THE TAMIL NADU Dr.M.G.R MEDICAL UNIVERSITY, CHENNAI
ALLIED AND HEALTH CARE – DEGREE COURSES
BACHELOR OF OPTOMETRY (B. OPTOM)

1. Name of the Institution/Hospital

2. Name of the Trust

3. Date of Inspection

4. Address of the Institution
(with E-mail, Fax No.,
Tel.Nos. & Mobile No.)

5 Name of the Inspection Team
Institution in which working
with Full Address & Phone No.
(IN BLOCK LETTERS)

Convenor:

Member 1:

Member 2:

Instructions to Inspection Team:
Please specify numbers wherever applicable (eg. No. of Equipments etc.)
Please do not write very generalised and non-specific terms.
The members are requested **NOT** to make recommendations.

DETAILS OF THE GOVERNMENT ORDER:

G.O .No, dated, No. of courses

Maximum Intake

The institution / organization is

A State Government/Union territory;	
An autonomous body promoted by Central and State Government by or under a Statute for the purpose of medical education	
A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding Acts in States; or	
A public religious or charitable trust registered under the Trust Act, 1882 (2 of 1882) or the WAKFS Act, 1954 (29 of 1954).	
Companies registered under Company Act (Please tick)	

Bachelor of Optometry

DETAILS OF THE INSTITUTION:

Does the applicant Institution / Trust have an independent building for Bachelors in Optometry College and facilities for clinical training YES/NO	
Is the building constructed with adequate parking space and recreational area or open space for students YES/NO	
Whether the building has out-patient with Optometry department, various laboratories as needed, office space class rooms, hostel and other ancillary facilities.	
Availability of CCTV camera for CCTV surveillance for every area of common use YES/NO	
Availability of Biometric facility for students and staff: YES/NO	

BUILDING DETAILS:

Ready Built Area:

Built up Area:

Note: Minimum exclusive built-up area for such a college should be 26675 sq.ft for an intake of 30 students per batch and 35750sq.ft for the intake of 60 students per batch.

Building must have clearances from civic and administrative authorities

Sl.No	Certificates	Availability and Validity
1.	Fire NOC	
2.	Structural stability certificate	
3.	Land use certificates	

Details of Land

Sl.No.	Specifications	Available/ Recommendations
1	**Institution is owned by** Government / Trust / Society / Company / Any other body as per the NCAHP, New Delhi	
2	**Details of the Trust / Society / Company** i. Name of the Trust / Society / Company with address ii. Name of the members of the Trust / Society / Company iii. Registered Trust Deed /Supplementary deed, Amendment deed (or) Registered Certificate of Society / Company Registration Certificate along with Memorandum of Association / Articles of Association iv. Minutes of the meeting of the Trust /Society/Company for starting of proposed courses.	
3	**Land documents** i. Is college is the premises of NMC permitted / recognized medical college? If No, Specify the area of Category of Land and certificate obtained from the concerned local authorities to establish the specific category of land (as applicable) as a proof. In city / corporation - not less than 1 acre Municipal / Town – not less than 2 acres Semi urban / Rural area – not less than 3 acres ii. Land owned (or) Leased in the name of the Trust / Society / Company iii. Registered Sale Deed / Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed etc in the name of the Trust / Society / any other body as per the NCAHP regulations. iv. If the Trust / Society / Company have entered a lease deed, the tenure of the lease period for a minimum of 10 years, purpose of lease (i.e., whether the lease is entering for lands (or) building (or) both and the name of the course for which the lease has been entered to be clearly mentioned in the registered lease deed.	
4	**4. Sworn Affidavit** Original Sworn Affidavit to be submitted in INR.200/- Non-Judicial Stamp Paper with the attestation and seal of the Notary Public. The Sworn Affidavit to be submitted by earmarking all the survey numbers in connection with starting of	

	new course. (Format in University website) (or) If the Trust / Society / any other body who have already running any course(s) in this University and intend to start another new course in the University then the said Trust / Society / any other body have to furnish the Original Consolidated Sworn Affidavit by earmarking all the survey numbers allotted for the existing course as well as new course. (Format in University website)	
5	**Legal Opinion** Copy of the Latest Legal Opinion from the Govt. Pleader for tracing of title deeds such as Trust Deed/ Supplementary Deed / Amended Deed (or) Certificate of society Registration, Memorandum Of Association, Articles of Association, Sale Deed / Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed, Parent document of (Sale Deed / Lease Deeds / Gift Deeds / Settlement Deed / Rectification Deed / Exchange Deed), Patta Adangal, "A" register, Up to date encumbrance certificate for a period of not less than 30 years, Mortgage of properties and redemption of mortgaged properties, if any pertaining to the earmarked lands.	
6	**Encumbrance Certificate** Copy of the Up to date authenticated (or) digitally verified Encumbrance Certificate issued by the concerned Sub Registrar office for a period not less than 30 years for all the survey numbers earmarked in the sworn affidavit / Consolidated Sworn Affidavit for the course.	
7	**Patta, Adangal and A-Register** Copy of the Patta, Adangal and "A"-Register for all the survey numbers earmarked for the course in the name of the Trust / Lessor / Society / any other body.	
8	**Survey Sub-Division / Re-Survey Documents** If survey numbers have been sub-division (or) Re-survey, then the copy of the Certificate (or) Proceedings (or) order issued by the Tahsildar for sub division of old survey number to new survey number / resurvey number of numbers to be produced.	
9	**Mortgage Details (If Any) – Yes / No** (i) Undertaking to be furnished, available in the University	

	website (ii) Statements of accounts with loan details. (iii) Last 3 years audited balance sheets. (iv) Auditors report IT acknowledgement	
10	**Revenue Authority Certificate** Certificate of evidence obtained from the Revenue authority stating that the earmarked land at the proposed College does not attract the T.N. Urban Land Ceiling and Regulations Act, 1978, T.N. Town Country Planning Act, 1971 and T.N. Land Reforms Act 1961.	

DETAILS OF OPD FACILITY IN OPTOMETRY DEPARTMENTS :

Availability of OPD facility with in patient facility with the following specialties at the college premises:

Sl.No	Specialties	Availability
1	Contact Lenses clinic	
2	Low Vision clinic	
3	Binocular vision/Vision Therapy clinic	
4	Ocularistry Myopia clinic	
5	Sports vision clinic	

Total OPD cases per day:

Note: A student/ patient ratio of 1:5 should be maintained. That means a hospital with 100 OPD can have a maximum intake of 20 students per year.

DETAILS OF HOSPITAL / HOSPITAL ATTACHMENT

1. Proof of availability of own/attached hospital (Government/Private) for clinical training of 50 students/ 100 Students

2. No. of tie up hospitals:

Sl.No	Name of the tie up Hospital	Available clinical specialties	Patient loads	Availability of required equipment for clinical training
1				
2				

Add rows if needed

3. Distance between Teaching Hospital Facility and Emergency Department and the college:

4. Availability of bus: Numbers: Seating capacity:

INFRASTRUCTURE FACILITIES (Refer the standard given below)

S.No	Details	Total number required	Area required per student in Sq.ft	AVAILABILITY
1	Classrooms	4+1=5	10	
2	Optics Lab	1	20	
3	Biochemistry lab	1	20	
4	Anatomy lab	1	20	
5	Clinical labs	2	20	
6	Library	1	30	
7	Common room for girls	1	10	
8	Common room for boys	1	10	
9	Auditorium	1	-	
10	Principal room	1	-	
11	Admin room	1	-	
12	Faculty room	1	-	
13	Guest faculty room	1	-	
14	Waiting/Lounge area	1		
15	Toilet for girls	1	-	
16	Toilet for boys	1		
17	ECR room	1	-	
18	Store room	1	-	
19	Pantry	1		
20	Hostel-Girls			
21	Hostel -Boys			
			Total	

Infrastructure requirement for Optometry Clinic

S.No	Details	Total number required	Area required in Sq.ft	Availability
1	Contact lens clinic	1	500	
2	LVA clinic	1	500	
3	BV/VT clinic	1	500	

4	Ocularistry	1	500	
5	Myopia Clinic	1	500	
6	Sports vision clinic	1	500	
7	Reception area	1	500	
8	Patient waiting area	1	1500	
9	Toilet for Women	1	500	
10	Toilet for Men	1	500	
		Total	**6000**	

Note:

- Total area required for Optometry college for 30 intake is 18250 + 6000 + Plinth 10% = 26675 Sq.ft
- Total area required for Optometry clinics for 60 intake is 26500 + 6000 + Plinth 10% = 35750 Sq.ft

S.NO	EQUIPMENT REQUIREMENTS	AVAILABILITY
1	Distance vision drum: (6)	
2	. Trial set: (6)	
3	Streak retinoscope (6)	
4	Keratometer: (6)	
5	Lensometer: (6)	
6	Slit lamp: (6)	
7	Applanation tonometer: (6)	
8	Direct Ophthalmoscope (6)	
9	. Indirect Ophthalmoscope: (3)	
10	Non-mydriatic fundus camera-(1)	
11	Color vision test (Ishihara)- (3)	
12	Contact lens RGP contact Lens kit – 3 sets comprising choices of base curves and powers Disposable Soft contact lenses kit-3 sets comprising choices of base curves and powers	
13	Low Vision Log MAR chart (Distance and Near) -(1 each) Contrast Sensitivity chart-(1) Pelli-Robson CS chart	

	Optical low vision devices Non optical low vision devices Video magnifiers/ SeeTV/ Smart vision glasses – one each	
14	14. Binocular Vision Accommodative flippers (+/- 1.50 and 2) (1 each) Prism Bars (1) Stereo-acuity test chart (1) Modified Thorington (1) Vergence Flippers (12 BO/3 BI) (2) Near Worth Four dot test	
15	Dispensing Geneva Lens measure (6) Axis, PAL‟ marking and Grid charts (1 each) PD ruler (10) Pen torch-(10) Uncut and cut lenses Frame adjustment kit (1) Pupillometer-(2)	

FACULTY REQUIREMENTS: (For No. of Faculty, refer the table given below)

Specifications	**Name of the Faculty**	**Qualification and Experience**
Head of the Department		Essential: Master‟s Degree in Optometry (M.Optom) with twenty eight years total experience, including five years‟ experience as Professor (Optometry). Note: Senior-most Professor shall be designated as the Principal /Dean. Desirable: Higher qualification like Ph.D. in any subject of Optometry recognized by the NCAHP and published work of high standard in peer reviewed journals. 7 years‟ experience as Senior Professor
Professor		Essential: Master’s Degree in Optometry (M.Optom), with thirteen years’ experience. Desirable: i) Higher Qualification like Ph.

		D. in any subject of Optometry recognized by NCAHP, and ii) Published work of high standard in peer –reviewed journals. 5 years' experience as Associate Professor
Associate Professor		Essential: A Master‟s Degree in Optometry (M.Optom) with eight years‟ experience as Assistant Professor. Desirable: i) Higher Qualification, such as Ph.D. degree in any discipline of Optometry recognised by the NCAHP UGC, and published work of high standard in peer-reviewed journals. 2 years experience as Assistant Professor-III (Selection Grade)
Assistant Professor		M.Optom degree with 3 years‟ experience as Assistant Professor-I
Administrative Staff Administrative Officer-1		
Accountant-1		
Clerical Staff-2		

Library Details:

Item	**Requirement**	**AVAILABILITY**
Text Books As per syllabus; one copy of Book per 10 students.	Approximately 450 books for 30 intake and 900 books for 60 in take for UG.	
Reference books	100 Advanced Books As per requirement	
Journals	At least 2 international and 2 national journals	
Subscription to electronic data base / e-journals	Required	

Mandatory Internet facility Access to e-library Equipment	Minimum 15 computer terminals for 60 students/8 for 30 students.	

Convenor

Member 1

Member 2
Signature of the Inspection Team
with name and date

Note : 1. All supportive documents should be annexed along with the Inspection Report
2. The Inspection Team may also give a detailed report wherever necessary and
Detailed annexure be sent with the Inspection Report

S.No	Details	Total number required	Area required per student in Sq.ft	For 30 students	For 60 students
1	Classrooms	4+1=5	10	1500	3000
2	Optics Lab	1	20	600	1200
3	Biochemistry lab	1	20	600	1200
4	Anatomy lab	1	20	600	1200
5	Clinical labs	2	20	1200	2400
6	Library	1	30	900	1800
7	Common room for girls	1	10	300	600
8	Common room for boys	1	10	300	600
9	Auditorium	1	-	7500	7500
10	Principal room	1	-	500	500
11	Admin room	1	-	500	500
12	Faculty room	1	-	1000	2000
13	Guest faculty room	1	-	500	500
14	Waiting/Lounge area	1		500	500
15	Toilet for girls	1	-	500	1000

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16	Toilet for boys	1		500	1000
17	ECR room	1	-	350	350
18	Store room	1	-	250	500
19	Pantry	1		150	150
			Total	18250	26500

Faculty requirement for UG:

- Full time (FT); Part time (PT)
- It is recommended that a core faculty and student ratio for UG 1:15 to be followed.
- Faculty (Optometrists) ratio shall be approximately 1:2:5 for Professor: Associate Professor: Assistant Professor.
- Ideally all the faculties should be full time. In case of non-availability of full time
- faculty, 40% may be part time/visiting/Ad hoc faculties (non-core subjects only)

- Faculties appointed for academics for teaching purposes are considered as Full time
- (Maximum of 8 hours per day or Minimum 40 hours per week).
- If the college/hospital wants faculties to take care of OPD for 3 days in a week, then
- faculty requirement shall be doubled.
- Visiting faculties can also be considered as part time.

30 seats (5*30=150 students)	**40 seats**	**50 seats**	**60 seats**	**100 Seats**
	(5*40=200 students)	**(5*50= 250 students)**	**(5*60= 300 students)**	**(5*100= 500 students)**
Professor – 1	Professor – 1	Professor –1	Professor – 2	Professor – 3
Assoc. Prof. - 2	Assoc. Prof. - 2	Assoc. Prof. - 3	Assoc. Prof. – 3	Assoc. Prof. – 6
Asst. Prof. – 8	Asst. Prof. – 11	Asst. Prof. – 13	Asst. Prof. – 15	Asst. Prof. – 24

Reference of NCAHP Faculty Eligibility

Academic	Eligibility and experience requirement (on Direct recruitment)	Eligibility and experience requirement (on Promotion as per *NCAHP* -CAS-Career Advancement Scheme)
Clinical Instructor	B Optom or equivalent with a minimum clinical experience of 2 years	N.A

Assistant Professor- I	Bachelor‟s Degree in Optometry (B.Optom), Master‟s Degree in Optometry (M.Optom) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.	N.A.
Assistant Professor- II (Senior Scale)	N.A.	M.Optom degree with 3 years‟ experience as Assistant Professor-I
Assistant Professor- III (Selection Grade)	N.A.	3 years‟ experience as Assistant Professor-II
Associate Professor	Essential: A Master‟s Degree in Optometry (M.Optom) with eight years‟ experience as Assistant Professor. Desirable: i) Higher Qualification, such as Ph.D. degree in any discipline of Optometry recognised by the NCAHP UGC, and published work of high standard in peer-reviewed journals.	2 years experience as Assistant Professor-III (Selection Grade)
Professor	Essential: Master‟s Degree in Optometry (M.Optom), with thirteen years experience. Desirable: i) Higher Qualification like Ph. D. in any subject of Optometry recognised by NCAHP, and ii) Published work of high standard in peer –reviewed journals.	5 years experience as Associate Professor
Senior Professor	N.A.	5 years‟ experience as Professor

Dean	Essential: Master‟s Degree in Optometry (M.Optom) with twenty eight years total experience, including five years‟ experience as Professor (Optometry). Note: Senior-most Professor shall be designated as the Principal /Dean. Desirable: Higher qualification like Ph.D. in any subject of Optometry recognized by the NCAHP and published work of high standard in peer reviewed journals.	7 years‟ experience as Senior Professor