

Ordinance Regarding Conditions of Affiliation of Colleges & Institutions to the privileges of the University and the withdrawal of such privileges

***(Approved by Executive Council vide Agenda No.4 in its
meeting held on 19-08-2008)***

Ordinance on the Conditions of affiliation of colleges and institutions to the privileges of the University and the withdrawal of such privileges

1. (a) The University shall establish and maintain, and affiliate to its privileges the colleges/ institutions as may be decided upon by the ^[3]Academic Council from time to time.
(b) The Colleges/ institutions shall be of two types namely University maintained colleges/ institutions and affiliated colleges/ institutions.
(c) The Pandit Bhagwat Dayal Sharma University of Health Sciences shall exercise its powers of affiliation over colleges and institutions of modern and Indian System of Medicines throughout the State.
- ^[1]2. An application for grant of affiliation/^[5]consent of affiliation shall be made by the officer authorised by the Govt of Haryana in the case of a Govt. college/ institution and by the Chairperson of the Managing Body/ Trust/ Society or any other authority appointed for the purpose by the Management of the college in the case of non-govt. college alongwith the prescribed fees.
(A) Last date for submission of application/ proposal for affiliation / ^[5]consent of affiliation alongwith prescribed processing fee for new College/ Institute/ increase intake/ additional course(s)/ specialization/ subject(s) etc. without late/ extra fee shall be 31st Oct. of the preceding year to which it is proposed to start.
(B) Proposal/ application for affiliation/ ^[5] consent of affiliation shall be entertained upto 31st December of the preceding year on payment of 50% extra charges and upto 31st March of the year concerned on payment of 100% extra charges.
For Pharmacy college only
^[10] Last date for submission of application/ proposal for affiliation /consent of affiliation alongwith prescribed processing fee for new College/ Institute/ increase intake/ additional course(s)/ specialization/ subject(s) etc. without late/ extra fee shall be 31st Oct. of the preceding year to which it is proposed to start.
Proposal/ application for affiliation/ consent of affiliation shall be entertained upto 30th November of the preceding year on payment of 50% extra charges and upto 31st December of the year concerned on payment of 100% extra charges.
(C) The consent of affiliation shall be valid for two academic sessions from the date of issue.
(D) ^[5] The same application which is submitted for obtaining Consent of Affiliation shall also be considered for a period of two years for getting provisional affiliation. After expiry of two academic sessions, the College/Institute shall have to apply afresh alongwith prescribed fee.
3. The management applying for affiliation and management whose college or institution has been granted affiliation, shall give and comply with the following

undertaking,-

- (a) that the provisions of the Act No.26 of 2008, Statutes, Ordinances, Rules and the Regulations there under and the standing orders and directions of the University shall be observed;
- (b) that there shall be a separate managing committee provided for an affiliated college as provided by Section 28 of this Statute;
- (c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the University, from time to time;
- (d) that there shall be suitable and adequate physical facilities such as building, laboratories, libraries, books, equipments required for teaching and research, hostels, sports grounds and other facilities, as may be prescribed by Statutes or by professional councils. That with regard to basic hospital training facilities for the students of colleges affiliated to this University or seeking inclusion to its privileges it is fundamentally understood that adequate in house/ own hospital facilities are essential and crucial to proper clinical training of health science courses. Colleges not possessing/ owning/ operating their own hospitals as the case may be, shall arrange for the same from appropriate hospital/s as the case may be, and possessing dependable, well equipped, assured good quality modern medical facilities conducive of the level of training required for the respective course and having a not less then 30 bed capacity per unit for the required specialities with a 70% bed occupancy and situated at a distance not exceeding 10 kms from the college and subject to the fitness approval of the University after inspection for the purpose of training. In case the University feels the need at some time that it is essential to have in house training facilities and makes it mandatory for the colleges to have their own hospitals, then it shall impose the condition on all existing colleges of health sciences in a phased out manner and it shall be binding on the colleges to abide with the same.
- (e) that the financial resources of the college or institution shall be such as to make adequate provision for its continued maintenance and working; (f) that the strength, and qualifications of teaching and non-teaching staff of the affiliated colleges/ institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges shall be such as prescribed by the University.
- (g) that the services of all teaching and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and for promoting other activities of the University;
- (h) that the directions, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances, Rules and Regulations shall be complied with;
- (i) that, there shall be no transfer of the management without prior information of the University;
- (j) that the college or institution shall not be closed without prior permission of the University;
- (k) that in the event of disaffiliation or closure of the college or institution under Section 25, all the assets of the college or institution including building and equipment which have been constructed or created out of the amount paid as a

grant-in-aid by the Government or any other Central/ State bodies shall vest in the Government.

4. The application in the prescribed form shall be accompanied by the following documents/ statements, in addition to other particulars expressly required by the ordinances:-

- (a) the documents regarding ownership of the lands on which the college/ institution is to be established;
- (b) a document containing full information regarding the constitution of the management committee/ Trust/Body and the names and addresses of its members;
- (c) a statement showing the names of teachers employed, or proposed to be employed, their qualifications, the subjects or subject proposed to be taught by each of them, their salaries, grades of pay;
- (d) complete details of the buildings and grounds certified by qualified Engineer/ Architect;
- (e) a statement indicating:-
 - i) the number of students admitted in the college against sanctioned seats or proposed to be admitted to the college;
 - ii) the arrangements made or proposed to be made for the residence of the students in the college, or lodging approved by the college for students, if any.
 - iii) the arrangements made or proposed to be made for the supervision of students and their physical welfare including arrangements for games, physical training, playgrounds and medical assistance;
 - iv) the arrangements made or proposed to be made for the welfare of girl students, if the college provides co-education;
- (f) a statement showing the number, titles and number of the books, and Journals subscribed to the library, and the expenditure annually provided or proposed to be provided for the improvement of the library;
- (g) a statement showing the appliances (including laboratory equipment, apparatus and chemicals etc.) provided or proposed to be provided for teaching the subjects in which affiliation is being sought and amount to be annually incurred on such appliances;
- (h) a statement showing the accommodation provided for the residence of the principal of the college and of members of the teaching/ non-teaching staff in or near the college.
- (i) a statement showing the financial resources of the college, including a statement of the annual income and expenditure;
- (j) a statement showing the rates of fee proposed to be levied and the number of students exempted wholly or in part from such fees;
- (k) a statement with proof that the management:
 - (i) has deposited the prescribed fees as required under the statutes of the University;
 - (ii) has adequate buildings, equipments, furniture and library books or adequate funds, as determined by the University for the purpose.

Note:-

For starting a new college/ institution or for introducing a new subject/ course

- or courses of study, it shall be incumbent upon the applicant/ applicants to obtain, if applicable, a 'no objection' certificate from the Govt. of Haryana, without which no request for affiliation shall be entertained.
5. On receipt of an application for recognition of a new college/ institution, the Registrar shall, after ensuring that the application is complete in all respects place the matter before the Vice-Chancellor, who will appoint an inspection committee consisting of three or more competent persons.
 6. The inspection committee shall visit the college/ institution and submit report in a form prescribed by the University to the Registrar within ten days after inspection.
[3]The report of inspection committee shall be placed before the Academic Council for its consideration and approval.
 7. *[3]The Academic Council shall decide on following issues:-*
 - i) Whether affiliation should be granted or rejected.
 - ii) Whether affiliation should be granted in whole or in part.
 - iii) Subjects, courses of study, the number of students to be admitted.
 - iv) Conditions, if any, which may be stipulated while granting or for granting the affiliation.
 - v) Where an application or any part thereof is refused, the grounds of such refusal may be stated.
 8. The Registrar shall communicate the decision of the *[3]Academic Council* to the applicant management and if the affiliation granted alongwith an intimation regarding:-
 - i) subject and the courses of study approved for the affiliation
 - ii) number of student to be admitted.
 - iii) conditions, if any, subject to the fulfillment of which the approval is granted.
 9. Any application for the grant of affiliation may be withdrawn at any time before a decision is taken by the *[3]Academic Council*.
 10. If a college/ institution fails to start classes during the academic year for which permission has been given, the permission for the course concerned shall have to be re-obtained.
 11. (a) A college/ institution shall not, without the prior permission of the Academic Council, suspend instruction in a course of study for which it is authorised to teach.
 - (b) If the management of a college/ institution proposes to discontinue a particular course/ subject in the college, it shall seek the prior permission of the University and a formal application giving reasons in support of the proposal shall be made not later than the 31st of October of the year proceeding the year in which the discontinuation is proposed.
 - (c) In the case of discontinuation of the college/ institution, it shall be incumbent upon the management of the institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the condition, if any, imposed by it.
 - (d) The discontinuation in respect of an integrated course of study/ subject for which it is affiliated shall be in phases as under:-
 - i) In the first year, admission to first year of the course will be discontinued and admission to next years of courses will continue.
 - ii) In the 2nd year, admission to second year of the course will be discontinued and admission to third year of the course, will continue.
 - iii) The closure of admissions shall continue in the manner given above.

12. Where a college/ institution desires to add to the course of instruction in respect of which it is admitted to the privileges of this University, the procedure prescribed by Clauses 2, 3 and 4 above shall so far as may be applicable, be followed.
Provided that in such case the condition of inquiry/ inspection may be dispensed with, if the [3] *Academic Council* deems it fit. The inspection committee, if appointed shall submit its report as per proforma prescribed by the University.
13. Every college/ institution shall also furnish such reports, returns and other information as the [3] *Academic Council* may require, from time to time, to enable it to judge the efficiency of the college.
14. The principal of the affiliated college/ institution shall submit to the Registrar before the 31st August each year, a report indicating:
 - a) the change in the management, if any;
 - b) changes in (i) the teaching staff and qualifications of new members (ii) other staff;
 - c) number and distribution of students;
 - d) income and expenditure of the previous financial year;
 - e) results of examinations;
 - f) scholarships;
 - g) condition of the Library; and
 - h) number of students in the college hostels.
15. The following record must be kept by every affiliated college/ institution and submit as and when required, to the officer nominated by the Vice-Chancellor:-
 - i) A register of admission and withdrawals. The register will give in the case of every student, the date of admission, the date of birth, name of birth place, percentage attendance at college, examinations and results of such examinations, a record of college/ institution career and date of withdrawal, if any.
 - ii) Registers of daily attendance of students.
 - iii) A register of fees.
 - iv) A time table.
16. a) The [3] and [6] *Academic Council* shall cause every affiliated college/ institution to be inspected from time to time by two or more competent persons authorised by it on its behalf:
Provided that each college/ institution shall be inspected ordinarily once in every three years, and at other times where in the opinion of the [3] *Academic Council*, such inspection is necessary.
b) The extension in provisional affiliation may be granted without inspection subject to fulfillment of the following conditions:-
 - 1.No deficiency was pointed out by the last inspection committee.
 - 2.One batch of the existing course has been passed out.
 - 3.No enquiry/court case is pending against the College before any authority and in the Court.
 - 4.All the fees (annual continuation fee and inspection fee) shall be charged to the College/institution irrespective of taking into consideration that the affiliation under this clause is being granted without inspection.
 - 5.The college must submit detailed information about physical infrastructure, laboratory support, faculty and other manpower on a proforma prescribed by the University alongwith undertaking about the correctness of the information provided by the College Authority.

6. Detailed information must be uploaded on the College website for public viewing.

In case, the information provided by the College is found to be wrong, then the University may withdraw affiliation.

17. An inspection committee shall, ordinarily consist of at least three members and no person shall be given ordinarily more than two inspections in a year. One of the members of the inspection committee shall be an expert in the concerned subjects and the courses of study for which affiliation has been/ may be granted.
18. The convener of the inspection committee shall be appointed by the Vice-Chancellor and he will be responsible for arranging the inspection.
19. [2] The inspection fee of Rs.2500/- per day and travelling allowance will be paid by the University to the members of the inspection committee.
20. [11] Surprise inspection/ regular inspection will be directed primarily to the purpose of ascertaining:-
 - a) whether the conditions of recognition prescribed by the University are complied with;
 - b) that adequate measures are taken to ensure efficiency with regard to :-
 - i) qualifications of, and duties performed by the members of the staff;
 - ii) instructions, residence and supervision of students;
 - iii) accommodation for classes and administrative offices;
 - iv) furniture, apparatus and sanitary arrangements;
 - v) library;
 - vi) registers for various purposes; and
 - vii) other similar matters.
 - c) whether the rules concerning the practicals are being complied with and the laboratories are properly fitted with requisite apparatus and other facilities.
21. The duly typed report of the inspection committee shall be submitted within 10
22. days of the date of inspection to the Registrar who in turn will put up the report in the next meeting of the [3] *Academic Council* for decision.

If the report calls for any action by the [3] *Academic Council*, it shall specify the points on which it considers the college deficient and fix time, which may be extended for sufficient reasons, within which the college shall take necessary action to comply with the directions of the [3] *Academic Council*.
23. If at any time, the [3] *Academic Council* finds, that a college/ institution is not complying with the requirements of the Act, Statutes, ordinances or regulations of the University or any instructions issued by it or on its behalf, the [3] *Academic Council* will have the authority to impose any one or more of the following penalties:-
 - (i) students of the college concerned may not be accepted for the University examination.
 - (ii) the college staff shall be debarred from University work such as appointment as examiner, superintendent of examination centres etc.;
 - (iii) the principal or the teacher concerned shall be debarred from nomination to a University body or his name shall be removed from the list of members of the University bodies;
 - (iv) the affiliation, granted to the college, be withdrawn in part or in whole.
 - (v) [7] Financial penalties as may be deemed appropriate by the Academic Council may be imposed keeping in view of circumstances of each case.
 - (vi) [7] Reduce the number of seats for the next academic session at least equal to the no. of unauthorized admissions.

Provided that whenever any penalty under Clause (v) and (vi) above is imposed the same shall be communicated to the Central body/Authority for such further action as may be decided at that/their level.

24. Where the [3]Academic Council proposes to withdraw affiliation of a college/ institution, in whole or in part, the [3]Academic Council shall authorise the Registrar to send to the Management and Principal of the college/ institution concerned, a notice of withdrawal stating therein the ground on which the action is proposed to be taken together with the indication that any representation in writing submitted on behalf of the college/ institution within a specific period, shall be considered by the [3]Academic Council. The period may be extended if considered necessary by the [3]Academic Council.
25. On receipt of the representation or on expiry of the period referred to in clause above, the [3]Academic Council shall consider the notice of withdrawal, the statement or representation, if any, and make such order as the circumstances may require.
26. Where by an order made under clause-25, the affiliation to the college/ institute is withdrawn in whole or in part the grounds for such withdrawal shall be stated in the order and communicated to the Principal and Management of the college/ institution concerned.
27. In the event of withdrawal of the affiliation of a college/ institution, the [3]Academic Council shall have power to decide regarding the disposal of the amalgamated funds/ student funds.
28. (1) There shall be a separate managing committee for every affiliated college or institution, consisting of the following members:-
 - a) President or Chairperson of the management – Chairperson;
 - b) Secretary of the management;
 - c) three other members representing different fields nominated by the Chairperson;
 - d) two teachers of the college or institution;
 - e) one non-teaching employee of the college or institution;
 - f) Principal, Member- Secretary
 - g) One student to be nominated by the Principal from amongst the toppers in the annual examinations.
- (2) For a college or institution managed and maintained by the State Government the advisory committee shall consist of the following members:-
 - i) Two persons each representing the University and the Director General of Health Services;
 - ii) Two teachers nominated from amongst teachers by seniority;
 - iii) One non-teaching employee of the college or institution;
 - iv) Principal, Member- Secretary.
 - v) One student to be nominated by the Principal from amongst the toppers in the annual examinations.
- (3) The Managing or Advisory Committee shall meet at least twice a year. (4) Members elected or nominated shall have a term of three years.
- (5) The powers and duties of the Managing or Advisory Committee shall be to-
 - a) prepare the budget and financial statement of the college or institution;
 - b) recommend to the management the creation for the teaching and other posts;
 - c) monitor or review programmes of instruction and Internal evaluation

- and to discuss the progress of studies in the college;
- d) make recommendations to the management for the improvement of the standard of teaching in the college or institution;
- e) formulate proposals of new expenditure not provided for in the college budget;
- f) the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time; g) consider and make recommendations on the inspection report, if any; h) consider and make recommendations on the report of the local inquiry committee, if any;
- i) consider the annual report on the work done by the college for the year ending, on the 30th June.
- j) perform such other duties and exercise such other powers as may be entrusted by the management and the University.

[4] 29. Fees to be deposited along with application for affiliation of new college/ institution.

[8] GST @ 18% shall be changed.

Sr. No.	Detail/Type of fees	New College/Institution	Additional intake/course/seats/specialties
(i) Medical/ Dental			
1.	[5] Application Processing Fee for grant of provisional affiliation/ consent of affiliation valid for two years	[5] Rs.2.00 lac (non-refundable)	Rs.1.00 lac (Medical) Rs.75,000/- (Dental) (Both non-refundable)
2.	Provisional Affiliation Fee	Rs.8.00 lacs (Medical) Rs.6.00 lacs (Dental)	Rs.4.00 lacs (Medical) Rs.3.00 lacs (Dental)
3.	Permanent Affiliation Fee	Rs.5.00 lacs (Medical & Dental)	-----
4. (a)	Continuation Fees (Annually)	Rs.1.25 lac (Medical) Rs.1.25 lac (Dental)	-----
(b)	Inspection Fee	Rs.25000/- Per inspection per course	[5] Rs.25000/- Per inspection per course
(c)	[5] Inspection fees for issuing consent of affiliation valid for two years	[5] 50,000/- per inspection per course.	
(ii) Pharmacy/Physiotherapy			
1.	[5] Application Processing Fee for grant of provisional affiliation/ consent of affiliation valid for two years	[5] Rs.1.00 lac (non-refundable)	[5] Rs.50,000/- (non-refundable)
2.	Provisional Affiliation Fee	[5] Rs.3.00 lacs for Physiotherapy and Rs. 5.00 lacs for [9]Pharmacy	Rs.2.00 lacs for Physiotherapy and [9]Rs 3.00 lacs for Pharmacy
3.	Permanent Affiliation Fee	Rs.3.00 lacs	Rs.2.00 lacs
4.(a)	Continuation Fees (Annually)	Rs.70,000/-	-----
(b)	Inspection Fee	Rs.25000/- Per inspection per course	[5] Rs.25000/- Per inspection per course.
(c)	[5] Inspection fees for issuing consent of affiliation valid for two years	[5] 50,000/- per inspection per course.	
(iii) Nursing			
1.	[5] Application Processing Fee for grant of provisional affiliation/ consent of affiliation valid for two years	[5] Rs.1.00 lac (non-refundable)	[5] Rs.50,000/- (non-refundable)
2.	Provisional Affiliation Fee	Rs.5.00 lacs	Rs.3.00 lacs
3.	Permanent Affiliation Fee	Rs.3.00 lacs	Rs.2.00 lacs
4.(a)	Continuation Fees (Annually)	Rs.70,000/-	-----
(b)	Inspection Fee	Rs.25000/- Per inspection per course	[5] Rs.25000/- Per inspection per course
(c)	[5] Inspection fees for issuing consent of affiliation valid for two years	[5] 50,000/- per inspection per course.	

(iv) No fee shall be charged from the Govt. College/ Institutions.

(v) 25% of the fee shall be charged from Govt. aided college/ institutions or charitable organization funded by Govt. and also run by Govt.

- (vi) The prescribed fees shall be revised from time to time by the Executive Council.
- (vii) At the first instance, a college will be given provisional affiliation and it will be considered for permanent affiliation after two years of running of the full course of study satisfactorily.
- (viii) [9] The College deposited the annual continuation fee on or before 31st January of the preceding year failing which a penalty of Rs. 1000/- per day shall be charged.
- (viii A) [10] B. Pharmacy Colleges/Institutions shall deposited the annual continuation fee upto 31st December failing which a penalty of Rs. 1000/- per course per day shall be charged.

**APPLICATION FOR AFFILIATION OF A NEW MEDICAL/
DENTAL/ PHARMACY/ PHYSIOTHERAPY/ NURSING COLLEGE OR
FOR STARTING A NEW COURSE OF STUDY**

PART-I GENERAL INFORMATION

1.	Name of the applicant (in BLOCK letters)	
2.	Complete address with PIN code, Telephone nos., Fax and e-mail (in BLOCK letters)	
3.	Status of applicant (Whether State Government/ Trust/ Society or any other body)	
4.	Details of the Society/ Trust (to be filled in if the applicant is a Society or Trust)	
	a) Name of Society/ Trust (attach a copy of the Registration certificate)	
	b) Registration No./Date	
	c) Members of the Society/ Trust	
	d) Major activities of the Society / Trust (attach a certified copy of the memorandum of association and bye laws)	
	e) Does the Society/ Trust run other colleges/ institutions? If so, please give details (strike out what is inapplicable)	Yes/ No
	f) Financial Status: Attach copies of audited balance sheet and annual statement of accounts for the last two years.	
5.	Name of the college with full address, PIN code, Telephone Nos., Fax Nos. and e-mail address.	
6.	Course/s to be conducted in the college/ institution. (please give details of each of the PG courses where applicable)	UG: PG:
7.	No. of proposed seats (please give details of each of the PG courses where applicable)	UG: PG:
8.	Whether the permission of the State Government has been obtained (copies to be attached)	Yes/No If yes, No. of Seats _____ Period of consent from _____ to _____ (Please give the position separately for UG and PG Courses)
9.	Academic Session for which admissions are proposed.	UG: PG: (please indicate the years for the UG and PG courses separately)
10.	Whether permission from the concerned Indian Council has been obtained for starting the college/ institution (please enclose a copy).	Yes/No. If yes, No. and date of the permission order.
11.	Details of land and buildings	

	a) Village/ Town (if there is more than one plot please give details accordingly)	
	b) Total area in acres and sq.mts. (if there is more than one plot please give details accordingly).	
	c) Constructed Floor area (in sq. mtrs.) College Hospital Total constructed Area	
12.	Connectivity (strike out what is inapplicable)	
	a) Road access to the college	Yes/No
	b) Availability of public transport	Yes/No
13.	Utilities (strike out what is inapplicable)	
	a) Electric supply	Yes/ No
	Connected load	I-----KvVA
	DG set	Yes/ No
	b) Water Supply (strike out what is inapplicable)	Yes/ No
	c) Sewerage facilities (strike out what is inapplicable)	Yes/ No
	d) Communications facilities (strike out what is inapplicable)	
	Telephone	Yes/ No
	Internet	Yes/ No

PART II – MANPOWER AND INFRASTRUCTURE OF THE COLLEGE

14. Equipment available

- a) Teaching Department-wise
list of equipment
(please attach a
list)

- b) List of Hospital Equipment
(please attach a list)

15. Manpower

(Provide Department-wise details of Teaching and Non-teaching staff. Staff for Post Graduate Departments should be shown separately. The number of posts and salary scale should be indicated)

- a) full time teaching staff
b) technical staff
c) administrative staff
d) ancillary staff
e) mode of payment of salary

- f) recruitment procedure

16. Other infrastructure

- a) staff quarters Yes/ No If yes, give details regarding no. of quarter
- b) students hostels Yes/ No If yes, give details regarding capacity
- c) administrative office Yes/ No

d) library Yes/ No

e) auditorium Yes/ No

f) teaching pharmacy Yes/ No/ Not applicable

g) mortuary

h) medicinal plants garden

Yes/ No/ Not applicable Yes/ No/ Not applicable

Area (sq mts)

No. of species

No. of plants

i) Other facilities

Give details

17. **Space availability in the College**
(please indicate area)

	Item	Space available (in sq. mtrs)
i)	Administrative Block	
ii)	Department-wise Teaching Block	
	Lecture Halls	
	Seminar Hall/ Conference	
	Central Library	
	Common Rooms	
	Canteen	

Part-III – Infrastructure available in the Hospital.

Note: Information should be given which is relevant to the college/ institution.

18. Basic infrastructure and other facilities available in the Hospital (indicate area where required and strike out what is inapplicable)

a)	Hospital Administration	Area (sq. mtrs.)
b)	Out-Patient Department (OPD) (Department-wise rooms- give details)	
c)	In-Patients Department (IPD) (Department-wise area and number of beds)	No. of Beds Area (sq.mtrs)
d)	Clinical Laboratory (for clinical diagnosis and investigations) (use additional sheets where required)	
	List of equipment indicating name, specification, quantity	
	List of tests being performed indicating the methods used	
	No. of tests performed during the last three months	
	List of staff (Medical/Para-medical)	
	Details of Radiography and sonography facilities.	
	No. of X-rays and sonograms performed during the last three months.	
e)	Other facilities (strike out what is inapplicable)	Yes/ No Area
	Operation Theatres/ Block:	
	OT (Major)	
	OT (Minor)	
	Neonatal care room	
	Central Sterilization/ autoclave unit	
	Scrub room	
	Recovery room	

	Doctor's duty room	
	Interns/ residents room	
	Nursing staff room	
	Attached toilet-bath in OT, Labour room, duty room and staff room	
	No. of patients operated upon during the last 12 months (major/ minor)	
	Physiotherapy Unit	
	Hospital Kitchen and Canteen	
f)	Facilities in the hospital (please indicate area where required)	
	Dispensary-list of medicines stocked with quantity (use additional sheet if required)	
	List of staff in position in Dispensary (use additional sheet if required)	
	Canteen in OPD (strike out what is inapplicable)	Yes/ No Area
	Kitchen in OPD (strike out what is inapplicable)	Yes/ No Area
	Is free food provided to poor patients (strike out what is inapplicable)	Yes/ No
	No. of toilets in OPD/IPD for men/ women	
	Ramp/ lift for upper stories in the hospital (strike out what is inapplicable)	Yes/ No
	Waiting lounge for patients' attendants (strike out what is inapplicable)	Yes/ No Area (sq. mtrs)
g)	Availability of Hospital Staff (Please indicate number) Staff in Position	Staff in Position
	Medical Superintendent	
	Deputy Medical Superintendent	
	Consultants	
	Casualty Medical Officer	
	House Officers or Clinical Registrars/ Senior Residents	
	Resident Medical/ Surgical Officers (RMO/RSO)	
	Matron/ Nursing Superintendent	
	Assistant Matron	
	Staff Nurses for IPD	
	Nurses for OPD	
	Pharmacists	
	Dressers	
	OPD attendants	
	Store keeper	
	Office staff (for registration, record maintenance, data entry etc.)	
	Dark-Room Attendant	
	Operation Theatre Attendant	
	Telephone Operator-cum-Receptionist	
	Modern Medical Staff	
	Medical Specialist	

	Surgical Specialist	
	Obstetrician & Gynaecologist	
	Dentist	
	Refractionist	
	Audiometrist	
	Radiologist	
	X-Ray Technician/ Radiographer	
	Anaesthesiologist	
	Operation Theatre	
	House Officer or Clinical Registrar/	
	Senior Resident	
	Operation Theatre Attendant	
	Dresser	
	Nurses	
	Sweeper	
	Labour Room (Give information if applicable)	
	Lady House Officer or Clinical Registrar/ Senior Resident	
	Nurses	
	Midwife	
	Attendant	
	Sweeper	
	Clinical Laboratory	
	Pathologist/Microbiology	
	Bio-chemist	
	Laboratory Technicians	
	Laboratory Assistants	
	Clerk/Typist/ Computer Operator/ Data Entry Operator	
	Peon/ Attendant	
	Sweeper	
h)	<u>Residential accommodation for essential hospital staff</u>	
	Nursing Hostel/ Women's Hostel	
	Residential accommodation for Emergency Medical Staff and paramedical staff (optional)	
i)	Teaching Pharmacy and Quality Control Laboratory	Yes/ No.

I hereby certify that all the information given above is true to the best of my knowledge and belief and that if any information submitted is subsequently found to be inaccurate or untrue the Pt.B.D.Sharma University of Health Sciences, Rohtak will be entitled to take such action against me as it may deem fit which may include the rejection of this application.

I further undertake that I will comply with the provisions of the Act No.26 of 2008, statutes, ordinances, rules and regulations thereunder and the standing orders and directions of the University.

I further undertake as under:-

- (a) that there shall be a separate managing committee provided for an affiliated college as provided by Section 28 of the Statute for affiliation of college/ institution.

- (b) that the number of students admitted for courses of study shall not exceed the limits prescribed by the University, from time to time;
- (c) that there shall be suitable and adequate physical facilities such as building, laboratories, libraries, books, equipments required for teaching and research, hostels, sports grounds and other facilities, as may be prescribed by Statutes or by professional councils. That with regard to basic hospital training facilities for the students of colleges affiliated to this University or seeking inclusion to its privileges it is fundamentally understood that adequate in house/ own hospital facilities are essential and crucial to proper clinical training of health science courses. Colleges not possessing/ owning/ operating their own hospitals as the case may be, shall arrange for the same from appropriate hospital/s as the case may be, and possessing dependable, well equipped, assured good quality modern medical facilities conducive of the level of training required for the respective course and having a not less than 30 bed capacity per unit for the required specialities with a 70% bed occupancy and situated at a distance not exceeding 10 kms from the college and subject to the fitness approval of the University after inspection for the purpose of training. In case the University feels the need at some time that it is essential to have in house training facilities and makes it mandatory for the colleges to have their own hospitals, then it shall impose the condition on all existing colleges of health sciences in a phased out manner and it shall be binding on the colleges to abide with the same.
- (d) that the financial resources of the college or institution shall be such as to make adequate provision for its continued maintenance and working;
- (e) that the strength, and qualifications of teaching and non-teaching staff of the affiliated colleges/ institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges shall be such as prescribed by the University.
- (f) that the services of all teaching and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and for promoting other activities of the University;
- (g) that the directions, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances, Rules and Regulations shall be complied with;
- (h) that, there shall be no transfer of the management without prior information of the University;
- (i) that the college or institution shall not be closed without prior permission of the University;
- (j) that in the event of disaffiliation or closure of the college or institution under Section 25, all the assets of the college or institution including building and equipment which have been constructed or created out of the amount paid as a grant-in-aid by the Government or any other Central/ State bodies shall vest in the Government.

Signature of Applicant

Full name and Designation

Date:

Place:

List of enclosures:

1. Certified copy of Articles/ Memorandum of Association, Trust deed, Bye Laws.

2. Certified copy of certificate of registration/ incorporation.
3. Annual Accounts and Audited Balance Sheet for the last two years
4. Certified copy of the title/ lease deeds of the land as proof of ownership. (Title/ Lease deeds in any language other than English or Hindi should be translated into English or Hindi.
5. Certified copy of the 'No Objection Certificate' issued by the State Government.
6. Other enclosures as are required in the application form and statute.

Special instructions to applicants

1. All documents to be submitted by the applicants should be either in English or in Hindi. Documents in any other language should be translated into English or Hindi. Documents which are issued by the State Government, or the local authorities in any other language should also be translated into Hindi or English. Applications accompanied with untranslated documents will not be accepted.
2. All the copies of documents to be submitted shall be attested by a Gazetted Officer.

Proforma

Proforma for furnishing details of Teaching staff

Sr. No.	Name	Father's Name	Date of birth	Designation	Qualifications UG and PG (with specialization) and awarding body	Department	Date of Appointment	Teaching experience

Proforma

Proforma for furnishing details of other staff

Sr. No.	Name	Father's Name	Designation	Date of Appointment	Name of Department	Experience if any

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 5th meeting held on 16.7.2009 vide Agenda Item No.30
2. Amended by EC in 12th meeting held on 24.08.2011 vide Agenda Item No.7
3. Amended by EC in 15th meeting held on 19.10.2012 at Point-2 on Page-12 of the minutes.
4. Amended by EC in 17th meeting held on 14.9.2013 vide Agenda No.21
5. Amended by EC in 23rd meeting held on 27.5.2016 vide Agenda No.77A and 78
6. Amended by EC in 24th meeting held on 10.10.2016 vide Agenda No. 6
7. Amended by EC in 25th meeting held on 10.4.2017 vide Agenda No. 11 and 12
8. Amended by EC in 34th meeting held on 09.09.2019 vide agenda item no. 33
9. Amended by EC in 35th meeting held on 30.12.2019 vide agenda item no. 30
10. Amended by EC in 42th meeting held on 21.05.2021 vide agenda item no. 42.13
11. Amended by EC in 42th meeting held on 21.05.2021 vide agenda item no. 42.38

Note:- As per provisions of Shri Krishna AYUSH University Kurukshetra Act, 2016 all the Ayurveda and Homeopathic Colleges were disaffiliated with this University vide Notification No. UHSR/R&A/A-II/2018/5062-86 dated 20.08.2018.