

Government permission

PONDICHERRY UNIVERSITY
NORMS FOR AFFILIATION

2006

These norms may be treated as the guidelines for the minimum requirements to be possessed by the College/Institutions for seeking affiliation with Pondicherry University.

COMMON BASIC CRITERIA FOR OBTAINING AFFILIATION

Management

Government or a Society registered under the Societies 'Registration Act 1860 (21 of 1860) or a Trust with Trustees being appointed and vested with legal powers and duties and create a non-transferable Endowment Fund in the name of the Society or Trust as the case may be.

Should have obtained NOC from the respective State Government

Statutory body approval

- (i) Approval of respective statutory bodies like AICTE, MCI, NCTE should have been obtained.
- (ii) Wherever special status like 'Minorities' etc is claimed approval of the respective statutory body like "Minorities Commission" should have been obtained

Endowment Creation

The University may fix the quantum of endowment keeping in view the adequacy of the financial position of the college after taking into account the Government grant. The endowment should be created accordingly.

Own Land

The Society / Trust should own adequate land exclusively for the college. Documentary proof for ownership of lands exclusively earmarked for the college and Legal opinion from the Government pleader on the ownership of land and extent of coverage should be produced .

Financial Stability

Documents showing the financial viability of the college (details of budgeted revenue and expenses statement) should be produced

M.B.B.S.

Requirements
<u>Land</u>
<u>Essential:</u> Suitable single plot of land measuring not less than 25 Acres is owned and possessed by the person or is possessed by the applicant by way of 99 years lease for the construction of the college.
<u>Endowment Creation</u>
<u>Essential:</u> 1,00,00,000/- (50% in Cash & 50% in Property)
<u>Class Room/Lecture room</u>
<u>Essential:</u> (i) There shall be a minimum of four lecture theatres of gallery type in the college or medical institution, three with seating capacity for 60 students and one with seating capacity for 125 students. These shall be built with good acoustics. Lecture theatres shall be provided with necessary independent audio visual aids including over-head projector, slide projector and a microphone. These Lecture Theatres are to be shared by various Departments. (ii) The medical college or medical institution shall be housed in a unitary campus near its teaching hospital having room for future expansion. However the existing medical colleges shall make efforts to have their teaching hospital with a radius of five kilometers of the campus. (iii) Accommodation shall be provided for Principal/Dean's office (36 Sq.m.), staff room (54 Sq.m.), college council room (80 Sq.m.) office superintendent's room (10 Sq.m.), Office (150 Sq.m.), record room (100 Sq.m.), examination hall (200 Sq.m.), separate common room for men and women students with attached toilets (30 Sq.m. each), cafeteria (40-50 Sq.m.). <u>(1) Department of Anatomy :</u> Lecture Theatre – As per above said item (i) Demonstration room – There shall be two demonstration rooms (30 sq.m.) to accommodate at least 25 to 30 students. Dissection Hall – There shall be a dissection hall (175 sq.m.) to accommodate at least 50 students at a time. <u>(2) Department of Physiology including Bio-Physics</u> Lecture Theatre – As per above said item (i) Demonstration room – There shall be one demonstration rooms (30 sq.m.) to accommodate at least 25 to 30 students.

(3) Department of Biochemistry

Lecture Theatre – As per above said item (i)

Demonstration room – There shall be one demonstration rooms (30 sq.m.) to accommodate at least 25 to 30 students.

(4) Department of Pathology :

Lecture Theatre – As per above said item (i)

Demonstration room – There shall be one demonstration rooms (25 sq.m.) to accommodate at least 25 to 30 students.

(5) Department of Microbiology :

Lecture Theatre – As per above said item (i)

Demonstration room – There shall be one demonstration rooms (30sq.m.) to accommodate at least 25 to 30 students.

(6) Department of Pharmacology :

Lecture Theatre – As per above said item (i)

Demonstration room – There shall be one demonstration rooms (30sq.m.) to accommodate at least 25 to 30 students.

(7) Department of Forensic Medicine including Toxicology :

Lecture Theatre – As per above said item (i)

Demonstration room – There shall be one demonstration rooms (30sq.m.) to accommodate at least 25 to 30 students.

(8) Department of Community Medicine :

Lecture Theatre – As per above said item (i)

Demonstration room – There shall be one demonstration rooms (30sq.m.) to accommodate at least 25 to 30 students.

College Council

Essential:

Every medical college or medical institution shall have a College council comprising of the Head of departments as members and Pricipal/Dean as Chairperson. The Council shall meet at least four times in a year to draw up the details of curriculum and training programme, enforcement of discipline and other academic matters. The Council shall also organize interdepartmental meetings like grand rounds, statistical meetings and clinico pathological meetings including periodical research review in the institution regularly.

Teaching Hospital

Essential:

(a) All the teaching hospitals shall be under the academic, administrative and disciplinary control of the Dean/principal of the medical college or medical institution.

(b) Accommodation shall be provided for Dean (36 sq.mt) and Medical Superintendent (36 Sq.mt.) and hospital offices for the supportive staff, Nursing Superintendent's room and office, waiting space for visitors.

(c) There shall be a minimum out patient department attendance of 8 patients per day (old and new) per student intake.

(d) Indoor beds occupancy – Average occupancy of indoor beds shall be a minimum of 80% per annum.

(e) Clinical Departments in the Hospital – The number of beds required for 50 admissions annually is 400. They may be distributed for the purposes of clinical teaching namely (i) Medicine and Allied specialties (ii) Surgery and Allied specialties and (iii) Obstetrics and Gynaecology

The teaching hospital may provide additional beds in any speciality depending upon their patients load.

The Clinical Departments – Indoor :

(i) Accommodation shall be available with each ward and departments

(ii) The clinical Departments – Indoor comprises of the following Departments :

(a) Research Laboratory

(b) Operation Theatre

(c) Central Sterilisation services

(d) Laundry

(e) Department of Radiodiagnosis

(f) Department of Anaesthesiology

(g) Department of Radiotherapy

(h) Department of Physical Medicine and Rehabilitation

Central Casualty Department :

There shall be a Central Casualty department wherein consultancy services shall be provided by the teachers of relevant Departments.

Accommodation for Resuscitation Services including Oxygen supply, Ventilators, defibrillator and two fully equipped disaster trolleys (emergency trolleys), Emergency x-ray, investigative facilities, Operation theatre etc., shall be provided. These shall all be fully equipped.

A casualty ward with at least fifteen beds is also necessary. Accommodation for staff on duty (Doctors, Nurses, students and others) shall be provided.

Adequate sanitary arrangements (toilet and bathrooms) & drinking water facilities for patients, their attendants and the staff of the department shall be provided in the respective blocks.

Central Hospital Pharmacy :

It shall have qualified pharmacist in charge and other staff certified by statutory authorities to dispense the drugs.

Central Kitchen :

The Central Kitchen shall be commodious, airy, sunny, clean with proper flooring and exhaust system. The cooking should be done either by electric or by gas. It should be provided with proper and clean working platforms. A separate store area with proper storage facilities should also be provided. The service trolleys for food should be hot and closed stainless steel ones.

Incinerating Plant :

A modern incinerating plant capable of taking hospital waste shall be provided.

Central Disinfection Plant :

There shall be Central disinfection plant.

Staff Quarters :

There shall be sufficient number of quarters for covering 100 percent of the total nursing staff and resident doctor, staff strength.

There shall be sufficient number of quarters for covering at least 50 percent of the teaching staff and class IV staff strength.

Central Hospital Stores :

There shall be a Central hospital stores for stocking and supply of drugs, equipment etc.

Laboratories Instruments/Equipments

Essential:

Equipment for various departments in the college and hospitals for CLINICAL & NON CLINICAL DEPARTMENTS – REFER MCI Norms

Library

Essential:

There shall be a Central Library (600 Sq.m.) with seating arrangement for at least 50 students for reading and having good lighting and ventilation and space for stacking and display of books and journals. There shall be minimum one room for 50 students inside and one room for 25 students outside. It should have not less than 5000 text and reference books. In a new medical college the total number of books should be proportionately divided on yearly basis in five years. The number of journals shall be 100 out of which one-third shall be foreign journals and subscribed on continuous basis. The number of copies of text books in each subject of undergraduate teaching shall be ten.

(1) Department of Anatomy :

There shall be a Departmental library-cum-seminar room (30 sq.m. area) with at least 80-100 books. However, not more than two copies of anyone book shall be counted towards computation of the number of books.

(2) Department of Physiology including Bio-physics :

There shall be a Departmental library-cum-seminar room (30 Sqm. area) with at least 80-100 books. However, not more than two copies of anyone book shall be counted towards computation of the total number of books.

(3) Department of Biochemistry :

There shall be a Departmental library-cum-seminar room (30 sq.m. area) with at least 80-100 books. However, not more than two copies of anyone book shall be counted towards computation of the total number of books.

(4) Department of Pathology :

There shall be a Departmental library-cum-seminar room (30 sq.m. area) with at least 80-100 books. However, not more than two copies of anyone book shall be counted towards computation of the total number of books.

(5) Department of Microbiology :

There shall be a Departmental library-cum-seminar room (30 sq.m. area) with at least 80-100 books. However, not more than two copies of anyone book shall be counted towards computation of the total number of books.

(6) Department of Pharmacology :

There shall be a Departmental library-cum-seminar room (30 sq.m. area) with at least 80-100 books. However, not more than two copies of anyone book shall be counted towards computation of the total number of books.

(7) Department of Forensic Medicine including Toxicology:

There shall be a Departmental library-cum-seminar room (30 sq.m. area) with at least 80-100 books. However, not more than two copies of anyone book shall be counted towards computation of the total number of books.

(8) Department of Community Medicine :

There shall be a Departmental library-cum-seminar room (30 sq.m. area) with at least 80-100 books. However, not more than two copies of anyone book shall be counted towards computation of the total number of books.

Desirable:

There shall be provision for

- a) Staff reading room for 15 persons;
- b) Rooms for librarian and other staff;
- c) Room for daftaries and book binders;
- d) Microfilm reading room;
- e) Journal room;
- f) Room for copying facilities;
- g) Video and Cassette room (desirable); and
- h) Air conditioned Computer room with Meddler and Internet facility.

Faculty (Student Teacher Ratio)

Essential:

To ensure the exposure of undergraduate students to experienced teachers, it is essential to provide adequate number of higher posts (Professors / Readers) in every department of teaching. The teaching staff of all departments of a medical college, shall be full-time.

Department wise staff requirements – Non-clinical :

(1) Department of Anatomy :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 2
- iv) Tutors / Demonstrators – 2
- v) Technical Assistant / Technician – 4
- vi) Modeller – 1

(2) Department of Physiology including Bio-physics :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 1
- iv) Lecturer in Biophysics – 1
- v) Tutors / Demonstrators – 2
- vi) Technical Assistant / Technician – 4

(3) Department of Biochemistry :

- i) Professor – 1
- ii) Reader – 1

- iii) Lecturer – 1
- iv) Tutors / Demonstrators – 1
- v) Technical Assistant / Technician – 4

(4) Department of Pathology :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 1
- iv) Tutors / Demonstrators – 3
- v) Technical Assistant / Technician – 8
- vi) Artist – 1

(5) Department of Microbiology :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 1
- iv) Tutors / Demonstrators – 1
- v) Technical Assistant / Technician – 4

(6) Department of Pharmacology :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 1
- iv) Tutors / Demonstrators – 2
- v) Pharm. Chemist – 1
- vi) Technical Assistant / Technician – 3

(7) Department of Forensic Medicine including Toxicology:

- i) Professor – 1
- ii) Reader / Lecturer – 1
- iii) Tutors / Demonstrators – 1
- iv) Technical Assistant / Technician – 2

(8) Department of Community Medicine :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 1
- iv) Epidemiologist cum Lecturer – 1
- v) Statistician cum Lecturer – 1
- vi) Tutors / Demonstrators – 2
- vii) Medical Social Worker – 1
- viii) Technical Assistant / Technician – 2

Department wise staff requirements – Clinical Department :

(1) General :

Each department shall have HOD of the rank of full time professor who shall have overall control of the department.

- i) Professor / Reader – 1
- ii) Lecturer – 1
- iii) Senior Resident / Tutor / Registrar – 1
- iv) Junior residents – 3 to 4

(2) Department of General Medicine :

- i) Professor – 4
- ii) Reader – 2
- iii) Lecturer – 6
- iv) Senior Resident* / Tutor / Registrar – 6
- v) Junior residents – 18

* with three years resident experience.

(3) Department of Paediatrics :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 2
- iv) Senior Resident* / Tutor / Registrar – 2
- v) Junior residents – 6

* with three years resident experience.

(4) Department of General Surgery :

- i) Professor – 1
- ii) Reader – 2
- iii) Lecturer – 3
- iv) Senior Resident* / Tutor / Registrar – 3
- v) Junior residents – 9

* with three years resident experience.

(5) Department of Orthopedics :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 1
- iv) Senior Resident* / Tutor / Registrar – 2
- v) Junior residents – 6

* with three years resident experience.

(6) Department of Oto-Rhino-Laryngology :

- i) Professor – 1
- ii) Reader / Lecturer – 2
- iii) Senior Resident* / Tutor / Registrar – 1
- iv) Junior residents – 3

* with three years resident experience.

(7) Department of Ophthalmology :

- i) Professor – 1
- ii) Reader / Lecturer – 1
- iii) Senior Resident* / Tutor / Registrar – 1
- iv) Junior residents – 3

* with three years resident experience.

(8) Department of Obstetrics and Gynaecology :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 2
- iv) Senior Resident* / Tutor / Registrar – 2
- iv) Junior residents – 6

* with three years resident experience.

(9) Department of Radio-Diagnosis :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturer – 1
- iv) Tutor / Registrar – 2
- v) Radiographic technicians – 8

(10) Department of Radio-Therapy (Optional) :

- i) Professor/Reader – 1
- ii) Reader/Lecturer – 1
- iii) Tutor / Registrar – 1
- iv) Physicist – 1
- v) Radiotherapy technicians (for every treatment unit) – 2

(11) Department of Anaesthesiology :

- i) Professor – 1
- ii) Reader – 1
- iii) Lecturers – 2
- iv) Tutor / Registrar / Senior Residents – 3

(12) Department of Physical Medicine and Rehabilitation (Optional) :

- i) Professor / Reader – 1
- ii) Lecturer – 2
- iii) Senior Residents – 2

(13) Department of Dentistry :

- i) Professor / Reader – 1
- ii) Lecturer – 1
- iii) Tutor / Registrar – 1
- iv) Dental Technicians – 4

For Appointment refer MCI Norms

Computer Centre/Facility

Essential:

Adequate Hardware and Software facilities with Internet connections.

No. of Terminals : Terminal-Student Ratio = 1:4

Hardware : P4 or the above

Licensed software : System software 2; Application Software 4

Peripherals : Printer – Terminal Ratio = 1:10

Student Hostel

Desirable:

If the opening of a new college is to cover the students in the surrounding area, adequate hostel facilities should be provided, hostel accommodation must also be according to norms prescribed by the UGC.

Boys : 25% of students

Girls : 50% of students

Essential Service

Adequate facilities for essential services (Water, electricity and sewerage facilities) be provided in all the buildings

Desirable:

Permanent Electrical connection with 50 KVA.

Electrical Generator – 25 KVA

Potable water supply system – 600 Lt/day

Other amenities

Essential:

a) Auditorium and Examination Hall : There shall be an auditorium where 250-350 persons could be seated and an examination hall, preferably air-conditioned for at least 125 students.

b) Central Photographic Section : Central photographic and audiovisual sections with accommodation for studio, dark room, enlarging and Photostat work. Accommodation shall be provided for Artists and Medical illustrators and Modellers. Facilities for micro-photography and mounting shall be provided.

c) Central Workshop : There shall be central workshop having facilities for repair of mechanical, electrical and electronic equipments of college and the hospitals. It shall be manned by qualified personnel.

d) Animal House : There shall be a Central Animal House (135 Sq.m. area) for maintenance, breeding and supply of animals and facilities for experiments.

e) Central Incineration Plant : There shall be a central incineration plant commensurate with the hospital bed strength.

f) Gas Plant : There shall be a Central Gas Plant or Gas supply unit.

g) Statistical Unit : There shall be a centralized computerized statistical unit.

h) Medical Education Unit : There shall be a Medical Education Unit or Department for faculty development and providing teaching or learning resource material.

i) Research Work : Space as indicated in the concerned departments shall be provided in each department, duly furnished and equipped for research work and further expansion of its activities.

j) Intercom network : Intercom network including paging and beep system between various sections, hospitals and college shall be provided for better services, coordination and patient care.

k) Playground and Gymnasium : There shall be a play ground and Gymnasium for the staff and students. A qualified physical education instructor shall look after the sports activities and maintenance.

l) Electricity : There shall be continuous electricity supply as well as standby UPS or Generator.

m) Sanitation and Water Supply : Adequate sanitary facilities (toilets and bathrooms separately for women) and safe continuous drinking water facilities must be provided for the teaching staff, students, technical and other staff in all sections as required.

(n) Mortuary

(o) Cultural and recreational centre

(p) Ramps be provided in the building for the Physically handicapped

(q) Separate common rooms for girls and boys be provided in co-educational colleges.

(r) Adequate accommodation be provided for Principal's Office, Bursar's Office and for administrative staff.

(s) There should be a staff room of a proper size

(t) Certificate for fire safety

(u) Seminar Hall

(v) Canteen

(w) Parking space : This will be provided as open or covered area at the rate of 15 percent of the plinth area of the institute building

Desirable:

Accommodation for staff : Accommodation shall be provided for the staff to various Departments as per MCI norms :-

1. Professor and Head of the department
2. Associate Prof./Reader
3. Asst. Professor/lecturers
4. Tutor/Demonstrators
5. Statistician cum Lecturer
6. Epidemiologist cum lecturer
7. Department office cum Clerical room
8. Working accommodation for non-teaching staff