



MARWAR MEDICAL UNIVERSITY, JODHPUR

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

ONLINE INSPECTION PORTAL

(Academic Session 2025-26)

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

GENERAL GUIDELINES FOR COLLEGES

All Principals and College Administrators,

We are pleased to introduce the newly launched Online Inspection Portal of Marwar Medical University, Jodhpur w.e.f. Academic Session 2025-26. This innovative platform is designed to streamline and enhance the inspection process for affiliated colleges. By leveraging technology, we aim to ensure a more efficient, transparent, and comprehensive review of academic and administrative compliance. To ensure the success of this new initiative, we seek the full cooperation of all affiliated colleges. Your support is crucial in making this transition to an online inspection process smooth and effective. Here are a few key points where your cooperation is essential:

1. Receiving of Inspection Letter/Order:

College will receive the inspection letter via email ID given in the online application for affiliation submitted by the college. This email will contain information of the inspectors/assessors and details of inspection. MMU will send the intimation about the inspection of your college (through email). The inspection team will schedule the inspection date with prior intimation to the college.

2. Preparation Prior to Inspection at College Level:

A. Document Preparation:

1. Ensure that all required documents are scanned in high quality and organized systematically in PDF format (as per list of documents and in order of the inspection format).
2. Verify that each document is signed and sealed by the Principal of college/HOD before scanning.
3. For each document, separate PDF file (not more than 1 MB) is required.

B. Technical Readiness:

1. A computer equipped with the latest technology Scanner & Printer to facilitate the inspection process.
2. Have technical support staff available to assist the inspection team during the inspection.
3. Reliable and high-speed internet access with wi-fi to ensure smooth operation of the Online Inspection Portal and uninterrupted data access.
4. Regular electricity supply & power back-up during inspection period.

3. Proactive Assistance & Engagement During the Inspection:

- a. Designate a team to assist the inspectors, provide any required information promptly, and facilitate the smooth conduct of the inspection.
- b. Please provide any additional document(s) required by the inspectors during the inspection.
- c. Maintain a cooperative and responsive attitude towards the inspection team.
- d. Address any queries or concerns raised by the inspectors promptly and accurately.

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4. **Visit of Inspection Team in Campus:** The inspection team will conduct a thorough evaluation by visiting various facilities within the institution, including the college, hospital, labs, and hostels, to ensure compliance with established norms. In the college, they will assess classrooms, libraries, faculty offices, and administrative areas, verifying that the educational environment meets academic and regulatory standards/fields of the inspection format. In the hospital, the team will scrutinize patient care areas, medical equipment, and staff qualifications to ensure that healthcare services are provided safely and effectively. The inspection of labs will involve checking the availability and functionality of scientific equipment, safety measures, and the overall environment to support quality research and education. Hostels will be reviewed for living conditions, safety protocols, and amenities provided to students, ensuring a comfortable and secure residential experience.

The cooperation of college and hospital staff, as well as students, is essential during the inspection to ensure a smooth and effective process. Staff members in both college and hospital should be prepared to provide accurate information, access to facilities, and necessary documentation as required/asked by the inspection team. Their active participation is crucial in demonstrating the institution's adherence to standards and regulations. Students should also be cooperative, providing honest feedback if approached by inspectors and complying with any requests to observe their activities or examine their living and learning conditions.

This comprehensive inspection aims to verify that all aspects of the institution are in line with required norms, thereby maintaining high standards of education, healthcare, and student welfare. Full cooperation from all parties involved helps facilitate a comprehensive and transparent evaluation, ensuring that the institution meets all required norms and standards.


5. **Facilitating Inspection Team Reporting:**

The reporting of the inspection team will be conducted online through the MMU portal, necessitating the provision of all required documents in both digital and original formats. Technical equipment, including computers and other necessary devices, should be made available during the inspection to assist the team in accessing and verifying electronic records and data. Technical staff should also be present to facilitate any technological requirements and provide assistance as needed throughout the inspection process. This ensures that the inspection team can efficiently review and evaluate all relevant information, contributing to a comprehensive and accurate assessment of the institution's compliance with regulatory standards and guidelines.

6. **Important Directives:**

Colleges are strictly prohibited from offering any form of hospitality to the inspection team, which includes meals, gifts, or any other kind of gratuity, as any attempt to influence the inspectors will be met with severe repercussions. Transparency and honesty are paramount throughout the inspection process, necessitating that colleges refrain from misleading the inspectors in any manner.

It is also very critical that all information and documents provided are accurate and authentic, as the submission of false or fake information will be taken very seriously and could lead to severe consequences from Marwar Medical University. Adhering to these stringent guidelines ensures a fair and unbiased evaluation, maintaining the integrity of the inspection process.


(Ayub Khan)

Registrar,
Marwar Medical University,
Jodhpur