

Annexure -II

Minimum Standard Requirement (MSR) for following paramedical Diploma Course

1. Diploma in Medical Laboratory Technology (DMLT) (2 year)
2. Diploma in Radiological Technology (DRT) (2 year)
3. Diploma in Radio diagnosis & Radiotherapy Technology (DRRT)(3 year)
4. Diploma in Ophthalmic Assistance (DOA)(2 year including training of 1 year)
5. Diploma in Operation Theatre & Anaesthesia Technology (DOTAT)(2 year + 6 month internship)
6. Diploma in Cardio Vascular Technology (DCVT) (2 year)
7. Diploma in Neuro Technology (DNT)(2 year +6 month internship)
8. Diploma in Dialysis Technology (DDT)(2 year including internship of 1 year)
9. Diploma in Dental Hygienist (DCDH) (2 year)
10. Diploma in Dental Mechanic (DCDM) (2 year)
11. Diploma in Endoscopic Technology (DET)(2 year+6 month internship)
12. Diploma in Dental Operating Room Assistance (DORA)(2 year)
13. Diploma in Respiratory Technology (DR)(2 year)
14. Diploma in Central Sterile Supply Technology (DCSST)(2 year)
15. PG Diploma in Clinical child Development

MINIMUM STANDARD REQUIREMENT (MSR)
FOR DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY- (DMLT)
CONDUCTED BY DIRECTORATE OF MEDICAL EDUCATION (DME)

1. General Description of The Course

No	Item	
1.1	Title of the Course	Diploma in Medical Laboratory Technology- DMLT
1.2	Aim of the course	To Qualify the students for official approval as Medical Laboratory Technician.
1.3	Objective of the Course	<ol style="list-style-type: none"> 1. To be aware of the principle underlying the organization of a clinical laboratory. 2. Able to do routine and special investigative procedures in medical laboratory practice. 3. Provide a good theoretical and practical education who plan to work with in the field of medical laboratory technology and science. 4. Upgrade knowledge and skills in a changing healthcare scenario 5. Able to operate and maintain all equipment and automated machine used in laboratory diagnostics. 6. Able to communicate with patients/clients and other health professionals 7. Develop efficient techniques for all forms of written and verbal communication including accurate and timely record keeping
1.4	Minimum Admission Capacity+ Enhancement slot	<p>As approved by Apex/State Councils, Central/State Govt. and DME from time to time</p> <p>Maximum number of seats per batch 30</p> <p>Enhancement of batches is subject to conditions fixed for the same by Apex/State Councils, Central/State Govt. and DME from time to time</p>
1.5	Duration	2 Years
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	Selection to the course shall be made by the Director of Medical Education. Selection will be made on merit basis and based on the marks obtained in the qualifying examination. Selection to the management quota in the self-financing institution where the Course is granted and approved by the Government of Kerala, shall be made by following the norms fixed for the same strictly and supervised by competent authority.
1.8	Allotting Authority	Agency approved by Govt. of Kerala

1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year (Theory Alone) Part-1- Paper-I Part-1- Paper-II Part-1- Paper-III	Biochemistry –I, Medical Microbiology – I, Pathology -I
1.10.2	2 nd Year (Theory & Practical) Part-II- Paper-I Part-II- Paper-II Part-II- Paper-III	Biochemistry –II, Medical Microbiology – II, Pathology -II
1.10.3	3 rd Year	NA
1.10.4	Internship	NA
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	Kerala Paramedical Council (State Allied and Health Care Council)
1.13	Availability of the Course under DME	Available in the web-site of DME and State Council
1.14	Scope for Higher Studies	BSc MLT & MSc MLT

**2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION
AND STARTING
DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY- (DMLT) COURSE**

2.1	OWNER SHIP
	<p>The applicant for affiliation shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.

<p>2.2</p>	<p>ELIGIBILITY CRITERIA</p> <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Government/ DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Government/ DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Government/ DME from time to time. 7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 8. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.
<p>2.3</p>	<p>Documents to be submitted.</p> <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of

	validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings Affidavit in Stamp paper shall be submitted to the effect that													
	<ul style="list-style-type: none">• Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution.• Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments													
2.4	HOSPITAL	A well established hospital of minimum 3 years of existence with 200 beds and 75% occupancy												
2.4.1	Hospital Facility- The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms. Departments – Biochemistry, Microbiology, Pathology, Blood bank 1. Total Bed - 200 2. Patients – OP/IP- 400 3. Specific requirement for eligibility of the course – well equipped with automated instruments in clinical laboratories with modern clinical investigations facilities.													
2.4.2	Major departments needed - Biochemistry, Microbiology, Pathology, Blood bank													
2.4.3	Manpower- Laboratory Technicians with the qualification of B.Sc (MLT) / DMLT qualification approved by Government of Kerala and Kerala Para Medical Council. 12 numbers [Supervisory staff with post PG Laboratory experience of minimum of 1 year in the concerned course (MD/MSc MLT)/Laboratory(Biochemistry/Microbiology/Pathology – 3 numbers													
2.4.4	Equipments – Auto analyzers, Microscopes, Automated instruments													
2.4.5	Clinical Cases - Minimum Clinical lab Specimens required per month <table><tr><td>▪ Clinical Biochemistry</td><td>: 3000</td></tr><tr><td>▪ Clinical Microbiology (Bacteriology, serology, Mycology)</td><td>: 1000</td></tr><tr><td>▪ Clinical Pathology & Haematology</td><td>: 2000</td></tr><tr><td>▪ Number of blood transfusions</td><td>: 50</td></tr><tr><td>▪ Histopathology</td><td>: 100</td></tr><tr><td>▪ Cytology</td><td>: 50</td></tr></table>		▪ Clinical Biochemistry	: 3000	▪ Clinical Microbiology (Bacteriology, serology, Mycology)	: 1000	▪ Clinical Pathology & Haematology	: 2000	▪ Number of blood transfusions	: 50	▪ Histopathology	: 100	▪ Cytology	: 50
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2.4.6	Clinical Laboratories -Biochemistry, Microbiology, Clinical Pathology, Histopathology, cytology. Clinical laboratories shall be with adequate space and work benches to occupy the staff and trainees.
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**3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND
START THE COURSE DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY-
DMLT**

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for Other areas	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt. norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	200	
4.2	OP/IP	400	

4.3	Departments needed	Biochemistry, Microbiology, Pathology(Clinical pathology, Cytology, Histopathology), Blood Bank	
4.4	Clinical Requirement	<u>Minimum Clinical lab Specimens required per month</u> Clinical Biochemistry : 3000 Clinical Microbiology (Bacteriology, serology, Mycology) : 1000 Clinical Pathology & Heamatology : 2000 Number of blood transfusions : 50 Histopathology : 100 Cytology : 50	
4.5	Equipments	<ul style="list-style-type: none">• Colorimeter, Spectrophotometer• Flame Photometer/Electrolyte Analyzers• Bio- Chemical Auto Analyzers• Blood gas Analyzers• Autoclaves• Incubators, Centrifuges• Microscopes• ELISA-Microplate readers/washers• Blood cell Counters• Haematology Analyzers/Coagulation Analyzers, ESR Analyzers• Point of care analyzers• Microtomes, Tissue processor• Blood bank storage refrigerators, Ultra low freezers for plasma• Plasma extractor, Cryofuge	
4.6	Manpower	Laboratory Technicians with the qualification of B.Sc(MLT) / DMLT qualification approved by Government of Kerala and Kerala University of Health Sciences. 12 numbers	Supervisory staff in lab with post PG Laboratory experience of minimum of 1 year in the concerned course (MD/MSc MLT)/ Laboratory(Biochemistry /Microbiology/Pathology - 3 numbers each
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed College building as per the approved Plan	
5.1	Lecture Halls with teaching aids 55 M ² x 2 Nos. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, (Lap tops/ computers, LCD projectors) fans and comfortable sitting arrangement preferably theatre type. There should		

	be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.
5.2	<p>Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution)</p> <p>Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities.</p> <p>It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids</p>
5.3	<p>Examination Hall with confidential room.</p> <ul style="list-style-type: none"> • Examination hall should meet all requirements as specified by KUHS anticipating up gradation of/starting of degree programmes and online conduct of exams. • Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. • The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. • Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. (For online transmission of question papers). • Surveillance Camera system of the required specifications in working condition. • Communication Signal jammer of the required specification in working condition <p>This facility may be shared with other courses in the institute.</p>
5.4	<p>Common Room for Boys & Girls</p> <p>A minimum of 2-3 common rooms (800 sq ft each) should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc. Toilet and hand washing facilities should be made available in each room.</p>
5.5	<p>Administrative Block</p> <p>Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility</p>
5.6	<p>Principal's Room</p> <p>There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M².</p>

5.7	<p>Staff Rooms</p> <p>There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M². Provide separate room for the Heads of the department.</p> <p>There should be separate staff rooms for Non teaching staffs.</p>		
5.8	<p>Central Store</p> <p>A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated</p>		
5.9	<table border="1"> <tr> <td data-bbox="224 799 479 2227"> <p>Laboratories- Equipments/ Instruments</p> </td><td data-bbox="479 799 1442 2227"> <p>Student's Laboratories</p> <p>Biochemistry</p> <ul style="list-style-type: none"> Laboratory - 110M² (1183sq.ft) for 30 students(1). 81(9x9) M² for exclusive Laboratory living space with adequate double sided work benches with 2 tier bottle rack (Length 18 meter (3 rows), 100CM height and 150 cm breadth). It shall be provided with cupboard with lock and key, gas and water connections and ceramic wash basins with water taps (swan neck). Adequate drainage facilities with a corner sink (60X60X60CM) and electrical plug points (5Amp) to connect with minor equipments. Also the lab should have a side PCC slab of total length 12 metre (Breadth 75CM, Height- 75CM) with a minimum of 5 Nos. of 15Amp socket and 10Nos, of 5 Amp sockets with adequate distance so as to connect the Hot air oven, incubator and other equipments. The Laboratory shall be fitted with ground glass writing board or white board so that all the students can have a direct view or with turning not more than 90 ° from their seat. Room/Cabin for Technical staff (7M²) preferably transparent glass fronted with clear view to the Lab. Lab store 7 M² with sufficient slabs to place the Laboratory wares and chemicals. Instrument room 15 M². with sufficient PCC slab with granite or ceramic top.(75 CM Breadth and 75 CM height) It shall be fitted with 4 Numbers of 15 Amp and 3 No. of 5 Amp sockets, water connection with swan neck taps <p>Microbiology</p> <ul style="list-style-type: none"> 120 M² (1290sq.ft) for 30 students (1) 81(9x9) M² for exclusive Laboratory living space with adequate work benches of either one sided (size 36 meter (6rows) length ,75cm height and 75 cm breadth) or double sided (18 meter(3 rows), 75cm height and 150 cm breadth) seating arrangements. It shall be provided with cupboard with lock and key, gas connections with Bunsen burner, water connections, ceramic wash basins with water taps (swan neck), tube lights. Adequate drainage facilities and electrical plug points to connect the three pin plugs of microscopes in each seat. Wash basins shall be fitted two ends of work benches for staining purpose. Also the lab should have a side PCC slab of total length 12 </td></tr> </table>	<p>Laboratories- Equipments/ Instruments</p>	<p>Student's Laboratories</p> <p>Biochemistry</p> <ul style="list-style-type: none"> Laboratory - 110M² (1183sq.ft) for 30 students(1). 81(9x9) M² for exclusive Laboratory living space with adequate double sided work benches with 2 tier bottle rack (Length 18 meter (3 rows), 100CM height and 150 cm breadth). It shall be provided with cupboard with lock and key, gas and water connections and ceramic wash basins with water taps (swan neck). Adequate drainage facilities with a corner sink (60X60X60CM) and electrical plug points (5Amp) to connect with minor equipments. Also the lab should have a side PCC slab of total length 12 metre (Breadth 75CM, Height- 75CM) with a minimum of 5 Nos. of 15Amp socket and 10Nos, of 5 Amp sockets with adequate distance so as to connect the Hot air oven, incubator and other equipments. The Laboratory shall be fitted with ground glass writing board or white board so that all the students can have a direct view or with turning not more than 90 ° from their seat. Room/Cabin for Technical staff (7M²) preferably transparent glass fronted with clear view to the Lab. Lab store 7 M² with sufficient slabs to place the Laboratory wares and chemicals. Instrument room 15 M². with sufficient PCC slab with granite or ceramic top.(75 CM Breadth and 75 CM height) It shall be fitted with 4 Numbers of 15 Amp and 3 No. of 5 Amp sockets, water connection with swan neck taps <p>Microbiology</p> <ul style="list-style-type: none"> 120 M² (1290sq.ft) for 30 students (1) 81(9x9) M² for exclusive Laboratory living space with adequate work benches of either one sided (size 36 meter (6rows) length ,75cm height and 75 cm breadth) or double sided (18 meter(3 rows), 75cm height and 150 cm breadth) seating arrangements. It shall be provided with cupboard with lock and key, gas connections with Bunsen burner, water connections, ceramic wash basins with water taps (swan neck), tube lights. Adequate drainage facilities and electrical plug points to connect the three pin plugs of microscopes in each seat. Wash basins shall be fitted two ends of work benches for staining purpose. Also the lab should have a side PCC slab of total length 12
<p>Laboratories- Equipments/ Instruments</p>	<p>Student's Laboratories</p> <p>Biochemistry</p> <ul style="list-style-type: none"> Laboratory - 110M² (1183sq.ft) for 30 students(1). 81(9x9) M² for exclusive Laboratory living space with adequate double sided work benches with 2 tier bottle rack (Length 18 meter (3 rows), 100CM height and 150 cm breadth). It shall be provided with cupboard with lock and key, gas and water connections and ceramic wash basins with water taps (swan neck). Adequate drainage facilities with a corner sink (60X60X60CM) and electrical plug points (5Amp) to connect with minor equipments. Also the lab should have a side PCC slab of total length 12 metre (Breadth 75CM, Height- 75CM) with a minimum of 5 Nos. of 15Amp socket and 10Nos, of 5 Amp sockets with adequate distance so as to connect the Hot air oven, incubator and other equipments. The Laboratory shall be fitted with ground glass writing board or white board so that all the students can have a direct view or with turning not more than 90 ° from their seat. Room/Cabin for Technical staff (7M²) preferably transparent glass fronted with clear view to the Lab. Lab store 7 M² with sufficient slabs to place the Laboratory wares and chemicals. Instrument room 15 M². with sufficient PCC slab with granite or ceramic top.(75 CM Breadth and 75 CM height) It shall be fitted with 4 Numbers of 15 Amp and 3 No. of 5 Amp sockets, water connection with swan neck taps <p>Microbiology</p> <ul style="list-style-type: none"> 120 M² (1290sq.ft) for 30 students (1) 81(9x9) M² for exclusive Laboratory living space with adequate work benches of either one sided (size 36 meter (6rows) length ,75cm height and 75 cm breadth) or double sided (18 meter(3 rows), 75cm height and 150 cm breadth) seating arrangements. It shall be provided with cupboard with lock and key, gas connections with Bunsen burner, water connections, ceramic wash basins with water taps (swan neck), tube lights. Adequate drainage facilities and electrical plug points to connect the three pin plugs of microscopes in each seat. Wash basins shall be fitted two ends of work benches for staining purpose. Also the lab should have a side PCC slab of total length 12 		

metre (Breadth 75CM, Height-75CM) with a minimum of 5 Nos. of 15Amp socket and 10Nos, of 5 Amp sockets with adequate distance so as to connect the Hot air oven, incubator and other equipments. The Laboratory shall be fitted with ground glass writing board or white board so that all the students can have a direct view or without turning not more than 90 ° from their seat.

- Room/Cabin for Technical staff (7M2) preferably transparent glass fronted with clear view to the Lab.
- Lab store 7 M2 with sufficient slab/Almarah to place the glass wares, miscellaneous materials and chemicals.
- Media room with a minimum area of 7M2 (a glass sided cabin) with 2 meter PCC slab with granite or ceramic top and with sink, water and gas connection. There should have two 15 Amp socket and two 5Amp socket.
- Washing room and sterilization section of 18M2. with sufficient PCC slab with granite or ceramic top. It shall be fitted with 4 Numbers of 15 Amp and 3 No. of 5 Amp sockets.
- Height adjustable revolving half chair or stool for microscopy use (30 Nos.)

Pathology

- 110M2 (1183sq.ft) for 30 students (1) 81(9x9) M2 for exclusive **Laboratory living space and facilities like that of Microbiology Lab.**
- Room/Cabin for Technical staff (7M2) preferably transparent glass fronted with clear view to the Lab.
- Lab store 7 M2 with sufficient slabs to place the Laboratory wares and chemicals.
- Washing room and Preparation section of 15M2. with sufficient PCC slab with granite or ceramic top. It shall be fitted with 4 Numbers of 15 Amp and 3 No. of 5 Amp sockets.
- Height adjustable revolving half chair or stool for microscopy use (30 Nos.)

List of equipments to be required for the student's Practical lab for a batch of 30 students

Biochemistry

Sl. No.	Name of the equipment	Quantity No.
1.	Photoelectric Colorimeter	5
2.	Semi auto analyzer	1
3.	Distillation apparatus(All glass)	1
4.	Deionizer	1
5.	pH Meter	1
6.	Electronic Balance(sensitivity 1mg)	1
7.	Analytical balance	3
8.	Vortex mixer	1
9.	Centrifuge, Remi model/ISI, rotary head, bucket of 15 ml capacity, speed up to 10,000 rpm.	2
10.	Hot-air-oven 18x18x18"	1
11.	Lab incubator size 24x24x24 "	1

12.	Water bath 24x18x12" Water bath with inner chamber made up of stainless chamber (ss),perforated tray, temperature regulator up to 100°C, sensitivity+/-1°C, chamber Size 24"x18"x12"	1
13.	Heater-Electric	2
14.	Refrigerator double door => 360L	1
15.	Reagent Dispenser	1
16.	Micropipette fixed volume - with various volume	10
17.	Micro pipette with variable volume	5

Microbiology

Sl. No.	Name of the equipment	Quantity No.
1.	Lab Incubator 18x18x18"(1 No), 24x24x24"- (1No) Incubator with ISI specification, with Inner chamber and perforated tray made up of stainless steel, with temperature regulator up to 100°C, sensitivity +/-1°C, digital display	2
2.	Hot air oven 18x18x18"(1 No), 24x24x24"- (1No) with inner chamber and perforated tray made up of s.s, with power indicator, heat control, heat regulator up to 300°C, sensitivity of +/- 1°C.and digital display	1
3.	Autoclave 24x18"-made up of gun metal with 2000 W immersion coil, with safety valve, pressure gauge, heat resistant gasket with perforated removable inner bucket, size diameter 18" and height 24"	2
4.	Water bath 24x18x12" Water bath with inner chamber made up of stainless chamber (ss), perforated tray, temperature regulator up to 100°C, sensitivity+/- 1°C, chamber Size 24"x18"x12"	1
5.	Centrifuge, Remi model/ISI, rotary head, bucket of 15 ml capacity, speed up to 10,000 rpm.	1
6.	Heater electric	2
7.	VDRL Shaker	1
8.	Microscope, rechargeable, LED, microscope, stain resistant enamel finished body, Fully anti fungal coated optical system with high resolution ,monocular head with 360degree rotation ,wide field eye-piece-5x&10x/18mm.Double layer mechanical stage 120x120x/60x30 mm. Plan Achromatic/ apochromatic objective-	30

			(DIN) 4x,10x/15X, 40X&100X Oil immersion objective NA= \geq 1.25,wide field compensating eye-piece-5X&10X, and Abbes condenser with NA= \geq 1.25,with iris diaphragm, blue filter , with battery backup for a minimum of 6 hours, Quadruple nose-piece, S-LED illumination cool with adjustable illumination.	
		9.	Binocular Microscope, with high resolution, A= \geq 1.25,plan achromatic	1
		10.	Balance – electronic sensitivity 1 mg	1
		11.	Analytical balance	1
		12.	Safety cabinet with laminar flow, Laminar flow apparatus-class, –II model, ISI, with quality assured HEPA filtration,	1
		13.	Refrigerator double door \geq 360L	2
		14.	Lovibond comparator with phenol red and Bromothymolblue disc standard	1
		15.	Bacterial loop with holder	30
		16.	Micropipette fixed volume - with various volume	5
		17.	Micro pipette with variable volume	3
		Pathology		
		Sl. No.	Name of the equipment	Quantity No.
		1.	Microscope, rechargeable, LED, microscope, stain resistant enamel finished body, Fully anti fungal coated optical system with high resolution ,monocular head with 360 degree rotation ,wide field eye-piece-5x&10x/18mm. Double layer mechanical stage 120x120x/60x30 mm. Plan Achromatic/apochromatic objective– (DIN) 4x,10x/15X, 40X &100X Oil immersion objective NA= \geq 1.25,wide field compensating eye-piece-5X&10X, and Abbes condenser with NA= \geq 1.25,with iris diaphragm, blue filter , with battery backup for a minimum of 6 hours, Quadruple nose-piece, S-LED illumination cool with adjustable illumination.	30
		2.	Microtome- rotary type with profile blades	1
		3.	Centrifuge, Remi model/ISI, rotary head, bucket of 15 ml capacity, speed up to 10,000 rpm.	
		4.	Balance – electronic, sensitivity 10mg	1
		5.	Analytical balance	1
		6.	Lab Incubator 18x18x18”(1 No), 24x24x24”-(1No) Incubator with ISI specification, with Inner chamber and perforated tray made up of stainless steel, with temperature regulator up to 100°C, sensitivity +/-1°C, digital display.	1
		7.	Water bath 24x18x12” Water bath with inner chamber made up of stainless	1

		chamber (ss),perforated tray, temperature regulator up to 100°C, sensitivity+/- 1°C, chamber Size 24"x18"x12"	
	8.	Heater electric	1
	9.	Haemocytometer	30
	10.	Haemoglobinometer	30
	11.	Refrigerator double door => 360L	1
	12.	Micropipette fixed volume - with various volume	5
	13.	Micro pipette with variable volume	3
		<ul style="list-style-type: none"> • Microscopes can be shared in students' laboratories. • All the equipments should be in perfect working condition. • In all the students' laboratories should be with sufficient glass wares, chemicals, reagents, and kits to conduct practical classes as per the syllabus. • The student's laboratory facility should be exclusively to conduct DMLT course with 30 students' strength and should not be shared with other courses. 	

6. MAN POWER REQUIREMENT

5.10	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.
5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.
5.14	Waste disposal facility/ Incineration facility The waste disposal facility/ central incineration facility of the Hospital /Institute shall be shared for the purpose.

Shall be provided

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)
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		No	Qualification/Experience		
6.1.1	Principal		Principal of Collegiate institution can be accepted		
6.1.2	Vice Principal		Vice Principal of Collegiate institution can be accepted		
6.1.3	Professor				
6.1.4	Associate Professor				
6.1.5	Assistant Professor	3	MSc (MLT) in the concerned subject one in each subject (Biochemistry, Microbiology, Pathology) <ul style="list-style-type: none">The senior most assistant professor will be the HOD		
6.1.6	Lecturer				
6.1.7	Tutor	3	BS c MLT		
6.1.8	Clinical instructor				
6.1.9	Assistant Professor & Lecturer (Part Time Faculty)				
6.1.9	Year wise split up	First Year :Principle-1 Assistant professor-2 (Ref: 6.1.1 && 6.1.5)		Second Year: Tutor -3 (Ref: 6.1.7)	Total - 6
		<ul style="list-style-type: none">Teaching Staff should be full timeThe man power should be exclusively to conduct DMLT course with 30 students' strength and should not share with other courses.For enhancement of seats staff strength to be increased proportional to the number of batch enhancement.			
6.2	Ministerial				
6.2.1	Administrative Officer	1	Can be shared with staff for other Para Medical courses conducted in the same Institution		
6.2.2	Office Superindent	-			
6.2.3	PA to Principal	-			
6.2.4	Accountant/ Cashier	1			
6.2.5	DEO/Comp Asst	-			
6.2.6	Clerk	1	Graduate with computer knowledge		
6.2.7	Store Keeper	1			
6.2.8	Office/Class room Attender	1			
6.3	Laboratory Staff				
6.3.1	Lab Instructor	-			
6.3.2	Lab Technician	3	DMLT		
6.3.4	JLA	3	VHSE-MLT		
6.3.5	Cleaning staff	2	Pass in VIII th std		
6.4	Library staff				

6.4.1	Librarian- Gr 1	-
6.4.2	Librarian	With Graduation in Library Science
6.4.3	Attender	
6.5	Technical staff	
6.5.1	Electrician	Can be shared with Hospital
6.5.2	Plumber	
6.5.3	Mechanic	
6.6	Supporting staff	
6.6.1	Cleaning Staff	Sufficient number to clean the total area
6.6.2	Security staff	Shall be provided around the clock
6.6.3	Driver	
7	HOSTELS	Shall full fill criteria specified for approval of Hostels
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities	
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory	
7.3	<ul style="list-style-type: none"> • Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided • Separate room shall be provided for House keeper, security staff • Adequate no of Bath room, toilets attached to room or common, washing/drying area etc shall be provided in each floor 	
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> • Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. • Hygienic Kitchen with all facilities for cooking and serving shall be available. • Arrangement for providing hygienic food incorporating balanced diet shall be ensured 	
8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
8.1	Application Fee As fixed by Govt/Statutory Council	
8.2	Processing of Application As specified in Government Orders issued from time to time	
8.3	Application Forms	
8.3.1	Application for starting new institution/ course	Appendix-A
8.3.2	Application for Enhancement of Seats	Appendix-B

MINIMUM STANDARD REQUIREMENT
FOR DIPLOMA IN RADIOLOGICAL TECHNOLOGY (DRT) COURSE
CONDUCTED BY DME

PART-1
GENERAL DESCRIPTION OF THE DRT COURSE

No	Item	
1.1	Title of the Course	Diploma in Radiological Technology (DRT)
1.2	Aim of the course	Radiodiagnosis is a fast developing branch of medicine and require radiographers and technologists for their efficient functioning with adequate knowledge in radiation safety.
1.3	Objective of the Course	To teach and train students in Radiodiagnosis technology with adequate knowledge in Radiation safety
1.4	Admission Capacity+ Enhancement slot	As approved by Apex/State Councils, Central/State Govt. and DME from time to time 20 per batch
1.5	Duration	2 Years
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time. Selection to the course shall be made by the Director of Medical Education and will be made based on the marks obtained in the qualifying examination and also as per the Government guidelines on reservation (Selection to the management quota in the self-financing institution where the DRT Course is granted and approved by the Government of Kerala, shall be made by the respective management with transparency.)
1.8	Allotting Authority	Agency approved by Govt. of Kerala/Central/State Council
1.9	Seat Reservation	As stipulated by Govt of Kerala/ Central/State Council from time to time
1.10	Subjects to study	
1.10.1	1 st Year (PART-I)	Paper-1: General & Radiation Physics Paper-2: Anatomy Paper-3: Physiology & Pathology
1.10.2	2 nd Year (PART-II)	Paper-1: Physics of Medical Imaging & Radiation Safety Paper-2: Radiography Techniques Paper-3: Advanced Medical Imaging Techniques
1.10.4	Internship	NA
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if	Respective State/Central Councils

	any	
1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	BSc MIT

1. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING 2 YEAR DRT COURSE

2.1	<p>OWNER SHIP</p> <p>The applicant for affiliation shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.2	<p>ELIGIBILITY CRITERIA</p> <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt ./ DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt ./ DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Govt ./ DME from time to time. 7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 8. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of DRT courses.
2.3	<p>Documents to be submitted.</p> <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description,

	<p>measurements and all details required for identifying the land;</p> <ol style="list-style-type: none"> 4. A declaration signed by the applicant to the effect that the area so car marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non-teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.4	HOSPITAL	A well-established hospital of minimum 3 years of existence with 160 beds and 75% occupancy
2.4.1	<p>Hospital Facility-</p> <p>The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms.</p>	
2.4.2	<p>Major departments:</p> <p>Fully functional Radiodiagnosis Department</p> <p>Other Departmentslike</p> <p>Medicine, Surgery, Operation theatres (major and minor), Orthopaedics, Paediatrics, Ob&Gy, ENT, Neurology, Neurosurgery, Urology, and Gastroenterology should also available.</p> <p>Distribution of beds in different specialities including super speciality should be as follows</p> <p>a) Medicine 40</p>	

	c) Surgery 30 e) Ob&Gy 30 g) ENT 10	d) Paediatrics 20 f) Ortho 30
2.4.3	Manpower: The hospital shall possess required number of hospital staff. The institution should have qualified and experienced staff as per the norms of competent authority from time to time. Dept. of Radiodiagnosis shall be headed by Faculties having minimum of 8 years of Post PG experience preferably in a teaching institution. Required staff details specified in section III.	
2.4.4	Equipments: As per the norms of competent authority in force from time to time. Detailed of Equipments given in section IV	
2.4.5	Clinical Cases : The institution should have sufficient clinical cases for training DRT Students	
2.4.6	Laboratories: Anatomy physiology and pathology labs should be available. The lab facilities for other courses like MBBS/Nursing/MLT may be shared.	

3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND START THE THREE YEAR DRRT COURSE

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for Other. Building 5000 Square feet	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	

3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt .norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	150 beds	
4.2	OP/IP	600 patients daily	
4.3	Departments needed	Fully functional Radio diagnosis Departments with Radiation Physics Division, Other Departments like Medical, Surgical, Operation theatres- major and minor, Orthopaedics, Paediatrics should be available in the Parent Hospital	
4.4	Clinical Requirement	Following radiological procedures such as General Radiography ,CT,MRI, Mammography, Dental X Rays, Fluoroscopy etc should be routinely carried out in the hospital The hospital should be registered with AERB for radiation safety point of view. All Radiological Equipments should be licensed with AERB.	
4.5	Equipments		
	Radiodiagnosis department		
Sl No	Description	Nos	Specification
1	Conventional X-ray Unit for routine X ray	2	300 mA /500mA / 800mAMachine AERB licenced
2	Fluoroscopy equipment or DR X ray unit (All machines should be AERB licensed)	1	500mA/600mA or higher I.I.T.V. System, Fluroscopy System CR DR
3	CT unit	1	AERB licenced
4	Dental Xray unit	1	AERB licenced
5	Quality Assurance (QA) kit	1	

	and appropriate phantoms for practical demonstration of quality assurance tests of various type of diagnostic X-ray equipment		
6	Ultrasound Machine	1	
7	Mammography Unit	1	AERB licenced
8	Mobile X ray Units	3	AERB licenced
9	MRI units	1	
8	Interventional Radiology Unit	1	AERB licenced
9	Radiation Measuring and Monitoring devices	1	1. GM type Radiation survey meter or Ionization chamber Radiation survey meters and should be calibrated
10	Protective accessories		Mobile Protective Barrier Lead apron Thyroid shields Gonad shields
	Radiation Physics and Radiation Safety		
2.	Radiation Dosimetry and Protection setup	1 1 1	i) Survey meter ii) Area/Zone monitors iii) Pocket Dosimeter All equipments should be Calibrated.
4	Personal Monitoring Devices	1	As per AERB requirements
	Optional equipments(The Institutions not having optional equipment can provide training in hospitals having the above facilities).		
5	CT Scanner (MDCT) or advanced	1 Nos	
	DSA	1 Nos	
5.1	Color Doppler facility	1 Nos	
5.6	Gamma Camera with SPECT/PET		
5.7	Staff Rooms There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M ² . Provide separate room for the Heads of the department. There should be separate staff rooms for Non teaching staffs.		
	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available		

5.8	<p>Central Store</p> <p>A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated</p>		
5.9	<p>Laboratories/Equipments/instruments</p> <p>Anatomy and Physiology Lab</p> <p>(1) Demonstration room-There shall be one demonstration room (30M²) fitted with strip chairs, overhead projector, Video and other audio-visuals aids so as to accommodate 30 students.</p> <p>(2) Preparation room (15M² for preparation & storage of equipments.</p> <p>(3) Museum- There shall be a museum provided with rack and shelves for storing and display of wet and dry specimens and embryological sections, models etc</p> <p>Anatomy and Physiology laboratory of medical/Dental/ Nursing courses of the same institute shall be shared for DRT course</p>		
6	. MAN POWER REQUIREMENT		
6.1	Teaching Staff (Qualification & Experience of required)		
	Post	nos	Qualification & Experience
6.1.1	Principal	1	(For administrative purpose Principal of Teaching/Paramedical institution can be accepted)

6.1.2	Director	1	Senior most Professor of Radio Diagnosis
6.1.3	Professor	1	MBBS+MD in Radio Diagnosis or 8 years post PG Teaching experience
6.1.4	Associate Professor in Radiodiagnosis	1+1	MBBS+MD in Radio Diagnosis / 5 years post PG Teaching experience
6.1.5	Assistant Professor in Radiodiagnosis	1+1	MBBS+MD in Radiodiagnosis
6.1.6	Associate Professor in Radiation Physics	1	<p>1.MSc (Physics)+PostMSc Diploma inDiploma Radiological inphysicsradiological Physics/ MSc Medical Physics or Equivalent qualification approved by MCI/AERB</p> <p>2..Internship of 1 Year in a recognized radiotherapy centre</p> <p>3. PhD</p> <p>4. RSO certificateapproved by AERB</p>

			5. Teaching Experience of 8 years	
6.1.7	Assistant Professor in Radiation Physics	2	1.MSc (Physics)+PostMSc Diploma inDiploma Radiological inphysicsradiological Physics/ MSc Medical Physics or Equivalent qualification approved by MCI/AERB 2.Internship of 1 Year in a recognized radiotherapy centre 3.RSO certificateapproved by AERB	
6.1.8	Asst Professor Anatomy/Physiology / Pathology	1 each	MBBS+MD in Anatomy/Physiology / Pathology	
6.1.3	Teaching Radiographer Radiography/ Radiotherapy	2	DRT/DRRT/BSc Medical Radiological Technology approved by Kerala Paramedical Council with 5 years' experience in Radiodiagnosis/ Radiotherapy and with AERB certification	
6.1.4	Year wise split up	Post	I Year	II Year
		Director	1	
		Professor		
		Asso Prof	1	1
		Asst Prof	2	1
		Lecturer	3	1
		Teaching Radiographer	1	1
6.1.5	Assistant Professor &Lecturer		For Basic subjects (Anatomy /Physiology /Pathology) from concerned departments can be shared	
6.1.6	Course Coordinator	1	Faculties in the cadre of Asst Professor of Radiodiagnosis/ /Radiation Physics	
6.1.7	Administrative Officer/Assistant	1	Graduate with experience inadministrationfor 3 years or equivalent qualification prescribed by Govt of Kerala.	
6.1.8	Office Superintend	1		

6.1.9	PA to Principal	1	
6.1.10	Accountant/ Cashier	1	Can be shared with other Medical/ Paramedical Courses.
6.1.11	DEO/Comp Asst	1	
6.1.12	Clerk	2	
6.1.13	Store Keeper	1	
6.1.14	Office/Class room Attender	1	
6.1.15	Library staff		Can be shared in Common institutional Library
	Librarian- Gr 1	1	With PG in Library Science
	Librarian	1	With Graduation in Library Science
6.1.16	Attender	1	Minimum+2
6.1.17	Technical staff		Can be shared with hospital
6.1.18	Electrician	1	Diploma/ITI Electrical
6.1.19	Plumber	1	ITI
6.1.20	Mechanic	1	Diploma/ITI Mechanical
6.1.21	Supporting staff		
6.1.22	Cleaning Staff		Sufficient no to clean the total area
6.1.23	Security staff		Shall be provided around the clock
6.1.24	Driver		For the Institutional Vehicles
7	HOSTELS Shall full fill criteria specified for approval of Hostels		
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities		
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory		
7.3	<ul style="list-style-type: none"> Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided Separate room shall be provided for House keeper, security staff Adequate no of Bath room, toilets attached to room or common, washing/drying area etc shall be provided in each floor 		
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. Hygienic Kitchen with all facilities for cooking and serving shall be available. Arrangement for providing hygienic food incorporating balanced diet shall be ensured 		
8	Time & Mode of Application As per Notification of Govt./ DME for a particular Academic Year		
8.1	Application Fee As fixed by Govt/Statutory Council		
8.2	Processing of Application As specified in Govt Orders issued from time to time		
8.3	Application Forms		
8.3.1	Application for starting new institution/ course Appendix-A		

8.3.2	Application for Enhancement of Seats Appendix-B
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MINIMUM STANDARD REQUIREMENT
FOR DIPLOMA IN RADIODIAGNOSIS AND RADIOTHERAPY TECHNOLOGY
(DRRT) COURSE CONDUCTED BY DME

PART-1
GENERAL DESCRIPTION OF THE DRRT COURSE

No	Item	
1.1	Title of the Course	Diploma in Radiodiagnosis and Radiotherapy Technology/(DRRT)
1.2	Aim of the course	Radiodiagnosis and Radiotherapy are fast developing branches of medicine and these departments require radiographers and technologists for their efficient functioning with adequate knowledge in radiation safety.
1.3	Objective of the Course	To teach and train students in Radiodiagnosis and Radiotherapy technology with adequate knowledge in Radiation safety
1.4	Admission Capacity+ Enhancement slot	As approved by Apex/State Councils, Central/State Govt. and DME from time to time 30
1.5	Duration	3 Years
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time. Selection to the course shall be made by the Director of Medical Education and will be made based on the marks obtained in the qualifying examination and also as per the Government guidelines on reservation (Selection to the management quota in the self-financing institution where the DRRT Course is granted and approved by the Government of Kerala, shall be made by the respective management with transparency.)
1.8	Allotting Authority	Agency approved by Govt. of Kerala/Central/State Council
1.9	Seat Reservation	As stipulated by Govt of Kerala/ Central/State Council from time to time
1.10	Subjects to study	
1.10.1	1 st Year (PART-I)	Paper-1: General & Radiation Physics Paper-2: Anatomy Paper-3: Physiology & Pathology
1.10.2	2 nd Year (PART-II)	Paper-1: Physics of Medical Imaging & Radiotherapy Paper-2: Radiography Techniques Paper-3: Basics of Radiotherapy
1.10.3	3 rd Year (PART – III)	Paper-1: Radiation Safety in Radio diagnosis & Radiotherapy Paper-2: Advanced Medical Imaging Techniques

		Paper-3: Advanced Radiotherapy
1.10.4	Internship	NA
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	Respective State/Central Councils
1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	BSc MIT or BSc RT

1. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING 3 YEAR DRRT COURSE

2.1	OWNER SHIP The applicant for affiliation shall be an institution owned and managed by: <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.2	ELIGIBILITY CRITERIA <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt ./ DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 3. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt ./ DME from time to time. 4. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 5. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Govt ./ DME from time to time. 6. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 7. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of DRRT courses.
2.3	Documents to be submitted. <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant;

	<ol style="list-style-type: none"> 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non-teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.4	HOSPITAL	A well-established hospital of minimum 3 years of existence with 200 beds and 75% occupancy
2.4.1	<p>Hospital Facility-</p> <p>The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms.</p>	
2.4.2	<p>Major departments:</p> <p>Fully functional Radiodiagnosis, Radiotherapy and Radiation physics, Other Departmentslike</p>	

	<p>Medicine, Surgery, Operation theatres (major and minor), Orthopaedics, Paediatrics, Ob&Gy, ENT, Neurology, Neurosurgery, Urology, Gastroenterology should also be available. Distribution of beds in different specialties including super speciality should be as follows</p> <p>a) Oncology (radiation & medical) - 40 b) Medicine - 40 c) Surgery - 30 d) Paediatrics - 20 e) Ob&Gy - 30 f) Ortho - 30 g) ENT - 10</p>
2.4.3	<p>Manpower: The hospital shall possess required number of hospital staff. The institution should have qualified and experienced staff as per the norms of competent authority from time to time. Dept. of Radiodiagnosis and Radiotherapy shall be headed by Faculties having minimum of 8 years of Post PG experience preferably in a teaching institution. Required staff details specified in section III.</p>
2.4.4	<p>Equipments: As per the norms of competent authority in force from time to time. Details of Equipments given in section IV</p>
2.4.5	<p>Clinical Cases : The institution should have sufficient clinical cases for training DRRT Students</p>
2.4.6	<p>Laboratories: Anatomy physiology and pathology labs should be available. The lab facilities for other courses like MBBS/Nursing/MLT may be shared.</p>

3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND START THE THREE YEAR DRRT COURSE

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for other areas Building 5000 Square feet	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and	

3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt .norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	200 beds	
4.2	OP/IP	600 patients daily	
4.3	Departments needed	Fully functional Radio diagnosis and Radiotherapy Departments with Radiation Physics Division, Other Departments like Medical, Surgical, Operation theatres- major and minor, Orthopaedics, Paediatrics should be available in the Parent Hospital	
4.4	Clinical Requirement	Following radiological procedures such as General Radiography ,CT,MRI, Mammography, Dental X Rays, Fluoroscopy etc should be routinely carried out in the hospital The hospital should be a treating cancer hospital with radiotherapy facility. The hospital should be registered with AERB for radiation safety point of view. All Radiological Equipments should be licensed with AERB.	
4.5	Equipments		
	Radiodiagnosis department		
Sl No	Description	Nos	Specification
1	Conventional X-ray Unit for routine X ray	2	300 mA /500mA / 800mA Machine AERB licenced
2	Fluoroscopy equipment or DR X ray unit (All	1	500mA/600mA or higher I.I.T.V. System,

	machines should be AERB licensed)		Fluoroscopy System CR DR
3	CT unit	1	AERB licenced
4	Dental Xray unit	1	AERB licenced
5	Quality Assurance (QA) kit and appropriate phantoms for practical demonstration of quality assurance tests of various type of diagnostic X-ray equipment	1	
6	Ultrasound Machine	1	
7	Mammography Unit	1	AERB licenced
8	Mobile X ray Units	3	AERB licenced
9	MRI units	1	
8	Interventional Radiology Unit	1	AERB licenced
9	Radiation Measuring and Monitoring devices	1	1. GM type Radiation survey meter or Ionization chamber Radiation survey meters and should be calibrated
10	Protective accessories		Mobile Protective Barrier Lead apron Thyroid shields Gonad shields
	Radiotherapy Department	(All equipment should be AERB licensed)	
1	Isocentrically mounted Rotational teletherapy Unit with minimum 80 cm SSD	1	Telecobalt Machine or Linear accelerator
2	Simulator	1	Conventional or CT simulator
3	Brachytherapy System with Interstitial and intracavitary set up	1	Manual or remote after loading system
4	Mould room	1	Immobilization system making systems Mould preparation equipments Customised shielding and Block making system
	Radiation Physics and Radiation Safety		
1	Computerized treatment planning system	1	2D/3D.
2.	Radiation Dosimetry and Protection setup	1 1 1	i) Secondary standard dosimeter ii) Ion chamber Survey meter iii) Area/Zone monitors

			iv) Pocket Dosimeter All equipments should be Calibrated.
3	Radiation Field Analyser and Phantoms	1	
4	Personal Monitoring Devices	1	As per AERB requirements
	Optional equipments(The Institutions not having optional equipment can provide training in hospitals having the above facilities).		
5	CT Scanner (MDCT) or advanced	1 Nos	
	DSA	1 Nos	
5.1	Color Doppler facility	1 Nos	
5.2	High Energy Linear Accelerator with photon and Electron mode		
5.3	Portal Imaging		
5.4	IGRT systems		
5.6	Gamma Camera with SPECT/PET		
5.7	Staff Rooms There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M ² . Provide separate room for the Heads of the department. There should be separate staff rooms for Non teaching staffs.		
	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available		
5.8	Central Store A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated		
5.9	Laboratories/Equipments/instruments Anatomy and Physiology Lab (1) Demonstration room-There shall be one demonstration room (30M ²) fitted with strip chairs, overhead projector, Video and other audio-visuals aids so as to accommodate 30 students. (2) Preparation room (15M ² for preparation & storage of equipments. (3) Museum- There shall be a museum provided with rack and shelves for storing and display of wet and dry specimens and embryological sections, models etc Anatomy and Physiology laboratory of medical/Dental/ Nursing courses of the same institute shall be shared for DRRT course		
6	. MAN POWER REQUIREMENT		

6.1	Teaching Staff (Qualification & Experience of required)		
	Post	nos	Qualification & Experience
6.1.1	Principal	1	(For administrative purpose Principal of Teaching/Paramedical institution can be accepted)

6.1.2	Director/HOD	1	Senior most Professor of Radio Diagnosis or Radiotherapy
6.1.3	Professor	1	MBBS+MD in Radio Diagnosis or Radiotherapy +8 years post PG Teaching experience
6.1.4	Associate Professor in Radiodiagnosis /Radiotherapy	1+1	MBBS+MD in Radio Diagnosis / Radiotherapy +5 years post PG Teaching experience
6.1.5	Assistant Professor in Radiodiagnosis and Radiotherapy	1+1	MBBS+MD in Radiodiagnosis / Radiotherapy
6.1.6	Associate Professor in Radiation Physics	1	1.MSc (Physics)+PostMSc Diploma inDiploma Radiological inphysicsradiological Physics/ MSc Medical Physics or Equivalent qualification approved by MCI/AERB 2..Internship of 1 Year in a recognized radiotherapy centre 3. PhD 4. RSO certificateapproved by AERB 5. Teaching Experience of 8 years
6.1.7	Assistant Professor in Radiation Physics	2	1.MSc (Physics)+PostMSc Diploma inDiploma Radiological inphysicsradiological Physics/ MSc Medical Physics or Equivalent qualification approved by MCI/AERB 2.Internship of 1 Year in a recognized radiotherapy centre 3.RSO certificateapproved by AERB

6.1.8	Asst Professor Anatomy/Physiology / Pathology	1 each	MBBS+MD in Anatomy/Physiology / Pathology		
6.1.3	Teaching Radiographer Radiography/ Radiotherapy	2	DRT/DRRT/BSc Medical Radiological Technology approved by Kerala Paramedical Council with 5 years' experience in Radiodiagnosis/ Radiotherapy and with AERB certification		
6.1.4	Year wise split up	Post	I Year	II Year	III Year
		Director	1		
		Professor			1
		Asso Prof	1	1	1
		Asst Prof	2	1	
		Lecturer	3	1	1
		Teaching Radiographer	1	1	
6.1.5	Assistant Professor & Lecturer (Part Time Faculty)	1 for each subjects	For Basic subjects (Anatomy /Physiology /Pathology) Part Time faculty is permissible		
6.1.6	Course Coordinator	1	Faculties in the cadre of Asst Professor of Radiodiagnosis/ Radiotherapy/Radiation Physics		
6.1.7	Administrative Officer/Assistant	1	Graduate with experience in administration for 3 years or equivalent qualification prescribed by Govt of Kerala.		
6.1.8	Office Superintend	1			
6.1.9	PA to Principal	1			
6.1.10	Accountant/ Cashier	1	Can be shared with other Medical/ Paramedical Courses.		
6.1.11	DEO/Comp Asst	1			
6.1.12	Clerk	2			
6.1.13	Store Keeper	1			
6.1.14	Office/Class room Attender	1			
6.1.15	Library staff		Can be shared in Common institutional Library		
	Librarian- Gr I	1	With PG in Library Science		
	Librarian	1	With Graduation in Library		

			Science
6.1.16	Attender	1	Minimum+2
6.1.17	Technical staff		Can be shared with hospital
6.1.18	Electrician	1	Diploma/ITI Electrical
6.1.19	Plumber	1	ITI
6.1.20	Mechanic	1	Diploma/ITI Mechanical
6.1.21	Supporting staff		
6.1.22	Cleaning Staff		Sufficient no to clean the total area
6.1.23	Security staff		Shall be provided around the clock
6.1.24	Driver		For the Institutional Vehicles
7	HOSTELS Shall full fill criteria specified for approval of Hostels		
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities		
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory		
7.3	<ul style="list-style-type: none"> Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided Separate room shall be provided for House keeper, security staff Adequate no of Bath room, toilets attached to room or common, washing/drying area etc shall be provided in each floor 		
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. Hygienic Kitchen with all facilities for cooking and serving shall be available. Arrangement for providing hygienic food incorporating balanced diet shall be ensured 		
8	Time & Mode of Application As per Notification of.Govt./ DME for a particular Academic Year		
8.1	Application Fee As fixed by Govt/Statutory Council		
8.2	Processing of Application As specified in Govt Orders issued from time to time		
8.3	Application Forms		
8.3.1	Application for starting new institution/ course Appendix-A		
8.3.2	Application for Enhancement of Seats Appendix-B		

MINIMUM STANDARD REQUIREMENT-GENERAL
FOR DIPLOMA OPHTHAMIC ASSISTANCE COURSE (DOA)
CONDUCTED BY DME

1. General Description of The Course

No	Item	
1.1	Title of the Course	<u>DIPLOMA IN OPHTHAMIC ASSISTANCE(DOA)</u>
1.2	Aim of the course	To train students to be useful assistants in ophthalmology practice
1.3	Objective of the Course	To train the students to acquire knowledge and skill in testing of glasses ,retinoscopy, identifying common eye diseases, conducting camps and taking active role in prevention of blindness
1.4	Admission Capacity+ Enhancement slot	10 seats per batch. Enhancement as per the approval of State Council/State Govt.
1.5	Duration	2 Years + including 6 months- Internship
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time and in terms of the respective Course Regulations.
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year	Paper -I Basic Science in Ophthalmology, Visual optics
		Paper -II Optics and Refraction , Orthoptic techniques and Ophthalmic equipments
1.10.2	2 nd Year	Paper- III Common eye Disorders .Strabismus and Amblyopia
		Paper- IV Health Education, Community Ophthalmology ,Surgical instruments , Operation theatre sterilization
1.10.3	Internship	6 months internship in the parent institution or any other institution which is approved by the DME. It will be non stipendry.
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	Respective State Councils

1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	B Sc Optometry

2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING DIPLOMA IN OPHTHALMIC ASSISTANCE COURSE (DOA) COURSE

2.1	<p>OWNERSHIP</p> <p>The applicant for affiliation shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.2	<p>ELIGIBILITY CRITERIA</p> <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt./ DME from time to time. 3. The land earmarked by the Management as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the Institution. 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt./ DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Govt./ DME from time to time. 7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 8. The Hospital, Clinical, Academic and other facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.
2.3	Documents to be submitted.

	<ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government / Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.4	HOSPITAL	A well established exclusive ophthalmic hospital or amultispecialityhospital with established ophthalmology department of minimum 3 years of existence with20 beds for ophthalmology and 75% occupancy
2.4.1	Hospital Facility- The hospital shall be suitably spacious to accommodate all facilities required for the course and asspecified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching	

	hospital fulfilling the norms. 1. Departments 2. Total Bed 3. Patients 4. Specific requirement for eligibility of the course																																
2.4.2	Major departments needed—ophthalmology																																
2.4.3	Manpower																																
	<table><tr><th>Sl no</th><th>Designation</th><th>No of posts</th><th>Qualification</th></tr><tr><td>1</td><td>Principal/Director Academics</td><td>1</td><td>MBBS + MSOphth+ minimum 10 years teaching experience</td></tr><tr><td>2</td><td>Assistant Professor/Lecturer</td><td>2</td><td>MBBS + MS Ophth</td></tr><tr><td>3</td><td>Lecturer in Optometry/Tutor</td><td>3</td><td>BSc Optometry {from a recognised university} Or DOA with 5 years experience</td></tr><tr><td>4</td><td>Lab assistant</td><td>2</td><td>SSLC + 1year experience</td></tr><tr><td></td><td>Ophthalmic Asst</td><td>2</td><td>DOA</td></tr><tr><td>5</td><td>Administrative officer</td><td>1</td><td>Graduate with experience in administration for 3 yrs Degree or diploma in Hospital Management preferred</td></tr><tr><td>6</td><td>Assistant</td><td>2</td><td>Graduate with computer knowledge</td></tr></table>	Sl no	Designation	No of posts	Qualification	1	Principal/Director Academics	1	MBBS + MSOphth+ minimum 10 years teaching experience	2	Assistant Professor/Lecturer	2	MBBS + MS Ophth	3	Lecturer in Optometry/Tutor	3	BSc Optometry {from a recognised university} Or DOA with 5 years experience	4	Lab assistant	2	SSLC + 1year experience		Ophthalmic Asst	2	DOA	5	Administrative officer	1	Graduate with experience in administration for 3 yrs Degree or diploma in Hospital Management preferred	6	Assistant	2	Graduate with computer knowledge
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2.4.4	Equipments 1. Complete set for refraction –trial frame , lenses,prisms.prism box ,prism bar etc 2. Snellen's chart,LogMAR chart 3. Synaptophore 4. Automated Perimeter 5. Streak retinoscope 6. Autorefractometer 7. Tonometer-Schiotz and Applanation 8. AScan ultrasound 9. Keratometer 10. Retinoscopy simulator 11. Minor equipments																																
	2.4.5	Clinical Requirements 1.Ophthalmic ward – bed strength – 20 beds 2. Out patients – 100 patients daily 3.Cataract surgeries[SICS or Phacoemulsification]- 1200per year 4.Other major ophthalmic surgeries[vitreoretinal/glaucoma/cornea/squint] – 150 per year 5. Laser procedures[capsulotomy/iridotomy/retinal]- 500 per year 6.Minor surgical procedures – 3000 per year 7.Speciality clinics in Glaucoma,Retina,Paediatric ophthalmology and strabismus																															
		2.4.6	Laboratories – Clinical laboratory attached to the hospital																														

**3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND
START THE DOA COURSE**

	Requirement	Eligibility	For starting the course
3.1	Land Area required	Municipality & corporation – 25cents Other -- 50cents	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed in ophthalmology	50	
4.2	OP	100 per day minimum	
4.3	Departments needed	Ophthalmology	
4.4	Clinical Requirement	1. Ophthalmic ward – bed strength – 50 beds 2. Out patients – 100 patients daily 3. Cataract surgeries[SICS or Phacoemulsification]- min 1200per year 4. Other major ophthalmic surgeries[vitreoretinal/glaucoma/cornea/squ	

		int] – 150 per year 5. Laser procedures[capsulotomy/iridotomy/retinal]- 500 per year 6.Minor surgical procedures – 3000 per year 7.Speciality clinics in Glaucoma,Retina,Paediatric ophthalmology and strabismus.	
4.5	Equipments	List of Equipments 1. Complete set for refraction –trial frame , lenses,prisms,prism box ,prism bar etc 5 2. Snellen's chart,LogMAR chart 5 3. Synaptophore 3 4. Automated Perimeter 2 5. Streak retinoscope 3 6. Autorefractometer 1 7. Tonometer-Schiotz and Applanation 3 8. A Scan ultrasound 1 9. Keratometer 1 10. Retinoscopy simulator 1 11. Minor equipments	
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed building as per the approved Plan	
5.1	Lecture Halls with teaching aids 30 ft * 20 ft [2 Nos]. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.		
5.2	Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution) Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities. It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids		
5.3	Examination Hall with confidential room. <ul style="list-style-type: none"> Examination hall should meet all requirements as specified by KUHS anticipating up 		

	<p>gradation of/starting of degree programmes and online conduct of exams.</p> <ul style="list-style-type: none"> • Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. • The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. • Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. (For online transmission of question papers). • Surveillance Camera system of the required specifications in working condition. • Communication Signal jammer of the required specification in working condition <p>This facility may be shared with other courses in the institute.</p>	
5.4	<p>Common Room for Boys & Girls</p> <p>A minimum of 2-3 common rooms should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc. Toilet and hand washing facilities should be made available in each room.</p>	
5.5	<p>Administrative Block</p> <p>Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility</p>	
5.6	<p>Principal's [or Director Academics] Room</p> <p>There should be a separate office for the Principal/Director with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M².</p>	
5.7	<p>Staff Rooms</p> <p>There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M². Provide separate room for the Heads of the department.</p> <p>There should be separate staff rooms for Non teaching staffs.</p>	
5.8	<p>Central Store</p> <p>A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated</p>	
5.9	Laboratories/Equi	-clinical laboratory attached to the hospital

	ments/instruments	
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5.10	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Minimum of 500 Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available If for the doa course alone- Library -1 number -30ft x 20 ft with 500 books of related subjects including journals
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.
5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)			
		No	Qualification/Experience	
6.1.1	Principal[in medical colleges] Or Director Academics	1	For administrative purposes[Principal of Teaching/Paramedical institution can be accepted]	
6.1.2	Director	1	MBBS+MS ophth + minimum 10 years teaching experience	
6.1.3	Assistant professor /Lecturer	2	MBBS + MS Ophth	
6.1.4	Lecturer in optometry/ Tutor.	3	BSc optometry {from a recognised university} Or DOA with 3 years experience	
6.1.5	Lab Assistant	2	SSLC + 1 year experience	
6.1.6	Year wise split up	First Year-As	Second Year -As	Total- Principal +8

		mentioned above	mentioned above	staff for both years
6.2	Technical staff			
6.2.1	Electrician	Can be shared with Hospital		
6.2.2	Plumber			
6.2.3	Mechanic			
6.3	Supporting staff			
6.3.1	Cleaning Staff	Sufficient number to clean the total area		
6.3.2	Security staff	Shall be provided around the clock		
6.3.3	Driver			
7	HOSTELS			
7.1	Separate Hostel for Boys and Girls shall be arranged with the following facilities			
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory			
7.3	<ul style="list-style-type: none">Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be providedSeparate room shall be provided for House keeper, security staffAdequate no of Bath room, toilets attached to room or common, washing/drying area etc shall be provided in each floor			
7.4	Dining Room & Kitchen <ul style="list-style-type: none">Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available.Hygienic Kitchen with all facilities for cooking and serving shall be available.Arrangement for providing hygienic food incorporating balanced diet shall be ensured			
8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year		
8.1	Application Fee As fixed by Govt/Statutory Council			
8.2	Processing of Application As specified in Govt Orders issued from time to time			
8.3	Application Forms			
8.3.1	Application for starting new institution/ course		Appendix-A	
8.3.2	Application for Enhancement of Seats		Appendix-B	

MINIMUM STANDARD REQUIREMENT- GENERAL
FOR PARAMEDICAL DIPLOMA COURSES CONDUCTED BY DME

1. General Description of The Course

No	Item	
1.1	Title of the Course	DIPLOMA IN OPERATION THEATRE & ANAESTHESIA TECHNOLOGY-(DOTAT)²
1.2	Aim of the course	They should be able to assist the Anaesthesiologist in Operation Theatre and Critical Care Unit.
1.3	Objective of the Course	(Shall be same as that specified in Syllabus)
1.4	Minimum Admission Capacity+ Enhancement slot	(As approved by Apex/State Councils, Central/State Govt. and DME from time to time + Enhancement as per MSR of the course) 15 Students/batch
1.5	Duration	Duration of the course shall be 2 years plus compulsory internship for six months
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time and in terms of the respective Course Regulations.
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year	Basic Science including Pharmacology, Biomedical equipments ,Operation theatre techniques
1.10.2	2 nd Year	Basic Science including Pharmacology, Biomedical equipments ,Operation theatre techniques
1.10.3		
1.10.4	Internship	Six months(non stipendary) after successful completion of the course
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	Respective State Councils
1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	Under Graduate and Post Graduate Courses

**2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN
INSTITUTION AND STARTING DOTAT COURSE**

<p>2.1</p>	<p>OWNER SHIP</p> <p>The applicant for affiliation shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
<p>2.2</p>	<p>ELIGIBILITY CRITERIA</p> <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 8. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.
<p>2.3</p>	<p>Documents to be submitted.</p> <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land;

	<ol style="list-style-type: none"> 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.4	HOSPITAL	A well established hospital of minimum 3 years of existence with 200 beds and 75% occupancy
2.4.1	<p>Hospital Facility- The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms.</p> <p>1. <u>Departments:</u> General Surgery, Obstetrics & Gynaecology, Orthopaedics, Plastic Surgery, ENT, OMFS Specialities:- Cardiothoracic Surgery, Neuro Surgery, Surgical Gastroenterology, Urology, Paediatric Surgery, Transplant Surgery.</p>	

	<p>2. <u>Total Bed:</u> 200 beds with 75% occupancy</p> <p>3. <u>Patients:</u> IP- 200 OP-Around 600/day</p> <p>4. Specific requirement for eligibility of the course: Well equipped OT (2 nos), Emergency OT-1 no Major surgical departments Pre medication room, Recovery Room, Procedure Room Preanaesthesia checkup room Post anaesthesia care room (PACU) Intensive Care Unit Oxygen Plant (Cylinder + Liquid Oxygen) Biomedical Engineering Wing CSSD (Central Sterilization & Supply Department) Laboratory facilities</p>
2.4.2	<p><u>Major departments needed</u> General Surgery, Obstetrics & Gynaecology, Orthopaedics, Plastic Surgery, ENT, OMFS Specialities:- Cardiothoracic Surgery, Neuro Surgery, Surgical Gastroenterology, Urology, Paediatric Surgery, Emergency Medicine Department, Microbiology, Anatomy, Physiology, Pharmacology, Pathology</p>
2.4.3	<p><u>Manpower:</u> Professor - 1 Associate Professors - 2 nos Assistant Professors - 5 nos Senior Residents - 7 nos Minimum 4 units for major departments.</p> <p>For Department of Anaesthesiology and other major departments.</p> <p><u>1 unit for Superspecialty Departments including</u> Professor/Associate Professor - 1 no Assistant Professors - 2 nos Senior Residents - 2 nos Trained Staff Nurses - 20 nos Nursing Assistants - 10 nos Cleaning Staff- 6 nos Security Staff- 2 nos Lab Technicians - 2 nos Junior Lab Assistant - 4 nos</p>
2.4.4	<p><u>Equipments:</u> Well equipped operation theatre with Workstation, Suction Apparatus, Multichannel monitors, Pipeline system, Overhead light, Adjustable operation tables Invasive and Noninvasive BP monitoring system, Blood sugar monitoring and Blood gas analysis equipments, Sterilization unit.</p>

2.4.5	<u>Clinical Cases:</u> Surgical cases from each department. Emergency cases and ICU cases
2.4.6	<u>Laboratories</u> Haematology Laboratory, Biochemistry Laboratory, Microbiology & Pathology Laboratory

3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND START THE COURSE

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for Other areas . Building 5000 Square feet Licensed Hospital	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt .norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	200 with 75% occupancy	
4.2	OP/IP	IP- 200 OP-Around 600/day	
4.3	Departments needed	General Surgery, Obstetrics & Gynaecology, Orthopaedics,	

		Plastic Surgery, ENT, OMFS Specialities:- Cardiothoracic Surgery, Neuro Surgery, Surgical Gastroenterology, Urology, Paediatric Surgery, Emergency Medicine Department, Microbiology, Anatomy, Physiology, Pharmacology, Pathology	
4.4	Clinical Requirement	Surgical cases from each department. Emergency cases and ICU cases	
4.5	Equipments	Well equipped operation theatre with Workstation, Suction Apparatus, Multichannel monitors, Pipeline system, Overhead light, Adjustable operation tables Invasive and Non invasive BP monitoring system, Blood sugar monitoring and Blood gas analysis equipments, Sterilization unit.	
4.6	Manpower	Professor - 1 Associate Professors - 2 nos Assistant Professors - 5 nos Senior Residents - 7 nos For Department of Anaesthesiology and other major departments. Minimum 4 units for major departments. 1 unit for Superspecialty Departments including Professor/Associate Professor – 1 no Assistant Professors - 2 nos Senior Residents - 2 nos Trained Staff Nurses – 20 nos Nursing Assistants – 10 nos Cleaning Staff- 6 nos Security Staff- 2 nos	

		Lab Technicians – 2 nos Junior Lab Assistant – 4 nos	
4.7			
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed College building as per the approved Plan	
5.1	Lecture Halls with teaching aids 55 M ² x 4 Nos. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.		
5.2	Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution) Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities. It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids		
5.3	Examination Hall with confidential room. <ul style="list-style-type: none"> Examination hall should meet all requirements as specified by KUHS anticipating up gradation of/starting of degree programmes and online conduct of exams. Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. (For online transmission of question papers). Surveillance Camera system of the required specifications in working condition. Communication Signal jammer of the required specification in working condition This facility may be shared with other courses in the institute.		
5.4	Common Room for Boys & Girls A minimum of 2-3 common rooms (800 sq ft each) should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc.Toilet and hand washing facilities should be made available in each room.		
5.5	Administrative Block		

	Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility	
5.6	Principal's Room There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M ² .	
5.7	Staff Rooms There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M ² . Provide separate room for the Heads of the department. There should be separate staff rooms for Non teaching staffs.	
5.8	Central Store - 15M² A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated	
5.9	Laboratories/Equipments /instruments	As per the requirement for the academic training of the course shall be made available

5.10	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available	
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.	
5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.	
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.	

6.MAN POWER REQUIREMENT

Shall be provided

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)			
		No	Qualification/Experience	
6.1.1	Principal	1	MBBS, MD/MS –(Superspecialty optional)	
6.1.2	Vice Principal	1	MBBS, MD/MS –(Superspecialty optional)	
6.1.3	Professor	1	MBBS, MD/DNB Anaesthesiology	
6.1.4	Associate Professor	1	MBBS, MD/DNB Anaesthesiology	
6.1.5	Assistant Professor	3	MBBS ,MD/DNB Anaesthesiology	
6.1.6	Lecturer	--		
6.1.7	Asst. Lecturer/ Tutor	--		
6.1.8	Clinical instructor	2	BSc Nursing/BSc Anaesthesia technician	
6.1.9	Assistant Professor & Lecturer (Part Time Faculty)			
6.1.9	Year wise split up	First Year – Principal – 1 Vice Principal - 1 Asst.Professor – 3 nos Clinical instructor – 2 nos	Second Year Principal – 1 Vice Principal – 1 Professor – 1 (optional) Associate Professor - 1 Asst.Professor – 3 nos Clinical instructor – 2 nos	Total-9
6.2	Ministerial			
6.2.1	Administrative Officer - 1 no	If a Collegiate Hospital staff can be shared		
6.2.2	Office Superintendent – 1			
6.2.3	PA to Principal – 1 no			
6.2.4	Accountant/ Cashier – 1 no			
6.2.5	DEO/Comp Asst – 1 no			
6.2.6	Clerk – 1 no			
6.2.7	Store Keeper - 1 no			
6.2.8	Office/Class room Attender - 1 no			
6.3	Laboratory Staff			
6.3.1	Lab Instructor -	BSc, MLT		
6.3.2	Lab Technician – 2 nos			
6.3.4	JLA – 4 nos	Diploma		
6.4	Library staff			
6.4.1	Librarian- Gr 1	With PG in Library Science		
6.4.2	Librarian	1 no - With graduation in Library science		
6.4.3	Attender	1 no		
6.5	Technical staff			
6.5.1	Electrician - 1	Can be shared with Hospital		

6.5.2	Plumber -1	Can be shared with Hospital
6.5.3	Mechanic - 1	Can be shared with Hospital
6.6	Supporting staff	
6.6.1	Cleaning Staff - 6 nos	Sufficient no to clean the total area
6.6.2	Security staff – 2 noa	Shall be provided around the clock
6.6.3	Driver	Facility needed if seperate building for office and hospital and teaching block
7	HOSTELS	Shall full fill criteria specified for approval of Hostels
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities	
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory 150sq.ft for double room, 200sq.ft for triple room	
7.3	<ul style="list-style-type: none"> Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided Separate room shall be provided for House keeper, security staff Adequate no of Bath room, toilets attached to room or common, washing/drying area etc shall be provided in each floor 	
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. Hygienic Kitchen with all facilities for cooking and serving shall be available. Arrangement for providing hygienic food incorporating balanced diet shall be ensured 	
8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
8.1	Application Fee As fixed by Govt/Statutory Council	
8.2	Processing of Application As specified in Govt Orders issued from time to time	
8.3	Application Forms	
8.3.1	Application for starting new institution/ course	Appendix-A -
8.3.2	Application for Enhancement of Seats	Appendix-B

Sd/-
Dr.Linette.J.Morris
Professor & Head
Department of Anaesthesiology

DRAFT 1

GOVERNMENT OF KERALA
PARAMEDICAL COUNCIL

Appendix A

APPLICATION FOR STARTING PARAMEDICAL COURSES

(Each application form consists of a general proforma and a course concerned proforma)

A. General Proforma

1. Name and Address of the Applicant/Institution/
Educational Agency proposed:
Name :
Address with pin code :
Phone No. :
Email :
Fax :
2. Address to which communications are to be sent :

3. Whether the agency is a registered society
(Attach copy of registration certificate) :

4. Whether the Place/Institute belong to the
Jurisdiction of Corporation/Municipality/Panchayat :

5. Name of the Village, Taluk and District
in which the Institute is proposed :

6. Whether the Institute has already constructed :
If yes,
a) State the purpose for which it was constructed :
b) Date of completion of construction :
c) Total Area of the building :
(Attach copy of approved plan)
d) Whether the construction is as per the :
Stipulation of the governmental contract :
7. Area of land (attach copies of documents) :

8. Registered owner of the land :
9. Land description and exact location of the land :
(Enclose the plan of the land with road map)

10. Whether no objection certificate obtained from the local bodies :
If yes, attach the copies of no objection certificate :
for the project proposal from the Local bodies :
(Panchayat/Municipality/Corporation.) :

11. Name of the courses applied for :
1) :
2) :
3) :

12. Name of the Institutes which conduct :
the same courses within the distance of 10 Km :

13. Number of seats proposed :

14. Whether the Institute has experience in conducting :
other Medical or Paramedical courses :

Sl.No	Name of the course	Year of starting	Number of students per batch	Name of University/Board

15. Name of the Head of Institution/
Authorized signatory of the agency :
- Designation :
- Qualification :
- Phone No. :
- Mobile No. :
- Fax :
- E mail :

16. Whether the Institute has own Hospital in the premises :
- If yes,
- a) When the hospital started function :
- b) Area of land :
- c) Name of the owner :
- d) Total working space available :
- (Attach the copy of approved plan)
- e) Total no of in-patients/month :
- f) Total number of out patient/month :
- g) Number of bed :

17. Whether the hospital has specialty clinics :
- If yes, give details :

Sl.No	Name of the specialties	Year of starting	Number of out patients/yr	No. of inpatients/yr

18. Whether the Institute has Auditorium to conduct
Ceremonies student's functions/examinations/seminars :
- If yes, Total number of students in the institute :
- Total working Area of auditorium :
- How many students can be occupied? :
- Facilities in the auditorium :

19. Whether the Institute has Common room for boys /Girls :
- If yes, Total working area :
- Facilities available in the common room :

20. Whether the Institute has a Library :
- If yes, Total area :

21. Whether the institute has Hostel for :
 If yes, Total number of rooms :
 Total room space in square meter :
 Total working area excluding the rooms :
22. Whether the institute has Hostel for Girls :
 If yes, Total number of rooms :
 Total room space in square meter :
 Total working area excluding the rooms :
 (In square meter)
23. Whether the financial status of the institute permit :
 to start the new course :
 If yes, give the details of budget provisions :
24. Whether the institute has common toilet for :
 Girls :
 Boys :
 Staff :
25. Others :

MINIMUM STANDARD REQUIREMENT- GENERAL
FOR PARAMEDICAL DIPLOMA COURSES CONDUCTED BY DME

1. General Description of The Course

No	Item	
1.1	Title of the Course	Diploma in Cardiovascular Technology(†DCVT)
1.2	Aim of the course	Cardiovascular practice has changed a lot in the recent times with the adoption of newer diagnostic modalities , performanceof complex angioplasties and imaging procedures .The main job of the Cath lab technician is to assist the Cardiologist in the diagnosis and management of cardiovascular diseases.
1.3	Objective of the Course	The main objective of the course is to equip students to assist the Cardiologist in the various diagnostic modalities (Electrocardiogram and Echocardiography) . The cardiovascular technologist is responsible for assisting the Cardiologist in invasive procedures such as cardiac catheterization. The course intend to provide a thorough knowledge of the basics in Cardiology and Cath lab machines .
1.4	Admission Capacity+ Enhancement slot	batch of 4 students
1.5	Duration	2 yrs + 6 months internship. There shall be theory classes along with practical training and resident duty during the course. Duration permitted for successful Completion of the course – 4 years
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics,Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/STcandidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time and in terms of the respective Course Regulations.
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year	Basic Sciences(Anatomy, Physiology, Microbiology,Pathology and Pharmacology) ECG, Exercise ECG , Holter and Miscellaneous
1.10.2	2 nd Year	Echocardiography
1.10.3	3 rd Year	Cardiac Catheterization- Principles and Practice
1.10.4	Internship	6 months.After the successful completion of the course
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc

1.12	Council Registration if any	Respective State Para Medical Councils
1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	Under Graduate and Post Graduate Courses

2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING DCVT COURSE

2.1	OWNER SHIP The applicant for affiliation shall be an institution owned and managed by: <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.3	Documents to be submitted. <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board

	<p>14. Under takings</p> <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.4	HOSPITAL	A well established hospital of minimum 3 years of existence with 200 beds and 75% occupancy
2.4.1	<p>Hospital Facility-</p> <p>The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms.</p> <ol style="list-style-type: none"> 1. Departments-Anatomy, Physiology, Biochemistry, Pharmacology, Microbiology, Pathology, General Medicine, Cardiology and Cardio thoracic Surgery 2. Total Bed – 200 beds with minimum 10 cardiology beds and 5 ICU beds 3. Patients 4. Specific requirement for eligibility of the course 	
2.4.2	<p>Major departments needed-Anatomy, Physiology, Biochemistry, Pharmacology, Microbiology, Pathology, General Medicine, Cardiology and Cardio Thoracic Surgery Department with a functioning Cardiology ICU (minimum 5 beds). A fully functional Cardiology Department and Cardio thoracic Surgery Department is essential for a proper conduct of the course</p>	
2.4.3	<p>Manpower – For a batch of 4 students at least 2 Cardiologists(Post DM/DNB) with additional 1 Cardiologist (Post DM/DNB) for every additional seat with a maximum intake of 8 students/ year</p>	
2.4.4	<p>Equipments–At least 1 working Tread mill Test Machine, 1 working Holter Machine with analyzer, 1 working Echocardiography Machine(including facilities to do Transoesophageal and Dobutamine stress ECHO) and 1 Fully Functional Cath Lab (Motorized gantry and other ancillary equipments)</p>	
2.4.5	<p>Clinical Cases – Minimum of 5000 OP cases / year and 600 IP cases per year with a load of at least 3000 Echocardiograms including 50 Transoesophageal Echocardiograms, 2000 ECG per year, 1000 TMTs per year and 200 Holter tests per year</p> <p>Coronary Angiograms – 500 Per year, Coronary Angioplasty 200 per year</p> <p>Permanent Pacemaker Implantation – 10 per year</p>	

	Sufficient number of Structural intervention and Electrophysiology studies is desirable
2.4.6	Laboratories –One Exercise test + Holter lab One Echocardiography lab with minimum one Echo machine with TEE probe One Cath Lab with all equipments like Hemodynamic monitors, Pressure Transducers

3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND START THE COURSE

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for Other areas	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt .norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	200 bedded hospital	
4.2	OP/IP	Cardiology OPD strength of minimum 5000 OP cases/ year	

		IP strength of minimum 600 cases per year
4.3	Departments needed	Anatomy, Physiology, Biochemistry, Pharmacology, Microbiology, Pathology, Pharmacology, General Medicine, Cardiology and Cardio Thoracic Surgery Department with a functioning Cardiology ICU (minimum 5 beds). A fully functional Cardiology Department and Cardio thoracic Surgery Department is essential for a proper conduct of the course
4.4	Clinical Requirement	Minimum of 5000 OP cases / year and 600 IP cases per year with a load of atleast 3000 Echocardiograms per year including 50 Transoesophageal Echocardiograms, 2000 ecgs per year, 1000 TMTs per year and 200 Holter tests per year
4.5	Equipments	<ol style="list-style-type: none"> 1) A fully functional Cath lab with motorized gantry and other ancillary equipments 2) Echocardiographic machine with facilities for TEE 3) Holter Recorder and Analyzer 4) Tread Mill Test Machines 5) 4 ECG recorders 6) Hemodynamic Monitors
4.6	Manpower	<p>For a batch of 4 students at least 2 cardiologists (Post DM/ DNB) with 2 yrs experience</p> <p>For every additional 2 students 1 Cardiologist with 2 yrs experience(Post DM/DNB)</p> <p>Maximum intake 8 students / year</p> <p>Cath lab Technologist - For a batch of 4 students at least 2 Technologist (Post BCVT/ Post DCLT) with 2 yrs experience</p> <p>For every additional student 1 Technologist with 2 yrs experience (Post BCVT/ Post DCLT)</p>
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed College building as per the approved Plan
5.1	Lecture Halls with teaching aids 55 M ² x 4 Nos. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.	
5.2	Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution) Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities. It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids	

5.3	<p>Examination Hall with confidential room.</p> <ul style="list-style-type: none"> • Examination hall should meet all requirements as specified by KUHS anticipating up gradation of/starting of degree programmes and online conduct of exams. • Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. • The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. • Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. (For online transmission of question papers). • Surveillance Camera system of the required specifications in working condition. • Communication Signal jammer of the required specification in working condition This facility may be shared with other courses in the institute.
5.4	<p>Common Room for Boys & Girls</p> <p>A minimum of 2-3 common rooms (800 sq ft each) should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc. Toilet and hand washing facilities should be made available in each room.</p>
5.5	<p>Administrative Block</p> <p>Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility</p>
5.6	<p>Principal's Room</p> <p>There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M².</p>
5.7	<p>Staff Rooms</p> <p>There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M². Provide separate room for the Heads of the department.</p> <p>There should be separate staff rooms for Non teaching staffs.</p>
5.8	<p>Central Store</p> <p>A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated</p>

5.9	Laboratories/Equipments/instruments	As per the requirement for the academic training of the course shall be made available
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6.MAN POWER REQUIREMENT

5.10	Library(Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.
5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.

Shall be provided

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)			
		No	Qualification/Experience	
6.1.1	Principal	1	10 yr experience post PG	
6.1.2	Vice Principal	1	8 yr post PG	
6.1.3	Professor in Cardiology	1	5 yr post DM/DNB	
6.1.4	Associate Professor in Cardiology	1	2 yrs post DM/DNB	
6.1.5	Assistant Professor in Cardiology	1	Post DM/DNB	
6.1.6	Senior Resident (Academic/ Non Academic)	1	Academic – undergoing DM/DNB training Non Academic – post DM/DNB training	
6.1.7	Cath Lab Technician	2	Post BCVT/ Post Diploma in Cardiovascular Technology Post DCVT with 3 yrs experience in Govt Hospital / SCTIMST/ 200 bedded private hospital	
6.1.9	Year wise split up	First Year	Second Year	Total

6.2	Ministerial	
6.2.1	Administrative Officer	Can be shared with the Hospital
6.2.2	Office Superintendent	
6.2.3	PA to Principal	
6.2.4	Accountant/Cashier	
6.2.5	DEO/Comp Asst	
6.2.6	Clerk	
6.2.7	Store Keeper	
6.2.8	Office/Class room Attender	
6.3	Laboratory Staff	
6.3.1	Lab Instructor	
6.3.2	Lab Technician	
6.3.4	JLA	
6.4	Library staff	
6.4.1	Librarian- Gr 1	With PG in Library Science
6.4.2	Librarian	With Graduation in Library Science
6.4.3	Attender	
6.5	Technical staff	
6.5.1	Electrician	Can be shared with Hospital
6.5.2	Plumber	
6.5.3	Mechanic	
6.6	Supporting staff	
6.6.1	Cleaning Staff	Sufficient no to clean the total area
6.6.2	Security staff	Shall be provided around the clock
6.6.3	Driver	
7	HOSTELS	Shall full fill criteria specified for approval of Hostels
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities	
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory	
7.3	<ul style="list-style-type: none"> Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided Separate room shall be provided for House keeper, security staff Adequate no of Bath room,toilets attached to room or common, washing/drying areaetc shall be provided in each floor 	
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. Hygienic Kitchen with all facilities for cooking and serving shall be available. Arrangement for providing hygienic food incorporating balanced diet shall be ensured 	

8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
8.1	Application Fee As fixed by Govt/Statutory Council	
8.2	Processing of Application As specified in Govt Orders issued from time to time	
8.3	Application Forms	
8.3.1	Application for starting new institution/ course	Appendix-A
8.3.2	Application for Enhancement of Seats	Appendix-B

MINIMUM STANDARD REQUIREMENT-GENERAL
FOR PARAMEDICAL DIPLOMA COURSES CONDUCTED BY DME

1. General Description of The Course

No	Item	
1.1	Title of the Course	DIPLOMA IN DIPLOMA NEUROTECHNOLOGY (D.N.T)
1.2	Aim of the course	Moulding Well Trained Technicians In Neurotechnology
1.3	Objective of the Course	To impart various skillsets, practical knowledge, and expertise to the students and to provide a fundamental understanding of Neurotechnology
1.4	Admission Capacity+ Enhancement slot	Not to exceed 6 students per batch
1.5	Duration	2 Years+ 6 months Internship
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time and in terms of the respective Course Regulations.
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year	Basic Sciences, Common Diseases Of The Nervous System
1.10.2	2 nd Year	Neurotechnology-I, Neurotechnology-II
1.10.3	3 rd Year	NA
1.10.4	Internship	6 months Internship(non stipendry) after the successful completion of course
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	Respective State Councils
1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	Under Graduate and Post Graduate Courses

**2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN
INSTITUTION AND STARTING Diploma Neurotechnology COURSE**

2.1	<p>OWNER SHIP</p> <p>The applicant for affiliation shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.2	<p>ELIGIBILITY CRITERIA</p> <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 8. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.
2.3	<p>Documents to be submitted.</p> <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution;

	<p>5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability</p> <p>6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government</p> <p>7. Detailed Project Proposal on establishment and running of the Institution/course</p> <p>8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s)</p> <p>9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained.</p> <p>10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate.</p> <p>11. Copy of agreement, executed with the government,</p> <p>12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available</p> <p>13. Clearance from Pollution Control Board</p> <p>14. Under takings</p> <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.4	HOSPITAL	A well established hospital of minimum 5 years of existence with 200 beds and 75% occupancy
2.4.1	<p>Hospital Facility-</p> <p>The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms.</p> <ol style="list-style-type: none"> 1. Departments 2. Total Bed 3. Patients 4. Specific requirement for eligibility of the course 	
2.4.2	Major departments needed -Neurology department with at least 50 outpatients per week, at least 10 ward beds and Neurology ICU facility	
2.4.3	Manpower- At least 1 Neurologist with minimum 2 years post DM experience,	

	At least one full time Neurotechnologist with Diploma Neurotechnology Degree from a recognised Institution
2.4.4	Equipments-16 Channel EEG with video,Nerve conduction and EMG machine,
2.4.5	Clinical Cases- Exposure to common Neurology cases e.g.stroke,epilepsy,muscledisease,neuromuscular junction disorders,multiple sclerosis
2.4.6	Laboratories-EEG,EMG labs

3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND START THE COURSE

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for Other areas	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students.Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt .norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	200	
4.2	OP/IP	At least 50 neurology outpatients per week,at least 10	

		Neurology IP beds and Neurology ICU facility	
4.3	Departments needed	Neurology	
4.4	Clinical Requirement	Exposure to common Neurology cases including stroke,epilepsy,multiple sclerosis	
4.5	Equipments	16 channel EEG with video,EMG and nerve conduction study machine	
4.6	Manpower	At least 1 Neurologist with minimum 2 years post DM experience,1 full time Neurotechnologist with Diploma Neurotechnology degree from a recognised institution	
4.7			
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed College building as per the approved Plan	
5.1	Lecture Halls with teaching aids 55 M ² x 4 Nos. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.		
5.2	Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution) Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities. It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids		
5.3	Examination Hall with confidential room. <ul style="list-style-type: none"> Examination hall should meet all requirements as specified by KUHS anticipating up gradation of/starting of degree programmes and online conduct of exams. Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, 		

	<p>fax, and land line phone facilities, all in working condition. (For online transmission of question papers).</p> <ul style="list-style-type: none"> • Surveillance Camera system of the required specifications in working condition. • Communication Signal jammer of the required specification in working condition <p>This facility may be shared with other courses in the institute.</p>	
5.4	<p>Common Room for Boys & Girls</p> <p>A minimum of 2-3 common rooms (800 sq ft each) should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc. Toilet and hand washing facilities should be made available in each room.</p>	
5.5	<p>Administrative Block</p> <p>Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility</p>	
5.6	<p>Principal's Room</p> <p>There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M².</p>	
5.7	<p>Staff Rooms</p> <p>There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M². Provide separate room for the Heads of the department.</p> <p>There should be separate staff rooms for Non teaching staffs.</p>	
5.8	<p>Central Store</p> <p>A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated</p>	
5.9	Laboratories/Equipments/instruments	16 channel EEG with video recording, EMG and nerveconduction study machine, facility for polysomnography

5.10	<p>Library(Can share the common library of the institution)</p> <p>Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables.</p> <p>Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the</p>	
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	students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.
5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.

6.MAN POWER REQUIREMENT

Shall be provided

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)			
	No	Qualification/Experience		
6.1.1	Principal	1		
6.1.2	Vice Principal	1		
6.1.3	Professor			
6.1.4	Associate Professor			
6.1.5	Assistant Professor	At least 1 Assistant Professor /Consultant in Neurology	Minimum 2 years post DM clinical experience	
	Lecturer			
6.1.7	Asst. Lecturer/Tutor			
6.1.8	Clinical instructor	1 full time Neurotechnologist	Diploma Neurotechnology degree from a recognised institution	
6.1.9	Assistant Professor & Lecturer (Part Time Faculty)			
6.1.9	Year wise split up	First Year	Second Year	Total
6.2	Ministerial			
6.2.1	Administrative Officer	No, qualification & experience needed to be specified		
6.2.2	Office Superintendent			
6.2.3	PA to Principal			
6.2.4	Accountant/ Cashier			

6.2.5	DEO/Comp Asst	
6.2.6	Clerk	
6.2.7	Store Keeper	
6.2.8	Office/Class room Attender	
6.3	Laboratory Staff	
6.3.1	Lab Instructor	At least 1 Neurotechnologist with Diploma Neurotechnology Degree from a recognised institution
6.3.2	Lab Technician	
6.3.4	JLA	
6.4	Library staff	
6.4.1	Librarian- Gr I	With PG in Library Science
6.4.2	Librarian	With Graduation in Library Science
6.4.3	Attender	
6.5	Technical staff	
6.5.1	Electrician	Can be shared with Hospital
6.5.2	Plumber	
6.5.3	Mechanic	
6.6	Supporting staff	
6.6.1	Cleaning Staff	Sufficient no to clean the total area
6.6.2	Security staff	Shall be provided around the clock
6.6.3	Driver	
7	HOSTELS	Shall full fill criteria specified for approval of Hostels
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities	
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory	
7.3	<ul style="list-style-type: none"> Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided Separate room shall be provided for House keeper, security staff Adequate no of Bath room,toilets attached to room or common, washing/drying areaetc shall be provided in each floor 	
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. Hygienic Kitchen with all facilities for cooking and serving shall be available. Arrangement for providing hygienic food incorporating balanced diet shall be ensured 	

8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
8.1	Application Fee As fixed by Govt/Statutory Council	
8.2	Processing of Application As specified in Govt Orders issued from time to time	
8.3	Application Forms	
8.3.1	Application for starting new institution/ course	Appendix-A
8.3.2	Application for Enhancement of Seats	Appendix-B

MINIMUM STANDARD REQUIREMENT-GENERAL FOR PARAMEDICAL DIPLOMA COURSES CONDUCTED BY DME

1. General Description of The Course

No	Item	
1.1	Title of the Course	Diploma In Dialysis Technology (DDT)
1.2	Aim of the course	By the end of 2 years student should be confident enough to perform all modalities of dialysis, diagnosing complications of dialysis and tackling them.
1.3	Objective of the Course	To train the students to carry out various techniques of Haemodialysis and peritoneal dialysis and to perform techniques of dialysis independently. Students should be capable of performing all types of dialysis, extracorporeal treatment, identifying and managing complications of dialysis, maintenance of Reverse osmosis machines, preventing /minimizing catheter related blood stream infections and disposal of biowaste.
1.4	Admission Capacity+ Enhancement slot	Not to exceed 10students per batch depending on the infrastructure
1.5	Duration	The duration of the course shall be 2 years. The course shall be conducted under the department of Nephrology. There shall be theory classes along with practical training and resident duty during the course. Duration permitted for successful Completion of the course – 4 years
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time and in terms of the respective Course Regulations.
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year	Paper 1- Fundamentals of Nephrology & Dialysis Technology Paper 2- Recent Advances in Nephrology & Dialysis Technology Practical Examination including Log Book

1.10.2	2 nd Year	Internship
1.10.3	3 rd Year	NA
1.10.4	Internship	Is part of course and should be done after successful completion of the first year.
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	Respective State Councils
1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	Under Graduate and Post Graduate Courses

2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTINGDDT COURSE

2.1	OWNER SHIP The applicant for affiliation shall be an institution owned and managed by: <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.2	ELIGIBILITY CRITERIA <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Government/ DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Government/ DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the

	<p>statutory council and as per the norms fixed by State Government/ DME from time to time.</p> <p>7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS.</p> <p>8. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.</p>
2.3	<p>Documents to be submitted.</p> <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments

2.4	HOSPITAL	A well established hospital of minimum 3 years of existence with 200 beds and 75% occupancy
2.4.1	Hospital Facility- The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms. <ol style="list-style-type: none"> 1. Departments- Nephrology, Urology, Cardio Thoracic surgery 2. Total Bed -200 3. Patients - 150 4. Specific requirement for eligibility of the course: Departments- Nephrology, Urology & 20 beds, 10 dialysis machines. 	
2.4.2	Major departments needed- Nephrology, Urology, Cardio Thoracic	
2.4.3	Manpower - Senior nephrologist-5 years Experience after DM Nephrology Junior Nephrologist -DM Nephrology Dialysis Technician – 5 Staff Nurses – 5 Attenders- 4	
2.4.4	Equipments- RO Plant Dialysis Machine Multi Para Monitor Ventilator ECG Machine	
2.4.5	Clinical Cases	
2.4.6	Laboratories- Centralised Lab	

**MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY
AND START THE COURSE**

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for Other areas	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt. norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL	Required	
4.1	Total Bed	200	
4.2	OP/IP	600 per day/ 150	
4.3	Departments needed	Nephrology, Urology, Cardio Thoracic surgery	
4.4	Clinical Requirement	20 bedded Nephro Ward, 10 bedded Dialysis unit, 1 ICU with Defibrillator and Ventilator	
4.5	Equipments	10 Dialysis Machines, 1 Defibrillator, 1 ventilator and	

		Multiparamonitors. RO Plant.	
4.6	Manpower	Senior nephrologist-5 years experience after DM Nephrology Junior Nephrologist- DM Nephrology Dialysis Technician – 5 Staff Nurses – 5 Attenders- 4	
4.7			
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed College building as per the approved Plan	
5.1	Lecture Halls with teaching aids 55 M ² x 4 Nos. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.		
5.2	Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution) Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities. It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids		
5.3	Examination Hall with confidential room. <ul style="list-style-type: none"> Examination hall should meet all requirements as specified by KUHS anticipating up gradation of/starting of degree programmes and online conduct of exams. Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. (For online transmission of question papers). Surveillance Camera system of the required specifications in working condition. Communication Signal jammer of the required specification in working condition This facility may be shared with other courses in the institute.		

5.4	Common Room for Boys & Girls A minimum of 2-3 common rooms (800 sqft each) should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc. Toilet and hand washing facilities should be made available in each room.	
5.5	Administrative Block Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility	
5.6	Principal's Room There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M ² .	
5.7	Staff Rooms There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M ² . Provide separate room for the Heads of the department. There should be separate staff rooms for Non teaching staffs.	
5.8	Central Store A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated	
5.9	Laboratories/Equipments/instruments	As per the requirement for the academic training of the course shall be made available

5.10	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available	
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.	

5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.

6.MAN POWER REQUIREMENT

Shall be provided

shall be provided

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)			
		No	Qualification/Experience	
6.1.1	Principal	1		
6.1.2	Vice Principal	1		
6.1.3	Professor	1	Senior nephrologist-5 years' Experience after DM Nephrology	
6.1.4	Associate Professor			
6.1.5	Assistant Professor		Junior Nephrologist DM Nephrology	
6.1.6	Lecturer			
6.1.7	Asst. Lecturer/ Tutor			
6.1.8	Dialysis Technician	5	PGDDT/BSCDT/DDT with 3 years experience.	
6.1.9	Assistant Professor & Lecturer (Part Time Faculty)			
6.1.9	Staff Nurses	5		
6.1.9	Year wise split up	First Year	Second Year	Total
6.2	Ministerial			
6.2.1	Administrative Officer			
6.2.2	Office Superintendent			
6.2.3	PA to Principal			
6.2.4	Accountant/ Cashier			
6.2.5	DEO/Comp Asst			
6.2.6	Clerk			
6.2.7	Store Keeper			
6.2.8	Office/Class room Attender			
6.3	Laboratory Staff			
6.3.1	Lab Instructor			

6.3.2	Lab Technician	
6.3.4	JLA	
6.4	Library staff	
6.4.1	Librarian- Gr 1	With PG in Library Science
6.4.2	Librarian	With Graduation in Library Science
6.4.3	Attender	4
6.5	Technical staff	
6.5.1	Electrician	Can be shared with Hospital
6.5.2	Plumber	
6.5.3	Mechanic	
6.6	Supporting staff	
6.6.1	Cleaning Staff	Sufficient no to clean the total area
6.6.2	Security staff	Shall be provided around the clock
6.6.3	Driver	
7	HOSTELS	Shall full fill criteria specified for approval of Hostels
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities	
7.2	Minimum 50 sqft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory	
7.3	<ul style="list-style-type: none"> Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided Separate room shall be provided for House keeper, security staff Adequate no of Bath room, toilets attached to room or common, washing/drying area etc shall be provided in each floor 	
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. Hygienic Kitchen with all facilities for cooking and serving shall be available. Arrangement for providing hygienic food incorporating balanced diet shall be ensured 	
8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
8.1	Application Fee As fixed by Govt/Statutory Council	
8.2	Processing of Application As specified in Government Orders issued from time to time	
8.3	Application Forms	
8.3.1	Application for starting new institution/ course	Appendix-A
8.3.2	Application for Enhancement of Seats	Appendix-B

Minimum Standards for Diploma Course in Dental Hygiene

affiliated to

Directorate of Medical Education

Thiruvananthapuram - 695011

Reference:

DENTAL COUNCIL OF INDIA NOTIFICATION New Delhi, the 19th August, 2008
& DENTAL COUNCIL OF INDIA AMENDMENT
NOTIFICATION New Delhi, the 28th April, 2020

MINIMUM STANDARD REQUIREMENT FOR Diploma Course in Dental Hygiene

• **GENERAL DESCRIPTION OF THE COURSE**

No.	Item	Description
1.1	Title of the Course	Diploma Course in Dental Hygiene (DCDH)
1.2	Aim of the course	<p>The aim of Diploma Course in Dental Hygiene under the Directorate of Medical Education is to produce adequate number of qualified Dental Hygienists in the state of Kerala. Traditionally, a "Dental Hygienist" means a person who scales, cleans or polishes teeth, or give instructions in dental hygiene. He shall work under the supervision of a Registered Dental Surgeon. He must</p> <ul style="list-style-type: none">• Perform the work assigned by the Dentist with ultimate perfection, dedication and punctuality.

		<ul style="list-style-type: none"> • Must acquire the scientific knowledge and skill so as to enable him to follow the instructions of his Dentist. • Continue to evince keen interest in attending continuing education programmes in the field so as to attain proficiency in the recent advances. • Be willing to share the knowledge and skills with Dental Hygienist students and fresh diploma holders and colleagues.
1.3	Objectives of the Course	<p>The objective of Diploma Course in Dental Hygiene is to train a candidate so as to ensure extreme competence in dental hygiene. The objectives may be considered under,</p> <p>i. Knowledge (Cognitive Domain)</p> <p>ii. Skills (Psychomotor Domain)</p> <p>iii. Human values, work ethics and communication abilities (Affective Domain)</p> <p>i. Knowledge</p> <ul style="list-style-type: none"> • Understanding of basic sciences relevant to dental hygiene. • Update knowledge by self-study and by attending courses, conferences and seminars relevant to the field. <p>ii. Skills</p> <ul style="list-style-type: none"> • Acquire practical skills and competence in performing various procedures specified in the syllabus. <p>iii. Human values, ethical practice and communication abilities</p> <ul style="list-style-type: none"> • Adopt ethical principles . • Foster professional honesty and integrity. • Develop communication skills • Provide leadership and get the best out of his team in congenial working atmosphere.

		Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
1.4	Admission Capacity	As approved by the Directorate of Medical Education/Dental Council of India Maximum 10 students.
1.5	Duration	Duration of course shall be 2 years. The maximum period to complete the course successfully shall not exceed 4 years (double the duration of course)
1.6	Eligibility	Candidate I. The candidate should be at least 17 years of age at the time of admission and should be medically fit to pursue the course ii. A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students for the Diploma Course in dental hygiene shall be made on merit as decided by the competent authority approved by the Government of India/Government of Kerala/ the Directorate of Medical Education and as per guidelines of Central Apex Council from time to time.
1.8	Allotting Authority	Agency approved by of India/Government of Kerala/the Directorate of Medical Education from time to time.
1.9	Seat Reservation	As stipulated by Government of India/ Government of Kerala from time to time
1.10	Subjects of Study	
1.10.1	1st Year	Anatomy – General & Dental Physiology & Histology, General and Dental

		Pharmacology : General & Dental Pathology and Microbiology Food and Nutrition Dental Hygiene and Oral Prophylaxis Basic knowledge of computers
1.10.2	2nd Year	Dental Hygiene and oral prophylaxis • Dental Health Education • Community Public Health Dentistryiii Preventive Dentistry Dental Ethics and Jurisprudence; Orientation in Dentistry Dental Materials
1.10.3	Medium of instruction and examination	English
1.11	Controlling Authorities	Directorate of Medical Education Govt. of India/Govt. of Kerala/Central Apex Council
1.12	Registration	The candidate should register at the State (Kerala) Dental Council after successful completion of the DCDH course.
1.13	Availability of the Course	www.dciindia.gov.in www.dme.kerala.gov.in
1.14	Scope for Higher Studies	No higher courses available at present

• **MINIMUM REQUIREMENT TO APPLY FOR ESTABLISHING AN INSTITUTION TO START DCDM**

2.1	Eligibility to Apply for the course
2.1.1	<p>1. The Dental Mechanics Diploma Course can be started by a recognized Dental College or a Dental College, which got the permission from the Central Government for 3rd year BDS course onwards with maximum of 20 seats.</p> <p>2. The course of studies should extend over a period of two academic years and lead to the qualification of Dental Hygienists Diploma.</p> <p>3 The classes in different subjects of the curriculum should be taught exclusively for this course.</p> <p>4. There should be at least one Instructor for every 10 students working in the clinics at</p>

	any given time.									
	<p>For the teaching of dental subjects no persons except those holding recognized dental qualifications shall be employed as instructors. For Clinical and Practical/Demonstrations persons holding recognized dental Hygiene Qualification shall be eligible.</p> <p>The institutions imparting training in this course must possess the following minimum requirements:</p> <ol style="list-style-type: none"> One Histopathological laboratory equipped with as many number of microscopes as is required by half of the admission strength for demonstration purposes. At least two class room, i.e. one each for 1st & 2nd year students, one of which must be equipped with a LCD projector and OHP. Specific/subject wise Technical Laboratories so that each student of a class is provided with suitable facilities required for the course. A dental hygienist clinic fitted with one dental chair, one dental unit with ultrasonic scaler and a set of hand instruments separately for each student and at least one autoclave for every 5 students for sterilization. A Library should be available to the students. <p>Teaching Staff: In addition to the requirement of BDS and MDS Staff, exclusive teaching staff will be as under:</p> <table border="0"> <tr> <td>(a) Reader -MDS (Periodontics)</td> <td>.....</td> <td>One</td> </tr> <tr> <td>(b) Lecturer -MDS (Periodontics)</td> <td>.....</td> <td>One</td> </tr> <tr> <td>(c) Tutor Dental Hygienist</td> <td>—</td> <td>One</td> </tr> </table> <p>(d) Other Staff-As per requirement of the syllabus from the dental institution.</p> <p>NOTE: Appropriate Department to teach the Dental Hygienist Course.</p> <p>In view of the difficulties experienced by dental departments and dental teachers of dental colleges, the teaching of Dental Hygienist Course to be entrusted to the Department of Periodontics or to the faculty where above mentioned staff are available.</p> <p>Subject to the fulfillment all other requirements as prescribed hereinafter, the dental college/institution desirous to start diploma in Dental Mechanics shall apply to the Dental Council of India with an application fee of Rs. 1.5 lakh plus GST as applicable by Demand Draft/Pay Order/NEFT/RTGS in favour of "The Secretary, Dental Council of India, payable at Delhi", after obtaining Essentiality Certificate from the respective State Government for technical scrutiny and for obtaining the necessary permission for</p>	(a) Reader -MDS (Periodontics)	One	(b) Lecturer -MDS (Periodontics)	One	(c) Tutor Dental Hygienist	—	One
(a) Reader -MDS (Periodontics)	One								
(b) Lecturer -MDS (Periodontics)	One								
(c) Tutor Dental Hygienist	—	One								

	<p>starting/Increase of seats in the Dental Hygienists Course. The Government Dental Colleges/Institutions are exempted from any application/Inspection fee.</p> <p>⌋ The college, when its first batch appears in its final year diploma course examination, shall apply to DCI along with a recognition fee of Rs.3 lakhs plus GST as applicable, for recognition of its diploma in Dental Hygiene, u/s 12 of the Dentists</p>																												
2.1.2	<p>The applicant for affiliation shall be an institution owned and managed by:</p> <p>i. Government of India or the State Government,</p> <p>ii. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education,</p> <p>iii. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State</p> <p>iv. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954</p>																												
2.1.3	Basic Departments	<p>Department of Periodontics</p> <p>Department of Public Health Dentistry</p> <p>Department of Prosthodontics</p> <p>NOTE: Appropriate Department to teach the Dental Hygienist Course.</p> <p>In view of the difficulties experienced by dental departments and dental teachers of dental college, the teaching of Dental Hygienist Course be entrusted to the Department of Periodontics or to the faculty where above mentioned staff are available.</p>																											
2.1.4	Equipments needed for the course.	<p>(For 10 admission)</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name</th><th>Quantity</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Dental chairs and unit</td><td>6</td></tr> <tr> <td>2.</td><td>Autoclave</td><td>2</td></tr> <tr> <td>3.</td><td>Computer with internet connection with attached printer and scanner</td><td>1</td></tr> <tr> <td>4.</td><td>LCD projector</td><td>1</td></tr> <tr> <td>5.</td><td>Supra gingival scaling set</td><td>5</td></tr> <tr> <td>6.</td><td>Ultrasonic scaler</td><td>3</td></tr> <tr> <td>7.</td><td>Smart TV and DVD player with USB and blue tooth ,speaker Demonstration models</td><td>1</td></tr> <tr> <td>8.</td><td>Polishing unit (Prophy jet)</td><td>1</td></tr> </tbody> </table>	Sr. No.	Name	Quantity	1.	Dental chairs and unit	6	2.	Autoclave	2	3.	Computer with internet connection with attached printer and scanner	1	4.	LCD projector	1	5.	Supra gingival scaling set	5	6.	Ultrasonic scaler	3	7.	Smart TV and DVD player with USB and blue tooth ,speaker Demonstration models	1	8.	Polishing unit (Prophy jet)	1
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		9.	Basic restorative instruments	2
		10.	Model trimmer	1
2.1.5	Hostels	Hostel facility should be provided		
2.1.6	Time & Mode of Application		As per Notification by DME for a particular Academic Year	
2.1.7	Application Fee		As fixed by DME from time to time	
2.1.8	Perspective Plan: Background Information to be Provided with the application			
2.1.9	College (have their first admission should complete their internship) should have staff pattern and basic requirements of 50 BDS admissions as per apex body DCI			

**Minimum standards for
Diploma Course in Dental Mechanics
affiliated to
Directorate of Medical education
Thiruvananthapuram - 695011**

Reference:

DENTAL COUNCIL OF INDIA

NOTIFICATION

New Delhi, the 19th August, 2008.

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DENTAL COUNCIL OF INDIA AMENDMENT

NOTIFICATION

New Delhi, the 28th April, 2020

MINIMUM STANDARD REQUIREMENT FOR Diploma Course in Dental Mechanics

1. GENERAL DESCRIPTION OF THE COURSE

No.	Item	Description
1.1	Title of the Course	Diploma Course in Dental Mechanics (DCDM)
1.2	Aim of the course	<p>The aim of Diploma Course in Dental Mechanics under the Directorate of Medical Education is to produce adequate number of qualified Dental Mechanics in the state of Kerala. Traditionally, a “Dental mechanic” means a person who makes or repairs denture and dental appliances. He shall restrict his activities to purely mechanical laboratory work at the instance of the registered dental surgeon. He shall not do any chair side work. He must</p> <ul style="list-style-type: none">• Perform the laboratory work assigned by the Dentist with ultimate perfection, dedication and punctuality.• Must acquire the scientific knowledge and skill so as to enable him to follow the instructions of his Dentist.• Should be able to fabricate dental prostheses and appliances as per the requirements of the Dentist.• Contribute to the professionalism of the Dentist by performing the assigned job in time observing maximum care throughout the laboratory procedure.• Continue to evince keen interest in attending continuing education programmes in the field so as to attain proficiency in the recent advances.• Be willing to share the knowledge and skills with Dental Mechanic students and fresh diploma holders and colleagues.
1.3	Objectives of the Course	<p>The objective of Diploma Course in Dental Mechanics is to train a candidate so as to ensure extreme competence in dental laboratory procedures. The objectives may be considered under,</p> <ol style="list-style-type: none">i. Knowledge (Cognitive Domain)ii. Skills (Psychomotor Domain)iii. Human values, work ethics and communication abilities

		<p>(Affective Domain)</p> <p>i. Knowledge</p> <ul style="list-style-type: none"> • Understanding of basic sciences relevant to the laboratory procedure. • Update knowledge by self-study and by attending courses, conferences and seminars relevant to the field. <p>ii. Skills</p> <ul style="list-style-type: none"> • Acquire practical skills and competence in performing various procedures specified in the syllabus. <p>iii. Human values, ethical practice and communication abilities</p> <ul style="list-style-type: none"> • Adopt ethical principles . • Foster professional honesty and integrity. • Develop communication skills • Provide leadership and get the best out of his team in congenial working atmosphere. • Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
1.4	Admission Capacity	<p>As approved by the Directorate of Medical Education/Dental Council of India</p> <p>To start with, maximum 10 students. Once the first batch passes out after completion of course satisfactorily, intake of students may be enhanced to a maximum of 20 students.</p>
1.5	Duration	<p>Duration of course shall be 2 years. The maximum period to complete the course successfully shall not exceed 4 years (double the duration of course)</p>
1.6	Eligibility	<p>Candidate</p> <p>I. The candidate should be at least 17 years of age at the time of admission and should be medically fit to pursue the course</p> <p>ii. A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and</p>

		Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.	
1.7	Mode of Selection	The selection of students for the Diploma Course in dental mechanics shall be made on merit as decided by the competent authority approved by the Government of India/Government of Kerala/ the Directorate of Medical Education and as per guidelines of Central Apex Council from time to time.	
1.8	Allotting Authority	Agency approved by of India/Government of Kerala/the Directorate of Medical Education time to time.	
1.9	Seat Reservation	As stipulated by Government of India/ Government of Kerala from time to time	
1.10	Subjects of Study		
1.10.1	1st Year	Applied Physics, Applied Chemistry and Mechanics Dental Mechanics (Complete denture and Removable Partial Denture) Applied Oral Anatomy	
1.10.2	2nd Year	Dental Mechanics (Fixed Partial Denture and Orthodontic Appliances) Dental Materials and Dental Metallurgy Basic knowledge of Computer and Medical Records Management	
1.10.3	Medium of instruction and examination	English	
1.10.4	Practical Training	1 month (non-stipendiary) training on casting procedures in a Dental Lab in the beginning of the 2 nd Year of the course. The candidate has to complete the training before appearing for the final exam.	
1.11	Controlling Authorities	Directorate of Medical Education Govt. of India/Govt. of Kerala/Central Apex Council	
1.12	Registration	The candidate should register at the State (Kerala) Dental Council after successful completion of the DCDM course.	
1.13	Availability of the Course	www.dciindia.gov.in www.dme.kerala.gov.in	

1.14	Scope for Higher Studies	No higher courses available at present in the Government Institutions.
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MINIMUM REQUIREMENT TO APPLY FOR ESTABLISHING AN INSTITUTION TO START DCDM

2.1	Eligibility to Apply for the course
2.1.1	<p>1. The Dental Mechanics Diploma Course can be started by a recognised Dental College or a Dental College, which got the permission from the Central Government for 3rd year BDS course on wards with maximum of 10 seats/batch.</p> <p>2. The course of studies should extend over a period of two academic years and lead to the qualification of Dental Mechanics Diploma.</p> <p>3. The classes in different subjects of the curriculum should be taught exclusively for this course.</p> <p>4. There should be at least one instructor for every 10 students working in Technical Laboratories at any given time.</p> <p>5. For the teaching of dental subjects, no person except those holding recognized dental qualification shall be employed as instructors. For practical, Lab/Demonstrations, persons holding recognized Dental Mechanics Diploma shall also be eligible as Tutor.</p> <p>6. The institution imparting training in this course must possess the following minimum requirements, besides other criterion for recognized Dental College:-</p> <ul style="list-style-type: none"> (i) At least two class rooms i.e. one each for 1st & 2nd year students, at least one of which must be equipped with a LCD Projector. (ii) Specific/subject wise Technical laboratory facilities should be provided for each student so that practical/demonstrations on Applied Physics and Mechanics, Chemistry, Oral Anatomy, Dental materials & Applied. Metallurgy and Dental Mechanics can be held. (iii) A professional Library with text books should be available to the students for reference on the subject of the course. (iv) Well equipped laboratories for Prosthetic and orthodontic work. <p>Teaching Staff: In addition to the requirement of BDS & MDS Staff, exclusive teaching staff will be as under:</p> <p>a) Reader / Associate Professor– MDS (Prosthodontics) One</p>

	<p>b) Assistant Professor – MDS (Prosthodontics) One</p> <p>c) Tutor in Dental Mechanic One per 10 students</p> <p>d) Other Staff for teaching Physics, Chemistry, Computer science etc. as required</p> <p>Subject to the fulfillment all other requirements as prescribed hereinafter, the dental college/institution desirous to start diploma in Dental Mechanics shall apply to the Dental Council of India with an application fee of Rs. 1.5 lakh plus GST as applicable by Demand Draft/Pay Order/NEFT/RTGS in favour of “The Secretary, Dental Council of India, payable at Delhi”, after obtaining Essentiality Certificate from the respective State Government for technical scrutiny and for obtaining the necessary permission for starting/Increase of seats in the Dental Mechanics Course. The Government Dental Colleges/Institutions are exempted from any application/Inspection fee.</p> <p>The college, when its first batch appears in its final year diploma course examination, shall apply to DCI along with a recognition fee of Rs.3 lakhs plus GST as applicable, for recognition of its diploma in Dental Mechanics, u/s 12 of the Dentists</p>	
2.1.2	<p>The applicant for affiliation shall be an institution owned and managed by:</p> <p>i. Government of India or the State Government,</p> <p>ii. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education,</p> <p>iii. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State</p> <p>iv. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954</p>	
2.1.3	<p>Basic Departments</p>	<p>Department of Prosthodontics</p> <p>Department of Orthodontics</p> <p>Department of Oral Pathology and Microbiology</p> <p>NOTE: Appropriate Department to teach the Dental Mechanic Course.</p> <p>In view of the difficulties experienced by dental departments and dental teachers of dental college, the teaching of Dental Mechanics Course be entrusted to the Department of Prosthodontics or to the faculty where above mentioned staff are available.</p>

2.1.4	Equipments needed for the course	(For 10 admission)		
		Sr. No.	Name	Quantity
		1.	Articulators – semi adjustable/ adjustable with face bow	2
		2.	Surveyor	2
		3.	Computer with internet connection with attached printer and scanner	2
		4.	LCD projector	1
		5.	Plaster dispenser	1
		6.	Model trimmer with carborundum Disc	1
		7.	High speed lathe	2
		8.	Vibrator	1
		9.	Acrylizer	2
		10.	Dewaxing unit	2
		11.	Hydraulic press	1
		12.	Mechanical press	1
		13.	Vacuum mixing machine	1
		14.	Micro motor lab type	5
		15.	Pressure molding machine	1
		16.	Duplicator	1
		17.	Pindex system	1
		19.	Burn-out furnace	1
		20.	Welder	1
		21.	Sandblaster	1
		22.	Electro – polisher	1
		23.	Dewaxing furnace	1
		24.	Induction casting machine with vacuum pump, capable of casting titanium chrome cobalt precision metal	1
		25.	Steam cleaner	1
		26.	Wax heater	1
		27.	Wax carvers (Full PKT Set)	1
		28.	Die cutting machine	1
		29.	Fully programmable porcelain furnace with vacuum pump	1
		30.	Ceramic kit (instruments)	1
		31.	Ceramic materials (kit)	1
		32.	Ceramic polishing kit	1
2.1.5	Hostels	Hostel facility should be provided		
2.1.6	Time & Mode of Application	As per Notification by DME for a particular Academic Year		
2.1.7	Application Fee	As fixed by DME from time to time		
2.1.8	Perspective Plan: Background Information to be Provided with the application			

MINIMUM STANDARD REQUIREMENT
FOR DIPLOMA IN ENDOSCOPIC TECHNOLOGY (DET) CONDUCTED BY
DIRECTORATE OF MEDICAL EDUCATION (DME)

1. General Description of The Course

No	Item	
1.1	Title of the Course	Diploma In Endoscopic Technology (DET)
1.2	Aim of the course	To train students to become well qualified and skilled endoscopic technicians so as to improve endoscopic standards in hospitals
1.3	Objective of the Course	At the end of the training programme the candidates should be able to perform as endoscopic technicians and assist doctors in performing various endoscopic procedures.
1.4	Admission Capacity+ Enhancement slot	4 students per year to start with Not to exceed 6 students per batch
1.5	Duration	2 Years + 6 months Practical Training
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time and in terms of the respective Course Regulations.
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year	Topics as per the detailed Syllabus (No Exams in first year)
1.10.2	2 nd Year	Topics as per the detailed Syllabus (There will be exams at the end of Second year)
	Paper-1	Basic Sciences including Principles of Endoscopy
	Paper-2	Diagnostic and Therapeutic Endoscopy
	Paper-3	Endoscopic Accessories, Reprocessing & Recent Advances
1.10.3	Internship	6 Months Practical Training/Internship shall be done after the successful completion of the course
1.10.4	Practicals	
	Module I	Handling of Endoscope for Diagnostic Endoscopy
	Module II	Handling of Accessories for Therapeutic Endoscopy
	Module III	Reprocessing of Endoscope
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	State Para Medical Council

1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	At present nil. No degree course available.

2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING DET-COURSE

2.1	<p>OWNER SHIP</p> <p>The applicant for affiliation shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.2	<p>ELIGIBILITY CRITERIA</p> <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt. / DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt. / DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Govt. / DME from time to time. 7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 8. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.

2.3	<p>Documents to be submitted.</p> <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 		
2.4	<table border="1"> <tr> <td data-bbox="205 1719 675 1813">HOSPITAL</td><td data-bbox="675 1719 1516 1813">A well established hospital of minimum 3 years of existence with 200 beds and 75% occupancy</td></tr> </table>	HOSPITAL	A well established hospital of minimum 3 years of existence with 200 beds and 75% occupancy
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2.4.1	<p>Hospital Facility-</p> <p>The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms.</p> <ol style="list-style-type: none"> 1. Departments- Separate Gastroenterology Department 2. Total Bed-200 beds 		

	3. Patients- Minimum 50 op (New patients) /week , 20 beds in Gastroenterology with 70% occupancy,5 beds in ICU , Post Endoscopy observation 5 beds {Specific requirement for eligibility of the course
2.4.2	<p>Major departments needed- Medical Gastroenterology, Urology, Surgery, Gynaecology. Preferably Pulmonary medicine (Medical Gastroenterology department should be fully established .Surgical gastroenterology department optional . General surgery department should be fully established . Other departments like ENT , Radiology , General medicine and anaesthesia are preferable)</p> <p>Procedures with minimum number</p> <p>Upper GI Endoscopy (Monthly 50),</p> <p>Colonoscopy (Monthly 20),</p> <p>ERCP (Monthly 5),</p> <p>Laparoscopy (Monthly 5),</p> <p>Cystoscopy (Monthly 30),</p> <p>Bronchoscopy (Monthly 10)</p>
2.4.3	Manpower- Minimum 2 full time Gastroenterologists, minimum 2 endoscopic trained staff nurse.
2.4.4	<p>Equipments- Gastroenterology equipments-Upper GI Endoscope, Colonoscope, Side viewing Endoscope, EUS(Preferably) & Manometry (preferably) .</p> <p>Computer with software capable of video capture, C Arm, LCD Projector, Computer with internet access</p> <p>Endoscopy accessories:</p> <p>Biopsy forceps, foreign body retrieval devices, polypectomy snare, variceal band ligator, variceal injector, Splinterotome, ERCP cannula, biliary stents, Dormia basket, Lithotripter, guide wires, , Percutaneous Endoscopic gastrostomy set, haemorrhoidal ligator, balloon dilators, Savary Gillard dilator</p> <p>departments: Laparoscopy, Cystoscopy, Bronchoscope. Along with its accessories.</p>
2.4.5	Clinical Cases-Upper GI Bleed, Abdominal pain, Vomiting , Dysphagia Obstructive Jaundice, Pancreatitis , Ascites, Abdominal lump, Chronic diarrhea, Bleeding Per rectum, Chronic constipation
2.4.6	Laboratories- Clinical Pathology, Biochemistry, Microbiology laboratory facilities to be available . Viral markers including HBsAg, HCV, HIV and COVID(If applicable) testing facility to be available.

3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND START THE COURSE

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for Other areas .	With constructed building and other infra structures

		Building 5000 Square feet	
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt . norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	200	
4.2	OP/IP	Minimum 50 op(New patients) /week	20 beds in gastroenterology
4.3	Departments needed	Fully functional Surgery department with procedure like laparoscopy being done . Urology department with cystoscopy being performed . Pulmonary medicine department with bronchoscopy being performed .	
4.4	Clinical Requirement	Room for OP facility, endoscopy theatres, library, class room , common room , hostel facility with transportation.	Procedures like Upper GI Endoscopy(Monthly 50), Colonoscopy(Monthly 20), ERCP(Monthly 5), Laparoscopy(Monthly 5),

			Cystoscopy(Monthly 30), Bronchoscopy(Monthly 10) to be routinely performed
4.5	Equipments	<p>Upper GI Endoscope, Colonoscope, Side viewing Endoscope, EUS(Preferably) & Manometry (preferably) .</p> <p>Computer with software capable of video capture, C Arm, LCD Projector, Computer with internet access</p> <p>Endoscopy accessories: Biopsy forceps, foreign body retrieval devices, polypectomy snare, variceal band ligator, variceal injector, Sphinterotome, ERCP cannula, biliary stents, Dormia basket, Lithotripter, guide wires, , Percutaneous Endoscopic gastrostomy set, haemorrhoidal ligator, balloon dilators, Savary Gillard dilator</p> <p>Other departments: Laparoscopy, Cystoscope, Bronchoscope. Along with its accessories.</p>	
4.6	Manpower	Minimum 2 fulltime gastroenterologists, minimum 2 endoscopic trained staff nurse	Consultant with 3 years experience post MD/MS in Pulmonary Medicine , Surgery, Gynaecology Requirement . Consultant with 1 year experience post MCh in urology) in other Departments
4.7	Additional requirement	Preferably the institution should be a teaching institute with DM/DNB (Gastroenterology) training	
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed College building as per the approved Plan	

5.1	<p>Lecture Halls with teaching aids</p> <p>55 M² x 4 Nos. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.</p>
5.2	<p>Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution)</p> <p>Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities.</p> <p>It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids</p>
5.3	<p>Examination Hall with confidential room.</p> <ul style="list-style-type: none"> • Examination hall should meet all requirements as specified by KUHS anticipating up gradation of/starting of degree programmes and online conduct of exams. • Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. • The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. • Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. (For online transmission of question papers). • Surveillance Camera system of the required specifications in working condition. • Communication Signal jammer of the required specification in working condition <p>This facility may be shared with other courses in the institute.</p>
5.4	<p>Common Room for Boys & Girls</p> <p>A minimum of 2-3 common rooms (800 sq ft each) should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc. Toilet and hand washing facilities should be made available in each room.</p>
5.5	<p>Administrative Block</p> <p>Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility</p>
5.6	<p>Principal's Room</p> <p>There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M².</p>

5.7	Staff Rooms There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M ² . Provide separate room for the Heads of the department. There should be separate staff rooms for Non teaching staffs.	
5.8	Central Store A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated	
5.9	Laboratories/Equipments/instruments	Clinical pathology , Biochemistry , Microbiology laboratory with equipments for doing routine CBC, ESR, LFT,RFT,RBS,SE,HIV, HBsAg, HCV

6.MAN POWER REQUIREMENT

5.10	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available		
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.		
5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.		
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.		

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)		
		No	Qualification/Experience
6.1.1	Principal	1	(For administrative purpose Principal of Teaching/Paramedical institution can be accepted)
6.1.2	Vice Principal	1	(For administrative purpose Principal of Teaching/Paramedical institution can be accepted)

6.1.3	Professor	1	DM Gastroenterology with 5 Years post DM experience / Senior consultant with minimum 5 year experience
6.1.4	Associate Professor	1	DM Gastroenterology with 3 years post DM experience/senior consultant with 3 year experience
6.1.5	Assistant Professor	1	DM Gastroenterology with 1 year post DM experience/Consultant with 1 year experience
6.1.6	Lecturer	-	
6.1.7	Asst. Lecturer/ Tutor	-	
6.1.8	Clinical instructor	1	Diploma in General Nursing with 2 years experience in endoscopy
6.1.9	Assistant Professor & Lecturer (Part Time Faculty)	1 each	In Preclinical subjects (Anatomy, Physiology, Biochemistry & Pharmacology) the applied clinical aspects to be dealt with by the consultants in General Medicine, Surgery, Gynaecologist, Anaesthesiologist and concerned super speciality consultants.
6.2	Ministerial		
6.2.1	Administrative Officer	1	If a Collegiate Hospital staff can be shared
6.2.2	Office Superintendent		
6.2.3	PA to Principal	1	
6.2.4	Accountant/ Cashier	1	
6.2.5	DEO/Comp Asst	1	
6.2.6	Clerk	1	
6.2.7	Store Keeper	1	
6.2.8	Office/Class room Attender	1	
6.3	Laboratory Staff		
6.3.1	Lab Instructor	1	As per the standard criteria for the institution
6.3.2	Lab Technician	1	
6.3.4	JLA	1	
6.4	Library staff		
6.4.1	Librarian- Gr 1	1-With PG in Library Science	
6.4.2	Librarian	1-With Graduation in Library Science	
6.4.3	Attender	1	
6.5	Technical staff		
6.5.1	Electrician	Can be shared with Hospital	
6.5.2	Plumber		
6.5.3	Mechanic		
6.6	Supporting staff		
6.6.1	Cleaning Staff	Sufficient number to clean the total area	
6.6.2	Security staff	Shall be provided around the clock	
6.6.3	Driver		

7	HOSTELS	Shall full fill criteria specified for approval of Hostels
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities	
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory	
7.3	<ul style="list-style-type: none"> • Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided • Separate room shall be provided for House keeper, security staff • Adequate no of Bath room, toilets attached to room or common, washing/drying area etc shall be provided in each floor 	
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> • Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. • Hygienic Kitchen with all facilities for cooking and serving shall be available. • Arrangement for providing hygienic food incorporating balanced diet shall be ensured 	
8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
8.1	Application Fee : As fixed by Govt/Statutory Council	
8.2	Processing of Application As specified in Govt. Orders issued from time to time	
8.3	Application Forms	
8.3.1	Application for starting new institution/ course	Appendix-A
8.3.2	Application for Enhancement of Seats-	Appendix-B Subject to available infrastructure , man power and volume of case and procedures. enhancing sets from 4 to 6

MINIMUM STANDARD REQUIREMENT-GENERAL
FOR DIPLOMA DENTAL OPERATING ROOM
ASSISTANCE (DORA) CONDUCTED BY DME

1. General Description of The Course

No	Item	
1.1	Title of the Course	Dental Operating Room Assistance (DORA)
1.2	Aim of the course	Dental Operating Room Assistant is a person, not being a Dentist or Medical Practitioner; who assists the Dental Surgeon in sterilizing & at the chair side by supplying instruments, handling various dental materials & medicines as required by the Dental Surgeon
1.3	Objective of the Course	(Shall be same as that specified in Syllabus)
1.4	Admission Capacity+ Enhancement slot	Dental Operating Room Assistant Course, with a maximum of 20 seats in an academic year, can be started in a recognized dental college or in a dental college which has got the permission from the Central Government for 3rd year BDS course onwards.
1.5	Duration	The course of studies should extend over a period of two academic years and lead to the qualification of Dental Operating Room Assistant diploma awarded by DME
1.6	Academic Eligibility	<p>A candidate should be at least 17 years of age at the time of admission , and should be medically fit.</p> <p>(ii) a candidate must have passed at least 10+2 with Biology as a subject from a recognised Board/University or an equivalent qualification.</p> <p>A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.</p>
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time and in terms of the respective Course Regulations.
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year	Paper I : Anatomy, Physiology, Histology, Pathology and

		Bacteriology Paper II : Basic nursing Paper III: Computer, Office Management, Biomedical waste disposal and sterilization
1.10.2	2 nd Year	Paper I : Oral Anatomy & Physiology, Diseases of the teeth and gums and Dental materials Paper II : Operating room technique, Chair side assistants, Dental lab routine Paper III: Minor and major surgical assistance with concept of BTLS (Basic trauma life support), Dental radio imaging, Dental ethics and jurisprudence, orientation in dentistry
1.10.3	3 rd Year	NA
1.10.4	Internship	nil
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DMEetc
1.12	Council Registration if any	Respective State Councils
1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	Under Graduate and Post Graduate Courses

2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING DORACOURSE

2.1	OWNER SHIP The applicant for affiliation shall be an institution owned and managed by: 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.2	ELIGIBILITY CRITERIA The Institutions wishing to start diploma courses for Dental Operating Room Assistant should seek prior approval of the Dental Council of India. 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt ./ DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College

	<ol style="list-style-type: none"> 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt. / DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Govt. / DME from time to time. 7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 8. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.
2.3	<p>Documents to be submitted.</p> <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking the area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student

	ratio as well as Student Patient ratio in the institution. <ul style="list-style-type: none"> • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 																															
2.4	HOSPITAL	A well established hospital of minimum 3 years of existence with 200 beds and 75% occupancy																														
2.4.1	Hospital Facility- The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms. <ol style="list-style-type: none"> 1. Departments 2. Total Bed 3. Patients 4. Specific requirement for eligibility of the course 																															
2.4.2	Major departments needed -As per DCI guidelines for BDS admission 2007																															
2.4.3	Manpower- As per DCI guidelines for BDS admission 2007																															
2.4.4	Equipments- MINIMUM CLINICAL/ PRACTICAL REQUIREMENTS LAY OUT OF INSTRUMENT TROLLYS FOR <table> <tr> <td>1. Routine Dental extraction</td><td>-</td><td>10 set</td></tr> <tr> <td>2. Surgical extraction of teeth</td><td>-</td><td>10 set</td></tr> <tr> <td>3. Apicoectomies</td><td>-</td><td>5 set</td></tr> <tr> <td>4. Cyst enucleation</td><td>-</td><td>5 set</td></tr> <tr> <td>5. Biopsies</td><td>-</td><td>5 set</td></tr> <tr> <td>6. Fracture jaw bones</td><td>-</td><td>5 set</td></tr> <tr> <td>7. Zygoma reduction</td><td>-</td><td>2 set</td></tr> <tr> <td>8. Common set for major surgery procedure</td><td>-</td><td>10 set</td></tr> <tr> <td>9. Excision of tumor</td><td>-</td><td>2 set</td></tr> <tr> <td>10. Orthognathic surgery</td><td>-</td><td>2 set</td></tr> </table>		1. Routine Dental extraction	-	10 set	2. Surgical extraction of teeth	-	10 set	3. Apicoectomies	-	5 set	4. Cyst enucleation	-	5 set	5. Biopsies	-	5 set	6. Fracture jaw bones	-	5 set	7. Zygoma reduction	-	2 set	8. Common set for major surgery procedure	-	10 set	9. Excision of tumor	-	2 set	10. Orthognathic surgery	-	2 set
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2.4.5	Clinical Cases- As per DCI guidelines for BDS admission 2007																															
2.4.6	Laboratories- As per DCI guidelines for BDS admission 2007																															

3.MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND START THE COURSE

	Requirement	Eligibility	For starting the course
3.1	Land Area required	5 Acres/Cents(There should be a Dental college)	With constructed building and other infra

			structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt. norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	200 with 75% occupancy	
4.2	OP/IP	As per DCI guidelines for BDS admission 2007	There shall be at least 75 new patients on an average each day in college
4.3	Departments needed	As per DCI guidelines for BDS admission 2007	Dental Hospital: The following are the clinical departments in a Dental College. 1. Oral Medicine and Radiology 2. Oral Pathology and Oral Microbiology 3. Public Health Dentistry. 4. Paediatric and Preventive Dentistry 5.

			Orthodontics & Dental orthopaedics 6. Periodontology 7. Conservative Dentistry and Endodontics. 8. Oral & Maxillofacial Surgery. 9. Prosthodontics and Crown & Bridge
4.4	Clinical Requirement	As per DCI guidelines for BDS admission 2007	
4.5	Equipments	As per DCI guidelines for BDS admission 2007	
4.6	Manpower	As per DCI guidelines for BDS admission 2007	
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed College building as per the approved Plan	
5.1	Lecture Halls with teaching aids 55 M ² x 4 Nos. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.		
5.2	Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution) Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities. It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids		
5.3	Examination Hall with confidential room. <ul style="list-style-type: none"> Examination hall should meet all requirements as specified by KUHS anticipating up gradation of/starting of degree programmes and online conduct of exams. Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. 		

	<ul style="list-style-type: none"> • Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. (For online transmission of question papers). • Surveillance Camera system of the required specifications in working condition. • Communication Signal jammer of the required specification in working condition <p>This facility may be shared with other courses in the institute.</p>	
5.4	Common Room for Boys & Girls A minimum of 2-3 common rooms (800 sqft each) should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc. Toilet and hand washing facilities should be made available in each room.	
5.5	Administrative Block Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility	
5.6	Principal's Room There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M ² .	
5.7	Staff Rooms There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M ² . Provide separate room for the Heads of the department. There should be separate staff rooms for Non teaching staffs.	
5.8	Central Store A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated	
5.9	Laboratories/Equipments/instruments	As per the requirement for the academic training of the course shall be made available
5.10	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables.	

	Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.
5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.

6.MAN POWER REQUIREMENT

Shall be provided

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)		
		No	Qualification/Experience
6.1.1	Principal	1	
6.1.2	Vice Principal	1	
6.1.3	Professor		As per DCI guidelines for BDS admission for 50 intake 2007 In addition to this
6.1.4	Associate Professor	1	
6.1.5	Assistant Professor	1	
6.1.6	Lecturer		
6.1.7	Asst. Lecturer/ Tutor	1	
6.1.8	Clinical instructor	1	One instructor for every 10 students
6.1.9	Assistant Professor & Lecturer (Part Time Faculty)	nil	
6.2	Ministerial		
6.2.1	Administrative Officer	No, qualification & experience needed to be specified	
6.2.2	Office Superintendent		
6.2.3	PA to Principal		
6.2.4	Accountant/ Cashier		
6.2.5	DEO/Comp Asst		

6.2.6	Clerk	
6.2.7	Store Keeper	
6.2.8	Office/Class room Attender	
6.3	Laboratory Staff	
6.3.1	Lab Instructor	No, qualification & experience needed
6.3.2	Lab Technician	
6.3.4	JLA	
6.4	Library staff	
6.4.1	Librarian- Gr 1	With PG in Library Science
6.4.2	Librarian	With Graduation in Library Science
6.4.3	Attender	
6.5	Technical staff	
6.5.1	Electrician	Can be shared with Dental college
6.5.2	Plumber	
6.5.3	Mechanic	
6.6	Supporting staff	
6.6.1	Cleaning Staff	Sufficient no to clean the total area
6.6.2	Security staff	Shall be provided around the clock
6.6.3	Driver	
7	HOSTELS	Shall fulfil criteria specified for approval of Hostels
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities	
7.2	Minimum 50 sqft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory	
7.3	<ul style="list-style-type: none"> • Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided • Separate room shall be provided for House keeper, security staff • Adequate no of Bath room,toilets attached to room or common, washing/drying areaetcshall be provided in each floor 	
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> • Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. • Hygienic Kitchen with all facilities for cooking and serving shall be available. • Arrangement for providing hygienic food incorporating balanced diet shall be ensured 	
8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
8.1	Application Fee As fixed by Govt/Statutory Council	

8.2	1.	Processing of Application As specified in Govt Orders issued from time to time
8.3		Application Forms
8.3.1		Application for starting new institution/ course Appendix-A
8.3.2		Application for Enhancement of Seats Appendix-B

STAFF REQUIREMENT

1. One Instructor for every 10 students working in the Clinic at any given time.
2. The classes in different subjects of the curriculum are being taught exclusively.

Staff requirement as per Dental Operating Room Asstt (Grant of Diploma) Regulations, 2007:

(a) Assistant Professor (OMFS)	Full time	-	One
(b) Demonstrator	Full time	-	One
(c) Other staff	As required		

DEPARTMENT INFRASTRUCTURE DETAILS :-

Constructed Area for OT-Clinical-Lab

Facility	Available /Not Available
Class Room (two) Should be equipped with audio video facilities, a computer preferably with LCD. (clubbed with DH/DM)	
OT	
Clinics	
Laboratory Space One Histopathology Lab with sufficient no. of microscope	

MINIMUM STANDARD REQUIREMENT-GENERAL
FOR PARAMEDICAL DIPLOMA COURSES CONDUCTED BY DME

1. General Description of The Course

No	Item	
1.1	Title of the Course	Diploma In Respiratory Technology [DR]
1.2	Aim of the course	Development of competent and compassionate respiratory care technicians.
1.3	Objective of the Course	At the End of the Course they should be able to assist the physician in teaching inhalational techniques, nebulization, oxygen therapy and rehabilitation techniques. These technicians also provide assistance in spirometry, arterial blood gas analysis and cardiopulmonary exercise testing.
1.4	Admission Capacity+ Enhancement slot	10 per batch
1.5	Duration	The duration of the course shall be 2 years and 6 months of internship (nonstipendary practical training) after the successful completion of the course
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time and in terms of the respective Course Regulations.
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala
1.10	Subjects to study	
1.10.1	1 st Year	Basic Science, Pulmonary function Tests, Respiratory Therapeutics
1.10.2	2 nd Year	Airway Management Aerosolisation, Mechanical Ventilation, Incentive spirometry, Pulmonary rehabilitation, other respiratory Therapy
1.10.3	3 rd Year	NA
1.10.4	Internship	6 Months (non stipendary practical training). course completion certificate shall be issued only after completion of internship.
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	Respective State Councils
1.13	Availability of the	Refer DME/State Council Web Site

	Course under DME	
1.14	Scope for Higher Studies	Under Graduate and Post Graduate Courses

2. MINIMUM ELIGIBILITY TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING .DIPLOMA IN RESPIRATORY TECHNOLOGY COURSE

2.1	<p>OWNER SHIP</p> <p>The applicant for affiliation shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954.
2.2	<p>ELIGIBILITY CRITERIA</p> <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 6. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the regulations of the statutory council and as per the norms fixed by State Govt / DME from time to time. 7. The applicant shall NOT be one imparting educational Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS. 8. The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.
2.3	<p>Documents to be submitted.</p> <ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management to establish the particular institution /course earmarking

	<p>the area and purpose of running the institution/course concerned;</p> <ol style="list-style-type: none"> 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Audited Balance sheet for the previous 3 (three) years to prove the financial stability 6. Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government 7. Detailed Project Proposal on establishment and running of the Institution/course 8. The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) 9. Required Essentiality Certificate/ permissions from the respective Government Statutory Council, is obtained. 10. The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 11. Copy of agreement, executed with the government, 12. All the documents to prove the ownership of the land, College, Hospital & other infrastructure facilities shall be available 13. Clearance from Pollution Control Board 14. Under takings <p>Affidavit in Stamp paper shall be submitted to the effect that</p> <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.4	HOSPITAL	A well established hospital of minimum 3 years of existence with 50 beds and 75% occupancy
2.4.1	<p>Hospital Facility-</p> <p>The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for the course. The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms.</p> <ol style="list-style-type: none"> 1. Departments 2. Total Bed 3. Patients 4. Specific requirement for eligibility of the course 	

2.4.2	Major departments needed: Respiratory Medicine, Anatomy, Physiology, Pharmacology, Pediatrics & Physiotherapy
2.4.3	Manpower : One Tutor, Respiratory technician, Asst. Professor in Pulmonary medicine
2.4.4	Equipments : Spirometer, Bronchoscope, ICU with Ventilator, NIV, ABG Machine, DLCO & CPET (Optional)
2.4.5	Clinical Cases : COPD, Bronchiectasis, Asthma, ILD
2.4.6	Laboratories

3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO APPLY AND START THE COURSE

	Requirement	Eligibility	For starting the course
3.1	Land Area required	25 Cents for Corporation and Municipality area and 50 Cent for Other areas	With constructed building and other infra structures
3.2	Single/Multiple	Single	
3.3	Distance from Hospital	Preferably in the same campus or within 10 km	
3.4	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.5	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.6	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.7	Waste disposal	Adequate waste disposal measures should be taken as per the Govt. norms.	
3.8	Permission of Pollution control board	All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate.	
3.9	Play ground	Shall be shared with other courses in the Institute/College	
3.10	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients.	
4	HOSPITAL		
4.1	Total Bed	50 bed	
4.2	OP/IP	100	

4.3	Departments needed	Respiratory Medicine, Anatomy, Physiology, Pharmacology, Pediatrics & Physiotherapy.	
4.4	Clinical Requirement		
4.5	Equipments	Spirometer, Bronchoscope, ICU with Ventilator, NIV, ABG Machine, DLCO & CPET(Optional)	
4.6	Manpower	One Tutor, Respiratory technician, Asst. Professor in Pulmonary medicine.	
4.7			
5	INFRASTRUCTURE FOR THE COLLEGE	Constructed College building as per the approved Plan	
5.1	Lecture Halls with teaching aids 55 M ² x 4 Nos. Shall be spacious enough to accommodate full batch of students with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.		
5.2	Auditorium/Multipurpose hall (Can be shared with other courses conducted in the same institution) Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities. It should be well ventilated, have proper lighting system and arrangements for the use of all kinds of basic and advanced audio-visual aids		
5.3	Examination Hall with confidential room. <ul style="list-style-type: none"> Examination hall should meet all requirements as specified by KUHS anticipating up gradation of/starting of degree programmes and online conduct of exams. Availability of hall / halls of the required size to accommodate the entire Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. (For online transmission of question papers). Surveillance Camera system of the required specifications in working condition. Communication Signal jammer of the required specification in working condition This facility may be shared with other courses in the institute.		

5.4	Common Room for Boys & Girls A minimum of 2-3 common rooms (800 sq ft each) should be provided-one for staff, one for male students and one for female students, with adequate seating arrangements, cupboards etc.Toilet and hand washing facilities should be made available in each room.	
5.5	Administrative Block Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets.Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility	
5.6	Principal's Room There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M ² .	
5.7	Staff Rooms There should be adequate number of staff rooms/cubicles in proportion to the number of teaching faculty. One staff room/cubicle should accommodate 2 teachers only. The size of the room should be 20 M ² .Provide separate room for the Heads of the department. There should be separate staff rooms for Non teaching staffs.	
5.8	Central Store A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated	
5.9	Laboratories/Equipments/instruments	As per the requirement for the academic training of the course shall be made available

5.10	Library(Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available	
5.11	Toilets Separate toilets for boys and girls shall be made available in each floor.	

5.12	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.		
5.13	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.		

6.MAN POWER REQUIREMENT

Shall be provided

6.1	Teaching Staff (No, Qualification & Experience required shall be specified)			
		No	Qualification/Experience	
6.1.1	Principal	1		
6.1.2	Vice Principal	1		
6.1.3	Professor			
6.1.4	Associate Professor			
6.1.5	Assistant Professor	1	in Pulmonary medicine	
6.1.6	Lecturer			
6.1.7	Asst. Lecturer/ Tutor	1	Respiratory technician	
6.1.8	Clinical instructor			
6.1.9	Assistant Professor & Lecturer (Part Time Faculty)			
6.1.9	Year wise split up	First Year	Second Year	Total
6.2	Ministerial			
6.2.1	Administrative Officer	No, qualification & experience needed to be specified		
6.2.2	Office Superintendent			
6.2.3	PA to Principal			
6.2.4	Accountant/ Cashier			
6.2.5	DEO/Comp Asst			
6.2.6	Clerk			
6.2.7	Store Keeper			
6.2.8	Office/Class room Attender			
6.3	Laboratory Staff			
6.3.1	Lab Instructor	No, qualification & experience needed		
6.3.2	Lab Technician			
6.3.4	JLA			
6.4	Library staff			
6.4.1	Librarian- Gr 1	With PG in Library Science		
6.4.2	Librarian	With Graduation in Library Science		
6.4.3	Attender			

6.5	Technical staff	
6.5.1	Electrician	Can be shared with Hospital
6.5.2	Plumber	
6.5.3	Mechanic	
6.6	Supporting staff	
6.6.1	Cleaning Staff	Sufficient no to clean the total area
6.6.2	Security staff	Shall be provided around the clock
6.6.3	Driver	
7	HOSTELS	Shall full fill criteria specified for approval of Hostels
7.1	Separate Hostel for Boys and Girls as per the approved plan shall be constructed with the following facilities	
7.2	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility as Single/Double/Triple Room/Dormitory	
7.3	<ul style="list-style-type: none"> • Separate study room, common room, recreation room, visitors room with required furniture and facilities shall be provided • Separate room shall be provided for House keeper, security staff • Adequate no of Bath room, toilets attached to room or common, washing/drying area etc shall be provided in each floor 	
7.4	Dining Room & Kitchen <ul style="list-style-type: none"> • Dining hall spacious enough to accommodate the full inmates with wash area, adequate chairs and tables shall be available. • Hygienic Kitchen with all facilities for cooking and serving shall be available. • Arrangement for providing hygienic food incorporating balanced diet shall be ensured 	
8	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
8.1	Application Fee As fixed by Govt/Statutory Council	
8.2	Processing of Application As specified in Govt Orders issued from time to time	
8.3	Application Forms	
8.3.1	Application for starting new institution/ course	Appendix-A
8.3.2	Application for Enhancement of Seats	Appendix-B

MINIMUM STANDARD REQUIREMENT
FOR DIPLOMA IN CENTRAL STERILE SUPPLY TECHNOLOGY (DCSST)
COURSE CONDUCTED BY DME

PART-1
GENERAL DESCRIPTION OF THE DIPLOMA IN CENTRAL STERILE
SUPPLY DEPARTMENT TECHNOLOGY COURSE

No	Item	
1.1	Title of the Course	DIPLOMA IN CENTRAL STERILE SUPPLY TECHNOLOGY (DCSST)
1.2	Aim of the course	1.To provide state of the art services in sterilization in health care institutions 2.To facilitate strengthening of infection control practices and to prevent health care associated infections.
1.3	Objective of the Course	On completion of the Two Year DCSST Course, the Diploma holder will be able to 1. To train and develop skilled technologists in the area of sterile services. 2. To impart research basis to validate techniques during professional practice towards quality care of health care delivery. 3. To develop appropriate professional relationships in multi-disciplinary set up to provide total care. 4. To update the students with recent evidence in professional practice and provide them opportunities to think, reason and practice towards excellent care. 5. To achieve skills in surgical instruments handling and its reprocessing techniques. 6. To train the candidates to execute professional practice through professional ethical code. 7. Demonstrate critical thinking skills in making decisions in all situations in order to provide quality care. 8. Utilize the latest trends and technology in providing health care. 9. Provide promotive, preventive, and restorative health services in line with the National Health Policies and programmes. 10. Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries. 11. Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and team work. 12. Participate effectively as members of the health team in the health care delivery system. Demonstrate leadership and managerial skills in clinical/community health settings.
1.4	Admission Capacity+	As approved by Apex/State Councils, Central/State Govt. and DME

	Enhancement Slot	from time to time 4 seat/batch
1.5	Duration	The duration of the course shall be 2 years and 6 months internship.. Duration permitted for successful Completion of the course – 4 years
1.6	Academic Eligibility	A pass in the Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or equivalent examinations conducted by any board in India recognized by any of Universities in Kerala with Physics, Chemistry and Biology as optional subjects and a pass with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
1.7	Mode of Selection	The selection of students shall be on merit basis, ensuring transparency and fairness. The process shall be as decided by the competent authority approved by the Government of Kerala/Central/State Council from time to time. (Selection to the course shall be made by the Director of Medical Education. Selection will be made on merit basis and based on the marks obtained in the qualifying examination and as per the reservation criteria stipulated by the Govt. of Kerala in this regard. Selection to the management quota in the self-financing institution where the DCSSDT Course is granted and approved by the Government of Kerala, shall be made by the respective management with transparency.)
1.8	Allotting Authority	Agency approved by Govt. of Kerala
1.9	Seat Reservation	As stipulated by Govt of Kerala from time to time
1.10	Subjects to study	
1.10.1	1 st Year (PART-1)	Paper-1: A. Basic Anatomy B. Basic Physiology C. Basic Pathology Paper-2: Basic Microbiology Paper-3: Sterilization and disinfection Paper4: Engineering aspect, Inventory management, CSSD administration, Computer fundamentals
1.10.2	2 nd Year (PART-II)	Paper-1: Processing of Medical Devices Paper-2: Health care associated infection & infection control procedures Paper-3: Quality assurance in CSSD Paper4: Packaging, Storage and Supply
1.10.3	3 rd Year (PART – III)	NA
1.10.4	Internship	6 months practical training following the successful completion of the course (Non stipendiary)
1.11	Controlling Authorities	Central/State Councils, Central/State Govt, DME etc
1.12	Council Registration if any	Respective State Councils

1.13	Availability of the Course under DME	Refer DME/State Council Web Site
1.14	Scope for Higher Studies	Under Graduate Courses

PART-II

MINIMUM REQUIREMENT TO APPLY FOR ESTABLISHING AN INSTITUTION AND STARTING DCSSDT COURSE

No	Item	Requirement
2.1	Eligibility to Apply for establishing an Institution	
2.1.1	<p>The applicant seeking establishment shall meet the following Eligibility Criteria.</p> <ol style="list-style-type: none"> 1. The institution shall be one imparting education in Paramedical and Allied Health Science subjects. 2. Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS shall not be eligible to apply for starting Para Medical Diploma courses under DME. 	
2.1.2	<p>The applicant for establishment shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954. 	
2.1.3	<p>Qualifying criteria.</p> <p>An eligible applicant shall stand qualified to apply for affiliation if the following conditions are fulfilled:</p> <ol style="list-style-type: none"> 1. Health Science Education in the field of Paramedical and Allied Health Science subjects, is one of the objectives of the applicant in case the applicant is an autonomous body/registered society/charitable trust. 2. In the case of non-government institutions, suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as prescribed under the Regulation of the respective statutory councils 3. Required Essentiality Certificate/ permissions from the respective Governments insisted by the Central/State Council, is obtained and produced along with the application. 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt./DME from time to time. 5. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed by respective Statutory Councils / State Govt./ DME.. 	

2.1.4	General conditions to be satisfied by colleges – Every college shall satisfy the Government on the following points. – <ol style="list-style-type: none"> 1. That the land earmarked by the Management for the College as stated in the application and in the sketch produced along with it are exclusively available for the purposes of the College; and that suitable and adequate buildings, libraries, laboratories, equipments, manpower, hostels and recreational facilities are available for smooth functioning of the college, 2. That the institution shall satisfy the Govt. that it has financial stability to set up and maintain the College 	
2.2	Land Requirement	
2.2.1	Owner ship In the case of non- government institutions, suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses.	
2.2.2	Municipality : 25 cents Corporation : 50 cents	
2.2.3	Single/Multiple Preferable as a single plot	
2.2.4	Distance between plots	
2.2.5	Availability of Water Adequate and safe continuous drinking water supply must be available for staff and students. Also should provide continuous water supply facilities to the Academic block, Hospital, Laboratories, Hostels etc.	
2.2.6	Availability of Electricity There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
2.3	Hospital Requirement (Shall have all facilities to impart training and posting as specified in the syllabus. Details shall be given in clause 2.3,2.4,2.5,2.6) <ul style="list-style-type: none"> • An established functional Medical College or Multi specialty Hospital with period of existence of 1-3 years with minimum of 300 beds shall be available. • There should be fully functional basic departments like Microbiology, Medicine, Surgery, OBG, Orthopedics, Radiology, Ophthalmology, Dentistry • There should be fully functional Super Specialty Departments like Cardiology, Cardiothoracic Surgery, Gastro Enterology, Neurology, Neurosurgery, Nephrology / Urology. 	

	<ul style="list-style-type: none"> • There shall be a minimum of 5 Operation theatres with 20 number of Major, 50 no. of Minor Surgeries being done under GA per month • There should be a separate fully functional division/ department of Central Sterile Supply with facility for training and the lay out, facilities and equipments shall be as given below or as Annexure..... • Facility should be there to teach the basic subjects like Anatomy, Physiology Pathology and Microbiology • The institution should provide training to students in CSSD, Operation theatres, ICUs by clinical postings in specialty and super specialty departments in the hospital.
2.3.1	Hospital Facility- The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory bodies.
2.3.2	Bed Strength with % of occupancy The hospital should have a minimum of 300 beds with an average of 80% of bed occupancy during the last 6 months.
2.3.3	IP/OP The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functionality of a teaching hospital fulfilling the norms as specified in the sub-regulation.
2.3.4	Departments needed Fully functional Central Sterile Supply Department with adequate staff (qualified CSSD technicians) and equipments & Department of Microbiology must be available. An established functional Medical College or Multi specialty Hospital with period of existence of 1-3 years with minimum of 300 beds shall be available. Equipment, Staff Teaching faculties needed is given as Annexure 1(a)&(b),2 and 3
2.3.5	Exclusive requirement for the course <ul style="list-style-type: none"> • There should be fully functional basic departments like Microbiology, Medicine, Surgery, OBG, Orthopedics, Radiology, Ophthalmology, Dentistry • There should be fully functional Super Specialty Departments like Cardiology, Cardiothoracic Surgery, Gastro Enterology, Neurology, Neurosurgery, nephrology/urology. • There shall be a minimum of 5 Operation theatres with 20 number of Major,50 no. of Minor Surgeries being done under GA per month • There should be a separate fully functional division/ department of Central Sterile Supply with facility for training and the lay out, facilities and equipment shall be as given below or as Annexure1 (a)&(b) • Facility should be there to teach the basic subjects like Anatomy, Physiology, Pathology and Microbiology Annexure:3

- The institution should provide training to students in CSSD, Operation theatres, ICUs by clinical postings in specialty and superspeciality departments in the hospital.

Also see 2.3.4

2.3.6	Exclusive Equipment/labs needed for the course Annexure:1(a)&(b)	
2.3.7	Hospital Staff needed Annexure:2	
2.3.8	Distance from Teaching Institution Parent Hospital should be preferably within the same campus or within 8-10 kms from the institution by road and transportation facility shall be provided.	
2.4	Infra Structure Requirement	
2.4.1	College Building The hospitals should have fully functional CSSD with adequate trained staff ,facilities and various equipment for sterilizing medical/surgical equipment . Institutions, which are functioning in rented building, should ensure that within the period of two years they should construct their own building. Change of the location (district, town, city, village) shall be considered as a new proposal and shall be shifted only after getting permission from concerned authority.	
2.4.2	Hostels Shall be owned by the same management	
2.5	Clinical Requirement	
2.5.1	Out Patients As per norms of Apex councils. Out Patients Register should be maintained.	
2.5.2	Inpatients Minimum 300 bedded hospital with 80% bed occupancy	
2.5.3	Specialty Departments <ul style="list-style-type: none"> • There should be fully functional basic departments like Microbiology, Medicine, Surgery, OBG, Orthopedics, Radiology, Ophthalmology, Dentistry • There should be fully functional Super Specialty Departments like Cardiology, Cardiothoracic Surgery, Gastro Enterology, Neurology, Neurosurgery, nephrology/urology. 	
2.6	Man Power requirement	3 CSSD Technicians, 1 nurse and 4 Nursing assistants,3 cleaners' minimum requirement for functioning of CSSD and for starting the course (100 bedded hospital). Annexure:2 <ul style="list-style-type: none"> • Course conducted jointly Dept. of Central Sterile Service Department (CSSD) and Dept. of Microbiology with one course Co-ordinators from each depts. The co-ordinators shall give necessary guidelines to the associated faculty members/co-ordinators for conducting theory, practical and

		<p>postings.</p> <ul style="list-style-type: none"> • Practical aspects of Sterilization & Disinfection, Inventory management, CSSD administration should be invariably be handled by the CSSD technician/ Sister in-charge /other qualified staff in the CSSD Dept. • Practical aspects of course and core subjects of the course in 1st and 2nd year should be invariably be handled by the respective Sister in charge/CSSD technicians/ other qualified concerned staff. Overall charge of the course can be given to the HOD of any surgical dept./Medical Officer in charge of CSSD.(CSSD in many hospitals are under Nursing officer/nursing supdt /RMO)
2.6.1	Teaching staff required to conduct CSSD course Annexure:3	
2.7	Statutory Permissions	
2.7.1	State/Central Govt <ul style="list-style-type: none"> • The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) • Required Essentiality Certificate/ permissions from the respective Government or wherever insisted by the Statutory Council, is obtained and produced along with the application. • The institution name along with Trust Deed / Society address shall be mentioned in the Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 	
2.7.2	Statutory Councils The applicant should obtain necessary Consent/Permission from State/Central Councils governing the course.	
2.8	Other Requirements	The documents mentioned under item 2.8 should be submitted along with the application form.
2.8.1	Resolution of the Trust Attach attested copy of the Resolution of the Trust/Management to establish the particular institution/course.	
2.8.2	Detailed Project Proposal The applicant shall submit a detailed project report for starting and continuing the academic programme fulfilling the norms of apex council and KUHS along with the application	
2.8.3	Legal Documents Attach copy of the following documents to prove the ownership of the College and Hospital & other infrastructure facilities.	

	<ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management earmarking area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 	
2.8.4	Financial Statement Attach copy of Audited Balance sheet for the previous 3 (three) years.	
2.8.5	Essentiality/NOC from Govt Copy of agreement, if any, executed with the government, and Essentiality certificate/permission of the Government, wherever applicable	
2.8.6	Approved Plan Attach copy of attested Site Plan and Building plan including Academic block, Administrative block , hostels, play ground as approved by Local Self Government	
2.8.7	Clearance from Pollution Control Board All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate from the Pollution Control Board	
2.8.8	Under takings Affidavit in Stamp paper shall be submitted to the effect that <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.9	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year
2.9.1	Application Fee As fixed by State Govt/ Council from time to time	
2.9.2	Processing of Application As specified in Govt Orders issued from time to time	
2.10	Application Forms	
2.10.1	Application for starting new institution/ course	As per the Minimum standard requirements of DCSSDT course
2.10.2	Application for Enhancement of Seats	Minimum standard requirements of DCSST course Sufficient staff in CSSD including eligible CSSD technicians must be posted.

PART -III
MINIMUM STANDARDS REQUIREMENTS (MSR) TO START THE DCSST
COURSE

3.1	LAND FOR THE INSTITUTION	
3.1.1	Owner ship of land As specified in 2.2.1	
3.1.2	Area required As specified in 2.2.2	
3.1.3	Single/Multiple As specified in 2.2.3	
3.1.4	Distance between Plots As specified in 2.2.4	
3.1.5	Certificates from local authorities Submit certificates from local authorities	
3.1.6	Distance from Hospital As specified in 2.3.7	
3.1.7	Availability of Water Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc	
3.1.8	Availability of Electricity There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
3.1.9	Availability of Public conveyance Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute	
3.1.10	Waste disposal The academic institutions and parent hospital shall take adequate waste disposal measures by providing incineration plant, Biomedical waste disposal measures, sewage water treatment plant etc.	
3.1.11	Permission of Pollution control board Submit the clearance certificate from the pollution control board.	
3.1.12	Play ground Shall be shared with other courses in the Institute/College	
3.1.13	Parking area Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients..	
3.2	INFRASTRUCTURE FOR THE COLLEGE	
3.2.1	Total plinth area Required There shall be a fully functional constructed area of minimum 5000 sqft exclusive for the course	

3.2.2	Approved Plan for the Building Attested site plan and Building plan including hostels, playground and Administrative block approved by Local Self Government Shall be submitted along with the application.	
3.2.3	Lecture Halls with teaching aids There shall be sufficient number of lecture halls N(4Nos)of 55 M ² each with. <ul style="list-style-type: none"> • Proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans and comfortable sitting arrangement. • Built in black/green/white boards. • A desk/ dais /a big table and a chair for the teacher. • Racks/cupboards for keeping aids or any other equipment needed for the conduct of classes. 	55 M ² x 4 Nos.
3.2.4	Examination Hall with confidential room (Can be shared with other courses especially if the institution is affiliated to KUHS) Examination hall should meet all requirements to accommodate all the Regular and supplementary candidates attending the examination at a time. The hall shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc.	1
3.2.5	Auditorium/Multipurpose hall It shall be shared with other courses in the institute. <ul style="list-style-type: none"> • Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. • It should have proper stage with green room facilities. • It should be well ventilated and have proper lighting system. • There should be arrangements for the use of all kinds of basic and advanced audio-visual aids 	
3.2.6	Common Room for Boys & Girls Separate common rooms shall be provided-one for staff, one for male students and one for female students with sufficient and adequate seating arrangements, cupboards, lockers etc. Toilet and hand washing facilities should be made available in each room.	2
3.2.7	Staff Rooms <ul style="list-style-type: none"> • There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. • There should be adequate number of staff rooms in proportion to the number of teaching faculty 	

	<ul style="list-style-type: none"> There should be separate staff rooms for Non teaching staffs. 		
3.2.8	Administrative Block <ul style="list-style-type: none"> Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility 		1
3.2.9	Central Store A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college		
3.2.10	Laboratories	Practical lab with workbench, Microscope for practical demonstration	
3.2.11	Library (Can be shared with other courses) <ul style="list-style-type: none"> Library should be with adequate comfortable seating arrangement, good ventilation and with adequate lighting Sufficient books and journals as specified in the Syllabus shall be made available. Internet and Photocopying facility shall be made available to the students 		
3.2.12	Toilets Separate toilets for boys and girls shall be made available in each floor.		2
3.2.13	Garage Garage to accommodate vehicles of the Institute should be maintained within the campus.		
3.2.14	Canteen There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.		1

3.3.1	Ministerial		
3.3.1.1	Administrative Officer/Assistant	1	Graduate with experience in administration for 3 years or equivalent qualification prescribed by Govt of Kerala.
3.3.1.2	Office Superintend	1	Can be shared with other Medical/ Paramedical Courses.
3.3.1.3	PA to Principal	1	
3.3.1.4	Accountant/ Cashier	1	
3.3.1.5	DEO/Comp Asst	1	

3.3.1.6	Clerk	2	
3.3.1.7	Store Keeper	1	
3.3.1.8	Office/Class room Attender	1	
3.3.2	Laboratory Staff		
3.3.3	Library staff		Can be shared in Common institutional Library
	Librarian- Gr 1	1	With PG in Library Science
	Librarian	1	With Graduation in Library Science
	Attender	1	Minimum+2
3.3.4	Technical staff		Can be shared with hospital
	Electrician	1	Diploma/ITI Electrical
	Plumber	1	ITI
	Mechanic	1	Diploma/ITI Mechanical
3.3.5	Supporting staff		
3.3.5.1	Cleaning Staff		Sufficient no to clean the total area
3.3.5.2	Security staff		Shall be provided around the clock
3.3.5.3	Driver		For the Institutional Vehicles
3.4	Equipment & Instruments		
3.4.1	Equipment		See Annexure: 1
3.4.2	Furniture		Can be shared with common facility
3.5	Laboratory		Fully functional CSSD with adequate staff and equipments is essential (Annexure 1(a)&(b),2) Practical lab with work bench, microscope for demonstration of microorganisms
3.6	LIBRARY		Can be shared with Institutional Library. Prescribed Books and Journals as per syllabus shall be made available
3.6.1	Total Area required		As per MSR for the course
3.6.2	Reception & waiting Area		Separate Reception & waiting area shall be provided
3.6.3	Property & Issue counter		Shall be provided
3.6.4	Reading Room		Separate reading room for UG students shall be provided
3.6.5	Staff/PG reading Room		Separate reading room for staff & PG students shall be provided
3.6.6	Reference section		Separate reference shall be provided
3.6.7	Journal section		Separate Journal shall be provided
3.6.8	Photo copying section		Separate photo copying area with minimum 1 Photo Copier
3.6.9	Internet/computer facility		Full time internet facility shall be provided

3.6.10	Room for Librarian	Separate room for Librarian shall be provided
3.6.11	Books needed for UG	As per Syllabus for the course
3.6.12	Journals needed	As per Syllabus for the course
3.7	HOSTELS	Shall full fill criteria specified for approval of Hostels. Can be shared with students of other Medical/ Paramedical courses conducted by the same Institution
3.7.1	Total Plinth area	Provide separate hostels for male and female students.
3.7.2	Approved Plan	
3.7.3	Single Room	Minimum 50 sq. ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility
3.7.4	Double Room	
3.7.5	Triple Room	
3.7.6	Dormitory	
3.7.7	Study Room	Shall be provided with adequate space and facilities
3.7.8	Visitors Room	
3.7.9	Recreation/Common Room	
3.7.10	Room for House Keeper	
3.7.11	Room for Security staff	
3.7.12	Dining Room Kitchen	
3.7.13	Wash Room	
3.7.14	Bath Room	
3.7.15	Toilets	
3.7.16	Drying Area	
3.8	PARENT HOSPITAL	
3.8.1	Land	As specified in the Eligibility to apply for the course As specified in the Eligibility to apply for the course
3.8.2	Infra structure	As specified in the Eligibility to apply for the course
3.8.3	Departments and equipments needed	Fully functional Central Sterile Supply Department and Microbiology dept. shall be available. An established functional Medical College or Multi specialty Hospital with period of existence of 1-3 years with minimum of 300 beds shall be available. Equipment, Staff, Teaching faculties needed is given as Annexure 1(a)7(b),2,3
3.8.4	Man power in hospital	Annexure 2
3.8.5	Clinical material for training	Equipments given as Annexure 1(a)&(b)

ANNEXURE:1(a)**Clinical Equipments Requirement (Minimum)-for 300 bedded hospital**

The Central Sterile Supply Department should have the following equipments

SI No	Description	Nos
1	Autoclaves-horizontal, vertical	3
2	Flash sterilizer	1
3	ETO sterilizer	1
4	Sterrad /hydrogen Peroxide gas plasma sterilizer	1
5	Ultrasound cleaner	2
6	Automatic Double door autoclave	2

Annexure: 1(b)**List of Optional equipments**

SI No	Description	Nos
1	Automated Endoscope reprocessor	1
2.	Washer disinfectant	1
3	Instrument dryer cabinet	1

Annexure:2**Minimum Requirements Of staff in CSSD -for 300 bedded hospital**

The Central Sterile supply Department should have the following staff as minimum requirement

Sl No	Description	Nos
1	CSSD technician	3
2	CSR technician	3
2	Nursing staff	1
3	Nursing Assistant	3
4	Cleaners	4

Annexure:3**Teaching staff required to conduct CSSD course****2.6.1 Teaching Staff (Qualification & Experience of required)**

Post		Qualification & Experience
2.6.1.1	Principal	(For administrative purpose Principal of Teaching/Paramedical institution can be accepted)
2.6.1.2	Professor	Microbiology/Surgical Dept
2.6.1.3	Associate Professor in Microbiology	1 MD Microbiology with 3 year post PG teaching experience
2.6.1.4	Assistant Professor in Microbiology	1 MD Microbiology with 3year post PG teaching experience
2.6.1.5	Asst. Professor in Anatomy/Physiology/ Pathology	3 MD Anatomy/Physiology/Pathology with Post PG 1 year teaching experience
2.6.1.6	Assistant Professor in Surgery/ Orthopaedics	1+1+1 MS in the subject with Post PG 1 year

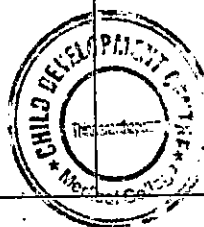
teaching experience

/ Super speciality			
2.6.1.7	Tutor (Engineering aspects and Computer fundamentals)	1	B Tech in Bio Medical Engineering with min. 1yr experience in hospital Biomedical wing. Instructor /In-charge of e-Health in the hospital with min. 1yr experience. Staff from Nursing College or Hospital with BSc nursing/Post basic B.Sc nursing qualification and min.3 year hospital experience preferably in CSSD and infection control
2.6.1.8	Tutor (Inventory management and CSSD administration and other CSSD papers in 2 nd year)	1	Qualified CSSD technician with 1yr experience
2.6.1.9	CSSD Technician/ Staff nurse	3+1	See 2.6.1.8

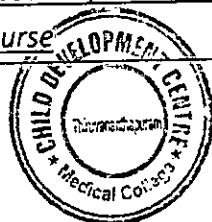
MINIMUM STANDARD REQUIREMENT- GENERAL
FOR PARAMEDICAL DIPLOMA COURSES CONDUCTED BY DME

1. General Description of The Course

No	Item	
1.1	Title of the Course	Post Graduate Diploma in Clinical Child Development (PGDCCD)
1.2	Aim of the course	<u>This Diploma in Clinical Child Development started by Government of Kerala is the first course of its kind in India designed to create qualified community level trainers in clinical child development for prevention of childhood disability. These persons can effectively deal with all areas of Early Child Care & Education including Newborn follow-up, Early Detection of developmental delay and early stimulation therapy. B.Sc. Graduates are admitted to the course.</u>
1.3	Objective of the Course	<u>Duration of the course will be two years. The course of training will be conducted at Child Development Centre, Medical College Campus, Thiruvananthapuram. The course consists of 2 parts viz. Part-I and Part-II.</u>
1.4	Minimum Admission Capacity+ Enhancement slot	<u>12 candidates</u>
1.5	Duration	<u>2 year</u>
1.6	Academic Eligibility	<ul style="list-style-type: none"> <u>Female Candidates who have passed B.Sc. degree in any Science Subject or B.Sc./BA Psychology or BSc. Home Science of the universities in Kerala or equivalent Degree from other Universities, recognized by the Universities of Kerala are eligible for admission, provided that they have secured an aggregate of not less than 50% marks.</u> <u>Candidates belonging into socially and educationally backward classes (SEBC) (as per G.O.(P) No.208/66/Edn. Dated 2.5.1966, G.O.(MS) No.95/08/SCSTDD dated 6.10.2008 and amendments thereof), and vide G.O.(P) No.1/2015/BCCD., Dtd. 01/01/2015 SEBC having relaxation of 5% of marks in the qualifying examination. SC/ST candidates need only a pass in the qualifying examination.</u>



		<ul style="list-style-type: none"> <u>The relaxation of marks in the qualifying examination extended to SEBC candidates only will be applicable to OEC candidates even if they are allotted against the unavailed seats of SC/ST quota.</u> <u>No rounding off the percentage of marks to the nearest whole number is permitted</u>
	Mode of Selection	<ul style="list-style-type: none"> <u>Allotments will be made based on the rank list prepared by LBS Centre for Science and Technology, Thiruvananthapuram, eligible reservations of the candidate subject to availability of seats.</u>
1.8	Allotting Authority	<u>LBS Centre for Science and Technology, Thiruvananthapuram</u>
1.9	Seat Reservation	<u>Total Seat 12</u> I) <u>State Merit 50%,</u> II) <u>SC/ST 10%</u> III) <u>SEBC 30%</u> IV) <u>EWC 10%</u>
1.10	Subjects to study	
1.10.1	1 st Year	<u>Paper I : Human Biology , Social And Behavioural Sciences, Community Health and Biostatistics</u> <u>Paper II: Nutrition, Growth and Development of Children & Adolescents, Women And Child Development</u>
1.10.2	2 nd Year	<u>Paper I : Maternal Health , Normal and At risk Newborns Neonatal Follow up Programme</u> <u>Paper II: Early Child Care and Education, Physical Therapy, Montessori Preschool for Children Needing Special Care</u>
1.10.3	3 rd Year	Not Applicable
1.10.4	Internship	Not Applicable
1.11	Controlling Authorities	<u>Directorate of Medical Education, Thiruvananthapuram</u>
1.12	Council Registration if any	<u>Paramedical Council Registration</u>
1.13	Availability of the Course under DME	<u>The course details available in the DME Kerala Website under the head courses</u>
1.14	Scope for Higher Studies	<u>Master of Health Science in Clinical Child Development (MHSc.CCD) course</u>



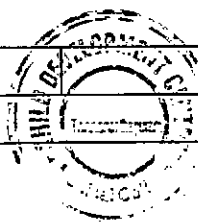
**2. MINIMUM REQUIREMENT TO APPLY FOR ESTABLISHING AN INSTITUTION AND
STARTING Post Graduate Diploma in Clinical Child Development (PGDCCD) COURSE**

No	Item	Requirement
2.1	Eligibility to Apply for establishing an Institution	
2.1.1	<p>The applicant seeking affiliation shall meet the following Eligibility Criteria.</p> <ol style="list-style-type: none"> 1. The institution shall be one imparting education in Paramedical and Allied Health Science subjects. 2. Institutions conducting courses which are affiliated to agencies which are not approved by Govt. of Kerala/Central/State council/KUHS shall not be eligible to apply for starting Para Medical Diploma courses under DME. 	
2.1.2	<p>The applicant for affiliation shall be an institution owned and managed by:</p> <ol style="list-style-type: none"> 1. Government of India or the State Government, 2. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, 3. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State 4. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954. 	
2.1.3	<p>Qualifying criteria.</p> <p>An eligible applicant shall stand qualified to apply for affiliation if the following conditions are fulfilled:</p> <ol style="list-style-type: none"> 1. that Health Science Education is one of the objectives of the applicant in case the applicant is an autonomous body/registered society/charitable trust. 2. that in the case of non-government institutions, suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as prescribed under the Regulation of the respective statutory councils and the statutes, regulations, bye laws, and orders of the University. 3. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application. 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt. / DME from time to time. 5. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed by respective Statutory Councils. 	

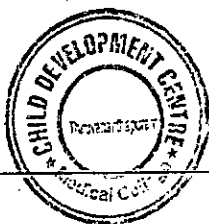


4	General conditions to be satisfied by colleges – Every college shall satisfy the Governing Council on the following points. – <ol style="list-style-type: none"> 1. That the land earmarked by the Management for the College as stated in the application and in the sketch produced along with it are exclusively available for the purposes of the College; and that suitable and adequate buildings, libraries, laboratories, equipments, hostels and recreational facilities are available for smooth functioning of the college, 2. That the institution shall satisfy the Govt. that it has financial stability to set up and maintain the College 	
2.2	Land Requirement	
2.2.1	Owner ship : In the case of non- government institutions, suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name The Hospital, Clinical, Academic and hostel facilities should be owned by the same management. Other forms of hospital/College facility like those governed by any other management or charitable society or by any forms of memorandum of understanding will not be permitted for the conduct of Paramedical Diploma courses. OR	
2.2.2	Area : 50cents	
2.2.3	Single/Multiple As per the Regulation of the respective statutory council and the Statutes, Regulations, Bye laws, and Orders of the University and as prescribed under the MSR for respective courses	
2.2.4	Distance between plots As per the Regulation of the respective statutory council and the Statutes, Regulations, Bye laws, and Orders of the University and as prescribed under the MSR for respective courses	
2.2.5	Availability of Water : Adequate and safe continuous drinking water supply must be available for staff and students. Also should provide continuous water supply facilities to the Academic block, Hospital, Laboratories, Hostels etc	
2.2.6	Availability of Electricity : Available There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas	
2.3	Hospital Requirement	(An established functional Hospital with period of existence as per Council norms)
2.3.1	Hospital Facility- The hospital shall be suitably spacious to accommodate all facilities required for the course and as specified in the Regulation of the respective Statutory Council/ MSR for	

	the course.
2.3.2	Bed Strength with % of occupancy : <u>OP Facility is only necessary</u> As specified in Regulation of the respective Statutory Council/ MSR for the course.
2.3.3	IP/OP: <u>OP Facility is only necessary</u> (As specified in the Regulation of the respective Statutory Council/ MSR for the course) The College and Hospital shall maintain the computerized central registration system for maintaining the records of patients in Out-Patient Department and In-Patient Department, and shall also maintain the Department wise OP and IP records, case records of OP/IP, laboratory and radiological investigation reports, medicines dispensing register, diet register for IPs, duty roster of hospital staff, birth and death certificates, etc. to substantiate the claim of genuine functional of a teaching hospital fulfilling the norms as specified in the sub-regulation
2.3.4	Departments needed As specified in the Regulation of the respective Statutory Council/ MSR for the course. <ol style="list-style-type: none"> 1. <u>New Born Follow-up Unit</u> 2. <u>Perinatal Epidemiology & Childhood Disability Unit</u> 3. <u>Speech & Hearing Impairment Unit</u> 4. <u>Visual Impairment Unit</u> 5. <u>Preschool Services Unit</u> 6. <u>Adolescent Care Counselling Unit</u> 7. <u>Cosmetology Unit</u> 8. <u>Behavioural Pediatrics & Scholastic Backwardness Unit</u> 9. <u>Guidance & Counselling Unit</u> 10. <u>Family Counselling Unit</u> 11. <u>Genetic & Metabolic Unit</u> 12. <u>Imageology Division</u> 13. <u>Community Extension Services Unit</u> 14. <u>Information, Documentation & Dissemination Unit</u> 15. <u>Management Division</u>
2.3.5	Exclusive requirement for the course As specified in the Regulation of the respective Statutory Council/ MSR for the course.
2.3.6	Exclusive Equipment/labs needed for the course As specified in the Regulation of the respective Statutory Council/ MSR for the course.
2.3.7	Hospital Staff needed As specified in the Regulation of the respective Statutory Council/ MSR for the course.
2.3.8	Distance from Teaching Institution : Parent Hospital should be preferably within the same campus or within 8-10 kms from the institution by road
2.4	Infra Structure Requirement
2.4.1	College Building



	As specified in the Regulation of the respective Statutory Council/ MSR for the course.	
2.4.2	Hostels	As specified in the Regulation of the respective Statutory Councils, MSR for the course.
2.5	Clinical Requirement	
2.5.1	Out Patients	As specified in the Regulation of the respective Statutory Councils, MSR for the course.
2.5.2	Inpatients	As specified in the Regulation of the respective Statutory Councils, MSR for the course.
2.5.3	Specialty cases	As specified in the Regulation of the respective Statutory Councils, MSR for the course.
2.6	Man Power requirement	
2.6.1	Teaching	As specified in the Regulation of the respective Statutory Councils, MSR for the course. Principal Vice Principal Professor Associate Professor Assistant Professor Lecturer Asst. Lecturer/ Tutor Clinical instructor Year wise split up Assistant Professor & Lecturer (Part Time Faculty) <u>Pediatric Cardiologist</u> <u>Epidemiologist</u> <u>Psychiatrist</u> <u>Pediatric Neurologist</u> <u>Ophthalmologist</u> Clinical Staff <u>Developmental -Paediatricians</u> <u>Developmental Therapist</u> <u>Clinical Psychologist</u> <u>Occupational Therapist</u> <u>Speech Therapist</u> <u>Preschool Teachers</u> Ministerial <u>Administrative Officer</u> <u>Office Superintendent</u> <u>PA to Principal</u> <u>Accountant/</u> <u>Cashier</u> <u>DEO/Comp Asst</u>
2.6.2	Non Teaching	
2.6.2.1	Technical	
2.6.2.2	Ministerial	
2.6.2.3	Cleaner	



		<u>Clerk</u> <u>Store Keeper</u> <u>Office/Class room Attender</u> <u>Laboratory Staff</u> <u>Lab Instructor</u> <u>Lab Technician</u> <u>JLA</u> <u>Library staff</u> <u>Librarian- Gr 1</u> <u>Librarian</u> <u>Attender</u> <u>Technical staff</u> <u>Electrician</u> <u>Plumber</u> <u>Mechanic</u> <u>Supporting staff</u> <u>Cleaning Staff</u> <u>Security staff</u> <u>Driver</u>
2.7	Statutory Permissions	
2.7.1	State/Central Govt <ul style="list-style-type: none"> The institution shall fulfil all the statutory requirements of the State or local authority to establish and run the institution and shall submit the updated certified copies of such permission(s) to the University. Required Essentiality Certificate/ permissions from the respective Government or wherever insisted by the Statutory Council, is obtained and produced along with the application. The institution name along with Trust Deed / Society address shall be mentioned in the 'Essentiality Certificate/ permissions from the respective Government. Period or term of validity of the certificate also should be mentioned in the certificate. 	
2.7.2	Statutory Councils <u>Proper Government Order obtained from Government for starting the course</u>	
2.8	Other Requirements	The documents mentioned under item 2.8 should be submitted along with the application form.
2.8.1	Resolution of the Trust Attach attested copy of the Resolution of the Trust/Management to establish the particular institution/course.	
2.8.2	Detailed Project Proposal The applicant shall submit a detailed project report for starting and continuing the academic programme fulfilling the norms of apex council and KUHS along with the application	
2.8.3	Legal Documents Attach copy of the following documents to prove the ownership of the College and Hospital & other infrastructure facilities	

	<ol style="list-style-type: none"> 1. Clear title deed of the property in favour of the applicant; 2. Resolution of the management earmarking area and purpose of running the institution/course concerned; 3. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land; 4. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution; 5. Copy of agreement, if any, executed with the government, and Essentiality certificate/permission of the Government, wherever applicable. 	
2.8.4	Financial Statement Attach copy of Audited Balance sheet for the previous 3 (three) years.:	
2.8.5	Essentiality/NOC from Govt	
2.8.6	Approved Plan Attach copy of attested Site Plan and Building plan including Academic block , Administrative block , hostels, play ground as approved by Local Self Government	
2.8.7	Clearance from Pollution Control Board : All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate from the Pollution Control Board	
2.8.8	Under takings Affidavit in Stamp paper shall be submitted to the effect that <ul style="list-style-type: none"> • Stating that they will run the college, make admissions to the course, make appointments of teaching and non teaching staff in terms of Statutory Councils, Central and State Governments. And also to maintain stipulated Teacher Student ratio as well as Student Patient ratio in the institution. • Make available and maintain the infrastructural facilities as required by respective statutory councils, central and state Governments 	
2.9	Time & Mode of Application	As per Notification of Govt./ DME for a particular Academic Year :
2.9.1	Application Fee As fixed by Govt/Statutory Council	
2.9.2	Processing of Application As specified in Govt Orders issued from time to time	
2.10	Application Forms	
2.10.1	Application for starting new	Appendix-A (2.10.1)

	institution/ course	
2.10.2	Application for Enhancement of Seats	Appendix-C (2.10.2)




MINIMUM STANDARDS / REQUIREMENTS (MSR) TO START THE COURSE

3.1	LAND FOR THE INSTITUTION	
3.1.1	Owner ship of land	As specified in 2.2.1
3.1.2	Area required	As specified in 2.2.2
3.1.3	Single/Multiple	As specified in 2.2.3
3.1.4	Distance between Plots	As specified in 2.2.4
3.1.5	Certificates from local authorities	Submit certificates from local authorities
3.1.6	Distance from Hospital	As specified in 2.3.7
3.1.7	Availability of Water	Adequate and safe continuous drinking water facilities must be provided for staffs and students. Also should provide continuous water supply to the Academic block, Hospital, Laboratories, Hostels etc
3.1.8	Availability of Electricity	There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas
3.1.9	Availability of Public conveyance	Good public transport system should be available at the campus or at a maximum of 500 metre distance from the Institute
3.1.10	Waste disposal	Adequate waste disposal measures should be taken as per the Govt .norms.
3.1.11	Permission of Pollution control board	Submit the permission letter from the pollution control board.
3.1.12	Play ground	Shall be shared with other courses in the Institute/College

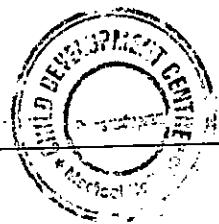


3.1.13	Parking area	Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients..
3.2	INFRASTRUCTURE FOR THE COLLEGE	
3.2.1	Total plinth area Required As specified in MSR for the course	
3.2.2	Approved Plan for the Building	Shall be submitted along with the application. Attested site plan and Building plan including hostels, playground and Administrative block approved by Local Self Government
3.2.3	Lecture Halls with teaching aids	2 Class rooms are necessary for 1 st & second year students and there shall be sufficient number of lecture halls with proper ventilation, lighting system, electricity supply, audio-visual teaching aids, fans or coolers and comfortable sitting arrangement preferably theatre type. There should be built in black/green/white boards. There should be a desk/ dais /a big table and a chair for the teacher and racks/cupboards for keeping aids or any other equipment needed for the conduct of classes.
3.2.4	Examination Hall with confidential room	Examination hall should meet all requirements as specified by KUHS. Availability of hall / halls of the required size to accommodate all the Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. Availability of a confidential room attached



		to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition. Surveillance Camera system of the required specifications in working condition. Communication Signal jammer of the required specification in working condition. This facility may be shared with other courses in the institute.
3.2.5	Auditorium/Multipurpose hall As specified in MSR for the course It shall be shared with other courses in the institute.	Shall be spacious enough to accommodate full strength of students, so that it can be utilized for hosting functions of the college, educational conferences/workshops and examinations. It should have proper stage with green room facilities. It should be well ventilated and have proper lighting system. There should be arrangements for the use of all kinds of basic and advanced audio-visual aids
3.2.6	Common Room for Boys & Girls A minimum of 2-3 common rooms (800 sq ft each) should be provided-one for staff, one for male students and one for female students with sufficient and adequate seating arrangements, cupboards, lockers, cabinets, built-in shelves and racks should be provided in all the common rooms Toilet and hand washing facilities should be made available in each room.	<u>Not necessary</u> <u>(only female candidates)</u>
3.2.7	Staff Rooms 	There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office

		<p>with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. The size of the office should be 30 M².</p> <p>There should be adequate number of staff rooms in proportion to the number of teaching faculty. One staff room should accommodate 2 teachers only. The size of the room should be 20 M².</p> <p>Provide separate room for the heads of the department.</p> <p>There should be separate staff rooms for Non teaching staffs. The size of the room should be 20 M² with sufficient furniture.</p>
3.2.8	Administrative Block	<p>Administrative section of the college shall include Principal's Room, Personal Assistant's Room, Reception, Visitor's lounge, Staff Committee room, Clerks' room, Cash and Accounts section, Record room and Toilets. Separate, furnished office room for administrative staff with telephone, photocopier, computer and internet facility</p>
3.2.9	Central Store	<p>As specified in MSR for the course</p> <p>A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated</p>
3.2.10	Laboratories	As specified in MSR for the course
3.2.11	Library	<p>100 M², WELL LIGHTED AND VENTILATED PREFERABLY AIR CONDITIONED. IT SHOULD HAVE ADEQUATE NUMBER OF CHAIRS (CHAIRS WITH BACK AND ARM REST) AND TABLE (PREFERABLY ONE TABLE FOR EACH STUDENT). IT SHOULD HAVE E-JOURNAL FACILITY</p>



		WITH FULL TEXT AND BACK UP AVAILABILITY. IT SHALL BE EQUIPPED WITH A MINIMUM OF 3 SYSTEMS WITH MULTIMEDIA SUPPORT, A MINIMUM OF ONE SYSTEM WITH SCANNER, PRINTER FACILITY, PHOTOCOPIER, IT SHOULD HAVE ATTACHED TOILETS ONE EACH FOR GENTS AND LADIES.
3.2.12	Toilets	Separate toilets for boys and girls shall be made available in each floor.
3.2.13	Garage	Garage to accommodate vehicles of the Institute should be maintained within the campus.
3.2.14	Canteen	There should be provision for a canteen for the students, their guests, and all other staff members. Shall be shared with other courses in the institute.



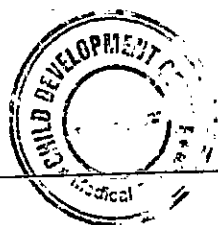
Shall be provided

Development Committee
Attender

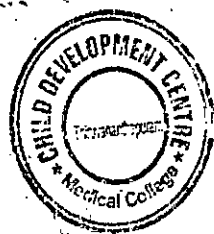
3.3.3	Laboratory Staff	
	Lab Instructor	No, qualification & experience needed are as per MSR of the course and norms of Councils concerned
	Lab Technician	
	JLA	
3.3.4	Library staff	
	Librarian- Gr 1	With PG in Library Science
	Librarian	With Graduation in Library Science
	Attender	
3.3.5	Technical staff	
	Electrician	
	Plumber	
	Mechanic	
3.3.6	Supporting staff	
3.3.6.1	Cleaning Staff	Sufficient no to clean the total area
3.3.6.2	Security staff	Shall be provided around the clock
3.3.6.3	Driver	
3.4	Equipment & Instruments	As per MSR for the course
3.4.1	Equipment	As per MSR for the course
3.4.2	Furniture	As per MSR for the course
3.5	Laboratory	As per MSR for the course
3.6	LIBRARY	
3.6.1	Total Area required	As per MSR for the course
3.6.2	Reception & waiting Area	Separate Reception & waiting area shall be provided
3.6.3	Property & Issue counter	Shall be provided
3.6.4	Reading Room	Separate reading room for UG students shall be provided
3.6.5	Staff/PG reading Room	Separate reading room for staff & PG students shall be provided
3.6.6	Reference section	Separate reference shall be provided
3.6.7	Journal section	Separate Journal shall be provided
3.6.8	Photo copying section	Separate photo copying area with minimum 1 Photo Copier
3.6.9	Internet/computer facility	Full time internet facility shall be provided
3.6.10	Room for Librarian	Separate room for Librarian shall be provided
3.6.11	Books needed for UG	As per MSR for the course



3.6.12	Journals needed	As per MSR for the course
3.7	HOSTELS	Shall full fill criteria specified for approval of Hostels
3.7.1	Total Plinth area	Provide separate hostels for male and female students.
3.7.2	Approved Plan	
3.7.3	Single Room	Minimum 50 sq ft dwelling space per student to be maintained with cot, table, chair, cloth stand and storage facility
3.7.4	Double Room	
3.7.5	Triple Room	
3.7.6	Dormitory	
3.7.7	Study Room	Shall be provided
3.7.8	Visitors Room	Shall be provided
3.7.9	Recreation/Common Room	Shall be provided
3.7.10	Room for House Keeper	Shall be provided
3.7.11	Room for Security staff	Shall be provided
3.7.12	Dining Room	Shall be provided
	Kitchen	Shall be provided
3.7.13	Wash Room	Shall be provided
3.7.14	Bath Room	
3.7.15	Toilets	
3.7.16	Drying Area	
3.8	PARENT HOSPITAL	As per MSR for the course
3.8.1	Land	
3.8.2	Infra structure	
3.8.3	Departments	<ol style="list-style-type: none"> 1. <u>New Born Follow-up Unit</u> 2. <u>Perinatal Epidemiology & Childhood Disability Unit</u> 3. <u>Speech & Hearing Impairment Unit</u> 4. <u>Visual Impairment Unit</u> 5. <u>Preschool Services Unit</u> 6. <u>Adolescent Care Counselling Unit</u> 7. <u>Cosmetology Unit</u> 8. <u>Behavioural Pediatrics & Scholastic Backwardness Unit</u> 9. <u>Guidance & Counselling Unit</u> 10. <u>Family Counselling Unit</u> 11. <u>Genetic & Metabolic Unit</u> 12. <u>Imageology Division</u> 13. <u>Community Extension Services Unit</u> 14. <u>Information, Documentation & Dissemination Unit</u> 15. <u>Management Division</u>



3.8.4	Man power	<u>Please refer 3.3</u>
3.8.5	Clinical material	<u>Furniture- Clinic</u> <ul style="list-style-type: none"> • <u>Assessment Table</u> • <u>Toys</u> • <u>Assessment Kit (Developmental Kit)</u> • <u>Therapy Equipments</u> • <u>Weighing Machine</u> • <u>Infantometer</u> • <u>Computers</u> <u>File Room : Record Keeping</u>
3.8.6	Laboratories	
3.8.7	Equipment	



Deepa
 DIRECTOR in charge
 Child Development Centre
 Medical College
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