

Maharashtra University of Health Sciences, Nashik

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**Direction No:05/2017(Amended) :- THE PROCEDURE AND RULES GOVERNING THE
CONDUCT OF FELLOWSHIP AND CERTIFICATE
COURSE.**
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WHEREAS the Maharashtra University of Health Sciences Act, 1998 (Maharashtra Act No. X of 1999) (hereinafter in this Direction referred to as "the said Act") has been passed by the State Legislature to establish the Maharashtra University of Health Sciences for the purposes of ensuring proper systematic instructions, teaching and research in modern medicine and Indian System of Medicine in the State of Maharashtra, and to have balanced growth in Health Sciences so also to have a uniformity in various courses in Health Sciences in the state;

AND WHEREAS the provisions of sub-section(1) of section 29 of the said Act, the Academic Council is the principal academic authority of the University and is responsible for regulating and maintaining the standards of the teaching, research and examinations in the University;

AND WHEREAS the provisions of Clauses (a), (e),(j) and (m) of sub-section (2) of section 29 the said Act, inter alia, provides that the Academic Council shall have powers and perform the duties pertaining to recommend to the Management Council regarding institution of degrees, diplomas, certificate and other academic distinctions; make proposals for the establishment of conducted colleges, schools, departments. institutions of higher learning, research and specialised studies, academic services units; appoint committees to review periodically the utility and practicability of the existing courses of study and the desirability of reviewing or modifying them in the light of new knowledge or changing social requirements ; prescribe norms for granting affiliation, continuation of recognition, extension of recognition to institutions of higher learning and research of specialised studies; and of the University Departments or affiliated colleges and recognized Institutions, in the light of new knowledge and changing social requirements;

AND WHEREAS making of such provisions enabling the affiliated colleges, University Departments and recognized institutions to conduct specialized Fellowship and Certificate Courses, is a subject matter of an Ordinance;

AND WHEREAS as per the clause (hh) of section 5 of the said Act, the University shall develop, upgrade and start departments in medical speciality, like Fellowship and Certificate Courses;

AND WHEREAS Clauses (a), (b), (n) and(o) of section 27 of the said Act empowers the Management Council to make provisions as may enable the affiliated colleges, University departments and recognized institutes to undertake specialized courses of study;

AND WHEREAS as per sub-section (1) of section 78 of the said Act, the Management Council of the University may institute and confer such degrees, diplomas, certificates and other academic distinctions, as may be recommended by the Academic Council;

AND WHEREAS to prescribe the procedure regarding governing the Fellowship and Certificate courses is a subject matter of Ordinance, however at present there is no Ordinance regarding governing of the Fellowship and Certificate courses;

AND WHEREAS making an Ordinance is a time taking process;

Now therefore, I Professor **Dr. Deelip G. Mhaisekar, the Vice-Chancellor,** the Maharashtra University of Health Sciences (hereinafter in this Direction referred to as "the University") in exercise of the powers conferred upon me under sub-section (8) of section 16 of the said Act, issue the following Direction, namely:-

1. Short title and commencement.-

- (I) This Direction may be called the Procedure and Rules for governing the conduct of
- (II) It shall come into the force with effect from the date of its issue.
- (III) The previous Direction No. 06/2006 is hereby repealed. However, the actions taken thereunder are saved hereby and shall continue to have effect and be deemed to be done or taken under the corresponding provisions of the instant Direction.

2. Definitions.-

(1) In this Direction, unless the context otherwise requires,-

- (a) "Fellowship Course" means the full time skill enhancement professional academic course in any speciality of any discipline of Health Sciences, having the minimum duration of 12 months or the period, as may be specified or prescribed by the University, from time to time;
- (b) "Certificate Course" means the full time knowledge advancement professional academic course in any specialty of any discipline of the Health Sciences, having the minimum duration of 12 months or the period, as may be specified or prescribed by the University, from time to time.
- (c) "Training Centre" (T.C.) means such Centre where Fellowship and Certificate Courses are conducted for the purpose of specialized study, skill and knowledge enhancement its evaluation, which may be the University Departments, affiliated colleges, recognized institutions, Health Centers, Hospitals and Research centers;
- (d) "Director" means a head of the concerned Training Centre (T.C.);

- (e) "Centre Course Coordinator" means the Coordinator designated by the Training Centre (T.C.) for each course;
 - (f) "Mentor" means the qualified and eligible educator of academic excellence for teaching Fellowship and / or Certificate Courses, designated by the concerned Training Centre (T.C.);
 - (g) "Validation" means the validation issued by the University upon the valid appointments of qualified and eligible educators, for teaching Fellowship and / or Certificate Courses, appointed by the concerned Training Centre;
 - (h) "Credit Based System" (CBS) means the system to be adopted by the training center on the basis of the credit, to be acquired by the students to become eligible to appear for the University Examination conducted for Fellowship and/ or Certificate course;
 - (i) Credit : A unit of measuring learning load in the course; Credits denote 'Workload' of a learner and are an index of the number of hours spent for learning. These include a variety of learning activities like reflecting, discussing, attending lectures / counseling sessions, videos, clinical work, self study, writing assignments, preparing for examinations, etc.
 - (j) "N.A.B.H." means the National Accreditation Board for Hospitals and Healthcare Providers (NABH);
- (2) Words or expressions uses but not defined in this Direction shall have the same meanings, respectively, assigned to them in the said Act.

3. Purpose.-

The University has started Fellowship and/ or Certificate courses for the purpose of skill enhancement and academic knowledge improvement in the clinical and academic areas identified in the given speciality of Health Sciences. The purpose of these courses is to develop skills and knowledge among the professionals as per the current needs of academics and society. These courses will only aim at enhancing one or more basic competencies as defined for the eligibility qualification for the said course.

4. Nomenclature of the Course.-

After fulfilling all the requirements the University shall award the qualification, such as, the Fellowship Course in the concerned subject and such as, the Certificate Course in the concerned subject. The Certificate shall include the subject of speciality and name of the Faculty.

The University shall not be allowed for fellowship/certificate course for specialties/sub specialties in which University already conducts postgraduate degree/diploma courses.

5. Eligibility of student / applicant. -

The eligibility criteria of the student, for seeking admission to the Fellowship courses in the Medical faculty shall normally be the post graduate qualification in the respective Health Sciences discipline as determined and prescribed by the University.

For the rest of the faculties under health sciences, the eligibility criteria of the student, for seeking admission to the Fellowship and/or Certificate courses shall normally be the post graduate / Graduate qualification in the respective Health Sciences discipline as determined and prescribed by the University. If the prescribed eligibility of the course is Post Graduate diploma then the duration of the course will be proportionately increased.

However, in addition to above, considering the resolutions of Academic Authorities, eligibility criteria shall be as determined and prescribed by the University and the same shall be published in the Syllabus of the concerned course/ on University website.

International students applying for any of these courses shall have to obtain Equivalence Certificate from the concerned Central Council and they should meet with the requirements as laid down by the UGC / appropriate Government Authorities from time to time.

The Graduates / Postgraduates in concerned discipline of Health Sciences are only eligible for the concerned Fellowship / Certificate courses unless and until specified by the University.

No student other than Health Science Graduate shall be eligible for any of the Fellowship / Certificate courses conducted by the University.

The eligibility of student for the fellowship/certificate course shall be the minimum qualification required by law to practice the skills as defined in the said fellowship/certificate course. There shall not be any age limit restriction for admission to fellowship/certificate course. However the candidates shall have to submit the physical fitness certificate as per the requirement of the concerned course.

6. ***Duties and Responsibilities of the Student.-***

To acquire academic excellence as well as clinical and non-clinical skill competencies as desired by the course, the student shall actively participate in teaching learning activities and research activities as prescribed by the University. As these Fellowship /or Certificate Courses are skill enhancement clinical courses these are fulltime academic courses. The enrolled students has to acquire the clinical and academic credits to become eligible for the qualifying examinations.

It is mandatory for the student to acquire a total of desired credits to become eligible for the certifying examination of the Fellowship / Certificate course conducted by the University. If the student is unable to acquire these mandatory credits within the stipulated period of the course due to unforeseen reasons, he/she may be allowed to complete these credits within next academic year by submitting renewal application with prescribed fees through the Training Centre. The Vice-Chancellor shall grant the said extension, after verifying the genuiness of the matter.

Accordingly, it is made clear that, if any person whosoever doing practice/consulting/hands on work in the particular specialty of Health Science, shall possess the essential qualification(s) mandatorily, as prescribed by the concerned competent Authority such as concerned Central Council / State Govt. / Central Govt. / Local self Govt. etc. for such practice/consulting/hands on work.

Mere holding the University fellowship and/ or Certificate shall not allow or permit, anyone to do the practice/consulting/hands on work in the particular specialty of Health Science, he shall mandatorily possess the essential qualification(s) as mentioned above. University shall print this important instruction, in the readable form as footnote, on every fellowship and/ or Certificate to be issued to the concerned eligible student(s).

Leave of absence with the permission of Head of the Department up to a maximum period of 12 days for Fellowship Course and 06 days for Certificate Course in one year is permitted.

7. Criteria of Eligibility, Duties and responsibilities of academic staff designated by the Training Centre.-

(a) Director.- (01 for each Training Center)

The Director of Training Centre means a head of the Training Center and is to be designated by the Management of the concerned Training Centre for overall co-ordination between the concerned T.C., the University and also for imparting teaching or training to the candidates admitted to the concerned Fellowship and / or Certificate Course. The duties and responsibilities of Director shall include:

- Overall monitoring of the Fellowship and/or Certificate Course.
- To provide with the required academic and infrastructural facilities required for Training Centre to conduct the Fellowship and/or Certificate Course.
- To organize admissions, teaching learning activities, examinations of the said courses as per University guidelines and report to the University authorities as and when required.
- To designate, train the teaching and non teaching staff as per the standards laid down by the University to maintain the utmost standards of education.
- To organize academic activities at the institutional level to update the faculty and the student with the recent advances in the discipline.
- To cooperate and coordinate with the University officials and authorities during University procedures such as inspections, examination etc.
- Any other duties and responsibilities as assigned by the University from time to time.

Eligibility criteria of Director of Training center,-

age limit :

maximum age limit shall be 65years. Age of superannuation shall be, as decided by the University, from time to time;

qualification and experience :

(1) *person from teaching faculty :*

He shall possess the qualifications and experience prescribed by the University for Professor in concerned Health Sciences speciality. The dean/principal of affiliated Health science colleges can also officiate as director of the training center run at their institute /college.

(2) *person from the non teaching background :*

He shall possess the professional experience of 15 years after acquiring the Postgraduate degree in Health Sciences including the teaching experience in a affiliated health sciences college/institute, if any;

(b) *Center Course Coordinator-(01 for each course)*

There shall be one Center Course Coordinator designated for each Fellowship/Certificate Course Conducted by the training center. The duties and responsibilities of Center Course Coordinator shall include:

- Organization of academic activities of the courses as per University guidelines.
- Preparation and implementation of teaching learning programs, academic calendar, schedules (time table) as per the syllabus.
- Administrative work such as reporting, organizing meetings, giving feedback as per the requirement of the University.
- To organize trainings / workshops for faculty / students.
- To organize meetings of students/faculty/University officials for continuous improvement of educational programs.
- Overall coordination of the Fellowship and/or Certificate Course with training Center and University.
- Offer constructive feedback.
- Any other duties and responsibilities as assigned by the University from time to time.

Eligibility criteria-

age limit :

maximum age limit shall be 62years. Age of superannuation shall be, as decided by the University, from time to time;

Eligibility criteria :

The center course coordinator for the fellowship or certificate courses should be an academician / administrator with post graduate qualification and minimum of 10 years of academic/administrative experience in teaching institute or hospitals not below the rank of administrative officer/associate professor/medical superintendent/senior consultant.

(c) *Mentor.-*

Mentor is the educator designated by concerned Training Centre for imparting teaching or training to the candidates admitted to the concerned Fellowship and/or Certificate Courses; The Mentor should be a fulltime teaching/Professional faculty exclusively of the Training Center and Not attached any other Teaching/Non Teaching Health Sciences Institutes/Training Center. The duties and responsibilities of Mentors shall include:

- To guide and train the students admitted for the fellowship/certificate course.
- To plan day today teaching learning activities of the students in hospital/laboratory/community as per the syllabus prescribed by the University.
- To supervise and monitor the academic, clinical and para clinical performance of the students.
- To participate in University assigned responsibilities such as conduct of examinations.
- To guide the students in planning and implementation of research activities.
- Offer constructive feedback
- Evaluate progress of the student.
- Any other duties and responsibilities as assigned by the University from time to time.

eligibility criteria of Mentor :

age limit :

maximum age limit shall be 62 years. Age of superannuation shall be as decided by the University, from time to time;

qualification:

Postgraduate Degree in the concerned or related specialty from recognized institution or University, with additional qualification and/or requisite experience of the concerned speciality of Fellowship and /or Certificate course, if applicable.

experience:

Total Ten years of professional experience (Teaching /Non Teaching)in the concerned discipline of the Fellowship and/or Certificate Course in Health Sciences specialty, after acquiring of Postgraduate degree with two research publication in indexed journal (For faculties other than Medical, a National Or International Journal with ISSN number). The mentors who do not have teaching experience, should have undergone minimum one Basic Health Science Education Technology Workshop and one Research Methodology Workshop.

The Vice-Chancellor shall have powers to relax this criteria of experience for professionals with excellent academic and/or clinical background and competencies.

8. Validation process.-

(a) As per the criteria decided by the University, the Training Centre shall carry out the procedure to designate to hold various post / responsibility, such as Director, Center Course Co-coordinator and Mentor, required for mentoring the students admitted in the Fellowship and/or Certificate courses;

(b) The training center shall submit the proposal for validation of such designated staff such as Director, Center Course Co-coordinator and Mentor. The Eligibility Criteria for the Director, Center Co-coordinator and Mentor, for seeking validation in the concerned course, shall be, as prescribed by the University. The Validation granted by the University shall be valid for the specific period and shall be subject to ;

- The validation is applicable for the appointment made for concerned course only.
- The aforesaid validation granted by the University to the appointment(s) of Director, Center Co-coordinator and Mentor is subject to the terms and conditions as mentioned in their appointment order (as applicable).
- Director, Center Co-coordinator and Mentor (s) are required to follow and implement the guidelines to conduct Fellowship and/ or Certificate Course meticulously. Failing which, the University may conduct the enquiry or shall initiate appropriate action, as deemed fit.
- In case, if it is found at later stage that, the information furnished in by the affiliated Training Centre or the Mentor in the Validation proposal is incorrect, false or misleading, the aforesaid Validation granted by the University will stand cancelled and appropriate action shall be initiated.
- Director, Center Co-coordinator and Mentor (s) shall submit the necessary Undertaking to the University in the format as prescribed by the University.

9. Eligibility Criteria for Training Center.-

"Training Centre" (T.C.) means such Centre where Fellowship and Certificate Courses are conducted for the purpose of specialized study, skill and knowledge enhancement its evaluation, which may be the University Departments, affiliated colleges, recognized institutions, Health Centers, Hospitals and Research centers, However, Such institute(s) should have their own teaching Hospital(s) as prescribed by the respective Central Council for teaching and training of the specific Post Graduate Course. Such Training Hospitals should be registered under PCPNDT/Bombay Nursing Home Act as prescribed by the Govt. and should have minimum patients care facilities including Emergency Department, Intensive care Units, Ambulance facility, Blood Bank etc., Such training Hospitals should also have sufficient experts doctors from allied health science subjects of the fellowship /Certificate course discipline and sufficient paramedical/Nursing Staff as per Govt./ council norms.

These Training Center(s) should fulfill the Minimum Standards Requirements as laid down by the University for the concerned course to be recognized as affiliated Training Centre for the concerned course.

The training Centers for the Fellowship /Certificate Course Shall be either a Health Science Teaching Institute OR Non-Teaching Institute (Hospital/ Health Sciences Research Center) which fulfills the minimum standards requirements as prescribed for the specific course.

10. Process of Institute Recognition for New/Existing Course.-

(a) A Training Centre (T.C.): whosoever desirous to be University recognized Institution as Training Center for the Fellowship / Certificate course approved by the University, shall forward an application in **Annexure-C** to the University. The Vice Chancellor shall appoint a committee of experts to verify the infrastructural facilities and teaching and non-teaching staff of the concerned unit. The procedure of appointment of the L.I.C. and the powers and duties of the L.I.C. shall be normally the same as prescribed by the University. The duly scrutinized L.I.C. report shall be kept before the University Authorities and their decision in that regard shall be communicated to the respective unit.

(b) in case of deficiencies or shortcomings, if any; reported and subsequently resolved by University Authorities, the same shall be communicated to the respective unit for time bound compliance.

(c) The University shall constitute a Scrutiny Committee for scrutinizing the Fellowship and Certificate Course proposals. The Scrutiny Committee report shall be placed before the Planning Board.

(d) University Local Inquiry Committee shall be appointed by the University for the proposals accepted by the Planning Board for Inquiry and Inspection of the respective College/Institutes,

(e) Proposals not accepted by the Planning Board shall be returned the respective Colleges/Institutes as per University Rules in vogue.

(f) The Local Inquiry Report shall be placed before the Academic Council for its perusal and grant of Recognition to the Institute and First Time Affiliation for starting/Increase in Intake of Fellowship/Certificate Course.

(g) The University Management Council shall be apprised about Grant of Recognition to the Institute and First Time Affiliation for starting/Increase in Intake of Fellowship/Certificate Course.

11. Process for Starting New Course.-

(I) Starting new course.-

The University recognized Training Centre (T.C.) desires to start or institute the new Fellowship and/or Certificate Course (other than the existing Fellowship and/or Certificate Course) may submit the application, after the due notification issued by the University.

The University shall scrutinize such application on the following Criteria.

1. The Medical Social Need
2. The need of Academics
3. Nomenclature of the course (non- duplication with existing UG/PG/any course approved by the University or concerned Central Council.
4. Legal and Ethical issues regards to given course.
5. Novelty
6. Academic policy of the University and respective Central Council.
7. Submission of the syllabus in the format as suggested by the University
8. Feasibility of institutionalizing the fellowship/Certificate Course.

The recognized Training Centre (T.C.) shall submit the application, with curriculum and course contents in the standard format, complete in all respects, covering following points with all the aspects and sequence, to the University, the application shall be submitted in both, hard copy and soft copy as well in MS word Editable Format. Font : Arial size 12,as prescribed below;

- (1) the title of the course;
- (2) duration of the course;
- (3) objectives of the course;
- (4) course contents, syllabus and curriculum, including the list of topics to be covered, number of hours of theory, practical and hospital work;
- (5) proposed teaching-learning methods;
- (6) proposed assessment procedures;
- (7) proposed course fees structure, the final fees shall be such as may be notified by the University, from time to time;
- (8) eligibility criteria for students - Indian Student/Foreign Student;
- (9) eligibility criteria for Dean, Course Coordinator and Mentor;
- (10) number of Mentors and Training Staff or Teaching staff required according to the specialty;
there shall be minimum of five qualified Mentors, of which two Mentors shall be appointed on full time basis. Full time faculty shall not be the regular faculty for other T.C. affiliated to the University or any other non-affiliated institutions;

- (11) text and reference books;
- (12) infrastructure and academic facilities required for conducting the Course, such as-
- (a) lecture hall or seminar room with audio visual facilities, laboratories and examination Hall, with C.C.T.V. facilities stating its dimensions in sq.ft. and required number;
 - (b) administrative block – including those for Director, Courses Coordinator, Mentor, Teaching and non-teaching staff Offices, including dimensions in sq.ft. and required number;
 - (c) residential facility and common rooms for admitted students - dimensions in sq.ft. and required number;
 - (d) library facility –number of books, Journals, stating its seating capacity with dimensions in sq.ft. and required number;
 - (e) computers with Internet Facility – desired number, with Photocopy Machine and Printers;
 - (f) instruments and equipments, as desired and required for the course (Name and Quantity);
- (13) hospital facility, clinical material required for conducting the Course,-
- (a) Out Patient Departments – Speciality wise list, with minimum required daily patients' attendance per student;
 - (b) In Patient Departments – Speciality wise list, with minimum required beds and student bed ratio;
 - (c) computerized patient registration system;
 - (d) specialized service requirements – Operation Theatres, Investigative Laboratories and facilities (minimum required, with specifications);
 - (e) other ancillary services – casualty, blood bank, hospital kitchen, ambulance, record section, Medical Store;
 - (f) registration – it shall be mandatory that the registration under the Bombay Nursing Home Act, the P.C.P.N.D.T. Act, the Bio Medical waste management, authorization by Pollution Control Board permission, etc. as applicable to the course;
- (14) Credit Based System as prescribed by the University;
- (15) examination scheme and results : shall be such as prescribed by the University;

The University shall scrutinize the proposal by observing rules prescribed in this Direction; and the syllabus or curriculum shall be placed before the concerned Board of Studies; and before the Faculty of respective discipline, for necessary approval or recommendations, if any. The Syllabus or Curriculum

approved by the Board of studies and the Faculty, along with their suggestions or recommendations, if any, shall be placed before the Academic Council of the University for consideration and final approval of the Syllabus or Curriculum. The Syllabus or Curriculum approved by the Academic Council of the University along with their suggestions or recommendations, if any, shall be placed before the Management Council for consideration and approval;

(a) the University shall upload the approved syllabus or curriculum of the Fellowship and / or Certificate Courses on University website for information to all the concerned.

Note : It is pertinent to note that, the rules prescribed by the University in view of opening of college or recognized institution shall also, *mutatis-mutandis*, be applicable to the opening of T.C. also.

12. *International or National collaboration with other University or Renowned Institutes.-*

In order to have collaboration with University or renowned institution or Academic bodies (such as Chair/ Research Institutes) within the Country or abroad, the University may enter into an arrangement by signing the necessary Memorandum of Understanding (M.O.U.) with the other University or a renowned institute or department Or Esteemed Body Corporate, to have an International or National collaboration.

In such event, the parties shall understand and acknowledge the duties and role of each party and shall not assign or transfer its rights or obligations. All other terms and conditions of such M.O.U. shall be placed for approval, before the appropriate Authority of the University.

Even such institute(s) will have to follow the routine academic procedures of the University such as affiliation, continuation of affiliation, Academic review, examinations, enrollment of students etc., Such Institutes may have to obtain the necessary permissions from State/ Central Govt., State/ Central Authorities such as UGC/ Central Council/ as deemed necessary, especially in ethical legal and administrative issues training of foreign students.

13. *Time Schedule of Administrative Procedure.-*

The time schedule for the complete administrative procedure for overall conduct of Fellowship and / or Certificate Courses shall be, as prescribed and notified by the University from time to time.

14. Application procedure for continuation of affiliation and/or recognition to Training Centre.-

(a) Procedure.-

(i) The first time affiliation and/ or recognition shall be given by the Planning Board of the University, following the due procedure of starting new course by Training Centre, from time to time, from the University;

(ii) the Training Centre applying for the continuation of affiliation and/or recognition, as the case may be, shall follow the time schedule, in the prescribed format, by the University **Annexure-C;**

(iii) the University shall have power to charge late fee in respect of the proposal submitted or received after the due date and also have right to charge fine in respect of incomplete proposals. The amount of late fee shall be as fixed by the University, from time to time.

(b) Fees for continuation of affiliation.-

The affiliated T.C. shall submit the application or proposal for the continuation of affiliation or recognition from of the particular year, in the format as prescribed by the University, from time to time. The copy of such format shall be made available on the University website. A proposal along with all necessary documents and NEFT/RTGS/Demand Draft of amount of the fees as notified by the University, from time to time. Incomplete proposals shall not be considered.

(c) Time Slot.-

The University may publish the notification for calling proposals for the continuation of affiliation and /or recognition from the affiliated Training Centre or recognised institutes in the month of September, every year.

(d) Facilities.-

A Training Centre desirous of starting the Fellowship and / or Certificate programme or Course should have in-house facilities as per the Minimum Standards Requirements prescribed by the University and shall be as under,-

(1) Hospital.-

(i) As all fellowship Certificate courses are skill based Clinical courses, the training centers should have the minimum indoor facilities as prescribed for the concerned related Post Graduate course by the respective Central Council.

- (ii) the ratio of I.P.D. and O.P.D. patients in the concerned speciality, as to the number of students to be admitted to the concerned Fellowship and/or Certificate Course and the clinical work load wherever applicable, shall be as per the respective council requirements for the concerned related post graduate course. ,-
- (iii) The T.C. shall provide with required infrastructure and supporting administrative and research promotion facilities, the adequate facilities for research. In case of specific discipline, exclusive research laboratories equipped with sophisticated equipment's and instruments, as may be required, along with computer facilities and essential software, library for reading, writing and storing study and research materials; and an uninterrupted power and water supply and any other such facility, as may be prescribed by the University, from time to time;
- (iv) if the Certificate Course is in any specialty related to Imageology, it should include the modalities of investigations, such as X-Ray, Ultrasound, CT Scan, MRI, etc., and imaging procedures per month should be at least 250;
- (v) if the Certificate Course is in any specialty related to day- care procedure, out-patient turnover should not be less than 50 old cases and 10 new cases of conditions related to the said courses.

15. Inspection by University,-

(a) Procedure,-

The Local Inspection Committees (L.I.C.) shall be appointed by the University up to the end of the DECEMBER / JANUARY for every T.C. to verify the infrastructural facilities and teaching and non-teaching staff of the T.C. as per the Minimum Standards and Requirements prescribed by the University. The procedure of appointment of the L.I.C. and powers and duties thereof shall be as stated below, namely:-

- (1) The L.I.C's shall submit their report of inspection to the University up to the end of FEBRUARY. The inspection report of the L.I.C. shall be received by the University within seven days, after the period of one month from the date of appointment or constitution letter of the L.I.C. If the report of the L.I.C. is not received within such period then the said L.I.C. shall be treated as dissolved and the University may appoint another L.I.C. for the particular T.C., without intimation to the members of the previous L.I.C. Such newly appointed L.I.C. shall be required to inspect and submit its report to the University within fifteen days from the date of its appointment or constitution letter, or up to 28thFEBRUARY, whichever is earlier;

- (2) in very exceptional circumstances, by considering factual aspect of the matter, the Vice- Chancellor shall have power to direct to accept the proposal for the Continuation of affiliation and / or recognition of any T.C. after 15th October and also the power to appoint the L.I.C. in the month of DECEMBER or JANUARY and may consider the report of any such L.I.C. received after 28th FEBRUARY;
- (3) for the purpose of consideration for grant of continuation of affiliation and / or recognition to every T.C., the meeting of the Academic Council shall be convened by the University during the month of APRIL or MAY, every year, as far as may be practicable. The Academic Council shall consider the inspection report of every T.C., for the said purpose;
- (4) the University shall communicate the decision of the Academic Council to every Training Centre (TC), who had submitted proposal for continuation of affiliation and/or recognition and inspected for the said purpose by the L.I.C. appointed by the University, in the form of continuation of affiliation and/or recognition letter or letter of Deficiencies, as the case may be, in the month of MAY, every year or immediately after the meeting of Academic Council, or the decision of the Academic Council may be communicated to the concerned affiliated Training Centre for the particular academic year. Such decision of the Academic Council shall be communicated under the signature of the Registrar or such other officer of the University, authorized on his behalf;
- (5) the Training Centre who got the continuation of affiliation and/or recognition letter shall be eligible and entitled for making of admissions of candidates to the concerned course up to the sanctioned intake capacity, by adopting the due and appropriate procedure prescribed by the University;
- (6) the Training Centers who got the Letter of Deficiencies shall not be eligible and entitled for admissions to the concerned course till they get the continuation of affiliation and/or recognition letter for concerned Academic Year.

The Academic Council may grant 30 days or up-to 31 May, whichever is earlier, or as decided by the Academic Council, an additional period for the fulfilment of deficiencies observed by the L.I.C. during its inspection. The continuation of affiliation and/or recognition shall not be granted to such Training Centre where the L.I.C. has observed certain deficiencies, till the compliance or rectification of those particular deficiencies. Such deficiencies shall be communicated to the concerned Training Centre and the concerned Training Centre shall have to submit its compliance or

rectification report of such deficiencies to the University, without default. The compliance or rectification report received to the University after prescribed period may not be considered by the University for that particular academic year;

- (7) after receipt of such compliance or rectification report of deficiencies the University may verify the compliance physically by appointing separate Compliance Verification Committee or through the Chairperson of the previous L.I.C., wherever necessary;
- (8) after verification of such compliance report, if any, or after receipt of compliance report from the Training Center, the Academic Council or the Vice-Chancellor on behalf of the Academic Council may grant continuation of affiliation and/or recognition to any particular Training Centre for concerned Fellowship and /or Certificate Course with recommended Intake Capacity. However, such continuation of affiliation and/or recognition shall not be granted after the prescribed cut-off date for admission for the concerned academic year, as notified by the University.
- (9) While submitting the application or proposal of Continuation of affiliation or recognition by the Training Centre, it shall be mandatory to submit the Outcome Analysis Report as notified by the University from time to time.

Note :-The rules prescribed by the University in respect of Local Inspection Committee (L.I.C.) and its code of conduct shall, *mutatis-mutandis*, be applicable to the institution's recognition as Training Centre.

(b) Reporting format.-

The L.I.C.'s shall submit their reports of inspection in the format and as may be updated by the University, from time to time.

16. Maximum Intake Capacity for Training Centre:-

- (i) For all health sciences Faculties University recognized training Center can admit maximum 02 Students against one approved mentor (Mentor student ratio 1:2) for the respective fellowship course up to the maximum of 10 students subject to availability of sufficient clinical material as prescribed by the concerned Central Council for the concerned related specialty PG course (As per MSR of the fellowship/certificate Course).
For Medical Faculty University recognized training Center the maximum permissible intake capacity for a Unit of 30 hospital Beds shall be 06 Students. The Training center can admit 02 additional students per 10 extra Hospital beds, up to a maximum of 10 students only subject to availability of approved mentor(s).

- (ii) in an exceptional circumstances, the Vice Chancellor shall have power to increase the Maximum Intake Capacity of the particular course. However, considering the merit and genuinity of the matter, the Vice Chancellor shall increase or decrease the Intake Capacity for the Fellowship and/or Certificate Courses. In such case, he shall record his reasons in writing and at the earliest opportunity the same shall be brought to the notice of the concerned Academic Authority for further needful action.

17. Permissions from Higher Authorities and Accreditation.-

(1) The University shall issue the permission to Training Centers or recognised Institute, subject to the Approval or N.O.C. from the respective Council, U.G.C., and the State Government. It shall be their duty and responsibility to obtain the necessary Approval or Permissions, if any; required for starting and monitoring such Fellowship and/or Certificate Courses, from the Higher Authorities, such as the respective Central Council, U.G.C., and the State Government.

In the event, if the issue arises, the concerned Training Centre (TC) or recognised Institute shall submit the required proposal and obtain the necessary Approval or Permissions, if any; required for starting and monitoring such Fellowship and/or Certificate Courses from Higher Authorities such as the respective Central Council, U.G.C., the State Government, under intimation to the University.

(a) it shall be the duty of the Planning Board of the University to communicate the First Time affiliation granted to the affiliated Training Centre or recognised institute, with their intake capacity, to the respective Council, U.G.C., and the State Government, for its record and necessary information;

(b) in addition to the above, every year, the concerned department of the University shall communicate list of affiliated Training Centers conducting the Fellowship and/or Certificate Courses, with their intake capacity to the State Government, for its record and necessary information.

(2) Accreditation.-

- Accreditation results in high quality of care and patient safety,- The patients shall get services by credential medical staff. The rights of patients shall be respected and protected. Patients' satisfaction shall regularly evaluated.
- Accreditation to a Hospital to stimulates continuous improvement,- It enables hospital in demonstrating commitment to quality care. It raises community confidence in the services provided by the hospital. It also provides opportunity to healthcare unit to benchmark with the best.

- As it provides for continuous learning, good working environment, leadership and above all ownership of clinical processes. It improves overall professional development of Clinicians and Paramedical staff and provides leadership for quality improvement within medicine and nursing.

Accordingly, it shall be the duty of every Training Center to get a public recognition of the achievement of N.A.B.H. accreditation standards by a healthcare organization, demonstrated through an independent external peer assessment of the organization's level of performance in relation to the standards. For the said purpose, within a period of 02 years from the date of issuance of this Direction, every Training Center shall get itself certified from the National Accreditation Board for Hospitals and Healthcare Providers (NABH), mandatorily.

18. Admission procedure.-

There shall be Centralized admission process once in a year as notified by the University from time to time. The number of seats available for various Fellowship Courses shall be decided after getting the information about the eligible Mentors from the recognized Training Centers. A total of 50% of the available seats for each Fellowship/Certificate Course conducted by Govt/aided/Corporation Health Sciences Colleges Affiliated to this University shall be reserved only for in service teaching faculties from Govt/aided/Corporation Health Sciences Colleges Affiliated to this University. If these seats for in service Teaching faculty remains vacant, they shall be filled as per the general merit list. However, If the Intake capacity for admission to Fellowship/Certificate Course conducted by any Training Center is one, in such case the said reservation will not be applicable to any training Center.

With respect to Allied faculty, 50% of the available seats at the All India Institute of Physical Medicine and Rehabilitation, Mumbai (Being a Central Govt. Institute) shall be reserved for all India quota.

If any seats remains vacant, they shall be filled as per the general merit list in second round, if any; Further, University may process out the Spot Admission Round as per the policy decision of the University.

The notification and advertisement for admission to fellowship and/or Certificate Course shall be published on the University website. The desirous applicant / candidate shall have to apply online and need to pay the prescribed amount of application fees as decided by the University from time to time. No any written commutation will be made for any recognized Training center or the desirous applicant by the University. However all the necessary communication shall be made online only. Hence, in order to get necessary updates it's the duty of the recognized Training center or the concerned applicant to visit the University website or to check the concerned email i.d.,

Academic Calendar,-

The time schedule for the complete Academic activities and procedure for Fellowship and / or Certificate Courses shall be, as prescribed and notified by the University from time to time

The admission of the students or candidates for the concerned course shall be on the basis of merit. The Training Centre shall follow the time schedule, as prescribed by the University.

(a) The Training Centre who got the continuation of affiliation and /or recognition for concerned Academic year letter shall be eligible and entitled for making of admissions of student or candidates to the concerned course up to the sanctioned intake capacity, as informed / published by the University on the University website ;

(b) University shall start the admission process normally before 30 days from commencement of the course. It shall be mandatory that each Training Centre to enroll and give admission to the candidates as per admission round and subsequent final list communicated by the University.

(c) Merit Criteria,-

The Centralized admissions process shall be carried out by the University on the basis of merit criteria as prescribed below.

Sr. No.	Course Eligibility Criteria	Maximum Marks Criteria
01	Post-graduate Degree Qualification	04 Marks – for Post-graduate Degree 04 Marks – for Under-graduate Degree 02 Marks – for Professional work Experience
02	Post-graduate Diploma Qualification	04 Marks – for Post-graduate Diploma 04 Marks – for Under-graduate Degree 02 Marks – for Experience
03	Under-graduate Degree Qualification	08 Marks – for Under-graduate Degree 02 Marks – for Experience

1. Professional work (teaching / non teaching] Experience of being worked on the post of Resident (Senior for PG degree/ Diploma Holder and Junior for Graduate degree holder) / tutor/ lecturer/ medical officer only shall be awarded marks in the ratio of 01 year: 01 mark, max. up to 02 Marks.

2. Applicant passed final year PG examination in First attempt shall be awarded with 04 marks. For any extra attempt taken by the applicant to pass the said examination 01 marks shall be deducted for each such attempt.

3. Marks obtained by the applicant in the final year UG examination shall be converted into marks as per below ratio ;

Percentage	Marks
70% & above	04 Marks
66% below 70 %	3.5 Marks
61% to 65 %	3 Marks
56% to 60 %	2.5 Marks
50% to 55 %	02 Marks

4. To calculate the marks for merit criteria Applicant's required qualification as prescribed by the University shall only be considered.

5. Wherever, there is a tie in the Marks obtained by the applicant, the total marks obtained by the applicants in the 12th standard examination shall be considered and accordingly, the candidate with higher marks shall be given preference in the merit list. Further, if still the tie persists, then the candidate with higher age shall be given preference in the merit list. If the tie persists again then, the candidate who has submitted the application earlier shall be given preference in the merit list.

6. Wherever, there is eligibility is prescribed as 'Any Health Science Graduate' for such course, the Intake seats shall be faculty wise distributed and faculty wise Merit list shall be prepared.

(d) Appointment of Observer.- Wherever necessary, the University may appoint an Observer, who shall monitor and supervise the admission procedure conducted at the University. Any Travelling Allowance and Daily Allowance incurred by such Observer shall be as per University norms.

- (e) **Declaration of Merit list.**– The University shall declare the result of admission or counseling process for the candidates, on University website.

19. Verification of eligibility of Student. -

The eligibility criteria of the student, for seeking admission to the Fellowship and/or Certificate courses shall normally be the post graduate qualification in the respective Health Sciences discipline. However, considering the resolutions of Academic Authorities, it may be prescribed by the University and the same shall be published by the University.

The Training Centre shall submit the each admitted applicant's' Eligibility Form, along with the notified fees and administrative charges 25%, per student upto 30th October every year, to the University.

The cutoff date for the admission of the candidates for all Fellowship and / Certificate Course Courses of one year duration shall be 31st August, every year as may be notified by the University, from time to time. It shall be mandatory to the Training Centre to submit the List of admitted candidates or students to the C.E.T. and Eligibility department of the University, up to the Cut off date, by e-mail and fax at 12:00 at midnight or submit by-hand in office working hours.

University shall allot the Eligible candidates or students with the PRN (Permanent Registration Number). The Eligibility Section may issue separate Circular or Notification regarding submission of Eligibility Form or application. Considering the circumstances, the University shall have power to extend the last date of admission of students and last date of submission of the Eligibility Form or application.

20. Fees Structure. -

I) Fees to be deposited at University :

The amount of Fees to be paid by Training Centre for mentoring at Fellowship and/ or Certificate course and by the student(s) admitted to the Fellowship and/ or Certificate courses shall be as prescribed by the University from time to time, as mentioned below;

a) Affiliation Fees :

- 1) One Time First Affiliation Fees and Institute Recognition fees
- 2) Continuation of Affiliation Fees to be deposited every year.

b) **Administrative Charges :** Administrative Charges as notified by the University shall be paid from the collective tuition fees of all students admitted for Fellowship and/ or Certificate courses at every Training Centre for utilization to meet the expenses incurred on monitoring of said courses and for the process of Continuation of affiliation or recognition.

c) **Eligibility fees :** In order to have some sort of control of the University on the student(s) enrollment process and to have proper enrollment of the admitted student(s), the University shall process and accord Eligibility to students by charging student wise amount of eligibility fees notified by the University from time to time.

d) **Examination Fees:** The candidate, who have been granted enrollment by the University, are only eligible to appear in University Examinations; provided that the candidate submit examination form to the University along with requisite fees within a stipulated time-period through the Training Centre. In case, if any candidate is declared fail in the University Examinations, then such candidate will have to re-appear in the University Examination as a Repeater candidate; provided the candidate submit examination form within a stipulated time-period through the Training Centre along with requisite fee of Rs.5000/- or as prescribed by the University from time-to-time. No Examination forms shall be accepted by the University after stipulated time-period.

II) Fees to be deposited at Training Centre (TC) :

The amount of Fees to be paid by the student at Training Centre for the purposes of overall education, learning skills, curricular and extra curricular activities performed at Fellowship and/ or Certificate course shall be as notified by the University from time to time and the same shall be published in the respective course curriculum of concerned Fellowship and/ or Certificate course. No Training Centre (TC) shall charge any extra fees/charges without approval of the University.

21. Credit Based System,-

It is mandatory for the student to acquire a total of 200 credits to become eligible for the certifying examination of the Fellowship / Certificate course conducted by the University. The breakup of credits to be acquired is as follows;-

a) Participation in Academic Activities :50 credits

To acquire academic excellence as desired by the course, the student shall actively participate in teaching learning activities such as Clinical /Clinico-Social / Clinico-Laboratory Case Reviews, Journal Article Reviews, Book Reviews, Seminars, Lectures, Practical, Group Discussions, Community / Field Visits, Assignments, Participation In Teaching Activities. The student shall be awarded the 05 credits after completing the each relevant academic activities as needed by the course. The student shall maintain a minimum of 80% attendance in these activities during the course.

b) Clinical and Para Clinical Activities : 60 Credits

To acquire the relevant skills as defined by the course to be a competent professional, to get sufficient hands on training, student shall attend the relevant clinical and para clinical activities in the hospital such as Out Patient Care, Inpatient Care, Emergency Hospital Services, Grand Rounds/ Clinics, Laboratory/ Experimental /Community Based Assignments, Hospital Administrative/ Medico-Legal And Need Based Assignments etc., The student shall be awarded the 10 credits after completing the each relevant clinical and para clinical activities as needed by the course. During the course as prescribed by the department and shall maintain a minimum of 80% attendance in these activities. The student shall be awarded the credits after completing the relevant clinical and para clinical activities as needed by the course.

c) Attending Conference/and presenting paper :20 Credits

In the tenure of Course, it is essential for each student(s) to attend at least one 'International / National / State Level Conference/Workshop/CME' in concerned subject/topic of Fellowship Programme or wherever during the fellowship / certificate course period and present a paper in it. If the Conference does not occur in the subject of Fellowship / Certificate course, then parent/allied subject conference may be considered. The student shall be awarded the 20 credits after completing the above activity. The Candidate has to produce the Certificates in regard to above to the concerned Training Centre (TC) and subsequently they shall record the entries of the same in the Log book maintained for concerned student.

d) Research Activity : 40 Credits

To acquire the research competencies as defined in the course the student will actively participate in planning and implementing a short term research project related to the course area to be completed successfully within the course tenure under the guidance of the Mentor. The student shall be awarded the 40 credits after completing the relevant research activities as needed by the course, including publications.

e) Monitoring Progress: Log book – 30 Credits

Every student shall maintain a Log book and record his / her participation in the all relevant academic, clinical and research activities as desired by the course. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution. The student shall be awarded 30 credits after completing the above activity. On completion of log book activity, the candidate shall be eligible to appear for University Final Examination. It is the responsibility of TC to ascertain fulfillment of this activity before issuing hall ticket to the candidates. The fulfillment of log book shall be made available to the Observers / Examiners for cross-verification and evaluation at the time of examination.

22) Conduct of University Final Examinations.-

I)University shall publish a Circular under which schedule of Conduct of Examination shall be notified along with schedule of submission for examination forms. The Training Centre (TC) shall submit the examination forms of the eligible student(s) along with prescribed fees to the University within stipulated time-period along with eligibility letter issued by the University.

Hall Tickets shall be issued by the University to the concerned Training Centre (TC). It is mandatory for the Training Centre (TC) to distribute hall ticket to the respective student who fulfills eligibility criteria prescribed by the University to appear for the University Examination.

II)The University Final Examination of each course shall be conducted at the end of one year in the month of September. The examination for the course(s) shall be conducted by the respective Training Centre (TC) permitted to conduct the

course(s); provided that the University may depute an observer to supervise the conduct of examination by such Training Centre (TC) as and when required.

III) Criteria for appointment of the Examiner: Any Mentor, who possesses minimum 05 years Clinical standing/Teaching Experience in the concerned subject of Fellowship/Certificate course, shall be eligible to act as an Examiner. It is mandatory for the Training Centre to submit Course-wise List of Mentor in the first week of November month so that it will facilitate for preparation of Panel of Examiner. No Mentor can claim appointment of examiner-ship as the matter of right. However, in case of non-availability of examiner for conduct of examination, the Pro-Vice-Chancellor or the Dean of the Faculty may recommend to relax criteria of examiner for any particular course as a special case.

IV) Panel of Examiners for conduct of University Final Examination of Fellowship / Certificate courses shall be prepared by the respective Dean of the Faculty and the Pro-Vice Chancellor from list of Mentors submitted by the Training Centre/(s), which shall be duly approved by the Board of Examinations.

V) The University shall appoint one Internal Examiner from the concerned Training Centre (TC) and one External Examiner from other affiliated College(s)/ Hospital(s)/Recognized Institute(s)/ Training Centre of the same subject for conduct of University Final Examination. However, in case of non-availability of examiner or in case of any technical/administrative issue arising in respect of appointment of Internal / External Examiner, the University shall appoint the Internal/ External Examiner from another college/Recognized Institute as deemed fit by the University.

VI) In case of refusal by any examiner appointed by the University, the concerned Training Centre (TC) shall approach to the Examiners empaneled in the Panel of Examiners, which will be provided by the University to the Training Centre (TC). Based on the consent given by the examiner, the Training Centre shall submit a proposal of appointment of Substitute Examiner in the prescribed format for approval of the University. On receipt of approval by the University, the Training Centre shall conduct University Examination.

VII) Both Internal Examiner and External Examiner shall jointly prepare a common Result Mark-list of University Examination in Duplicate (carbon) copy, which shall be duly signed and sealed by the both examiners. The Internal Examiner/ Convener shall submit Two separate sealed envelopes (Original copy for University and Duplicate copy for the Training Centre) of University Examination Mark-lists to the Head of Institution. Original sealed Result Mark-list envelope(s) shall be

submitted by the Training Centre /College through its representative to the University within 03 working days after completion of Final Examination.

VIII) Duplicate (Carbon)sealed copy shall be retained by the Head of Institution for a period of One Year from the declaration of result. In case of any discrepancies or loss of original mark-list, the University shall call-for Duplicate sealed copy from the respective Training Centre. The Controller of Examinations shall have an authority to open Duplicate sealed copy and it cannot be opened by the College.

IX) Expenses for conduct of Examinations shall be borne by the respective College/Institute/ Hospital as per rates prescribed by the University for Postgraduate Practical Examination.

However, for preparation purpose Training Centre may carry out Internal Theory/Practical Exam at their level as per the similar scheme of examination defined by the University. Records of such Internal Theory/Practical Exam at their level shall be kept at Training Centre for the period not less than 04 years from the date of Internal Examinations.

Scheme of Examination for conduct of University Final Examination of Fellowship / Certificate courses:

There shall be a one Clinical-based Examination for 100 marks to be conducted by the examiners as per following format:

A) All Faculties (except Dental Faculty):

01	Long Case	30 Marks
02	Short Case	20 Marks
03	Research Presentation/Project etc.	20 Marks
04	Skill Evaluation	30 Marks
	Total	Max. 100 Marks Min. 50 Marks

B) For Dental Faculty Only

01	Case History, Diagnosis & Treatment Planning	30 Marks
02	Clinical Skill i. Surgical Skill/Operative Skill ii. Restorative Skill/Prosthetic Skill	30 Marks 20 Marks
03	Research Presentation/Project	20 Marks
	Total	Max. 100 Marks Min. 50 Marks

i) Cases shall be jointly allotted by the Examiners to the examinee and it shall be jointly evaluated by the Examiners. The design of Long / Short Case shall be decided by the Examiners as per the course content having relevance to the subject of Fellowship/Certificate course to be assessed.

- ii) Research/ Project ex.: Case study or Projects such as Poster Presentation, Scientific enquiry, Innovation, etc. (as applicable) shall be jointly examined by the examiners as per course content.
- iii) Skill Evaluation shall be on Course content of Fellowship and it shall be jointly evaluated by the Examiners.
- iv) For the award of Certificate, a candidate should secure minimum 50% of Grant Total marks in Final Examination of Fellowship/Certificate course.

Note: i) Any candidate who is declared failed shall be permitted maximum two additional attempts to pass the University Examination. Thereafter, enrollment of such candidate shall be deemed to cancel and the Training Centre shall not permit such candidate to appear for University Examination.

ii) Any candidate who has filled examination form, but remains absent for the University Examination, attempt of such candidate shall not be taken into consideration for computation of number of attempt; however, such candidate shall be treated as a Repeater candidate.

23 Declaration of Result and Issuance of Mark-sheet.-

On receipt of result prepared by the Examiners, the University shall declare the result on its official website. No separate communication will be made by the University in this regard. The Statement of Mark-sheet shall be issued by the University to each candidate through its Training Centre. The University shall also issue a copy of Ledger Examination-wise to the concerned Training Centre that reflects performance of the candidate(s) in the University Examination, which shall be maintained by the Training Centre for their permanent record.

24. Issuance of Duplicate Certificate/Name Correction.-

Issuance of duplicate/name correction certificate shall be processed as per the policy and existing rules, if any; of the University. Decision of the University in this regard is final and binding.

25. Issuance of Fellowship/ Certificate Course Completion Certificate.-

The candidates, who have been declared pass in the University Examination, a Certificate duly signed by the Competent Authority will be issued by the University.

26. Procedure for hearing.-

The rules prescribed by the University in view of hearing shall, *mutatis-mutandis*, be applicable to the T.C.'s procedure of hearing, if any; to decide upon the compliances or issues arise for continuation of affiliation or recognition.

27. Procedure for Disaffiliation/Closure of TC for Fellowship and Certificate Courses.-

Withdrawal of Affiliation or Recognition shall be as provided under Section 73 and Closure of Recognised Institute shall be as provided under Section 74 of MUHS Act 1998.

28. Miscellaneous.-

(I) It shall be mandatory to have Bio-matric Attendance system for daily attendance of the all student(s) and all the teaching and nonteaching staff.

(II) In case of cancellation of admission, refund of fees, if any; shall only be considered and processed as per the decision of the University authority from time to time.

(III) "The gender 'He' denotes and includes all gender."

(IV) The procedure to approve the books as Text Book/Reference Book/Supplementary Reading Book, etc., Course shall be as prescribed and notified by the University and shall also, *mutatis-mutandis*, be applicable to the for concerned recognized Training Center conducting Fellowship / OR Certificate course.

29. Matters which are not specifically covered in the clauses hereinabove and if any queries regarding the interpretation of any clause of this Direction arises, then it shall be finally decided by the Vice-Chancellor and the decision of the Vice-Chancellor shall be final and binding.

30. This Direction shall remain in force until an Ordinance is made in this behalf by the University and assented by the Hon'ble Chancellor.

Sd/-

Dr. Deelip G. Mhaisekar
Vice-Chancellor

Maharashtra University of Health Sciences, Nashik

Date: - 07/08/2017

Place: - Nashik

List of formats

(I) Application (new & for Cont. of Affiliation) cum Visitation Performa – Annexure - C



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक
Maharashtra University of Health Sciences, Nashik
दिंडोरी रोड, म्हस्रुळ, नाशिक ४२२००४ Dindori Road, Mhasrul, Nashik 422004
Tel : (0253) 2539244/241/156, Fax : (0253) 2539242
www.muhs.ac.in/planning@muhs.ac.in, fccc@muhs.ac.in

INSTRUCTIONS

- (i) Application for Recognition of Institute for Starting Fellowship/Certificate Course(s)
(ii) Application to Start/Increase Intake Capacity of Fellowship/Certificate Course(s)
(iii) Application for Continuation/Renewal of Fellowship/Certificate Course(s)

1. The Management/Institute/College/Training Centre/Hospital/University Department seeking
- Recognition of MUHS for starting Fellowship/Certificate Course(s),
 - Permission to Start/Increase Intake Capacity of Fellowship/Certificate Course(s) and
 - Continuation/Renewal of Fellowship/Certificate Course(s),
- shall submit the application(s) in Spring File.
- in original, along-with the attested supporting documents mentioned therein,** and
 - soft copies in a Pen drive, in .PDF FORMAT ONLY,** containing scanned copies of
 - Original** application(s) for Recognition of Institute/Start/Increase Intake Capacity/Continuation/Renewal of Fellowship/Certificate Course(s) and,
 - All the mandatory supporting documents** as mentioned in the respective applications,
 - Consolidated single NEFT/Demand Draft of
 - Rs 2,00,000/-** towards 'Recognition Fees',
 - Rs 50,000/-** per course for Starting/Continuation/Renewal of Fellowship Course &
 - Rs 40,000/-** per course for Starting/Continuation/Renewal of Certificate Course drawn in favour of 'The Registrar, Maharashtra University of Health Sciences, Nashik' on any Nationalized Bank, payable at Nashik.
- **Fee for Recognition of Institute and Starting of New Fellowship And Certificate Course shall be as per Affiliation Fee Notification as amended by the University from time to time.**
2. **'Continuation/Renewal of Affiliation'** for Fellowship and Certificate Course(s) for **every Academic Year is mandatory.**
3. Read the 'Rules and Regulations' carefully before filling the application.
4. Strike-out whichever not required/ OR Where ever the fields are not applicable, please Mention as –N. A. –



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

Maharashtra University of Health Sciences, Nashik

दिंडोरी रोड, म्हसळ, नाशिक ४२२००४ Dindori Road, Mhasrul, Nashik 422004

Tel : (0253) 2539244/241, Fax : (0253) 2539195

Website : www.muhs.ac.in E-mail : planning@muhs.ac.in

Application for Recognition of Institute/College / OR for Starting / OR Continuation of Affiliation for Fellowship/Certificate Course(s)

(As per provisions of the Maharashtra University of Health Sciences Act, 1998 and University Rule / Guidelines)

To,

The Registrar,

Maharashtra University of Health Sciences,

Vani – Dindori Road, Mhasrul,

Nashik 422 004

Sir,

I am/We are herewith submitting the application with a request under section 64 (3) of the Maharashtra University of Health Sciences Act, 1998, for Recognition of my/our Institute for starting *Fellowship/Certificate Course in, with an Intake Capacity of students, from the academic year 20. . . - . . .

Following are the particulars:

- **Purpose of Present inspection:** (Tick whichever applicable and strike-out whichever not applicable)

Grant of Permission/ Recognition/ Increase of seats
/Renewal of Affiliation/recognition/Compliance Verification

- **Date of last inspection of the department:** _____

(Write Not Applicable for first inspection)

- **Purpose of Last Inspection:** _____

- **Result of last Inspection:** _____

(Copy of University Letter to be attached)

- **Fellowship/Certificate Course Co-ordinator Details:**

Name: _____

Mobile/Telephone no.: _____

e-mail id: _____

PART – I
(INSTITUTIONAL INFORMATION)

1. Particulars of Director / Dean / Principal: *(Who so ever is Head of Training Centre)*

Name: _____ Age: _____ *(Date of Birth)*

PG Degree	Subject	Year	Institution	University
<i>Recognized/ Not Recognized</i>				

Teaching Experience

Designation	Institution	From	To	Total Exp.
Asst. Professor				
Asso. Professor/Reader				
Professor				
Any Other		Grand Total		

2. Management/Society/Inst. Information :

01	i) Name of the Society/Institution/ College/University Department:	
	ii) Postal Address, with PIN:	
	iii) Contact Details:	Mob: _____, Tele: _____
	iv) E-mail ID:	
02	Society/Institution/College Registration Number and date:	i) Public Trust Act 1950:
		ii) Society's Registration Act.1860:
		iii) Year of establishment:
		iv) Copies of Registration, Constitution and Memorandum of Association attached? *Yes/No– Mark as Appendix 'A'
03	Hospital Information : <i>(It is mandatory for Training Centre/applying Institute to have their own functional Hospital as per norms)</i>	i) Name of the Hospital
		ii) Nursing Home Registration No.
		iii) Establishment Year
	 – Mark as Appendix 'B'
04	i) Name of the College/Institute where course is to be conducted:	
	ii) Postal Address, with PIN:	
	iii) Contact Details:	Mob: _____ Tele: _____
	iv) E-mail ID:	
	v) List of University approved Fellowship/Certificate Course(s) conducted / already running at Training Centre with Intake Capacity	Name of the Course(s) Approved Intake Capacity..... Affiliated Since..... (if necessary Attach separate List)
	vi) Training Centre / Institute willing/desirous to Start/Open Fellowship/Certificate Course(s) (For New Opening Purpose only)	Name of the Course(s) Required Intake Capacity..... (if necessary Attach separate List)
05	Fee details: (Bank/DD no./ date/amount)	Valid DD Attached? *Yes/No.
06	Financial position of the Society/ Institute in the preceding 03 years:	Audited Statements of Accounts for *Yes/No– Mark as Appendix 'C'
07	Budgetary provision for the FC/CC/DC for the next 03 years:	i) 20 Rs ,
08	Management Resolution seeking Recognition of Institute for FC/CC/DC of MUHS, Nashik:	Resolution No. dated Copy of Management Resolution attached? *Yes/No– – Mark as Appendix 'D'

09	Other Information:	
	a) Land:	*Yes/No. If yes, then Area:
	i) Whether the land is owned by the Applicant Institute/College/ Trust:	Copy of land documents i.e. 7/12 extract, Property Card, etc. attached? *Yes/No – Mark as Appendix ‘E’
	ii) Whether the land is registered?	*Yes/No. If yes, Registration Number: dated at (Place): Copy of Land Registration Certificate attached? *Yes/No. – Mark as Appendix ‘F’
	iii) Any loans, mortgage, etc. shown against the title of the land:	*Yes/No. If yes, amount of loan Rs /mortgaged for Rs Copy of Loan/Mortgage Deed attached? *Yes/No. – Mark as Appendix ‘G’
b) Building: sq. ft.	
i) Total built-up area:	Certified copy of Building Plan attached? *Yes/No	– Mark as Appendix ‘H’

3. Central Library

- Total number of Books in library: _____
- Books pertaining to concerned Fellowship subject: _____
- Purchase of latest editions of concerned books in last 3 years: - _____

• Journals:

Journals	Total	concerned Fellowship subject
Indian		
Foreign		

- Year / Month up to which latest Indian Journals available: _____
- Year / Month up to which latest Foreign Journals available: _____
- Internet / Med pub / Photocopy facility: available / not available
- Library opening times: _____
- Reading facility out of routine library hours: available / not available
(Obtain list of books & journals duly signed by Dean)

4. Recreational facilities: Available / Not available

Play grounds Gymnasium

5. Hostel Accommodation :

Particular	UG		PG		Interns	
	Boys	Girls	Boys	Girls	Boys	Girls
No. of Rooms						
No. of Students						
Status of Cleanliness						

6. Residential accommodation for Staff / Paramedical staff : Available /Not Available

7. Ethical Committee (Constitution) : YES/NO

8. Medical Education Unit (Constitution) : YES/NO (Specify number of meetings held annually & minutes thereof)

9. Any other faculty specific information required :(such as Herbal garden / Panchakarma Unit /Pharmacy / Dental Chairs and Units/as per the requirement) Attached details

PART – II

(HOSPITAL INFORMATION)

1. Name of the Hospital: _____

2. Total number of OPD, IPD in the Institution and concerned department during the last one year:

In the entire hospital		In the department of concerned Fellowship subject	
OPD		OPD	
IPD (Total No. of Patients admitted)		IPD (Total No. of Patients admitted)	

3. Hospital Beds Distribution & No of O.T. :

In the entire hospital	
No of Beds	
No of Beds in ICU	
No of Beds in IRCU	
No of Beds in SICU	
No of Major O.T.	
No of Minor O.T.	

4. Available Clinical Material: (Give the data only for the department of concerned Fellowship subject)

- No. of available for clinical service on inspection day:

	On Inspection day	Average of random 3 days
• Daily OPD – 2 PM
• Daily admissions
• Daily admissions in Dept. Through casualty at 10am
• Bed occupancy in the Dept. at 10AM
• Number of patients in ward (IPD)
• Percentage bed occupancy at 10Am
- Clinical Procedure(s)& Operative Details related to Fellowship subject/Specialty *:(For further details in this concern, kindly peruse the Guidelines information sheet supplied herewith)*

	On Inspection day	Average of random 3 days
•
•
•
•
•

5. Casualty:/ Emergency Department :

Space	
Number of Beds	
No. of cases (Average daily OPD and Admissions):	
Emergency Lab in Casualty (round the clock):	available / not available
Emergency OT and Dressing Room	
Staff (Medical/Paramedical)	
Equipment available	

6. Blood Bank :

(i)	Valid FDA License(copy of certificate be annexed)	Yes / No	
(ii)	Blood component facility available	Yes / No	
(iii)	All Blood Units tested for Hepatitis C,B, HIV	Yes / No	
(iv)	Nature of Blood Storage facilities (as per specifications)	Yes / No	
(v)	Number of Blood Units available on inspection day		
(vi)	Average blood units consumed daily and on inspection day in the entire Hospital (give distribution in various specialties)	Average daily	On Inspection day

7. Central Laboratory:

- Controlling Department: _____
- No of Staff : _____
- Equipment Available : Attach separate List
- Working Hours: _____

- 8. Central supply of Oxygen / Suction:** Available / Not available
- 9. Central Sterilization Department** Available / Not available
- 10. Ambulance (Functional)** Available / Not available
- 11. Laundry:** Manual/Mechanical/Outsourced:
- 12. Kitchen** Available / Outsourced/ Not Available
- 13. Incinerator: Functional / Non functional** Capacity:...../Outsourced
- 14. Bio-Medical waste disposal** Outsourced / any other method
- 15. Generator facility** Available / Not available
- 16. Medical Record Section:** Computerized / Non computerized
- ICD X classification Used / Not used

Sign & Stamp
Head of the Department
 Date:

Sign & Stamp
Dean/Principal/Head of Institute
 Date:

PART – III
(To be filled by the Local Inquiry Committee)

(DEPARTMENTAL INFORMATION)

1. Fellowship Specialty Department to be inspected :.....
2. Date on which independent department of :functioning concerned specialty was created and started

3. Faculty details (From start of department till date) :

Sr. No.	Name	Full Time/ Part Time	Designation	Qualification	Experience in Yrs. (after acquiring PG Qualification in concerned Subject)

- 4. Whether Independent Department of concerned Fellowship subject exists in the Institution :**
Yes/No: Since when:

5. Specialty Department Infrastructure Details :

Facility	Area (sft.)	Available	Not Available
Faculty rooms			
Clinics			
Laboratory Space			
Seminar room			
Department Library			
PG common room			
Pre clinical lab (where ever applicable)			
Patient waiting room			
Total area			

- 6. If course already started, year wise number of students admitted and available Mentors to teach students admitted to Fellowship / Certificate Course during the last 3 years:**

Year	Name of the Course	No. of students admitted	No. of Mentors available in the dept. (give names)

(Local Inquiry Committee shall specifically ensure about availability of eligible/validated Mentor(s) and shall check whether the Training Center met with the Student: Mentor Ratio for the permitted Intake Capacity for each course or else it shall be reported in the Overall Remark Option.)

7. List of Non-teaching Staff in the department:

Sr.No.	Name	Designation

8. List of Equipment(s) in the department of concerned Fellowship subject:

Equipment's: List of Important equipment's available and their functional status
(List here only- No annexure to be attached)

Sr. No.	Name of the Equipment	Specification	Functional / Not Functional	Qty.

9. Intensive care Service provided by the Department: (Emergency)

10. Specialty clinics being run by the department and number of patients in each :

Sr. No.	Name of the clinic	Days on which held	Timings	Average No. of cases attended	Name of Clinic In-charge

11. Services provided by the Department:

a) Services

i. _____

ii. _____

iii. _____

(b) Ancillary Services

(f) Others: _____

12. Space:

Sr. No	Details	In OPD	In IPD
1	Patient Examination/ Checking Arrangement		
2	Equipment's		
3	Teaching Space		
4	Waiting area for patients		

13. Office space:

Department Office		Office Space for Teaching Faculty	
Space (Adequate)	Yes/No	HOD	
Staff (Steno /Clerk).	Yes/No	Professors	
Computer/ Typewriter	Yes/No	Associate Professors	
Storage space for files	Yes/No	Assistant Professor	
		Residents	

14. Clinical Load of Dept. : No of Surgeries / Procedures Per day

15. Submission of data to National Authorities if any : _____

16. Overall Impression:(To be filled by the Local Inquiry Committee)

Particular	Deficient	Satisfactory
Infrastructure		
Clinical Material		
Staff Assessment		
Student Assessment		
Library facilities		
Equipment		
Overall Department Assessment		

17. Any Other Observations & Overall Remarks of The Local Inquiry Committee(Not More Than 3 Lines): (To be filled by the Local Inquiry Committee)

Sr. No.	Particular	-	
01.	Recommendation for Recognition of the Institute (If applicable)	:	_____ _____ _____
02.	Recommendation for Starting New Fellowship / Certificate Courses (If applicable)	:	_____ _____ _____
03.	Recommendation for Existing Fellowship/ Certificate Courses For Continuation of Recognition/ Affiliation (If applicable)	:	_____ _____ _____
04.	Recommendation for Increase in Intake of Fellowship / Certificate Courses (If applicable)	:	_____ _____ _____

	Name of the LIC Chairman/Members	Signature
01		
02		
03		

Annexure – I

The details of each faculty (Teaching staff / Medical Professional / Consultant/Mentor) appointed for the Fellowship / Certificate course along with its supporting documents & to be submitted along with list of Teaching staff.

Sr. No.	Particular	-	Information to be filled
01.	Name of Faculty/Teacher	:	
02.	Date of Birth	:	
03.	Address	:	
04.	Tel. No./ Mob. No.	:	
05.	e-mail id	:	
06.	Nationality	:	
07.	Qualification in details : (attach documentary proof)	:	
08.	Teaching experience/ Medical: Profession experience /Consultant/Mentor (attached document proof with signature of Head)	:	
09.	Present Appointment	:	
10.	Publications (List & Proof)	:	
11.	Post Graduate Teaching experience (Attach documentary evidence)	:	
12.	Any other relevant information	:	

- Note:**
1. *Unit wise teaching / Resident staff should be shown separately for each Unit in the Proforma.*
 2. *Use only the Format provided. DO NOT devise your own format otherwise the information will not be considered. Fill up all columns*
 3. Publications: Give only full articles in indexed Journals published during the period of promotion and list them here only. No Annexure will be seen.
 4. In case of DNB qualification name of the institution/hospital from where DNB training was done and year of passing must be provided. Simply saying National Board of Examinations, New Delhi is not enough. Without these details DNB qualification holder will be summarily rejected.
 5. Experience of Defense services must be supported by certificate from competent authority of the office of DGAFM without which it will not be considered.

I have verified the eligibility of all faculty members for the post they are holding (**based on experience certificates issued by competent authority of the place of working**). Their experience details in different Designations and unit wise distribution is given in the faculty table above.

Date :-

Sign. of Teaching Staff

Countersigned & Stamp by Head of Institute

Date :-

Sign. of Head of Institute

Annexure - II

Professional/Teaching Experience Certificate for Fellowship/Certificate Courses Faculty/Teachers/Consultant/Mentor

Title of the Course applied for :-

This is to Certify that Dr..... has worked in the Department of..... College / Institutes as per following details.

A) General Experience:-

Designation	From	To	Total period Year / Month	

B) Actual Experience in the Subject of concerned Fellowship/Certificate Course applied for :-

Designation	From	To	Total period Year / Month	

(It is mandatory to attach self-attested Photocopy of the Experience Certificate of each Mentor in the Subject of concerned Fellowship/Certificate Course)

**Sign& Stamp
Head of the Department**

**Sign & Stamp
Dean/Principal/Head of Institute**

Date:

Date:

Recommended/Not Recommended

Signature with date of LIC Chairman/Member