



ABSTRACT

Para Medical Education – Permission for starting Bachelor of Occupational Therapy (BOT) course in the Government and Self-Financing Private Institutions – Revised Guidelines - Orders- Issued.

HEALTH AND FAMILY WELFARE (PME-2) DEPARTMENT

G.O. (Ms) No.152

**Dated: 25.04.2018
Vilambi, Chitirai-12
Thiruvalluvar Aandu 2049**

Read again:

1. G.O (Ms) No.13, Health and Family Welfare (ME.II) Department, dated 05.01.1993.

Read also:

2. From the Director of Medical Education, Chennai, letter Ref. No. 5521/PME/1/2018, dated:06.02.2018 and 02.03.2018.

ORDER:

In the Government order first read above, orders were prescribing the norms and conditions that should be fulfilled by a Self-Financing College for grant of permission for starting colleges to run Bachelor of Physiotherapy (BPT) course and Bachelor of Occupational Therapy (BOT) course for less than 50 seats.

2. The Director of Medical Education has stated that the existing guidelines have not elaborately, detailed the requirements of land, building, faculties, equipments, laboratory, academic block, class rooms etc. The requirements for the above have been reduced in the recent the Tamil Nadu Dr. M.G.R. Medical University norms and the Government norms for infrastructure facilities, ready built area are very extensive. Hence, the norms regarding the infrastructure facilities like land, ready built area etc. are modified based on the Tamil Nadu Dr. M.G.R. Medical University's norms.

3. The Director of Medical Education has also stated that in order to maintain uniform guidelines to start Bachelor of Occupational Therapy (BOT) course in private institutions and in the absence of Occupational Therapy Council and the Tamil Nadu Dr. M.G.R. Medical University being the competent authority to issue affiliation orders, guidelines for issuing G.O for starting Bachelor of Occupational Therapy (BOT) course in the private institutions is modified as per the latest norms of the Tamil Nadu Dr. M.G.R. Medical University.

4. The Director of Medical Education has therefore requested to issue necessary orders prescribing the revised guidelines for starting of Bachelor of Occupational Therapy (BOT) course in Government and Self-Financing Private Institutions.

5. The Government have examined the proposal of the Director of Medical Education along with the revised norms of the Tamil Nadu Dr. M.G.R. Medical University in detail and decided to revise the land and building and other requirements etc. for starting of Bachelor of Occupational Therapy (BOT) course in the Government and Self-Financing / Private Institutions stipulated by the Government in the existing conditions / guidelines. Accordingly, the Government issue revised guidelines in supersession of guidelines in the Government Order first read above as in the Annexure to this order.

6. The Director of Medical Education is directed to adhere the above guidelines and the conditions prescribed therein strictly, while sending proposals to Government to grant permission for starting of Bachelor of Occupational Therapy (BOT) course by Government and Self- Financing / Private Institutions. Necessary documents such as Trust/ Society registration deed, registered land and building sale deed, registered lease deed, building plan duly approved by competent authorities, proofs for creation of Endowment fund, Bank Guarantee and Solvency Certificate and proofs for availability of necessary infrastructure facilities should accompany each proposal for verification and consideration by the Government.

(BY ORDER OF THE GOVERNOR)

J. RADHAKRISHNAN,
PRINCIPAL SECRETARY TO GOVERNMENT.

To
The Director of Medical Education, Chennai-600 010.
The Registrar, Tamil Nadu Dr. M.G.R. Medical University, 69, Anna Salai,
Guindy, Chennai – 600 032.
The Registrar, Tamil Nadu Nurses and Midwives Council, 140, Santhome High Road,
Mylapore, Chennai – 600 004.

Copy to:

The Special Personal Assistant to Hon'ble Minister (Health and Family Welfare),
Chennai-600 009.

✓ The Health and Family Welfare (Data Cell) Department, Chennai-600 009.
Stock File / Spare Copy.

//FORWARDED/ BY ORDER //

P. Leemal
SECTION OFFICER. 27/4/18
27/4/18

ANNEXURE

G.O. (Ms) No.152, Health and Family Welfare (PME-2) Department,

Dated: 25.04.2018

Revised guidelines framed to G.O (Ms) No.13, Health and Family Welfare (PME.2) Department, dated 05.01.1993 for starting of Bachelor of Occupational Therapy (BOT) course in the Government and Self-Financing Private Institutions.

- i. Only Registered Educational Trust/Society with sufficient financial soundness should be eligible for starting the Occupational Therapy College.
- ii. If more than one course is being conducted by the Trust/Society, sufficient Infrastructural facilities, faculties, equipments, books, laboratory facilities should be available separately for each course.
- iii. **Maximum No. of seats for obtaining permission**
 - a) Minimum No. of seats 50
 - b) The Trust/Society may apply to this university for increase of seats in the BOT Course up to 100 No College of Occupational Therapy shall apply to for increase in seats until the first Batch of students successfully completed the BOT course.
 - c) Proportionate increase in the staff pattern, accommodation, expansion of Library, Equipment and laboratory facilities should be available for increase in number of seats.
- iv. **Land**
 - a. The academic and Hostel block should be located in an area of not less than 3 acres of land

Land Requirements	-Type of location
City/Corporation	-1 acre
Town/Municipality	-2 acres
Semi Urban/Rural areas	-3 acres
 - b. **Registered Sale Deed**
Regarding proof of ownership of land should be submitted
 - c. **Legal Opinion**
Legal Opinion obtained from the Government Pleader for the earmarked land with Survey Nos. should be furnished

d. Encumbrance Certificate

Encumbrance Certificate Obtained from the Registering Authority should be submitted

e. Certificate of Evidence obtained from the Revenue Authority

Should be submitted that the ear marked land at the Proposed Occupational Therapy College does not attract the T.N. Urban Land Ceiling and Regulations Act 1978 and T.N.Land Reforms Act 1961 and Tamil Nadu Town and Country Planning Act 1971.

v. Building Plan Approval

The Building Plan should be approved by the competent CMDA/DTCP authority duly indicating their office ref.no. and date along with date and office seal including covering letter for approval should be enclosed for the

- i) Academic Block
- ii) Hostel for boys and girls
- iii) staff Quarters

vi. Building Completion Certificate

Issued by Competent Authority (ie) PWD Engineer should be submitted.

vii. Building Stability Certificate

Issued by competent Authority (ie) PWD Engineer should be submitted.

viii. Fire Safety Certificate

No Objection Certificate from the Tamil Nadu Fire Safety and Rescue Services Department should be furnished

ix. Pollution Control Certificate

No Objection Certificate from the Tamil Nadu Pollution Control Board should be submitted.

x. Demand Draft

Scrutinizing fee for Rs.1,00,000/- (Rupees one lakh only) should be remitted by Demand Draft.

xi. Solvency Certificate

Solvency Certificate for Rs.35 Lakh (Rupees thirty five lakh only) from Tahsildar or Nationalised Bank Manager should be submitted.

xii. Receipt of Educational Fund

An endowment of Rs.20 lakh (Rupees twenty lakh only) should be provided by Registration in the joint name of the trust/private management and pledged in Favour of the Director of Medical Education, Tamil Nadu (in his/her official Capacity) This amount should be deposited in a Nationalised Bank. The Amount can be paid in lump sum as follows:-

I Year I installment	Rs.10 lakh
II Year II installment	Rs.10 lakh

xiii. Financial Soundness

The Trust/Society of the Occupational Therapy college should show evidence of an annual income of not less than Rs.10, 00,000/- (Rupees Ten Lakh only) to facilitate the proper running of Occupational Therapy College

xiv. Earmarked Assets

Details of earmarked assets and resources exclusively available to run the Occupational Therapy College should be furnished.

xv. Building requirements

A ready built area of 1000 Square Meter suitable for starting first batch of BOT course in a Occupational Therapy college with proper sanitation facilities, provision for safe drinking water, adequate water supply for clinical and laboratory purposes, library, store rooms, toilets for students, staff (separately for men and women) and such other facilities.

xvi. Class Requirements

S.No	Class Rooms	Dimension	Required
1	Class room	20'x20'	4
2	Seminar	60'x20'	1

xvii. Staff Office

S.No	Staff Office	Dimension	Required
1	Principal room	10'x20'	1
2	College office	40'x20'	1

xviii. Faculty Office

S.No	Class Rooms	Dimension	Required
1	Staff (men & women)	10'x20'	2
2	Students (men & women)	10'x20'	2
3	Non teaching staff	10'x20'	1

xix. Other Requirements

S.No	Class Rooms	Dimension	Required
1	Anatomy & Physiology Museum	20'x40'	1
2	Demonstration Room (for manipulative and massage therapy)	20'x20'	1
3	Activity therapy room	40'x20'	1
4	Exercise therapy/Remedial therapy room:60'x20'-1	60'x20'	1
5	Community lab: 20'x20'-1	20'x20'	1
6	Psychometric lab:20'x10'-1	20'x10'	1

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

1. Occupational Therapy section fully equipped for
 - ❖ Activity Therapy
 - ❖ Hand Function Therapy
 - ❖ Walking School (optional)
 - ❖ ADL (Activities of Daily Living)
 - ❖ Psychiatry
 - ❖ Hand Splinting Unit
2. Prosthetic and Orthotic Department
3. Medical Social Work Department

xx. Library Hall

S.No	Library	Dimension	Required
1	Hall	60'x40'	1

xxi. Laboratory

The Pre-clinical and Laboratory facilities should be available in the same academic campus.

xxii. Hospital Tie-up Arrangements

- i. The Trust/Society should own a hospital being run by it with minimum of 150 beds with an Administrative block
(Or)
Should have a tie-up with a General Hospital (Government/Private) with a minimum of 150 beds within a radius of 30km from the academic complex and evidence for up to date tie up arrangements should be furnished.

a) The Trust should Own/Tie-up Hospital is having not less than 150 beds in the following speciality:	
Departments	Required
General Medical and Surgical Beds	60
Orthopaedics and Traumatology and Burns	30
Ophthalmology	20
Pediatrics	20
Neurology	20
b) Tie-up Hospital (furnish the up to date tie up binding evidence)	

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

- i). Leprosy
- ii). Hand Surgery Service
- iii). Speech Therapy
- iv). Rheumatology
- v). Burns Unit
- vi). Psychiatry and Mental Health

xxiii. Faculties

Appointment order, Joining letter, form-16, Degree Certificates of the faculties should be enclosed.

Minimum Requirements for Eligibility to start First year BOT Course

S. No	Designation	Qualification and Experience	Required
1.	Principal/ Professor	Master of Occupational Therapy/M.Sc., Occupational Therapy with 5 years experience Desirable: 3 years of administrative experience (or) BOT/B.Sc., Occupational Therapy with 10 years experience Desirable: 3 years of administrative experience.	1 Full Time
2.	Vice-Principal/ Professor	Master of Occupational Therapy/M.Sc., Occupational Therapy with 5 years experience Desirable: 3 years of administrative experience (or) BOT/B.Sc., Occupational Therapy with 8 years experience Desirable: 3 years of administrative experience.	1 Full Time
3.	Assistant Professor in Occupational Therapy	Master of Occupational Therapy/M.Sc., Occupational Therapy with 5 years experience (or) BOT/B.Sc., Occupational Therapy with 5 years experience	2 Full Time
4.	Lecturer in Occupational Therapy	Master of Occupational Therapy/M.Sc., Occupational Therapy (or) BOT/B.Sc., Occupational Therapy with 3 years experience	1 Full Time
5.	Tutor in Occupational Therapy (1 for every 20 students)	(1 for every 20 students) BOT/B.Sc., Occupational Therapy	3 Full Time
6.	Librarian		1 Part Time
7.	Assistant Professor of Sociology		1 Part Time
8.	Assistant Professor of Psychology		1 Part Time
9.	Assistant Professor of Anatomy		1 Part Time
10	Assistant Professor of Physiology		1 Part Time

For II Batch

S.No	Staff	Required
1	Assistant Professor of Occupational Therapy	1 Full time
2	Tutors in Occupational Therapy	1 Full time
3	Assistant Professor of Bio-Mechanics	1 Part time
4	Assistant Professor in Medical subject Lecturers in Medicine, surgery, orthopaedics, paediatrics, Neurology, Ophthalmology, plastic and Reconstructive surgery, Rheumatology/Psychiatry, ENT, Microbiology, Radiology, Pathology & Pharmacology.	8 Part time

Clinical Facilities:

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

For III Batch

S.No	Staff	Required
1	Assistant Professor of Occupational Therapy	1 Full Time
2	Tutor in Occupational Therapy	1 Full Time
3	Assistant Professor of Community Medicine	1 Part Time
4	Assistant Professor of Psychiatry	1 Part Time

For IV Batch

S.No	Staff	Required
1	Assistant Professor of Occupational Therapy	1 Full time
2	Tutor/Lecturer of Occupational Therapy	1 Full time
3	Assistant Professor of Cardiology	1 Part time
4	Assistant Professor of Pulmonary Medicine	1 Part time
5	Assistant Professor of Physical Medicine & Rehabilitation	1 Part time

xxiv. Residential Quarters

Details of residential quarters provided to the staff and this facility is provided in the same complex or outside.

xxv. Library Books

1. Audio Visual equipments with slide projector, video projector, Overhead Projector, LCD, etc
2. Minimum of 500 books covering all specialities
3. Internet connectivity along with e-Library

xxvi. Journals

- i) Indian Journal of Occupational Therapy
- ii) Occupational Therapy International
- iii) Australian Journal of Occupational Therapy
- iv) Indian Journal of Physiotherapy and Occupational Therapy

xxvii. Equipments

Equipment list mandatory for BOT Course should be authenticated along with proof of purchase of equipments

xxviii. Audio Visual Equipments

Audio Visual Equipments Mandatory for class rooms

- i). Over head projector/ LCD projector-1
- ii). Slide projector 35mm-1
- iii). Screen for projection-1

xxix. Hostel

Separate Hostel for Men & women with requisite facility. The college should make arrangements to provide hostel accommodation within a walking distance and if this is not possible should be provide transport facilities from the hostel to college back.

xxx. Play Ground Facilities

- i. Play ground facilities should be available in the same campus; if not provided in the same campus, the earmarked for the play ground should be specified.
- ii. List of sports articles provided to the Occupational Therapy students by the college should be furnished.

xxxi. Details of Transportation

2 Nos. of Vehicles with 50 seating capacity should be available, copy of Driver's details with license and RC book should be furnished.

J. RADHAKRISHNAN,
PRINCIPAL SECRETARY TO GOVERNMENT.

// TRUE COPY//

P. Leeminal
SECTION OFFICER. *27/4/18*
27/4/18