



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

DIRECTION N0.001 (D) /2015:- Procedure for - First Affiliation of a New College / Institution, New Course, Increase in Intake, and Extension of Affiliation

- A) As per section 5 (xiv), 36 (k), of Madhya Pradesh Ayurvedigyan 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 Ayurvedigyan 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 proper clarification and execution of the statute for the proper procedure to give the consent of affiliation by the University.
- E) As per the first statute no. 2 section 7, of the Madhya Pradesh Ayurvedigyan 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 Ayurvedigyan Vishwavidyalaya, in exercise of powers conferred upon me,

as per the first statute no. 2 section 7, of Madhya Pradesh Ayurvigyan Vishwavidyalaya, issue the following Direction:-

1. SHORT TITLE, EXTENT AND COMMENCEMENT:

- i) This Direction shall be called as "Procedure for - First Affiliation of a New College or Institution and Extension of Affiliation, by the Madhya Pradesh Medical Science University."
- ii) It shall come into force prospective from the date of its promulgation.
- iii) It shall extend to all the faculties/courses recognized by the Madhya Pradesh Medical Science University, Jabalpur.

2. DEFINITIONS, DECISIONS AND INTERPRETATION:

- a. The definitions given in, the Madhya Pradesh Ayurvigyan Vishwavidyalaya Adhiniyam, 2011, and the first statute no. 26 of Madhya Pradesh Ayurvigyan Vishwavidyalaya, shall be applicable to this Direction, unless there is anything repugnant in the subjects or context.
- b. In all matters not provided for in this Direction the decision of The Vice-Chancellor shall be final and binding.
- c. In case of any doubt or dispute arising in interpretation / implementation of this Direction, the decision of Executive Council shall be final. The Vice-Chancellor, on behalf of Executive Council, may interpret the doubt, dispute or difficulty of any provision of this Direction.

- 3.** The Trust / Society / Organisation shall have to obtain prior permission and certificate from Apex Council of Health Science Education (Letter Of Permission/ Intent OR as applicable) in concerned Faculty showing that they have given permission for the opening of new health science college, opening of new health science course / subject, increase in intake of one or more programmes/ courses or postgraduate courses sought by the institution. This permission/ certificate shall be essential for the Provisional Affiliation of the college/ institute by the University for starting the 1st year of course of study; In case there is no Apex Council of concerned Faculty for Health Science Education, permission of Madhya Pradesh State Council of concerned Faculty for Health Science Education will be required for the Provisional Affiliation by the University.

4. The applicant Trust / Society / Organisation shall, before applying for the first time Affiliation of the course of study, fulfill the following conditions, namely:-
 - (a) The hospital run or affiliated by the Trust / Society / Organisation shall be well organized with the bed strength as prescribed by the Apex Council of the concerned faculty from time to time for varied intake capacity and with separate out patients sections and with such other facilities as prescribed by the Apex Council of the concerned faculty from time to time..
 - (b) There shall be separate college building sufficient to accommodate the departments as prescribed by the Apex Council of the concerned faculty from time to time for all the Departments required for a College/ Institute with varied intake capacity.
5. Such colleges/ institutes shall have to pay the fee according to course and faculty, as mentioned in the Ordinance No.3 of the MPMSU, it shall include the following heads:
 - a. Cost of Application
 - b. Inspection Fee
 - c. Fee for opening of new course Per Subject per seat sanctioned for annual intake (*one time*) (exemption for government colleges) *OR* Fee for Increase in Intake Per Subject per seat sanctioned for annual intake (*one time*) (exemption for government colleges)
 - d. IT Fees Per Subject per seat sanctioned for annual intake
 - e. University Development Fee
6. The applicant Trust/ Society/ Organisation shall have to give an application to the Registrar of the University as per the proforma provided by the University along with attached required documents, for the Provisional Affiliation for starting the 1st year of new course/ programme/ subject/ faculty/ post-graduate class, increase in intake.
7. The Registrar shall, after ensuring that the application is complete in all respects place the matter before the Vice-Chancellor, who will appoint a “Local inspection committee” consisting of three competent persons, specifying the date on/or before which the report of the Committee shall be submitted. The report shall be referred to the Academic Council and the Academic Council shall make recommendations to the Executive Council.

8. (a) After considering the report of the Inspection committee and the recommendations of the Academic Council/ Standing Committee and making such further enquiry as it deems fit, the Executive Council may either:-
- (i) Communicate to the Directorate of Medical Education about the same, and grant affiliation to the institution/College for the programmes/ courses; or,
 - (ii) Reject the application, mentioning reasons thereof.
- (b) Where the Executive Council proposes to grant the affiliation or any part thereof it shall specify:
- (i) The programme/course or courses of instruction with intake capacity in which and the standard upto which the institution/College is to be admitted to the privileges of the University; and
 - (ii) The conditions, if any, which the Executive Council considers it proper to impose and the time and manner of fulfillment of such conditions.
9. (1) The Registrar shall communicate the decision of the Executive Council to the applicant management and if the affiliation granted along with an intimation regarding :-
- (a) Subject and the courses of study approved for the affiliation
 - (b) Number of students to be admitted.
 - (c) Conditions, if any, subject to the fulfillment of which the approval is granted.
- (2) Any application for the grant of affiliation may be withdrawn at any time before a decision is taken by the Executive Council.
- (3) If a college/ institution fail 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.
10. If the Executive Council have granted affiliation to the new institution/College for the first year of course of study, the University shall direct the applicant Trust / Society / Organization to create an endowment fund. The Fixed Deposit receipt shall be kept in the custody of the Registrar. The interest accrued therein shall be utilized towards maintenance of the college by the college.

11. The College/ Institute seeking Affiliation shall follow the course contents and regulations of the Apex Council of concerned faculty and the University for that Particular Course/ subject, as modified from time to time. The College shall also follow the modifications in the course contents suggested by the Boards of Studies and Academic Council of the University from time to time. The conditions prescribed by the apex council of concerned faculty shall be the minimum criteria; University can upgrade these minimum criteria's.

12. (a) The Provisional Affiliation granted by the University shall be only for the first year course of study and they shall have to comply with all the provisions of the Act, the Statutes, the Ordinances, the Regulations, and any orders, directions given or resolutions passed by the Vice-Chancellor, Executive Council or Academic Council in so far as they apply to such college.
(b) Without prejudice to the generality of the provision contained in above subsection (a) the College/Institution shall in particular comply with the following provisions, namely;
 - i) All conditions imposed at the time of granting admission shall be duly fulfilled with proper check.
 - ii) The College/ institute shall furnish a budget for each year of study and a separate development budget which will cover the expenses for the fulfillment of the requirements prescribed for the second batch of course of study.(not applicable to the government college)
 - iii) Every College/ institute shall have a duly constituted Governing body which shall be constituted within three months from the date of admission with representatives of the teaching staff, to advise the Principal in the internal affairs of the College. A record of proceedings of the said governing body of the college shall be maintained by the Principal. Any change in the Governing Body of the College shall be reported to the University immediately. (not applicable to the government college)
 - iv) The Governing body of the College shall meet at least once in every three months to consider the budget estimates and such other matters as may arise in its working it shall meet in May-June each year to consider the Annual Report, the audited statement of accounts, changes in the staff, subjects or courses in which fresh Affiliation or approval is to be sought in the following year. A copy of the notice of meeting shall be sent to the Registrar, at least, 15 days before the date of the meeting. A copy of the

minutes of the meeting shall also be sent to the Registrar within 15 days of the meeting. (not applicable to the government college)

v) The qualifications and adequacy of the teaching staff and the conditions governing their recruitment and term of employment including promotions and salary, shall be strictly according to the provisions of Apex council of concerned faculty and the Statutes, Ordinances, Regulations of the university, as modified from time to time.

vi) all changes in the teaching staff shall be reported to the University within one month of their taking place;

vii) no lecture shall be delivered to more than the number of students at a time as prescribed by the Academic Council, considering the size, structure, seating arrangements and acoustic properties of each lecture room, and arrangements for tutorials, permits a large number of students as may be decided by the Academic Council;

viii) The maximum number of students in a batch for laboratory work under one teacher shall not exceed the maximum number at a time as prescribed by the Academic Council.

ix) every vacancy in the teaching staff of the College/Institution that remains unfilled for a period of more than one month shall be reported to the University together with a statement of reasons there for;

x) The colleges shall maintain records and registers in accordance with directions issued by the University from time to time;

xi) The colleges shall submit such annual and periodical returns and other information, in such form and in such manner, as may be required to be submitted by any authority or officer of the University.

xii) The colleges shall give and comply with the undertaking 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. (not applicable to the government college)

xiii) The colleges shall give and comply with the undertaking that the student of college shall be provided the basic hospital training facilities in a phased out manner. (not applicable to the government college)

xiv) The colleges shall give and comply with the undertaking that the number of students admitted for courses of study shall not exceed the

limits prescribed by the University, from time to time (not applicable to the government college)

xv) The colleges shall give and comply with the undertaking 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;

xvi) The colleges shall give and comply with the undertaking 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

xvii) The colleges shall give and comply with the undertaking that, there shall be no transfer of the management without prior permission of the University; (not applicable to the government college)

xviii) The colleges shall give and comply with the undertaking that the college or institution shall not be closed without prior permission of the University; (not applicable to the government college)

xix) The colleges shall give and comply with the undertaking that in the event of disaffiliation or closure of the college or institution, 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 Apex/ State bodies shall vest in the Government. (not applicable to the government college)

xx) Every College/Institution shall also furnish such reports, returns and other information as the Academic Council/ Executive Council/ Vice Chancellor may require, from time to time, enabling it to judge the efficiency of the college.

EXTENSION OF AFFILIATION

13. The management of the college/ institute shall submit the proposals for the extension of affiliation up to **31st October** of the year, preceding the academic year for which the extension of affiliation is sought.
14. The management of the college/ institute shall submit the proposals in the prescribed format, along with the amount of fees as prescribed by the University and renewal permission of the Government of India/ Apex Council of concerned faculty as per rules of concerned Apex council. Before applying, the management

of the college/ institute must ensure that the facilities and departments along with the staff, as prescribed by the Apex Council of concerned faculty/ University, have been fulfilled.

15. On receipt of the duly filled application form along with attached required documents and deposition of fee, for extension of affiliation 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 a “Local inspection committee” consisting of three competent persons, specifying the date on/or before which the report of the Committee shall be submitted. The report shall be referred to the Academic Council and the Academic Council shall make recommendations to the Executive Council.
16. (a) After considering the report of the Inspection committee and the recommendations of the Academic Council/Standing Committee and making such further enquiry as it deems fit, the Executive Council may either:-
 - (i) Communicate to the Directorate of Medical Education about the same, and grant affiliation to the institution/College for the programmes/ courses; or,
 - (ii) Reject the application, mentioning reasons thereof.
- (b) Where the Executive Council proposes to grant the affiliation or any part thereof it shall specify:
 - (iii) The programme/course or courses of instruction with intake capacity in which and the standard upto which the institution/College is to be admitted to the privileges of the University; and
 - (iv) The conditions, if any, which the Executive Council considers it proper to impose and the time and manner of fulfillment of such conditions.
17. The Registrar shall communicate the decision of the Executive Council to the applicant management as mentioned above.
18. The Continuance of Provisional Affiliation granted above by the University shall be only for the second batch of course of study. Thereupon the University shall permit the College to admit the students in the second batch of course of study.
19. **GRANT OF CONTINUANCE OF PROVISIONAL AFFILIATION FOR ADMISSION OF SUBSEQUENT BATCHES TILL THE FIRST BATCH**

HAVE PASSED OUT:- The management of the college/ institute shall submit the proposals for the extension of affiliation up to **31st October** of every year, preceding the academic year from which the extension of affiliation is sought, in the prescribed format, along with the amount of fees and Security Deposit as prescribed by the University, after complying with the requisite facilities, as prescribed by the Apex Council of concerned faculty for that particular course/ subject, from time to time for grant of Extension of Provisional Affiliation for the admission of subsequent batches till the first batch have passed out.

20. In the Courses / Faculties where Compulsory Rotatory Resident Internship (C.R.R.I.) Training is compulsory as per the norms of the Apex Council of concerned faculty, the Management of the college/ institute shall apply to this University before 6 months period is left for the final examination of the students admitted in the first batch of the course, for Affiliation of Compulsory Rotatory Resident Internship Training Programme. Before applying so, the facilities and departments with the staff members shall have to be provided by the management of the college/ institute as prescribed by the Apex Council of concerned faculty for that particular course/ subject, from time to time. On receipt of the duly filled application form along with attached required documents the Registrar shall, place the matter before the Vice-Chancellor, who will appoint a “Local inspection committee” consisting of three competent persons, specifying the date on/or before which the report of the Committee shall be submitted. The report of LIC shall be referred to the Academic Council and the Academic Council shall make recommendations to the Executive Council.
21. All the norms prescribed by the Apex Council of concerned faculty for that particular course/ subject shall be the minimum applicable for the starting of a new College/ Institute unless otherwise specifically stated by the University.
22. The application formats for various faculties shall be uploaded on the University website mpmsu.edu.in
23. In case of any dispute or clarification required, 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.