. 2013 to 31 <sup>st</sup> Dec. 2013			

**(b) ii. For PG**

S. No.	Subject	No. of Lectures / Practicals / Clinicals carried out from Jan 2014. To 31 <sup>st</sup> Aug. 2014		
		Theory	Practicals/Clinicals	Seminars
1.	Ayurved Samhita & Siddhanta			
2.	Rachana Sharir			
3.	Kriya Sharir			
4.	Dravyaguna Vigyan			
5.	Rasa Shastra & Bhaishajya Kalpana			
6.	Prasuti Evam Stree Roga			
7.	Kaumar Bhritya - Balrog			
8.	Swasthavritta & Yoga			
9.	Kayachikitsa			
10.	Rasayan & Vajikaran			
11.	Manovigyana evam Manas Roga			
12.	Rog Nidan evam Vikriti Vigyan			
13.	Chhaya evam Vikiran Vigyan			
14.	Shalya - Samanya			
15.	Shalya - Kshar Karma evam Anushastra Karma			
16.	Sangyaharana			
17.	Asthi-Sandhi & Marmagata Roga			
18.	Shalakya - Netra Roga			
19.	Shalakya - Shiro-Nasa - Karna evam Kantha Roga			
20.	Shalakya- Danta evam Mukha Roga			
21.	Panchakarma			
22.	Agad Tantra evam Vidhi Vaidyaka			
23.	Research Methodology			
24.	Bio / Medical Statistics			
25.	Number of educational tours conducted for teaching & practical purpose from Jan 2014. To 31 <sup>st</sup> Aug. 2014			

**c) i. For PG Diploma**

S. No.	Subject	No. of Lectures / Practicals / Clinics carried 1 <sup>st</sup> Jan. 2013 to 31 <sup>st</sup> Dec. 2013		
		Theory	Practicals/Clinics	Seminars
1.	Panchakarma			
2.	Kshar Karma			
3.	Ayurvedic Pharmaceutics(Rasashastra &			

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	Bhaishajya Kalpana)			
4.	Ayurvedic Cosmetology & Skin Disease			
5.	Ayurvedic Dietetics			
6.	Swasthavritta and Yoga			
7.	Prasuti Evum Striroga			
8.	Balroga			
9.	Ayurvedic Pharmacognosy & Standardization (Dravyaguna Vigyan)			
10.	Manasik Swasthya Vigyan			
11.	Netraroga Viigyan			
12.	Rasayan and Vajikaran			
13.	Ayurvedic Sangyahan			
14.	Chhaya evum Vikiran Vigyan			
15.	Marma evum Asthi Chikitsa (Orthopaedics)			
16.	Rog Nidan Vidhi (Diagnostic techniques)			
17.	Number of Education Tours conducted for Teaching & Practical purpose from 1st Jan 2013 to Dec. 2013			

**c) ii. For PG Diploma**

S. No.	Subject	No. of Lectures / Practicals / Clinics carried out from 1 <sup>st</sup> Jan. 2014 to 31 <sup>st</sup> August 2014		
		Theory	Practicals/Clinics	Seminars
1.	Panchakarma			
2.	Kshar Karma			
3.	Ayurvedic Pharmaceutics(Rasashastra & Bhaishajya Kalpana)			
4.	Ayurvedic Cosmetology & Skin Disease			
5.	Ayurvedic Dietetics			
6.	Swasthavritta and Yoga			
7.	Prasuti Evum Striroga			
8.	Balroga			
9.	Ayurvedic Pharmacognosy & Standardization (Dravyaguna Vigyan)			
10.	Manasik Swasthya Vigyan			
11.	Netraroga Viigyan			
12.	Rasayan and Vajikaran			
13.	Ayurvedic Sangyahan			
14.	Chhaya evum Vikiran Vigyan			
15.	Marma evum Asthi Chikitsa (Orthopaedics)			
16.	Rog Nidan Vidhi (Diagnostic techniques)			
17.	Number of Education Tours conducted for Teaching & Practical purpose 1 <sup>st</sup> Jan. 2014 to 31 <sup>st</sup> August 2014			

**I. DETAILS OF VARIOUS SECTIONS**

**A. DISSECTION HALL**

S.No	Details	Available
1.	Number of cadavers available at the time of visitation	
2.	<b>Number of cadavers dissected</b> from 1 <sup>st</sup> Jan. 2013 to Dec. 2013	
	from 1 <sup>st</sup> Jan. 2014 to 31 <sup>st</sup> August 2014	
3.	Proper Ventilation	Yes / No
4.	Embalming Room with Storage tank / Freezer	Yes / No

**B. CENTRAL LIBRARY**

Signature of Visitors with date

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<b>S.No</b>	<b>Details</b>	<b>Number of Books available</b>
1.	Number of books	
<b>(i)</b>	Ayurved	
<b>(ii)</b>	Modern	
<b>(iii)</b>	Medical Journals	
<b>(iv)</b>	Others (Unani / Siddha, etc.)	
<b>(v)</b>	Total number of books	
2.	Number of seats available in reading room (At least 50 Seats for 60 Intake- 80 Seats for 100 Intake)	
3.	Number of computers with internet facility	

*Signature of Visitors with date*

*Signature of Principal with date*

## II. INFORMATION OF TEACHING STAFF

S. No.	Department	Intake Capacity for UG / PG	Number of Teachers required as per CCIM Norms			Number of Existing Teachers			Total
			Professor	Associate professor / Reader	Assistant Professor / Lecturer	Professor	Associate professor / Reader	Assistant Professor / Lecturer	
1.	<b>Samhita, Sanskrit &amp; Siddhanta (one should be a Sanskrit Lecturer)</b>	Up to 60	1	or 1	2				
		61 to 100	1	1	2				
		Additional for PG Dept.	1	or 1	1				
2.	<b>Rachana Sharir</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
3.	<b>Kriya Sharir</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
4.	<b>Dravyaguna</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
5.	<b>Rasashastra &amp; Bhaishajya kalpana</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
6.	<b>Rog Nidan</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
A)	<b>Chhaya Evam Vikiran Vigyan</b>	Additional for PG Dept.	1	or 1	1				
7.	<b>Swasthavritta</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
8.	<b>Agad Tantra evam vidhi Vaidyak</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
9.	<b>Prasuti &amp; Striroga</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	2				
		Additional for PG Dept.	1	or 1	1				
10.	<b>Kaumarbhritya</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
11.	<b>Kayachikitsa</b>	Up to 60	1	1	1				
		61 to 100	1	1	2				
		Additional for PG Dept.	1	or 1	1				
A)	<b>Manovigyan Evam Manas Roaga</b>	Additional for PG Dept.	1	or 1	1				
B)	<b>Rasayan &amp; Vajikaran</b>	Additional for PG Dept.	1	or 1	1				
12.	<b>Shalya</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
A)	<b>Ksharkarma Evam Anushastra Karma</b>	Additional for PG Dept.	1	or 1	1				
B)	<b>Sangyahan</b>	Additional for PG Dept.	1	or 1	1				
C)	<b>Asthi Sandhi &amp; Marmagata Roga</b>	Additional for PG Dept.	1	or 1	1				
13.	<b>Shalakya</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
A)	<b>Shiro, Nasa, Karna Evam Kantharog</b>	Additional for PG Dept.	1	or 1	1				
B)	<b>Shalakya, Danta Evam Mukhroga</b>	Additional for PG Dept.	1	or 1	1				
14.	<b>Panchkarma</b>	Up to 60	1	or 1	1				
		61 to 100	1	1	1				
		Additional for PG Dept.	1	or 1	1				
<b>TOTAL</b>									

Note:- Detailed information of teaching staff be furnished as per Annexure-III

## VI. DETAILS OF TECHNICAL & OTHER STAFF OF AN AYURVEDIC COLLEGE

Signature of Visitors with date

Signature of Principal with date

S.No.	Department	Post	Requirement	Available
1.	Library	Librarian	1	
		Assistant Librarian	1	
		Library Attendant or Peon	1	
2.	College Office	Clerical staff for administrative and accounts services	4	
3.	Samhita and Siddhanta	Attendant	1	
4.	Rachna Sharir	Laboratory Technician	1	
		Museum Keeper Lifter	- 1	
5.	Kriya Sharir	Laboratory Technician	1	
		Museum Keeper	-	
6.	Dravyaguna	Laboratory Technician	1	
		Museum Keeper	1	
7.	Rasa ShastraEvam Bhaishajya Kalpana	Laboratory Technician	1	
		Laboratory Assistant	1	
8.	Roga Nidan evam Vikriti Vigyan	Laboratory Technician	2	
9.	Swasthavritta and Yoga	Museum Keeper Attendant	1	
10.	Agad Tantra evam Vidhi Vaidyaka		1	
11.	Prasuti Tantra and Stri Roga	Attendant	2	
12.	Kayachikitsa			
13.	Shalya			
14.	Shalakya			
15.	Panchkarma			
16.	Kaumarbhritya (Balroga)			
17.	Herbal Garden	Gardener Multipurpose worker	1 2	
<b>TOTAL</b>			<b>24</b>	

Note:- Detailed information of technical & other staff be furnished as per Annexure-V

#### **VII. ADDITIONAL REQUIREMENTS**

<b>1.</b>	<b>College Council</b>	Available / Not Available
i.	No. of Members	
ii.	Name of Members (Attach List)	
ii.	Yearly No. of Meetings	
<b>2.</b>	<b>Information regarding college website as per norms (Mention the website address)</b>	<b>Yes/No</b> Please furnish the details of information uploaded on College Website as per 9(3) of MSR.

#### **VIII. SALARY INFORMATION OF TEACHERS**

S.No	Pay Scale + Grade pay	Tick whichever applicable	Remarks
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.	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	
4.	Existing pay scale of teaching staff	State Govt./UGC/others	
5.	Teachers promotion policy as per norms of CCIM	Yes/No (If no please mention reason thereof)	

Signature of Visitors with date

Signature of Principal with date

**IX. A. FINANCIAL INFORMATION**

<b>MONTH WISE EXPENDITURE FROM 1<sup>ST</sup> JAN 2013 TO 31<sup>ST</sup> DEC 2013</b>											
<b>S. No</b>	<b>Month</b>	<b>Total salary of teaching staff</b>	<b>Total salary of non teaching staff</b>	<b>Total salary of hospital staff</b>	<b>Total expenditure on purchase of new books</b>	<b>Total expenditure on furniture &amp; fixtures</b>	<b>Total expenditure on equipments &amp; instruments</b>	<b>Total purchase of raw drugs</b>	<b>Total purchase of prepared medicines</b>	<b>Total purchase of Lab chemicals</b>	<b>Building construction and other expenditure</b>
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>											
<b>GRAND TOTAL OF EXPENDITURE from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> Dec 2013</b>											
<b>TOTAL INCOME from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> Dec 2013</b>											

**IX.B FINANCIAL INFORMATION**

<b>MONTH WISE EXPENDITURE FROM 1<sup>ST</sup> JAN 2014 TO 31<sup>ST</sup> August 2014</b>											
<b>S. No</b>	<b>Month</b>	<b>Total salary of teaching</b>	<b>Total salary of non</b>	<b>Total salary of hospital</b>	<b>Total expenditure on</b>	<b>Total expenditure on furniture</b>	<b>Total expenditure on</b>	<b>Total purchase of raw</b>	<b>Total purchase of</b>	<b>Total purchase of Lab</b>	<b>Building construction and other</b>

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		staff	teaching staff	staff	purchase of new books	& fixtures	equipments & instruments	drugs	prepared medicines	chemicals	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										
<b>Total</b>											
<b>GRAND TOTAL OF EXPENDITURE from 1<sup>ST</sup> JAN 2014 TO 31<sup>ST</sup> August 2014</b>											
<b>TOTAL INCOME from 1<sup>ST</sup> JAN 2014 TO 31<sup>ST</sup> August 2014</b>											

Signature of Visitors with date

Signature of Principal with date

**SECTION C**  
**DETAILS OF THE HOSPITAL**

**I. REQUIREMENT OF AN ATTACHED HOSPITAL OF AYURVEDA COLLEGE**

Particulars		Required Built up Area (in Sq.mt) Upto 60 intake	Available Area	Required Built up Area(in Sq.mt) From 61 to 100 intake	Available Area
TOTAL CONSTRUCTED AREA OF HOSPITAL		2000 sq.mtr.		3500 sq.mtr.	
<b>VARIOUS SECTIONS IN THE HOSPITAL</b>					
<b>Hospital Administration Block</b>		<b>100</b>		<b>150</b>	
1.	Superintendent Room	Available / Not available		Available/ Not available	
2.	Deputy Superintendent Room				
3.	Medical Officers Room (For 2 Resident Medical / Surgical Officer)				
4.	Matron Room				
5.	Assistant Matron Room (For 2)				
6.	Reception & Registration Room				
<b>Out - Patient Departments (OPD)</b>		<b>300</b>		<b>500</b>	
1.	Kayachikitsa OPD	Available / Not available		Available / Not available	
2.	Shalya OPD				
3.	Shalakyia OPD				
4.	Stree Roga Evam Prasuti Tantra OPD				
5.	Kaumarbhritya (Balroga)				
6.	Swastharakshan & Yoga OPD				
7.	Atyayik (Casualty) Section	Available / Not available		Available / Not available	
8.	Dressing & First-Aid Room, Ksharsutra Room				
9.	Dispensary				
10.	Waiting space for patients				
11.	Store				
12.	Male & Female Toilet for Patients				
<b>In - Patient Departments (IPD)</b>		<b>900</b>		<b>1650</b>	
1.	Kayachikitsa Male Ward	Available / Not available		Available / Not available	
2.	Kayachikitsa Female Ward				
3.	Panchakarma Male Ward				
4.	Panchakarma Female Ward				
5.	Shalya Male Ward				
6.	Shalya Female Ward				
7.	Shalakyia Tantra Ward				
8.	Prasooti evum Stri Roga Ward				
9.	Kaumar Bhritya (Balaroga) Ward				
10.	Doctors' duty room one for each department				
11.	Nursing staff duty rooms, one in each ward				
12.	Store room for linen, etc.				
<b>Operation Theaters Block</b>		<b>150</b>		<b>250</b>	
1.	Major Operation Theatre	Available / Not available		Available / Not available	
2.	Minor Operation Theatre				
3.	Shalakyia Operation Theatre				
4.	Labour Room with attached toilet and bath room				
5.	Neonatal care room				

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6. Central sterilisation/autoclave unit				
7. Scrub room				
8. Two Recovery room				
9. Doctor's duty room with attached toilet and bath room				
10. Interns/house officer/resident doctors room with attached toilet and bath room				
11. Nursing staff room with attached toilet and bath room				
<b>Panchakarma Block</b>	<b>200</b>		<b>350</b>	
1. Snehana Kaksha (Male)	Available / Not available		Available / Not available	
2. Snehana Kaksha (Female)				
3. Swedana Kaksha(Male)				
4. Swedana Kaksha(Female)				
5. Shirodhara Kaksha(Male)				
6. Shirodhara Kaksha(Female)				
7. Vamana Kaksha(Male)				
8. Vamana Kaksha(Female)				
9. Virechana Kaksha(Male)				
10.Virechana Kaksha(Female)				
11.Basti Kaksha(Male)				
12.Basti Kaksha(Female)				
13.Rakta Mokshana, Jalaukavacharana, Agnikarma, Pracchanna etc Kaksha				
14.Panchakarma therapist/Physician's room				
15.Panchakarma store room				
16. Four attached toilet-baths for males and four for females with wash basin and geyser facility in each. These will be in addition to the toilets of wards.				
<b>Physiotherapy Unit</b>	<b>75</b>		<b>150</b>	
1.Physiotherapy Room	Available / Not available		Available / Not available	
2.Physiotherapist room				
<b>Central Laboratory:</b>	<b>100</b>		<b>150</b>	
Well equipped and spacious area of two hundred square meter with separate sections for Pathology, Biochemistry and Micro-biology. Attached toilet shall be there for collection of urine samples. Other diagnostic tools for ECG or TMT etc. shall be provided.	Available / Not available		Available / Not available	
<b>Radiology or Sonography Section :-</b>	<b>50</b>		<b>100</b>	
Radiologist chamber, X-ray room, Dark room, film drying room, store room, patients waiting and dressing room, reception or registration or report room.	Available / Not available		Available / Not available	
<b>Hospital Kitchen and Canteen:</b>	100		150	
<b>Stores/Mortuary:</b>	25		50	

<b>Sitting arrangement for internees/students in Various Out Patient Department</b>	<b>Available/ Not Available</b>	
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## II) REQUIREMENT OF AN AYURVEDIC COLLEGE HOSPITAL STAFF

Sl.No.	Post	Required Numbers as per M.S.R.	Available Number
1.	Hospital Superintendent	01 (With not less than the qualification of the professor.)	
2.	Deputy Medical Superintendent	01 (Other than the teaching staff.)	
3.	<b>Consultants</b>	Teachers of clinical departments including Swasthavritta and Yoga	
4.	Emergency Medical Officers	02	
5.	Resident Medical Officers or Surgical or Medical Officer (RMO or RSO or MO)	05 (01 Kayachikitsa, 02 Prasuti Striroga, 01 Shalya, 01 Kaumarbhritya)	
6.	Matron or Nursing Superintendent	01	
	Asst. Matron	01 each for 50 additional beds	
7.	Staff Nurses for In Patient Department	01 for every 10 beds	
8.	Ward Boy or Ayah	01 for every 20 beds	
9.	Pharmacists	02	
10.	Dresser	02	
11.	Store Keeper	01	
12.	Office Staff (for registration, record maintenance, data entry etc.)	02	
13.	Dark-Room Attendant	01	
14.	Operation Theater Attendant	01	
<b>Modern Medical Staff</b>			
15.	Medical Specialist	01 Part time / Contract	
16.	Surgical Specialist	01 Part time / Contract	
17.	Obstetrician and Gynecologist	01 Part time / Contract	
18.	Pathologist	01 Part time / Contract	
19.	Anaesthesiologist	01 Part time / Contract	
20.	Ophthalmologist	01 Part time / Contract	
21.	Pediatrician	01 Part time / Contract	
22.	Radiologist	01 (Postgraduate in Allopathic Radiology on contract or Vikiran Vigyan of Ayurvedic discipline) from teaching department of Shalya	
23.	Dentist	01 Part time / Contract	
24.	X-Ray Technician or Radiographer	01	
<b>Staff for Panchkarma Therapy Section for Out-Patient Department and In-Patient Department</b>			
25.	Panchkarma Specialists	Teachers of Panchkarma teaching Department	
26.	House Officer or Clinical Registrar or Senior Resident (Ayurvedic)	01	
27.	Panchkarma Nurse	01 (In addition to the nurses indicated at serial no. 7)	
28.	Panchkarma Assistant	02 Male, 02 Female	
29.	Yoga teacher or expert	01 (from Swasthavritta & Yoga Department)	
<b>Staff of Operation Theatre and Ksharsutra Therapy Section</b>			
30.	Shalya and Ksharsutra Therapy Specialists	Teachers of Shalya Department	
31.	Operation Theatre Attendant	01	
32.	Nurses	01 (In addition to the nurses indicated at serial no. 7)	
<b>Labour Room</b>			
33.	Prasooti evum Stri Roga Specialists	Teachers from Prasooti evum Stri Roga Department	
34.	Midwife	01	
<b>Clinical Laboratory</b>			
35.	Laboratory Technicians	02	
36.	Peon or Attendant	01	
<b>Teaching Pharmacy and Quality Testing Laboratory</b>			

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37.	Pharmacy Manager or Superintendent	Teachers of Rasa Shastra & Bhaishajya Department	
38.	Peon or Attendant	01	
39.	Workers	02 (Need base more number)	
40.	Analytical Chemist (Part time)	Lab Technician staff in the Deptt.	
41.	Pharmacognosist (Part time)	Lab Technician staff in the Deptt.	

**Note:- 1. For hospital with more than 60 beds, two incumbents each as Resident Medical Officers, Resident Surgical Officers, Assistant Matrons and Pharmacists shall be additionally required.\***

**2. Detailed information of hospital staff be furnished as per Annexure-VI**

**III) A. NUMBER OF PATIENTS ATTENDED OPD (from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> Dec 2013)**

S. No.	Month	Name of the Departments								
		Kaya chikitsa	Pancha karma	Shalya	Shalakya		Prasuti & Stri Roga	Kaumar bhrittya- Bal Roga	Swastha vritta & Yoga	Aatyayika (Casualty)
					Netra	Mukh, Nasa & Dant				
1.	January									
2.	February									
3.	March									
4.	April									
5.	May									
6.	June									
7.	July									
8.	August									
9.	September									
10.	October									
11.	November									
12.	December									
Total										
Grand Total										

*Note:- Patients of Medical Camp conducted outside the campus should not be included.*

**IV) DETAILS OF IPD PATIENTS (from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> Dec 2013)**

S. No.	Month	Kayachikitsa (Rasayan & Manasroga etc)		Shalya	Shalakya	Prasuti & Stri Roga	Kaumarbhrittya (Balrog)	Total
		Kayachikitsa	Panchkarma					
1.	January							
2.	February							
3.	March							
4.	April							
5.	May							
6.	June							
7.	July							
8.	August							
9.	September							
10.	October							
11.	November							
12.	December							
Total								
Grand Total								

**V) DETAILS OF TOTAL BED DAYS OCCUPIED (from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> Dec 2013)**

S. No.	Month	Kayachikitsa (Rasayan &	Panchkarma	Shalya	Shalakya	Prasuti & Stri Roga	Kaumarbhrittya (Balrog)
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1	January						
2	February						
3	March						
4	April						
5	May						
6	June						
7	July						
8	August						
9	September						
10	October						
11	November						
12	December						
Total							
Grand total							
Bed Occupancy in							

**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.

**(III) B. NUMBER OF PATIENTS ATTENDED OPD (from 1<sup>st</sup> Jan 2014 to 31<sup>st</sup> Aug 2014)**

S. No.	Month	Name of the Departments								
		Kaya chikitsa	Pancha karma	Shalya	Shalakyia		Prasuti & Stri Roga	Kaumar bhrittya-Bal Roga	Swastha vritta & Yoga	Aatyayika (Casualty)
					Netra	Mukh, Nasa & Dant				
13.	January									
14.	February									
15.	March									
16.	April									
17.	May									
18.	June									
19.	July									
20.	August									
Total										
Grand Total										

**Note:-** Patients of Medical Camp conducted outside the campus should not be included.

**IV) DETAILS OF IPD PATIENTS (from 1<sup>st</sup> Jan 2014 to 31<sup>st</sup> Aug 2014)**

S. No.	Month	Kayachikitsa (Rasayan & Manasroga etc)		Shalya	Shalakyia	Prasuti & Stri Roga	Kaumarbhrittya (Balrog)	Total
		Kayachikitsa	Panchkarma					
13.	January							
14.	February							
15.	March							
16.	April							
17.	May							
18.	June							
19.	July							
20.	August							
Total								
Grand Total								

**V) DETAILS OF TOTAL BED DAYS OCCUPIED (from 1<sup>st</sup> Jan 2014 to 31<sup>st</sup> Aug 2014)**

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S. No.	Month	Kayachikitsa (Rasayan & Panchkarma)	Panchkarma	Shalya	Shalakya	Prasuti & Stri Roga	Kaumarbhrittya (Balrog)
1	January						
2	Februar						
3	March						
4	April						
5	May						
6	June						
7	July						
8	August						
Total							
Grand total							
Bed Occupancy in							

**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.

#### VI) DETAILS OF BED DISTRIBUTION

S. No.	Name of the Department	% of Required Bed Distribution For UG as per CCIM Norms	No. of Existing beds for UG	Additional Bed For existing PG(Clinical Dept) : bed ratio 1:4	Total
1.	Kayachikitsa (Panchkarma Rasayan & Manasrog etc.)	40%			
2.	Shalya	20%			
3.	Shalakya	10%			
4.	Prasuti & Stri Roga	20%			
5.	Kaumarbhritya (Balrog)	10%			
<b>Total Number of Existing Beds on the day of visitation</b>					
<b>Total Number of Beds Existed in 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> August 2014</b>					

#### INFORMATION ABOUT VARIOUS SECTIONS IN THE HOSPITAL

##### VII) LABOUR ROOM

Facilities for Neonatal Care, equipments, instruments (Details of equipments, instruments be furnished as per annexure-XI B)	<b>Available</b>
<b>Number of Deliveries performed</b>	
from 1 <sup>st</sup> Jan 2013 to 31 <sup>st</sup> Dec 2013	
from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	

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### VIII) OPERATION THEATRE

Details of available equipments, instruments and other facilities in Operation theatre <b>XI C)</b>	<b>Available</b>
<b>Total number of operations done</b>	
from 1 <sup>st</sup> Jan 2013 to 31 <sup>st</sup> Dec 2013	
from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	
<b>Total number of patients treated by Kshar sutra application</b>	
from 1 <sup>st</sup> Jan 2013 to 31 <sup>st</sup> Dec 2013	
from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	

### IX) CENTRAL LABORATORY

<b>S.No.</b>	<b>Investigation done</b>	<b>Number</b>
	from 1 <sup>st</sup> Jan 2013 to 31 <sup>st</sup> Dec 2013	
	from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	
1.	Hematological Tests.	
2.	Bio-Chemistry Tests.	
3.	Serology Tests.	
4.	Microbiology Tests.	
5.	<b>Total number of Investigations carried out</b>	

<b>Other Investigations</b>	<b>Number</b>
<b>X-rays</b>	
Total number of X-ray done from 1 <sup>st</sup> Jan 2013 to 31 <sup>st</sup> Dec 2013	
Total number of X-ray done from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	
<b>ECG</b>	
Total number of ECG done from 1 <sup>st</sup> Jan 2013 to 31 <sup>st</sup> Dec 2013	
Total number of ECG done from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	
<b>USG</b>	
Total number of USG done from 1 <sup>st</sup> Jan 2013 to 31 <sup>st</sup> Dec 2013	
Total number of USG done from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	
<b>AMBULANCE</b>	<b>Available/ Not</b>

### X) INFORMATION OF PANCHKARMA DEPARTMENT

<b>S.No.</b>	<b>Name of the Instruments</b>	<b>Number of Instruments Available</b>
1.	Droni	
2.	Basti yantra	
3.	Avgahan yantra	
4.	Swedan yantra	
5.	Shirodhara yantra	
6.	Others	

### XI). A. DETAILS OF KARMAS CARRIED OUT from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> Dec 2013

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S. No.	Patients	Snehan	Swedan	Vaman	Virechan	Basti	Nasya	Raktmokshan	Shirodhara	Shirobasti	Others
1.	From O.P.D.										
2.	From I.P.D.										
3.	Total										

**XI). B. DETAILS OF KARMAS CARRIED OUT from 1<sup>st</sup> Jan 2014 to 31<sup>st</sup> Aug. 2014**

S. No.	Patients	Snehan	Swedan	Vaman	Virechan	Basti	Nasya	Raktmokshan	Shirodhara	Shirobasti	Others
1.	From O.P.D.										
2.	From I.P.D.										
3.	Total										

**XII) A. DETAILS OF MEDICAL CAMPS CONDUCTED BY COLLEGE from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> Dec 2013**

S.No.	Nature of the camp	Date	Place	General/Specific Disease	Number of Patients
1.					
2.					

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

**XII) B. DETAILS OF MEDICAL CAMPS CONDUCTED BY COLLEGE from 1<sup>st</sup> Jan 2014 to 31<sup>st</sup> Aug. 2014**

S.No.	Nature of the camp	Date	Place	General/Specific Disease	Number of Patients
1.					
2.					

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

**SECTION - D**

**OTHER ALLIED INFRASTRUCTURE REQUIREMENTS OF AN AYURVEDIC COLLEGE**

**I) DETAILS OF HOSTEL\_**

Hostel	Area (sq.mtr.)	Own / Rented	No. of Rooms	Capacity	Mess facility (available/not available)	Warden (available/not available)
Boys						
Girls						

**II) HERBAL GARDEN**

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S.No.	Particulars	Requirement as per CCIM Norms		Available
		upto 60 intake	61 to 100 intake	
1.	Area	2500 sq.mt	4000 sq.mt	
2.	Total number of Medicinal plants with name (List to be enclosed)			
3.	Total number of species with name (List to be enclosed)	250	250	
4.	Irrigation facility - available/not available			
5.	Demonstration Room Area			

### III) SPORTS AND GAMES FACILITY

Sports and Games Facility - available / not available	
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### IV) TRANSPORT FACILITY

Transport facility - available/not available	
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### V) DETAILS OF TEACHING PHARMACY

Quality Testing Laboratory - Available/ not available	
<b>Number of medicine prepared</b>	
from 1 <sup>st</sup> Jan 2013 to 31 <sup>st</sup> Dec 2013	
from 1 <sup>st</sup> Jan 2014 to 31 <sup>st</sup> Aug. 2014	

### VI) A. DETAILS OF MEDICINES PREPARED (from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> Dec 2013)

S. No.	Name of Medicines Prepared	Quantity of Medicines Prepared
1.		
2.		
3.		
4.		

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

### VI) B. DETAILS OF MEDICINES PREPARED (from 1<sup>st</sup> Jan 2014 to 31<sup>st</sup> Aug.2014)

S. No.	Name of Medicines Prepared	Quantity of Medicines Prepared
1.		
2.		
3.		

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

### VII) PROGRESS MADE BY THE INSTITUTION IN LAST TWO YEARS ON SALIENT POINTS

S. No.	Important Information of College	Progress made by college
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	

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7.	Development of Pharmacy	
8.	Hospital OPD	
9.	Hospital IPD	
10.	Any national/international/state level seminars, ROTP, CME etc.	
11.	Publication by college and teaching staff	
12.	Research activities if any	
13.	Awards won by teaching staffs and students	

### VIII. Declaration of Principal of Govt. & Private College

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.

Signature of Principal

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

Name with Stamp

### IX. Declaration of Secretary/President of the Trust / Society of the Private College

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.

Signature of

Secretary/President  
Dated \_\_\_\_\_  
Place: \_\_\_\_\_

Name with Stamp

*Signature of Visitors with date*

*Signature of Principal with date*

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

<b>S.No.</b>	<b>Annexure Number</b>	<b>Name of the Annexure</b>
1.	Annexure-I	Details of students admitted in Under Graduate course for the year 2011-12, 2012-13 & 2013-14.
2.	Annexure-II A	Details of students admitted in Post Graduate course for the year 2011-12, 2012-13 & 2013-14.
3.	Annexure-II B	Details of Post Graduate students allotted to individual guide for the year 2011-12, 2012-13 & 2013-14.
4.	Annexure-II C	Details of students admitted in Post Graduate Diploma course for the year 2011-12, 2012-13 & 2013-14.
5.	Annexure-III	Proforma to furnish the details of Teaching Staff
6.	Annexure-IV	Notarized Affidavit to be filled up by Newly Appointed Teachers after last visitation (For 13-C of the IMCC Act) in the given format
7.	Annexure-V	Proforma to furnish the details of Non-Teaching & Other Staff
8.	Annexure -VI	Proforma to furnish the details of Hospital Staff
9.	Annexure -VII A & B	Details of Drug distribution in OPD & IPD (1 <sup>st</sup> Jan. to 31 <sup>st</sup> Dec. 2013) & (1 <sup>st</sup> Jan. to 31 <sup>st</sup> Aug. 2014)
10.	Annexure -VIII	Department wise Details of Outdoor patients of the Hospital.
11.	Annexure -IX	Department wise Details of the Indoor Patients of the Hospital
12.	Annexure -X	Details of Equipment & Instruments for various sections of College
	A)	Dissection Hall
	B)	Physiology (Kriya Sharir) Laboratory
	C)	Rasashastra and Bhaishajya Kalpana Laboratory (Teaching Pharmacy Lab)
	D)	Pharmacognosy Laboratory (Dravyaguna)
	E)	Rog-Vigyan Laboratory (Pathology Laboratory)
	Annexure XI	Details of Equipment & Instruments for various sections of Hospital
	A)	Out Patient Department
	B)	Labour Room
	C)	Operation Theatre
13.	Annexure XII	Soft copy (in CD/DVD) and hard copy group photographs with Teaching staff and non-teaching staff of College and Medical, Paramedical and other staff of Hospital with the visitors separately. The name of each staff member should be mentioned on the bottom of the photograph.
14.	Annexure XIII	Soft copy (in CD/DVD) of Annexure-III (Details of Teaching Staff) in MS Excel (.xls or .xlsx) format

**ANNEXURE-I**

**DETAILS OF UNDER GRADUATE STUDENTS ADMITTED IN THE YEAR 2011-12, 2012-13 & 2013-14**

<b>S. No</b>	<b>Name of Student</b>	<b>Father's Name</b>	<b>Date of Birth</b>	<b>Fee Receipt number and date</b>	<b>Residential address</b>	<b>Govt./ Management Quota</b>	<b>% of PCB in 10+2</b>	<b>Category (Gen./SC/ST/ OBC/ others )</b>
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**ANNEXURE-II A**

**DETAILS OF POST GRADUATE STUDENTS ADMITTED IN THE YEAR 2011-12, 2012-13 & 2013-14**

S.No.	Name of PG Subject	Students admitted by order of AYUSH Deptt. (GOI)/Court order number.....dated.....	Number of Admitted Students
1.	Ayurved Samhita & Siddhanta		
2.	Rachana Sharir		
3.	Kriya Sharir		
4.	Dravyaguna Vigyan		
5.	Rasa Shastra & Bhaishajya Kalpana		
6.	Prasuti & Stree Roga		
7.	Kaumar Bhritya - Balrog		
8.	Swasthavritta & Yoga		
9.	Kayachikitsa		
10.	Rasayan & Vajikaran		
11.	Manovigyana evam Manas Roga		
12.	Rog Nidan evam Vikriti Vigyan		
13.	Chhaya evam Vikiran Vigyan		
14.	Shalya - Samanya		
15.	Shalya - Kshar Karma evam Anushastra Karma		
16.	Sangyahaarana		
17.	Asthi-Sandhi & Marmagata Roga		
18.	Shalakya - Netra Roga		
19.	Shalakya - Shiro-Nasa - Karna evam Kantha Roga		
20.	Shalakya- Danta evam Mukha Roga		
21.	Panchakarma		
22.	Agad Tantra evam Vidhi Vaidyaka		
<b>GRAND TOTAL</b>			

**ANNEXURE-II B**

**DETAILS OF POST GRADUATE STUDENTS ALLOTTED TO INDIVIDUAL GUIDE FOR THE YEAR 2011-12, 2012-13 & 2013-14**

S. No.	Name of guide with designation	Department	Number of Students allotted			Total Number of Students
			2011-12	2012-13	2013-14	

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**ANNEXURE-II C**

**DETAILS OF POST GRADUATE DIPLOMA STUDENTS ADMITTED IN THE YEAR 2011-12, 2012-13 & 2013-14**

<b>S.No.</b>	<b>Name of PG Diploma Subject</b>	<b>Students admitted by order of AYUSH Deptt. (GOI)/Court order number.....dated.....</b>	<b>Number of Admitted Students</b>
1.	Panchakarma		
2.	Kshar Karma		
3.	Ayurvedic Pharmaceutics(Rasashastra & Bhaishajya Kalpana)		
4.	Ayurvedic Cosmetology & Skin Disease		
5.	Ayurvedic Dietetics		
6.	Swasthavritta and Yoga		
7.	Prasuti Evum Striroga		
8.	Balroga		
9.	Ayurvedic Pharmacognosy & Standardization (Dravyaguna Vigyan)		
10.	Manasik Swasthya Vigyan		
11.	Netraroga Viigyan		
12.	Rasayan and Vajikaran		
13.	Ayurvedic Sangyahan		
14.	Chhaya evum Vikiran Vigyan		
15.	Marma evum Asthi Chikitsa (Orthopaedics)		
16.	Rog Nidan Vidhi (Diagnostic techniques)		
<b>GRAND TOTAL</b>			

**ANNEXURE IV**

**NOTARISED AFFIDAVIT TO BE FILLED UP BY NEWLY APPOINTED**

*Signature of Visitors with date*

*Signature of Principal with date*

Pass Port  
Size  
Photograph  
(To be  
attested by  
Principal)

**TEACHERSAFTER LAST VISITATION (FOR 13-C OF THE IMCC ACT)**  
**IN THE GIVEN FORMAT**

<b>S. No.</b>	<b>Information of Teacher</b>	<b>To be filled up by Teacher</b>			
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			
6.	PG Qualification with subject (University & year) of completion	Subject			
		Year			
		Name of the University			
9.	Ph.D (if applicable)	Subject			
		Year			
		Name of the University			
12.	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>
17.	Present working Department (Subject)				
18.	Present Designation				
19.	Nature of present appointment (regular/contractual/deputation)				
20.	Name of present working college				
21.	Permanent Residential Address				
22.	Local Residential Address				
23.	State Board/ Council Registration detail	Registration Number			
		Name of State Board			
25.	Bank detail	Salary Account Number			
		Name and Branch of Bank			
27.	Contact Number	Mobile Number			
		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 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**

*Signature of Visitors with date*

*Signature of Principal with date*

**ANNEXURE-V**

**PROFORMA TO FURNISH THE DETAILS OF NON - TEACHING & OTHER 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**

**PROFORMA TO FURNISH THE DETAILS OF HOSPITAL STAFF**  
**(Including Part Time Modern Medical 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-VII A.**

**DETAILS OF DRUG DISTRIBUTION IN OPD & IPD (from 1<sup>st</sup> JAN. 2013 to 31<sup>st</sup>. DEC. 2013)**

S.No.	Name and Quantity of Drugs obtained from own Pharmacy	Name and Quantity of Drugs purchased from market		Name and Quantity of utilized Drugs along with balance			
		Ayurvedic Drugs	Modern Drugs	Ayurvedic Drugs		Modern Drugs	
				Utilized	Balance	Utilized	Balance
1.							
2.							
3.							
4.							

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

**ANNEXURE-VII. B**

**DETAILS OF DRUG DISTRIBUTION IN OPD & IPD (from 1<sup>st</sup> JAN. 2014 to 31<sup>st</sup> Aug. 2014)**

*Signature of Visitors with date*

*Signature of Principal with date*

S.No.	Name and Quantity of Drugs obtained from own Pharmacy	Name and Quantity of Drugs purchased from market		Name and Quantity of utilized Drugs along with balance			
		Ayurvedic Drugs	Modern Drugs	Ayurvedic Drugs		Modern Drugs	
				Utilized	Balance	Utilized	Balance
5.							
6.							
7.							
8.							

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

*Signature of Visitors with date*

*Signature of Principal with date*

**ANNEXURE-VIII**

**DETAILS OF OUTDOOR PATIENTS OF THE HOSPITAL**

S. NO.	OPD SECTIONS	TOTAL NUMBER OF PATIENTS ATTENDED OPD		
		PRIOR TO 15 DAYS OF VISITATION	PREVIOUS DAY OF VISITATION	DAY OF VISITATION
01.	KAYACHIKITSA			
02.	SHALYA			
03.	SHALAKYA			
04.	PRASUTI & STRI ROGA			
05.	BAL ROGA			
06.	PANCHKARMA			
07.	SWASTHAVRITTA EVUM YOGA			
08.	AATYAYIKA (EMERGENCY)			

**ANNEXURE -IX**

**DETAILS OF THE INDOOR PATIENTS OF THE HOSPITAL**

<b>A. TOTAL NUMBER OF BEDS AVAILABLE ON THE DAY OF VISITATION</b>	
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*Signature of Visitors with date*

*Signature of Principal with date*

B. TOTAL NUMBER OF IPD PATIENTS ON THE DAY OF VISITATION									
C. DEPARTMENT WISE DETAILS OF IPD PATIENTS AVAILABLE ON THE DAY OF VISITATION:-									
S.No.	OPD Registration Number	IPD Registration Number	Name of Patients	Age	Sex M/F	Bed Number	Diagnosis	Date of Admission	Name of treating Doctor
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									

**Note:-**\*Details of IPD patients of each department shall be annexed separately. If required additional sheets be attached in the prescribed format.

*Signature of Visitors with date*

*Signature of Principal with date*

## Annexure - X

### DETAILS OF EQUIPMENT AND INSTRUMENTS FOR VARIOUS SECTIONS OF COLLEGE

#### A) DISSECTION HALL

S. No.	Essential Instruments and Equipments	Number of Instruments and Equipments available
1.	i) Tank with a capacity to preserve 2 to 4 bodies	
	ii) Preservative Chemicals	
2.	Dissection Tables Sets	
3.	Dissecting Table	
	i) Full size with steel top or marble top stainless	
	ii) Half size with steel top or marble top stainless	
4.	Miscellaneous	
	i) Bone cutter of the number $\frac{3}{4}$ , $\frac{1}{2}$ , $\frac{1}{4}$ , $\frac{1}{8}$ - fine pointed Chisel bone dissector	
	ii) Bucket and Mug	
	iii) Gloves powder	
	iv) Surgical gloves	
	v) Surgical Blade	
	vi) Soap	
	vii) Disposable syring - 20cc, 10cc, 5cc	
	viii) Towels	
	ix) Dustbin	
5.	Furniture and other equipment	
	i) Stools preferably of metal	
	ii) Wash basin	
	iii) Machines for bones and brain sectioning	
	iv) Over Head Projector	
	v) X-ray viewing box or panels	
	vi) Glass jars of different sizes	

#### B) PHYSIOLOGY (KRIYA SHARIR) LABORATORY

S. No.	Essential Instruments and Equipments	Number of Instruments and Equipments available
1.	Microscopes with oil immersion	
2.	Westergren's pipette for ESR	
3.	Haematocrit Tube	
4.	Sahli's Haemoglobinometer	
5.	Haemocytometer	
6.	Sphygmomanometer	
7.	Stethoscope	
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.	pH Meter (Electric)	
19.	pH Comparator with disc in a batch	
20.	Refrigerator	
21.	Newton's colour wheel in a batch	
22.	Spirometer	
23.	Tonometer	
24.	Hydrometer	
25.	Viscometer	
26.	Osmometer	
27.	Sterilizer	

Signature of Visitors with date

Signature of Principal with date



**C) RASASHASTRA AND BHAISHAJYA KALPANA LABORATORY (TEACHING)**

<b>S.No</b>	<b>Essential Instruments and Equipments</b>	<b>Number of Instruments and Equipments available</b>
<b>1.</b>	Khalva Yantra-	
<b>(i)</b>	Small	
<b>(ii)</b>	Medium	
<b>(iii)</b>	Porcelain	
<b>(iv)</b>	Tapta khalva yantra	
<b>2.</b>	Heating Device-	
<b>(i)</b>	Gas Stove	
<b>(ii)</b>	Electric stove	
<b>(iii)</b>	Hot plate	
<b>(iv)</b>	Chulla (Charcoal)	
<b>3.</b>	Vessels-	
<b>(i)</b>	Frying Pan	
<b>(ii)</b>	Steel Vessel	
<b>(iii)</b>	Spatula	
<b>(iv)</b>	Ladles & Spoons	
<b>(v)</b>	Knife	
<b>(vi)</b>	Plates	
<b>(vii)</b>	Samdamsa Yantra(Tongs)	
<b>4.</b>	Measuring Equipments Different Size (Glass)	
<b>5.</b>	Big Vessels & Containers-	
<b>(i)</b>	Brass	
<b>(ii)</b>	Copper	
<b>(iii)</b>	Steel etc.	
<b>6.</b>	Balance (Different Capacities)	
<b>(i)</b>	Physical	
<b>(ii)</b>	Chemical	
<b>7.</b>	Pounding Apparatus (Ulukhala Yantra)	
<b>8.</b>	Sieves (Assorted Numbers & Size)	
<b>9.</b>	Wet Grinder	
<b>10.</b>	Mixi	
<b>11.</b>	Juice Extractor	
<b>12.</b>	Putas (Different kind)	
<b>13.</b>	Pyrometer	
<b>14.</b>	Thermometer	
<b>15.</b>	Pressure Cooker	
<b>16.</b>	Moosha (Crucibles)	
<b>17.</b>	Koshti with Blower	
<b>18.</b>	Refrigerator	
<b>19.</b>	Jars(Porcelain) Fermentation Purpose	
<b>20.</b>	Yantras	
<b>(i)</b>	Dola Yantra	
<b>(ii)</b>	Valuka Yantra	
<b>(iii)</b>	Pithara Yantra	
<b>(iv)</b>	Bhudhara Yantra etc.	
<b>21.</b>	Distillation Apparatus & Arka Yantra	
<b>22.</b>	Enamel Trays	
<b>23.</b>	Spirit Lamp	
<b>24.</b>	Microscope	
<b>25.</b>	Earthen Vessels-Pots	
<b>26.</b>	Kupipakva Bhatti	
<b>27.</b>	Almiras & Racks for storage	

*Signature of Visitors with date*

*Signature of Principal with date*

**D) PHARMACOGNOSY LABORATORY [DRAVYAGUNA]**

<b>S.No.</b>	<b>Essential Equipment and Instruments</b>	<b>Available Number</b>
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)	

**E) DETAILS OF EQUIPMENT AND INSTRUMENTS REQUIRED FOR ROG-VIGYAN (PATHOLOGY LABORATORY)**

<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 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 Graduate 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	
25.	Test tube	
26.	Test tube holder	
27.	Filter paper	
28.	Steel almirah	

Signature of Visitors with date

Signature of Principal with date

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.	Refrigerators	
43.	Sterile vessels/bottle to collect samples	
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 and BT kit	
65.	Cell counter (haemoautoanalyser)	
66.	Renal profile, LET kit, Lipid profile, Blood Sugar kit	

### Annexure - XI

#### **DETAILS OF EQUIPMENT AND INSTRUMENTS FOR VARIOUS SECTIONS OF HOSPITAL A) DETAILS OF EQUIPMENT AND INSTRUMENTS FOR VARIOUS SECTIONS OF OUT PATIENT DEPARTMENT**

*Signature of Visitors with date*

*Signature of Principal with date*

S. No.	Name of the OPD	Equipments, Instruments, Furniture	Number of Equipments and Instruments available
1.	Kayachikitsa	X-Ray View Box	
		BP Apparatus	
		Stethoscope	
		Examination Table	
		Thermometer	
		Tongue depressor	
		Cotton balls	
		Torch	
		Measuring tape	
		Weight and height measuring stand	
		Knee Hammer	
		Washbasin	
		2.	Shalya Tantra
Drainage facility			
Minor OT			
Instruments for anorectal examination			
Examination Table			
BP Apparatus			
Thermometer			
Surgical Blades			
Cotton balls			
Gauze pieces			
X-Ray Viewing Box			
Stethoscope			
Cheetle's forceps			
Torch			
3.	Shalakya Tantra	Tuning forks	
		Ophthalmoscope/ fundoscope	
		Auroscope	
		Examination Table	
		X-Ray Viewing Box	
		BP Apparatus	
		Stethoscope	
		Thermometer	
		ENT kit	
		Torch	
4.	Prasuti Tantra & Stri Roga	Weighing machine	
		Sim's speculum	
		Thermometer	
		Cusco's speculum	
		Examination Table	
		Lamp stand	
		Torch	
		X-Ray Viewing Box	
		BP Apparatus	
		Stethoscope	
		Measuring tape	
		Washbasin	
5.	Bal Roga	Scale	
		Weighing machine	
		Torch	
		View Box	
		Thermometer	
		BP Apparatus	
Stethoscope			

Signature of Visitors with date

Signature of Principal with date

		Examination Table	
6.	<b>Panchkarma</b>	As per Kayachikitsa	
7.	<b>Yoga Section (Swas-tha Rakhshan)</b>	Facilities available (Equipment, Instrument, Furniture etc)	
8.	<b>Casualty</b>	Facilities available (Equipment, Instrument, Furniture etc)	

## B) LABOUR ROOM

S.No	Essential Equipments and Instruments	Number of Equipments and Instruments 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 - Sim's -Cuscos	
18.	Instruments for labour and Episiotomy (Scissors, forceps, needle, holder 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.	Oxygen Cylinder	
34.	Resuscitation kit	
35.	Boyle's apparatus	
36.	Electrocautery	
37.	MTP Suction Machine	
38.	Anaesthesia Kit	
39.	Blunt and Sharp Curettes	
40.	Dilators set (Hegar's, Hawkins)	
41.	Sim's Speculum	
42.	Anterior Vaginal Wall retractor	
43.	Cusco's Speculum	
44.	Uterine sound	
45.	Voisellum	
46.	MTP Suction Curette	

*Signature of Visitors with date*

*Signature of Principal with date*

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.	Endotracheal tubes	
60.	B.P. apparatus	
61.	HSG Cannula	
62.	Cord Cutting appliances	
63.	I.U.C.D. removing hook	
64.	Bladder Sound	

**C) OPERATION THEATRE**

*Signature of Visitors with date*

*Signature of Principal with date*

<b>S.N o.</b>	<b>Essential Equipment and Instruments</b>	<b>Number of Equipments and Instruments available</b>
<b>I</b>	<b>Shalya:</b>	
<b>1.</b>	Spot light (Shadowless ceiling fitted)	
<b>2.</b>	Needle holding Forceps (big- medium-small)	
<b>3.</b>	Dressing drums of Assorted size	
<b>4.</b>	Drum stand	
<b>5.</b>	IV Stand	
<b>6.</b>	X-ray View Box (double)	
<b>7.</b>	Surgeon's gown	
<b>8.</b>	Mask and caps	
<b>9.</b>	Gauze, cotton and bandage	
<b>10.</b>	Gloves of different size	
<b>11.</b>	Cheetles Forceps	
<b>12.</b>	Towel Clips	
<b>13.</b>	Mosquito forceps	
<b>14.</b>	Scissors straight (Tailor)	
<b>15.</b>	Scissors curved of different sizes	
<b>16.</b>	Stich removal scissors	
<b>17.</b>	Dissection forceps	
<b>18.</b>	Sinus Forceps	
<b>19.</b>	Probes - Assorted size	
<b>20.</b>	Pointed scissors	
<b>21.</b>	Gastric and Intestinal clamps (occlusive and crushing)	
<b>22.</b>	Abdominal Retractors	
<b>23.</b>	Tissue Forceps	
<b>24.</b>	Bob Kock's Forceps	
<b>25.</b>	Kocher's Forceps	
<b>26.</b>	Urethral Dilators	
<b>27.</b>	Rubber catheters of Assorted size	
<b>28.</b>	Metal Catheters	
<b>29.</b>	Corrugatedrubber drain	
<b>30.</b>	Suturing Needle (straight/curved) of Assorted size	
<b>31.</b>	Surgical Thread	
<b>32.</b>	Sponge holding forceps	
<b>33.</b>	Right Angle cholecystectomy Forceps	
<b>34.</b>	Stone holding forceps	

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

### **Guidelines/Instructions for Colleges regarding Visitation**

- 1.** College may download the updated visitation proforma (Part I) from website of CCIM and may use it to expand the tables wherever necessary. Annexure-III (**MS-excel format**) should be separately downloaded from CCIM website, duly filled & sent along with the visitation proforma. Hard copy of visitation proforma (Part I) is enclosed for ready reference.
- 2.** Any change in the prescribed format will not be accepted by CCIM.
- 3.** Read the proforma carefully before filling up.
- 4.** College should keep ready three sets of Visitation proforma duly signed on each page by the Principal/ Dean/ Director along with all annexure for visitors.
- 5.** A soft copy of the details of teaching staff as per Annexure-III should be submitted along with the visitation report.
- 6.** New teacher appointed after visitation of the college will not be considered/counted in the faculty list of the concerned college.

*Signature of Visitors with date*

*Signature of Principal with date*



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-IV) of newly appointed teachers after the last visitation should be attached.
11. Teachers of Govt. colleges/ constituent colleges of University should also submit the affidavit of newly appointed teachers after the last visitation.
12. If false affidavit/ false experience is submitted by any teacher or if teacher is found in duplicity, then legal action will be initiated by the central council against the concerned teacher and Principal of the college.
13. Copy of Form No. 16 issued for purpose of income tax should be submitted in respect of all the teaching staff. (Not admissible for Govt./ constituent colleges of University).
14. Financial information should be filled as per enclosed proforma.
15. College should make arrangement of videographer and photographer during visitation of CCIM team for preparing CD and group photographs with Teaching staff and non-teaching staff of College and Medical and Paramedical staff of Hospital with the visitors separately. The name of each staff member should be mentioned on the bottom of the photograph. It is to be noted that without CD & Photograph, the visitation report will not be accepted by CCIM.
16. If college has any queries/ doubt/ other information required regarding the visitation proforma, you are requested to contact telephonically or send an email to the central council on the given mail-ID, i.e. **indiaccim@gmail.com**.
17. The filled up visitation proforma shall be typed and submitted in a separate CD to the visitors.

*Signature of Visitors with date*

*Signature of Principal with date*

**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 of )	part time/ adhoc)	Local Residential Address	Permanent Address	Name of State Board & Registration Number	Salary Account Number , Name of Bank& 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					m/yyyy)Duration	Designation	Name of the college									

**Note: Please download a copy of Annexure III in MS Excel Format (.xls) from the Website of CCIM i.e. [www.ccimindia.org](http://www.ccimindia.org) and fill up the details and annex the same as softcopy in the form of CD/DVD as Annexure XIII. Enclose a Printed / hard copy of the same as **ANNEXURE III** and attach the certified copies of UG, PG & Registration Certificates, experience certificates, joining Report, Relieving Order, Form No. 16 and all other relevant documents and original notarized affidavit (**Annexure-IV**) of newly appointed teachers after the last visitation.**

If any teaching staff is promoted after submitting notarized affidavit he/she may submit a new affidavit along with necessary documents and get duly verified by the visitors.

*Signature of Visitors with date*

*Signature of Principal with date*

*Signature of Visitors with date*

*Signature of Principal with date*

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43. LOI Visitation-Proforma for increase intake capacity for UG/PG and starting new PG in Ayurveda Colleges for session 2014-15 U/S 13A