



MAHARASHTRA STATE COUNCIL  
FOR OCCUPATIONAL THERAPY & PHYSIOTHERAPY, MUMBAI  
महाराष्ट्र राज्य व्यवसायोपचार व भौतिकोपचार परिषद, मुंबई  
St. George's Hospital, Behind C.S.T. Station, Ph. 22620408 Mobil No.9224586392

Proforma for L.I.C. Report & Minimum requirements for affiliation of  
Bachelors in Occupational Therapy Course

1]

Names of the L.I.C. members:

Chair person / Chairman : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

2]

Name & Address of the College: \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax \_\_\_\_\_

Telephone \_\_\_\_\_

3]

Management address \_\_\_\_\_

4]

Permission obtained for Occupational Therapy College from Govt. for Intake capacity.....Yes/No

5]

Whether independent Occupational Therapy College ..... Yes/No

If attachment/with other Medical College, Name & Address of College \_\_\_\_\_

6]

If attached to other Health Science College is it approved by respective council---- Yes/ No

Name & qualification of the Dean of the college \_\_\_\_\_

7]

"Status of payment of previous affiliation fee:

(i) Detail of outstanding affiliation fee (Yearwise)

Rs \_\_\_\_\_

(ii) Payment of affiliation fee for the year  
Continuation / Extension affiliation is sought

Paid / Not Paid

Reasons for non-payment of above affiliation Fee \_\_\_\_\_



8]

Approval obtained for Occupational Therapy college from State Council---- Yes/ No /Awaited

9] If independent Occupational Therapy College Details of Dean / Director Of Occupational Therapy-

Name of the HOD/Principal of the College\_\_\_\_\_

Contact No. Mobile: \_\_\_\_\_ Office: \_\_\_\_\_

Res.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Requirement	Actual Designation, Qualification with teaching experience
M.O.Th. with 03 yrs teaching experience as Professor OR 12 yrs total experience as teacher after graduation in Occupational Therapy. However he must have Post Graduation qualification OR Ph.D or equivalent of it under the faculty of Health Sciences	

10]

Separate Budget for Occupational Therapy College-----Yes/No

Amount if any \_\_\_\_\_ Academic Year \_\_\_\_\_

11] SPACE

Separate college building for Occupational Therapy college with minimum 10000 sq.ft

Total area-available . \_\_\_\_\_ Fulfills norms/ does not fulfills norms

Details of Area- (\* Individual rooms mandatory)

Total Distribution of Area	Requirement in sq. ft	Actual area available	Deficit / Excess if any
Department office	600		
*Dean/ Director/Principle's office	300		
*Professors' office	150 x 2		
Associate professors' office	100 x 3		
Lecturers' office	50 x 3		
Common room for assist. Lecturers	600		
Seminar room/mini auditorium	1000		
Class rooms (4)	400		
Library	700		
Laboratories	1000		
Departments	3000		
Hostel for girls	Mandatory		
Hostel for boys	Mandatory		
Students' common room (girls)	Mandatory		
Students' common room (boys)	Mandatory		
Indoor & outdoor Recreational area	Mandatory		

## 12] DEPARTMENTAL LIBRARY

	Requirement	Available Items	Deficits /Excess
Text books	Adequate as per number of students		
Reference Books	As per syllabus		
Journals	1 - American Journal of O.T. 2 - Archives of Physical Medicine & Rehab 3 - W.F.O.T. Bulletin 4 - Indian journal of O.T. 5 - International journal of O.T. (Desirable) 6 - British journal of O.T. (Desirable)		
Audio Visual	O.H.P., Slide Projector Med -line /Internet facility		

13]

Attachment with Hospital- Government/ Private

Name &amp; Address \_\_\_\_\_

Daily Patient Work Load of the Hospital: Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

Any MOU signed with the Hospital----- Yes / No (Attach Copy)

14] a. Required Teaching staff UPTO 30 Intake capacity:

Year	Subject	Professor	Asso. Professor	Lecturer	Asst. Lecturer
I	Functional intervention & Assistive technology Ergo therapeutics	01	--	01	01
II	Musculoskeletal Occupational therapy Neuro occupational therapy	--	01	01	01
III	Cardiovascular & Pulmonary occupational therapy, Pediatric Occupational therapy	--	01	01	01
IV	Community based Occupational therapy & Industrial rehabilitation Occupational Therapy for Mental Health	01	01	01	--
	TOTAL	02	03	04	03



Required Teaching staff 31 to 50 Intake capacity:

Year	Subject	Professor	Asso. Professor	Lecturer	Asst. Lecturer
I	Functional intervention & Assistive technology Ergo therapeutics	01	--	01	01
II	Musculoskeletal Occupational therapy Neuro occupational therapy	--	01	01	01
III	Cardiovascular & Pulmonary occupational therapy, Pediatric Occupational therapy	01	01	01	01
IV	Community based Occupational therapy & Industrial rehabilitation Occupational Therapy for Mental Health	01	02	01	01
	<b>TOTAL</b>	<b>03</b>	<b>04</b>	<b>04</b>	<b>04</b>

**b. Teacher for Pre-clinical, Para-clinical & Clinical subject**

- Senior Teacher : There shall be 01 Prof. or 01 Asso. Prof.
- Junior Teacher : There shall be 01 Lect. or 01 Asst. Lect.

**c. Teacher for Specialty Medical Subjects**

- These teachers should be necessarily post graduates in the specialty medical subjects. These teachers can be part time teachers or external teachers.

**15. a. QUALIFICATION & EXPERIENCE OF STAFF IN THE CORE SUBJECTS- [ALL FULL TIME]**

Sr. No.	Designation	Revised Norms	
		Qualification	Full time teaching Experience
01	Principal / Director / Dean / Superintendent	Master Degree in Occupational Therapy	03 yrs experience as Professor OR 12 yrs total experience as teacher after graduation in Occupational Therapy. However he must have Post Graduation qualification or Ph.D or equivalent of it under the faculty of Health Sciences
02	Professor	Master Degree in Occupational Therapy	04 yrs experience as Asso. Professor OR 09 yrs total experience as teacher after graduation in Occupational Therapy. However he must have Post Graduation qualification or Ph.D or equivalent of it under the faculty of Health Sciences
03	Asso. Professor	Master Degree in Occupational Therapy	05 yrs as Lecturer after Post Graduation OR 08 yrs total experience after graduation in Occupational Therapy. However he must have Post Graduation qualification or Ph.D or equivalent of it under the faculty of Health Sciences
04	Lecturer	Master Degree in Occupational Therapy	Nil
05	Asst. Lecturer	Bachelors Degree in Occupational Therapy	Nil



- b. For teacher of Pre-clinical, Para-clinical & Clinical subjects and specialty subjects and specialty subject MCI norms will be applied.

These norms are applicable up to academic year 2011-2012

Please note :: Additional weightage will be given to clinical experience in teaching institution by ratio of 4:1 (Four years clinical experience in the teaching institution is equal to one year teaching experience).

#### 16] DEPARTMENTAL INFRASTRUCTURE

Workload - Mandatory student to patient ratio of minimum 1:5 per day for occupational therapy services in indoor, outdoor, community & intensive care unit.

##### (A) I B.O.Th.

DEPARTMENT	Space Available for faculty	Details of clinical facility/ workload/special clinics/groups conducted				Laboratory
		Indoor	Outdoor	Community	Intensive care	Refer to 18 (a & b)
1. Functional Intervention & Assistive technology						
2. Ergo therapeutics						

##### Departmental wise teacher information:

Department	Actually available/ Designation/Qualification	Total Posts (Required- 3) Available	Deficit/Excess
1- Functional Intervention & Assistive technology			
2- Ergotherapeutics			

##### (B) II B.O.Th.

DEPARTMENT	Space Available for faculty	Details of clinical facility/ workload/ special clinics/groups conducted				Laboratory/ Departmental Equipment
		Indoor	Outdoor	Community	Intensive care	Refer to 18 (a & b) 19 (a& b)
1. Functional Intervention & Assistive technology						
2. Ergo therapeutics						
3. Musculoskeletal Occupational therapy						
4. Neuro occupational therapy						

##### Departmental wise teacher information:

Department	Actually available/ Designation/Qualification	Total Posts (Required-6) Available	Deficit/Excess
1. Functional Intervention & Assistive technology			
2. Ergo therapeutics			
3. Musculoskeletal Occupational therapy			
4. Neuro Occupational therapy			

## (C) III B.O.Th.

DEPARTMENT	Space Available for faculty	Details of clinical facility/ workload/special clinics/groups conducted				Laboratory/ Department infrastructure
		Indoor	Outdoor	Community	Intensive care	Refer to 18 (a & b) 19 (a to e)
1. Functional Intervention & Assistive technology						
2. Ergo therapeutics						
3. Musculoskeletal Occupational therapy						
4. Neuro Occupational therapy						
5. Cardiovascular & Pulmonary occupational therapy						
6. Pediatric Occupational Therapy						
7. Occupational Therapy for Mental Health						

## Departmental wise teacher information:

Department	Actually available/ Designation/Qualification	Total Pos's (Required- 9) Available	Deficit/Excess
1. Functional Intervention & Assistive technology			
2. Ergo therapeutics			
3. Musculoskeletal Occupational therapy			
4. Neuro Occupational therapy			
5. Cardiovascular & Pulmonary occupational therapy			
6. Pediatric Occupational Therapy			
7. Occupational Therapy for Mental Health			



DEPARTMENTS	Space Available for faculty	Details of clinical facility/ workload/special clinics/groups conducted				Laboratory/ Department infrastructure Refer to 18 (a & b) 19 (a to f)
		Indoor	Outdoor	Community	Intensive care	
1. Functional Intervention & Assistive technology						
2. Ergo therapeutics						
3. Musculoskeletal Occupational therapy						
4. Neuro Occupational therapy						
5. Cardiovascular & Pulmonary occupational therapy						
6. Pediatric Occupational Therapy						
7. Occupational Therapy for Mental Health						
8. Community based occupational therapy & Industrial rehabilitation						

Departmental wise teacher information:

Department	Actually available/ Designation/Qualification	Total Posts (Required- 12)	<u>Deficit/Excess</u>
		Available	
1- Functional Intervention & Assistive technology			
2- Ergo therapeutics			
3. Musculoskeletal Occupational therapy			
4. Neuro Occupational therapy			
5. Cardiovascular & Pulmonary occupational therapy			
6. Pediatric Occupational Therapy			
7. Occupational Therapy for Mental Health			
8. Community based occupational therapy & Industrial rehabilitation			



# 17. NON TEACHING/ ADMINISTRATIVE & LABOUR STAFF

Designation	Required	Available	Deficit/excess	Designation	Required	Available	Deficit/excess
P.A/Typist	One			Peons	One		
Clerk	One			Ward assistant	Three		
Registration Assistant	One			Laboratory Assistant	Three		
Store keeper	One			Sweeper	One		

## 18. LABORATORIES

### 18a) FUNCTIONAL INTERVENTION & ASSISTIVE TECHNOLOGY

Equipment /Facility	Available/Not available	Fulfil requirement/Lacunae
Functional assessment kit for A.D.L.		
Ergonomically devised adapted equipments for home, work place & leisure		
Self- help adapted equipments		
Wheelchair modifications		
Mobility aids		
Electrical Drill machine		
Sewing machine		
Heat bath		
Heat gun		
Bench vice		
Tools for orthotics		

### 18 b) ERGOTHERAPEUTICS

Equipment / Facility	Available / Not available	Fulfil requirement/Lacunae
Bicycle fretsaw		
Quadriceps exerciser		
Stand table		
Full length mirror		
Inclined & horizontal sand boards		
Sand blocks, weights & pulleys		
Rowing Machine (Desirable)		
Shoulder wheel		
Shoulder ladder		
U.E. & L.E. C.P.M.		
Pronation-supination board		
Tilt Table (Desirable)		
Sand Bags		
Parallel Bars		
Medicine Balls		
Gross & fine motor hand activities		
Twister		
Examination Plinths		
Floor mats		



# 19] DEPARTMENTAL EQUIPMENTS

## 19 a) MUSCULO-SKELETAL OCCUPATIONAL THERAPY

Equipment / Facility	Available / Not available	Fulfil requirement/Lacunae
Jebson's hand function test		
Minnesota rate of manipulation test		
Purdue pegboard test		
Crawford small part dexterity test		
Pinchometer		
Dynamometer		
Vigorimeter		
Grip exercisers		
Isolated finger exercise		
Hand ergograph (desirable)		
Whirlpool (desirable)		
Fluido-therapy (desirable)		

## 19b) NEURO OCCUPATIONAL THERAPY

Equipment / Facility	Available/not available	Fulfil requirement/Lacunae if any
Cognition & Perception testing batteries		
Sensory assessment kits		
Balance assessment tools		
Neuro-therapeutic modalities		
E.M.G. Biofeedback machine		
TENS/Stimulator/Ultra Sound (desirable)		
Hot & cold packs		

## 19 c) CARDIOVASCULAR & PULMONARY OCCUPATIONAL THERAPY

Equipment / Facility	Available/ Not available	Fulfil requirement/ Lacunae if any
Basic tools of assessment for cardio-pulmonary parameters		
Bicycle Ergometer		
Treadmill		
Fat pad measurement tools		
Body composition assessment tool [desirable]		
Aerobic training and conditioning equipment		
ECG machine (desirable)		
Spironometer		
Stadiometer (desirable)		

Pulse oximeter

#### 19 d) PEDIATRIC OCCUPATIONAL THERAPY

Equipment / Facility	Available/ Not available	Fulfils requirement/ Lacunae if any
Cerebral palsy chair		
Floor mats		
Play equipments		
Vestibulo-proprioceptive equipments		
Gross motor activities		
Fine motor games		
Mobility aids		
Perception assessment tools		

#### 19 e) OCCUPATIONAL THERAPY FOR MENTAL HEALTH

Equipment / Facility	Available/ Not available	Fulfils requirement/ Lacunae if any
Reaction time machine		
Tests for fine motor skills		
Motor accuracy test		
Psychomotor activities		
Indoor & outdoor games		
Projective activities		
Gross & fine motor activities		
Cognitive retraining activities		

#### 19 f) COMMUNITY BASED O T & INDUSTRIAL REHABILITATION

Equipment / Facility	Available/ Not available	Fulfils requirement/ Lacunae if any
Tailoring equipments		
Carpentry tools		
Typewriter		
Printing press		
Work sample tests		
Staircase		
Work simulator (desirable)		

Name

Signature (Date)

Chairman / Chairperson

Member

Member

*[Handwritten signatures and dates]*  
 15/11/19