



MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY JABALPUR (M.P.)

DIRECTION NO.001 (E) /2015:- PROCEDURE FOR THE GRANT OF CONTINUATION OF AFFILIATION TO EXISTING AFFILIATED HEALTH SCIENCES COLLEGES AND RECOGNISED INSTITUTIONS WITH MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY

- A) As per section 5 (xiv), 36 (k), of Madhya Pradesh Ayurvedic Vishwavidyalaya Adhiniyam, 2011, the University shall have powers and duties with regards to affiliation of Health Sciences Colleges in the state of Madhya Pradesh, and for grant of such continuation of affiliation or recognition, the University shall follow the procedure prescribed in Statutes;
- B) The first statute of the Madhya Pradesh Ayurvedic Vishwavidyalaya, has been formulated and notified by the state government in the gazette of government of the Madhya Pradesh in the November 2013.
- C) As per the first statute no. 26 of the university, conditions for the “Admission of Colleges/Institutions to the Privileges of the University and Withdrawal Thereon” has been laid down.
- D) There is a need to elaborate the statute no. 26 for the for the proper clarification and execution of the statute for the proper admission of Colleges/Institutions to the Privileges of the University and Withdrawal Thereon
- E) As per the first statute no. 2 section 7, of the Madhya Pradesh Ayurvedic Vishwavidyalaya, Regarding Powers and Duties of the Vice Chancellor, it has been mentioned that “Where any matter is required to be regulated by Statutes, Ordinances, Rules or Regulations but no Statutes, Ordinances, Rules or Regulations are made in that behalf, the Vice- Chancellor may, for the time being, regulate matter by issuing such directions as the Vice- Chancellor thinks necessary, and shall at the earliest opportunity or within 365 days whichever is less, thereafter, place them before the Executive Council or other authority or body concerned for approval as per act. The Vice-Chancellor may, at the same time place before such authority or body for consideration the draft of Statutes, Ordinances. Rule or Regulations as the case may be, required to be made in that behalf”.
- F) NOW, THEREFORE, I Prof. Dr. D.P.Lokwani, Vice- Chancellor of Madhya Pradesh Ayurvedic Vishwavidyalaya, in exercise of powers conferred upon me under sub-section 7 of statute no. 2 of Madhya Pradesh Ayurvedic Vishwavidyalaya, first statutes Act, 1998 issue the following Direction:-

1) SHORT TITLE, EXTENT AND COMMENCEMENT:

- i) This Direction shall be called as "Procedure for Continuation / Extension of affiliation of existing Affiliated Health Sciences Colleges (Under Graduate and Post Graduate) and Recognised Institutions with Madhya Pradesh Ayurvedic Vishwavidyalaya."
- ii) It shall come into force prospective from the date of its promulgation.

iii) It extends to all the existing Affiliated Under Graduate and Post Graduate Colleges and Recognised Institutes.

2) DEFINITIONS:

The definitions given in, the Madhya Pradesh Ayurvedigyan Vishwavidyalaya Adhiniyam, 2011, and the first statute no. 26 of Madhya Pradesh Ayurvedigyan Vishwavidyalaya, shall be applicable to this Direction, unless there is anything repugnant in the subjects or context.

3) DECISIONS AND INTERPRETATION:

i) In all matters not provided for in this Direction the decision of The Vice-Chancellor shall be final and binding.

ii) In case of any doubt or dispute arising in interpretation / implementation of this Direction, the Vice-Chancellor may interpret the doubt, dispute or difficulty of any provision of this Direction. The Vice-Chancellor shall have power to amend, delete, and add any clause as required according to the provisions of concerned apex council, and to give the final decision, which shall be binding to all..

4) TIME SCHEDULE:

The Affiliated College or Recognised Institute applying for the Continuation of Affiliation or Recognition, as the case may be, shall follow the time schedule as prescribed below:

i) The University may publish the Notification for calling proposals for the Continuation / extension of affiliation or recognition from the Affiliated Colleges or Recognised Institutes in the month of **SEPTEMBER**, every year, preceding the academic year from which the affiliation is sought.

ii) The Affiliated Colleges or Recognised Institutes shall submit the proposals for the Continuation / extension of affiliation or recognition up to **31st OCTOBER** of every year, preceding the academic year from which the Continuation / extension of affiliation or recognition is sought, in the prescribed format, along with all requisite and necessary documents and amount of fees as prescribed by the University. Incomplete proposals shall not be considered by the University and may be returned back to the concerned College / Institute. The Affiliated Colleges or Recognised Institutes can submit the proposals for the Continuation / extension of affiliation or recognition with late fee till **15th NOVEMBER** of the preceding year on payment of 20% extra charges and upto **30th NOVEMBER** of the preceding year concerned on payment of 50% extra charges.

However for the **academic session 2015 – 2016** the date for the Continuation / extension of affiliation or recognition shall be as decided by the Vice-Chancellor and declared by the University.

- iii) The Local Inspection Committees (for the sake of brevity called as 'LIC') shall be appointed by the Vice-Chancellor on or before the end of the **31st DECEMBER** for every College / Institute.
- iv) The inspection report of the LIC shall be received by the University within one month from the date of appointment / constitution letter of the LIC. The last date shall be up to **31st JANUARY**.
- v) If the report of the LIC is not received within such period then such LIC shall be treated as dissolved and Vice-Chancellor may appoint another LIC for that particular College/ Institute without intimation to the members of the previous LIC. Such newly appointed LIC shall have to inspect and submit its report to the University within fifteen days from the date of its appointment / constitution letter or up to 15th FEBRUARY, whichever is earlier.
- vi) For the purpose of consideration for grant of Continuation / extension of affiliation or recognition to every Affiliated College or Recognised Institute, or otherwise, the meeting of the Academic Council will be convened by the University during the month of **FEBRUARY**, every year, as far as may be practicable. The Academic Council will consider the inspection report of every College for the said purpose, and will give its recommendation in the form of 'Continuation of Affiliation letter' or 'extension of affiliation' or 'Part Continuation of Affiliation letter' or 'Letter of Deficiencies', as the case may be, to the Executive Council.
- vii) For the purpose of consideration for grant of Continuation / extension of affiliation or recognition to every Affiliated College or Recognised Institute, or otherwise, the meeting of the Executive Council will be convened by the University during the month of **MARCH**, every year, as far as may be practicable. The Executive Council will consider the recommendations of the Academic Council, and will give its final approvals in the form of 'Continuation of Affiliation letter' or 'extension of affiliation' or 'Part Continuation of Affiliation letter' or 'Letter of Deficiencies', as the case may be.
- viii) The University will communicate the decision of the Executive Council to every College / Institute, who had submitted proposal for Continuation / extension of affiliation or recognition and inspected for the said purpose by the LIC appointed / constituted by the University, in the form of 'Continuation of Affiliation letter' or 'extension of affiliation' or 'Part Continuation of Affiliation letter' or 'Letter of Deficiencies', as the case may be, in the month of **APRIL** every year or immediately after the meeting of Executive Council. Such decision of the Executive Council will be communicated under the signature of the Registrar or such other officer of the University on his behalf.

a) The College / Institute who got the 'Continuation and Extension of Affiliation letter' shall be eligible and entitle for making of admissions of candidates to the first year of the sanctioned course up to the sanctioned intake capacity by adopting the due and appropriate procedure prescribed by the appropriate Competent Authority.

Provided that, the respective Apex Council / Apex Government/ State Government have granted permission for admission to such Colleges / Institutes. Such Colleges / Institutes shall also be eligible and entitle to make admissions of the students who have passed the examination of lower class to the second year and

onwards, as the case may be, of the sanctioned course as per results of the University examinations.

b) The College / Institute who got the 'Part Continuation of Affiliation letter' shall not be eligible and entitle for making of admissions to the first year of the sanctioned course. Such Colleges / Institutes shall only be eligible and entitle to make place the students who have passed the examination of lower class to the higher class, as the case may be, of the sanctioned course as per results of the University examinations.

c) The College / Institute who got the 'Continuation of Affiliation letter' and where there is no need of Extension of affiliation (means the first batch of the sanctioned course / intake has already been passed out) shall be eligible and entitle to make admissions of candidates to the first year of the sanctioned course up to the sanctioned intake capacity by adopting the due and appropriate procedure prescribed by the appropriate Competent Authority.

Provided that, the respective Apex Council / Apex Government/ State Government, have granted permission for admission to such Colleges / Institutes.

Such Colleges / Institutes shall also be eligible and entitle to place the students who have passed the examination of lower class to the higher class, as the case may be, of the sanctioned course as per results of the University examinations.

d) The Colleges / Institutes who got the 'Letter of Deficiencies' shall not be eligible and entitled to make admissions to the first year of the course till they get the 'Continuation of Affiliation letter', and permission of the respective Apex Council / Apex Government/ State Government.

e) The 'Extension of Affiliation letter' shall be essential for those Colleges / Institutes where the first batch of the new course or first batch of the increased capacity has not been passed out with compulsory rotatory internship programme (if any). In case of new PG courses or increase in intake capacity of PG course(s) the Extension of Affiliation shall be essential for every academic year till the first admitted batch for such new PG courses or increase in intake capacity of PG course(s) passes out.

ix) The list of Colleges / Institutes to which the 'Continuation of Affiliation' and 'Extension of Affiliation letter' have been granted by the Executive Council may be send to the Competent Authorities for admissions and to the concerned Apex Council for information, by the University.

x) The Academic Council may grant 30 days or up-to 31st MARCH, whichever is earlier, (or as decided by the Academic Council) additional period for the fulfillment of deficiencies observed by the LIC during its inspection. The continuation of affiliation shall not be granted to such Colleges / Institutes where the LIC has observed certain deficiencies till the compliance / rectification of those particular deficiencies. Such deficiencies shall be communicated to the concerned College / Institute and the concerned College / Institute shall have to submit its compliance / rectification report of such deficiencies to the University, without default. The compliance / rectification report received to the University

after prescribed period may not be considered by the University for that particular academic year.

xi) After receipt of such compliance / rectification report of deficiencies the University shall have right to verify the compliance physically by appointing separate 'Compliance Verification Committee' or through the Chairperson of the previous LIC, wherever necessary.

xii) After verification of such compliance report or after receipt of report of Compliance Verification Committee, the Executive Council or the Vice-Chancellor on behalf of the Executive Council may grant Continuation / Extension of affiliation to any particular College / Institute. However, such Continuation and Extension of Affiliation shall not be granted after the prescribed cut-off date for admission for that academic year notified by the Competent Authorities.

xiii) In short, the approximate time Schedule for the complete process of Continuation / Extension of Affiliation shall be as under:

Sr. No.	Particular	Scheduled Period of Calendar Year
1	Publication of Notification by the University for calling proposals for Continuation / Extension of Affiliation	In the month of SEPTEMBER
2	Last date for receipt of proposals	Up to 31 st OCTOBER
3	Last date for receipt of proposals with late fee	Up to 30 th NOVEMBER
4	Appointment of LIC by the University	Up to the end of DECEMBER
5	Last Date of Receipt of Report	Up to 31 st JANUARY
6	Conveying the Meeting of Academic Council	In the month of FEBRUARY (as far as may be practicable)
7	Conveying the Meeting of Executive Council	In the month of MARCH (as far as may be practicable)
8	Dispatch of Affiliation letters / Letter of Deficiencies	In the month of of APRIL
9	Lists of Affiliated Colleges to competent Authorities	To be submitted in the month of APRIL & Updated on Weekly basis (if required)
10	Last date to submit the compliance report of deficiencies	Within 30 days or up-to 15 th MARCH (or as decided by the Academic Council)
11	Last date to submit the compliance report of deficiencies	Within 30 days or up-to 31 st MARCH (or as decided by the Academic Council)
12	Verification of compliance report	within 30 days from the last date of submission of compliance report

5) POWER TO AMEND THE TIME SCHEDULE:

The Vice-Chancellor shall have power to amend the above mentioned time schedule in exceptional circumstances stating the reason thereof. the Vice- Chancellor shall have power to accept the proposal for the Continuation of affiliation of any College / Institute even after the expiry of the last date and shall also have power to appoint the

LIC anytime and may consider the report of any LIC received even after the expiry of the last date.

6) APPLICATION / PROPOSAL FOR THE CONTINUATION / EXTENSION OF AFFILIATION:

- i) The Application / Proposal for the grant of Continuation / Extension of Affiliation for every academic year shall be made by Affiliated Health Sciences Colleges and Recognised Institutions, eligible for application in all respect within prescribed period. The Application / proposal shall be in prescribed formats. The prescribed formats will be made available on the official website of the University. The Vice-Chancellor shall have power to repeal, amend or alter such formats.
- ii) The College / Institute applying for continuation / extension of affiliation shall have to submit online application form, if any, as well as its duly filled hardcopy along with necessary annexure / documents to the University within due date.
- iii) The proposals of Continuation / Extension of Affiliation shall be entertained in accordance with the provisions of the concerned Apex Council and norms prescribed by the University. The Standards prescribed by the concerned Apex Council shall be the minimum standards and in view of improvement of quality in the Health Sciences education, the University may prescribe higher standards in consonance with the provisions of the concerned Apex Council.
- iv) The Application / Proposal for the grant of Continuation / Extension of Affiliation shall be accompanied with the receipt of fees as prescribed by the University from time to time. All the relevant prescribed and necessary supporting documents shall be attached with the said proposal. The proposals which are incomplete in any respect may not be considered by the University.
- v) The University shall have power to charge fine in respect of the proposal submitted/ received after the due date or of incomplete proposals, as mentioned in regulations/directions from time to time by the university.

7) APPOINTMENT OF LOCAL INSPECTION COMMITTEE (LIC):

- i) The list / panel of teachers in the concerned faculty shall be prepared by the Dean of the concerned faculty. The Post-Graduate subject-wise list / panel shall also be prepared by the Dean of the concerned faculty. The name of the approved teachers in the Affiliated Colleges / recognised Institutions who have not been convicted for the offence involving moral turpitude, who have not been punished for indulging in or promoting unfair practices in conduct of any examination in any form anywhere, shall be included in the said list / panel.
- ii) Such faculty-wise lists / panels shall be updated every year before 30th NOVEMBER, as far as may be practicable. The names of superannuated teachers, debarred teachers, the teacher whose services are terminated or who is dismissed from the services etc. shall be deleted from the concerned panels. The name of the teacher under suspension shall not be included for the period of suspension.
- iii) The Vice-Chancellor shall appoint Local Inspection Committee for every such College / Institute for Under-Graduate course, Post-Graduate subjects or group of subject, Superspeciality subjects or group of subject, fellowships and all other courses whose proposal for continuation and extension of affiliation / recognition, which is complete in all respect and received within prescribed cut-off date. The Vice

Chancellor may appoint a teacher recognized by the University as a LIC inspector even if his or her name does not exist in the panel prepared by the dean of the concerned faculty.

iv) The Local Inspection Committee shall consist of three members:

- a) One member shall be of the concerned faculty.
- b) One member may/ may not be of the concerned faculty.
- c) One member as a University coordinator appointed by the Vice Chancellor preferably from the officers of the University, equal or above Assistant registrar, but the coordinator may also be appointed from the list / panel of teachers in the concerned faculty.
- d) The Chairperson of the Committee shall be from the member of the concerned faculty.
- e) In addition, one member shall be appointed for Post- Graduate (PG) subject(s) from the list / panel of Post-Graduate teachers of the concerned PG subjects.
- f) The visit / inspection for UG course and PG subjects shall be carried out simultaneously.
- g) The Chairperson shall be appointed for the entire team of UG and PG LIC, in case of joint inspection for UG and PG.
- h) A separate LIC of one or two members shall be appointed for the Institutes where only PG Degree / Diploma / Super Specialty / Fellowship Courses are run.

v) The Vice-Chancellor shall have power to appoint LIC for surprise visit / inspection of any College / Institute.

vi) Following rules shall be observed while appointing LIC's to avoid actual or perceived conflicts of interest:

- a) LIC team members, and members appointed from the University staff, if any, must agree to abide by the policies of the University.
- b) The LIC team member shall not be connected as a faculty member, administrative officer, staff member, employee, or contracted agent within the past three years, of the concerned College / Institute (not applicable for Government colleges teachers), where he is appointed as LIC member.
- c) Immediate family members of the LIC team members, is not the employee of the concerned College / Institute, where he is appointed as LIC member.
- d) The College / Institute to be inspected shall not be located in such close geographic proximity (means within the same city / town) of the College / Institute of the LIC member, that the programs or institutions involved can reasonably be considered as competing with each other for financial advantage (for example, admissions of the students or in the operation of hospitals or clinics run and operated by the College / Institute.)
- e) Since the information required above is not available with the University, it is the duty of the concerned LIC member to bring such relation to the notice of the University. In such circumstances the University will replace such member, immediately.

vii) In case of any criminal act or obstacle done by any member or representative of the College management / Dean / Principal / any teaching or nonteaching staff of the concerned College / Institute, which is to be inspected, the officer / employee of the University or in his absence the Chairperson of the LIC may inform the incidence to the nearest Police Station and report in writing to the University. Such report shall be separately discussed during the meeting of the Academic Council and the Academic Council may initiate

any suitable action against such College / Institute, according to the act/ statutes/ ordinance/ regulation/ directions of the university.

8) POWERS AND DUTIES OF LIC:

The following shall be the Powers and Duties of the LIC:

- i) The LIC shall visit the concerned College / Institution within the period of one month from the date of Issuance of letter of appointment / constitution of LIC or before the prescribed period / date.
- ii) If the date of inspection is not decided and communicated by the University, then the Chairman of the LIC will decide the date of visit / inspection of the concerned College / Institution, in consultation with other members of the LIC (UG and PG). If there is no consensus, the date decided by the Chairperson shall be final and binding. In case of surprise visit / inspection, the date of visit / inspection shall be as decided by the Chairperson of the LIC or as directed by the University.
- iii) In case of regular LIC inspection the Dean / Principal of the concerned College / Institute, shall be informed by the University regarding the inspection of the College/ institute, which shall take place within one month from the issuance of such letter.
- iv) The committee shall first visit to the office of the Dean / Principal of the concerned College / Institute at about 10.30 a.m. and immediately start the inspection in presence of the Dean / Principal. If the Dean / Principal is absent, the inspection shall be carried out in presence of any other teaching staff of the concerned College / Institute duly authorized by the Management of the concerned College / Institute. If no authority or authorized teaching staff is present in the College / Institute, the LIC may inspect the premises and available infrastructure, if any, and make report to that effect.
- v) The College authority / Dean / Principal of the concerned College / Institute shall not sanction leave to any teaching / non-teaching staff of the concerned College / Institute. In such cases the head of the department concerned shall have to give an undertaking that the faculty member on leave is a faculty of the department which must be countersigned by the Dean / Principal of the concerned College / Institute. If such undertaking at any time proves to be falls, such HOD and Dean/ Principal shall be immediately removed from the list of teachers recognized by the University, also he or she shall be mandatorily removed from the concerned institution and blacklisted so that he or she may not be able to join any other institute of health sciences in the jurisdiction of the University. Apart from this other actions including legal action may be initiated against them. The Vice-Chancellor may take disciplinary action against such college/institute including the fine (equal to the double of the regular affiliation fee) and/or disaffiliation of the concerned college/institute.
- vi) It shall be the duty of the concerned College / Institute to provide suitable Videographer to video recording during the entire inspection since entrance of LIC team in the concerned College premises till leaving the College premises, as per directions of the Chairperson of the LIC team. The College authority / Dean / Principal of the concerned College / Institute shall co-operate with the LIC members to carry out inspection and to co-operate with the videographer for video recording during the inspection. The videographer shall have to follow the instructions of the LIC members, in case the members feel that videographer is not upto the mark he can be replaced immediately, and it shall be the duty of the college/institute to provide another videographer. The expenses of videographer shall be borne by the University, which can be paid by the Chairperson of the LIC, which shall be reimbursed later on by the university. After completion of inspection the video CD / Cassette shall be handed over to the Chairperson of the LIC team for its onward submission to the University along

with LIC report. In case if the Videographer is not provided by the concerned College / Institute the Chairperson of the LIC may arrange for the Videographer.

vii) The obstacle by the College authority / Dean / Principal of the concerned College / Institute to the LIC during inspection, video recording or alteration / forgery with the video recording or any documents shall be treated as breach of duty and obstruction during the public duty and after receipt of the report to that effect from the LIC in writing it shall be separately discussed during the meeting of the Academic Council and the Academic Council may initiate any suitable action against such College / Institute, including the suspension of the college for new academic session and debarring of its teachers and officials from all authorities and memberships of the university.

viii) The Committee (i.e. LIC) shall inspect the College / Institute, with a view to ensure that the proper standard of instructions, teaching, training are maintained in it and infrastructure such as adequate accommodation, Library, Laboratory facilities and hospitals / OPDs / IPDs etc, as prescribe by the concerned Apex Council / authorities are provided. The inspection shall be with a view to ensure the following (but not limited to) things-

- a. to assess its academic performance and needs;
- b. to access the approved teaching staff, temporary teaching staff, if any, and non-teaching and paramedical staff;
- c. to ensure maintenance of efficiency and adequate students amenities such as hostel with proper security, transport facility, canteen, mess facility, common room, toilets, drinking water, etc.;
- d. to ensure proper infrastructure of the College / Institute as prescribed by the concerned Apex Council and the University, such as, College and hospital building, class rooms, library with adequate number of books and journals, common room for teachers, administrative office, Dean / Principal office, Departments, laboratories with adequate equipments, adequate herbal garden, Hospital staff, OPD's, IPD's, OPD and IPD record, labs, equipments of hospital, ambulance etc;
- e. to verify the compliance of the deficiencies pointed out by the previous LIC;
- f. to ensure proper management of finances by the College / Institute's authority;
- g. To ensure that the College / Recognized Institution has provided adequate facilities for the promotion of health care, sports and other extra-curricular activities for the students of the College / Recognized Institution;
- h. To ensure that the College / Recognized Institution has complied with the provisions of the MPMSU Act and Statutes, Ordinances, Directions, Regulations and Rules framed there under;
- i. To ensure the proper constitution and functioning of the Local Management Committee, and;
- j. To report such other matters as may be referred to the Committee by the University.

ix) No recommendations regarding continuation of affiliation shall be recorded in the report of the LIC. Report for UG course shall be prepared by the Chairperson of the committee in presence of the other members and shall be signed by Chairperson and all members of UG LIC. The report of PG LIC shall be prepared by the concerned member appointed for that PG subject / group of PG subjects and

countersigned by the Chairperson and members of the committee, if it is joint committee for UG and PG inspection.

- x) It shall be mandatory to submit entire LIC report along with all the annexure in the format prescribed by the University within 7 working days from the end of the visit / inspection, by fax / e-mail / by hand, otherwise it shall be treated as default, and the Chairperson or in case of PG LIC, the concerned member of the PG LIC may be debarred from appointing on any LIC for such period as the Vice-Chancellor may think fit, which may extend to five years.
- xi) Other powers and duties of the LIC shall be as decided by the Academic Council / Executive Council / Vice-Chancellor, from time to time.

9) SURPRISE VISIT / INSPECTION BY THE LOCAL INSPECTION COMMITTEE:

The procedure of surprise visit / inspection by the LIC shall be as under:

- i) It is mandatory on the part of the LIC visiting / inspecting the College / Institute surprisingly to abide with the policies of confidentiality decided by the University from time to time.
- ii) The Vice-Chancellor shall appoint the LIC for surprise visit / inspection of any College / Institute in the following events;
 - a) To verify the compliance of deficiency of teaching staff or infrastructure, as the case may be;
 - b) To verify the compliance of deficiencies;
 - c) Any other matter as deems fit for surprise inquiry.
- iii) The constitution of the LIC shall be same as routine LIC.
- iv) Separate appointment letters (without mentioning the name of the College / Institute of which the inspection has to be carried out) to every LIC members shall be issued by the Registrar or any other concerned officer / In-charge of the concerned section on his behalf. The letter of inspection addressed to the Dean / Principal of the concerned College / Institute shall be forwarded to the LIC chairpersons in a separate sealed envelope along with his letter of appointment. The Chairperson shall handover said sealed envelope to the Dean / Principal at the time of visit and before starting the Inspection.
- v) It is the duty of the Chairperson of the surprise inspection committee to decide the date of surprise visit in consultation with the University. The name of the College / Institute, for which the surprise inspection committee is appointed, will be disclosed to the Chairperson of the committee one or two days prior to the scheduled date of the inspection, considering the journey period.
- vi) It is the duty of the Chairperson to contract with the any suitable videographer and shall video record entire inspection since entrance of LIC team in the concerned College / Institute premises till leaving the premises, as per directions of the Chairperson / University. The College authority / Dean / Principal of the concerned College / Institute shall permit the LIC members to carry out inspection and to the videographer to video record during the entire inspection. The expenses of videographer shall be borne by the Chairperson and shall be reimbursed by the University.
- xii) The obstacle to the LIC and video recording by the College authority / Dean / Principal of the concerned College / Institute shall be treated as misconduct and obstruction during the public duty and after receipt of the report to that effect from the LIC in writing it shall be separately discussed during the meeting of the Academic Council and as per the recommendations of the Academic Council, the Executive Council may take any suitable action against such College / Institute, including the suspension of the college for new academic session and debarring of its teachers and officials from all authorities and memberships of the university

vii) The charges and expenses, if any, of the surprise inspection may be as prescribed by the University, from time to time, and the University shall have right to recover such charges from the concerned College / Institute.

viii) It shall be the duty of the Dean / Principal / any other office bearer or authorized person to co-operate with the LIC team during the inspection.

ix) Other powers and duties shall be same as routine LIC.

x) No act or report of the Surprise LIC shall be deemed to be invalid at any time on the ground that the constitution of the committee was not as prescribed in this direction, or any of the member of the committee was absent during the surprise visit or report has not been prepared and submitted in prescribed format and procedure or any other irregularity in the procedure of the inspection which is not affecting the object / merit of the inspection.

xi) The University shall have right to modify the procedure of the surprise inspection of College / Institution.

10) SCRUTINY OF LIC REPORTS:

i) The LIC reports (UG and PG) received during the prescribed period shall be scrutinised by the duly constituted scrutiny committee.

ii) Separate scrutiny committees shall be constituted for every faculty.

iii) The scrutiny committees shall be constituted by the Vice-Chancellor. The constitution shall be as under:

- a. One Teacher nominated by Vice-Chancellor Chairperson
- b. One officer of the University nominated by Vice-Chancellor..... Members
- c. In-charge of the concerned section / faculty of the University..... Member-Secretary

iv) Separate scrutiny committees shall be constituted for PG Subjects.

v) The Vice-Chancellor has power to appoint more than one scrutiny committee for any faculty (UG and PG) considering the strength of Colleges / Institutes / PG Subjects.

vi) It is the duty of the Scrutiny Committee to verify the information in the LIC report with the norms of the respective Apex Council and the University. If there is any deficit in the teaching staff and / or other infrastructural facilities, it should be specifically recorded in the scrutiny report.

vii) It is the duty of the Scrutiny Committee to calculate the available teaching staff in percentage form in view of the necessary minimum teaching staff prescribed by the concerned Apex Council, to enable the Academic Council to decide the proposals of Continuation and Extension of affiliation.

viii) The meeting of the scrutiny committee shall be convened immediately after the submission of LIC report, and shall submit its report to the Vice-Chancellor for its onwards submission to the Academic Council.

11) PROCEDURE OF ACADEMIC COUNCIL TO DEAL WITH THE LIC REPORTS:

i) All the LIC reports along with report of their scrutiny shall be placed before the Academic Council in view of recommendation of continuation of affiliation / extension of affiliation / recognition or otherwise, to the Executive Council.

ii) If there are gross deficiencies recorded in the report of the LIC / Scrutiny, the Academic Council shall not consider the proposal for recommendation of "Continuation of affiliation" of the concerned College,

however, may consider for "Part Continuation of Affiliation" and "Part Extension of Affiliation" only by stipulating such conditions as the Academic Council may think fit.

iii) If there are minor deficiencies existing in the concerned College and recorded in the LIC report, the Academic Council may recommend "Continuation and / or Extension of affiliation" subject to fulfillment of such minor deficiencies within stipulated period.

iv) The continuation of affiliation to the PG subjects shall be recommended to such intake capacity which shall be decided in the ratio of available PG teaching staff, maximum up-to the sanctioned intake capacity by the concerned Apex Council.

v) In the event of gross (major) deficiencies the Academic Council shall not recommend "continuation of affiliation" or "continuation and extension of affiliation", as the case may be. In such circumstances the deficiencies may be communicated to the concerned College / Institute by sending "Letter of Deficiencies", if decided by the Academic Council.

vi) Being an expert academic body, the Academic Council will decide whether the deficiency is 'minor' or 'major'.

vii) Recommendation of Disaffiliation proceedings to the Executive Council shall be initiated against any Affiliated College / Institution, if it is found at any stage that the College / Institution provided wrong / fabricated information during and /or after the course of affiliation proceedings.

12) DECISION OF THE EXECUTIVE COUNCIL:

- i) The Executive Council, after considering the recommendation of Academic Council, shall decide:-
 - a) Whether the 'continuation of affiliation' and "extension of affiliation" should be granted or rejected;
 - b) Whether the 'continuation of affiliation' and "extension of affiliation" should be granted in whole or part;
 - c) Whether the 'continuation of affiliation' to the PG course in any subject should be granted or rejected or the intake capacity should be decreased in the proportion of available teaching staff, as the case may be.
 - d) Conditions, if any, which may be stipulated while granting for the affiliation.
- ii) The Continuation / extension and affiliation to the PG Degree / Diploma / Super- speciality/fellowship and other courses shall be granted only if the Continuation of affiliation is granted to the UG Degree of the Concerned College / Institute, where UG and PG courses are run.
- iii) The Registrar or such other officer of the University deputed by the Registrar shall communicate the decision of the Executive Council as early as possible to the concerned College / Institute.
- iv) No student shall be admitted by the College / Institute unless the 'continuation and / or extension of affiliation' has been granted by the University.
- v) The decision of Executive Council shall also be communicated to the Secretary Medical Education, Secretary AYUSH, concerned Apex Councils and admitting authorities in the State and shall be placed on the official website of the University. The list of Colleges / Institutes to which the Continuation of Affiliation has not been granted by the University shall also be communicated to these Authorities.

vi) The findings of LIC and brief summary prepared by the scrutiny committee may be placed on the official website of the University for the sake of the candidates who desired to take admission to the Health Sciences Courses.

vii) Decision of the Executive Council or of the Vice-Chancellor, taken on behalf of the Executive Council, shall be final and binding.

viii) In case of recommendation of disaffiliation, the process prescribed in the university act/statutes / direction/ regulations, if any, will be followed.

13) COMPLIANCE REPORT OF DEFICIENCIES AND VERIFICATION OF COMPLIANCE REPORT:

i) If the University has communicated deficiencies to any College / Institute, the concerned College / Institute shall submit specific compliance report of the deficiencies pointed out by the University within the prescribed period.

ii) Copies of all necessary documents and photographs shall be attached with the said compliance report, which specifically proves that the deficiencies are fulfilled, e.g. In case of deficiency of teaching staff, the concerned College / Institute shall submit compliance report by appointing teaching staff, by following the procedure prescribed by the University, along with their appointment orders, joining reports and proposal submitted to the University for approval to such appointments.

iii) The compliance report received after the prescribed period may not be considered by the University , except under any special circumstances by the special permission of the Vice Chancellor, stating the reason thereof.

iv) Compliance of such letters within the stipulated time period shall be brought to the Vice Chancellor, based on that the Vice Chancellor shall formulate a committee of 3 members under the chairmanship of Registrar to examine the compliance report.

v) A note shall be prepared by the committee, mentioning whether the deficiencies pointed out by the Academic Council / Executive Council, are rectified or otherwise shall be placed before the Vice-Chancellor, at the earliest, for taking appropriate decision of granting Continuation of Affiliation or otherwise on behalf of the Executive Council.

vi) If the deficiencies pointed out by the Academic Council / Executive Council, are properly rectified by the concerned College / Institute, the Vice-Chancellor, on behalf of the Executive Council, may grant Continuation / extension of Affiliation to the concerned College / Institute.

v) The University shall have right to verify the compliance of deficiencies through the Chairperson of the LIC committee or by appointing separate compliance verification committee, by surprise or routine inspection, as deems fit.

vi) If it reflects from the compliance report submitted by the concerned College / Institute or the report of the compliance verification committee that the deficiencies pointed out by the Academic Council / Executive Council, are not fully / properly rectified by the concerned College / Institute, the Vice-Chancellor may, on behalf of the Executive Council, decline to grant / reject the Continuation / extension of Affiliation by offering the opportunity of hearing on the deficiencies to the Chairman / Secretary and Dean / Principal of the concerned College / Institute.

14) PROCEDURE OF HEARING:

Procedure of Hearing of the Chairman / Secretary of the Management and Dean / Principal of the College / Institute before rejecting the continuation / extension of affiliation:

- a) Before taking the decision of rejection of the proposal for continuation of affiliation of any College / Institute in view of gross deficiencies in teaching staff and / or infrastructural facilities, a 'show cause notice' to that effect shall be served under the signature of Registrar or concerned officer of the University on his behalf.
- b) The Chairman / Secretary of the Management or Dean / Principal of the College / Institute may submit written statement regarding deficiencies pointed out in the show cause notice within fifteen days from the date of notice through E-mail / Fax / by hand.
- c) The date of personal hearing shall be communicated to the Management / Dean / Principal itself in the show cause notice.
- d) No adjournment shall be granted to the Management / Dean / Principal of the College / Institute under any circumstances. Either Member of the Management or Dean or Principal shall remain present for the hearing, if they want to plead their side personally. The matter shall be decided ex-parte in the event of absence of say / written statement of the College Management / Dean / Principal. Representative will not be entertained under any circumstances.
- e) The decision of hearing shall be communicated by the Registrar or concerned officer of the University within seven days from the date of hearing.
- f) The constitution for committee for such hearing shall be as under:
 - i. The Vice-Chancellor - Chairperson
 - ii. Registrar - Member
 - iii. Dean of Faculty concerned - Member
 - iv. The In-charge of the concerned section - Member-Secretary
 - v. The In-charge of the Law Department of the University shall be permanent invitee member of the committee.
- g) If the committee is satisfied after hearing that the College / Institute has rectified all or major deficiencies pointed out by the Academic Council/ Executive Council, the Vice-Chancellor, on behalf of Executive Council, may grant continuation / extension of affiliation to the concerned College / Institute by stipulating certain conditions, if any.
- h) If it is observed by the committee that the College / Institute has not rectified all or major deficiencies pointed out by the Academic Council/ Executive Council, the further action shall be initiated as decided by the Executive Council and if no further action has been decided by the Executive Council, in such circumstances, the Vice-Chancellor, on behalf of Executive Council, may initiate further suitable action including the action of withdrawal of affiliation / recognition or can take other actions as prescribed under the Act/statutes/ordinance of the university.

15) CODE OF CONDUCT FOR LIC MEMBERS:

- i) No LIC member shall accept or permit any member of his family or any person acting on his behalf to accept any gift from the College / Institute where she / he is appointed for inspection.

No LIC member shall make any statement of fact or express any opinion in any public place or before any member of the management / employee of the concerned College / Institute or before press or electronic media regarding the LIC / inspection.

iii) The LIC members appointed on the surprise LIC team shall maintain the strict confidentiality and in case of disclosure of any confidential information or date of visit / inspection to anybody other than the members of the LIC before the inspection, it shall be treated as default and if it is proved, the Vice-Chancellor may freeze the approval of the concerned member / teacher for such period as he deems fit, which may extend to three - years, after hearing the concerned member / teacher.

iv) All the LIC members including chairperson shall be paid an honorarium of 5000 rupees / inspection, the University representative shall be paid 3000 rupees/ inspection.

v) Traveling allowance: The LIC members including University coordinator shall be eligible for class I train ticket. Actual fare in case of hired taxi (preferably by the shortest route and in case of own vehicle 12 rupees /kilometer) is allowed. Air travel is also permitted by economy class with the permission of vice chancellor. Additional actual charges shall be admissible for local transport.

vi) The LIC members including University coordinator shall be paid fix amount of 4000 rupees / day, as stay allowance. No hotel bill shall be required for the stay allowance.

vii) The LIC member shall not claim or accept any kind of TA / DA/ honorarium from the concerned College / Institute, under any circumstances.

viii) The LIC members can send their TA/DA/Honorarium bills in prescribed format through Email provided by the University along with scanned copies of bills, declaration form and their bank account number, the bills (like petrol/diesel, taxi, and any other expense done for the purpose of inspection) produced must be self verified and signed by the LIC member.

ix) Self verification of bills of LIC member shall be sufficient and the University shall reimburse the bills maximum within 15 days of the receipt of the bills, in case of failure to do so, rupees 500 per day shall be paid additionally by the University for every additional day after the 15th day.

16. DISCIPLINARY ACTIONS:

i) If the Dean / Principal / Teaching staff of the concerned College / Institute has created obstacle to the LIC during inspection or during the video recording, the LIC shall have to submit the report to that effect to the University within 72 Hours with specific details.

ii) Upon receipt of such report the Vice-Chancellor may call the concerned Dean / Principal / Teaching staff for personal hearing and after hearing if the Vice-Chancellor is of the opinion that the obstacle was created by the Dean / Principal / Teaching staff, he may freeze the approval granted by him to the appointment of such Dean / Principal / Teaching staff for such period as he may deem fit, which may be extend upto five years.

iii) If the LIC could not inspect the College / Institute due to oppose or obstacle created by the Management or any representative of the Management / College / Institute or Dean / Principal / Teaching or Non-teaching staff of the College / Institute the proposal for continuation / extension of affiliation may be rejected by the University after hearing as prescribed or Academic Council may initiate and recommend any suitable action against such College / Institute, including the action of disaffiliation of the college/institute to the Executive

Council, or Executive Council may take any action as prescribed by the act/statutes/ordinance of the university.

iv) If it is proved after hearing by the Vice-Chancellor that some false or forged statement / information has been recorded in the LIC report by the Chairman / Member of the committee, his name shall be removed from the list / panel of teachers prepared by the Dean for such period as the Vice-Chancellor deems fit, which may be extend to five years.

17. The existing health science colleges, located in the jurisdiction of the University, which are approved by the Apex Councils and Apex/ State government, shall be deemed to be associated with and admitted to the privileges of the University as per the notification by the State Government according to section 6.2 of Madhya Pradesh Ayurvigyan Vishwavidyalaya Adhiniyam 2011. Above said institutes/colleges shall have to apply and follow all the act/statutes/ordinances/regulation of the university. LIC may not be compulsory for the process of first time affiliation of such colleges/ institutes, but they shall have to pay such fees as prescribed by the act/ statutes/ ordinances/ regulation of the university. They shall also have to give an undertaking to the effect that the foundation society shall deposit with the university endowment fund as prescribed by the act/ statutes/ ordinances/ regulation of the university and as decided by the executive council from time to time.

18. If there is some “navachar or Innovation or good practice” being implemented in any college for the improvement of quality of health science education directly or indirectly, it shall be mentioned in the LIC report, such college shall be given “appreciation certificate for initializing navachar or Innovation”. Such kind of practices, if Vice-Chancellor/ Executive Council thinks appropriate, can be implemented in all colleges affiliated to the University.

19. The formats of inspection, faculty/course wise, shall be provided by the University which shall be approved by the Vice-Chancellor and shall be uploaded on the University website, which can be downloaded and printed by the LIC members.

20. All the norms, requisite and instruction laid down in this direction, that is 1 (E), regarding LIC and all other proceedings, shall also be applicable in other parts of this direction including 1(A) (B) (C) (D).

21. MISCELLANEOUS:

- i) No act or report of the LIC shall be deemed to be invalid at any time merely on the ground that-
 - a. Any of the member of the LIC is not present during the visit / inspection;
 - b. There is any irregularity in the procedure of LIC which will not affect the merits of the matter.
- ii) The Academic Council/ Executive Council /Vice-chancellor, may at any time, without giving notice, shall amend, alter or repeal any provision in this Direction.
- iii) It is mandatory for all LIC members to follow the general guidelines issued by the University, from time to time, regarding conduct of inspection.
- iv) The delegation of any power shall not be allowed to any member of the LIC.
- v) All words / terms denoting any gender shall include all genders.

Date:

Dr. D.P.Lokwani

Place:

Vice-Chancellor