

GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

No. ME-II-M-72/2018- 20/27 /H, Dated 02.08.2018

RESOLUTION

Sub: Guidelines for courses in Allied Medical Sciences in the State:

Whereas it is realized that for an efficient health care provision to the community, apart from the Medical and Paramedical personnel, the role of different personnel in Allied Medical Science is also squarely important, there is no definite mechanism to develop and generate sufficient numbers of such Allied Medical Personnel. Many private institutions / trusts have shown their willingness to start such courses and have sought for issue of permission or no objection certificates for such courses, but no action has been initiated due to absence of any guidelines. As a result the State is suffering shortage of such skilled persons in Allied Medical Sciences leading to difficulty in provision of efficient health care at all levels.

Government after careful consideration have been pleased to formulate the following guidelines placed in Annexure- (1- 5) to start such courses in Allied Medical Science in the Government / University / Private Health Institutions of the State and constitution of a Council as a registering and recommending body for such courses and a Board for their examination systems. This supersedes any other order or instructions issued earlier in this regard.

This will be applicable from the date of publication of this resolution.

Order: Ordered that this Resolution be published in next issue of extraordinary gazette for general information and copies be supplied to all Departments of Govt. / All heads of the Deptt/ All Collectors / Principal AG (A&E) Odisha Bhubaneswar, Law Department / Secretary to Governor of Odisha for information and necessary action.

By order of the Governor


02/08/2018

Commissioner cum Secretary to Government

Memo No. 20/28 //H Dt. 02-08-2018

Copy forwarded to all Departments of Govt. / All Heads of the Deptt/ All Dean & Principals / All CDM & PHO / Principal AG (A&E) Odisha Bhubaneswar, / Chairman OPSC Odisha, Cuttack / Private Secretary to Minister, Health & FW / All officers and sections of the Department for information.

J. Biswak
02/08/18
Additional Secretary to Government

Memo No. 20/29 /H, Dt. 02-08-2018

Copy forwarded to Director, Printing, Stationary and Publication, Odisha, Cuttack with a request to publish the notification in the next Extraordinary issue of the Odisha Gazette and supply 50 copies of the Gazette to Health & Family Welfare Department for reference.

J. Biswak
02/08/18
Additional Secretary to Government

**GUIDELINES FOR DEGREE/ CERTIFICATE COURSES IN ALLIED MEDICAL
SCIENCES IN THE STATE**

These guidelines shall extend to the whole of the State of Odisha.

It shall come into force from the date of notification by the Government.

The following Degree / Certificate Courses shall be imparted in the State and such other course as may be notified by Government from time to time.

1.	B.Sc. Optometry	4 year course
2.	B.Sc. in Medical Laboratory Technology (MLT),	3 year course
3.	B.Sc. in Medical Radiation Technology (MRT),	3 year course
4.	B.Sc. in Operation Theatre Technology (OTT),	3 year course
5.	B.Sc. in Anesthesia Technology (AT)	3 year course
6.	B.Sc. in Emergency Medicine Technology (EMT)	3 year course
7.	Certified Ophthalmic Assistant	2 year course
8.	Certified Ophthalmic Surgical Assistant	2 year course
9.	Certified OT Technicians	1 year course
10.	Certified Dialysis Technician	1 year course
11.	Certified Neuro Technician	1 year course
12.	Certified ECG Technicians	6 months course
13.	Certified EEG Technicians	6 months course
14.	Certified EMG Technicians	6 months course
15.	Certified Ward Technician	6 months course
16.	Certified Blood Collection Assistant	6 months course
17.	Certified Course in First Aid	6 months course

1. Definitions.—In these Guidelines, unless the context otherwise requires.—

- (a) “Allied Medical Course” means a course of study for awarding any degree or diploma or certificate for practicing as Allied Medical Technician;
- (b) “Allied Medical Technician” means a Ophthalmic Assistant, Ophthalmic Surgical Assistant, OT technician, ECG Technician, EEG Technician, EMG Technician, X-ray Technician, and includes such other technicians, as may be specified and notified by the Government as Allied Medical Technicians from time to time;
- (c) “Board” means the State Board for Allied Medical Sciences constituted under Para 3.
- (d) “Council” means the State Council of Allied Medical Science, Odisha constituted under Para 2;
- (e) “equivalent qualification” means a qualification recognized as equivalent by any law for the time being in force in the State or any qualification declared as such and notified by the Government as equivalent qualification;
- (f) “Government” means the Government of Odisha;

- (g) “University” means a University established or deemed to have been established under any Act in the State;
- (h) “hospital” means any establishment or premises used for treating the patients with qualified persons and having infrastructure facilities;
- (i) “medical laboratory” means an establishment where,—
- (i) microbiological, pathological or biochemical investigations, examinations, analysis; or
 - (ii) the preparation of cultures, vaccines, sera or other biological products are usually carried on in connection with the diagnosis or the treatment of any disease;
- (j) “recognized institution” means an institution recognized by Government for imparting such courses.
- (k) “recognized qualification” means,—Any Allied Medical Course conducted by a recognized institution or an equivalent qualification.
- (l) “Register” means,- the register maintained in respect of a category of Allied Medical Course.;
- (m) “State” means the State of Odisha;

2. Constitution of State Council of Allied Medical Science:

A State Council for Allied Medical Science shall be constituted as under with following members to recommend issue of permissions and recognitions by Government for imparting Allied Medical courses and their registration.

Sl. No.	Officer with Designation	Nature	Position in Council
1	Director Medical Education & Training, Odisha	Ex-officio	Chairperson
2	Joint Director, DMET, Odisha	Ex-officio	Registrar
3	Additional DHS / Joint DHS cum Nodal Officer UEHP	Ex-officio	Member
4	Representative from Health & FW Department not below the rank of Deputy Secretary.	Nominated	Member

5	One faculty each from the department of Medicine, Surgery, Ophthalmology, Physiology, Pathology, Microbiology, Radiation Oncology and Radiology not below the rank of Associate Professor (from any Govt. Medical College)	To be selected by Chairperson on rotation.	Member
6	One representative from private institutions of Allied Medical Science	To be nominated by Government on recommendation by Chairperson.	Member
7	Any other member from appropriate faculty as may be deemed essential.	To be nominated by the Chairperson for particular meeting.	Invited Member

3. State Board Of Allied Medical Science

A Board consisting of following members shall function under the Council to conduct examination, evaluation of papers, result publication and issue of pass certificates.

Sl. No.	Officer with Designation	Nature	Position in Council
1	Director Medical Education & Training, Odisha	Ex-officio	Chairperson
2	Joint Director, DMET, Odisha	Ex-officio	Member Convener
3	One Associate Professor from any department of Medicine or Surgery or Ophthalmology or Biochemistry or Physiology	Ex-officio	Member Secretary
4	Additional DHS / Joint DHS cum Nodal Officer UEHP	Ex-officio	Member

5	Two faculty from any department of Medicine, Surgery, Ophthalmology, Biochemistry, and Physiology, not below the rank of Associate Professor (from any Govt. Medical College)	To be selected by Chairperson on rotation.	Member
6	One representative from private institutions of Allied Medical Science	To be nominated by Government on recommendation by Chairperson.	Member

4. Powers and duties of Council

The Council shall exercise the following powers and perform the following duties, namely:-

- (a) to fix the criteria for the establishment of Institutions for Allied Medical Courses;
- (b) to recognize Institutions imparting Allied Medical Courses;
- (c) to grant temporary recognition to any institution established before the commencement of this Resolution;
- (d) to withdraw the recognition granted to Institutions imparting Allied Medical Courses;
- (e) to maintain registers;
- (f) to remove the names of persons under Para16;
- (g) to restore the names removed from the register under Para 17;
- (h) to recognize qualification for the purpose of this Resolution;
- (i) to frame regulations;
- (j) to conduct inspection in Allied medical institutions;
- (k) to fix the fees to be levied under this Resolution;
- (l) maintenance of the fund;
- (m) do such other acts and things, as may be required in furtherance of the objects of this resolution.
- (n) It shall be the duty of the Council to uphold the highest technical, professional and ethical standards both in its working and in the institutions of allied medical education, training and practice.

5. Officers and employees: The Council may appoint officers and other employees, as it may deem necessary for efficient functioning of its duties and discharging its functions on contractual basis through outsourcing agency. The officers and employees of Council and Board shall be as under;

- (a) Assistant Registrar (Council)
- (b) Assistant Secretary (Board)
- (c) Programme Assistant for Board and Council

(d) Data Entry Operator for Board and Council

(e) Group D employee for Board and Council

It shall be competent for the Chairperson to appoint additional employees and to make engagements thereto, through approved outsourcing agency as may be required to meet any temporary increase in work, or to carry out any work of seasonal character.

- 6. Term of Office of Members.**—(1) The term of office of the members other than the ex-officio members shall be three years from the date on which the first meeting of the Council is held or till he holds the pleasure of the Government:

Provided that an outgoing member of the Council shall continue in office until his successor assumes charge.

(2) An outgoing member shall be eligible for re-nomination, if otherwise qualified.

- 7. Cessation of membership.**— A member other than an ex-officio member of the Council shall be deemed to have vacated his office,—

(a) on his resignation;

(b) on his absence from three consecutive meetings of the Council without sufficient reason in the opinion of the Council;

(c) on the expiry of the term of his office.

- 8. Resignation of membership.**— Any member other than an ex-officio member may at any time resign his office by giving notice in writing to the Chairperson and such resignation shall take effect from the date on which it is accepted by the Chairperson.

The Chairperson may resign his office by giving notice in writing to the Government and such resignation shall take effect from the date on which it is accepted by the Government.

- 9. Validity of Proceedings.**—No act done or proceedings taken by the Council shall be invalidated merely on the ground,—

(a) of any vacancy or defect in the constitution of the Council ; or

(b) of any defect or irregularity in such act or proceedings not affecting the merits of the case.

- 10. Meetings of the Council**— (1) The Council shall meet once in six months and as and when it is necessary. (Board sitting)

(2) The meeting of the Council, the proceedings for the conduct of business, and such other matters shall be as provided for in the regulations made by the Council in this behalf.

(3) The Council shall meet at such time and place, and every meeting shall be convened by the Register as may be decided by the Chairperson.

(4) Every meeting of the Council shall be presided over by the Chairperson, and in his absence by the Registrar

(5) All questions at a meeting of the Council shall be decided by the majority of members present.

(6) The quorum of the meeting of the Council shall be more than one half of the total members.

11. Payment of Fees and Allowance.—The members of the Council shall be paid such sitting fees and allowances or travelling allowance for their attendance in connection with the meetings of the Council or of any Committee thereof, as may be prescribed by Government.

12. Maintenance of Registers.—(1) There shall be maintained separate registers for each Allied Medical Courses.

(2) The registers shall be in such form and shall contain such particulars as may be prescribed. The Assistant Registrar shall maintain and keep the registers.

(3) The Secretary shall keep the registers in accordance with the provisions of this Resolution and instructions issued if any by government from time to time.

(4) The registers shall be deemed to be public documents.

13. Eligibility for registration.— (1) Every Allied Medical Technician in the service of the Government on the date of notification of this resolution shall be eligible for registration under this Resolution.

(2) Every person who, within the period of one year from the date of notification of this resolution or within such other longer period, as may be fixed by the Government proves that he had been in regular practice as a Allied Medical Technician for a period not less than two years preceding the date of notification of this resolution and passes the examination conducted for the purpose by the Council shall be eligible for registration.

(3) Every qualified Allied Medical Technician who has passed from a Government or Government approved institutions is eligible for registration with the Council.

14. Registration.—

(1) Every person eligible for registration under Clause (1) of Para 13 shall apply for registration within thirty days from the date on which he became eligible for registration.

- (2) An application for registration under this Resolution accompanied with prescribed fee shall be addressed to the Registrar and if the Registrar is satisfied that the applicant is entitled to have his name entered in the register, he shall enter thereon the name of the applicant and issue him a certificate in such form as may be prescribed.
- (3) An application for registration under this Resolution shall be in such form and shall be accompanied by such fee as may be prescribed and for registration in respect of any additional recognised qualification the applicant shall deposit the additional fee as may be prescribed.
- (4) Any person whose application for registration is rejected, may within three months from the date of such rejection, file an appeal to the Council and the decision of the Council there on shall be final.

15. Renewal of Registration.—(1) Every registration made under Para 13 shall be renewed before the 31st March in every three years on payment of such fees as may be prescribed.

- (2) Where the renewal is not made before the due date, the Registrar shall remove the name of the defaulter from the register:

Provided that a name so removed may be restored to the register on payment of the renewal fee together with such fine as prescribed.

- (3) On payment of the renewal fee and the fine, if any, the Registrar shall, issue a Certificate of Registration to the person concerned and where the name of the person has been removed from the register shall re-enter his name in the register.

16. Removal from the Register.—(1) Subject to the condition where the Council is satisfied after giving the person concerned a reasonable opportunity of being heard and after making such further enquiry, as it may think fit, to make an order that the name of that person shall be removed from the register if,—

- (a) his/her name has been entered in the register by error or on account of misrepresentation or suppression of any material fact; or
- (b) he/she has been convicted of any offence under this resolution or has been guilty of any infamous conduct in any profession which in the opinion of the Council render him unfit to be on the rolls of the register.

(2) An order issued under clause (1) may direct that any person whose name is ordered to be removed from a register shall be ineligible for registration under this Resolution either permanently or for such period as may be specified.

(3) A person aggrieved by an order may prefer an appeal before the Secretary Health & FW Department, Odisha within thirty days from the date of order and the decision of Secretary Health & FW Department on such appeal shall be final.

A person whose name has been removed from the register under this section shall forthwith surrender his Certificate of Registration to the Registrar.

17. Restoration of Registration. - Notwithstanding anything contained in this resolution the Council may at any time, for reasons to be recorded in writing order that the name of a person removed from the register under Clause (1) of Para 16 shall be restored on remittance of such fee as may be prescribed.

18. Procedure to start new institutions & Recognition of Institutions— (1) No person shall establish or conduct any Allied Medical Institution or conduct any Allied Medical Course for preparing students to obtain any recognized qualification, without the recognition by the Council.

(2) An application in Printed Letter Head is to be submitted to “DMET Odisha, Bhubaneswar, 751001 & Chairperson State Council for Allied Medical Science within due date along with the duly filled in application form and photocopy of required documents and such fees as may be prescribed.

(3) The Council will scrutinize the application and after judging the authenticity and financial position of the applicant shall arrange for inspection by the Inspection Team duly constituted by the authority. On the basis of the recommendations made by the Inspection Team, and the documents submitted, the Council shall, recommend / or not recommend to the Government for grant of permission. After the successful completion of the first batch the recognition shall be issued.

(4) When the number of applications are more the Council may adopt a scoring system taking different parameters of minimum standards of requirements and may fix a cut off score to recommend the name to Government for issuing permission.

(5) There is no provision of any financial help / grant from the council to open / run any Allied Medical Institution.

(6) All institutions conducting Allied Medical courses as on the date of notification of this resolution shall apply for recognition to the Council within three months from the date of notification. If the institution applying for recognition does not conform to the minimum standards fixed in this regard, recognition may be granted to the institutions subject to the condition that the facilities in accordance with the standards fixed by the Council shall be provided within a period of one year from the date of notification.

(7) If the institutions does not provide the facilities in accordance with the standards fixed by the Council within the period specified the recognition granted, shall be withdrawn forthwith.

19. The different fees to be paid by the applicants for opening of course shall be as under:

Sl No.	Course	Type of fee	Amount (per course)	Time of application
1	All Degree Courses	Inspection fee	Rs. 60,000/-	1 st March to 15 th June
2	All Courses (2years)	Inspection fee	Rs. 40,000/-	1 st March to 15 th June
3	Certificate courses (1yr or less)	Inspection Fee	Rs. 30,000/-	1 st March to 15 th June
4	If the application for recognition is not considered and deficiency have been pointed out, such deficiency shall be complied with in one month.	Compliance fee	Nil	
5	Renewal of Recognition	Every two years	Rs. 10,000/- for Degree courses Rs. 7,500/- for Diploma Courses Rs. 5,000/- for Certificate Courses	1 st April to 15 th April

Note: If the application for recognition is rejected / not considered after the compliance of deficiency, a fresh application with fresh fees is to be made if so desire to apply.

20. Inspections of Institutions.— (1)The Council may nominate such number of officers as it may deem necessary, to inspect any institution for the purposes of granting permission / recognition.

(2) The officers nominated shall also be empowered to conduct periodical inspection of the recognized institutions to ensure that they are maintaining the required standards.

(3) Any person authorized by the Council may enter into the premises of any recognized institution to make any inquiry or inspections.

(4) The manager and other employees of a recognized institution shall be bound to offer to the officers and persons aforesaid, such access at all reasonable times, to the premises of such institutions and to make available all documents and materials as may, in the opinion of such officers, be necessary to enable them to discharge their duties under this section.

21. Withdrawal of recognition of Institutions.- (1) Where, on the basis of a report of a Committee appointed by the Council in this behalf it is satisfied that an institution recognized under this resolution has failed to comply with the conditions of recognition; or

(i) has failed to comply with the conditions of recognition; or

(ii) there exists any of the grounds which would have entitled to reject the application for recognition, the Council may recommend the Government to withdraw such recognition:

Provided that before such withdrawal of recognition the Council shall give an opportunity to the person managing that institution for making his representation.

(2) Any person aggrieved by an order of rejection of the Council recognize any Allied Medical Institution under Para 21 or by an order of the Council withdrawing recognition under Para 21, may file an appeal to the Secretary Health & FW Department, within three months from the date of service of notice of such rejection or withdrawal, as the case may be, and the decision of the Government on such appeal shall be final. Any such withdrawal of recognition shall be appropriately updated in the register.

22. Recognition of qualification.— (1) The Council on representation or otherwise may recommend Government recognition of any Degree, Diploma or Certificate awarded by any University, Board or Institution established under any law for the time being in force to be the recognized qualification.

(2) Where such qualification is recognized the Government shall, by notification, declare the same as equivalent qualification for the purpose of this Resolution.

23. Alteration may be made in register by Government.— The Government may, after giving due notice to the person concerned and to the Council and after conducting inquiry into his objections, if any, order that any entry in the register, which shall be proved to the satisfaction of the Government to have been fraudulently or incorrectly made or brought about, be cancelled or amended.

24. Finance of the Council — (1) The income of the Council shall be—

- (a) fees received from the practitioners.
- (b) fees received from applicants for opening new institutions as inspection fees;
- (c) grants received from the Government, if any; and
- (d) any other sum received by the Council.

(2) The Council shall have power to incur expenditure for the following purposes, namely:—

- (a) salaries / remunerations and allowances of the employees of the Council;
 - (b) allowances paid to the members of the Council for attending different meetings;
 - (c) remuneration and allowances paid to the assessors, inspectors or members; and
 - (d) such other expenses as are necessary for carrying out the purposes of this resolution
- (3) All incomes of the Council shall be deposited and maintained in following manner, namely:—
- (a) A separate account in a nationalized bank in the name of “State Allied Medical Council, DMET, Odisha” shall be opened and all the receipts and incomes of the council shall be deposited in the same account.
 - (b) A Cash Book shall be maintained by the Assistant Registrar of the Council on day to day basis and shall be the custodian of it.
 - (c) The account shall be jointly operated by the Chairperson and the Registrar of the Council.
- 25. Penalty for offences.**— (1) No person other than a person registered under this resolution shall practice taking the advantage of qualification only.
- (2) Any person who acts in contravention of this resolution shall be punishable:—
- (i) in the case of a first offence with fine which may extend to five thousand rupees; and
 - (ii) in the case of second or subsequent offence, with imprisonment for a term which may extend to one year, and with fine which may extend to fifty thousand rupees but shall not be less than five thousand rupees.
- 26. Offences by Hospitals, Institutions etc.**—(1) No Clinical Establishment in the State shall employ any person as a Allied Medical Technician unless such person is registered as a Technician of Allied Medical Science under the Council.
- (2) Whoever contravenes the provisions of Clause (1) shall on conviction, be punishable with fine which may extend to five thousand rupees.
- 27. Prohibition against unauthorized conferment of degree etc:** (1) Save as provided by this Resolution or the instructions made there under, no person shall confer, grant or issue or hold himself out as entitled to confer, grant or issue any degree, diploma certificate or other document stating or implying that the holder, grantee or recipient thereof is qualified to practice as a Allied Medical Technician.
- (2) Whoever contravenes the provision of Clause (1) shall, on conviction, be punishable with fine which may extend to five thousand rupees and if the person so contravenes is an Association, every member of such Association who knowingly or willfully authorizes or

permits the contravention shall, on conviction, be punishable with fine which may extend to three thousand rupees.

28. Penalty for unauthorized use of titles:— (1) No person shall add to his name any title, letters or abbreviations which imply that he holds a degree or diploma, license or certificate as his qualification to practice as a Allied Medical Technician, unless,

- (i) he has actually received such degree, diploma, license or certificate, and
- (ii) such degree or diploma, license, or certificate is recognized by any law for the time being in force in the State or has been conferred or granted or issued by an authority appointed under this Resolution.

(2) Whoever contravenes the provision shall on conviction be punishable in the case of first offence with fine which may extend five thousand rupees and in the case of a second or subsequent offences with fine which may extend to twenty five thousand rupees.

29. Trial of offence:—All offences under this resolution shall be cognizable and tried by a Judicial Magistrate of First Class;

30. Power to remove difficulties.— If any difficulty arises in giving effect to the provisions of this Resolution, the Government may, by order, do anything not inconsistent with such provisions, which appear to them to be necessary or expedient for the purpose of removing the difficulty.

31. Eligibility for different courses

Sl No.	Course	Duration	Eligibility
1.	B.Sc. Optometry	4 years	Pass in +2 Science with Physics, Chemistry, Biology and/or Mathematics from a recognized board of the country.
2.	B.Sc. in Medical Laboratory Technology (MLT)	3 years	Pass in +2 Science with Physics Chemistry, Biology and/or Mathematics from a recognized board of the country.
3.	B.Sc. in Medical Radiation Technology (MRT),	3 years	Pass in +2 Science with Physics Chemistry, Biology and/or Mathematics from a recognized board of the country.
4.	B.Sc. in Operation Theatre Technology (OTT),	3 years	Pass in +2 Science with Physics Chemistry, Biology and/or Mathematics from a recognized board of the country.
5.	B.Sc. in Anesthesia Technology (AT)	3 years	Pass in +2 Science with Physics Chemistry, Biology and/or Mathematics from a recognized board of the country.
6.	B.Sc. in Emergency Medicine Technology (EMT)	3 years	Pass in +2 Science with Physics Chemistry, Biology and/or Mathematics from a recognized

			board of the country.
7.	Certified Ophthalmic Assistant	2 year course (2 yr for candidates having 2 yrs training in ANM)	Pass in +2 Science
8.	Certified Ophthalmic Surgical Assistants	2 year course (1 yr for candidates having 2 yrs training in ANM)	Pass in +2 Science
9.	Certified OT Technicians	1 year course	Pass in +2 Science
10.	Certified Dialysis Technician	1 year course	Pass in +2 Science
11.	Certified Neuro Technician	1 year course	Pass in +2 Science
12.	Certified ECG Technicians	6 months course	Pass in 10 th Std.
13.	Certified EEG Technicians	6 months course	Pass in 10 th Std.
14.	Certified EMG Technicians	6 months course	Pass in 10 th Std.
15.	Certified Ward technician	6 months course	Pass in 10 th Std.
16.	Certified Blood Collection Assistant	6 months course	Pass in 10 th Std.
17.	Certified course in First Aid	6 months course	Pass in 10 th Std.

NB: Selection of candidates shall be on basis of career marks.

32. Syllabus and Course Curriculum: The syllabus for different certified courses shall be developed by the Board and will be made available to the institutions. In case of degree courses the syllabus shall be prepared by the concerned University.

33. Minimum Requirements (up to 20 admissions)

(i) Infrastructure :

- (a) Class Room – 200 sft. Minimum for 20 trainees per course. Additional space will be required for increased intake.
- (b) Laboratory / Workshop – 300 sft per 20 trainees per course.
- (c) Library – 100 sft. minimum.
- (d) Administration – 100 sft. minimum
- (e) Staff Room – 50 sft. minimum
- (f) Students Common Room – 100 sft. minimum
- (g) Toilet Blocks – 40 sft. (Separate Toilet Blocks for men and women with Urinals, Lavatories & Wash Basin in each Toilet Block)

(ii) Faculty : Qualification of the faculties should be appropriate with the course. Teaching Qualification must be obtained from an institute, which is recognised by a Council or by a University. Qualification obtained from an institute which is not Affiliated / Recognised to any Council or University will not be considered valid for

Appointment as faculty. There must be at least 5 faculties (specialists related to the course) available. One Optometrist must be available for ophthalmic courses.

- (iii) **Affiliated or Own hospital:** The institutions must have at least 100 bedded own hospital or tagged to another 100 bedded private hospital with available speciality related to the course. The hospital must have an OPD attendance of 100 or more per day and at least 10 surgeries per day.
NB: For ophthalmic courses the OPD attendance must be at least 200 or more per day and must be conducting at least 20 ophthalmic surgeries per day.
- (iv) **Equipment:** Standard equipment & instrument related to the course and for treatment of patients must be available in the affiliated or own hospital. Other general instruments required for such course must be available.
- (v) **Courses :** List of courses available is mentioned in section 1. Apart from these courses, there are some courses for which syllabi have been prepared by centres and those syllabi are to be duly approved by this Council. Courses on any field, which have potential for employment / self-employment in an area, shall also be considered by the Council for acceptance. Centres may forward such courses along with a copy of syllabus to this Council for recommendation for permission.
- (vi) **Class hours :** Total class hours for every course will be at least 180 hrs, 360 hrs, 720 hrs and 1440 hours duration for six months, one year and two year & four year courses respectively. Out of which 80% will be Practical classes and 20% will be theoretical classes. Minimum 15 hrs. (12 hrs Practical + 3 hrs Theoretical) classes per week for each course are to be conducted.

34. Examination and Board Registration Fee : Registration Fee @ Rs.150/- for each student is to be deposited in the State Board of Allied Medical Science, Odisha for Registration of candidature within one month after admission.

Examination Fee @ Rs.250/- for each student is to be deposited in the State Board of Allied Medical Science, Odisha, one month before final examination.

For Degree courses the fees shall be as per affiliated University.

35. Academic Session :

- a. July to June for 1, 2, 3 or 4 year courses.
- b. July to December for 6 months courses

8

APPLICATION FOR OPENING A NEW COURSE IN ALLIED MEDICAL SCIENCE

Every application seeking for opening of an Institution/ College shall be made in the prescribed form written & signed by the Head of the Institution or Chairman of the Society to the Chairperson, State Council for Allied Medical Sciences. The applicant should remit the inspection fee, as prescribed which will be neither refundable nor adjustable in any circumstances or situation.

APPLICATION FORM

Sl. No.	Particulars	
BASIC INFORMATION		
1	Name of the Institution	
2	Name of Course applied	
3	Number of seats proposed	
4	Name of the society/Trust/Mission etc. (Trust Deed/Registration certificate attested by the notary to be attached)	
5	Address of the Institution	
6	Contact No.	
7	E-mail id.	
8	Year of establishment	
9	Any affiliating University	
10	If the Institute is imparting any other course (Mention name of the course, seats, affiliating board / council/ year of starting)	
PHYSICAL FACILITIES AVAILABLE		
11	Rented or own building (copy of Ownership deed / Agreement of Tenancy and Layout plan of the building are to be enclosed).	
12	Number of Rooms for administration (Principals room, teachers common room, office room, student common room, toilets etc)	
13	Number of class rooms	
14	Details of teaching aids available	
15	Number of laboratories (Attach list	

	of instruments or equipments available related to the course to be imparted)	
16	Computer laboratory	
17	Library (mention number of books available)	
18	Hostel facility (for how many students)	
19	Students common room	
20	Gents and ladies toilets	
21	Parking space	
22	No Objection / Permission from local bodies (development authority / Municipality / Corporation / Panchayat etc) for the project of starting educational institution.	
23	Fire safety provision as per rules in force. (Attach appropriate certificate from fire safety department)	

CLINICAL FACILITIES

24	Name of parent hospital / affiliated hospital (Registration Number under Odisha Clinical Establishment Act)	
25	Total Number of OPD & IPD patients per year (Specify the number of patients in Medicine, Surgery, Ophthalmology, ENT, Radiology, Radiation Oncology or any discipline related to the course to be offered)	
26	List of instruments and equipments available for the course.	

27. TEACHING FACULTIES: (Faculties must have a recognized professional qualification.)

Sl.No	Name of teaching faculty	Designation	Qualification	Name of the Instt./Uty.	Year of Passing	Teaching Exp.	Date of Joining

28. NON TEACHING STAFF DETAILS:

Sl.No	Name of Staff	Designation	Qualification	Full time /part time	Date of Joining

29	Financial Details:	
	Budget allocated to Allied Medical programme (Last year audited expenditure to be enclosed)	
	Bank balance as on date of submission of application (attached photo copy of the pass book)	

DECLARATION BY THE APPLICANT

I.....S/o, D/o or W/o.....
 declare that all the documents & information submitted in this application form are true and best of my knowledge. I understand that if any of the information is found wrong, my application will stand cancelled. I will abide by the rules & regulations in force in Odisha State Allied Medical Council and Board as notified from time to time.

Full Signature of the Applicant
 Designation, Date & Seal

(Seal of the Institution)

APPLICATION FOR NEW REGISTRATION / RENEWAL

Affix a passport photo

Sl No.	Particulars	
1.	Name	
2.	Fathers name	
3.	Date of Birth (attach copy of HSC certificate)	
4.	Present address	
5.	Permanent address	
6.	Contact Number & e mail	
7.	Name of examination passed (attach copy of pass certificate)	
8.	Registration / Renewal Fee in shape of Bank Draft drawn in favor "Allied Medical Sciences Council, DMET, Odisha."	
Declaration		
I Sri/Ms. declare that the facts stated above are true to the best of my knowledge and belief.		
		Signature of the candidate.
Date.		

APPLICATION FOR FORM FILL UP AND DEPOSITION OF EXAMINATION FEES

Affix a passport photo

Sl No.	Particulars	
1.	Name	
2.	Fathers name	
3.	Present address	
4.	Permanent address	
5.	Contact Number & e mail	
6.	Name of examination to appear.	
7.	Institution Roll Number	
8.	Board Registration Number	
9.	Examination Fee	

Declaration

I Sri/Ms. declare that the facts stated above are true to the best of my knowledge and belief.

Signature of the candidate.

Date.

FORMAT FOR INSPECTION REPORT (I/R)

Date & time of Inspection:-

Sl No.	Particulars	Remarks
1.	Name of the institution	
2.	Course/s applied for	
3.	Address of the institution	
4.	Name of Owner	
5.	Permanent address of owner	
6.	Contact Number & e mail	
7.	Verification of particulars as per submission in application form. (attach a copy of application form and give remarks as to availability and authenticity of each item)	Attached / not attached (The applicant institution must provide a copy of the application form submitted to the inspectors.)
8.	Physical facilities	Adequate (>70%) / not adequate (<40%) (strike out which is not applicable)
9.	Clinical facilities	Adequate (>70%) / not adequate (<40%) (strike out which is not applicable)
10.	Teaching faculties	Adequate (>70%) / not adequate (<40%) (strike out which is not applicable)
11.	Non teaching staff	Adequate (>70%) / not adequate (<40%) (strike out which is not applicable)
NB: Availability of Facilities and faculties of 40% to 70% may be conditionally considered and < 40% are to be rejected.		
Declaration		
I/We undersigned declare that the facts stated above are true to the best of my/ our knowledge and belief.		
Date.		Full Signature of the inspectors.