

THE TAMILNADU Dr. M.G.R. MEDICAL UNIVERSITY
CHENNAI

AFFILIATION OF OCCUPATIONAL THERAPY COLLEGE STATUTES.

B.O.T. / M.O.T.

ASSENT OF THE CHANCELLOR

These statutes have received the assent of the Chancellor communicated in Lr.No.589/U2/2012, dated 24.08.2012 of the Secretary to the Governor of Tamil Nadu.

The Tamil Nadu Dr. M.G.R. Medical University, Chennai.

Laws of the University.

(AFFILIATION OF OCCUPATIONAL THERAPY COLLEGE STATUTES.

B.O.T. / M.O.T.

In exercise of the powers conferred by section 42 of the Tamil Nadu Dr. M.G.R. Medical University, Chennai Act, 1987 (Tamil Nadu Act 37 of 1987), and in supersession of the Statutes for Affiliation of Occupational Therapy College (B.O.T. / M.O.T.), the Governing Council of the Tamil Nadu Dr. M.G.R. Medical University, Chennai, hereby makes the following Statutes:-

1. (i) These Statutes may be called The Tamil Nadu Dr. M.G.R Medical University Affiliation of Occupational therapy College Statutes.
(ii) They shall come into force from the date of assent of the Chancellor.
2. The words and phrases used in these statutes shall, unless expressly explained otherwise requires, have the same meaning as they have with reference to The Tamil Nadu Dr. M.G.R. Medical University, Chennai, Act, 1987 (Tamil Nadu Act 37 of 1987) hereinafter called the "Act".
3. It shall be necessary for the proposed Occupational Therapy College seeking Provisional Affiliation to the Tamil Nadu Dr. M.G.R. Medical University, Chennai for starting First Batch of B.O.T. Degree Course to apply for Certificate of Registration of their application with the Tamil Nadu Dr. M.G.R. Medical University, Chennai. The application shall be in Form No.1 annexed with these statutes. The duration of the B.O.T. degree course shall be 4 years with internship of 6 months.
4. (i) Only Educational Trust / Society (hereinafter referred to as "applicant") with sufficient financial soundness and which satisfy the condition

stipulated hereunder in sub-statute (ii) shall be eligible for starting private Occupational Therapy College. Application from the individuals for Certificate of Registration will not be entertained.

(ii) CONDITIONS TO BE SATISFIED BY THE APPLICANT FOR APPLYING FOR CERTIFICATE OF REGISTRATION:

(a) The applicant shall own or have a tie-up hospital with not less than 150 beds with an administrative block or shall have a tie-up with a Hospital with a minimum of 150 beds within a radius of 30 Km.

(b) The following minimum extent of land for the annual intake of 50 students shall be required :-

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| (a) Corporation area (City) | - 1 acre |
| (b) Municipality / Town area | - 2 acres |
| (c) Semi Urban or Rural areas | - 3 acres |

5. The application for Certificate of Registration from the Tamil Nadu Dr. M.G.R. Medical University, Chennai, shall be in writing and in Form I annexed with these statutes addressed to the Registrar of the Tamil Nadu Dr. M.G.R. Medical University, Chennai and shall be submitted to the Registrar between 1st July and 31st October of every year along with a payment receipt towards processing fee of Rs.50,000/- (Rupees fifty thousand only), Inspection fee of Rs.30,000/- (Rupees thirty thousand only) and cost of application for Rs.1,000/- (Rupees one thousand only) or such amount as may be prescribed by Governing Council from time to time.

6. The application for Certificate of Registration shall be submitted along with the permission of the Government of Tamil Nadu to establish the College and shall contain the following particulars, namely:-

- (a) Name of the Trust / Society with full address:
- (b) Name of the proposed Occupational Therapy College;
- (c) Particulars where the Occupational therapy College is to be located with Telephone Number, E-Mail & Web Site;
- (d) The number of student proposed to be admitted in the first batch of the course;
- (e) The availability of the land, building and other physical infrastructure training facility available to the students to be admitted;
- (f) Ready built area available for accommodation of the academic complex;
- (g) Residential quarters for the staff of the College;
- (h) Play ground;
- (i) Separate Hostel for men and women ;
- (j) Inspection Proforma duly filled-in pertaining to issue of Certificate of Registration.
- (k) The applicant Trust / Society shall send payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time towards the inspection fee payable to the University for deputing its inspection commission to the institution and such other particulars as may be required by the Tamil Nadu Dr. M.G.R. Medical University from time to time.

7. On receipt of the application along with the duly filled-in Inspection Proforma for the Certificate of Registration, the University, shall scrutinize the

same and verify by deputing an Inspection Commission, whether the conditions required to be fulfilled by the applicant to become eligible to receive the said Certificate of Registration are fulfilled.

8. The Inspection Commission duly verifying the Inspection Proforma submitted by the applicant shall specifically examine whether the following conditions are fulfilled by the applicant:

Conditions to be fulfilled by the applicant to become eligible to receive the Certificate of Registration:

- (a) The applicant shall satisfy the University that they have clear title to the lands as specified in Statute No.4 (ii) (b) without any encumbrance and shall furnish the title deeds and such other documents as required by the University from time to time in this regard.
- (b) The applicant shall fulfill necessary provisions of relevant Acts on the subject such as the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972) and Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act 1961 (Tamil Nadu Act 58 of 1961) or other local bodies Acts as in force and shall also ensure the evidence so produced in this regard is valid and relating to the applicant.
- (c) The applicant shall also satisfy that they have actual physical possession of the lands and shall furnish necessary documents in this regard and such other documents required by the University from time to time.
- (d) The applicant shall satisfy the University that all the infrastructural facilities of the Colleges are in one campus.

- (e) The applicant shall locate the proposed Occupational therapy College near the 150 bedded Hospital owned and possessed by it or shall have a tie-up with a Hospital with a minimum of 150 beds as specified in Statute No.4(ii)(a).

The hospital shall have the following departments for training and teaching purpose with qualified teaching staff.

General Medical and Surgical Beds	60
Orthopaedics and Traumatology and Burns	30
Ophthalmology	20
Paediatrics	20
Neurology	20

The hospital shall have a full fledged department with the following sections:

1. Occupational Therapy section fully equipped for
 - (i) Activity Therapy
 - (ii) Hand Function Therapy
 - (iii) Walking School(optional)
 - (iv) Developmental Therapy
 - (v) ADL (Activities of Daily Living)
 - (vi) Psychiatry
 - (vii) Hand splinting Unit
2. Prosthetic and Orthotic Department
3. Medical Social Work Department

The management shall have tie-up with the following other speciality institutions to provide for posting of the trainees:

1. Leprosy
2. Hand Surgery Service
3. Speech Therapy
4. Rheumatology
5. Burns Unit
6. Psychiatry and Mental Health

(f) The applicant shall own a ready built area of 1000 Sq. meter suitable for starting First Batch of B.O.T. Course in an Occupational Therapy College with proper sanitation facilities, provision for safe drinking water, adequate water supply for clinical and laboratory purposes, library, store rooms, toilets for students, staff (separately for men and women) and such other facilities which shall be necessary from time to time as may be specified by the University in this regard.

(g) Shall have obtained the permission of the Government of Tamil Nadu.

(h) Shall appoint or contract to appoint Principal and Professor who shall be a qualified Occupational Therapy teacher.

(i) Shall obtain consent letters for appointment of qualified staff members, which are absolutely essential to become eligible to start the First Batch of B.O.T. Degree Course.

9. The University if fully satisfied on the basis of the Inspection Report that all the conditions required to be fulfilled by the applicant are fulfilled, shall issue a Certificate of Registration in Form II annexed with these statutes on payment of Rs.50,000/- (Rupees fifty thousand only) towards fee for issue of

Certificate of Registration to enable the applicant to make further arrangements to start the First Batch of B.O.T. Degree Course in the proposed Occupational therapy Colleges.

10. The issue of the Certificate of Registration alone shall not confer any right on the applicant to start the B.O.T. Degree course.

11. The applicant, on receipt of the Certificate of Registration from the University shall apply to the University for Provisional Affiliation of First Batch of - B.O.T. Degree Course in Form III annexed with these statutes; and shall fulfill the conditions stipulated in Statute 12 to enable the University to appoint and send an Inspection Commission to the proposed Occupational Therapy College.

12. The applicant shall before applying for Provisional Affiliation for the First Batch of B.O.T. degree course fulfill the following staff members :

STAFF MEMBERS

1.	Principal and Professor	1 Full Time
2.	Vice-Principal and Professor	1 Full Time
3.	Asst. Prof. of Occupational Therapy	2 Full Time
4.	Lecturer in Occupational Therapy	1 Full Time
5.	Tutor in Occupational Therapy (1 for every 20 students)	2 Full Time
6.	Librarian	1 Part Time
7.	Asst. Prof. of Sociology	1 Part Time
8.	Asst. Prof. of Psychology	1 Part Time
9.	Asst. Prof. of Anatomy	1 Part Time
10.	Asst. Prof. of Physiology	1 Part Time

QUALIFICATIONS OF STAFF:

1. Principal & Prof. of Occupational Therapy:

MOT/M.Sc., Occupational Therapy with 5 years experience

Desirable: 3 years of administrative experience

OR

BOT/B.Sc., Occupational Therapy with 10 years experience

Desirable: 3 years of administrative experience

2. Vice-Principal and Professor

MOT/M.Sc., Occupational Therapy with 5 years experience

Desirable: 3 years of administrative experience

OR

BOT/B.Sc., Occupational Therapy with 8 years experience

Desirable: 3 years of administrative experience

3. Associate Professor

MOT/M.Sc., Occupational Therapy with 3 years experience

Desirable: 3 years of administrative experience

OR

BOT/B.Sc., Occupational Therapy with 6 years experience

Desirable: 3 years of administrative experience

4. Assistant Professor of Occupational Therapy:

MOT/M.Sc. Occupational Therapy with 5 years experience

OR

BOT/B.Sc., Occupational Therapy with 5 years experience

5. Lecturer

M.O.T./M.Sc. Occupational Therapy or

BOT/B.Sc., Occupational Therapy with 3 years experience

6. Tutor in Occupational Therapy:

BOT/B.Sc., Occupational Therapy

Staff for workshop for Therapeutic activity Instructor

for each unit (Computer Science, Leather work, Tailoring)

d. The applicant shall produce evidence to the effect that the proposed College of Occupational Therapy is fully equipped in the following aspects:-

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| 1. | Anatomy & Physiology Museum | 20' x 40'-1 |
| 2. | Demonstration Room (for Manipulative and Massage Therapy) | 20' x 20'-1 |
| 3. | Class Room: | 20' x 20'-4 3 |
| 4. | Seminar | 60' x 20'-1 |
| 5. | Activity Therapy room | 40' x 20'-1 |

STAFF OFFICE:

- | | | |
|----|------------------|-------------|
| 1. | Principal's room | 10' x 20'-1 |
| 2. | College Office | 40' x 20'-1 |

FACULTY ROOM:

- | | | |
|----|-----------------------------------|-------------|
| 1. | Staff separately for Men & Women | 10' x 20'-2 |
| 2. | Students separate for Men & Women | 10' x 20'-2 |
| 3. | Non Teaching Staff | 10' x 20'-1 |

LIBRARY:

1. Hall 60' x 40'-1
 2. Audio visual equipments with Slide Projector, Video Projector, Overhead Projector, LCD, etc.
 3. Minimum of 500 books covering all subjects
 4. Journals in -
 - i. Indian Journal of Occupational Therapy
 - ii. Occupational Therapy International
 - iii. Australian Journal of Occupational Therapy
 - iv. Indian Journal of Physiotherapy and Occupational Therapy
 4. Internet connectivity
13. The applicant after fulfilling the conditions stipulated in the above statute, shall intimate the fact to the University in writing along with the Inspection Proforma duly filled-in intended for Provisional Affiliation and a payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time towards the inspection fee payable to the University and shall request the University to depute its inspection commission.
14. On receipt of the intimation specified in Statute 13, the University shall send its inspection commission to inspect the facilities available in the proposed Occupational Therapy College duly verifying the Inspection Proforma submitted by the Management and to submit its report to the University as to the satisfactory fulfillment of the conditions required to be fulfilled. The Inspection

Commission shall also report the lacunae, if any, in the fulfillment of the conditions required to be fulfilled and also advise as to the capability of the applicant to rectify the lacunae within a period of one month (30 days) from the date of receipt of the University communication/letter. In case there are lacunae in the fulfillment of the conditions, the University may conduct re-inspection wherever necessary on production of a payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time towards the re-inspection fee and shall receive a final report from the Inspection Commission.

15. After a detailed examination of the final report of the Inspection Commission and if the University is fully satisfied as to the fulfillment of the conditions for the Provisional Affiliation for the First Batch of B.O.T. Degree course, the University shall direct the applicant to enclose a payment receipt for Rs.5,00,000/- (Rupees five lakhs only) or such amount as may be prescribed by the Governing Council from time to time towards the security deposit payable by the applicant. The security deposit shall be invested in a Fixed Deposit in a Nationalised Bank or Government Undertaking / Corporation which accepts Fixed Deposits, jointly in the name of the Registrar, the Tamil Nadu Dr. M.G.R. Medical University, Chennai and in the name of the applicant. The Fixed Deposit receipt shall be kept in the custody of the Registrar. The interest accrued thereon shall be utilized towards the maintenance of the Occupational Therapy College and the applicant shall submit an utilization certificate in this regard in Form No.IV annexed with these statutes, at the end of every academic year.

16. On the remittance towards the security deposit as specified in Statute 15, by the applicant and on receipt of the intimation from the applicant that all the

staff members appointed are in a position to start the teaching course, the University shall grant Provisional Affiliation for the First Batch of B.O.T. Degree course after collecting a payment receipt for Rs.2,00,000/- (Rupees two lakhs only) or such amount as may be prescribed by the Governing Council from time to time from the applicant towards the fee for the Provisional Affiliation for the First Batch of B.O.T. Degree course.

17. The applicant shall show evidence of annual receipt of not less than Rs.10,00,000/- (Rupees ten lakhs only) excluding the interest accrued from the security deposit mentioned in these statutes to facilitate the proper running of the Occupational Therapy College. This is only a portion of the liability which the College likely to incur every year towards payment of salaries to the staff and the maintenance of the College.

18. (1) The Provisional Affiliation granted by the University shall be only for the First Batch of B.O.T. Degree Course.

(2) Every College shall have a duly constituted Governing Body with representatives of the teaching staff, to advise the Principal in the internal affairs of the College. A record of proceedings of the said Governing Body of the College shall be maintained by the Principal who shall be Secretary of the Governing Body.

(3). The Occupational Therapy College shall furnish a budget for each year of the study and a separate budget for development which will cover the expenses for the fulfillment of the requirement prescribed for the Second Batch B.O.T. Degree Course.

(4). The Governing Body of the College shall meet atleast once in three months to consider the budget estimates and such other matters as may arise in its working. It shall meet in May-June each year to consider the Annual Report, the

audited statement of account, changes in the staff, subjects or courses in which Provisional Affiliation or approval is to be sought in the following year. A copy of the notice of the meeting shall be sent to the Registrar atleast fifteen clear days before the date of the meeting. A copy of the minutes of the meeting shall also be sent to the Registrar within fifteen days of the meeting.

19. By the time only six months period is left for the commencement of the ~~First~~ Second Batch B.O.T. Degree course the applicant shall apply to the University along with a copy of Inspection Proforma duly filled in & a payment receipt for Rs.30,000/- (Rupees thirty thousand only) towards Inspection fee or such amount as may be prescribed by Governing Council from time to time for Continuance of Provisional Affiliation of the Second Batch of B.O.T. Degree Course. Before applying so, the following facilities and departments with the staff members stipulated herein have to be provided in the Occupational Therapy College, and the details thereof shall be furnished in the said application.

STAFF:

1.	Asst.Prof. of Occupational Therapy	1 Full time
2.	Tutors in Occupational Therapy	1 Full time
3.	Asst.Prof. of Bio-Mechanics	1 Part time
4.	Asst.Prof. in Medical Subject	8 Part time

Note:

Lectures in Medicine, Surgery, Orthopaedics, Paediatrics, Neurology, Ophthalmology, Plastic and Reconstructive Surgery, Rheumatology/ Psychiatry, E.N.T., Microbiology, Radiology, Pathology & Pharmacology will be delivered by the above Part Time Medical Officers.

CLINICAL FACILITIES:

- (i) A well set up field teaching centre in a nearby rural area for teaching community based rehabilitation.
- (ii) Transportation for field work.
- (iii) Facilities for training for compulsory internship as required under the Regulations

20. On receipt of the applications for the Continuance of Provisional Affiliation for the Second Batch of B.O.T. Degree Course, the University shall send its Inspection Commission.

21. The Inspection Commission sent by the University shall inspect the facilities available in the College duly verifying the Inspection Proforma submitted by the Management and report to the University as to whether all the facilities require to be provided by the College are provided. The Inspection Commission shall also point out in its report the lacunae, if any, in the fulfillment of the conditions required to be fulfilled and also advise as to the capability of the College to rectify the lacunae within a period of one month (30 days) from the date of receipt of the University Communication/letter. In case there are lacunae in the fulfillment of the conditions the University may conduct re-inspection wherever necessary on production of payment receipt for Rs.30,000/- (Rupees thirty Thousand Only) or such amount as may be prescribed by the Governing Council from time to time towards the re-inspection fees and shall receive a final report from the Inspection Commission.

22. After a detailed examination of the final report of the Inspection Commission, if the University is fully satisfied as to the fulfillment of the conditions for the Continuance of Provisional Affiliation for the Second Batch of B.O.T. Degree Course and on receipt of the intimation from the applicant that all the staff

members appointed in pursuance of the above statutes are in a position to conduct the teaching course the University shall, after collecting a on production of a payment receipt for Rs.50,000/- (Rupees fifty thousand only) or such amount as may be prescribed by the Governing Council from time to time, from the applicant, towards fee for the Continuance of Provisional Affiliation for the Second Batch of B.O.T. Degree Course, grant Continuance of Provisional Affiliation for the Second Batch of B.O.T. Degree course and for the existing batch.

23. The Continuance of Provisional Affiliation specified in statute 22 by the University shall be only for the Second Batch of B.O.T. Degree Course and for the existing batch.

24. By the time only six months period is left for the commencement of the Third Batch of B.O.T. degree Course, the applicant shall apply along with the Inspection Proforma duly filled in to the University for the Continuance of Provisional Affiliation of the Third Batch of B.O.T. Degree Course. Before applying so, the following facilities and departments with the staff members stipulated in Statute 25 have to be provided in the Occupational Therapy College and the details thereof shall be furnished in the said application. The application for the Continuance of Provisional Affiliation shall be submitted along with a payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time towards inspection fee.

25. The institution shall have additional staff appointed before it seeks the Continuance of Provisional Affiliation for Third Batch of B.O.T. Course.

1. Assistant Professor of Occupational Therapy =1 Full Time
2. Tutor in Occupational Therapy =1 Full Time

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|----|--|---------------|
| 3. | Assistant Professor of
Community Medicine | =1 Part time |
| 4. | Asst. Professor of Psychiatry | = 1 Part time |

26. On receipt of the application for the third batch of B.O.T. degree course from the applicant, the University shall send its Inspection Commission.-

27. The Inspection Commission sent by the University shall inspect the facilities available in the College duly verifying the Inspection Proforma submitted by the Management and report to the University as to whether all the facilities required to be provided by the College are actually provided. The Inspection Commission shall also point out in its report the lacunae, if any, in the fulfillment of the conditions required to be fulfilled and also advise as to the capability of the College to rectify the lacunae within a period of one month (30 days) from the date of receipt of the University Communication/letter. In case there are lacunae in the fulfillment of the conditions, the University may conduct re-inspection wherever necessary on production of payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time towards the re-inspection fees and shall receive a final report from the Inspection Commission.

28. After a detailed examination of the final report of the Inspection Commission, if the University is fully satisfied as to the fulfillment of the conditions for the Continuance of Provisional Affiliation for the Third Batch of B.O.T. Degree Course, and on receipt of the intimation from the applicant that all the staff members appointed in pursuance of the above statutes are in a position to conduct the teaching course the University shall, after collecting a payment receipt for

Rs.50,000/- (Rupees fifty thousand only) or such amount as may be prescribed by the Governing Council from time to time, from the applicant, towards the Continuance of Provisional Affiliation fee for the Third Batch of B.O.T. Degree Course, grant Continuance of Provisional Affiliation for the Third Batch of B.O.T. Degree course and for the existing batches.

29. The Continuance of Provisional Affiliation granted above by the University shall be only for the Third Batch of B.O.T. Degree Course and for the existing batches.

30. By the time only six months period is left for the commencement of the Fourth Batch of Bachelor of Occupational Therapy course the management of the College shall apply to the University along with the Inspection Proforma duly filled in for Continuance of Provisional Affiliation including Compulsory Internship Training so as to enable the University to send an Inspection Commission at least three months before the commencement of the Fourth Batch of Bachelor of Occupational Therapy degree course, to inspect the institutions regarding the facilities and other requirements available in the Institution as required in the statute for Continuance of Provisional Affiliation –including Compulsory Internship Training. A payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time shall be enclosed alongwith the application, towards inspection fee.

The Institution shall have additional staff appointed before it seeks for Continuance of Provisional Affiliation including Compulsory Internship Training:

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| 1. Asst. Prof. of Occupation Therapy | 1 Full time |
| 2. Tutor/Lecturer of Occupation Therapy | 1 Full time |
| 3. Asst. Prof. in Cardiology | 1 Part time |

4. Asst. Prof. in Pulmonary Medicine 1 Part time

5. Asst. Prof. in Physical Medicine &
Rehabilitation 1 Part time

(ii) The management of the Occupational Therapy College shall, before applying for Continuance of Provisional Affiliation including compulsory Internship Training, provide the following facilities and staff members. The details regarding these provisions shall be furnished in the application for affiliation.

(a) Teaching hospitals with sufficient beds.

(b) Rural health centre with suitable staff and equipment

(c) Quarters exclusively for internees with all facilities for boarding and lodging at the teaching hospital.

(d) At least two vans with physiotherapy equipment for domiciliary services.

(e) The following staff members shall be appointed.

1. Two posts of Assistant Professor of Occupational Therapy

2. Two posts of Occupational Therapist

3. Two posts of Male Nursing Assistants

4. Two posts of Driver-cum-cleaner

(iii) On receipt of the application for Continuance of Provisional Affiliation including Compulsory Internship Training from the management of the College, the University shall send an Inspection Commission atleast five months before the commencement of the Fourth year Bachelor of Occupational Therapy Degree course.

- (iv). Inspection Commission sent by the University shall inspect the facilities made available by the management of the College with reference to the Inspection Proforma submitted by the Management and report to the University as to whether all the facilities required to be provided by the College under sub-statute (iii) above are made available. The Inspection Commission shall also point out in its report the lacunae, if any, in the fulfillment of the conditions required to be fulfilled and also advise as to the capability of the College to rectify the lacunae within a period of one month (30 days) from the date of University Communication/letter. In case there are lacunae in the fulfillment of the conditions, the University may conduct re-inspection wherever necessary on production of payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time, made by the management of the College towards re-inspection fee and shall receive a final report from the Inspection Commission.
- (v) After a detailed examination of the final report of the Inspection Commission, if the University is fully satisfied as to the fulfillment of the conditions for the Continuance of Provisional Affiliation for the fourth Batch of B.O.T. including Compulsory Internship training and on receipt of the intimation from the applicant College that all the staff members appointed in pursuance of the above statutes are in a position to conduct the fourth Batch of B.O.T. including Compulsory Internship training the University shall, after collecting a payment receipt for Rs.50,000/- (Rupees fifty thousand only) or such amount

as may be prescribed by the Governing Council from time to time, from the applicant towards Continuance of Provisional Affiliation fee for the fourth batch of B.O.T. including Compulsory Internship training Course, grant Continuance of Provisional Affiliation for the fourth batch of B.O.T. including Compulsory Internship training and for the existing batches.

(vi) The Continuance of Provisional Affiliation including Compulsory Internship training granted above by the University shall be only for the fourth Batch of B.O.T. Degree Course and for the existing batches.

(vii) The Occupational Therapy College seeking Continuance of Provisional Affiliation including Compulsory Internship shall follow the modifications in the course contents suggested by Board of studies and the Standing Academic Board of the University from time to time.

31. The applicant shall send to the University every year a report regarding the service, academic and research activities of the College.

32. The Governing Council shall have the power after due enquiry to withdraw the Provisional Affiliation/Continuance of Provisional Affiliation granted to a College, provided that before coming to such a decision, the Governing Council shall inform the Management of the College concerned of its findings after enquiry and shall allow it an opportunity of making such representation as it may deem fit and shall record its opinion on the representation so made.

33. GRANT OF CONTINUANCE OF PROVISIONAL AFFILIATION FOR SUBSEQUENT BATCHES OF B.O.T DEGREE COURSE :-

The Management of the B.O.T. College shall apply to this University after complying with the requisite facilities from time to time for the grant of Continuance of Provisional Affiliation for subsequent batches of B.O.T. degree course as prescribed for fourth batch of B.O.T. degree course stated above along with the fee prescribed therefor.

34. The applicant may apply to this University for increase of seats in the B.O.T. Course upto maximum of 100 (one hundred).

35. It shall be competent for the Governing Council to entertain or decline to entertain for reasons to be recorded in writing the application received from the applicant for increase in the number of seats in the College subject to the ceiling specified in Statute 34. The University will review the clinical facilities provided by the institutions and progress of clinical performance of the hospitals vis-à-vis the population potential around the hospital and public interest covered at large, while entertaining the application for increase of seats.

36. No College of Occupational Therapy shall apply to the University for increase in seats until the first batch of students successfully completed the course.

37. The applicant shall satisfy the University regarding the following norms as prescribed by the University in this regard from time to time while making application for increase in seats in Form No.VI annexed to these statutes.

- i. Proportionate increase in the staff pattern;
- ii. Proportionate increase in the equipment and laboratory facilities;
- iii. Proportionate increase in the accommodation;
- iv. Expansion of library; and
- v. Inspection Proforma duly filled in.

38. On receipt of the application from the applicant College for increase in seats along with the Inspection Proforma duly filled in and a payment receipt for Inspection Fee for Rs.30,000/- (Rupees thirty thousand only), processing fee for Rs.50,000/- (Rupees fifty thousand only) & cost of application for Rs.1,000/- (Rupees one thousand only) or such amount as may be prescribed by the Governing Council from time to time, the University shall appoint an inspection commission to inspect the suitability of the facilities provided by the College for such increase in seats.

39. The Inspection Commission referred to in statute 39 38 shall report to the University with reference to the Inspection Proforma submitted by the Management as to whether all the requirements specified in Statute 38 37 have been provided by the applicant. The Inspection Commission shall also point out in its report the lacunae, if any, in the fulfillment of the requirements to be provided and also advise as to the capability of the applicant to rectify the lacunae with a period of one month (30 days) from the date of receipt of the University communication/letter. The University shall conduct re-inspection wherever necessary on production of a payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time, towards re-inspection fee and shall receive a final report from the Inspection Commission.

40. On receipt of the final report of the above Inspection Commission, and if the report is found satisfactory the University shall grant permission to the College concerned to admit students in the seats so increased.

41. The permission granted to the applicant College by the University under statute 40 is liable to be withdrawn if any of the norms prescribed in the statute 38

37 is violated. In case of such withdrawal, the permission shall be restored only when a satisfactory report is received by the University on an inspection that the norms prescribed in statute 37 have been duly complied with.

M.O.T. STATUTES

42. The Colleges seeking Provisional Affiliation to The Tamil Nadu Dr. M.G.R. Medical University, Chennai, for starting M.O.T. degree course shall apply in Form I in the Annexure hereto for Certificate of Registration with The Tamil Nadu Dr. M.G.R. Medical University, Chennai.

43. The duration of M.O.T. Degree course shall be two years.

44. Colleges which are conducting B.O.T. degree course of the Tamil Nadu Dr. M.G.R. Medical University are only eligible to apply for M.O.T. degree course.

45. The application for the certificate of registration shall be in Form No.I, annexed to these statutes which can be downloaded from the University Website and addressed to the Registrar of the Tamil Nadu Dr. M.G.R. Medical University, Chennai. The filled in application shall be submitted to the Registrar of this University along with a proof of payment for Rs.25,000/- (Rupees twenty five thousand only) towards processing fee per course/branch/speciality, Rs.30,000/- (Rupees thirty thousand only) towards Inspection fee and cost of application for Rs.1,000/- (Rupees one thousand only) or such amount as may be prescribed by the Governing Council from time to time. The application shall be submitted to the University between the 1st July and 31st October of every year.

46. The application for Certificate of Registration shall contain the following particulars:-

- (a) Name of the College in which the proposed P.G. Course is to be started.
- (b) Address, Telephone, Fax, Email, Web, etc.

- (c) The number of the students proposed to be admitted in the first batch of the M.O.T. degree course.
- (d) The details regarding the availability of land, building facility for training and other physical infrastructures provided exclusively for the students of M.O.T. Degree course proposed to be admitted.
- (e) Ready built up area available for the proposed M.O.T. Degree course
- (f) Residential quarters for the staff of the College
- (g) Playground
 - (h) Separate Hostel for men & women with requisite facility,
 - (i) Name and address of the Promoting body, such as Trust/Society/College.
 - (j) Whether the College has fully complied with the guidelines of the University with regard to the conduct of M.O.T. degree course with their own/tie-up hospital facilities.
 - (k) Whether the first batch of students of B.O.T. degree course have passed out of the College
 - (l) Inspection Proforma duly filled-in pertaining to issue of Certificate of Registration.
- (m) Such other particulars as may be required by the Tamil Nadu Dr. M.G.R. Medical University, Chennai, from time to time.

47. On receipt of the application for Certificate of Registration along with the duly filled-in Inspection Proforma,, the University shall scrutinize the same and verify by deputing an inspection commission whether the following conditions are fulfilled by the applicant to become eligible to receive the Certificate of Registration.

- (a) The College shall possess suitable ready built area of not less than 5000 square feet exclusively for conducting M.O.T. degree course.

- (b) The College shall satisfy the University that the lacunae, if any, pointed out in the earlier inspections of the College with regard to B.O.T. Degree course have already been rectified and Continuance of Provisional Affiliation for the conduct of entire B.O.T. degree course has been granted to the College.
- (c) The College shall satisfy the University that the first batch of students of B.O.T. degree course have passed out of the College.
- (d) It shall furnish a budget for each year and a separate development budget which will cover the expenses for the fulfillment of the requirements prescribed for the second batch of the course.
- (e) To verify whether all the conditions stipulated under para 7 above are fulfilled.

48. The University, if fully satisfied on the basis of the Inspection Report that all the conditions to receive the Certificate of Registration for starting the first batch of M.O.T. degree course are fulfilled shall issue a certificate of Registration in Form No.II annexed to these statutes to the College to enable the College to make further arrangements to start the first batch of M.O.T. degree course after collecting a payment receipt for Rs.50,000/- (Rupees fifty thousand only) or such amount as may be fixed by the Governing Council from time to time towards the fee for issue of Certificate of Registration. The issue of the certificate of Registration alone shall not confer any right on the applicant to start the M.O.T. Degree Course.

49. The applicant College on receipt of the Certificate of Registration from the University shall apply to the University for Provisional Affiliation of First Batch of M.O.T. Degree Course of study in Form No.III annexed to these statutes and shall

fulfill the conditions stipulated in statute 50 to enable the University to appoint and send an inspection commission to the College.

50. For applying for Provisional Affiliation for the first batch of M.O.T. Degree course, the College:-

(a) shall appoint the minimum of the qualified staff members essential for starting the first batch of MOT degree course

(b) Shall produce evidence of having:-

(i) qualified staff members for the specialities, who are either already members of the faculty with adequate free time to handle the M.O.T. course classes

(or)

(ii) qualified persons who have consented to join as members of the faculty of the College after starting the course with their consent letters or appointment orders.

Note: The College shall also give an undertaking to the effect that they shall appoint all the members who are consented to join the College as in statute 50 (b) (ii) before the grant of Provisional Affiliation by the University.

Teaching Staff:

Full Time: There shall be minimum of two teachers with M.Sc.,OT (or) MOT with requires teaching experience as specified below:

The ratio of MOT staff and students should be 1:2

Principal

Qualifications:-

MOT with 5 years of Post-Graduate teaching experience.

OR

A Post-Graduate degree/diploma in Physical Medicine and Rehabilitation of not less than 2 years duration and 5 year teaching experience in a recognized institution.

Principal	1 Post	MOT degree with minimum 5 10 years Post P.G. teaching experience
Professor	1 Post	MOT degree with minimum 5 years Post P.G. teaching experience
Associate Professor	2 Posts	MOT degree with minimum 2 3 years Post P.G. teaching experience
Assistant Professor	2 Posts	MOT degree with two years teaching experience OR BOT degree with 8 years teaching experience

Part Time Staff:

- a. Assistant Professor of Statistics
- b. Assistant Professor of teaching Methodology
- c. Assistant Professor of Management (Hospital Management)
- d. Assistant Professor of Community Medicine
- e. Assistant Professor in Medical Subjects for teaching:
 - i. Orthopaedics
 - ii. Paediatrics
 - iii. Neurology and Neurosurgery
 - iv. Surgery including Cardiology
 - v. Medicine including Pulmonary
 - vi. Plastic Surgery
 - vii. Psychiatry
 - viii. Rehabilitation & Physical Medicine

(c) The Guide - student ratio shall be 1: 3 2 i.e. 2 3 students per guide.

(l) the guide shall be full-time faculty of the institution.

Note:- Guide student ratio is subject to review after 2 years.

(d) Eligibility to become a guide under the Tamil Nadu Dr. M.G.R. Medical University.

MOT with 5 years Post P.G. teaching Experience (or)

BOT with 10 years experience

(e) The following clinical facilities and equipment shall be provided.

The following are the mandatory requirements for all elective specialities.

1. Radio diagnostic Department and Laboratory facilities
2. PMR department with Part time Physiotherapist/ MPT Graduates/MOT Graduates
 - a. Physiotherapy section
 - b. Speech therapy
 - c. Prosthetic & Orthotic workshop
 - d. Medical & Social work – optional
 - e. Community Programme
 - f. Unit for upper extremity and lower extremity motion analysis (optional)
 - g. Occupational therapy: section equipped with the following.

Hand Unit –

Actives to improve Hand function, grip strengthener, peg board, activities for pinch. Hand dynamoter, Pinchometer assessment kits.

Psychiatry unit –

Space for group and individual therapy assessment questionnaires Adequate space material for therapeutic activity.

Paediatric unit –

Play material for improving hand function, perceptual cognitive functions Bolsters, therapy mat, therapy ball, balance board and other equipment for deudopmental therapy walkers and mobility aids for children.

Adult unit for:

(Physical dyfunction)

Mobility aids:

Walkers crutches, sticks, wheel chair Upper limb & Lower limb strengthening activities – Bicycle fretsaw, shoulder wheel, shoulder ladder Medicine balls.

Plinthis / mats for training functional abilities

Equilibrium board

Coordination kits

Cognitive perceptual – assessment and training kits.

Splint fabrication unit:

Splint making tools

Splinting materials

ADL & Home making unit:

Environmental manipulation board

Toilet for ADL proactive and toilet stool, mirror

Enclosure for dressing practice, kitchen with utensils.

For speciality units:

In addition to above mentioned units and equipments which are mandatory for all subjects, the following are required for each speciality.

Advanced O.T. in Rehabilitation:

Any one Assessment kit for.

- | | | |
|---------------------------------|---|---|
| - gross motor dexterity | - | eg. Box and Block
Minnesota rate of Manipulation
Test |
| - Fine motor dexterity | - | Nine hole peg test
Purdue peg board |
| - Functional hand function test | - | Carols quantitative hand
function Jebsen Taylor hand
function test. |

FEPS, hand ramp, hand exercise table, Digiflex, resistive finger exercise, therapy, therapy band and strips.

Advanced O.T. in Psychiatry:

1. Specialised assessment forms / check lists for interest, Role identification / performance occupational performance Cognitive & perceptual skills.
2. Adequate space and rooms for Work activities cooking activities sensory integrative activities Games and Sports.

Advance O.T. in Paediatrics:

Space and equipment for sensory integrative therapy.
Special chairs
Assessments for gross motor function
Cognitive perceptual functions

Oromotor function

Hand function

Advance O.T. in Neurology:

FES

Cognitive, Perceptual assessment kits – any one

Standardized assessment.

Coma stimulation kit.

Advanced O.T. in Gerontology:

Facilities for leisure activities

Home activities

Balance Activities

Aids and equipment for independent living.

Advanced O.T. in Orthopedics:

Same as general requirements

Advanced O.T. in Rehabilitation:

Space, equipment and assessment formats for work assessments.

Note:- The equipment listed for specific electives are in addition to the equipment mentioned under mandatory.

Teaching faculty for elective subjects:

For each elective subject, Assistant Professor in Medical subject for that Speciality 1 Full time or 2 part time should be present:

1. Asst. Prof. of Occupational Therapy/Asso. Prof./Professor in the same elective subject.

For each elective subject, Assistant Professor (in Occupational Therapy) with same elective subject.

Hospital:

The applicant shall own and possess a hospital or a tie-up Hospital with not less than 150 beds.

The hospital shall have the following departments with the bed strength as noted against each for training and teaching with qualified staff:-

1.	General Medicine	15 beds
2.	General Surgery/Neuro-Surgery	15 beds
3.	Orthopaedics	20 beds
4.	Physical Medicine and Rehabilitation (Including of all sub acute and chronic cases From all specialities admitted for Rehabilitation)	15 beds
5.	Psychiatry	20 beds
6.	Paediatrics	20 beds
7.	Neurology	20 beds
8.	Chest and Thoracic Medicine	15 beds
9.	Plastic Surgery	10 beds
	Total	<u>150 beds</u>

OT unit in Rural center : catering to minimum of 15 patients.

Besides the basic infrastructural facility of 150 bedded own hospital/tie-up Hospital with bed strength as mentioned above available for conducting BOT course, the applicant proposing to start MOT course shall provide as additional 4 beds per student (i.e.) student patient ratio 1:4 for each optional subject in which MOT course is proposed.

Example:-

Additional bed strength required for starting MOT course for each optional subjects and the student patient ratio:-

1. Advanced O.T. in Orthopaedics	1:4
2. Advance O.T. in Neurology	1:4
3. Advance O.T. in Paediatrics	1:4
4. Advance O.T. in Hand Rehabilitation	1:4
5. Advance O.T. in Mental Health	1:4
6. Advance O.T. in Rehabilitation Medicine	1:4
7. Advance O.T. in Gerontology	1:4

Library:

It shall have a library with a provision of minimum of 1000 books of BOT and MOT course. The College should also increase the number of books by 10% each year.

The institution shall also provide atleast any 5 of the following journals:

1. British Journal of Occupational Therapy
2. American journal of Occupational Therapy
3. Indian journal of Occupational Therapy
4. Archives of physical Medicine and Rehabilitation.
5. Asia Pacific Journal
6. Canadian Journal of Occupational Therapy
7. Occupational Therapy Journal of research
8. Indian Journal of Paediatrics
9. Indian Journal of Neurology
10. Any journal in Psychiatry/Mental Health

Audio Visual Equipment:

The institution shall have the following Audio visual Equipments.

Mandatory:

1. Over Head Projector	1
2. Slide Projector 35 mm	1
3. Screen for Projection, LCD	1
4. Computer, Internet facility	1

Other facilities:

It shall also have the following rooms with the dimension indicated against each:-

Type of Facility	Space	No.
1. Seminar Room / Clinical demonstration	20 x 20	1
2. Class rooms	2 class room adequate for enrolled number of PG students.	

51. The College which fulfils the conditions stipulated in statute 50 shall apply to the University in writing along with the duly filled-in Inspection Proforma and a payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be fixed by the Governing Council from time to time towards the inspection fee payable to the University.

52. On receipt of the above intimation the University shall send its inspection commission to inspect the facilities available in the applicant College for the proposed course and to submit report to the University within ten days after the Inspection. The Inspection Commission shall also report the lacunae with

reference to the Inspection Proforma submitted by the Management, if any, in the fulfillment of any of the conditions required to be fulfilled and also advise as to the capability of the Management of the College to rectify the lacunae within a period of one month (30 days) from the date of receipt of the University communication/letter.. In case, there are lacunae in the fulfillment of the conditions, the University may conduct re-inspection wherever necessary on payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be prescribed by the Governing Council from time to time towards the re-inspection fee and shall receive a final report from the inspection commission.

53. The Inspection Commission shall also examine and specifically report about the capability of the Management of the College to deposit for Rs.5,00,000/- (Rupees five lakhs only) or such amount as may be prescribed by the Governing Council from time to time in two installments (viz.,) Rs.3,00,000/- (Rupees three lakhs only) in the first installment and Rs.2,00,000/- (Rupees two lakhs only) in the second & final installments in a Nationalised Bank or Government undertaking/Corporation which accepts fixed deposits.

54. On a detailed examination of the report of the Inspection Commission if the University is fully satisfied as to the fulfillment of the conditions for Provisional Affiliation for the first batch of M.O.T. Degree course, the University shall direct the Management of the College to remit a sum of Rs.3,00,000/- (Rupees three lakhs only) or such amount as may be prescribed by the Governing Council from time to time towards the first installment of the security deposit. The security deposit shall be invested in a fixed deposit in a Nationalised Bank or Government Undertaking / Corporation jointly in the names of Registrar of the Tamil Nadu Dr. M.G.R. Medical University, Chennai, and the name of the applicant. The fixed deposit receipt shall

be kept in the custody of the Registrar. The interest accrued on the fixed deposit shall be spent towards the expenses connected with the conduct of the MOT degree course and the applicant shall submit an utilization certificate in this regard in Form – IV annexed to these statutes, at the end of every academic year.

55. On the remittance of the Security Deposit Rs.3,00,000/- (Rupees three lakhs only) under Statute 54 and on payment of the Provisional Affiliation fee of Rs.1,50,000/- (Rupees one lakh fifty thousand only) per branch/specialty or such amount as may be prescribed by the Governing Council from time to time towards Provisional Affiliation fee for the first year, by the College, the University shall grant Provisional Affiliation for first batch of MOT degree course.

56. The management of the College shall furnish evidence of annual receipt of not less than Rs.15,00,000/- (Rupees fifteen lakhs only) being a portion of the annual liability of the College towards payment of salaries to the teaching staff and the maintenance of the Post Graduate departments.

57. The University shall on fulfillment of the requirements, under statute 48 56 issue orders to the College to admit students in such number as may be specified by the University for the first batch of MOT Degree course.

58. When six months period is left for the commencement of the Second Batch of MOT degree course, the applicant College shall apply to the University for Continuance of Provisional Affiliation for the second Batch of M.O.T. course in Form III annexed to these statutes with a payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be fixed by the Governing Council from time to time, towards inspection fee.

59. On receipt of the application under statute 58, the University shall send an inspection commission atleast three months before the commencement of the Second Batch of MOT degree course.

60. The inspection commission sent by the University shall:-

- i. Verify and inspect the College regarding the teaching facilities for conduct of second batch of the course with reference to the Inspection Proforma submitted by the Management.
- ii. Ensure whether all the facilities provided for conduct of first batch of the course are continued to be provided.
- iii. Point out in its report the lacunae, if any, in the fulfillment of the conditions,
- iv. Specify as to the capability of the College to rectify the lacunae within a period of one month (30 days) from the date of receipt of the University communication/letter and submit the report to the University. In case there is lacunae in the fulfillment of the conditions, the University may conduct such re-inspection wherever necessary on submission of payment receipt towards re-inspection fee of Rs.30,000/- (Rupees thirty thousand only) or such amount as may be fixed by the Governing Council from time to time and shall receive a final report from the Inspection Commission.

61. The University, if fully satisfied as to the fulfillment of the conditions prescribed above for Continuance of Provisional Affiliation of the second Batch of M.O.T. degree course, it shall direct the management of the College on submission of a payment receipt for Rs.2,00,000/- (Rupees two lakhs only) or such amount as may be prescribed by the Governing Council from time to time towards the Second &

final Installment of the security deposit. The security deposit shall be invested in a Nationalised Bank or Government Undertaking / Corporation jointly in the names of the Registrar of the University, Chennai, and the management of the College. The fixed deposit receipt shall be kept in the custody of the Registrar.

62. On remittance of the Security deposit under statute 61 and on submission of a payment receipt for Rs.60,000/- (Rupees sixty thousand only) or such amount as may be prescribed by the Governing Council from time to time towards the fee for issue of the Continuance of Provisional Affiliation for the second Batch of the course, the University shall grant Continuance of Provisional Affiliation for second Batch of the M.O.T. degree course and for the existing batch.

63. The Continuance of Provisional Affiliation granted by the University shall be only for the second Batch of the MOT degree course and for the existing batch.

64. The Provisional Affiliation/Continuance of Provisional Affiliation granted by the University in respect of each batch of the M.O.T. Degree Course of study is subject to the following conditions, namely:-

- (a) An affiliated College shall conduct the course strictly in accordance with the course contents and regulations framed by the University and any modifications thereon suggested by the Boards of Studies concerned and the Standing Academic Board of the University from time to time.
- (b) The Governing Council shall have the power after due enquiry to withdraw Provisional Affiliation / Continuance of Provisional Affiliation granted to a College provided that before coming to such a decision, the governing council shall inform the Management of the College concerned of its findings after enquiry and shall allow it an

opportunity of making such representation as it may deem fit and shall record its opinion on the representation so made.

65. .GRANT OF CONTINUANCE OF PROVISIONAL AFFILIATION FOR THIRD AND SUBSEQUENT BATCH OF M.O.T. DEGREE COURSE :-

The Management of the M.O.T. College shall apply to this University after complying with the requisite facilities, for the grant of Continuance of Provisional Affiliation for subsequent batches of M.O.T. degree course as prescribed for second batch of M.O.T. degree course stated above along with the fee prescribed therefor.

66. The management of the affiliated College may apply to this University for the increase in seats in M.O.T. Degree course based to the guide-student ratio in Form No.VI annexed to these statutes along with a proof for payment of Rs.25,000/- (Rupees twenty five thousand only) per Branch/Speciality or such amount as may be fixed by the Governing Council from time to time towards processing fee, Rs.1,000/- towards cost of application and Rs.30,000/- (Rupees thirty thousand only) or such amount as may be fixed by the Governing Council from time to time, towards inspection fee.

67. It shall be competent for the Governing Council to entertain or decline to entertain for reasons to be recorded in writing the application received from the applicant College for increase in the number of seats in the College.

68. The applicant College shall satisfy the University regarding the following norms as prescribed by the University in this regard from time to time while making application for increase of seats in Form No.VI annexed to these statutes.

- i. Proportionate increase in the staff pattern;
- ii. Proportionate increase in the equipment and laboratory

facilities;

- iii. Proportionate increase in the accommodation,
- iv. Expansion of library, and
- v. Inspection Proforma duly filled in.

69. On receipt of the application from the applicant College for increase in seats along with a copy of Inspection Proforma duly filled in and a payment receipt for Rs.30,000/- (Rupees thirty thousand only) towards Inspection fee or such amount as may be prescribed by Governing Council from time to time, the University shall appoint an inspection commission to inspect the suitability of the facilities provided by the College for such increase in seats and to submit report to the University. The Inspection Commission shall also report with reference to the Inspection Proforma submitted by the Management the lacunae, if any, in the fulfillment of any of the conditions required to be fulfilled and also advise as to the capability of the College to rectify the lacunae within a period of one month (30 days) from the date of receipt of the University Communication/letter. In case, there are lacunae in the fulfillment of the conditions, the University may conduct re-inspection wherever necessary on production of a payment receipt for Rs.30,000/- (Rupees thirty thousand only) or such amount as may be fixed by the Governing Council from time to time, towards re-inspection fee and shall receive a final report from the inspection commission.

70. On receipt of the final report of the above Inspection Commission and if the report is found satisfactory the University shall grant permission to the College concerned to admit students in the seats so increased.

71. The permission granted to the applicant College by the University under statute 70 is liable to be withdrawn if any of the norms prescribed in the statute 68 is violated. In case of such withdrawal, the permission shall be restored only when a

satisfactory report is received by the University on an inspection that the norms prescribed in statute 33 68 have been duly complied with.

GENERAL

72. The College / Institution shall not enter into any Memorandum of understanding with other universities without obtaining the prior permission from this university. It shall be competent for the Governing Council to entertain or decline to entertain for reasons to be recorded in writing, the application received from the affiliated colleges for such permission.

73. It shall be competent for the University to decide/change the venue of the exam centre at the discretion of Governing Council and to send observers/flying squads during examination. The institution cannot claim the exam centre in their institution as a matter of right.

74. Surprise inspection will be conducted by the University suo-motto or on complaints at any point of the year to confirm whether all such institutions are maintained in best condition as per the University norms. If any deficiencies are pointed out / noticed during the surprise inspection, action will be initiated to withdraw the Provisional Affiliation/Continuance of Provisional Affiliation granted to the particular College/institution.

75. Prior permission of the State Government/University is mandatory for shifting of College from one place to another place.

76. All the fees payable to the University shall be in the mode prescribed by the University from time to time.

77. Prior permission of the State Government/University is mandatory if there is a change in the Management of the College.

FORM I

Application for Certificate of Registration for Affiliation.

B.O.T/M.O.T

1. Name/Name(s) of the applicant(s)
2. Name of the proposed College
3. Details of the constitution of the managing body of the College, copies of bye-laws terms of the Trust / Society etc., to be enclosed
4. Address to which communications are to be sent with telephone number /Fax / website / e-mail
5. Address where the College is proposed to be located
6. No. of candidates to be admitted in the first batch of of the B.O.T.
/M.O.T Degree Course:
7. Details regarding availability of land, ready built area and other physical infrastructures, etc. of the College and the hospital (copies of title deeds and documents and latest encumbrance certificate, etc., to be enclosed) :
8. Particulars regarding arrangement of residential quarters for the staff.
9. Details regarding availability of play grounds.
10. Details regarding Hostel facilities proposed.
11. Details of facilities and other requirements fulfilled as stipulated in the statutes of the University for issue of Certificate of Registration (with necessary break-up details)
12. Details of earmarked assets and resources to be utilised for running the proposed Occupational Therapy College
13. Details of the Master Plan regarding the development of College and hospital, future teaching hospital strength of beds and other necessary facilities available (plan shall be enclosed)

14. Details regarding the availability of water supply, transport etc.
15. Details regarding the financial soundness of the Trust/Society.
16. Whether the Trust/Society has the capacity to deposit the amount specified in the statutes.
17. Details regarding the annual receipt of the Trust / Society etc.:
18. Particulars of Fee remittance made by the applicant Trust / Society:
19. Whether the Trust / Society fulfils all the conditions and requirements as specified in the statutes to apply for Certificate of Registration.:
20. Whether the Trust/Society has fulfilled all the conditions prescribed in G.O.Ms.No 13, (Health) Dated 5-1-93 including the creation of endowment in the joint name of the Director of Medical Education and Trust/Society.
21. If so, furnish details

Signature of the Applicant

Station :

Date :

Form – IICERTIFICATE OF REGISTRATION

Under Statute _____ of the Tamil Nadu Dr. M.G.R. Medical University (Affiliation of Occupational Therapy College) Statutes, it is hereby Certified that the application of _____ College for starting of B.O.T /M.O.T Degree Course has been registered with the Tamil Nadu Dr. M.G.R. Medical University, Chennai.

The issue of this Certificate of Registration, alone shall not confer any right on the applicant College to start the B.O.T./M.O.T Degree Course.

This Certificate is valid for a period of one year from the date of issue.

(By order of the Governing Council)

Signature of the Registrar

Seal

Date :

Place :

FORM – III

Application for Provisional Affiliation by _____
College to B.O.T. /M.O.T Degree Course.

1. Name and address of the :
applicant
2. Location of College with full :
address with telephone
number /Fax / website / e-mail.
3. Does the College satisfy all the :
conditions stipulated in the
statutes for the affiliation (with
full details with evidence
therefore)
4. Does the College possess the :
Certificate of Registration
issued by the Tamil Nadu Dr.
M.G.R. Medical University,
Chennai for starting B.O.T.
/M.O.T degree course by the
College (copy of the Certificate
of Registration to be enclosed).
5. Whether the permission from :
the Government of Tamil Nadu
has been obtained by the
College (produce evidence)

Signature of the applicant

Place :

Date :

FORM – IV

UTILISATION CERTIFICATE

Certified that a sum of Rs..... (Rupees
.....) received as interest for the
year on the Security Deposit (Fixed Deposit) deposited as per statutes
for obtaining Batch Provisional Affiliation/ Continuance of Provisional
Affiliation of B.O.T. /M.O.T Degree course has been fully utilized as per details
furnished herewith towards maintenance of the Occupational Therapy College.

Signature of the Applicant

Place :

Date :

FORM V

Application for Increase in the number of seats by

College for B.O.T. /M.O.T

Degree course

1. Name and address of the applicant
2. Location of the College with full address with telephone number /Fax / website / e-mail.:
3. Does the College satisfy all the conditions stipulated in the statutes of the University for increase in the number of seats (full details with evidence therefor)
4. Has the College obtained Provisional Affiliation /Continuance of Provisional Affiliation for all the batches and (full details with University provisional order number and date and copies thereof to be enclosed).
5. No of students permitted for each year of course (Full details year-wise to be furnished).
6. Has the first batch of students completed the course appeared for the University Examinations
7. Percentage of result during the previous years (year-wise details)

Signature of the Applicant

Place :

Date :