

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI.

THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY

(AFFILIATION OF M.SC., (EPIDEMIOLOGY) COURSE) STATUTES

ASSENT OF THE CHANCELLOR

These Statues have received the assent of the Chancellor Communicated in
Lr.No.3865/U2/2012 dated 22.10.2012

UNIVERSITY AUTHORITIES

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

Laws of The University

The Tamil Nadu Dr. M.G.R. Medical University
[Affiliation of M.Sc., (Epidemiology) Course] Statutes

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 M.Sc., (EPIDEMIOLOGY) course, 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 M.Sc.(Epidemiology) course] 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, 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 college seeking Provisional Affiliation of the University for starting of M.Sc., (Epidemiology) 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 I annexed with these statutes.
4. The duration of the M.Sc., (Epidemiology) degree course shall be two years.

5. Colleges which are conducting the Post Graduate course in M.D. Community Medicine/ Diploma in Public Health of the Tamil Nadu Dr.M.G.R. Medical University only are eligible to apply for Provisional Affiliation for starting the M.Sc., (Epidemiology) degree course,
6. The application for the Certificate of Registration shall be in writing and in Form I annexed with these statutes and addressed to the Registrar of the Tamil Nadu Dr.M.G.R. Medical University, Chennai. The application shall be submitted to the University between the 1st July and 31st October of every year.
7. The application shall contain the following particulars:
 - a. Name of the college.
 - b. Address.
 - c. The number of students proposed to be admitted in the first batch of the M.Sc., (Epidemiology) degree course.
 - d. Availability of building, facility of training and other physical infrastructures available exclusively for the students of M.Sc., (Epidemiology) degree course to be admitted.
 - e. Ready built area available for the accommodation of the academic complex.
 - f. Residential quarters for the staff of the college.
 - g. Play ground.
 - h. Hostel – Separately for men and women.
 - i. Name of the promoting body.
 - j. Whether the college has fully complied with the guidelines of the university with regard to the conducting of Post Graduate Degree course;
 - k. Whether the first batch of students of Post Graduate Degree course, passed out of the college;

I. Whether Continuance of Provisional Affiliation for M.B.B.S. Degree course Post Graduate Degree course has been granted to this college and such other particulars as may be required by the University from time to time.

m. Inspection Proforma duly filled-in pertaining to issue of Certificate of Registration;

8. On receipt of the application for Certificate of Registration along with payment receipt for processing fee of Rs.50,000/- (Rupees fifty thousand only), inspection fee of Rs.30,000/- (Rupees thirty thousand only) and cost of application of Rs.1,000/- (Rupees one thousand only) or such amount as may be fixed by the Governing Council from time to time, the University shall scrutinise the same and verify where the following conditions which are necessary to start first batch of M.Sc., (Epidemiology) degree course are fulfilled by the college:-

(a) The college shall possess suitable ready built area of not less than 2,500 sq.ft. exclusively for M.Sc., (Epidemiology) degree course proposed to be started.

(b) The college shall satisfy the University that the lacunae, if any, pointed out in the earlier inspections of the college with regard of Post Graduate course in M.D. Community Medicine/ Diploma in Public Health or Post Graduate Institute of Medical Sciences has been already rectified.

(c) The college shall satisfy the University that the first batch of students of the Post Graduate course in M.D. Community Medicine/ Diploma in Public Health 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.

9. The University, if fully satisfied that all the conditions required to be fulfilled by the college are fulfilled shall issue a Certificate of Registration in Form II annexed with these statutes to the college to enable it to make further arrangements to start the first batch of M.Sc., (Epidemiology) degree course .

10. The applicant college on receipt of certificate of Registration from the University shall apply along with Inspection Proforma duly filled in to the University for Provisional Affiliation of first batch of M.Sc., (Epidemiology) Degree Course in Form III annexed to these statutes and shall fulfill the conditions stipulated in statute 11 hereunder to enable the University to appoint and sent an inspection commission to the college.

11. The applicant of college shall, before applying for Provisional Affiliation for the first batch of M.Sc., (Epidemiology) Degree Course , fulfill the following conditions, namely:-

a. It shall produce evidence of qualified staff members for the specialties who are either already members of the faculty with adequate free time to handle the M.Sc., (Epidemiology) classes or the staff who have consented to join faculty of the college after starting the course and if so their consent letters or appointment Orders, shall be furnished to the University.

b. It shall have the following staff members with qualifications prescribed in sub-statute (c) hereunder which are exclusively for the first batch of M.Sc., (Epidemiology) Degree Course .

(1) Professor - 1

(2) Asst. Professor - 2

(3) Asst. Professor of
Statistics - 1

c. THE PROFESSORS, ASSOCIATE PROFESSORS/READERS AND ASSISTANT PROFESSORS/LECTURES SHALL POSSESS THE FOLLOWING QUALIFICATIONS VIZ:-

PROFESSORS

- i. M.D. Community Medicine Post Graduate qualification in any one of the branches of faculty of medicine from recognised University in India and M.S., or M.Sc., or M.P.H. in Epidemiology / Clinical Epidemiology from Universities in India or abroad; and
- ii. Teaching and research experience in the particular speciality for a period of not less than 10 years of which 3 years as Associate Professor/Reader after obtaining Post Graduate qualification.

ASSOCIATE PROFESSORS/READERS

M.D. Community Medicine Post Graduate qualification in any one of the branches of faculty of medicine from recognised University in India and M.S., or M.Sc., or M.P.H. in Epidemiology / Clinical Epidemiology from Universities in India or abroad with 4 years experience as Assistant Professor/Lecturer.

ASSISTANT PROFESSOR/LECTURER

- i. M.D. Post Graduate qualification in Community Medicine / Social and Preventive Medicine from recognised University in India

- ii. Teaching and research experience for not less than 2 years in M.D. Community Medicine specialty or M.P.H. in Epidemiology.

ASSISTANT PROFESSOR IN STATISTICS

- i. A Ph.D Degree in Bio-Statistics

(OR)

A Post Graduate degree in M.Sc. Statistics / Bio-Statistics.

- ii. Teaching and research experience in statistics or in epidemiology for a period of not less than five years.

[NOTE: The department shall have minimum of atleast one post of Professor, two posts of Reader/Assoc. Professor and one post of Assistant Professor/Lecturer in Statistics. There shall be one Professor or Additional Professor or Reader for each student admitted for the M.Sc., (Epidemiology) course.]

- d. It shall provide one computer room of 12'X15' with adequate number of computer tables, chairs. All room shall also be provided with exhaust fan and fire extinguisher wherever necessary.

- e. There shall be two students for one Professor or Additional Professor or Reader.

- g. It shall provide atleast 10 journal, out of which 2 shall be international journals, one being in the field of Bio-statistics.

- 12. The applicant college after fulfilling the conditions stipulated in the above statute shall intimate the fact to the University in writing along with payment receipt of

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.

13. On receipt of the above intimation the University shall send its inspection Commission to inspect the facilities available at the college for the proposed course and to submit report to the University as to the satisfactory fulfillment of the conditions required to be fulfilled. The Inspection Commission shall after verifying the Inspection Proforma submitted by the Management and also report the lacunae, if any, in the fulfillment of any of the conditions required to be fulfilled and also advice as to the capability of the college to rectify the lacunae within a period of 30 (thirty) 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 receiving 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.

14. After a detailed examination of the report of the inspection commission and if the University is fully satisfied as to the fulfillment of the conditions for Provisional Affiliation for the first batch of M.Sc., (Epidemiology) degree course the University shall direct the management of the college to remit a sum of Rs.5,00,000/- (Rupees Five Lakhs only) towards the security deposit. 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 names of the Registrar of the University and the Management of the College. 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 M.Sc., (Epidemiology) Degree course and the applicant shall submit an utilisation certificate in this regard in Form IV annexed with these statutes, at the end of every academic year.

15. On remittance of Rs.5,00,000/- (Rupees Five Lakhs only) towards the security deposit by the management of the proposed college the University shall grant Provisional Affiliation for first batch of M.Sc., (Epidemiology) Degree course after collecting a sum of Rs.1,00,000/- (Rupees One Lakh only) towards the fee for the Provisional Affiliation for the first batch of M.Sc., (Epidemiology).

16. The management of the college shall show evidence of annual receipt of Rs.4,00,000/- (Rupees Four Lakhs only) to facilitate the proper conduct of the M.Sc., (Epidemiology), Post Graduate course in the college. This is only portion of the liability which the college is likely incur every year towards payment of salaries to the teaching staff and the maintenance of the Post Graduate departments.

17. The Provisional Affiliation granted by the University shall be only for the first batch of M.Sc., (Epidemiology) course.

18. By the time only 6 months period is left for the commencement of the Second Batch of M.Sc., (Epidemiology) degree course, the Management of the college shall apply along with Inspection Proforma duly filled in to the University for Continuance of Provisional Affiliation of the second batch of M.Sc., (Epidemiology) degree course in Form III annexed to these statutes. Before applying so, the following facilities and staff members stipulated herein have to be provided by the management of the college and the details thereof shall be furnished in the application and request the University to depute its Inspection Commission. A payment receipt of 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 the inspection fee.

19. On receipt of the application for Continuance of Provisional Affiliation for the second batch of M.Sc., (Epidemiology) degree course from the management of the college the University shall send its inspection commission atleast Five months before the commencement of the second batch of M.Sc., (Epidemiology) degree course.

20. The Inspection Commission sent by the University shall inspect the College regarding the teaching facilities available for conduct of second batch of M.Sc., (Epidemiology) degree course and also ensure whether all the facilities provided for conduct of first batch of M.Sc., (Epidemiology) degree course are continued to be provided and submit the report to the University. The Inspection Commission shall after verifying the Inspection Proforma submitted by the Management and also point out in its report the lacunae, if any, in the fulfillment of the conditions required to be fulfilled and also advice as the capability of the college to rectify the lacunae within a period of ~~the~~ 30 (thirty) 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 such reinspection wherever necessary on receiving 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.

21. The University, if fully satisfied as to the fulfillment of the conditions prescribed for Continuance of Provisional Affiliation of second batch of M.Sc.(Epidemiology) degree course , the University shall direct the management of the college to remit a sum of Rs.3,00,000/- (Rupees Three Lakhs only) towards II & Final installment of the

security deposit. 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 names of the Registrar of the University and the Management of the College. The fixed deposit receipt shall be kept in the custody of the Registrar. The interest accrued on the fixed deposit shall be spent on the expenses connected with the conducting of the M.Sc.(Epidemiology) degree course, and the applicant shall submit an utilisation certificate in this regard in form IV annexed with these statutes at the end of every academic year.

22. On remittance of Rs.3,00,000/- (Rupees three lakhs only) towards II & Final installment of the security deposit by the management of the college the University shall grant Continuance of Provisional Affiliation for second batch of of M.Sc. (Epidemiology) degree course after collecting a sum Rs.60,000/- (Rupees Sixty thousand only) from the management of the college towards fee for the Continuance of Provisional Affiliation for the second batch of M.Sc., (Epidemiology) degree course and for the existing batch.

23. GRANT OF CONTINUANCE OF PROVISIONAL AFFILIATION FOR SUBSEQUENT BATCHES OF M.Sc. (Epidemiology) DEGREE COURSE:-

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

24. A Provisional Affiliation/Continuance of Provisional Affiliation granted by the University in respect of each year of the M.Sc. (Epidemiology) degree course is subject to the following condition, namely:

a) The college shall strictly conduct the M.Sc., (Epidemiology) degree course in accordance with the course contents 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 Provisional Affiliation granted to a college provided that before coming to such a decision, the Governing Council shall inform the governing body 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.

25. The Management of the affiliated college may apply to this University for the increase in seats in M.Sc., (Epidemiology) degree course upto a maximum of Ten (10) seats only. Permission for increase in seats beyond Ten (10) will not be granted.

26. The University shall be competent to entertain or decline to entertain, for reasons to be recorded in writing, the application received from the management of the college subjects to the ceiling specified in Statute 25. The University will review the facilities provided by the college and the performance of the college during the previous years and public interest covered at large, while entertaining the application for increase of seats.

27. No college shall apply to the University for increase in seats until the first batch of students has successfully completed the course and left the college.

28. The management of the college shall satisfy the University regarding following norms as prescribed by the University in this regard from time to time while making application for increase in seats in Form VI annexed these statutes.

i) proportionate increase in the staff,

ii) proportionate increase in the facilities and accommodation required to train the students.

iii) the Inspection Proforma duly filled in.

29. On receipt of the application from the management of the college for increase in seats, the University shall appoint an Inspection Commission to inspect the suitability of the facilities provided by the college for such increase in seats. A payment receipt for processing fee of Rs.50,000/- (Rupees fifty thousand only), inspection fee of Rs.30,000/- (Rupees thirty thousand only) and cost of application of Rs.1,000/- (Rupees one thousand only) or such amount as may be prescribed by the Governing Council from time to time

30. The Inspection Commission referred to in statute 29 shall report to the University as to whether all the requirements specified in statute 28 have been provided by the management of the college. The Inspection Commission shall after verifying the Inspection Proforma submitted by the Management and also point out its report the lacunae, if any, in the fulfillment of the requirements to be provided and also advise as to the capability of the management to be provided and also advice as to the capability of the management of the college to rectify the lacunae within a period of 30 (thirty)

days from the date of receipt of the University Communication / letter. The University shall conduct re-inspection wherever necessary on receiving a payment receipt for Rs.40,000/- (Rupees forty 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.

31. 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.

32. The permission granted to the management of the college by the University under statute 31 is liable to be withdrawn if any of the norms prescribed in the statute 28 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 the statute 28 have been duly complied with.

33. The University shall be competent to conduct surprise inspection suo-motto or on complaints at any point of the year to confirm whether all such institutions are maintained in best condition as per Central Council of Homoeopathy 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.

34. The college/institution shall not enter into any Memorandum of Understanding with other Universities without obtaining the prior permission from this University. The Governing Council shall be competent to entertain or decline to entertain for reasons to

be recorded in writing, the application received from the affiliated colleges for such permission.

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

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

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

38. The University shall be competent 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.

FORM I

(See Statutes 3 and 6)

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI-32.

APPLICATION FOR CERTIFICATE OF REGISTRATION FOR AFFILIATION

1. Name/Name(s) of the applicant(s)
2. Name of the proposed College
3. Details of constitution of the managing Body of the proposed College (in the case of Trusts or Societies, copies of bye-laws terms of the trust, etc., to be enclosed)
4. Address to which communications are to be sent with telephone number, Web Site & E-Mail
5. Address where the College is proposed to be located.
6. Previous application, if any, for Provisional Affiliations or approval, in the same subject and their disposal.
7. No. of candidates to be admitted in the First Batch of the Course.
8. Details regarding availability of ready built area etc. (copies of title deeds and documents and latest encumbrance certificate, etc., to be enclosed (information regarding accommodation should be accompanied by drawing).
9. Particulars regarding arrangement of residential quarters for the staff.
10. Details regarding availability of play grounds.
11. Details regarding Hostel facilities proposed.

12. Equipments available proposed to be purchased.
13. Details of earmarked assets and resources to be utilised for running the proposed college (latest statement of assets and liabilities duly certified by a Chartered Accountant to be enclosed).
14. Details regarding the financial soundness of the Trust / Society.
15. Whether the Trust / Society has the capacity to deposit the amount specified in the Statutes.
16. Details regarding the annual receipt of the Trust / Society.
17. Particulars of remittance made by the applicant Trust / Society.
18. Whether the M.Sc., (Epidemiology) College is having a minimum ready built area of 2,500 square feet for the first year course to accommodate administrative office, laboratory, class rooms, Computer room, seminar hall, Professor and Asst. Professor rooms, library, toilets for students.(separately for men and women)
19. Whether the Trust / Society fulfills all the conditions and requirements as specified in the Statutes to apply for Certificate of Registration.

Signature of the Applicant

Place :

Date :

FORM – II

(See Statutes 9)

CERTIFICATE OF REGISTRATION

Under Statute of the Tamil Nadu Dr.M.G.R. Medical University (Affiliation of Course) Statutes, it is hereby certified that the application of college for starting of M.Sc., (Epidemiology) course has been registered with the Tamil Nadu Dr.M.G.R. Medical University, Tamil Nadu.

The issue of this Certificate of Registration, alone shall not confer any right on the applicant college to start the M.Sc., (Epidemiology) 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

Date :

Chennai :

FORM III

(See Statutes 10 and 18)

**APPLICATION FOR PROVISIONAL AFFILIATION/CONTINUANCE OF PROVISIONAL
AFFILIATION BY COLLEGE TOM.SC.,
(EPIDEMIOLOGY) DEGREE COURSE**

1. Name and Address of the applicant :
2. Location of College with full address :
with Telephone Number, Web Site &
E-Mail.
3. Does the College satisfy all the :
conditions stipulated in the Statutes
for the Provisional Affiliation (with full
details with evidence therefor).
4. Does the College possess the :
Certificate of Registration issued by
the Tamil Nadu Dr.M.G.R. Medical
University for starting M.Sc.,
(Epidemiology) degree course by the
College (copy of the Certificate of
Registration to be enclosed).

Signature of the Applicant

Place :

Date :

FORM – IV

(See Statutes 14 and 21)

UTILISATION CERTIFICATE

Certified that a sum of Rs..... (Rupees
.....) received as interest for the year
..... on the Security Deposit (Fixed Deposit) deposited as per statute 14/21** for obtaining
First Batch of Provisional Affiliation / Second Batch of Continuance of Provisional
Affiliation of M.Sc., (Epidemiology) Degree course has been fully utilised as per details
furnished herewith towards conduct of the M.Sc., (Medical Sociology) Degree course.

Signature of the Applicant

Place :

Date :

** Strike out which is not applicable

FORM V

(See Statutes 28)

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

**APPLICATION FOR INCREASE IN THE NUMBER OF SEATS BY COLLEGE
FOR M.SC., (EPIDEMIOLOGY) DEGREE COURSE.**

1. Name and address of the applicant
2. Location of the college with full address with telephone number, Web Site & 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 years and for the course (full details with University provisional order number and date and copies thereof to be enclosed).
5. No of students permitted for each batch of course (Full details batch wise to be furnished).
6. Has the first batch of students completed the course of study appeared for the University Examinations.
7. Percentage of result during the previous batches (batch-wise details)
8. No. of increase of seats now applied for

Signature of the Applicant

Place :

Date :