

**CENTRAL COUNCIL OF INDIAN MEDICINE**  
**NEW DELHI**  
**PROFORMA TO BE FILLED UP BY THE COLLEGE FOR**  
**ESTABLISHMENT OF NEW AYURVED COLLEGE**  
(For the session 2018-19 Under Section 13A of the IMCC Act 1970)

(Additional sheet may be enclosed as and where required)

**PART –I**  
**Section ‘A’**

Date of visitation	
Purpose of Visitation	
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	
Date & year of establishment of Hospital	
Date & Year of the issuing of NOC of the State Govt. for establishment of New college with intake capacity of 60/100 seats.	
Name of affiliating University	
Date & Year of consent of affiliation for establishment of New college with intake capacity of 60/100 seats.	
Date of last inspection by the University	
Name of the Principal with Qualifications and Experience	

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

CRITERIA	(As per CCIM Norms in sq.mtr.)		Existing	
	(up to 60)	(61 to 100)	(up to 60)	(61 to 100)
Total Area of Land (in acres) Specify whether land is in single plot or two plots and distance between plots in Kilometers	<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)				
Total area of land allotted to the hostels (in acres)	Girls			
	Boys			
*Constructed Area of the college sq.ft. / (in Sq.Mtr.)	<b>2000</b>	<b>4000</b>		
*Constructed Area of the Hospital sq.ft. / (in Sq.Mtr.)	<b>2000</b>	<b>3500</b>		
*Constructed Area of the Hostel is sq.ft. / (in Sq.Mtr.)				

**NOTE: Area certificate of layout plan in blue print with details of Departments/sections of college and Hospital has to be submitted.**

Ownership of land If it is in the regional language, then attach Certified English/Hindi translation duly attested by Gazetted Officer has been submitted or not	
In the name of the Society/Trust/any other.-	
In the name of President/Secretary	
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**

Year	Total income receipt during last three years	Total expenditure receipt of last three years
2013-14		
2014-15		
2015-16		
Attested audited Report to be enclosed		

## **Details of the following to be provided: Previous Year (1<sup>st</sup> Jan- 31<sup>st</sup> Dec)**

1. Salaries of teaching and non teaching Staff	
2. Salaries of the Hospital Staff	
Non salary expenditure of the college	
Non salary expenditure of the Hospital.	

## **Administrative Block**

	(As per CCIM Norms)		Existing	
	(up to 60)	(61 to 100)	(up to 60)	(61 to 100)
Total Area in Sq. ft. / <b>sq.mtr.</b>	<b>150 sq.mt.</b>	<b>300 sq.mt.</b>		
Office of the Principal				
Committee Room				
Account Section				
Administrative Section				
Central Store Room				

## **Details of the College website –**

Sr No	Details	Particulars
1	College website	Available / Not Available
2	Title of website	

- **Computer and Printer in Principal/Dean office: Available/Not available**

## Section – B

### Departments required as per MSR with area and Available Infrastructure for Teaching and Training

#### MAULIK SIDDHANT DEPARTMENT

Total Area of Dept. in sq. ft. / sq.mtr. 50 sq.mtr. (up to 60) / 100 sq.mtr. (61 to 100)

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Details of Departmental including room for Teachers, Small departmental library, small departmental office, museum / laboratory / tutorial room or as per requirement of individual department.

Sr. No.	Departmental Space	Existing space in Sq.ft./ Sq.mtr.
	50 sq.mtr./100 sq.mtr.	

Details of teaching aids in the department established –

Sr No	Charts	Models	Specimens	Dept. Library Books	Furniture	Equipments / instrument

- Computer - Available/ Not available
- Printer - Available/ Not available

#### RACHANA SHARIR DEPARTMENT

Total Area of Dept. in sq. ft. / sq.mtr. 125 sq.mtr. (up to 60) / 250 sq.mtr. (61 to 100)

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Details of Departmental including room for Teachers, Small departmental library, small departmental office, museum / laboratory / tutorial room or as per requirement of individual department.

Sr. No.	Departmental Space	Existing space in Sq.ft./ Sq.mtr.
	125 sq.mtr./250 sq.mtr.	

Details of teaching aids in the department established –

Sr No	Charts	Models	Bone sets	Dept. Library Books	Furniture	Equipments/ instrument

**Details of dissection hall –**

Area of Dissection Hall Dissection Tables 1. Full size 2. Half size.	
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- Computer - Available/ Not available
- Printer - Available/ Not available

**KRIYA SHARIR DEPARTMENT**

Total Area of Dept. in sq. ft. / sq.mtr. 75 sq.mtr. (up to 60) / 150 sq.mtr. (61 to 100) -  
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Details of Departmental including room for Teachers, Small departmental library, small departmental office, museum / laboratory / tutorial room or as per requirement of individual department.

Sr. No.	Departmental Space	Existing space in Sq.ft./ Sq.mtr.
	75 sq.mtr./150 sq.mtr.	

**Details of teaching aids in the department established –**

Sr No	Charts	Models	Specimens	Dept. Library Books	Furniture	Equipments / instrument

**Details of the laboratory -**

Sr. No.	Laboratory Space	Existing space in Sq.ft./ Sq.mtr.
1	Physiology laboratory	
2	Bio-chemistry facility	Available / Not Available

- Computer - Available/ Not available
- Printer - Available/ Not available

	<b>Available Teaching Aids in College</b>	:	<b>Number</b>
a.	Over Head Projector		
b.	Slide Projector		
c.	LCD projector		
d.	Computers		
e.	Internet Facility		Yes / No

**IV. NUMBER OF TEACHING STAFF GIVEN CONSENT TO JOIN THE INSTITUTION**

S. No.	Department	Intake Capacity for UG	Number of Teachers as per CCIM Norms			Number of Existing Teachers		
			P	R	L	P	R	L
1.	Samhita, Sanskrit & Siddhanta (one should be a Sanskrit Lecturer)	Up to 60	1	or 1	2 (1 Ayu & 1 Sanskrit)			
		61 to 100	1	1	2 (1 Ayu & 1 Sanskrit)			
2.	Rachana Sharir	Up to 60	1	or 1	1			
		61 to 100	1	1	1			
3.	Kriya Sharir	Up to 60	1	or 1	1			
		61 to 100	1	1	1			
		61 to 100	1	1	1			

**Details of Pay Scale**

<u>Pay Scale of teachers</u>	As per State govt.	Yes/No	UGC	Yes/No
1. Professor				
2. Reader				
3. Lecturer				

**Mode of Payment - through Bank / Cash (Enclose Proof)**

<b>Whether PF/GPF scheme is existing or not</b>	
Number of teachers possessing Graduate Qualification but working as teachers prior to 1.7.89.	

**DETAILS OF TECHNICAL AND OTHER STAFF OF AN AYURVED COLLEGE (Schedule VI )**

Sr. No. (1)	Department (2)	Post (3)	Requirement (4)	Existing (5)
1.	Library	Librarian	1	
		Assistant Librarian	1	
		Library Attendant or Peon	1	
2.	College office	Clerical Staff for Administrative & Account services	4	
3.	Samhita, Sanskrit & Siddhanta	Attendant	1	
4.	Rachana Sharir	Laboratory Technician Museum Keeper Lifter	1 - 1	
5.	Kriya Sharir	Laboratory Technician Museum Keeper	1 -	
6.	Herbal Garden	Gardener Multipurpose worker	1 2	

**(The sweeper, Attendant, Lifter, Laboratory assistant, Data Entry Operator(DEO), Multipurpose worker could be on contractual basis)**

Enclosed List if any

**Herbal Garden**

Area	Upto 60 Students	Upto 60-100 Students	Existing
Required	2500 Sq.Mt	4000 Sq.Mt	

No. of Species Required	100	
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Area of Demonstration Room	Required Area 25 to 50 Sq.mt.	
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## LIBRARY

Area of Library (in Sq.ft./sq. mtr.)	
100 Sq.Mtr. (for 60) / 200 Sq.mtr. (for 100)	

Number of books available - 1) at the time of start new college - .....

2) at the time of 2nd & 3rd Year - .....

(List of books to be enclosed) 3) at the time of Final Year - .....

a) Ayurved	
b) Unani	
c) Siddha	
d) Modern	
e) Others	
Total	
2. Journals/Magazines being subscribed Total	
Medical	
Other	
3. Seating Capacity in reading room (i) upto 60 intake 50 to start new college and 150 onwards (ii) 61-100 intake 80 to start new college and 250 onwards	
4. Working hours	
5. Staff Adequate Staff	
Librarian	
Asst. Librarian	
Library Attendant/Peon	
6. Purchase of books in last academic year Number and cost of the books (List to be enclosed)	
7. Facilities available in the library	
a. E-library – number of computers with printer and internet facility	
b. Photocopying machine and printer	
c. Separate reading room for Faculty members	



## Students Hostel

i)	Building	Own/Rented/lease
	Constructed area of boys hostel	
	Constructed area of girls hostel	
	No. of rooms available for Boys	
	No. of rooms available for Girls	
ii)	Number of seats available in Boys hostel	
iii)	Number of seats available in Girls hostel	
iv)	Mess facility available Yes/No	
	Staff- 1) Warden/Rector 2) Watchman.	

## CLASS ROOMS

Seating capacity	Class Room	Area in Sq.mtr.	Existing	Available facilities
Up to 60 –	02 classrooms	160 sq. mtr.		
60 to 100	02 classrooms	320 sq. mtr.		

## Auditorium

	As per CCIM Norms		Existing	
	(up to 60)	(61 to 100)	(up to 60)	(61 to 100)
Area in <b>sq.mtr.</b>	150	300		
Seating capacity				
Available facilities				

## Girls / Boys Common Room

	As per CCIM Norms		Existing	
	(up to 60)	(61 to 100)	(up to 60)	(61 to 100)
Area in <b>sq.mtr.</b>	50	100		
Available facilities				

### **Bio Metric Attendance**

Bio-Metric Attendance for Teaching/Non-Teaching/Hospital Staff-:	Available/Not-Available
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### **Transport Facility**

<b>Transport Facility</b>	Available / Not available
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### **Canteen**

	As per CCIM Norms		Existing	
	(up to 60)	(61 to 100)	(up to 60)	(61 to 100)
Area in <b>sq.mtr.</b>	<b>50</b>	<b>100</b>		
Seating capacity	<b>Minimum 100</b>			

**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.	Shalakya OPD				
4.	Stree Roga Evam Prasuti Tantra OPD				
5.	Kaumarbhritya (Balroga)				
6.	Panchkarma OPD				
7..	Swastharakshan & Yoga OPD	Available / Not available			
8.	Atyayik (Casualty) Section				
9.	Dressing & First-Aid Room, Ksharsutra Room				
10.	Dispensary				
11.	Waiting space for patients				
12.	Store				
13.	Male & Female Toilet for Patients				
<b>In – Patient Departments (IPD)</b>		<b>900</b>		<b>1650</b>	
1.	Kayachikitsa Male Ward				

2.	Kayachikitsa Female Ward	Available / Not available	Available / Not available	
3.	Panchakarma Male Ward			
4.	Panchakarma Female Ward			
5.	Shalya Male Ward			
6.	Shalya Female Ward			
7.	Shalakya 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>
1.	Major Operation Theatre	Available / Not available	Available / Not available	
2.	Minor Operation Theatre			
3.	Shalakya Operation Theatre			
4.	Labour Room with attached toilet and bath room			
5.	Neonatal care room			
6.	Central stérilisation/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)			
2.	Snehana Kaksha (Female)			
3.	Swedana Kaksha(Male)			

4. Swedana Kaksha(Female)	Available / Not available		Available / Not available			
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 with PG qualification in Clinical subject.)	
3.	<b>Consultants</b>	1.Kaya chikitsa specialist. 2. Panchakarma specialist. 3. Shalya specialist. 4. Shalakya specialist 5.Prasooti evam Streroga specialist 6. Koumarabhrutya specialist. All these specialist must posses Post graduation qualification in respective speciality.	
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	
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 Theatre 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 or Panchakarma consultant.	
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 or Shalya consultant	
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/ Prasooti & Streeroga consultant.	
34.	Midwife	01	
<b>Clinical Laboratory</b>			
35.	Laboratory Technicians	02	
36.	Peon or Attendant	01	

**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 to 31<sup>st</sup> Dec of last calendar year )**

S. No.	Month	Name of the Departments								
		Kaya chikitsa	Pancha karma	Shalya	Shalakyaya		Prasuti & Stri Roga	Kaumar bhritya- 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 to 31<sup>st</sup> Dec of last calendar year)**

S. No.	Month	Kayachikitsa		Shalya	Shalakyaya	Prasuti & Stri Roga	Kaumarbhritya (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 to 31<sup>st</sup> Dec of last calendar year )**

S.	Month	Kayachikitsa	Panchkarma	Shalya	Shalakya	Prasuti & Stri Roga	Kaumarbhrittya (Balrog)
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.

**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>					

**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 to 31 <sup>st</sup> Dec of last calendar year	

**VIII) OPERATION THEATRE**

Details of available equipments, instruments and other facilities in Operation theatre (Major OT & Minor OT)	
<b>Total number of operations done</b> from 1 <sup>st</sup> Jan to 31 <sup>st</sup> Dec of last calendar year	
from 1 <sup>st</sup> Jan to 31 <sup>st</sup> July of current calendar year	
<b>Total number of patients treated by Kshar sutra application</b> from 1 <sup>st</sup> Jan to 31 <sup>st</sup> Dec of last calendar year	

**IX) CLINICAL LABORATORY**

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

Other Investigations	Number
<b>X-rays</b>	
Total number of X-ray done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> Dec of last calendar year	
Total number of X-ray done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> July of current calendar year	
<b>ECG</b>	
Total number of ECG done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> Dec of last calendar year	
Total number of ECG done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> July of current calendar year	
<b>USG</b>	
Total number of USG done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> Dec of last calendar year	
Total number of USG done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> July of current calendar year	
<b>AMBULANCE</b>	<b>Available/ Not Available</b>

**X) INFORMATION OF PANCHKARMA DEPARTMENT**

S.No.	Name of the Instruments	Number of Instruments Available
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 to 31<sup>st</sup> Dec of last calendar year**

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 to 31<sup>st</sup> Dec of last calendar year**

S.No.	Nature of the camp	Date	Place	General/Specific Disease	Number of Patients
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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

## Section – D

### LIST OF ANNEXURES TO BE SUBMITTED BY COLLEGE

S.No.	Annexure Number	Name of the Annexure
1.	Annexure-I	Proforma to furnish the details of Teaching along with salary details
2.	Annexure-II	Notarized Affidavit to be filled up by Principal (For 13-C of the IMCC Act) in the given format
3.	Annexure-III	Proforma to furnish the details of Non- Teaching & other Staff along with salary details
4.	Annexure -IV	Proforma to furnish the details of Hospital Staff along with salary details
5.	Annexure –V	Details of Drug distribution in OPD & IPD (1 <sup>st</sup> Jan. to 31 <sup>st</sup> Dec. of last calendar year)
6.	Annexure –VI	Department wise Details of Outdoor patients of the Hospital.
7.	Annexure –VII	Department wise Details of the Indoor Patients of the Hospital
8.	Annexure –VIII	Details of Equipment & Instruments for various sections of College
	A)	Dissection Hall
	B)	Physiology (Kriya Sharir) Laboratory
9.	Annexure IX	Details of Equipment & Instruments for various sections of Hospital
	A)	Out Patient Department
	B)	Labour Room
	C)	Operation Theatre
10.	Annexure X	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.
11.	Annexure XI	Soft copy (in CD/DVD) of Annexure-I (Details of Teaching Staff) in MS

**ANNEXURE-I**

**PROFORMA TO FURNISH THE DETAILS OF TEACHING STAFF**

S. No.	Name of the Teacher			Father's Name	Date of Birth	Teacher Code	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 )	Nature of present appointment (regular/ contractual/ deputation/ 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)	Verification by Visitors	
	Sur Name	First Name	Middle name						Duration (dd/mm/yyyy)	Designation	Name of the college											

**Note:** 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

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

**PROFORMA TO FURNISH THE SALARY DETAILS OF TEACHING STAFF**

1. S.No.	2. Name of Teacher / Ayurved Consultant / Clinical Teacher	3. Designation	4. Pay Scale	5. Basic Pay	6. DA & Other allowances	7. Deduction GPF /CPF / IT	8. Gross Pay	9. Net pay	10. Contact No.

**ANNEXURE II**

**NOTARISED AFFIDAVIT TO BE FILLED UP BY NEWLY APPOINTED  
TEACHERS 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)	<b>Duration</b>  (dd/mm/yyyy) to (dd/mm/yyyy)	<b>Department (Subject)</b>	<b>Designation</b>	<b>Name of the college</b>
8.	Present working Department (Subject)				
9.	Present Designation				
10.	Nature of present appointment (regular/contractual/deputation)				
11.	Name of present working college				
12.	Permanent Residential Address				

13.	Local Residential Address		
14.	State Board/ Council Registration detail		Registration Number
			Name of State Board
15.	Bank detail		Salary Account Number
			Name and Branch of Bank
16.	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**



ANNEXURE-III

PROFORMA TO FURNISH THE DETAILS OF NON TEACING & OTHER STAFF

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

**PROFORMA TO FURNISH THE SALARIES DETAILS OF OTHER STAFF (Other than teaching staff)**

1. S.No.	2. Name of the employee	3. Designation	4. Scale of pay	5. Basic Pay	6. DA & Other allowances	7. Deduction	8. Gross Pay	9. Net pay

**Annexure-IV**

**PROFORMA TO FURNISH THE DETAILS OF HOSPITAL STAFF**

Name of Employee	Father's Name	Date of Birth	Qualification	Date of appointment	Designation
1	2	3	4	5	6

**PROFORMA TO FURNISH THE SALARIES DETAILS OF HOSPITAL STAFF**

1. S.No.	2. Name of the employee	3. Designation	4. Scale of pay	5. Basic Pay	6. DA & Other allowances	7. Deduction	8. Gross Pay	9. Net pay

**ANNEXURE-V**

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

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.							

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

**ANNEXURE-VI**

**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 -VII**

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

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

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

## Annexure - VIII

### 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	

## Annexure - IX

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

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

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	Hand washing facility	
		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	
		Bull's lamp	
<b>4.</b>	<b>Prasuti Tantra &amp; Stri Roga</b>	Weighing machine	
		Sim's speculum	
		Thermometer	
		Cusco's speculum	
		Examination Table	
		Lamp stand	
		Torch	
		X-Ray Viewing Box	
		BP Apparatus	
		Stethoscope	
		Measuring tape	
		Washbasin	
<b>5.</b>	<b>Bal Roga</b>	Scale	
		Weighing machine	
		Torch	
		View Box	
		Thermometer	
		BP Apparatus	
		Stethoscope	
		Examination Table	
<b>6.</b>	<b>Panchkarma</b>	As per Kayachikitsa	
<b>7.</b>	<b>Yoga Section (Swas- tha Rakhshan)</b>	Facilities available (Equipment, Instrument, Furniture etc)	

8.	Casualty	Facilities available (Equipment, Instrument, Furniture etc)	
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**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.	Volsellum	
46.	MTP Suction Curette	
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**

S.No.	Essential Equipment and Instruments	Number of Equipments and Instruments available
<b>I</b>	<b>Shalya:</b>	
1.	Spot light (Shadowless ceiling fitted)	
2.	Needle holding Forceps (big- medium-small)	
3.	Dressing drums of Assorted size	
4.	Drum stand	
5.	IV Stand	
6.	X-ray View Box (double)	
7.	Surgeon's gown	
8.	Mask and caps	
9.	Gauze, cotton and bandage	
10.	Gloves of different size	
11.	Cheetles Forceps	
12.	Towel Clips	
13.	Mosquito forceps	
14.	Scissors straight (Tailor)	
15.	Scissors curved of different sizes	
16.	Stich removal scissors	
17.	Dissection forceps	
18.	Sinus Forceps	
19.	Probes - Assorted size	
20.	Pointed scissors	
21.	Gastric and Intestinal clamps (occlusive and crushing)	
22.	Abdominal Retractors	
23.	Tissue Forceps	
24.	Bob Kock's Forceps	
25.	Kocher's Forceps	
26.	Urethral Dilators	
27.	Rubber catheters of Assorted size	
28.	Metal Catheters	
29.	Corrugatedrubber drain	
30.	Suturing Needle (straight/curved) of Assorted size	
31.	Surgical Thread	
32.	Sponge holding forceps	
33.	Right Angle cholecystectomy Forceps	

34.	Stone holding forceps	
35.	Allies Forceps small	
36.	Allies Forceps Big	
37.	Artery Forceps small	
38.	Artery Forceps big	
39.	Artery Forceps Medium	
40.	Sigmoidoscope Rigid/flexible	
41.	Barron Pile's Gun	
42.	Laryngoscope Pediatric/Adult	
43.	Boyles Apparatus	
44.	Multiparameter Monitor	
45.	Ambu Bag	
46.	Suction machine Electrical or Manual	
47.	Emergency power back up facility	
48.	Emergency light	
49.	Fire Extinguisher	
50.	Skin grafting knife with handle	
51.	Surgical blades of different size	
52.	BP Handle of different size	
53.	Vertical BP Instrument	
54.	Self-Retaining Retractor	
55.	Bone Drill Machine	
56.	Bone cutter	
57.	Giggly Saw	
58.	Scoop	
59.	Periosteum elevator	
60.	Maggler Forceps	
61.	High Pressure Autoclave	
62.	Fumigator	
63.	Refrigerator	
64.	Nitrous Oxide Cylinder	
65.	Hydrolic Operation Table	
66.	Shadow less lamp ceiling	
67.	Boyle's Appratus	
68.	Instrument Trolley	
69.	Endotracheal Tube	
70.	Proctoscope with or without illumination	
71.	Revolving Stool	
72.	Gabrial Syringe	
73.	Strecher with trolley	
74.	Mosquito forceps	
75.	Needle holder	
76.	BP Apparatus	
77.	Suction Machine	
<b>II</b>	<b>Shalaky: Ophthalmic Equipment or Instruments for Operative Surgery</b>	
78.	Ophthalmic Operation table with Head rest	
79.	Sterilizing box/case with matts	
80.	Lens insertion Forceps	
81.	Keratome	
82.	Desmarres lid retractors	
83.	Cat-paw lacrimal retractor	
84.	Mueller lacrimal sac retractor	

85.	Dastoor iris retractor	
86.	MeyrhoefChalazioncurrete	
87.	Sinsky lens manipulating hook	
88.	IOL Manipulator	
89.	Foreign body spud	
90.	Lewis lens loop (vectis)	
91.	Cystotome and spoon	
92.	Mule Evisceration spoon	
93.	Iris repository (double-ended)	
94.	Jameson muscle hook	
95.	Wills cautery with copper ball-point	
96.	Langs lacrimal sac dissector	
97.	Kelly Glaucoma punch	
98.	Elevator (double ended)	
99.	Nasal speculum adult/child	
100.	Wilder punctum Dilator	
101.	Bowman lacrimal probes	
102.	Towel clamp	
103.	Hartman mosquito forceps	
104.	Colibri forceps 1*2 teech	
105.	Mc. person corneal forceps with tying platform	
106.	Dressing forceps, serrated	
107.	Moorfieldconjunctival forceps	
108.	Fixation forceps	
109.	Beer cilea (epilation) forceps	
110.	Arruga capsular forceps	
111.	SnellenEntropion clamp	
112.	Chalazion clamps	
113.	Vannas straight scissors	
114.	Barraquer needle holder	
115.	Air injection cannula	
116.	Healon aspirating cannula	
117.	AC was cannula	
118.	Lacrimal cannula	
119.	Hydrodialysis cannula	
120.	J-loop cannula (Right/Left With silicon tubing)	
121.	Simcok direct I/A cannula with silicon tubing	
122.	Irrigating aspirating handle	
123.	Lens dialer	
124.	Superior Rectus forceps	
125.	Eye wash glasses (for Tarpana Karma)	
126.	Swimming Goggles (for Tarpana Karma)	
<b>III</b>	<b>ENT-Surgical or Operative Procedural Instruments</b>	
127.	Aural Syringe	
128.	Jobson's Aural Probe	
129.	Eustachian Catheter	
130.	Mastoid Retractor	
131.	Mastoid Gouge	
132.	Mallet	
133.	Nasal Foreign Body hook	
134.	Nasal packing forceps	
135.	Nasal Snare	

136.	Bayonet Shaped gouge	
137.	Walshman's forceps	
138.	Laryngeal forceps	
139.	Tongue plate with throat suction	
140.	Tonsil holding forceps	
141.	Tonsillar suction	
142.	Adenoid curette with cage	
143.	Peritonsillarabcess draining forceps	
144.	Fuller's Tracheostomy Tube	
145.	Cheatel's Forceps	
146.	Other consumable articles like gloves, syringes, bandages, sutras, etc."	



## **CHECK LIST**

- 1) Registration certificate of Society
- 2) Copy of Bye- Law's/Memorandum of Trust or Society of managing body of Institute
- 3) No Objection certificate by state Government.
- 4) Consent of Affiliation by University (Form No. 5)
- 5) Area Certificate of layout plan in blue print with details of Dept. of College & Hospital (For Establishment of New College)
- 6) Proof showing the land available with the society / trust is entirely for Ayurvedic College and attached hospital.
- 7) Audited statement of last 3 years.
- 8) Copy of Constitution of Governing body
- 9) Infrastructure of Departments (List of Charts, Models, Equipments etc.)
- 10) Information of Teaching Staff (UG & PG Degree Certificates, Affidavits, Appointments, Registration Certificate etc.)
- 11) Information of consented Teaching Staff (UG & PG Degree Certificates, Consent letter, Registration Certificate etc.)
- 12) List of Medicinal Plant's Species in Herbal Garden
- 13) Registration Certificate of Hospital.(Trade Licence of Municipality/Corporation/Any other relevant)
- 14) List of Hospital Staff as per given format
- 15) R.C.T.C. Book of Ambulance
- 16) Any other relevant information details.

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

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

1. The Hard copy of visitation proforma (Part I) is enclosed/sent to through Email. The Institution shall fill the proforma.
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. Any data / documents submitted by the college after visitation will not be accepted by the central council.
7. 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.
8. Page-wise Index of all annexure should be provided.
9. Attested copy of UG & PG Certificates, Experience Certificates, Joining Report Relieving letter and Affidavit (As per Annexure-II) of newly appointed should be attached.
10. Teachers of Govt. colleges/ constituent colleges of University should also submit the affidavit of appointed teachers .
11. 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.
12. 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).
13. Financial information should be filled as per enclosed proforma.
14. 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.
15. 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. [arayurveda@ccimindia.org](mailto:arayurveda@ccimindia.org)
16. The filled up visitation Performa shall be typed and submitted in a separate CD to the visitors.