GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2018/H/2-1/1 New Delhi, dated: 16 .05.2018

The General Managers,
All Indian Railways, All PUs (including RDSO, Lucknow)

Sub: Recognition and affiliation of Railway Hospitals with College of Physicians and Surgeons, Mumbai for running PG Diploma Courses in various specialties.

****

Approval of the Competent Authority in the Ministry of Railways is hereby communicated for starting P.G Diploma Courses in various specialties in Railway Hospitals with recognition and affiliation of College of Physicians and Surgeons, Mumbai subject to the following conditions:-

i. The infrastructure available in the Departments of Railway Hospitals are meeting the stipulations laid down by College of Physicians and Surgeons, Mumbai for running such P.G Diploma Courses (copy enclosed), and
ii. The zones will strictly adhere to the stipulations laid down by Medical Council of India/Government of India from time to time for running such Courses in Hospitals.

2. The above permission for starting of Courses is only for those Railway Hospitals which are situated in a State/U.T. that recognizes CPS/Mumbai.

This issues with the concurrence of the Finance Directorate of Railway Board.

(R.S. Shukla)
Joint Director (Health)
Railway Board

Copy to:-

1. Pr.CMDs/CMOs All Indian Railways & PUs including RDSO.
2. Pr.FAs , All Indian Railways & PUs including RDSO.
3. Pr. CPOs, All Indian Railways & PUs including RDSO

(R.S. Shukla)
Joint Director (Health)
Railway Board

No. 2018/H/2-1/1 **New Delhi, dated: 16 .05.2018**

Copy forwarded to:-

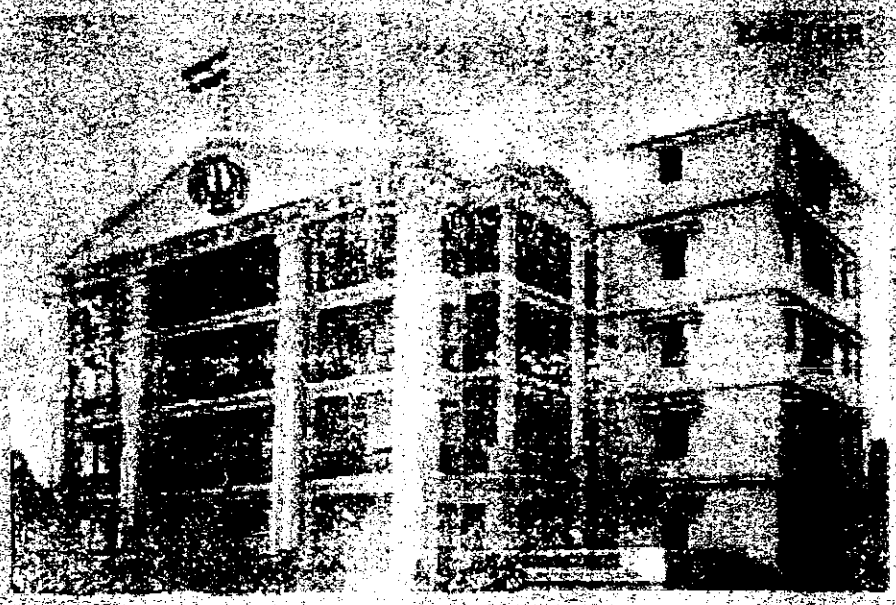
1. Principal Director of Audit/All Indian Railways.
2. Deputy Comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhavan, New Delhi.

For Financial Commissioner/Railways.

Copy to:- F(E) Spl. Branch/Railway Board.

Estd:1912

College of Physicians and Surgeons of Mumbai



...les for

Affiliation

...Institution/Hospitals and Departments.

Office. Dr. ... Marg, Mumbai – 400012.
Tel. Nos. ... / 24118179 / 24118283
... 107915
Email: ... ...cpsmumbai.org
W.W. ...

College of Physicians and Surgeons of Mumbai
Rules for Affiliation of Institutions
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Updated and Published: October 2017 **COST INR 500.00**

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1. COURSES OFFERED BY CPS

Membership, Fellowship and Diploma Courses of CPS with their course codes

1.1 MEMBERSHIP (MCPS) (5 ½ Years Including Internship)

Course Code	Course Short Name	Course Full Name
M01	MCPS	Membership of College of physicians & Surgeons

1.2 FELLOWSHIP (FCPS) (Three years course)

Course Code	Course Short Name	Course Full Name
F01	FCPS (MED)	FCPS-Medicine
F02	FCPS (SURG)	FCPS-Surgery
F03	FCPS (MID-GYN)	FCPS-Midwifery & Gynaecology (Mid. & Gyn.)
F04	FCPS (OPTHL)	FCPS-Ophthalmology
F05	FCPS (CH)	FCPS-Child Health
F06	FCPS (DERMT)	FCPS-Dermatology and Venereology
F07	FCPS (ORL)	FCPS-Oto-Rhino-Laryngology
F08	FCPS (ORTHO)	FCPS-Orthopaedics
F09	FCPS (ANAES)	FCPS-Anaesthesiology
F10	FCPS (PATHO)	FCPS-Pathology

1.3 Diploma Courses * (Two-year course):

*** All these diplomas are recognised by MoHFW, Government of India and shall be included in first schedule of Indian Medical Council Act 1956.**

Course Code	Course Short Name	Course Full Name
D01	DOMS	Diploma in Ophthalmic Medicine and Surgery
D02	DGO	Diploma in Gynaecology and Obstetrics
D03	DCH	Diploma in Child Health
D04	DPB	Diploma in Pathology and Bacteriology
D05	DDV	Diploma in Dermatology and Venereology
D06	DA	Diploma in Anaesthesia
D07	DORL	Diploma in Oto-Rhino-Laryngology(E.N.T.)
D08	DORTHO	Diploma in Orthopaedics
D09	DPM	Diploma in Psychological Medicine
D10	DMRE	Diploma in Medical Radiology and Electrology
D11	TDD	Diploma in Tuberculosis Diseases
D12	DFP	Diploma in Family Planning
D13	DPH	Diploma in Public Health
D14	DTM	Diploma in Transfusion Medicine
D15	DTMH	Diploma in Tropical Medicine& Health
D16	DDIAB	Diploma in Diabetology
D17	DGM	Diploma in General Medicine
D18	DGS	Diploma in General Surgery
D19	DMO	Diploma in Medical Oncology
D20	DCARD	Diploma in Cardiology
D21	DMAS	Diploma in Minimal Access Surgery
D22	DGEN	Diploma in Gynaecological Endoscopy
D23	DIART	Diploma in Infertility and Assisted Reproductive Technique
D24	DURO	Diploma in Urology
D25	DIMM	Diploma in Immunology
D26	DICU	Diploma in Intensive Care
D27	DNEU	Diploma in Neurology
D28	DNEP	Diploma in Nephrology
D29	DHON	Diploma in Haemato Oncology
D30	DPORTHO	Diploma in Paediatric Orthopaedics
D31	DPICU	Diploma in Paediatric Intensive Care
D32	DPNEU	Diploma in Paediatric Neurology
D33	DPCARD	Diploma in Paediatric Cardiology
D34	DNEO	Diploma in Neonatology
D35	DPNEP	Diploma in Paediatric Nephrology
D36	DLDNP	Diploma in Learning Disability and Neuro Developmental Paediatrics
D37	DPGHN	Diploma in Paediatric Gastroenterology, Hepatology and Nutrition
D38	DPURO	Diploma in Paediatric Urology
D39	DEME	Diploma in Emergency Medicine

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2. CATEGORIZATION OF INSTITUTION

Affiliation can be accorded to Public Hospitals regulated by Charitable Trust duly registered as a Public trust with Charity Commissioner or Institution/Hospital run by Government /Municipality or corporate bodies and open to all communities. Such hospitals shall be running effectively for at least three years prior to the application for Affiliation.

Such hospitals/institutions can be divided into following categories:

2.1 **Category I:**

Government and Municipal Medical Colleges established prior to 1964.

2.2 **Category II:**

As similar to category-I, but established after 1964.

2.3 **Category III:**

Unaided Private Medical Colleges permitted / recognized by MCI.

2.4 **Category IV:**

Hospitals established and run by state, central or UT government / local authorities such as corporation etc.

2.5 **Category V:**

Hospitals / Institutions established and run by charitable trusts/ Corporate Bodies.

3. GENERAL RULES FOR AFFILIATION

3.1 Any Juristic action shall be within the jurisdiction of High Court of Mumbai.

3.2 Institutions are not permitted to charge fees more than the fees prescribed by CPS.

3.3 The authorities of the CPS may hold surprise inspection of the affiliated institution to oversee their working, finances, training program with attendance of faculty, working and attendance of the CPS registered students.

3.4 Institution must file an indemnity bond to CPS for expenses incurred on account of litigation from students enrolled from the concerned institution involving CPS as respondent party.

3.5 Any institution violating any of the above criteria is liable for disciplinary action as deemed fit by the CPS Council.

4. REQUIREMENTS FROM THE INSTITUTION/HOSPITAL

SINGLE SPECIALITY

4.1 A hospital having more than 60 beds, devoted to that speciality, can apply for single specialty in clinical subject.

4.2 The hospital should have at least 60 beds located in one campus necessarily consisting of **minimum two units of 30 beds** each (except for Skin, ENT, Ophthalmology& Psychiatry), out of these 10% beds must be free beds.

4.3 It is also necessary to have sufficient paying beds so as to (financially) sustain the hospital expenses and the same must be reflected in the audited statement of accounts duly approved by appropriate authority / Charity Commissioner annually.

4.4 Institutions should have adequate infrastructural facilities, clinical material, and teaching staff as per CPS criteria etc.as specified in the minimum standard requirements for that speciality.

4.5 Each unit should have one unit head (main teacher) and one assistant teacher. The eligibility for unit head an assistant teacher is as per the criteria define in 5.5 and 5.6

MULTI SPECIALITY

4.6 A multispecialty institution must be having 150 or more beds, minimum 10% of these should be free beds. Such institution applying for more than one speciality in clinical subjects should have minimum one unit of 30 beds in each speciality for which the institution wishes to apply.

4.7 In a multi-specialty institute all the departments must be located in one campus.

4.8 These beds should be dedicated to post graduate courses run by CPS only. The institution should give an undertaking that these beds shall not be used for teaching purpose for any other post graduate course affiliated to any examining body.

4.9 A multi-speciality Institution/Hospital having less than 150 beds but more than 60 beds can apply **ONLY** for single clinical specialty if it has minimum 60 designated beds in that specialty divided in two units; **each unit consisting of 30 beds**, out of these minimum 10% must be free beds.

4.10 Institutions should have adequate infrastructural facilities, clinical material, teaching staff as per CPS criteria etc. as specified in the minimum standard requirements for that speciality.

4.11 Each unit in all the department shall have one unit head (main teacher) and one assistant teacher. The eligibility for unit head an assistant teacher is as per the criteria define in 5.5 and 5.6

PARA CLINICAL

4.12 Any institution applying for para-clinical subjects like Pathology, Radiology, Transfusion Medicine and Anaesthesia should apply through existing CPS affiliated Institute/Hospital recognized in at least one clinical subject, abiding by all the rules and regulations for affiliation laid down by CPS. Anaesthesia affiliation could be available ONLY if a surgical subject is recognized by CPS and other surgical specialities are available at the institution concerned.

4.13 Even though bed strength is not the criteria for these subjects, the minimum standard requirements for the speciality along with teaching staff as per CPS criteria, adequacy of work load, services to patients are mandatory, which shall be assessed before granting affiliation.

4.14 The affiliation to such Para-clinical subjects will automatically get cancelled in case the clinical subject of the recommended affiliated institution is cancelled.

4.15 A notarized MoU (Memorandum of Understanding) mentioning details of the terms and conditions will be required between the centre for Para-clinical subject and affiliated institution.

GENERAL REQUIRMENTS

4.16 A hospital must have adequate outpatient services and well-equipped para-clinical departments like Pathology, Microbiology, Biochemistry, Radiology and other investigative facilities. These facilities may be made available by permanent agreement with a facility in the close proximity. Visiting specialists of other disciplines should also be made available for consultation (MOU with these faculties and facilities required).

4.17 An updated **Library** with standard text books, recent national and international journal, reading hall &seminar hall should be available in the premises or in close proximity (within 100 meters. Facility for e-library should be provided.

4.18 A functioning and well maintained **Medical Record Department** [MRD] should also be available.

4.19 There should be periodic clinical meetings departmental/ Inter-departmental/Inter-hospital and Inter-Institutional within the city. Record of such meetings must be duly maintained and made available on demand at the time of inspections or any other time as deemed fit by CPS.

4.20 There should be a lecture hall with audio visual facilities in the same premises or in close proximity (within 100 meters).

4.21 Facilities should be provided for CMEs, seminars, clinics, lectures, etc. in the department/unit. Teaching rounds twice a week for the resident PG students is mandatory. They should maintain a separate register which should be made available to CPS inspectors at the time of inspection or any time on demand by CPS.

4.22 Academic department – The institution should have an academic cell, headed by one of the postgraduate teacher. The cell should consist of unit heads, assistant teachers and one administrative assistant. The cell is responsible for all teaching and research activities of all PG Students. A person from academic cell should be nominated as liaison between CPS office and the institution. He/ She shall be responsible for flow of information, such needed during admission process, enrolment, examinations etc. The person should be available all the time for smooth functioning of teaching and admin activities.

4.23 For the purpose of teaching, the institution should form units in clinical departments. Each unit should have at least one unit head and one assistant teacher. All the unit teachers should actively participate teaching and clinical work. In surgical disciplines, such work should be duly maintained in the operation register. Teachers will be required to undertake active surgical work. (To be documented and shown at the time of inspection or whenever demanded by CPS)

4.24 CPS enrolled candidates working in the affiliated institutions should undergo sufficient training (Clinical, surgical & academic) which should be documented in the Log Book provided by CPS, duly signed by the unit and institutional head.

4.25 Application for affiliation / renewal (Continuation of affiliation) requires seven months' time starting from scrutinizing application form and requisite documents to completion of inspection. ***Last date for completed application along with all required documents and DD is 31st December of each year. The application from Government institutions situated outside Maharashtra should be sent through respective Director of Health services. The application from institutions run by local bodies situated outside Maharashtra should be sent through respective Commissioner/head of the local bodies.***

4.26 The institute is considered as "CPS affiliated institution" only after the report is approved by the CPS College Council and the charges are accepted by the CPS. Until then the enrolment of candidate from that institute is not permitted

5. TEACHER ELIGIBILITY CRITERIA AND OTHER RULES

5.1. All the teachers should attend the Institute/Hospital for at least four hours a day for five days in a week, any time between 08:00 AM to 6:00 PM and to attend emergencies at any time whenever called. The Institution shall be responsible for keeping the attendance muster of the teachers duly signed by them and produce the same on demand any time.

5.2. A teacher shall either be full time or honorary but on a fixed remuneration and not on basis of the quantum of work done. Honorary teacher should fulfil the criteria as mentioned in 5.1.

5.3. The teacher must have their residence within a distance from where they can reach the hospital within forty–five minutes in emergency.

5.4. Every teacher must possess post graduate medical degree in respective subject.

5.5. A "Unit Head" must be a teacher having at least ten years of professional standing after acquiring the post-graduate qualification like MD/MS/FCPS/DNB/FRCS/MRCP with at least five years of teaching experience. Teaching experience for Government district hospitals is not mandatory.

5.6. An "Assistant Teacher" is a teacher having at least five years of professional standing after acquiring the post-graduate qualification like MD/MS/FCPS/DNB/FRCS/MRCP with at least two years of teaching experience. Teaching experience for Government district hospitals is not mandatory.

5.7. Teaching experience is defined as an experience gained as a full-time registrar in 2nd Year and 3rd year in the subject and further as Tutor/ Lecturer /Assistant Professor / Reader / Associate Professor / Professor in a MCI recognized Medical College for the degree of MCPS / MBBS, (However, the experience as Full time registrar / 2nd & 3rd year resident / Tutor / Asst. lecturer will be collectively considered for a maximum period of two years only).

5.8. Teaching experience of an assistant teacher in an CPS affiliated institute can be considered by College of Physicians & Surgeons of Mumbai to promote that assistant teacher to main teacher, if he / she is otherwise eligible to be promoted as main teacher.

5.9. **Any Change in the teaching staff** in the institution should be reported to CPS within a month with reasons(resigned/ retired/ relieved/ expired/ terminated etc.). The report should be along with order of appointment of new teacher and his updated bio-data, certificate of teaching experience and undertaking by the institution that at any given time all the units shall always have a teacher and assistant teacher. After submitting all the necessary papers, the teacher(s) will be called **in-person** for verification at CPS office. The institution has to bear the charges of Rs. 10,000/- per teacher as charges for verification.

5.10. While coming for verification the teacher should bring all their original certificates with order of appointment with terms and conditions, joining report, original teaching experience certificate(s), original degree certificates, state medical council registration certificate and proof of residence.

5.11. **Any change of teaching staff will be effective, only after verification and approval by CPS.**

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6. APPLICATION FOR AFFILIATION

6.1. Institution/Hospitals seeking affiliation are requested to study **minimum standard** requirements before applying. Application should be forwarded in the **prescribed proforma along** with all the required documents and annexures.

6.2. **INCOMPLETE APPLICATION FORMS WILL BE REJECTED.**

6.3. The **institution** shall forward the application for affiliation to CPS along **with following** documents.
(Institution seeking affiliation for more than one course should not **submit multiple** application forms. Instead, they should submit respective II (B) forms, one each for **different departments**.)
(One Original + Two photocopies)

6.3.1. Application Letter **(Annexure I)**

6.3.2. Completely filled, signed and stamped proforma of Institution **(Annexure II (A) and II (B))**

6.3.3. Unit Formation **(Annexure III)**

6.3.4. Registration Certificate of the Institution from Local **authority**.

6.3.5. Constitution of Trust / Memorandum of Understanding of Corporate **Body**

6.3.6. List of officer bearers

6.3.7. Certified Audited statement of Accounts of last three years.

6.3.8. Certificate of Bombay Nursing Home Act / respective act of the **State**.

6.3.9. Certificate from Pollution Control Board.

6.3.10. All Teacher's (Mandatory)

a. Duly filled Proforma of Information/Bio Data **(Annexure IV)**

b. Appointment Letter with terms and conditions from the **Institute**.

c. Joining letter.

d. Undertaking & Declaration **(Annexure V)**

e. Self-attested photocopies of Degree certificates

f. Self-attested Copy of State Medical Council registration **certificate including** registration of additional qualification

g. Self-attested photocopies of experience certificates.

h. Any other additional facility / information/ activities carried **out by institution**.

6.4. Various proformas as (refer annexure) are available in this book. The **institution is** expected to type the proforma and fill up the details / download from official website of CPS www.cpsmumbai.org

6.5. Demand Draft of **Rs.2,00,000/- per subject (For private institutions) drawn in** favour of "College of Physicians & Surgeons of Mumbai" payable at Mumbai (drawn from a **Nationalized** Bank) **as non-refundable application processing fees should be attached along with the application** form. **The application processing fees for Government / local body hospitals will be Rs. 51,000 per** subject.

7. INSPECTION

7.1. If the application is complete and prima facie CPS council is satisfied about the academic capability of the institution, the inspection will be carried out by persons from panel of experts. The inspector(s) will be accompanied by a convener who will be a member of the council.

7.2. Inspectors will assess the infrastructure, clinical material, teaching facilities and overall academic capability

7.3. It is mandatory for each and every teacher to be present with all the original certificates of qualification, registration and experience for verification at the time of inspection.

7.4. Absence of the teacher at the time of the inspection will be allowed only if the teacher has gone to attend the conference to present the paper. The proof of acceptance of the paper and invitation to attend will be mandatory.

7.5. In case the necessary documents sought are not available during inspection the institution may not be affiliated without 2nd inspection unless they produce/submit the required documents within a week's time after inspection.

7.6. Inspectors/Conveners shall be paid an honorarium through CPS as decided by CPS guidelines. Institution is not required to pay any remuneration to the inspectors or convener directly.

7.7. Local hospitality and logistics will be the liability of the institution under inspection.

7.8. Institutions found violating the above guidelines may be barred from seeking any affiliation of the College of Physicians and Surgeons of Mumbai for a period of up to two years after giving them due opportunity to represent their action.

8. INSPECTION CHARGES

8.1. Institution has to pay the Inspection fees in advance by Demand Draft in favour of "College of Physicians and Surgeons of Mumbai" payable at Mumbai after receiving a letter from CPS office prior to Inspection.

8.2. Inspection fees of Rs. 30,000/- per subject per inspection will be charged for each speciality.

8.3. The additional charges for inspection will include:

a) Convener Fees

b) Inspector Fees

c) Travelling Charges

d) Halting Charges

e) Incidental Expenses

The total amount will be calculated and intimated to the institution upon approval of Council to conduct the inspection. Inspection will be conducted by CPS only after the Inspection charges are fully paid by the institution.

8.4. Such fees may be amended from time to time by CPS Council without prior notification.

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9. AFFILIATION

9.1. Affiliation shall be granted for a maximum period of two/three years. It will be the responsibility of the institute to apply for renewal before 7 months of expiry of the affiliated period. The institution must apply before 31st December of previous year. The inspection and other procedure for affiliation of additional unit(s) or subject(s) should be along with the affiliation of already recognized subject(s). This will facilitate synchronization of all the subjects/Units in that institute simultaneously.

9.2. Affiliation will be granted only after approval of inspection report by CPS council. Institute needs to pay the affiliation fees of Rs. 15000 per seat per year by demand draft in favour of "College of Physicians and Surgeons of Mumbai" payable at Mumbai after receiving a letter from CPS office. The institution shall stand to be affiliated only after payment of affiliation fees.

9.3. Maximum number of seats allotted per unit per year will be two.

10. CPS ADMISSION PROCESS

10.1 Admission to all CPS diploma and fellowship courses shall be strictly based on the Post Graduate National Eligibility cum Entrance Test (PG – NEET).

10.2 All the seats for diploma and fellowship courses shall be filled by the central admission / counselling process conducted by CPS.

10.3 The detailed information brochure for the admission process will be published by CPS, every year.

10.4 The brochure will contain information about, fee structure, procedure for online registration, details about timeline, details about the admission procedure etc.

10.5 Whole admission process shall be conducted as per the procedure defined in the brochure.

11. WORKING OF CPS RESIDENTS

11.1. The duration of the course will be of two years for all the Diploma Courses and three years for all the FCPS courses after the enrolment. Joined students shall be full time residents during their period of study.

11.2. The full time stipendiary resident should be provided with free bachelor accommodation within hospital premises or nearby (500 meters).

11.3. It is mandatory to maintain the attendance muster/bio-metric attendance of all the students and the teaching staff at the recognized institution. This should be shown at the time of inspection or whenever demanded by CPS.

11.4. A student will be allowed a maximum of eight days casual leave with prior permission of unit head and institution head countersigned by co-resident during twelve months duration. The scanned copy of the leave application be sent to CPS office by email on the same day and a photocopy be sent by post/speed post. No carry forwarding/accumulation of leave will be permitted for further postings.

11.5. Attendance at lecture series at CPS will be considered to be 'on duty'.

11.6. Any leave without application will be considered as absence.

11.7. Maternity Leave will be as per Government rules and regulations.

11.8. Students not complying with these rules should be reported to CPS and should not be given post completion certificate.

11.9. Disciplinary actions against the students, if required, shall be at the discretion of CPS council and is binding to the student and the institution.

12. TRAINING OF STUDENTS

12.1. Every institution undertaking CPS PG training program shall work out the details of the training program in each specialty in consultation with other department faculty and coordinate, monitor and document the implementation of these training programs. Every institution will prepare a monthly teaching schedule for the enrolled candidates, which will include hands on training, bed-side clinics, lectures & practical.

12.2. The training program shall be written up and strictly followed and presented to CPS at the time of inspection or whenever demanded.

12.3. Students shall maintain a record in log book of the work carried out by them and the training program undergone during the period of training with details of surgical operations seen, assisted or done independently. They will also maintain the record of the tutorials.

12.4. The log book shall be checked and signed by the teachers imparting the training and to be presented to CPS at the time of inspection or whenever demanded.

12.5. The student should enter (in the Log Book) the journal clubs attended, articles read in journal club, papers and poster presentation at the city/district, State, Regional, & National conferences. The student should always have the completed log book and present to CPS at the time of inspection or whenever demanded.

12.6. At the end of every term, the institution will conduct internal assessment of students in the form of written test and oral test. The assessment would cover theoretical knowledge, clinical skills, procedural skills, communication skills, knowledge of health care system, ethical and legal issues. The progressive report of the student should be sent to CPS every six months without fail.

13. RENEWAL OF AFFILIATION

13.1. It is necessary that the institution should apply for continuation of Affiliation of the institution seven months prior to the date of expiry of Affiliation failing which it will be presumed that the institution is not interested in continuation of Affiliation.

13.2. The Affiliation will automatically cease to exist after the last date of expiry, if the above conditions are not complied with or if the affiliation is not granted.

13.3. The methodology of the renewal will be similar to the methods of application for affiliation.

14. IMPORTANT NOTE

14.1. All the above mentioned Rules for Affiliation and of Institutions/ Hospitals and Departments may be altered / amended / cancelled / updated / corrected by the CPS College Council without any notice from time to time and such will be so notified.

14.2. No Institution/Hospital should contact any Inspector and Convener directly except during the actual period of inspection.

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<On Institution Letter Head>

Annexure I

APPLICATION FOR AFFILIATION / RENEWAL

Ref. no.: **Date:**

To,

The Secretary / Registrar,
College of Physicians & Surgeons of Mumbai,
CPS House,
Dr. E. Borges Road, Parel, Mumbai - 400012.

Subject: Application for Affiliation/renewal to conduct CPS training for the subject(s) of _____

Dear Sir/Madam,

We wish to get our institution affiliation to conduct CPS courses in following subjects.

Sr. No.	Department	Course	Number of Units	Number of seats per year applied for

Please find herewith following documents in **(one Original + two photocopies)**

1. Completely filled, signed & sealed Application proforma of Institution (Single Annexure II(A) for institutional information. One each Annexure II (B) for Individual department information)
2. Unit Formation (Annexure III) for all units in all departments applied.
3. Registration Certificate from local authority.
4. Constitution of the Trust / Memorandum of Understanding of the Corporate Body
5. List of officer bearers
6. Certified Audited statement of Accounts of last three years.
7. Certificate as per Bombay Nursing Home Act / respective act of the State.
8. Certificate from Pollution Control Board.
9. All Teachers'
    a. Duly filled Proforma of Information/Bio Data **(Annexure IV)**
    b. Appointment Letter with terms and conditions from the Institute.
    c. Joining letter.
    d. Undertaking & Declaration **(Annexure V)**
    e. Self-attested photocopies of Degree certificates
    f. Self-attested Copy of State Medical Council registration certificate including registration of additional qualification
    g. Self-attested photocopies of experience certificates.
    h. Any other additional facility / information/ activities carried out by institution.
10. Any other additional facility / information/ activity

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11. Demand Draft of Rs. _____ in favour of "College of Physicians & Surgeons of Mumbai" payable at Mumbai, drawn from Bank _____ DD No. _____ dated _____ as non-refundable document processing fees.

Please do the necessary evaluation of the documents and schedule the inspection to affiliate our hospital/institution to run the above requested CPS course(s).

Thanking you,

Yours truly

Name & Signature of Authorized Person

(The application from Government institutions situated outside Maharashtra should be send through respective Director of Health services)

(The application from institutions run by local bodies situated outside Maharashtra should be send through respective Commissioner/head of the local bodies)

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Annexure II (A)

Application to start/ renew CPS Courses

General Institution Information

1. Name of the Institution :
2. Address :
   :
   : District : Pin:
3. Tel. No. : Fax No. :
4. E-mail
5. Institutional Code(for renewal only) :
6. Year of Establishment of Hospital:
7. Contact Person :
8. Mobile :
9. Name of the Trust/Body :
10. Address of the Trust :
11. Contact Tel. no. :
12. Email Id :
13. Chairman of Trust : Year of Establishment :
14. Government/ Local bodies/Corporate/Trust :
15. Category(Please refer chapter 2) :
16. Total Beds :
17. Course (s) applying for affiliation with codes(Please refer chapter 1)

Sr. No.	Department	Course	Number of Units	Number of seats per year applied for

18. Hospital Beds (Department wise) :

Sr. No.	Department	Beds	Free Beds
1.			
2.			
	Total Beds		

19. OPD Daily Attendance (Department wise) :

Sr. No.	Department	New Cases	Old Cases	Total OPD

20. Department wise average bed occupancy :

21. Indoor Admissions in last 3 years :

	Year 1 (20 ____)	Year 2 (20 ____)	Year 3 (20 ____)
(No. of Admissions)			

22. Laboratory and other facilities : (Yes/No)

23. Central Library facilities

a. Area (square feet)

b. No. of Books

c. No. of Journals: National - International -

24. Medical record department (Yes/No)

25. Teaching facilities : (Attach separate sheet)

26. Clinical Meetings (Yes/No)

27. Library facilities/ books/ Journals : (Attach separate sheet)

28. Lecture Hall

a. Area (Square feet)

b. Audio visual aids

29. Academic Cell: (Please see 4.20. Please attach the list of members)

30. Amount of Stipend paid to the resident : Rs.

Annexure II (B)

Departmental Information

Information about individual department (Please fill separate information for individual department in which the affiliation is sought)

1. Subject:

2. Bed Strength in the subject (Average per day) :

Beds	Dedicated beds for CPS	Free Beds

3. OPD Attendance in the subject :

Department	New Cases	Old Cases	Total OPD

4. Daily indoor occupancy in subject :

5. Indoor Admissions in last 3 years :

	Year 1 (20 ____)	Year 2 (20 ____)	Year 3 (20 ____)
(No. of Admissions in the subject)			

6. Operations performed in last 3 years :

	Year 1 (20 ____)	Year 2 (20 ____)	Year 3 (20 ____)
Major (for surgical depts.)			
Minor (for surgical depts.)			
Deliveries (for Ob&Gy.)			

7. Types of Investigations performed in last 3 years (for Radio/Patho/Micro) :

Sr. No	Type of Investigations	Year 1 (20 ____)	Year 2 (20 ____)	Year 3 (20 ____)

8. Demonstration room for the department (square feet):

9. Departmental Library

   a. Area (Square feet):

   b. No. of Books:

   c. No. of Journals: National - International -

10. Accommodation for department teachers with respective areas:

11. Accommodation for other departmental staff:

12. No of OPD consultation rooms (specific to the department) with their areas:

13. Minor OT/procedure room in OT (if applicable)

14. Instruments and Equipment available in department:

(Attach separate sheet, consisting of every equipment as per MSR mentioning number of respective equipment available and number of required. Please mention '0' if equipment is not available.)

Sr. No.	**Instruments and Equipment list as per MSR (Please include all instruments and equipment included in MSR. Incomplete list will result in rejection of application)**	**Number required as per MSR**	**Number available**	**Deficiency**
1				
2				
.	(to be continued to include every instrument and equipment mentioned in MSR for respective course)			

15. Any other infrastructure as per MSR:

Signature and Seal of Institution Head

(19)

Annexure III

UNIT FORMATION IN THE SUBJECT

COMPOSITION OF THE TEACHING STAFF I

1. **Name of the Specialty / Department** :

2. **Head of the Department** :

3. **No. of Units in the Department** :

4. **Unit Formation :**

Unit No.	Name	Designation	Educational Qualification with Year	Years of Teaching Experience	Years of Profession after PG	Type of Post	Remarks (if any)
I	Dr.	Unit Head					
	Dr.	Asst. Teacher					
II	Dr.	Unit Head					
	Dr.	Asst. Teacher					

Signature and Seal of Department Head

Signature and Seal of Institution Head

(Additional information if any can be attached as a separate sheet)

Annexure IV- Teacher's Form

<On Institution Letter Head>

Application form for Approval as Teacher for College of Physicians and Surgeons of Mumbai

Application for: Unit head / Assistant teacher

RECENT PASSPORT SIZE PHOTO	
STAMP	

Name of the Institute :

Name of the faculty (Surname first) :

Date of Birth : (DD/MM/YYYY)

Residential Address :

Telephone No.: **Mobile No.:**

Email ID :

MCI/STATE Registration No.:

(MBBS) :_____ Date : _____ State: _____

* Renewal status: _____ Validity up to: _____

(Other) : _____ Date : _____ State: _____

* Renewal status: _____ Validity up to: _____

PAN No.: _____

APPROVAL FOR SUBJECT OF :

EDUCATIONALQUALIFICATIONS: (* Please attach relevant documents)

Sr. No.	Degree/ Diploma	Year of Passing	College / Institute	University / Board	Subject
01	* MBBS				
02	* MD / MS ( )				
03	*Diploma(_____)				
04	* FCPS (				
05	Any other				

(21)

Teaching Experience in MCI recognized medical college: (Please attach experience certificates)

(Attach separate sheet, if necessary)

Sr. No.	College / Institute	Post Held	From (Date)	To (Date)	Total period	
					Years	Months
1		Resident			02	00
2						
3						
4						
5						
6						
	Total Experience					

Post PG Professional Experience (Please do not repeat teaching experience):

Sr. No.	Professional Assignment	From (Date)	To (Date)	Remark
01				
02				
03				
	Professional experience excluding teaching experience			
	Teaching experience (From above table)			
	Total Experience			

Any other relevant information:

Signature of teacher

Annexure V

TEACHER'S DECLARATION & UNDERTAKING

<On Institution Letter Head>

Name :_____

Address : _____

_____

_____

Date : _____

To,
The Secretary / Registrar,
College of Physicians and Surgeons of Mumbai,
CPS House, Dr. E. Borges Marg.
Parel, Mumbai-400 012.

Subject: **DECLRATION and UNDERTAKING...**

Dear Sir/Madam,

This is to declare that I am working as (Professor / Associate-Professor / Assistant **Professor** /Lecturer / Demonstrator / Registrar) in (name of institution_____**from** _____(date of joining)

I am not working as a recognized teacher in any other CPS recognized Institution as **full time** / part time.

My birth date is _____ and my city of residence is _____

I am giving this declaration under the full knowledge that in case it is proved wrong, **action** can be taken against me.

I, undersigned Dr. _____also hereby giving **undertaking** to your good selves that if the Unit of the institution is granted affiliation for the applied subject under **my** teacher-ship, then I will not leave the Teacher-ship from the said unit/institution till the affiliation period of **unit/institution** i.e. at least for 24 months except for any genuine reason.

I shall inform CPS immediately in case of any change in my appointment.

Thanking you,

Yours faithfully,

_____

Name and Signature of teacher

Date: _____

(23)

(73)

Annexure VI

<On Institution Letter Head>

POST HOLDING CERTIFICATE

Ref. no.: Date:

To,
The Secretary / Registrar
College of Physicians & Surgeons of Mumbai
CPS House, Dr. E. Borges Road,
Parel, Mumbai - 400012

Subject: POST HOLDING CERTIFICATE...

This is to certify that Dr._____ (Doctors name)

is working in _____(Institution name)

as Resident holding full time CPS post in the Department of _____ (Subject name)

as follows:

Post	Period		Unit Head	Department
	From	To		
I				
II				
III				
IV				

He/She will not be relieved before completion of tenure of the aforesaid posts.

The above post is recognized by CPS and intimated to CPS office in the list of joined candidates dated _____

_____ _____

Signature of Unit Head along with stamp/seal

Signature of Institute Head along with stamp/seal

Annexure VII

<On Institution Letter Head>

POST COMPLETION CERTIFICATE

Ref. no.:

Date: <>

To
The Secretary / Registrar
College of Physicians & Surgeons of Mumbai
CPS House
Dr. E. Borges Road,
Parel, Mumbai: 400012

Subject: POST COMPLETION CERTIFICATE...

This is to certify that Dr._____ (doctor's name)

has completed as resident house officer in _____(subject name)

Under Dr._____(teacher name) at the _____

_____ (institution name)

Post	Period	
	From	To
I		
II		
III		
IV		

During his posting his work and attendance was _____

_____

Signature of Unit Head

along with stamp/seal

_____

Signature of Institute Head

along with stamp/seal

(25)

(75)

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