

Father Muller Medical College, Mangalore
DEPARTMENT OF ANATOMY
Guidelines for utilizing Virtual Anatomy Lab for
workshops/conferences/CMEs

Application for Requesting utilization of Virtual Anatomy Lab:

1. Name of the Organising Chairperson/ Organising Secretary:
2. Name of the Department & Institution:
3. Title of the Programme with dates:
4. Nature of the Programme:
(Institutional/ Sate/ National level and CME/ Workshop/Conference...etc)
5. Date/s of requirement:
6. Permission from Dean / Administrator, FMCC: Yes/ NO (Please provide a copy)
7. Number of delegates:

Signature of the Organising Chairperson/Secretary:

Approval From Head of the Department of Anatomy:

SOPs for Utilising Virtual Anatomy Lab for workshops/conferences/CMEs... :

1. **Who can apply:** Only the units/departments belonging to Father Muller Charitable Institutions (FMCI) can apply
2. The programme/event should have been approved by the FMCI and there must be a prior approval from The Dean / Administrator, FMMC to utilize the Virtual Anatomy Lab.
3. The organizing team should be present throughout the workshop to monitor the program and to ensure the SOPs for Virtual Anatomy Lab is followed.
4. Any damage to the fixtures/ the equipment during the workshop should be borne by the hosting department.
5. The organizers required to maintain the hygiene and cleanliness of the premises during and after the event.
6. No decoration is allowed in the Virtual Anatomy Lab.
7. Request should be sent at least 2 months prior to make necessary alternate arrangement of the sessions if any in the lab.
8. Virtual Anatomy Lab Maintenance Charges-
 - A) If the programme is hosted as an educational programme: (by any faculty/department under FMCI) – **NIL Charges**
 - B) If the event is hosted for outside registered delegates (as a part of CME/Workshop etc.)

The organisers **NEED TO PAY MAINTENANCE CHARGES.**
