

College of Physicians and Surgeons of Mumbai
Rules for Affiliation of Institutions
INDEX

Sr. No.	Chapter	Page No.
1.	Courses offered by CPS	2
2.	Categorization of Institution	4
3.	General rules for Affiliation	4
4.	Requirements from the institution/hospital	5
5.	Faculty eligibility criteria and other rules	7
6.	Application for Affiliation	8
7.	Inspection	9
8.	Inspection Charges	9
9.	Affiliation	10
10.	CPS admission process	10
11.	Working of CPS residents	11
12.	Training of Students	11
13.	Renewal of Affiliation	12
14.	Important Note	12
15.	Annexure I: Application for Affiliation / Renewal	13
16.	Annexure II (A): General Institution Information	15
	Annexure II (B): Departmental Information	17
17.	Annexure III: Unit formation of subject	19
18.	Annexure IV: Form for Faculty	20
19.	Annexure V: Declaration and Undertaking of Faculty	22
20.	Annexure VI: Post Holding Certificate	23
21.	Annexure VII: Post Completion Certificate	24

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

1.2 FELLOWSHIP (FCPS) (Three years course)

Course Short Name	Course Full Name
FCPS (MED)	FCPS-Medicine
FCPS (SURG)	FCPS-Surgery
FCPS (MID-GYN)	FCPS-Midwifery & Gynaecology (Mid. & Gyn.)
FCPS (OPHTL)	FCPS-Ophthalmology
FCPS (CH)	FCPS-Child Health
FCPS (DERMT)	FCPS-Dermatology and Venereology
FCPS (ORL)	FCPS-Oto-Rhino-Laryngology
FCPS (ORTHO)	FCPS-Orthopaedics
FCPS (ANAE)	FCPS-Anaesthesiology
FCPS (PATHO)	FCPS-Pathology

1.3 Diploma Courses * (Two-year course) :

Course Short Name	Course Full Name
DOMS	Diploma in Ophthalmic Medicine and Surgery
DGO	Diploma in Gynaecology and Obstetrics
DCH	Diploma in Child Health
DPB	Diploma in Pathology and Bacteriology
DDV	Diploma in Dermatology and Venereology
DA	Diploma in Anaesthesia
DORL	Diploma in Oto-Rhino-Laryngology(E.N.T.)
DORTHO	Diploma in Orthopaedics
DPM	Diploma in Psychological Medicine
DMRE	Diploma in Medical Radiology and Electrology
TDD	Diploma in Tuberculosis Diseases
DFP	Diploma in Family Planning
DPH	Diploma in Public Health
DTM	Diploma in Transfusion Medicine
DTMH	Diploma in Tropical Medicine& Health
DDIAB	Diploma in Diabetology
DGM	Diploma in General Medicine
DGS	Diploma in General Surgery
DNEP	Diploma in Nephrology
DPICU	Diploma in Paediatric Intensive Care
DEME	Diploma in Emergency Medicine

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

3.2 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.

3.3 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.

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

3.5 **Each unit in all the department shall have one unit head (main faculty), one assistant faculty and one visiting faculty (desirable). The eligibility for unit head, assistant faculty and visiting faculty is as per the criteria defined in clause 5.5, 5.6 and 5.7.**

3.6 Medical colleges affiliated with University/ NBE for PG courses shall be given affiliation for CPS diploma courses in those respective subject only if they have more beds and faculties (other than those allotted for University/ NBE PG courses) for CPS courses in that subject. These institutes can apply for affiliation in subjects that are not affiliated with University/ NBE for PG courses. (Amended on 17th May 2019 as approved in Executive Council Meeting dated 16-May-2019)

4. MINIMUM REQUIREMENTS FROM THE INSTITUTION/HOSPITAL

SINGLE SPECIALITY

- 4.1 A hospital having more than 60 beds located in one campus (minimum two units of 30 beds each), devoted to that speciality, can apply for single specialty in concerned clinical subject, except for Dermatology, ENT, Ophthalmology, Anaesthesia, Pathology, Transfusion Medicine and Radiology.
- 4.2 The minimum requirement of beds shall not be applicable for Dermatology, ENT, Ophthalmology, Anaesthesia and Radiology. However the admission facility shall be available in that hospital.
- 4.3 It is necessary to have at least 10% beds as free beds reserved for economically weaker patients.
- 4.4 **Institutions should have adequate infrastructural facilities, instruments and equipment, clinical material, and faculty as per minimum standard requirements prescribed by CPS for that speciality.**

MULTI SPECIALITY

- 4.5 A multispecialty institution must be having 100 or more beds, minimum 10% of these should be free beds reserved for economically weaker patients. 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 except for Dermatology, ENT, Ophthalmology, Anaesthesia, Pathology, Transfusion Medicine and Radiology. However, affiliation to Anaesthesia shall be given ONLY if other surgical specialities are available at the concerned institution.
- 4.6 In a multi-specialty institute all the departments must be located in one campus.
- 4.7 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.
- 4.8 A multi-speciality Institution/Hospital having less than 100 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.
- 4.9 **Institutions should have adequate infrastructural facilities, instruments and equipment, clinical material, and faculty as per minimum standard requirements prescribed by CPS for concern specialities.**

PARA CLINICAL

- 4.10 Any institution applying for para-clinical subjects like Pathology, Transfusion Medicine etc. 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.
- 4.11 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.

GENERAL REQUIRMENTS

- 4.12 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.

- 4.13 A functioning and well maintained **Medical Record Department** [MRD] should also be available.
- 4.14 There should be periodic departmental/Inter-departmental/Inter-hospital and Inter-Institutional clinical meetings 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.
- 4.15 There should be a lecture hall with sufficient seating capacity for the students with audio visual facilities in the same premises or in close proximity (within 100 meters). The lecture hall should also function as e-lecture hall with two way video conferencing facility supported by dedicated 5 mbps internet connection.
- 4.16 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.
- 4.17 Academic department – The institution should have an academic cell, headed by one of the postgraduate faculty. The cell should consist of unit heads, assistant faculty, visiting faculty 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 to 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 at all times for smooth functioning of teaching and admin activities.
- 4.18 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 faculty. All the faculties of the said unit should actively participate in teaching and clinical work. In surgical disciplines, such work should be duly maintained in the operation register. Faculties will be required to undertake active surgical work. (To be documented and shown at the time of inspection or whenever demanded by CPS)
- 4.19 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.
- 4.20 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 October of each year. The application from Government institutions situated outside Maharashtra should be sent through respective Director of Health services or Director of Medical Education, as the case may be. The application from institutions run by local bodies situated outside Maharashtra should be sent through respective Commissioner/head of the local bodies.***
- 4.21 The institute is considered as "CPS affiliated institution" only after the affiliation is expressly granted by the CPS Council and the affiliation charges are accepted by the CPS. Until then the enrolment of candidate to that institute is not permitted.

5. FACULTY ELIGIBILITY CRITERIA AND OTHER RULES

- 5.1. Two of the faculties, except visiting faculty should attend the Institute/Hospital on full time basis and all the faculties should attend emergencies at any time whenever called. The Institution shall be responsible for keeping the attendance muster of the faculties duly signed by them and produce the same on demand any time.
- 5.2. A faculty shall either be full time or honorary but on a fixed remuneration and not on basis of the quantum of work done. Honorary faculty should fulfil the criteria as mentioned in 5.1.
- 5.3. The faculty must have their residence within a distance from where they can reach the hospital within forty five minutes in emergency.
- 5.4. The educational qualification of every faculty must be a post graduate medical degree (MD / MS / DNB/FCPS) in respective subject.
- 5.5. A “Unit Head” / “Main faculty (Guide)” must have at least six years of professional standing after acquiring the post-graduate qualification like MD/MS/DNB/ FCPS in concerned speciality and should be paid an honorarium as a Post graduate faculty (guide) of minimum Rs. 25,000/- (Twenty Five Thousand Rupees) Per Month on and above his/her routine remuneration.
- 5.6. An “Assistant faculty” shall have at least four years of professional standing after acquiring the post-graduate qualification like MD/MS/DNB/FCPS in concerned speciality and should be paid an honorarium as a Post graduate assistant faculty (assistant guide) of minimum Rs. 15,000/- (Fifteen Thousand Rupees) Per Month on and above his/her routine remuneration.
- 5.7. A “Visiting faculty” should be from the same or Allied speciality, preferably having a clinical experience of at least four years. He should visit the institution at least two times in a week for two hours and also be available to provide his services to the institutions as and when required.
- 5.8. **Any Change in the faculty** 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 faculty and his updated bio-data, certificate of teaching experience (if any) and undertaking by the institution that at any given time all the units shall always have a faculty and assistant faculty. After submitting all the necessary papers, the faculties will be called in-person for verification at CPS office. The institution has to bear the charges of Rs. 10,000/- per faculty as charges for verification.
- 5.9. While coming for verification the faculty 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.
- 5.10. **Any change of faculty will be effective, only after verification and approval by CPS.**

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 Faculties (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 and Surgeons of Mumbai” payable at Mumbai (drawn from a Nationalized Bank) **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 while you apply for renewal every time.**

The application processing fees is non-refundable.

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 preferably 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 faculty 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 faculty at the time of the inspection will be allowed only if the faculty 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.

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 the date of expiry of the affiliated period. The institution must **apply before 31st October 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.

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.

ADDITIONAL POINTS FOR ADMISSION PROCESS FOR STATE GOVERNMENT DISTRICT HOSPITALS

- 10.6 For State Government district hospitals, all the seats shall be filled from the candidates who are domicile of the respective states.
- 10.7 The admission process for State Government aided district hospitals shall be conducted by the State Government by Central Counselling process.
- 10.8 If a candidate is a Government Servant, then additional marks shall be awarded to his/her PG NEET score, proportionate to his/her length of Government Service, irrespective of the place of postings, continuity and permanency status of the candidate, subject to following terms and conditions
- 10.8.1 If the length of service is more than one year and equal to or less than two years, then marks equal to 10 % of the marks obtained in NEET for that academic year by the candidate shall be added to his/her score.
- 10.8.2 If the length of service is more than two years and equal to or less than three years, then marks equal to 20 % of the marks obtained in NEET for that academic year by the candidate shall be added to his/her score.
- 10.8.3 If the length of service is more three years, then marks equal to 30 % of the marks obtained in NEET for that academic year by the candidate shall be added to his/her score.
- 10.8.4 In any case, marks more than 30 % shall not be added, irrespective of the length of service or place of postings.

- 10.8.5 The final score shall be calculated by adding the marks as defined in the above clause and then the eligibility of the candidate shall be redefined.
- 10.8.6 Applicable additional marks shall be awarded to ALL the Government servants, irrespective of his/her eligibility before the awarding the additional marks. After awarding additional marks, merit list shall be prepared.
- 10.8.7 State Government is free to impose a service bond from selected candidates, for a period as the State Government deems fit.

(Subject to the permission of respective State Government)

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. Appointed student at the affiliated Institution for any course must abide by the rules and regulations of the Institution during their residency period.
- 11.4. 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. The monthly Physical/Biometric attendance of the students has to be sent to CPS by 5th of every month on cpsonline@cpsmumbai.org
- 11.5. 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.
- 11.6. If a student has taken leave for more than permitted 8 days with permission of the Institution Head/Unit Head further posting shall be extended for that many days.
- 11.7. If a student has taken any leave without the permission of Unit Head/Institution Head; his/her posting will be extended for that many days as the number of leaves taken without permission.
- 11.8. If a student has taken leave of more than 3 months without valid reason other than pregnancy or serious illness (certificates for same to be submitted to Institution and CPS) will have to do an extra part of 6 months.
- 11.9. CPS should be mandatorily informed about all the leaves taken through an email by Head of the Institution.
- 11.10. Attendance at lecture series at CPS will be considered to be 'on duty'.
- 11.11. Any leave without application will be considered as absence.
- 11.12. Maternity Leave will be as per Government rules and regulations.
- 11.13. Students not complying with these rules should be reported to CPS and should not be given post completion certificate.
- 11.14. 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. Responsibility of any work done by the students (Clinical, OPD, Bed side treatment/indoor work, surgery, procedure) shall be the responsibility of the faculty of the unit in which is students are posted and the head of the institution where the students are posted.
- 12.2. It is mandatory for all the unaided institutions to buy indemnity insurance for the students for the term the students are posted in their institution. The charges for the indemnity insurance should be paid by the institutions.
- 12.3. 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.
- 12.4. The training program shall be written up and strictly followed and presented to CPS at the time of inspection or whenever demanded.
- 12.5. 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.
- 12.6. The log book shall be checked and signed by the faculty imparting the training and to be presented to CPS at the time of inspection or whenever demanded.
- 12.7. 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.
- 12.8. 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.
- 12.9. In care of any mishap/complication during treatment of any patient not amounting to negligence during the training period of the student, the responsibility shall be borne by the entire unit and the institution at large.
- 12.10. It is mandatory for every institution head to ensure that every CPS student in the institution should be adequately covered by Professional Indemnity insurance, the cost of which has to be borne by the institution.

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.

<On Institution Letter Head>

Annexure I

APPLICATION FOR AFFILIATION / RENEWAL (Neatly Typed)

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 Faculties
 - 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

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** application 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)

Annexure II (A)

Application to start/ renew CPS Courses

General Institution Information

(Neatly Typed)

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 (Mandatory) :
8. Mobile (Mandatory) :
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
(Neatly Typed)**

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 faculties 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

Annexure III
UNIT FORMATION IN THE SUBJECT
COMPOSITION OF THE TEACHING STAFF I
(Neatly Typed)

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 (main faculty)					
	Dr.	Asst. Faculty					
II	Dr.	Unit (main faculty)					
	Dr.	Asst. Faculty					

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- Faculty's Form

<On Institution Letter Head>

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

**Application for: Unit head / Assistant Faculty
(Neatly Typed)**

APPROVAL FOR SUBJECT OF :
Name of the Institute :
Name of the Faculty (Surname first) :
Date of Birth : (DD/MM/YYYY)
Residential Address :

RECENT PASSPORT SIZE PHOTO
STAMP

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.: _____

EDUCATIONAL QUALIFICATIONS: (* 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				

Teaching Experience : (Please attach experience certificates)

(Attach separate sheet, if necessary)

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

Any other relevant information:

Signature of Faculty

Annexure V

FACULTY DECLARATION & UNDERTAKING

<On Institution Letter Head>

(Neatly Typed)

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: **DECLARATION 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 faculty 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 faculty-ship, then I will not leave the Faculty-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 faculty

Date: _____

Annexure VI

<On Institution Letter Head>

POST HOLDING CERTIFICATE
(Neatly Typed)

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:

	Period		Unit Head	Department
	From	To		
I				

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

Note : - Separate Certificate should be given for each part.

Annexure VII

<On Institution Letter Head>

POST COMPLETION CERTIFICATE
(Neatly Typed)

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. _____ (faculty name) at the _____

_____ (institution name)

	Period		Unit Head	Department
	From	To		
I				

During his posting his work and attendance was _____

Signature of Unit Head

along with stamp/seal

Signature of Institute Head

along with stamp/seal

Note : - Separate Certificate should be given for each part.

Annexure VIII

This is to inform you that the institution name appearing on DD should be same as per its applicant, if its attached to in parent body hospital the declaration of the same between parent body and applicant is to be attached along with the DD in order to process further (One declaration should accompany one DD.).

DECLARATION [FORMAT] (On institution letterhead)

_____ (institution name)
hereby declare that the DD No. _____ date _____ amount of
Rs. _____ issued by _____ is paid
on behalf of _____ (institution name)

Date :

Authorised

Sd/- and Seal of Institution

LEAVE APPLICATION for CPS students

Applicant's Name : _____

Designation : _____

Date : _____

To,

The Dean/Medical Superintendent/Head of Department,
Institute Name

Subject : Request for Casual Leave, Earned Leave, H.A.P. Leave, Commuted Leave, Maternity Leave, Compensatory off, Extraordinary Leave

Sir,

1. I request that I may be granted ----- leave for ----- day from/on ----- to ----- with permission to prefix/suffix Sundays; Holidays -----
2. Reason of leave -----

3. Address while on leave -----

4. Arrangement of work during leave period -----

Signature of team Doctor

Applicant's Signature

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

FOR OFFICE USE ONLY.

REMARKS OF HEAD OF DEPARTMENT / INSTITUTION HEAD -----

**Signature of Head of Department
Medical Superintendent**

Signature of Institute Head/