



# MARWAR MEDICAL UNIVERSITY, JODHPUR

(Temporary Premises: Dr. S. N. Medical College Campus, Jodhpur-342003 (Raj.))

S.No F.7( )/MMU/Jodh/Acad/2025/2683

Date : 14/8/25

## ONLINE INSPECTION PORTAL

**Academic Session 2025-26**

(Faculty of Medicine / Dentistry / Nursing / Physiotherapy / Paramedical/Pharmacy)

### GENERAL GUIDELINES FOR THE INSPECTORS

**Dear Inspectors,**

We are pleased to introduce you to the new **Online Inspection Portal of MMU** designed to enhance the efficiency, transparency, and thoroughness of our college inspection process w.e.f. Academic Session 2025-26. This portal is a comprehensive digital tool that will streamline your inspection activities, from preparation and data collection to analysis and reporting. Inspectors from MMU conducting inspection of colleges typically follow a set of general guidelines to ensure a thorough, fair, and effective assessment. These guidelines can vary depending on the specific requirements of the university and the norms of higher councils/commission(s). Here are some common elements and the key features and benefits of the portal, along with guidance on how to use the portal effectively.

#### 1. **Receiving order for inspection :**

MMU has an approved panel of inspectors, out of which the inspectors selected randomly shall be assigned the duty of inspection of a college (for a particular course) seeking affiliation from MMU. The selected team of inspectors (two people) shall receive the inspection order over their email. The email (inspection order) shall comprise of information about the college (name of college, address, mobile No. of Principal/college, course details, type of affiliation, annual intake etc.). After receiving the inspection order, both the inspectors have to send their acceptance/consent for the inspection duty to the MMU within 72 hours of receipt of this email via log-in to the given link.

#### ***Refusal for inspection :***

*As per norms, every teaching faculty is bound to perform all academic activities as required by the institutions from time to time. However, in extreme conditions, university will consider refusals also. In case of refusal, the inspector has to send his/her refusal at the earliest (within 72 hours of receiving the email) with mentioning the valid reasons so that further necessary arrangement can be done on time by the university.*

#### 2. **How to send the acceptance / refusal for the inspection :**

The email containing the inspection order received by the concerning inspector(s) over their email shall also having a link <https://affiliation.mmuraj.org/> for the online affiliation portal of MMU. Inspectors have to log-in at the 'Inspector Login'. **The log-in ID will be your email ID and the password will be received in form of OTP on the mobile number of the inspector registered with MMU.** After log-in, the option of Acceptance / Refusal will be available. Inspectors are required to reply (Acceptance / Refusal) within 72 hours (or earlier) by log-in over the portal.

In case of Refusal : In case of refusal, by any inspector then MMU will appoint next inspector from reserve panel considering the reason of refusal.

In case of Acceptance : After receiving acceptance from both inspectors, an automated email will be delivered by the system to the concerning college sending information of the inspection. The inspection form will be available for inspection of the college for 15 days after receiving acceptance from both the inspectors.

One inspector from the team shall be designated as 'Convening Inspector' randomly by MMU only for the purpose of opening the inspection format. **It must be noted that inspection format will be available in the log-in of the convening inspector only and final report of inspection will be submitted through the mobile OTP verification with both the inspectors.**

### 3. Scheduling of Inspection:

To facilitate the inspection process, please coordinate with your fellow inspector and mutually agree on a suitable date for the inspection. It may please be noted that inspection must be conducted within 15 days after tendering your consent to MMU. Once both of you (inspectors) have confirmed the date for inspection, please also inform to the Principal of the concerning college (where inspection is to be done) for inspection to ensure their availability and preparedness for the designated inspection.

**Important Note :** Please don't mark your attendance and don't open the inspection form on portal before reaching at college where inspection is to be done, otherwise the time clock will start. Please strictly ensure this issue. For reference purpose, a blank PDF of digital inspection form is separately made available for inspectors over the online affiliation portal of MMU.

### 4. On the Day of Inspection

A. Arrival at the College and ensuring Computer facility :

- a) Ensure both inspectors arrive at the college on the scheduled date and time.
- b) Meet the Principal of the college upon arrival.
- c) To ensure the inspection process is efficient and effective, the college is required to provide the Technical Readiness:
  - i. A computer equipped with the latest technology Scanner & Printer to facilitate the inspection process.
  - ii. Have technical support staff available to assist inspection team during the inspection.
  - iii. Reliable and high-speed internet access with wi-fi to ensure smooth operation of the Online Inspection Portal and uninterrupted data access.
  - iv. Regular electricity supply & power back-up during inspection period
- d) A blank inspection format in PDF format will be available inside the 'Inspector's Login' for reference. It is advisable to have a print out of this format during the inspection for reference.
- e) A list of documents will also be available over the online affiliation portal of MMU for reference.

B. Attendance of inspectors at the designated place (the college where inspection to be done) :

Log-in over the inspection portal and recording attendance of inspectors at the college for inspection:

- a) Both inspectors must record their attendance through their own mobile Android/ Apple Smartphone by log in on the inspection portal <https://affiliation.mmuraj.org/> After marking the attendance by both the inspectors, total 8 hours window will be open for completing the inspection process including visit of college and submission of the final inspection report.

b) **For filling the inspection format, the computer/laptop is to be used.**

### C. Conducting the Inspection

a) Joint Visit:

- a. Begin the inspection process with a joint visit by both inspectors along with the Principal of the college / HOD of the concerning department.
- b. Tour the laboratories, classrooms, hostels, hospital(s), common areas, and other required infrastructure as per inspection format / norms of the concerning higher council/MMU.
- c. It is advisable to spend not more than two hours in visit so as to ensure that sufficient time is available for filling the inspection report. It is mentioned again that total 8 hours will be given for completing the inspection process including visit of college and submission of the final inspection report.

b) Documentation:





- a. Use the digital inspection forms on the portal to document your observations during the inspection.
- b. Take photos and videos from your own mobile phone as required in the list of documents and inspection format to support your findings and upload them to the portal (labs/library/hospital/academic block/classrooms/facilities/group photo / students class photo etc.).

**"All photographs uploaded during the Inspection Process should have Latitudinal and Longitudinal coordinates imprinted. Kindly use "GPS MAP Camera" on PlayStore for Android phones or "GPS Map Camera: Geotag Photos" on AppStore for iOS phones to click such photos from your own mobile."**

- c) Interviews and Surveys:
  - a. Conduct interviews with faculty, staff, and students.
  - b. Deploy and review surveys to gather additional feedback.
- d) Collaborative Review:
  - a. Discuss preliminary findings with your co-inspector and the Principal.
  - b. In case of any doubt, kindly refer rules & regulations as prescribed by concerning higher council/commission (i.e. NMC / DCI / INC / PCI) or MMU which are available over the online affiliation portal of MMU and website of concerning higher council/commission.

#### **D. Reporting on the Online Inspection Portal**

- a) Complete online inspection form :
  - a. Report your findings by filling in the online inspection form on the portal.
  - b. Ensure all fields are completed accurately and comprehensively, covering all aspects of the inspection.
- b) Upload Supporting Documents:
  - a. Upload all necessary supporting documents duly signed by the Principal/HOD, including photos, videos, and scanned copies of relevant documents.
  - b. Ensure all uploads are clear and properly labeled for easy reference.
- c) Review and Submission:
  - a. Review all entered data and uploaded documents for accuracy and completeness.
  - b. Submit the final duly filled in online inspection form through the portal for review and approval.

#### **E. Inspection Timeline**

**Eight-Hour Window:** From the time of the first log-in on the portal and marking of attendance, you will have a total of **eight hours** to conduct the inspection, gather data, and prepare and submit your report on the portal.

**Reporting:** Utilize the portal to compile your findings, collaborate with your co-inspector, and submit your final report within this eight-hour period. While submitting final report ensure confidentiality of this final report.

#### **5. Filing Remuneration and Traveling Bill**

The inspection team is permitted to choose their mode of travel as per TA rules of Govt. of Rajasthan/MMU, whether by bus, train, or their own car/taxi (hatchback car). For travel by bus or train, inspectors must retain and submit all original tickets and receipts. Those opting to use their own car or taxi should maintain records of mileage and provide payment receipts of taxi, toll tax paid, copy of RC (in case of use of own car). In case of night stay at duty point, one can stay at Govt. Circuit House / Dak Bungalow / RTDC Hotel as per TA rules of Govt. of Rajasthan.

After submitting the inspection report, there will be an option to fill the bill for remuneration and travelling expenses. MMU will process and approve payments through established procedures, ensuring inspectors receive timely compensation for their travel expenditures incurred while conducting inspections.

## IMPORTANT

As we embark on our duties of inspecting colleges under the Marwar Medical University, Jodhpur(MMU), it is imperative that we uphold the highest standards of integrity and impartiality. To ensure a fair and unbiased assessment, it is strictly advised that inspectors do not accept any form of facilitation or hospitality from the colleges being inspected. This includes, but is not limited to, accommodations, meals, transportation, or any other favors.

### *Importance of Impartiality*

Maintaining impartiality is crucial to the credibility of our inspection process. Accepting facilitation from colleges can compromise objectivity and raise questions about the integrity of our findings. Therefore, we must adhere to the following guidelines:

1. **Self-Sufficiency:** Inspectors are expected to arrange for their own accommodations, meals, and transportation during the inspection period. Any expenses incurred should be handled independently and claimed through the appropriate channels as outlined in the previous section.
2. **Declining Offers:** Politely decline any offers of facilitation or hospitality extended by the college. Clearly communicate that such offer cannot be accepted due to regulatory guidelines and ethical standards.
3. **Consequences of Non-Compliance:** Any breach of this protocol will be taken seriously. It may lead to disciplinary action as per the policies of MMU and could potentially impact the validity of the inspection report submitted.

### *Reporting Violations*

If you encounter any situations where you feel pressured or offered facilitation by the college, please report it immediately to the designated authority at MMU. We have established protocols to handle such instances confidentially and promptly. Your cooperation in upholding these guidelines is crucial to maintain the integrity and fairness of inspection process.

### *Conclusion*

Thank you for your attention to these important guidelines. Your commitment to professionalism and adherence to ethical standards is essential in ensuring that our inspections contribute positively to the enhancement of educational standards across our affiliated colleges. If you have any query or need clarification on these guidelines, please do not hesitate to reach out to us.



(Ayub Khan)  
Registrar,  
Marwar Medical University,  
Jodhpur

\*\*\*\*\*