

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

**PROFORMA TO BE FILLED UP BY THE COLLEGE FOR**  
**ESTABLISHMENT OF NEW UNANI 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’**

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 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.**

		(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 Kilometres		<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)	Girl's				
	Boy's				
*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)	
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Whether the land available with the Society/Trust is entirely for Unaniic College and attached Hospital or for any other Institute also, if so, details thereof.	
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### **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. / sq.mtr.	150 sq. mt.	300 sq. mt.		
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

#### KULLIYAT 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

#### TASHREEHUL BADAN

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

**MUNAFEUL AZA**

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

	<u>Available Teaching Aids in College</u>	:	Number
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.	Kulliyat (one should be a Arabic Lecturer)	Up to 60	1	or 1	1 (1 Arabic part time extra)			
		61 to 100	1	1	1 (1 Arabic part time extra)			
2.	Tashreehul Badan	Up to 60	1	or 1	1			
		61 to 100	1	1	1			
3.	Munafeul Aza	Up to 60	1	or 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)

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

#### DETAILS OF TECHNICAL AND OTHER STAFF OF AN UNANI COLLEGE (Schedule VI )

Sr. No. (1)	Department (2)	Post (3)	Requirement (4)	Existing (5)
1.	Library	Librarian/ Assistant Librarian	1	
		Library Attendant or Peon	1	
2.	College office	Clerical Staff for Administrative & Account services	4	
3.	Kulliyat	Attendant	1	
4.	Tashreehul Badan	Laboratory Technician	1	
		Museum Keeper	1	

5.	Munafeul Aza	Laboratory Technician Museum Keeper	1 1	
6.	Herbal Garden	Gardener Multipurpose worker	1 2	

**(The sweeper, Attendant, Lifter, Laboratory assistant, Data Entry Operator (DEO), Multipurpose worker may 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)	
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Number of books available: 2500	Available/not available
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a) Unani	
b) Ayurveda	
c) Siddha	
d) Modern	
e) Others	
<b>Total</b>	
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 sq.mtr.	150	300		
Seating capacity				



Available facilities	
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### **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>	<b>50</b>	<b>100</b>		
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 UNANI 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.	Moalajat OPD with wash Basin	Available / Not available		Available/ Not available	
2.	Jarahat including Ain Uzn Anaf Halaq OPD with wash Basin and Examination room				
4.	Qabalat wa Amraze Niswan OPD				
5.	Amraze Atfal OPD				
6.	Amraze Jild wa Tazeeniyat OPD				
7..	Tahaffuzi wa Samaji Tib OPD				
8.	Dressing & First-Aid Room	Available / Not available			
9.	Dispensary				
10.	Waiting space for patients				
11	Male & Female Toilet for Patients				
<b>In – Patient Departments (IPD)</b>		<b>900</b>		<b>1650</b>	
1.	Moalajat including Ilaj bit Tadbeer Deptt. Male Ward	Available / Not available		Available / Not available	
2.	Moalajat including Ilaj bit Tadbeer Deptt. Female Ward				
3.	Jarahat including Ain Uzn Anaf wa Halaq Male Ward				
4.	Jarahat including Ain Uzn Anaf wa Halaq Male Ward				
5.	Qabalat wa Amraze Niswan wa Atfl Ward				

6.	Doctors' duty room one for each department				
7.	Nursing staff duty rooms, one in each ward				
8.	Store room for linen, etc.				
<b>Operation Theatres Block</b>		<b>150</b>		<b>250</b>	
1.	Major Operation Theatre	Available / Not available		Available / Not available	
2.	Minor Operation Theatre				
3.	Labour Room with attached toilet and bath room				
4.	Neonatal care room				
5.	Central stérilisation/autoclave unit				
6.	Scrub room				
7.	Two Recovery room				
8.	Doctor's duty room with attached toilet and bath room				
9.	Interns/house officer/resident doctors room with attached toilet and bath room				
10.	Nursing staff room with attached toilet and bath room				
<b>Ilaj Bit Tadbeer Block</b>		<b>275</b>		<b>500</b>	
1.	Hamam				
2.	Dalak				
3.	Riyazat				
4.	Fasd				
5.	Kai				
6.	Alq, Hajamat etc.				
7.	.Ilaj bit Tadbeer therapist physician room				

	Available / Not available		Available / Not available	
08. Ilaj bit Tadbeer store room				
09 Physiotherapy 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>Store room:</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 UNANI COLLEGE HOSPITAL STAFF

Sl.No.	Post	Required Numbers as per M.S.R.	Available Number
1.	Hospital Superintendent	01 ( <i>With not less than the qualification of the professor.</i> )	
2.	Deputy Medical Superintendent	01 ( <i>Other than the teaching staff with PG qualification in Clinical subject.</i> )	
3.	<b>Consultants</b>	1. Moalajat specialist. 2. Ilaj-bit Tadbeer specialist. 3. Jarahat specialist. 4. Ain-uzn Anaf Wa halaq specialist 5. Amraze Niswan wa Ilmul Qabalat specialist 6. Ilmul Atfal specialist.  All these specialist must posses Post graduation qualification in respective speciality.	
4.	Resident Medical Officers or Surgical or Medical Officer (RMO or RSO or MO)	05  01 Moalajat 01 Jarahat. 02 Amraze Niswan wa Ilmul Qabalat 01 Amraze Atfal	
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	
<b>Modern Medical Staff</b>			

14.	Medical Specialist	01 Part time / Contract	
15.	Surgical Specialist	01 Part time / Contract	
16.	Obstetrician and Gynecologist	01 Part time / Contract	
17.	Pathologist	01 Part time / Contract	
18.	Anaesthesiologist	01 Part time / Contract	
19.	Ophthalmologist	01 Part time / Contract	
20.	Pediatrician	01 Part time / Contract	
21.	Radiologist	01 (Postgraduate in Allopathic Radiology on contract or Vikiran Vigyan of Unaniic discipline) from teaching department of Shalya	
22.	Dentist	01 Part time / Contract	
23.	X-Ray Technician or Radiographer	01	
24.	Physiotherapist	01 Part time / Contract	
<b>Staff for Ilaj bit Tadbeer Therapy Section for Out-Patient Department and In-Patient Department</b>			
25.	Ilaj bit Tadbeer Specialists	Teachers of Ilaj bit Tadbeer Teaching Department or Ilaj bit Tadbeer consultant.	
26.	House Officer or Clinical Registrar or Senior Resident (Unani)	01	
27.	Ilaj Bit Tadbeer Nurse	01 (In addition to the nurses indicated at serial no. 6)	
28.	Ilaj Bit Tadbeer Assistant	01 Male, 01 Female	
29.	Messieurs	01 Male, 01 Female	
<b>Staff of Operation Theatre Section</b>			
30.	Jarahat Specialists	Teachers of Ilmul Jarahat Department	
31.	Operation Theatre Attendant	01	
	Dresser	01	
32.	Nurses	01 (In addition to the nurses indicated at serial no. 7)	

Labour Room			
33.	Qabalat O Amraze Niswan Specialists (Teachers of Qabalat O Amraze Niswan)	Teachers from Qabalat O Amraze Niswan Department	
34.	Midwife	01	
Clinical Laboratory			
	Pathologist/Microbiologist	01	
35.	Laboratory Technicians	02	
36.	Peon or Attendant	02	

**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 2016 of last calendar year )**

S. No.	Month							
		Moalajat	Jarahat including Ain, Uzn, Anaf wa Halaq	Qabalat wa Amraze Niswan	Amraze Atfal	Amraze Jild wa Tazeeniyat	Tahaffuzi wa Samaji tib	Others
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 2016 to 31<sup>st</sup> Dec 2016 of last calendar year)**

S. No.	Month	Moalajat including Ilaj bit tadbeer & Amraze Jild wa Tanzeeniyat	Jarahat including Ain, Uzn, Anaf wa Halaq	Qabalat wa Amraze Niswan wa Atfal	Total
1.	January				
2.	February				
3.	March				
4.	April				
5.	May				
6.	June				
7.	July				
8.	August				
9.	September				
10.	October				
11.	November				
12.	December				
Total					
Grand Total					

**V) DETAILS OF TOTAL BED DAYS OCCUPIED (from 1<sup>st</sup> Jan 2016 to 31<sup>st</sup> Dec 2016 of last calendar year )**

S. No.	Month	Moalajat including Ilaj bit Tadbeer & Amraze Jild wa Tanzeeniyat	Jarahat including Ain, Uzn, Anaf wa Halaq	Qabalat wa Amraze Niswan wa Atfal	Total
1.	January				
2.	February				
3.	March				
4.	April				
5.	May				
6.	June				
7.	July				
8.	August				
9.	September				
10.	October				
11.	November				
12.	December				
Total					
Grand Total					

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



**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	Total
1.	Moalajat including Ilaj bit tadbeer & Amraze Jild wa Tanzeeniyat	50%		
2.	Jarahat including Ain, Uzn, Anaf wa Halaq	25%		
3.	Qabalat wa Amraze Niswan wa Atfal	25%		

**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)	Available
<b>Number of Deliveries performed</b> from 1 <sup>st</sup> Jan 2016 to 31 <sup>st</sup> Dec 2016 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 2016 to 31 <sup>st</sup> Dec 2016 of last calendar year	

**IX) CLINICAL LABORATORY**

S. No.	Investigation done from 1 <sup>st</sup> Jan 2016 to 31 <sup>st</sup> Dec 2016 of last calendar year	Number	
		from 1 <sup>st</sup> Jan 2016 to 31 <sup>st</sup> Dec 2016 of last calendar year	from 1 <sup>st</sup> Jan 2017 to 31 <sup>st</sup> July 2017 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>		

<b>Other Investigations</b>	<b>Number</b>
<b>X-rays</b>	
Total number of X-ray done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> Dec 2016 of last calendar year	
Total number of X-ray done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> July 2017 of last calendar year	
<b>ECG</b>	
Total number of ECG done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> Dec 2016 of last calendar year	
Total number of ECG done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> July 2017 of last calendar year	
<b>USG</b>	
Total number of USG done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> Dec 2016 of last calendar year	
Total number of USG done from 1 <sup>st</sup> Jan to 31 <sup>st</sup> July 2017 of last calendar year	
<b>AMBULANCE</b>	<b>Available/ Not Available</b>

**X) INFORMATION OF ILAJ BIT TADBEER DEPARTMENT**

<b>S.No.</b>	<b>Name of the Instruments</b>	<b>Number of Instruments Available</b>
1.	Hamam	
2.	Dalak	
3.	Riyazat	
4.	Fasd	
5.	Kai	
6.	Alq, Hajamat etc.	
7.	Others	

**XI). A. DETAILS OF TADABIR CARRIED OUT from 1<sup>st</sup> Jan to 31<sup>st</sup> Dec of last calendar year**

<b>S. No.</b>	<b>Patients</b>	<b>Hamam</b>	<b>Dalak</b>	<b>Riyazat</b>	<b>Fasd</b>	<b>Kai</b>	<b>Alq</b>	<b>Hajamat</b>	<b>Others</b>
1.	From O.P.D.								
2.	From I.P.D.								

3.	Total								
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**XII) A. DETAILS OF MEDICAL CAMPS CONDUCTED BY COLLEGE from 1<sup>st</sup> Jan 2016 to 31<sup>st</sup> 2016 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. 2016 to 31 <sup>st</sup> Dec. 2016 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 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 / Unani 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
--

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. 2016 to 31<sup>st</sup> . DEC. 2016 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			
		Unani Drugs	Modern Drugs	Unani 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.	Moalajat			
02.	Jarahat including Ain, Uzn, Anaf wa Halaq			
03.	Qabalat wa Amraze Niswan			
04.	Amraze Atfal			
05.	Amraze Jild wa Tazeeniyat			
06.	Tahaffuzi wa Samaji tib			
07.	Others			

**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.	Instruments and Equipments	Mention the Available Quantity/Not Available
<b>Essential</b>		
1.	Tank with a capacity to preserve 2-4 bodies.	
2.	Machines for bones and brain sectioning	
3.	Dissection Sets	
4.	Dissecting Table	
a)	Full size with steel top or marble top stainless	
b)	Half size with steel top or marble top stainless	
<b>General</b>		
5.	X-ray viewing box or panels	
<b>Miscellaneous</b>		
6.	Bone cutter of the number $\frac{3}{4}$ , $\frac{1}{2}$ , $\frac{1}{4}$ , $\frac{1}{8}$ - fine pointed Chisel bone dissector	
7.	Glass jars of different sizes	
8.	Preservative Chemicals	

**B) Physiology Laboratory:**

S. No.	Equipment and Instruments	Mention the Available Quantity/Not Available
<b>Essential</b>		
1.	Microscopes with oil immersion	
2.	Westergen's pipette for ESR	
3.	Haematocrit Tube	
4.	Sahli's Haemoglobinometer	
5.	Haemocytometer	
6.	Electrocardiograph	
7.	Stop watches	
8.	Water Distillation still	
9.	Balances	
10.	Centrifuge with speed control	
11.	Colorimeter (photoelectric)	
12.	pH meter Electric	
13.	pH comparator with disc	
14.	Sphygmomanometer	
15.	Stethoscopes	
16.	Clinical Thermometer	
17.	Knee Hammer	
18.	Tuning forks	
19.	Sterilizer	
<b>General</b>		
20.	Refrigerator	
21.	Newton's colour wheel in batch	
<b>Miscellaneous</b>		
22.	Cover slips, glassware, Micro slides	



**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**

**Out Patient Department**

S. No.	Name of Out Patient	Article required as per norms of	Mention the Available Quantity/Not Available
<b>1</b>	<b>Moalajat</b>		
		<b>Essential</b>	
		X-Ray View Box	
		BP Apparatus	
		Stethoscope	
		Torch	
		Examination Table	
		Thermometer	
		Tongue depressor	
		Weight and height measuring stand	
		Measuring tape	
		Knee Hammer	
		<b>Miscellaneous</b>	
		Gloves	
<b>2</b>	<b>Jarahat</b>		
		<b>Essential</b>	
		X-Ray Viewing Box	
		Stethoscope	
		Instruments for ano-rectal examination	
		Examination Table	
		BP Apparatus	
		Thermometer	
		Torch	
		Cheatle forceps	
		<b>General</b>	
		Minor OT	
		<b>Miscellaneous</b>	
		Surgical Blades	
<b>3</b>	<b>AIN-Unz-Anf-Halaq wa Asnan</b>		
		<b>Essential</b>	
		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>Qabalat wa Amraze Niswan</b>		
		<b>Essential</b>	
		Weighing machine	
		Sims's speculum	
		Thermometer	
		Cusco's speculum	
		Examination Table	
		Lamp stand	
		Torch	
		X-Ray Viewing Box	
		BP Apparatus	

		Stethoscope	
		Measuring tape	
5	<b>Amraze Atfal</b>		
<b>Essential</b>			
		Scale	
		Weighing machine	
		Torch	
		X-Ray View Box	
		Thermometer	
		BP Apparatus with Pediatric cuff	
		Stethoscope	
		Examination Table	
6	<b>Ilaj Bit Tadbeer</b>	As per Moalajat	

### B) Labour Room

S.No.	Equipment and Instruments	Mention the Available Quantity/Not Available
<b>Essential</b>		
1.	Shadowless Lamp	
2.	Suction Machine (Neonatal)	
3.	Oxygen Cylinder and Mask	
4.	Foetal Toco Cardiograph	
5.	Radiant Warmer	
6.	Photo therapy Unit	
7.	Weighing Machine (Paediatric)	
8.	Patient trolley	
9.	Anaesthesia trolley	
10.	Infantometer	
11.	Vacuum extractor	
12.	Foetal Doppler	
13.	Low cavity forceps	
14.	Steriliser	
15.	Machintosh rubber sheet	
16.	Instruments for labour and Episiotomy. (Scissors, forceps, needle holders etc.)	
17.	Baby tray	
18.	Nebuliser	
19.	Foetoscope	
20.	Auto Clave	
21.	Drums	
22.	Instrumental Trolley	
23.	OT tables and head Up and head Low facility	
24.	Pulse Oximeter	
25.	Resuscitation kit	
26.	Boyle's apparatus	
27.	Electrocautery	
28.	MTP Suction Machine	
29.	Anaesthesia Kit	
30.	Blunt and Sharp Curettes	
31.	Dilators set (Hegar's, Hawkins)	
32.	Sims's Speculum	
33.	Cusco's Speculum	
34.	Anterior Vaginal Wall retractor	
35.	Uterine sound	
36.	Volsellum	

37.	MTP Suction Currate	
38.	Retractors abdominal (Doayne's etc.)	
39.	Sponge holding forceps	
40.	Green armytage forceps	
41.	Uterus holding forceps	
42.	Kocher's forceps	
43.	Artery forceps (Long, short, Mosquito)Each	
44.	Scissors- different sizes	
45.	Forceps obstetrics	
47.	Cord Cutting appliances	
48.	I.U.C.D. removing hook	
49.	Bladder Sound	
50.	B.P. apparatus	
<b>Miscellaneous</b>		
51.	HIV kit for emergency patients	
52.	Plain and Hole towels	
53.	Towel Clips	
54.	Catguts and Thread	
55.	Needles	
56.	Needle holders	

### C) Operation Theatre

S.No.	Equipment and Instruments	Mention the Available Quantity/Not Available
<b>I</b>	<b>Jarahat:</b>	
<b>Essential</b>		
1.	Spot light (Shadow less ceiling fitted)	
2.	Needle holding Forceps (big- medium-small)	
3.	Dressing drums of Assorted size	
4.	Drum stand	
5.	IV Stand	
6.	Cheatles Forceps	
7.	Mosquito forceps	
8.	Scissors straight (Tailor)	
9.	Scissors curved of different sizes	
10.	Stitch removal scissors	
11.	Dissection forceps	
12.	Sinus Forceps	
13.	Probes - Assorted size	
14.	Pointed scissors	
15.	Abdominal Retractors	
16.	Tissue Forceps	
17.	Bob Kock's Forceps	
18.	Kocher's Forceps	
19.	Urethral Dilators	
20.	Metal Catheters	
21.	Sponge holding forceps	
22.	Right Angle cholecystectomy Forceps	
23.	Stone holding forceps	
24.	Allies Forceps small	
25.	Allies Forceps Big	
26.	Artery Forceps small	
27.	Artery Forceps big	
28.	Artery Forceps Medium	
29.	Sigmoidoscope Rigid/flexible	

30.	Barron Pile's Gun	
31.	Laryngoscope Pediatric/Adult	
32.	Boyles Apparatus	
33.	Multi-parameter Monitor	
34.	Ambu Bag	
35.	Suction machine Electrical or Manual	
36.	Skin grafting knife with handle	
37.	Surgical blades of different size	
38.	Self-Retaining Retractor	
39.	Bone cutter	
40.	Gigli Saw	
41.	Scoop	
42.	Periosteum elevator	
43.	Maggles Forceps	
44.	High Pressure Autoclave	
	Nitrous Oxide Cylinder	
46.	Hydrolic Operation Table	
47.	Boyle's Apparatus	
48.	Instrument Trolley	
49.	Endotracheal Tube	
50.	Proctoscope with or without illumination	
51.	Gabrial Syringe	
52.	Strecher with trolley	
53.	Suction Machine	
<b>General</b>		
54.	Emergency power back up facility	
55.	Emergency light	
56.	Fire Extinguisher	
57.	BP Apparatus	
58.	Fumigator	
59.	Refrigerator	
60.	X-ray View Box (double)	
61.	Revolving Stool	
62.	Vertical BP Instrument	
63.	Rubber catheters of Assorted size	
<b>Miscellaneous</b>		
64.	Corrugated rubber drain	
65.	Suturing Needle (straight/curved) of Assorted size	
66.	Surgical Thread	
67.	BP Handle of different size	
68.	Needle holder	
<b>II</b>	<b>AIN (EYE): Ophthalmic Equipment or Instruments for Operative Surgery</b>	
<b>Essential</b>		
69.	Ophthalmic Operation table with Head rest	
70.	Sterilizing box/case with matts	
71.	Lens insertion Forceps	
72.	Keratome	
73.	Desmarres lid retractors	
74.	Cat-paw lacrimal retractor	
75.	Mueller lacrimal sac retractor	
76.	Dastoor iris retractor	
77.	Meyrhoefer Chalazioncurrete	
78.	Sinsky lens manipulating hook	
79.	IOL Manipulator	
80.	Foreign body spud	

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

132.	Adenoid curette with cage	
133.	Peritonsillarabcess draining forceps	
134.	Fuller's Tracheostomy Tube	
135.	Cheatel's Forceps	
<b>Miscellaneous</b>		
136.	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 Unani 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. arUnania@ccimindia.org
16. The filled up visitation Performa shall be typed and submitted in a separate CD to the visitors.