

CENTRAL COUNCIL OF INDIAN MEDICINE, NEW DELHI

GUIDELINES/INSTRUCTIONS FOR COLLEGES REGARDING VISITATION

As the process of visitation is digitized since last year 2015-16, it enabled soft data collection, faster delivery of information as well as saved the time. In view of that, Central Council has decided to conduct the visit this year (for academic session 2016-17) in the similar way for **one day only** and visitors will submit the report **on the same day itself**.

1. The Dean/Director/Principals of the colleges should cooperate with visitors to carry out their assignment given by the council. They have to provide the print out of information uploaded to the council's website with all necessary annexures to the visitors for verifying and cross checking.
2. It is brought to the notice of the council that teachers make frequent shift from college to college without relieving from the colleges or without informing the colleges, due to fault from either teacher side or college side. To curb such kind of practices the Central Council has initiated a practice of giving No Objection Certificate to the teachers for relieving from colleges. Teachers who are present on the day of visitation is considered eligible for that academic session in the same college only, they will not be counted or considered eligible if they quit and join other colleges after inspection in the same academic session except in case of exceptional cases informed to council for obtaining NOC. Some teachers claim that the details of them are informed to council without their knowledge. There are also some representations that the college has not informed them the code numbers issued by council. Hence Declaration is required from all teachers in the prescribed format.
3. The Declaration of each teacher on notarized Affidavit in the prescribed format (enclosed herewith) should be signed by the concerned teacher and counter signed by the Dean/Director/Principal of the Institution. ***Such Declaration Forms in original shall be handed over to visitors by the college at the time of visitation.*** In case of refusal to do so by the teacher or the Dean/Director/Principal of the Institution, this shall be recorded in writing and signed by all Visitors.
4. Videography and photography of the visitation are mandatorily to be arranged by the college. It should be supervised by the visitors and submitted to the council. If the institute does not arrange for Videography, it should be recorded in writing and the

signature of the Dean/Principal/Director be obtained on it. Thereafter, Visitors may take photographs with their mobile phones / cameras as they deem fit.

As the visitors need to submit the report on the same day, Colleges shall handover the group photos of teaching staff, Non-Teaching staff and Hospital staff along with their names to visitors for uploading within the stipulated time.

College shall provide both the Videography and Photography in CD / DVD to the visitors for submitting to the council.

5. *Colleges shall provide a separate computer with internet facility along with scanner and printer to visitors. A Separate room shall be preferably provided for them for confidentiality to upload their reports.*
6. *Faculty attendance, physical verification of teachers will be done by visitors before 11:00 a.m. on the day of visitation.*
7. *The DD of Visitation fees and Digitalization fees shall be handed over to the visitors. The recommendations will not be forwarded to GOI if any fee is pending from the college.*
8. *Colleges are requested to contact the Central Council telephonically or by email as mentioned in helpdesk of CCIM's website i.e. www.ccimindia.org if any queries / other information required regarding the visitation.*

