

Faculty/ SR/ Tutor/ Demonstrator Declaration Form

Name of the College: _____

Submission date	__/__/____	
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Note: It is the responsibility of the Dean to ensure that the submitted Declaration form is ONLY of a Faculty member who is working as a full-time employee of the college

1. Name of Faculty: (Last name) (First name) (Middle name)
2. Age & Date of birth: _____(Years), ____/____/_____
3. Present Designation: _____
 - a. Appointment order: Certified copy of order at this institute attached: Yes / No
 - b. Department: _____
 - c. College/Institute: _____
 - d. City / District: _____
 - e. Appointment: (i) Regular / Contractual /Ad-hoc basis
(ii) Full time / Part time
(iii) With Private practice / Without Private practice
 - f. Date of appearance in last MCI/NMC assessment:
 - i. UG / PG / Any other: _____
 - ii. Name of College: _____
 - iii. Whether appeared and accepted at the same College: Yes / No
 - iv. Whether appeared and accepted for the same designation: Yes / No
 - v. Whether retired from Government Medical College: Yes /No
 - vi. If yes, designation at the time of retirement: _____

Attach a recent passport size color photograph with signature and seal of the Principal / Dean across it

Signature of the Faculty

Signature & Seal of Dean

4. Complete Residential Address of the employee:

- a. Present: _____

- b. Permanent: _____

5. Copy of Proof of Residence submitted and original verified: Yes / No

(Only copies of Passport/Aadhar card/Voter ID/Passport/Electricity bill/Landline Phone bill will be considered)

6. Contact details:

- a. Office telephone with STD code: _____
- b. Residence telephone with STD code: _____
- c. Mobile Phone Number: _____
- d. Email address: _____

7. Date of joining the present institution: ____ / ____ / _____

8. Joining report verified / attached Yes / No

9. Have you attended the Basic Course Workshop (BCME), Curriculum Implementation Support Programme (CISP-i/ii/iii), Advanced Course in Medical Education (ACME) for training in MET: Yes / No.

(If Yes, provide certificate/s)

- a. at MCI/NMC Regional MET Centre: Yes /No.
- b. at your college under Regional / Nodal Centre observership: Yes / No
- c. Any other MET certificates may be attached

10. Educational Qualifications:

Degree	Year	Name of College & University	Registration number with date of registration	Name of State Medical council
MBBS				
MD/MS				
DM/MCh				
PhD				

- a. MD/MS subject: _____
- b. DM/MCh subject: _____
- c. PhD subject: _____

Note: For PG & Post PG qualifications, particulars of Registration of Additional Qualification certificates are to be furnished for them to be accepted. Strike out whichever section is not applicable.

11. Copies of educational qualifications:

a. Copies of MBBS & PG Degree certificates verified and attached: Yes / No

b. Copies of MBBS & PG Degree Registration verified and attached: Yes / No

12. Details of Teaching experience till date:

Designation*	Department	Institution	From	To	Total
Junior Resident			--/--/--	--/--/--	__(y)__(m)
Senior Resident			--/--/--	--/--/--	__(y)__(m)
Demonstrator			--/--/--	--/--/--	__(y)__(m)
Tutor			--/--/--	--/--/--	__(y)__(m)
Asst. Professor			--/--/--	--/--/--	__(y)__(m)
Assoc. Professor			--/--/--	--/--/--	__(y)__(m)
Professor			--/--/--	--/--/--	__(y)__(m)

* Write NA (Not Applicable) for the designations not held

To be filled in by personnel from Indian Defense Services ONLY:

Designation	Institution*	From	To	Total
Graded Specialist		--/--/-- -	--/--/-- -	__(y)__(m)
Classified Specialist		--/--/-- -	--/--/-- -	__(y)__(m)
Advisor		--/--/-- -	--/--/-- -	__(y)__(m)

* Note: Documents in support of each posting to be furnished for verification

13. Have you been considered in UG/PG, MCI/NMC inspection at any other medical college in a teaching or administrative capacity during last 3 years. If yes, please give details:

Designation	Subject	College	Dates

14. Number of lectures / small group teachings/ self-directed learning sessions/ clinics/ etc taken and topics covered in last academic year (attach additional sheet, if required)

S.No.	Date	Lecture/ SGT/SDL/ Clinic/ others	Topic

15. Details of employment before joining the present institution:

- a. Name of College/Institution: _____
- b. Designation: _____ Date on which relieved: __/__/_____
- c. Reason for being relieved: Tendered resignation / Retired / Transferred / Terminated
- d. Relieving order issued by previous institution verified and attached: Yes / No

16. PAN Card Number:

17. Aadhar card Number:

18. I have drawn total emoluments from this college in the current financial year as under:

Month / Year	Amount Received	TDS
Jan/		
Feb/		
March/		
April/		
May/		
June/		
July /		
August/		
September/		
October/		
November/		
December/		

19. Number of Research articles in Indexed Journals:

- a. International Journals: _____
- b. National Journals: _____
- c. State / Institutional Journals: _____

20. Details of other publications:

- a. Number of Books published:
- b. Number of Chapters in books:

21. Any other information/ achievements/ patents:

22. Oral presentations: in zonal conference:

State conference:

National conference:

International conference:

23. Poster presentations: in zonal/ State/ National/ International Conference.

24. Awards/ prizes:

DECLARATION

1. I, Dr. _____ am working in the capacity of _____
in the Department of _____ at
_____ Medical College and do hereby give an undertaking
that I am employed as a full time teaching faculty, working from __: __ A.M. to __: __
P.M. daily at this Institute. If required I attend emergency duties.
2. I have not made myself available to any other Medical College/Institution in any discipline,
in the capacity of a teaching faculty, administrator or advisor in the current academic year
for the purpose of NMC/MCI assessments.
3. I do hereby solemnly declare that (tick the applicable clause):
 - a. I state that I am not doing any Private Practice or working in any other hospital
during college hours.
 - b. I practice at _____ Nursing Home / Clinic / Hospital
in the city of _____ in _____ State and my hours of private
practice are from __: __ AM/PM to AM/PM.
4. I am not working in any other medical/dental college in or outside the State in any capacity:
Regular/Contractual/Ad-hoc or Full time/Part time/Honorary.
5. I declare that I have provided all details with regard to my work and teaching experience and
no information has been concealed by me.
6. I do solemnly declare that all the details/information furnished by me in this declaration form
is absolutely true and correct, and all the documents/certificates that were made available by
me for verification or have been submitted by me along with this declaration form are
authentic. In the event of any information furnished or statement made in this declaration
subsequently turning out to be false/incorrect or any document/s or certificate/sis/are found
to be out of order, or it comes to light that there has been suppression of any material
information, I understand and accept that it shall be considered as gross misconduct thereby
rendering me liable to disciplinary and/or legal proceedings. It might also lead to
suspension/cancellation of my Registration with the State Medical Council and/or removal
of my name from the Indian Medical Register.

Date:

Place:

(Signature of the Faculty)

ENDORSEMENT

1. This endorsement is the certification that the undersigned has satisfied herself/himself about the correctness, authenticity and veracity of the content of this declaration form in its entirety and endorsed the above declaration as true and correct. **I have personally verified all the certificates/documents submitted by the teaching faculty with the original certificates and documents that were submitted by her/him to the Institute and confirmed the same with the concerned Institute and have found them to be correct and authentic.**

2. I also confirm that Dr. _____ is not indulging in private practice of any kind or carrying out any other professional or other commercial activity during college working hours, from __:__ AM to __:__ PM, since she/he has joined the Institute.

3. In the event of this declaration turning out to be false or incorrect or any part of this declaration subsequently turning out to be false or incorrect or it comes to light that there has been suppression of any material information, it is understood and accepted that the undersigned shall also be equally responsible besides the declarant herself/himself, for the mis-declaration or mis-statement.

Date:

Place:

Signature (Head of Dept.)
with official seal

Signature (Head of Institute)
with official seal

CHECKLIST

Sl	Documents	Submitted
1.	Recent Passport size photo of Employee, Signed by Dean/Principal of college	Yes / No
2.	Photo ID proof (Govt. Authority issued): Passport/PAN Card/Voter ID/Aadhar Card	Yes / No
3.	Certified copy of Appointment order of the present Institute.	Yes / No
4.	Proof of Residence: Passport/Voter Card/Electricity/Landline phone bill/ Aadhar Card	Yes / No
5.	Joining report at the present institute.	Yes / No
6.	Copies of MBBS, PG, PhD degrees (as applicable).	Yes / No
7.	Copies of MBBS, PG, PhD degree Registration Certificates (as applicable).	Yes / No
8.	Copy of experience certificates of all teaching appointments before joining present post.	Yes / No
9.	Relieving order from the previous institution/posting.	Yes / No
10.	Copy of PAN Card, AADHAR card	Yes / No
11.	Letter head (in case of teachers who are practicing)	Yes / No
12.	Copy of letter from affiliating University recognizing as UG teacher	Yes / No
13.	Copy of letter from affiliating University recognizing as PG teacher (for PG assessment)	Yes / No
14.	Copy of MET certificates: rBCW/ BCME/ CISP/ ACME/ Others	Yes / No

Signature of Faculty
Date:

Signature of the HoD.
Date:

Signature of Head of Institute
Date:

NOTE

- I) This Declaration Form will not be accepted and the Faculty member will not be considered as a Teaching Faculty in case any of the documents listed above are not enclosed/attached with the Declaration Form.
- II) The Faculty member will not be considered as a Teaching Faculty if the original Appointment letter, Relieving order, Experience certificates, Government Photo ID, Degrees, Registration Certificates, PAN Card, Aadhar Card, State Medical Council ID (if issued) are not produced for verification at the time of assessment.
- III) Faculty members must submit the revised Declaration form in this format only, Submissions in the old format will be rejected and Faculty members will not be considered as Teaching Faculty.
