



राष्ट्रीय होम्योपैथी आयोग
National Commission for Homoeopathy
JawaharLal Nehru BhartiyaChikitsaAvum Homoeopathy
AnusandhanBhavan

No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110 058

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File No. 30-06/2022/NCH Regulation/10783-10793

Date: 05 DEC 2022

To,

1. The Principal Secretary/Secretary, (Department of AYUSH / ISM&M / Medical Education/ Health & FW – All State U.T.
2. The Commissioner/Director of AYUSH / ISM&H- All State & U.T.
3. The Registrar of University (Including Deemed Universities) having affiliated/Constituent Homoeopathic Medical Colleges – All State & U.T.
4. The Registrar, Homoeopathic Board/ Council – All State & U.T.
5. The Principal of all the Homoeopathic Medical Colleges and Hospital (including Director, N.I.H. Kolkata & NEIAH, Shillong).
6. All Homoeopathic Associations and Federations/Society.
7. All other Stake Holders/General Public.

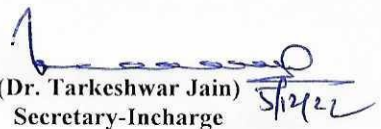
Sub : Comments/ Suggestions over the draft regulations namely 'National Commission for Homoeopathy (Assessment and Rating of Medical Institutions) Regulations, 2022'-reg..

Madam/Sir,

I am directed by the Competent Authority to circulate the draft Regulation 'National Commission for Homoeopathy (Assessment and Rating of Medical Institutions) Regulations, 2022' regarding conduct of business of Commission, through website of the commission (www.nch.org.in) for seeking comments/suggestions over the draft regulation within period of 30 days w.e.f. 05.12.2022 as per the Rule 23 sub-section (d) of G.S.R. 772 (E) Ministry of Ayush notification dated 18.12.2020.

The comments/suggestions be sent on email: marbh.nch@gmail.com, nchindia21@gmail.com.

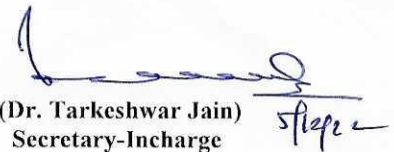
Yours faithfully,


(Dr. Tarkeshwar Jain)
Secretary-Incharge

Enclosed as above.

Copy to:-

1. The Secretary, Ministry of Ayush, B Block, GPO Complex, INA, New Delhi-110023.
2. Chairperson, National Commission for Homoeopathy, 61-65, Institutional Area, Janakpuri, New Delhi-110058.
3. IT Consultant with the direction to upload on website.
4. Guard File.


(Dr. Tarkeshwar Jain)
Secretary-Incharge

NATIONAL COMMISSION FOR HOMOEOPATHY (DRAFT REGULATION)

New Delhi, The December, 2022

In exercise of the powers conferred by sub-section 2 of Section 55 of the National Commission for Homoeopathy Act, 2020 (15 of 2020) and in supersession of the Homoeopathy Central Council (Inspectors and Visitors) Regulations, 1982, except as respects things done or omitted to be done before such supersession, the National Commission for Homoeopathy hereby makes the following regulations namely: -

- 1) **Short title and commencement** — (1) These regulations may be called as “The National Commission for Homoeopathy (Assessment and Rating of Medical Institutions Regulations, 2022”.
- 2) They shall come into force on the date of their publication in the official gazette of Govt of India
3. **Definitions**—in these regulations, unless the context otherwise requires—
 - a) "Act' 'means, the National Commission for Homoeopathy Act, 2020 (15 of 2020);
 - b) “Commission” means the National Commission for Homoeopathy constituted under section 3 of the Act;
 - c) “Attached hospital” means a teaching homoeopathic collegiate hospital attached to the medical institution;
 - d) ‘Course” means the courses of study in Homoeopathy namely:
B.H.M.S.- (Bachelor of Homoeopathic Medicine and Surgery);
M.D. (Hom) – (Doctor of Medicine) (Homoeopathy) in various specialty subjects;
Any other course as may be recognized by the Homoeopathy Education Board;
 - e) “Form” means a Form annexed to these regulations;
 - f) “Scheme” means an organized plan of furnishing information about the Medical Institution for achieving permission and rating;

- g) 'Minimum essential standards' means standards laid down by Homoeopathy Education Board for conducting course(s), examinations and includes norms for infrastructure, faculty and quality of education and research in medical institutions
- h) 'Inspector' means a team of experts appointed or through the hired and authorized third party agency by the Medical Assessment and Rating Board for Homoeopathy for carrying out inspection of medical institutions for assessment & rating and maintenance of minimum essential standards as specified
- i) The words and expression used herein and not defined, but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

4. Procedure of assessment and rating of existing Medical Institutions.

- (a) Each existing medical institution will submit information in structured format by offline/online mode with relevant annexures on annual basis along with the specified fees to the Medical Assessment and Rating Board of Homoeopathy for assessment, rating and maintenance of minimum essential standards., before the last date as may be specified by the Board.
- (b) Applications received on or before the specified last date of submission along with the required fees shall only be accepted.
- (c) The medical institution shall submit continuance of affiliation certificate from the University for the preceding year along with application.
- (d) All the eligible medical institution shall seek rating by assessment after a period of 5 years of opening and every year thereafter, subject to maintenance of minimum essential standards as specified.
- (e) The certified copies of English/Hindi translation of all the annexures, which are not in English or Hindi language, shall be annexed with the Application form.

The Medical Assessment and Rating Board for Homoeopathy shall verify by conducting inspection through offline/online/ hybrid mode for the fulfillment of the medical institutions in terms of compliance of maintaining minimum essential standards followed by rating of such institutions.

5. Fee to be submitted along with application: The application submitted under regulations shall be accompanied by the following fee by way of a demand draft or

online payment, payable to the 'National Commission for Homoeopathy, New Delhi'.

Fees payable	Amount (Rs.)	
	Under Graduate Course	Post Graduate Course
Inspection/ Application Fee	2,00,000	2,00,000

+ GST and other taxes as applicable.

6. Manner of appointment of inspectors or independent rating agencies.

(a) The President of Medical Assessment and Rating Board for Homoeopathy shall appoint such number of inspectors to inspect the medical institution for assessment & rating and maintenance of minimum essential standards as specified,

(b) No person shall be appointed as an inspector unless he/she possesses the following qualification namely:

- (i) A recognized post graduate medical qualification in Homoeopathy included in the Degree Recognition List maintained by the Homoeopathy Education Board of the Commission;
- (ii) And having at least 5 years professional experience in a State or Central government or autonomous institution.

(c) Medical Assessment and Rating Board for Homoeopathy may also hire services of public sector agency, having experience of similar work of assessment or rating of medical or non-medical institutions, as independent assessment and rating agency by calling Expression of interest on mutually agreed terms and conditions after approval of the Commission.

(d) The team of experts or independent assessment and rating agency shall follow the guidelines for assessment & rating and maintenance of minimum essential standards as may be informed to them from time to time.

7. Manner of carrying out Inspections for Assessment and Rating of medical institutions - Medical Institutions, shall be inspected for assessment and rating as under:

- a) The Medical Assessment & Rating Board of Homoeopathy shall authorize such number of inspectors or through authorized third-party independent

rating agency as deemed necessary to inspect medical institutions for assessment & rating and maintenance of minimum essential standards as specified.

- b) Inspections shall be carried out in physical/ online/ hybrid mode;
- c) Institutions shall also be assessed on rating criteria as specified in these regulations.
- d) Rating of medical Institutions shall be made available on the website of the National Commission for Homoeopathy every year.
- e) Inspections teams or Rating agency shall be provided all the required documents duly signed by the authority of the institutions as may be asked to submit during inspection.
- f) The reports with annexures and/or video recording of assessment and rating of a medical institution shall be confidential information and shall be submitted to Medical Assessment or Rating Board for Homoeopathy in a sealed cover or to be submitted online on official mail of the Board.
- g) These confidential reports and related annexures shall be made available on request after final decision has been taken by the authority.
- h) More than one inspection can be conducted during an academic year, if found necessary by Medical Assessment & Rating Board for Homoeopathy or by the Commission.

8. Failure to maintain Minimum Essential standards by existing Medical Institutions - Upon assessment, if an institution is not maintaining the minimum essential standards as specified by Homoeopathy Education Board shall reduce the intake or deny permission for admissions in that particular academic year or subsequent year as the case may be.

9. Imposition of penalty for failure to maintain Minimum Essential Standards of education:

Medical Institutions shall issue warning or may impose penalty for the following reasons by the Medical Assessment & Rating Board for Homoeopathy.

- i) Medical Assessment and Rating Board for Homoeopathy may issue warning to the Medical Institution with the directions to rectify the deficiencies in time bound manner for fulfillment of Minimum Essential Standards.
- ii) Failure to rectify the deficiencies within the time period given, monetary penalty as recommended by Medical Assessment and Rating Board for

Homoeopathy as approved by the Commission shall be imposed on the Medical Institution.

- iii) Amount of penalty shall be deposited in the Account of National Commission for Homoeopathy.
- iv) Permission to the Medical institution shall be denied in the subsequent year if monetary penalty is not deposited to the Commission in time.
- v) Monetary Penalty shall be imposed on the Medical Institution for submitting forged documents in support of claim for maintenance of minimum essential standards
- vi) Monetary Penalty shall be imposed on the Medical Institution in case of providing false teaching experience to a teacher or to any other staff
- vii) Monetary Penalty shall be imposed on the medical institution having ghost teachers on their faculty list appointed by them as full-time teachers.

10. Inspection for Assessment of new scheme for establishment of new medical institution:

(a) Inspection for establishing a new medical institution shall be considered after assessment of eligibility requirements as per the norms laid down by Homoeopathy Education Board for imparting undergraduate, post graduate courses on submission of required information and documents along with requisite fee as per the norms.

(b) New institution shall be assessed keeping in view of the following requirements before issuing Letter of Intent:

- i. Adequacy of infrastructure and financial resources as per norms and Minimum essential standards laid down by Homoeopathy Education Board
- ii. Written Consent of the required faculty fulfilling the essential qualification and experience, availability of non-teaching staff.
- iii. Other necessary facilities have been provided to ensure proper functioning of the existing Homoeopathy hospital and as may be required for the medical institution.

- iv. Valid No-Objection Certificate from the State Government after holding inspection of the premises as per the format of the National Commission for Homoeopathy
 - v. Valid Consent of Affiliation by the affiliating University issued in the format of the National Commission for Homoeopathy with the report of inspection of the University.
- (c) The application of new scheme shall be returned if the same is not complete in terms of the required documents and facilities mentioned under (b) above.
- (d) Letter of Intent: The Medical Assessment & Rating Board for Homoeopathy shall issue Letter of Intent after verification of required documents and facilities as specified by Homoeopathy Education Board for new scheme through inspection.
- (e) In case of failure to fulfill the requirements for new institution, an opportunity to rectify the defects, within a time period as may be specified by the Board, shall be given.
- (f) In the case of defects not removed, the scheme shall be disapproved by the Board.
- (g) Issue of Letter of permission for new scheme: Letter of Permission (LoP) shall be issued after assessment of compliance of minimum essential standards as per the criteria laid down for infrastructure, teaching and non-teaching faculty, medical and para-medical staff, and other adequate facility required as specified for proper functioning of medical institution including hospital along with the compliance of specific requirements as indicated in the Letter of Intent along with the receipt of the required Performance Bank Guarantee. in favor of National Commission for Homoeopathy. Medical Assessment & Rating Board for Homoeopathy shall verify all facilities after physical inspection of the medical institution, if satisfied on the facilities established in the College and Collegiate Hospital and if convinced, shall issue permission for one academic year. If any essential facilities are found as not addressed, Letter of Permission for subsequent academic year, as the case may be, shall not be issued .

(h) Letter of Permission shall be issued for the particular academic year for which the application is received.

(i) New medical institution shall be assessed compulsorily every year for five years from the date and year of opening with required fee.

(j) Assessment of the new institution shall be carried out according to requirements of phase wise development as per the new scheme requirement specified by Homoeopathy Education Board.

11. Assessment of scheme for opening new Post Graduate Course or higher course of study or training:

(a) Inspection for opening a new Post Graduate Course or higher course or training by a medical institution shall be considered after assessment of eligibility requirements for application as specified by Homoeopathy Education Board through regulation.

Such institution shall be assessed keeping in view of the following before issuing Letter of Intent:

- i. Adequacy of infrastructure and financial resources as per MSR, 2022 for new scheme as specified by Homoeopathy Education Board.
- ii. Adequate academic faculty, non-teaching and supportive staff, additional facilities in Library and Laboratories and all other necessary facilities have been provided to ensure proper functioning of medical institution.
- iii. Adequate hospital facilities and functioning are in existence as assessed through inspection.
- iv. Continuance of Affiliation Certificate with list of faculties and guides issued by the University after the University inspections for the last two years
- v. Approval of faculties for higher Course by the University without affecting Under Graduate Course.
- vi. Valid No Objection Certificate from the State Govt.

(b) Letter of Intent: The MARBH shall inspect the medical institution and issue Letter of Intent (LoI), if the applicant institution is found eligible. The letter of Intent to start new higher course(s) or training by a medical institution shall include a statement of requirements to be met in respect of buildings, infrastructural facilities, medical and allied equipment, faculty, and other manpower as assessed by the Inspector.

(c) In case of failure to fulfill the requirements for opening new Post Graduate Course or higher course of study or training, an opportunity to rectify the defects, within a time period as may be specified by the Board, shall be given.

(d) In the case of defects not removed, the scheme shall be disapproved by the Board.

(e) Letter of permission: Letter of Permission (LoP) shall be issued after assessment of compliance of the conditions and requirements indicated in the Letter of Intent and on receipt of the required Performance Bank Guarantee/ Security deposit in favour of National Commission for Homoeopathy and appointment of required Faculty, other man power and facilities as per regulations for opening new Post Graduate Course or higher course of study or training. All the facilities shall be verified through physical inspection before approval by the Medical Assessment and Rating Board for Homoeopathy.

(f) In case of failure to fulfill the requirements as assessed by Medical Assessment and Rating Board, the scheme for opening new Post Graduate Course or higher course of study or training shall be disapproved.

12. Assessment for scheme for increase in seating capacity in the existing medical institution:

(a) Inspection for increase in intake capacity in the existing medical institution shall be considered after assessment of eligibility requirements for application as per minimum essential standards as specified by Homoeopathy Education Board and on submission of required information and documents along with requisite fee.

The existing medical institution applying for increase in seating capacity shall be assessed keeping in view of the following before issuing Letter of Intent:

i. Adequacy of infrastructure and financial resources as per MSR, 2022 for increase in seating capacity as notified by separate regulations.

ii. Required academic faculty, non-teaching and supportive staff and other necessary facilities have been provided to ensure proper functioning of medical institution as specified in the scheme.

iii. Required hospital facilities and functioning are in existence.

(b) **Letter of Intent:** The MARBH shall inspect the medical institution and issue Letter of Intent (LoI), if the applicant institution is found eligible.

The letter of Intent to increase in seating capacity in a medical institution shall include a statement of requirements to be met in respect of buildings, infrastructural facilities, medical and allied equipment, faculty, and other manpower.

(c) In case of failure to fulfill the requirements for increase in seating capacity, an opportunity to rectify the defects, within a time period as may be specified by the Board, shall be given.

(d) In the case of defects not removed, the scheme shall be disapproved by the Board.

(e) Letter of permission: Letter of Permission (LoP) shall be issued only after considering the maintenance of minimum essential standards during the last 5 years and also after assessment of compliance and fulfillment of requirements indicated in the Letter of Intent. Submission of required Performance Bank Guarantee/ Security deposit in favour of National Commission for Homoeopathy and appointment of required Faculty and other manpower.

(f) In case of failure to fulfill the requirements as assessed by Medical Assessment and Rating Board, the scheme for increase in seating capacity shall be disapproved.

13. Rating Criteria for the Medical Institutions:

The Medical Institutions shall be assessed on the following parameters for rating purpose ;

1. Infrastructure and Equipment
2. Human and Financial Resources
3. Hospital Operations

4. Teaching-Learning Program & Technology
 5. Evaluation of education program (Course outcome)
 6. Research & Publications
 7. Community Outreach Program
 8. Staff Welfare
 9. Accreditation like NAAC, NABH, NABL, ISO
 10. Quality Assurance & Feedback
 11. Capacity building of the faculty and staff
- a. The components in respect of infrastructure and man power are required to be fulfilled by the medical institutions, as per the specifications of requirement of applicable in Regulations, to have an average score. The higher score shall be given for such institutions who have achieved minimum essential standards as specified by Homoeopathy Education Board and other components like accreditations, research and publications, quality education initiatives and higher educational facility acquired etc.
 - b. The detailed scoring shall be made available on the website of National Commission for Homoeopathy.
 - c. The medical institutions shall also provide information about rating and various facilities available to them on their website which should compulsorily be available before the admission of next batch.
 - d. Assessment & rating shall be done annually.

Based on the scores obtained during the assessment of medical institutions will be graded. Based on the scores, colleges will be rated from A++ Grade, A+ Grade, B+ Grade, B Grade up to C Grade.

Grade	Assessment Score
A++	Above 80% of the total score
A+	Above 70% up to 80% of the total score
B+	Above 60% up to 70% of the total score
B	Above 50% to 60% of the total score
C	Below 50% of the total score

14. Appeals on disapproval of a scheme and denial of permission to existing medical institutions for admissions by the Board:

- a) Where no order is passed by Medical Assessment and Rating Board for Homoeopathy on a scheme within six months of receiving the proposal or on disapproval of the scheme, the person concerned may prefer an appeal to the Commission within 15 days of such disapproval.
- b) Manner of appeal to be considered by the Commission has been elaborated in the 'National Commission for Homoeopathy (General) Regulations, 2022'. An appeal to the Commission shall contain the following information:
 - (i) Name and address of the appellant;
 - (ii) Name of the President of the Autonomous Board against the decision of whom the appeal is preferred;
 - (iii) Particulars of the order including number, if any, against which the appeal is preferred;
 - (iv) Brief facts leading to the appeal;
 - (v) If the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name of the President of the Autonomous board to whom the application was made;
 - (vi) Appeal/ prayer or relief sought;
 - (vii) Grounds for the appeal / prayer or relief;
 - (viii) Verification by the appellant; and
 - (ix) Any other information which the Commission may deem necessary for deciding the appeal.
- c) Where the Commission has disapproved the scheme or no order has been passed within fifteen days from the date of preferring appeal under these regulations, the person concerned may prefer a second appeal to Central Government, within 7 days of the communication of such disapproval or, as the case may be, lapse of specified period of fifteen days.

15 Withdrawal of recognition or derecognition of qualification:

- a) Upon inspection or assessment, Medical Assessment and Rating Board of Homoeopathy shall send report to the Commission for withdrawal of recognition or derecognition of qualification granted to the medical institution by a University or medical institution due to the following reasons:
 - i) The courses of study and examination to be undergone in, or the proficiency required from candidates at any examination held by a University or medical institution do not conform to the minimum essential standards specified by Homoeopathy Education Board: or
 - ii) The standards and norms for infrastructure, faculty and quality of education in medical institutions as determined by the Homoeopathy Education Board are not adhered to by any University or medical institution, and such University or medical institution has failed to take necessary corrective action to maintain specified minimum essential standards, the Commission may initiate action in accordance with the provisions of sub-section (2):
 - iii) Commission shall initiate action to impose penalty or take action for suo motu withdrawal of recognition granted to the medical qualification awarded by a University or medical institution.
 - iv) The Commission shall, after making such further inquiry as it deems fit, and after holding consultations with the State Government and the authority of the concerned University of medical institution, comes to the conclusion that the recognition granted to such medical qualification and direct the Homoeopathy Education Board to amend the entries against the University or medical institution concerned in the list maintained by that Board to the effect that the recognition granted to such qualification is withdrawn with effect from the date specified in that order.
- b) Commission on the recommendation shall write to the Government of the State in which the University or Medical Institution is situated. The State govt shall seek explanation from the affiliating University and upon receiving such explanation shall make the recommendations to the Commission.
- c) Commission shall further, if found fit may by notification shall withdraw recognition

15. Criteria for relaxation:

The Commission upon consultation with Central Government shall relax Minimum Essential Standards as specified by Homoeopathy Education Board for medical institutions which are set up in such areas like Hills, Tribal, North-Eastern States, or as deemed necessary by the commission in consultation with the central government subject to the condition that quality of education and health care services shall not be affected seriously.

(Prof. Dr. Sanjay Gupta)
Secretary,
National Commission for Homoeopathy

NATIONAL COMMISSION FOR HOMOEOPATHY

JANAKPURI, NEW DELHI-58

Proforma for carrying out inspection/visitation of **EXISTING COLLEGES** and proposed **NEW UG HOMOEOPATHIC MEDICAL COLLEGE&HOSPITAL/INCREASE IN UG SEATS IN EXISTING COLLEGE/ INCREASE IN PG SEATS /OPENING OF NEW PG COURSES IN EXISTING COLLEGE** for ascertaining the availability of Minimum Standards and Requirements as per the provisions of National Commission for Homoeopathy Act, 2020 and relevant Regulations (amended from time to time).

Note:

1. Duly authenticated annexure along with page numbers are mandatory to substantiate the information/data given in the report (wherever required).
2. **Strike off whichever is not applicable.**

Purpose of Inspection: (Strike out whichever is applicable)

1. New Proposed UG Homoeopathic Medical College & Hospital ☐
2. Increase in UG seats in existing colleges ☐
3. Increase in PG seats in existing colleges ☐
4. Opening of new PG courses in existing college ☐
5. Existing colleges ☐

Name of Medical Inspector(s)/Visitor(s) :

- 1.
- 2.
- 3.

Date(s) of Inspection :

GENERAL

1	Name of the Applicant /Trust / Society etc.	
	Name of the Homoeopathic College	
	Course(s) run with intake capacity (UG and PG Courses - Specialty-wise)	
	Year of first starting of UG degree course	
	Year of first starting of PG degree course	
	Type of Institution- Society/Trust/Govt. etc.	
	Regn. No. and date of Registration under the provisions of concerned Act.	
	Full Address with PIN	
2	Contact details:	
	Phone Numbers with STD code-	
	Office-	
	Residence-	
	Mobile Phone Numbers-	

	E-mail ID	
	Web site:	
3	Composition of Trust/Society.	
4	Nature of Objective of the applicant to run the Homoeopathic Medical College	
5	Name of the Head/Project Director of Medical College if any	
	Qualification	
	Experience	
6	Head of Existing Hospital	
	Qualification	
	Experience	
7	Proposed number of seats in UG Course	
	Proposed New PG Courses with numbers of seats	
	Proposed increase seats in UG/PG courses from _____ to _____.	
8	Date of sending Application to Secretary, Ministry of AYUSH, Govt. of India	
9	Details of NOC from State Govt. / Union Territory in Form-4 of Establishment of New Medical College (Opening of New or Higher Course of Study or Training and Increase of Admission Capacity by a Medical College) Regulations, 2022 (As amended from time to time). (Copy of NOC duly attested by the Gazetted officer to be enclosed)	
10	Details of Consent of Affiliation in Form-5 of Establishment of New Medical College (Opening of New or Higher Course of Study or Training and Increase of Admission Capacity by a Medical College) Regulations, 2022 (As amended from time to time). (Copy of Consent of Affiliation duly attested by the Gazetted officer to be enclosed)	
11	Whether Permission of the concerned State Government has been obtained at the time of establishment of the Homoeopathic Medical College and the permission continues (Attach a copy of NOC/Permission of State Government duly attested by the Gazetted officer)	
12	Whether affiliation from a University, established under any Central or State Act, has been obtained for running the Degree/Post Graduate Degree Course(s) in Homoeopathy and the affiliation continues; (Indicate the name of the University and attach a copy of letter/order of Affiliation duly attested by the Gazetted officer)	
13	Whether permission of Central Govt./Central Council	

	has not been obtained for any year to made admission in first year of the Course(s), if so when and the reason behind it.	
14	Whether admission has not been made in first year of the Course(s) in any year, if so when and the reason behind it.	

FINANCIAL RESOURCES OF THE COLLEGE

Financial Capability of the Society/ Trust		ANNEXURE
1	Balance Sheets for last three years	
2	Fixed Deposits	
3	Current Account	
4	Saving Bank Accounts	
Financial Capability of the College		ANNEXURE
1	Balance Sheets for last three years	
2	Fixed Deposits	
3	Current Account	
4	Saving Bank Accounts	
Proposed Budget for College and Hospital		ANNEXURE
1	Project Cost	
2	Capital Cost Of Land	
3	Building Cost	
4	Plants & Machinery	
5	Equipment	
6	Furniture & Fixture	
7	Preliminary & Pre Operative Cost	
8	Others	
Means of Financing the Project		ANNEXURE
1	Contribution of Applicant	
2	Grants	
3	Donation	
4	Equity	
5	Term Loan	
6	Other Sources if any	
Revenue Assumptions		ANNEXURE
1	Fee Structure	
2	Hospital user Charges	
3	Estimated Annual Revenue from Other Sources	
Expenditure Assumptions		ANNEXURE
1	Operating Expenses	
2	Depreciation	
Operating Result		ANNEXURE
1	Income Statement	
2	Cash Flow Statement	
3	Projected Balance Sheets	

PROPOSED PHASEWISE PROGRAMME AND QUARTER WISE SCHEDULE			ANNEXURE
1	Commencement & Completion of Building Design		
2	Local Body Approval		
3	Civil Construction		
4	Provision of Engineering Services & Equipments		
5	Requirement of Staff		
6	Schedule of Admission		
UPGRADATION & EXPANSION PROGRAMME (12A)			ANNEXURE
1	Details of Additional Land		
2	Details of additional space in building		
3	Details of upgraded clinical Programme		
4	Details of Man power programme		
5	Other details if any		
6	Accreditation		

DETAILS OF PRINCIPAL / DIRECTOR

1.	Name		ANNEXURE
2.	Qualifications, awarding authority with year of award.		
3.	Date of Birth		
4.	Registration Number		
5.	Experience as –		
6.	Professor (from ----- to -----)		
7.	Reader/Associate Prof. (from ----- to -----)		
8.	Lecturer/Assistant Prof. (from ----- to -----)		
9.	Demonstrator/Tutor (from ----- to -----)		
10.	Date of Joining as regular Principal		
11.	Full Address with PIN		
12.	Telephone numbers with STD code		
13.	Mobile No.		
14.	E-mail ID		

STUDENT DETAILS UG (Obtain data of preceding five years)

Academic Year	Mode of selection of candidates for admission	Intake capacity		Total as per in attendance	Present On visitation day	Absent on visitation day	ANNEXURE
		Original	Permitted				

Accreditation	Yes	No	Annexures
NACC			
NABH			
NABL			
ISO CERTIFICATE			

STUDENT DETAILS PG (If applicable)
(Obtain data of preceding five years)

Academic Year	Mode of selection of candidates for admission	Intake capacity		Total as per in attendance	Present On visitation day	Absent on visitation day	ANNEXURE
		Original	Permitted				

TEACHING STAFF (UG/PG)

(Enclose a list of teachers duly attested by person authorized by college and authenticated by Medical Inspectors/Visitors showing details of **Name, Date of Birth/Age, Qualification, Registration Number** (with date and name of Board/Council), **Department, Designation, Experience in each teaching cadre and name of Institution** where such experience gained (**If on consent, then the name of Institution presently working**).

DEPARTMENT	Number of Teachers for UG						Number of Teachers for PG			ANNEXURE
	Prof.		Asso. Prof		Asst. Prof		Prof.	Asso. Prof	Asst. Prof	
	FT	GF	FT	GF	FT	GF	FT	FT	FT	
Anatomy										
Physiology										
Organon of Medicine										
Pharmacy										
Materia Medica										
Pathology & Microbiology										
Forensic Medicine										
Practice of Medicine										
Surgery										
Obstetrics & Gynecology										
Community Medicine and Research										

Methodology										
Repertory										
Psychiatry										
Pediatrics										
Dermatology										
TOTAL										

CORRELATION	UG Course			PG Course		
	Prof	Asso. Prof.	Asst. Prof.	Prof	Asso. Prof.	Asst. Prof.
No. of Teacher on Attendance Register						
No. of Teacher on Acquittance Roll						

TEACHERS/CONSULTANTS OF MODERN MEDICINE		ANNEXURE
Whether the Teachers /Consultants of modern medicine available (on Contract basis or Part Time or On Call basis) in the following specialty in addition to above mentioned Teaching Staff	Available or not	
1. Pathologist		
2. Radiologist		
3. Anesthetist		
4. Gynecologist		
5. Physician		
6. Surgeon		
7. Ophthalmologist		
8. Pediatrician		
9. Dentist		

Proforma for recording the availability of teachers

S. No.	Document to be examined	Available for number of teachers	Satisfactory in number of teachers	Remarks	ANNEXURE
1.	Attendance Register				
2.	Acquittance Role				
3.	Personal File				
4.	Time Table				
5	University Approval				

Verificationby Visitation team: Above listed documents and registers are examined thoroughly in relation to list of available number of teachers submitted by the college. On examining all the above documents, the visitor verifies that the names of teachers mentioned in the list are/not correlating with other documents listed above.

Visitor: (1)_____ (2)_____ (3)_____

NON TEACHING & SUPPORTIVE STAFF

Staff	Number of staff available	Full Time / Part Time	ANNEXURE
Administrative Staff			
Anatomy Lab Attendants			
Physiology & Biochemistry Lab Technician			
Physiology & Biochemistry Lab Attendants			
Homoeopathic Pharmacy Lab Attendants			
Pathology & Microbiology Lab Technician			
Pathology & Microbiology Lab Attendants			
Librarian			
Library assistant			
Other Supportive Staff			
Staff on Watch & Ward Duty			
Sanitation Staff			

DETAILS OF LAND			ANNEXURE
1	Total Area		
2	Details of land		
3	Ownership		
4	If on lease- Period of lease from _____ to _____ years. Name(s) of Leaser. Name(s) of Lessee.		

INFRASTRUCTURE AVAILABLE ACCOMMODATION AVAILABLE FOR COLLEGE BUILDING

S. No.	Particulars	Built up area available in Sq. M. for _____ student's intake		ANNEXURE
1.	Administrative Section:			
	Principal Room			
	Reception			
	Visitors Room			
	Committee Room,			
	Administration			
	Account Section			
	Record Room			
	Separate Toilet for male and female			
2.	Total Number of Lecture Halls			
	Capacity in each to accommodate students			

	Facilities for Electricity			
	Audio-Visual Aids,			
	Fans/Coolers			
	Separate toilet for Boys and Girls on Each Floor			
3.	Seminar/Examination Hall			
4.	Central Library			
	Sitting capacity of students			
	Reading room for teachers,			
	Librarian Room.			
5.	Total Number of Teaching Departments			
5(a)	Anatomy Department Room			
	well ventilated dissection hall with wash basin,			
	Storage for cadaver			
	Museum			
	Space/Room facility of histology demonstration			
5(b)	Physiology Department Room			
	Laboratories for Physiology			
	Laboratories for Biochemistry,			
	Museum			
	Demonstration room			
5(c)	Homoeopathic Pharmacy Department Room			
	Laboratory			
	Museum			
	Demonstration Room			
	PG Student Discussion Room			
	P.G. Teaching Faculty Room			
	Departmental Library			
5(d)	Pathology Department Room			
	Laboratory			
	Museum cum Demonstration Room			
5(e)	Forensic Medicine & Toxicology Department Room			
	Museum cum Demonstration Room			
5(f)	Community Medicine Department Room			
	Museum cum Demonstration Room			
5(g)	Practice of Medicine Department Room			
	Museum cum Demonstration Room			
5(h)	Gynecology & Obstetrics Department Room			
	Museum cum Demonstration Room			
5(i)	Surgery Department Room			
	Museum cum Demonstration Room			

5(j)	Homoeopathic Materia Medica Department Room			
	Museum cum Demonstration Room			
	PG Student Discussion Room			
	P.G. Teaching Faculty Room			
	Departmental Library			
5(k)	Organon of Medicine Department Room			
	History of Medicine Museum cum Demonstration Room			
	PG Student Discussion Room			
	P.G. Teaching Faculty Room			
	Departmental Library			
5(l)	Repertory Department Room			
	Computer Lab			
	Demonstration Room			
	PG Student Discussion Room			
	P.G. Teaching Faculty Room			
5(m)	Psychiatry Department Room			
	Museum cum Demonstration Room			
	PG Student Discussion Room			
	P.G. Teaching Faculty Room			
	Departmental Library			
5(n)	Paediatrics Department Room			
	Museum cum Demonstration Room			
	PG Student Discussion Room			
	P.G. Teaching Faculty Room			
	Departmental Library.			
6	Common Rooms for Boys			
	Common Room for Girls			
	Sitting arrangement			
	Locker			
7	Canteen Facility for students and teaching staff in college premises			
	Total			

CENTRAL LIBRARY			ANNEXURE
1	Working Hours		
2	Total Number of Books	Total No. of books	
		Text Book	
		Reference Book	
		CCH, CCRH & Government Publications available	
		New Addition	
		Book Bank	

3	Number of Journal (Indian/Foreign)	Subscribed		
		Complementary		
		News paper		
		Back Issue		
4	Reading Room for Students with capacity			
5	Reading Room for Teaching Faculty with capacity			
6	Issue of books Home lending- Reading Room purpose-			
7	Photocopying facility			
8	Internet facility			
9	Whether Cataloguing of books done? If yes, system of Cataloguing.			
10	Name & Qualification of Librarian.			
11	Name & Qualification of Library Assistants.			
12	Other information (if any)			

TEACHING DEAPARTMENTS

DEPARTMENT OF ANATOMY					ANNEXURE(C opy of Stock register, Bills, Act, etc.)
Details of items of Equipment					
S No		Items	Required	Available in number	
1	1	Dissection Tables with marble tops or stainless steel (6’x’1’x2’x3’)	04		
	2	Dissection set complete	As required		
	3	Saw for sectioning body and limbs	01		
	4	Storage tanks to hold cadavers	As required		
	5	Teaching \materials			
		Models	As required		
		Charts	As required		
		Diagrams	As required		
		Slides	As required		
		Soft part Wet	As required		
		Soft Part Dry	As required		
		Skeleton (Articulated)	As required		
		Bones (Loose)	As required		
		Mummified bodies	As required		
		Latest diagrams	As required		
	6	Microscope (Medical)	25		
2	Number of additional items				
3	No. of Cadavers available				
4	Whether College covered under the provisions of Anatomy Act.				
DEPARTMENT OF PHYSIOLOGY & BIOCHEMISTRY					ANNEXURE(C

Details of items of Equipment					Copy of Stock register, Bills, etc.)
S No	Items	Required	Available in number		
1	For human experiments:				
1	Medical Microscope	25			
2	Equipment for ESR estimation/ Westergren's pipette for ESR on stand	25 (with spare pipettes)			
3	Haematocrit tubes	30 (with spares)			
4	Auto Analyzer or Semi Auto Analyzer	01			
5	Haemoglobinometer Sahli	25(with spare)			
6	Haemocytometer	25(with spare)			
7	Sphygmomanometer	25			
8	Stethoscope	25			
9	Clinical thermometer (Digital)	25			
10	Knee hammer	25			
11	Tuning forks to test hearing (32-10000 hzs)	01 set			
12	Stethographs or pneumographs	05			
13	Electrocardiograph (ECG Machine)	01			
14	Electronic Stop Watches 1/10 sec.	04			
15	Glass Distillation (double) apparatus	01			
16	Centrifuge (Medium speed)	02			
17	Colorimeter (photo electric)	02			
18	pH Meter electric	01			
19	Colour perception lantern (Edridge Green)	01			
20	Incubator	01			
21	Educational CD	As required			
	DVD	As required			
	Films	As required			
	Slides	As required			
	Models	As required			
	Audio Visual Aids	As required			
22	Perimeter	03			
23	Spirometer	01			
24	Tonometer	01			
25	Handgrip dynamometer	01			
26	Bicycle Ergometer	01			
	Animal Experiments demonstration shall be done with the help of Audio-visual Aids.				
2	Number of additional items available				

3 BIOCHEMISTRY				ANNEXURE
1	Electronic/Monopan Balance	01		
2	Centrifuge	01		
3	Balance, chemical/ordinary	02		
4	Water baths	02		
5	Urinometer	25		
6	Hydrometer (0.700 to 1.00)	02		
7	Albuminometers	10		
8	Glucometer	10		
9	Thermometer	10		
10	Colorimeter	01		
11	Hot air oven 14"x14"x14" (Electric)	01		
12	Double Distillation apparatus Glass	01		
13	Centrifuge, medium speed, electric	01		
14	Glass ware like	As required		
	Pipette,			
	Beakers,			
	Burettes,			
	Wire gouge with asbestos,	As required		
	Centre hot plate,	As required		
	Stove,	As required		
	Syringes,	As required		
	Burners,	As required		
	Rubber tubing	As required		
	Stands clamps,	As required		
	Flash etc.	As required		
15	pH meter	01		
4	Number of additional items available			
5	Total number of Charts			
6	Whether the Laboratories for Physiology & Biochemistry are Separate.			

DEPARTMENT OF PATHOLOGY & MICROBIOLOGY					ANNEXURE(C opy of Stock register, Bills, etc.)
Details of items of Equipment					
S.No		Items	Required	Available in number	
1	1	Hot air oven (50° C) for special standing	01		
	2	Centrifuge Machine electric Rotofix	02		
	3	Water Bath, Electric	04		
	4	Glass ware	As required		
		Stains	As required		
		Chemical Reagents for Histopathology	As required		
	5	Incubator	02		
	6	Haemocytometer with RBC & WBC Pipettes	25		
	7	Haemoglobinometer Sahil's Type	25		
	8	Autoclave Electric	02		
	9	Anaerobic apparatus	02		
	10	Stopwatch ½ sec	02		
11	pH meter	01			

S.No		Items	Required	Available in number	ANNEXURE (Copy of Stock register, Bills, etc.)
	12	Microscope with oil immersion	25		
	13	High Speed Centrifuge for serological/Hematological work	01		
	14	ESR Westergreen/ wintrobe	02 sets each		
	15	Colony Counter	01		
	16	Material for preparation of media	As required		
	17	Material for preparation of Stain	As required		
	18	Coplin Jars	02		
	19	Computer with accessories	01		
	20	Machine for estimation of blood sugar/serological test	01		
	21	Pathological Specimens	25		
2	Additional Item				
3	Total Number of Charts				
4	Total number of Models				
DEPARTMENT OF FORENSIC MEDICINE & TOXICOLOGY					ANNEXURE(C opy of Stock register, Bills, etc.)
Details of items of Equipment					
S. No		Items	Required	Available in number	
1	1	Weighing Machine Dial Type	01		
	2	Equipment for reporting height	01		
	3	Warnier and Other Caliper	01		
	4	Weapons	20		
		Blunt			
		Sharp			
		Pointed			
	5	Models	10		
6	Specimens - Organic, Inorganic, Poison & Chemicals)	35			
2	Acts / legislations (including Medico legal) and Regulations available				
1	National Commission for Homoeopathy Act, 2020				
2	Consumer Protection Act 1986				
3	Workmen’s Compensation Act 1923				
4	Employees State Insurance Act, 1948.				
5	Medical Termination of Pregnancy Act, 1971				
6	Dangerous Drug Act.				
7	Mental Health Act, 1987				
8	Indian Evidence Act, 1872				
9	Lunacy Act.				
10	Borstal Schools Act.				
11	The Prohibition of Child Marriage Act, 2006.				
12	Public Health Act.				
13	Injuries Act.				
14	The Drugs and Magic Remedies (Objectionable Advertisements) Act, 1954.				
15	Homoeopathic Practitioners (Professional Conduct, Etiquette and Code of Ethics) Regulations, 1982.				
3	Number of Additional items available				
4	Total number of Charts				

DEPARTMENT OF SURGERY			
S. No	Items	Available in number	ANNEXURE (Copy of Stock register, Bills, etc.)
1	Total number of Charts		
2	No. of Equipments for identification		
3	Total Number of Specimens		
4	Additional Items		

DEPARTMENT OF COMMUNITY MEDICINE				
Details of items of Equipment				ANNEXURE (Copy of Stock register, Bills, visit reports, camp reports, village adopted document etc.)
S. No	Items		Required	Available in number
1	1	Barometer (Fortein)	01	
	2	Lactometer	01	
	3	Hydrometer	01	
	4	Hydrometer wet and dry bulb	01	
	5	Filter Pasteum chamberland complete set	01	
	6	MUSEUM		
		Models	As Required	
		Charts & Diagram	As Required	
		Material concerning	Communicable diseases	As Required
			Diet	As Required
			Prophylactics	As Required
			National Health programmes	As Required
	7	Information on display	Immunization	As Required
			Community health	As Required
			Family welfare	As Required
			Bio-statistics	As Required
			Research Methodology	As Required
			Sociology	As Required
	8	Slow Sand filter model/Filter Berk Field	01	
	9	Smokeless Chullah model	01	
	10	Rapid Sand filter model	01	
	11	Ideal well model	01	
	12	Refrigerator	01	
	13	Additional Items		
2	Arrangements for Visit of Students	Health Check-up Camps		
		Water Purification Plant		
		Milk Pasteurization Plant		
		Industries (to make them understand about the Industrial Health Hazards).		
3	Village Adopted			
4	Total Number of Specimens			
	Family Welfare devices,			
	Sources of nutrition			
	Sources of Vitamins			

DEPARTMENT OF OBSTETRIC & GYNAECOLOGY

S. No	Items	Available in number	ANNEXURE (Copy of Stock register, Bills, etc.)
1	Total number of Charts		
2	Total number of Models		
3	No. of Equipments for identification		
4	Total Number of Specimens		
5	Additional Items		

DEPARTMENT OF PRACTICE OF MEDICINE

S. No	Items	Available in number	ANNEXURE (Copy of Stock register, Bills, etc.)
1	Total number of Charts		
2	Number of Equipments for identification		
3	Total Number of Specimens		
4	Models		
5	Number of books in Departmental Library		
6	Additional Items		

DEPARTMENT OF HOMOEOPATHIC PHARMACY

S. No	Items	Required	Available in number	ANNEXURE (Copy of Stock register, Bills, License, etc.)
1	1 Pill tiles	25		
	2 Porcelain dishes	25		
	3 Crucibles with tongs	25		
	4 Pestles and mortars (Iron, Glass, Porcelain)	25		
	5 Water bath (metal/electric)	25		
	6 Microscope (Student type)	05		
	7 Glass apparatus for filtration with vacuum	02		
	8 Thin layer chromatography apparatus	01		
	9 pH meter	02		
	10 Stop watch	25		
	11 Hydrometer	05		
	12 Alcoholometer	05		
	13 Lactometer	05		
	14 Electric potentiometer (for P.G. Course)	02		
	15 Electric Triturator (for P.G. Course)	02		
	16 Water Still (Distilled Water Plant)	01		
	17 Percolator	05		
	18 Macerator	05		
	19 Botanical slides	As required		
	20 Colorimeter (for P.G. Course)	01		
	21 Spectroscope (for P.G. Course)	01		
	22 Dissecting Microscope	02		
	23 Distillation Apparatus (Glass)	01 set		
	24 Pyknometer (Specific Gravity Bottle)	02		
	25 Electronic Balance	01		

	26	Hot Air Oven	01		
	27	Chemical Balance	10		
	28	Physical Balance	01		
	29	Measuring glasses (all sizes)	As required		
	30	Miscellaneous-	Chemicals	As required	
			Drugs	As required	
			Glass Phials	As required	
			Glass Rods	As required	
			Funnels	As required	
			Filter Papers	As required	
			Others	As required	
2	Total number of Charts				
3	Number of books in Departmental Library				
4	Total number of Models				
5	Total Number of Specimens	Vegetable			
		Animal			
		Chemical			
6	Details of Vehicles available	Solids			
		Liquids			
		Semisolids			
		Alcohol			
		License for procuring Alcohol/Spirit available or not. If yes, whether it is renewed or not.			
7	Whether Homoeopathic Pharmacopoeias (including Homoeopathic Pharmacopoeia of India) are available				
8	Herbal Garden				
	No. of species planted				
	Plants on pots				
	Irrigation facility				
9	Educational Tour Conducted during the last year.				

DEPARTMENT OF HOMOEOPATHIC MATERIA MEDICA					
Details of items of Equipment					ANNEXURE (Copy of Stock register, Bills, etc.)
S. No	Items		Required	Available in number	
1	Total Number of Charts	Charts on medicines in Hom. Materia Medica interesting charts on Ophidia groups, Spider family, Nosodes and Sarcodes.	25		
		Typical Picture-wise presentation of drugs.	10		
2	Total Number of Specimens for identification				
3	Number of books in Departmental Library				
4	Additional Items				

DEPARTMENT OF ORGANON OF MEDICINE

Details of items of Equipment				ANNEXURE (Copy of Stock register, Bills, etc.)
S. No	Items		Available in number	
1	Photographs of Founder and Philosophers in the field of Homoeopathy mentioning the Date of Birth/Death.	PIONEERS		
		1 Dr. Samuel Hahnemann		
		2 Dr.J.T.Kent		
		3 Dr.Constantine Hering		
		4 Dr.Stuart Close		
		5 Dr.Herbert A. Roberts		
		6 Dr.J.H. Allen		
		7 Dr.T.F. Allen		
		8 Dr.H.C Allen		
		9 Dr.Richard Hughes		
		10 Dr.C.V. Boenninghausen		
		11 Dr.M.L. Tyler		
		12 Dr.William Boericke		
		13 Dr.C.M. Boger		
		14 Dr.J.H. Clarke		
		15 Dr.C. Dunham		
		16 Dr.E.A. Farrington		
		17 Dr.E.B. Nash		
		18 Dr.R.E. Dudgeon		
		19 Dr.Mahendra Lal Sirkar		
		20 Babu Rajendra Lal Dutta		
		21 Others		
		Other Charts on Philosophy		
2	Charts			
3	Charts on History of Medicine			
4	Books on History of Medicine			
5	Number of books in Departmental Library			

DEPARTMENT OF REPERTORY

Details of items of Equipment				ANNEXURE (Copy of Stock register, Bills, etc.)
S. No	Items		Available in number	
1	Total number of Computers			
2	Total Number of Software			
3	Details of Computer Lab.			
4	Total number of Charts			
5	Number of books in Departmental Library			
6	Other Items			

DEPARTMENT OF PSYCHIATRY (For P.G. Course)

Details of items of Equipment				ANNEXURE (Copy of Stock register, Bills, etc.)
S. No	Items		Available in number	
1	Total number of Charts			
2	Total Number of Models			
3	Number of books in Departmental Library			
4	Other Items			

DEPARTMENT OF PEDIATRICS (For P.G. Course)

Details of items of Equipment			ANNEXURE (Copy of Stock register, Bills, etc.)
S. No	Items	Available in number	
1	Total number of Charts		
2	Total Number of Models		
3	Number of books in Departmental Library		
4	Other Items		

ACADEMIC PERFORMANCE

Department	Advance Teaching Plan	Teaching Diary	Seminar	Tutorial	Journal/ Practical Notebook
Anatomy					
Physiology/Biochemistry					
Pathology					
FMT					
Practice of Medicine					
Surgery					
Community Medicine					
OBG					
Pharmacy					
Materia Medica					
Organon of Medicine					
Repertory					
Psychiatry					
Pediatrics					

INTERNSHIP TRAINING

INTERNSHIP TRAINING			ANNEXURE
1	Total number of Interns (Batch-wise)		
2	Whether they have Provisional Registration with State Homoeopathic Board/ Council		
3	Duration of Internship Training		
4	Rotation Programme (Maintained/not)		
5	Duty by Internee in O.P.D. and IPD (Number, work done & duty hours)		
6	Any migration of intern from/to College.		
7	Seminar for Internee		
8	Number of students who have not completed internship for more than two years of passing final BHMS examination.		
HOUSE-JOB RELATED INFORMATION			ANNEXURE
1	Number of candidates undergoing House Job.		
2	In 3-5 lines, graded teaching work performed by P.G. Students.		

HOSTEL INFORMATION			ANNEXURE
1	Hostel for Boys with details of accommodation Own / Rented		
2	Hostel for Girls with details of accommodation Own / Rented		
3	Security provision		
4	Mess/Kitchen		
5	Other Facilities		
MISCELLANEOUS			ANNEXURE
1	Details of College Council	1. Whether the College Council comprising of the Head of the Departments has been Constituted 2. If yes, who is the Chairman of College Council? Who are the members of the College Council? 3. Number of meetings of College Council held during last one year to draw up the details of curriculum and training programme, enforcement of discipline and other academic matters. 4. Number of inter-departmental meetings like grand rounds, statistical meetings and clinical meetings including periodical research review in the institution organized by the College Council.	
2	College Website	1. WEB site ID	
		2. Details of Principal	
		3. Details of Teaching Staff	
		4. Non Teaching Staff	
		5. Hospital Staff	
		6. Courses conducted	
		7. Intake Capacity course wise	
		8. List of Student admitted	
		9. Any research publication	
		10. Details of CME, Conferences	
		11. Details of Award & Achievements	
		12. Affiliation University & Vice Chancellor	
		13. Result of last one year	
		14. Details of status of recognition	
		15. Details of clinical material in the Hospital	
3	Attendance	Manual / Biometric	
4	Sports & Extracurricular Activities		

INFRASTRUCTURE AVAILABLE
ACCOMMODATION AVAILABLE FOR THE ATTACHED HOSPITAL

S. No	Particulars	Built up area in Sq. mt. for admission of students intake		ANNEXURE
1.	Hospital Administration Block			
	1. Superintendent Room			
	2. Rooms for Senior Medical Officer			
	3. Staff Nurse			
	4. Reception & Registration			
2.	Out-Patient Department (OPD)			
	1. Medicine			
	2. Gynecology and Obstetrics			
	3. Pediatrics and Reproductive Child Health			
	4. Dressing Room			
	5. Dispensary			
	6. Store			
3.	In Patient Department (IPD)			
	1. General Medicine (Male and Female Ward Separately)			
	2. Paediatrics			
	3. Surgery (Male and Female Ward Separately)			
	4. Obstetrics/Gynaecology			
	5. Toilets and Bathroom (Separate Male/Female)			
	6. Doctors Duty Room			
	7. Nursing Stations / Duty Room			
4	Operation Theatre Unit			
	1. Operation Theatre			
	2. Preparation Room			
	3. Post Operative Recovery Room			
	4. Space for Sterilized Linen			
	5. Labor Room			
	6. Rooms for Surgeon/Obstetrician/Assistants			
	7. Nursing Staff Room			
5	Rehabilitation Unit including Physiotherapy and Yoga			
6	Central Clinical Laboratory			
	1. Pathology & Microbiology			
	2. Bio-chemistry			
7	Radiology and Sonography Section			
	1. X-ray Room,			
	2. Dark Room,			
	3. Provisions for storing films and chemicals			
8	Hospital Kitchen			
9	Stores			
	Total			

DETAILS OF HOSPITAL FACILITIES			ANNEXURE (Copy of IPD & OPD register, O.T register, MoU, etc.)
1	Distance of Hospital from the College		
2	Name & address of Homoeopathic Hospital		
3	Built-up area		
4	Layout		
5	Facilities and Provision for		
	1. Central Registration		
	2. Superintendent Room		
	3. Senior Medical Officer Room		
	4. Reception & Registration		
	5. Doctor Duty Room		
	6. Staff nurse room		
	7. Nursing Station/Duty room		
	8. Dressing Room		
	9. Dispensary		
	10. Store		
6	In Patient Department		
	Number of Wards		
	Total Number of Beds		
	Distribution of Beds	Medicine	
		Pediatric	
		OBG	
		Surgery	
	Total number of patients in IPD during the last one calendar year		
	Average Bed Occupancy per day (Percentage)		
	$\frac{P \times 100}{365 \times B}$		
	P- Total Number of inpatient bed days (Total number of daily inpatients on beds) during the last Calendar Year		
	B - Total number of beds in IPD		
7	Out Patient Department		
	Number of OPD		
	OPD Timings		
	Types of OPD	Medicine	
		Obstetrics & Gynaecology	
		Pediatric & RCH	
		Additional (if any)	
	Total Number of patients in OPD during last one calendar year		
	Average number of patients per day in OPD (Total number of Patients attended OPD during last Calendar Year » 300)		
8	Clinical Laboratory for Hospital		
9	X Ray (Availability & functioning)		
10	ECG (Availability & functioning)		
11	USG (Availability & functioning)		
12	Operation Theatre	Operation Theatre	
		Preparation Room	
		Post Operative Recovery Room	
		Space for sterilized linen	

		Labor Room		
		Surgeon Room		
		Nursing Staff Room		
13	Name & Address of Multispecialty Hospital of Modern Medicine with which the College has MoU.			
14	Rehabilitation Unit Including Yoga			
15	Hospital Kitchen			
16	Stores			

OPD data verification for functionality

S. No.	Records/documents to be examined	Available/NA	Correlation with OPD register (correlate/not correlate)	Remarks (Separate sheet may attached)	ANNEXURE
1.	Computerised Central Registration System				
2.	Central OPD Records				
3.	Department wise OPD Records				
4.	OPD Medicine dispensing register				
5.	Doctors duty roster				
6.	Nursing staff duty roster				
7.	Lab investigation Records				
8.	Cash receipts for OPD charges/lab charges				

IPD data verification for functionality

S. No.	Records/documents to be examined	Available/NA	Correlation with IPD records/register (correlate/not correlate)	Remarks (Separate sheet may attached)	ANNEXURE
1.	Computerised Central Registration System				
2.	Central IPD Records				
3.	Department wise IPD Records				
4.	Discharge Sheets/Slip				
5.	Original IPD case sheets				
6.	IP Medicine indent record				
7.	Lab Investigation records				
8.	Doctors duty roster				
9.	Nursing staff duty roster				

10.	IP diet records				
11.	Cash receipts for IPD charges/lab charges				

Verification by Visitation team: The OPD/IPD registers are/not properly printed with hospital name and maintained/not maintained properly. OPD/IPD registers have entry of patient's name/OPD (IPD) registration number/DOA/ DOD/Diagnosis/Name of treating doctor/Brief of treatment given/Signature of attending doctor. The OPD/IPD registers are verified, signed and authenticated by Superintendent/Dy. Superintendent/Principal. Above listed registers/documents examined in relation with entries in OPD/IPD records/register and found/not found correlating and are/not satisfactory. In view of the above observations I am of the view that the college hospital is/not genuinely functional and the OPD figures of _____ patients per day during last one year and figures of IPD bed occupancy of _____% during last one year as reported by the college hospital appears to be acceptable/not acceptable.

Visitor: (1)_____ (2)_____ (3)_____

HOSPITAL STAFF

(ANNEXURE: _____)

Sl No	Name of the Post	Required				Available	
		For 20 beds	For 25 beds	For 50 beds	For 51 to 100 beds	Number	FT/PT/ On Call
1	Medical Superintendent	01	01	01	01		
2	Senior Medical officer	01	01	01	01		
3	Medical Officer	02	02	02	04		
4	Resident Medical Officer	01	01	02	02		
5	Surgeon (General Surgery)**	01	01	01	01		
6	Anesthetist*	On Call	On Call	On Call	On Call		
7	Obstetrician/ Gynaecologist**	01	01	01	01		
8	Radiologist*	On Call	On Call	On Call	On Call		
9	Pathologist/ Biochemist**	01	01	01	01		
10	House Physician (Resident)***	02	02	05	08		
11	Dispenser	01	01	02	02		
12	Laboratory Technician	01	01	01	02		
13	X-ray Technician/ Radiographer	On call	On call	01	01		
14	Dresser	01	01	01	01		
15	X-ray Attendant	On call	On call	01	01		
16	Nursing Staff Incharge	01	01	01	01		
17	Nursing Staff	02	03	07	09		
18	Ward Boys/Ayas	03	04	07	09		
19	Store Keeper	01	01	01	01		
20	Registration Clerk/ Telephone Operator	01	01	01	01		

21	Yoga Expert	On Call	On Call	01	01		
22	Physiotherapist	On Call	On call	01	01		
23	Dietician (Part Time)	01	01	01	01		
24	Secretarial Staff						
25	Accounts Staff						
	Auxiliary staff -Lab Attendant						
26	Auxiliary staff - Dark Room Attendant						
	Auxiliary staff- Other if any						
27	Cleanliness Staff	Own Or Through Contract					
	Laundry,	Own Or Through Contract					
	Hospital catering,0020	Own Or Through Contract					
	Gardening Staff	Own Or Through Contract					
	Watch staff and Ward duties Staff	Own Or Through Contract					
29	Hospital reception Staff						
Maintenance of Records							
30	Out-Patient Department registration	Manual/Computerized					
	In-Patient Department registration	Manual/Computerized					
	Medical record room	Manual/Computerized					
	Accounts section	Manual/Computerized					

Proforma for recording the availability of Hospital Staff

S. No.	Document to be examined	Available	Not available	Remarks	ANNEXURE (Copy of attendance & acquittance register, duty roster etc.)
1.	Attendance Register				
2.	Acquittance Role				
3.	Nursing staff duty roster				
4.	Doctors duty roster				

Verification by Visitation team: Above listed documents and registers are examined thoroughly in relation to list of available number of hospital staff and Medical Inspector/Visitor verifies that the names of staff mentioned in the list are/not correlating with documents listed above.

Visitor: (1)_____ (2)_____ (3)_____

HOSPITAL EQUIPMENT

Indoor Homoeopathic Hospital shall be well equipped having functional medical, surgical, gynecological and obstetrics wards.

S. No.	Name of the articles	Required			Available for ---- number of beds in the Hospital	ANNEXURE (Copy of stock register.)
		Upto 25 beds	From 26 to 50 beds	From 51 to 100 beds		
1	Iron beds (Simple, Surgical & Paediatrics)	25	50	100		
2	Stretcher with trolley	1 in each ward	1 in each ward	1 in each ward		
3	Sterilizers	02	02	02		
4	B.P. Instrument	05	08	10		

5	Urine pots, male and female	10	10	20		
6	Bed pans E.I.	10	10	20		
7	Tongue depressor - Disposable	As required	As required	As required		
8	Suction Machine	01	01	02		
9	Suction tube	As required	As required	As required		
10	Artery forceps, small and big	06 each	12 each	18 each		
11	Back rest	02	04	06		
12	Oxygen cylinder with stand	1 in each ward	1 in each ward	1 in each ward		
13	Dressing drums (big)	02	03	04		
14	Diagnostic set (ENT)	1 in each ward	1 in each ward	1 in each ward		
15	Infra-red lamp	01	01	01		
16	Chair trolley with wheels	02	02	02		
17	Refrigerator	01	01	02		
18	Weighing Machine	02	04	06		

RESEARCH PUBLICATION RELATING TO HOMOEOPATHY

No. of Research Publication	Indexed Journals	Peer Reviewed Journals	Impact Factor Journals	Annexure with list of Articles

Books Published	Title of Books

Details of Outreach Activities	Mention list of outreach activities with brief details about participation of students, faculties and site of such activities with outcomes

Details of Staff welfare Activities	Mention list of staff welfare activities with brief details about faculties and site of such activities with outcomes

Details of Capacity Building programmes for faculties and staff	Mention list of Capacity Building programmes for faculties and staff with brief details about faculties and site of such activities with outcomes

Visitor: (1)_____ (2)_____ (3)_____

Date:

Name and Signature of Visitor(s)/Inspector(s) of CCH