



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

DIRECTION NO.001 (B) /2015:- Procedure for - Letter of Consent for Increase in Intake/ Seats by the Health Sciences Colleges affiliated with the Madhya Pradesh Medical Science University, Jabalpur

- 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 Letter of Consent for Increase in Intake/ Seats 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 - Consent of affiliation for the New Health Sciences Colleges, 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. It shall be necessary for “**All the college/ institute of Health Science Education affiliated with the Madhya Pradesh Medical Science University**” to apply to the *University* to issue the “**Letter of Consent for Increase in Intake/ Seats**” to enable them to obtain the permission of the Government/ Apex or State Council of concerned faculty, wherever it is applicable.

4. The application to issue “**Letter of Consent for Increase in Intake/ Seats**” from the Madhya Pradesh Medical Science University can be given on any working day of the University, it shall be in writing along with the prescribed fee.

5. An application to issue “**Letter of Consent for Increase in Intake/ Seats**” from the Madhya Pradesh Medical Science University shall be made in the following manner :-

a) In the case of a college to be owned and maintained by Government for new programme/ course/ subject/ faculty/ post-graduate class to be

added or intake of existing course to be increased in such a college/institution by an Officer authorized by the Government in writing for the purpose;

- b) In case of former-Government colleges/ Institution declared autonomous by the Government, Principal / Dean of the college/ institute, authorized by a resolution of the Board of Governors/ Executive Council, to make such an application;
- c) In the case of a college/institution to be owned and maintained by a Society or a Trust, by the Secretary of the Society, authorized by a resolution to make such an application;

6. The fees to be paid for the “**Letter of Consent for Increase in Intake/ Seats**” as approved by the Executive Council in the Direction no. 1/2015, shall be 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. University Administrative Expenses Fee

7. Only Educational Trust / Societies / Organisation which satisfy the conditions stipulated by the Madhya Pradesh Medical Science University, and as prescribed by the Apex Council of the concerned faculty from time to time, shall be eligible to apply for “**Letter of Consent for Increase in Intake/ Seats**”

8. The Conditions to be satisfied by the College/ institute to issue of “Letter of Consent for Increase in Intake/ Seats”: - The Applicant of the every college/ institute shall satisfy the University regarding the following norms as prescribed by the University and the Apex Council of concerned faculty for that particular course/ subject in this regard from time to time while making application to issue “Letter of Consent for Increase in Intake/ Seats”. (Example: 100-150)

- (i) The college shall produce a copy of the Essentiality Certificate obtained from the State Government. (Not Applicable in Government owned Colleges/ Institutes)
- (ii) No college/ institute shall apply to the University for Increase in seats until the first batch of students has successfully completed the course and left the college and the Degree so obtained is recognised by the Apex Council of concerned faculty for that particular course/ subject.
- (iii) An Affidavit stating that their shall be Proportionate increase in the teaching faculty and other staff according to the provisions made by the

Apex Council of Health Science Education in concerned Faculty/ University/ Government from time to time for varied increase of intake capacity for that course/ subject, along with a separate statement showing the names of teachers employed, or proposed to be employed.

- (iv) An Affidavit stating that, no student shall be admitted to the institution/College until the admission prayed for has been granted by the University.
- (v) An Affidavit regarding proportionate increase in infrastructural facilities including equipments, laboratory facilities, and Floor areas, according to the provisions made by the Apex Council of Health Science Education in concerned Faculty/ University/ Government from time to time
- (vi) A statement showing proportionate increase in the accommodation facilities for teachers and other staff.
- (vii) A statement showing proper Expansion of library, books and Journals as per the Guide Lines of Apex Council of Health Science Education in concerned Faculty, from time to time for varied increase of intake capacity for that course/ subject.
- (viii) A statement showing proper expansion and facilities of hospital (Either own or affiliated) with a minimum bed strength as prescribed by the Apex Council of the concerned faculty from time to time for varied intake capacity and with average bed occupancy as per the norms of the Apex Council of the concerned faculty for varied increase of intake capacity for that course/ subject.
- (ix) A statement showing that the proposed college shall have separate and adequate hostel facilities for boys and girls as prescribed by the Apex Council of the concerned faculty from time to time for varied increase of intake capacity for that course/ subject.

9. On receipt of the duly filled application form, by the management of the college/ institute for “Letter of Consent for Increase in Intake/ Seats”, along with attached required documents and deposition of fee, the Registrar shall, after ensuring that the application is complete in all respects and is in accordance to the statutes, ordinances, regulation and direction of the University issued from time to time, place the matter before the Vice-Chancellor.
10. The Vice-Chancellor, if required as per norms of Apex Council/ University, shall appoint a “Local inspection committee (LIC)” consisting of three competent persons, to verify the infrastructural facilities provided by the college, within four

weeks of submission of proposal, specifying the date on/or before which the report of the Committee shall be submitted to the University to consider the issue of “Letter of Consent for Increase in Intake/ Seats”.

11. In any case the LIC's shall submit their report of inspection to the University within four weeks of its appointment.
12. The Registrar, after detailed examination of the report of the Local inspection committee and after taking approval of Vice-Chancellor shall produce the matter before the standing committee of Academic council, for its decision either to accept or reject the proposal to issue “Letter of Consent for Increase in Intake/ Seats”. If LIC was not constituted, The Registrar, after taking approval of Vice-Chancellor shall produce the matter before the standing committee of Academic council, for its decision either to accept or reject the proposal to issue “Letter of Consent for Increase in Intake/ Seats”
13. On the basis of the recommendations of the standing committee of Academic council, The Registrar, shall either issue “Letter of Consent for Increase in Intake/ Seats” to the applicant Trust/ society to enable it to apply to the Government for permission for increase in intake/ seats Or issue a letter to the applicant Trust/ society, stating the reason there of, if the proposal has been rejected.
14. The formats of LIC inspection reports shall be as required by Apex council or as prescribed by the University from time to time.
15. POWER TO AMEND THE TIME SCHEDULE: The Vice-Chancellor shall have power to amend the above prescribed time schedule in exceptional circumstances.
16. The time schedule After the receipt of the Proposal for the complete process of Issue of “Letter of Consent for Increase in Intake/ Seats” shall be as under:

Sr. No.	Particular	Scheduled Period of Calendar Year
1	Processing and Appointment of LIC by the Vice-Chancellor	Within 4 weeks of submission of application
2	Last Date of Receipt of Report of LIC	Within 4 weeks of appointment of LIC
3	Meeting of the Standing committee of Academic council	Within 4 weeks of Reports of LIC
4	Denial or Issue as the case may be, issue of “Letter of Consent for Increase in Intake/ Seats” by the Registrar	Within 4 weeks of submission of reports of LIC



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

Proposal for Academic Year	FACULTY	College Code	University form Receipt no.	
			date of payment for affiliation	
			For University office use only www.mpmsu.edu.in	

Application Form for the Letter of Consent for Increase in Intake/ Seats

Instructions:

1. The management seeking Letter of Consent for Increase in Intake/ Seats, shall submit the application in **three copies** in the prescribed format to the Registrar, M.P. Medical Science University, Jabalpur (M.P.), along with D.D. of prescribed fees drawn in favour of “**The Registrar, M.P. Medical Science University, Jabalpur (M.P.)**” on any Nationalized Bank.
2. Please read the instructions carefully before filling the form.

To,
The Registrar
M.P. Medical Science University
Jabalpur (M.P.)
Sir/ Madam,

I am / we are submitting herewith the application for Increase in Intake/ Seats, Following are the particulars:

				ANNEXURE/ PAGE NO.
1.	Name of the Applicant College			
	Postal Address of the College			
	PIN code:			
	Phone No.(O) :			
	Fax No. :			
	Applicant 's (R) :			
	Email Address:			
	Mobile No. :			
2.	Payment details D.D. of prescribed fees drawn in favour of “The Registrar, M.P. Medical Science University, Jabalpur (M.P.)”	i) Amount Rs.	A-	
		ii) D.D. No.		
		iii) Dated		
		iv) Name of the Drawee Bank:		

3.	“ Essentiality Certificate ”, issued by the Government of Madhya Pradesh for Increase in Intake/ Seats to the Trusts / Societies / Organisation.	Copy Attached		B-
		Yes	No	

4	Resolution for increase in intake by Management in original (<i>Not Applicable for Government owned Institute/ College</i>)	Copy Attached		C-
		Yes	No	

5.	i) Proposed increase of intake / seats in the faculty of (Tick in the appropriate box)	<i>Medical</i>		<i>Dental</i>			
		<i>Ayurved</i>		<i>Unani</i>			
		<i>Homoeopathy</i>		<i>Siddha</i>			
		<i>Naturopathy & Yoga</i>		<i>B.Sc.(Nur)</i>			
		<i>Paramedical (Physiotherapy)</i>		<i>P.B.B.Sc. (Nur)</i>			
		<i>Paramedical (Other)</i>					
	ii) Specify the Course for which increase of intake / seats is proposed (i.e. M.B.B.S., B.D.S.)	1. _____ 2. _____					
	iii) Year of first batch admission in the proposed Course for which increase of intake / seats is applied. (i.e. M.B.B.S., B.D.S.) (Enclose first affiliation letter given by the University/ Apex Council permission letter)	. _____					
iv) Year of first batch pass out, in the proposed Course for which increase of intake / seats is applied. (i.e. M.B.B.S., B.D.S.)	. _____						
v) Existing Intake Capacity of the proposed Course approved by the University (Enclose latest affiliation letter given by the University)	1. _____ 2. _____						
v) Existing Intake Capacity of the proposed Course approved by the Apex Council (Enclose latest approval letter)					E-		
vi) Number of seats proposed to be increased	. _____						
vii) Academic year for which first batch with increased seat is proposed	. _____						

6.	Hospital	Hospital		Own	Attached*			
		i) Name of the Hospital _____						
		ii) Hospital <i>Please ✓ tick in the appropriate box</i>						
		Medical (Allopathic)			Naturopathy & Yoga			
		Dental			Homoeopathy			
		Ayurved			Unani			
		General Hospital			Paramedical (Allied Health)			
		iii) Date of Establishment				Date: _____		
		iv) Date of Registration (Attach a copy of Registration certificate)				Date: _____		F-
						Attached		
						Yes	No	
		v) No. of Beds available				Male		
				Female				
				Total				
vi) OPD (No. of Patients per year) _____								
vii) IPD (No. of Patients per year) _____								
viii) No. of wards (Enclose the list separately with bed strength.)				List Enclosed		G-		
				Yes	No			
ix) Built-up area _____ (Submit a drawing plan duly certified by Architect, specially showing the new plan as per requirement for increase in intake)				<i>drawing plan</i>		H-		
				Yes	No			
x) Attach list of equipments and infrastructure facilities available				List Enclosed		I-		
				Yes	No			
xi) List of Para-medical Staff				List Enclosed		J-		
				Yes	No			
xii) Provision for Dental Chairs (For Dental College only)				Yes	No			

<p>*Note :</p> <p>1) In case of attached hospital(s), attach a Memorandum of Understanding between the Trust and owner of the hospital(s) at least for a period of five years on stamp paper of Rs. 100/- (each) duly notarized.</p> <p>2) There should be own running hospital of the applicant's Society / Trust for Medical, Ayurved, Unani & Homoeopathy faculties.</p>	K-
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7.	a) Addition al infrastruc ture	ADDITIONAL PROVISIONS FOR INCREASE IN INTAKE/ SEATS AS PER NORMS OF APEX COUNCIL/ UNIVERSITY			
		i) Provision of Library as per requirement for increase in intake (Enclose separate statement)	Yes	No	L-
		ii) Provision of Laboratories as per requirement for increase in intake (Enclose separate statement)	Yes	No	
	iii) Provision of Class Rooms as per requirement for increase in intake (Enclose separate statement)	Yes	No	N-	
	b) Teaching and Non Teaching Staff	iv) Teaching Staff (Undertaking by President/Chairman of the Applicant Trust regarding provision and maintenance of infrastructure and teaching staff as per respective Apex Council on Rs. 100/- Stamp paper duly notarized) <i>(Not Applicable for Government owned Institute/ College)</i>	Undertaking by applicant		O-
			Yes	Yes	
v) List of non teaching staff appointed		Attached		P-	
	Yes	Yes			
	vi) Accommodation facilities for teachers and other staff. (Enclose separate statement)	Attached		Q-	
		Yes	Yes		

8.	Hostel	i) Proper Provision for boys hostel (Enclose separate statement)	Yes	No	R-
		ii) Proper Provision for girls hostel (Enclose separate statement)	Yes	No	

9.	Financial position of the Society / Institution as on 31st March of the Financial Year <i>Encls: i) Copies of audited statements for last preceding three financial years. ii) Attach latest bank balance certificate. (Not Applicable for Government owned Institute/ College)</i>	i) Copies of audited statements attached		S-
		Yes	No	
		ii) Copies of latest bank balance attached		T-
		Yes	No	

I solemnly declare that, information furnished above is true and correct to the best of my knowledge.

Place:

Signature of the Chairman / Secretary

Date:

Seal of the Society / Institution

Note:-

- 1) Every page of the application form and enclosures must be serially numbered in the box provided against each column and Index should be given.
- 2) Please note that incomplete application form will be rejected.

Undertaking

(Undertaking by President/Chairman of the Applicant Trust regarding provision and maintenance of infrastructure and teaching staff as per respective Apex Council)

(To be executed on Rs. 100/- Stamp paper and attested by Notary Public)

(Not Applicable for Government owned Institute/ College)

I _____
(Name of the President / Secretary)

President / Secretary, of _____ hereby
(Name of the Society / Institution)

Promise on behalf of the Society / Institution that –

- (a) The information furnished in the application and appendices appended to the application is true and correct to the best of my knowledge.
- (b) The Society / Institution shall provide essential infrastructure to the College / Institute before starting the courses with Increase in Intake/ Seats College / Institute
- (c) The Society / Institution shall appoint the required teaching, non-teaching and paramedical staff from time to time as per the norms of respective Apex Council required for Increase in Intake/ Seats.
- (d) Approval to the appointments of the Dean / Principal, qualified teaching staff will be sought from time to time from the University.
- (e) The Society / Institution shall make provision for salary of teaching and nonteaching staff of the proposed College / Institute as per Govt. Rules from time to time as well as for the contingent expenditure of the College,
- (f) Additional Laboratories and other infrastructural facilities will be provided for the course(s) as required for Increase in Intake/ Seats,
- (h) Provision made under Madhya Pradesh Ayurvedigyan Vishwavidyalaya Act, 2011, Statutes, Ordinances, Regulations, Rules, Directions, Notifications and Circulars shall be strictly observed by the Society / Institution.
- (i) We are fully aware that the application will be rejected if the same is incomplete and not supported with necessary documents.**
- (j) All instructions & information has been carefully read, understood by me.

Place:

Signature of the President / Secretary

Date:

Seal of the Society / Institution / Trust

Undertaking

(To be executed on Rs. 100/- Non judicial Stamp paper and attested by Notary Public)

(Not Applicable for Government owned Institute/ College)

No student shall be admitted to the institution/College until the admission prayed for Increase in Intake/ Seats has been granted by the University, as the case may be.

Place:

Signature of the President / Secretary

Date:

Seal of the Society / Institution / Trust

FORM OF RESOLUTION

(Not Applicable for Government owned Institute/ College)

Subject: - Increase in Intake/ Seats in the Faculty of

From the academic year 20 – 20 --

Resolution: - No. Dated:

In view of the above subject this Management
of.....

(Name of the Society/Institution/Trust)

In its meeting held on.....resolved unanimously that the Increase in Intake/
Seats in the Faculty of be started at the college/
Institute.....

(Name of the College)

From the academic year 20 –20

Resolution proposed by _____

Seconded by _____

Date: -

Place: -

Signature of President / Secretary

Seal

Undertaking for appointing Teaching and Non Teaching staff

(Should be submitted on Rs.100/- stamp paper duly notarized)

(Not Applicable for Government owned Institute/ College)

I
(Name of the president / secretary of the trust/society)

Hereby give undertaking that the required teaching and non teaching staff required for
Increase in Intake/ Seats will be appointed for the.....
(Name of the proposed faculty and the course)

at
(Name of the college)

As per the norms of
(Name of the respective council)

And Madhya Pradesh Medical Science University, Jabalpur (M.P.) before starting the course.

Place:

Signature

Date:

Name of the President / secretary:

Seal of Notary

Undertaking for proportionate increase in infrastructural facilities

(Should be submitted on Rs.100/- stamp paper duly notarized)

(Not Applicable for Government owned Institute/ College)

I
(Name of the president / secretary of the trust/society)

Hereby give undertaking that the required proportionate increase in infrastructural facilities

Including equipments, laboratory facilities, and Floor area as required for Increase in Intake/

Seats shall be made for the.....

(Name of the proposed faculty and the course)

at

(Name of the college)

As per the norms of

(Name of the respective council)

And Madhya Pradesh Medical Science University, Jabalpur (M.P.) before starting the course.

Place:

Signature

Date:

Name of the President / secretary:

Seal of Notary

CHECK - LIST

(Please attach papers as per check list)

Sr.No	Documents description (Attach detailed information as per norms of Apex Council)	Enclosed at Page No. of application form				
		Appendices	Yes	Not applicable	Page No.	For University Office Use
1	Demand Draft of prescribed fees	A				
2	Copy of “ Essentiality Certificate ”, issued by the Government of Madhya Pradesh	B				
3	Resolution for increase in intake by Management in original	C, U-3				
4	Existing Intake Capacity of the proposed Course approved by the University (Enclose latest affiliation letter given by the University)	D				
5	Existing Intake Capacity of the proposed Course approved by the Apex Council (Enclose latest approval letter)	E				
6	Registration of Hospital	F				
7	Certified copy of No. of wards with bed strength in the Hospital	G				
8	Drawing plan of Hospital duly certified by Architect (specially showing the new plan as per requirement for increase in intake)	H				
9	List of equipments and infrastructure facilities available	I				
10	List of Paramedical Staff appointed	J				
11	If attached hospital(s), (please attach separate memorandum of understanding (MOU) for each attached Hospital on Rs. 100/- stamp paper duly notarized)	K				
12	Provision of Library (as per requirement for increase in intake)	L				
13	Provision of Laboratories(as per requirement for increase in intake)	M				
14	Provision of Class Rooms (as per requirement for increase in intake)	N				
15	Undertaking by President/Chairman of the Applicant Trust regarding provision and maintenance of infrastructure and staff (as per requirement for increase in intake). (given on Rs. 100/- stamp paper duly notarized)	O, U-1				
16	List of non teaching staff appointed (as per requirement for increase in intake)	P				
17	Accommodation facilities for teachers and other staff (as per requirement for increase in intake)	Q				

18	Attach a certified copy of plan of Hostel building for both boys and girls by an Architect(as per requirement for increase in intake)	R				
19	Copies of audited statements for last preceding three financial years duly attested.	S				
20	Latest Bank Balance Certificate	T				
21	Undertaking Regarding Student admission	U-2				
22	Undertaking Regarding appointment of teaching and non teaching staff	U-4				
23	Undertaking for proportionate increase in infrastructural facilities	U-5				

<p>C E R T I F I C A T E I hereby certify that papers are attached as per the check list. (Please note that all documents are mandatory. The application may be rejected if one or more documents in the check list are not attached).</p> <p>Place Date :</p> <p style="text-align: right;">Chairman / Secretary</p>	Signature of MPMSU Scrutiny Officer
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