



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

DIRECTION N0.001 (A) /2015:- Procedure for - Consent of affiliation for the New Health Sciences College, by the Madhya Pradesh Medical Science University

- 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 Ayurvedigyan 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 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.
- 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 proposed college/ institute of Health Science Education**” to apply to the *Madhya Pradesh Ayurvedigyan Vishwavidyalaya* to issue the “**Letter of Consent of Affiliation**” 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 of Affiliation for new college/ institution**” from the *Madhya Pradesh Ayurvedigyan Vishwavidyalaya* can be given on any working day of the University, and it shall be in writing along with the prescribed fee.

5. An application to issue “**Letter of Consent of Affiliation for new college/ institution**” from the *Madhya Pradesh Ayurvedigyan Vishwavidyalaya* 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 of Affiliation for new college/ institution or “Letter of Consent of Affiliation for new course” and “Letter of Consent for Increase in Intake/ Seats”** 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 Ayurvigyan Vishwavidyalaya, and as prescribed by the Apex Council of the concerned faculty from time to time, shall be eligible to apply for **“Letter of Consent of Affiliation for new college/ institution”** to establish a new College / Institute.

8. The authorized officer or the Secretary of the Foundation Society, or the Chairman of the Governing Body as the case may be, shall supply information in the application with respect to the following matters, at the time they apply for **“Letter of Consent of Affiliation”** for starting new college/ institution, namely:-

- I.** A copy of the constitution of the Foundation Society (Memorandum of Understanding); (Not Applicable in Government owned Colleges/ Institutes)
- II.** The Trusts / Societies / Organisation shall produce a copy of the Trust Deed. (Not Applicable in Government owned Colleges/ Institutes)
- III.** **“Essentiality Certificate”**, issued by the Government of Madhya Pradesh for starting new college/institute of health science, to the Trusts / Societies / Organisation. (Not Applicable in Government owned Colleges/ Institutes)

- IV.** An Affidavit stating that, the Institution/College has sufficient funds to deposit as Endowment Fund and the Foundation Society shall deposit the Endowment Fund with the University within the time period as prescribed by the University from time to time, as a condition precedent to the grant of affiliation. (Not Applicable in Government owned Colleges/ Institutes)
- V.** An Affidavit stating that, the qualifications and adequacy of the teaching staff and the conditions governing their employment shall be according to the provisions made by the Apex Council of Health Science Education in concerned Faculty/ University/ Government from time to time; along with a separate statement showing the names of teachers employed, or proposed to be employed. (Not Applicable in Government owned Colleges/ Institutes)
- VI.** An Affidavit stating that, the financial resources of the institution/College shall be such/ so as to make due provision for its continued maintenance and efficient working along with a statement showing the financial resources of the college, including a statement of the annual income and expenditure; (Not Applicable in Government owned Colleges/ Institutes)
- VII.** An Affidavit stating that, no student shall be admitted to the institution/College until the admission prayed for has been granted by the University, (Not Applicable in Government owned Colleges/ Institutes)
- VIII.** Statement of Land requirements:-
- (a) The Trusts / Societies / Organisation shall own and possess a land as prescribed by the Apex Council of the concerned faculty from time to time for varied intake capacity.
- (b) The Trusts / Societies / Organisation shall have clear marketable title to the land without any encumbrance and shall produce copies of the registered title deed, encumbrance certificate, legal opinion of the Government Pleader, Sworn Affidavit and such other documents as required by the University from time to time.
- (c) The Trusts / Societies / Organisation shall provide complete details of the buildings and grounds certified by qualified Engineer/ Architect must be provided.
- IX.** Statement of Ready built area: - The proposed College/ Institute shall have all the Departments along with sufficient number of class-rooms, the floor space of class rooms must be suitable and sufficient and the buildings must be properly located and owned by the foundation society as per the Guide

Lines of Apex Council of Health Science Education in concerned Faculty, from time to time for varied intake capacity for that course/ subject, at the time of first inspection by the University to issue of **“Letter of Consent of Affiliation”**.

- X.** A statement showing that the adequate provision is made for its Library and reading room, along with the number, titles and number of the books, and journals subscribed to the library, as per the Guide Lines of Apex Council of Health Science Education in concerned Faculty, from time to time for varied intake capacity for that course/ subject and the expenditure annually provided or proposed to be provided for the improvement of the library;
- XI.** Statement regarding Hospital:-
- (a) The Trust shall own and possess a hospital or have affiliation with a hospital of the 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 that course/ subject.
 - (b) The hospital shall have all the sections and facilities as prescribed by the Apex Council of the concerned faculty from time to time for varied intake capacity for that course/ subject.
 - (c) There must be appropriate number of OPD cases per student per day as prescribed by the Apex Council of the concerned faculty from time to time for varied intake capacity for that course/ subject.
 - (d) Should have a master plan for the future teaching facilities with bed strength with all other required facilities including specialties, as prescribed by the Apex Council of the concerned faculty from time to time for varied intake capacity for that course/ subject.
- XII.** 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 intake capacity for that course/ subject.
- XIII.** A statement showing that the Institution/College has significant infrastructure including modern laboratories commensurate with the requirements of the courses being offered in the institution/College and for which the institution/College has necessary funds at its disposal, for imparting instruction in that branch of health science or subject, in a

properly equipped laboratory and, where necessary, a museum, and the gas and water-supply, the apparatus, Computers, test set-ups and the chemicals, and the design and general electrical and water fittings in the laboratories, lecture-rooms and museums shall conform to such requirements as may be prescribed from time to time.

- XIV.** A statement showing that the fees, payable by the students, shall be fixed in accordance with the rates prescribed by the University/government/statutory body, from time to time and all fees, by whatever name called, to be paid by the students shall be accounted for in the books of account of the college and shall form part of the receipts of the college. (Not Applicable in Government owned Colleges/ Institutes)
- XV.** A statement showing the rates of fees proposed to be levied and the number of students exempted wholly or in partly from such fees must be provided; (Not Applicable in Government owned Colleges/ Institutes)
- XVI.** A statement showing that the rules regarding payment of fees by students in institution/college shall not be framed with a view to attracting student away from an existing institution in the same neighborhood. (Not Applicable in Government owned Colleges/ Institutes)
- XVII.** A statement showing the accommodation provided for the residence or lodging of the Principal of the college and of members of the teaching/ non-teaching staff in or near the college.
- XVIII.** The Trusts / Societies / Organisation shall have to give an undertaking to the effect that proper and latest Information technology equipment and infrastructural communication facilities as detailed below and as prescribed by the University from time to time, shall be provided to establish communication with the University:-
- a) Fax
 - b) Requisite number of computers with latest specifications, a licensed software (Micro Soft – Office, Professional Visual FoxPro, Visual Basic) as may be prescribed by the University form time to time, at least one laser Printer and one Dot Matrix Printer & others as prescribed by the University form time to time.
 - c) High speed Photo Copiers.

- d) Telephone with Internet Connection.
 - e) Invertors and UPS compatible to run all above machine.
 - f) CCTV cameras in the exam halls
 - g) Electronic system for attendance of students in the class as prescribed by the University from time to time.
 - h) It shall be basic responsibility of the head of the institute to ensure that the hardware, software and infrastructure along with qualified manpower as prescribed by the university from time to time is made available and always be kept in good condition.
- 9.** On receipt of the duly filled application form, by the management of the college/ institute for starting new college/institute, along with attached required documents and deposition of fee, (submission of dully filled application form and deposition of applicable fee shall constitute the completion of application) form and fees shall have to be deposited 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 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 of Affiliation for new college/ institution”.
- 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 of Affiliation”
- 13.** On the basis of the recommendations of the standing committee of Academic council, The Registrar, shall either issue “Letter of Consent of Affiliation” to the applicant Trust/ society to enable it to apply to the Government for permission to establish a new college Or issue a letter to the applicant Trust/ society, stating the reason there of, if the proposal has been rejected.
- 14.** The issue of Letter of Consent of Affiliation alone shall not confer any right on the applicant Trust / Society / Organisation to start new college/institute.

- 15.** The time schedule After the receipt of the Proposal for the complete process of Issue of “Letter of Consent of Affiliation for new college/ institution” 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 of Affiliation for new college/ institution” by the Registrar	Within 4 weeks of submission of reports of LIC

- 16.** The formats of LIC inspection reports shall be as required by Apex council or as prescribed by the University from time to time.

17. POWER TO AMEND THE TIME SCHEDULE:

The Vice-Chancellor shall have power to amend the above prescribed time schedule in exceptional circumstances.



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

Proposal for
Academic Year

FACULTY

University form Receipt no.

Date of Payment for Consent

For University office use only www.mpmsu.edu.in

Application Form for the Consent of Opening of New College of Health Sciences

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 opening of new college, Following are the particulars:

		ANNEXURE/ PAGE NO.
1.	Name of the Society/ Institution: <i>(Not Applicable for Government owned Institute/ College)</i>	_____
	Address of the Society/ Institution:	_____
	PIN code:	_____
	Phone No.(O) :	_____
	Fax No. :	_____
	Applicant 's (R) :	_____
	Email Address:	_____
	Mobile No. :	_____

2.	Name of the proposed College			
	Postal Address of the proposed College			
	PIN code:			
	Phone No.(O) :			
	Fax No. :			
	Applicant 's (R) :			
	Email Address:			
	Mobile No. :			

3.	New College of	<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>				
	Specify Course (i.e. M.B.B.S., B.D.S.)	1. _____ 2. _____				
Intake Capacity per Course	1. _____ 2. _____					
Academic year for which first batch is proposed						

4.	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:	

5	Number and date of the Registration of Society / Institution: (Enclose attested copies of Registration) <i>(Not Applicable for Government owned Institute/ College)</i>	Registration No. _____	B-
		Date _____	

6	A copy of the constitution of the Foundation Society (Memorandum of Understanding); (Enclose attested copies of Constitution and Memorandum of Association) <i>(Not Applicable for Government owned Institute/ College)</i>	Copy Attached		C-
		Yes	No	

7	The Trusts / Societies / Organisation shall produce a copy of the Trust Deed. <i>(Not Applicable for Government owned Institute/ College)</i>	Copy Attached		D-
		Yes	No	

8	The resolution of the Management in respect of opening of new College / Institute with reference to the provision in the memorandum of the Society / Institute (Enclose copy of the Resolution) <i>(Not Applicable for Government owned Institute/ College)</i>	Resolution No. _____ Date _____	E-
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9	“Essentiality Certificate”, issued by the Government of Madhya Pradesh for starting new college/institute of health science, to the Trusts / Societies / Organisation. <i>(Not Applicable for Government owned Institute/ College)</i>	Copy Attached		F-
		Yes	No	

Readiness of 1st year requirements						
10	a) Land	i) Whether the land is owned by the Applicant Society / Trust <i>(Attach copy of land documents i.e. 7/12 extract / property card)</i>	Yes	No	G-	
		If yes, then Area				
				Acre	Hectors	
		ii) Whether the land is registered through a Sale Deed / Gift Deed / Leased from the Government / Private bodies in the name of the Applicant Society / Trust. <i>(Please tick)</i> . <i>(Attach copy of registered Sale Deed / Gift Deed etc.)</i>	Yes	No	H-	
		If yes, then Registration Number : _____ Date of Registration : _____ Place of Registration : _____				
		iii) If more than one 7/12 extracts / Property cards <i>(Attach a copy of map showing the land is in one piece)</i>	Map attached		I-	
			Yes	No		
		iv) Date of possession of land <i>(Please attach a copy of possession certificate.)</i>	Copy attached		J-	
			Yes	No		
		v) Any loans/ mortgage shown against the title of the land	Yes	No		
		If yes, How much? Rs. _____				
		vi) Whether the land is Non-Agriculture (N.A.) <i>(If yes, then enclose copy of N.A. certificate.)</i>	Yes	No	K-	

		vii) Whether the copy of latest Search Report of the land shown for proposed college is attached along with the proposal	Yes	No	L-	
b) Building		i) If Constructed- total built up area (Attach a certified copy of plan of building by an Architect and completion certificate) OR If not constructed: Attach certified copy of drawing plan of proposed building as per Council norms by an Architect.	Sq. ft. _____		M-	
			Yes	No		
		ii) Provision of Library	Yes	No		
		iii) Provision of Laboratories	Yes	No		
		iv) Class Rooms & Administrative blocks	Yes	No		
c) Teaching and Non Teaching Staff		i) Principal/Dean (Applicant must obtain the consent of joining of qualified and eligible Principal/Dean on Rs. 100/- Stamp paper duly notarized) (Not Applicable for Government owned Institute/ College)	Consent obtained		N-	
			Yes	No		
		ii) Other 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) (Not Applicable for Government owned Institute/ College)	Undertaking by applicant		O-	
	Yes	No				
		iii) List of non teaching staff appointed	Attached		P-	
			Yes	No		
11	Hospital	Hospital		Own	Attached*	
		i) Name of the Hospital _____				
		ii) Faculty <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: _____	Q-	
				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			R-	
			Yes	No			
		ix) Built-up area _____ (Submit a drawing plan duly certified by Architect.)	drawing plan			S-	
			Yes	No			
		x) Attach list of equipments and infrastructure facilities available	List Enclosed			T-	
Yes	No						
xi) List of Para-medical Staff	List Enclosed			U-			
	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. (Not Applicable for Government owned Institute/ College)</p> <p>2) There should be own running hospital of the applicant's Society / Trust for Medical, Ayurved, Unani & Homoeopathy faculties.</p>				V-
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12	Hostel	i) Provision for boys hostel	Yes	No		
		ii) Provision for girls hostel	Yes	No		
		iii) If Constructed- total built up area : _____ Sq. ft. (Attach a certified copy of plan of Hostel building by an Architect)	Attach copy of plan			W-
			Yes	No		
		iv) If not constructed : (Certified copy of drawing plan of proposed building as per Apex Council norms by an Architect)	Certified copy attached			
Yes	No					

	<p>a) Detailed information regarding the School(s) and College(s) run other than this by the applicant Society / Institution with year of establishment. (Attach detailed separate sheet, if applicable) (Not Applicable for Government owned Institute/ College)</p>			X-
	<p>b) if the applicant institute is running following nursing programmes and now applied for starting of B.Sc. Nursing college, please submit following details :- (Not Applicable for Government owned Institute/ College)</p>			

13	Nursing programme	Intake	Name of the attached hospital with number of beds	
	ANM			
	GNM			
	c) if the applicant institute is applying for <i>P.B.B.Sc.Nursing:-</i> <i>(As per INC circular dated 11 July 2012, application for P.B.B.Sc.(N) will be considered only in case of recognized institutions conducting B.Sc.(N) Course)</i> 			
	Year of starting B.Sc. (N) Programme			
	intake capacity			

14	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>i)Copies of audited statements attached</i>		Y-
		Yes	No	
		<i>ii)Copies of latest bank balance attached</i>		Z-
		Yes	No	
<i>iii) Budgetary provisions to establish the college for next 5 years (Not Applicable for Government owned Institute/ College)</i>	Certified copy attached		AA	
	Yes	No		

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

Place:

Signature of the Officer authorized by the Government/ 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 may be rejected.

Undertaking

(Undertaking by The President/Chairman of the Applicant Trust regarding provision and maintenance of infrastructure and teaching staff as per norms of 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 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.
- (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) Laboratories will be provided for the course(s),
- (g) Local managing committee will be formed for the proposed College / Institute as per the provision of the Act, Statutes, Ordinances and Regulations of the University.
- (h) Provision made under Madhya Pradesh Ayurvigyan 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 may 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

U-2

Undertaking

Regarding correctness of documents submitted about Land, Building, Ownership, Lease etc.

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

(Not Applicable for Government owned Institute/ College)

I/We,..... Son of..... residing
at..... the Owner/Chairman/Proposer of the
.....(Organization/Institution),Profession.....Age
..... do hereby solemnly affirm and state as follows:-

1. That, the documents submitted along with the application for opening of a new college such as regarding Survey No. of land/Building, Area of land/building, Ownership of land/building, Lease agreement and other documents related with the land/building of the proposed college/institute of Health Sciences, are true and correct to the best of my/our knowledge.
2. That the search report submitted along with the proposal for opening of a new college related with the land/building of the proposed college/institute of Health Sciences, is true and correct to the best of my/our knowledge.
3. I/we also state that I/we have personally verified these documents and are found correct as per the respective record of concerned authorities.
4. I/We further state that no addition / deletion / alteration is found or made in any of the documents submitted along with the application for opening of a new college / institute.
5. I/We undertake that if any dispute or claim arises in future about any document submitted by me / us, I/We shall indemnify, defend and hold harmless to the University.
6. I/We further undertake that the University will be free to initiate any action, including the action of disaffiliation, if it is revealed at any time that any of the documents submitted along with the application are fake / altered or fabricated.
7. I/We further undertake that our college / institute shall be governed by and construed in accordance with the provisions of MPMSU Act 2011, the statutes, ordinances, rules-regulations, directions made there under and decisions of various authorities and bodies of the University.

Undertaking

Regarding Endowment Fund

(Not Applicable for Government owned Institute/ College)

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

The Institution/College has sufficient funds to deposit as Endowment Fund and the Foundation Society shall deposit the Endowment Fund with the University within the time period as prescribed by the University.

Place :

Signature of the President / Secretary

Date :

Seal of the Society / Institution / Trust

Undertaking

(Not Applicable for Government owned Institute/ College)

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

No student shall be admitted to the institution/College until the admission prayed for has been granted by the University.

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)

Proper and latest Information technology equipment and infrastructural communication facilities shall be available in the institute to establish communication with the University, as prescribed by the University from time to time,

Place :

Signature of the President / Secretary

Date :

Seal of the Society / Institution / Trust

FORM OF RESOLUTION

(Not Applicable for Government owned Institute/ College)

Subject: - Opening of New Health Sciences College 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 Health Sciences College in the Faculty of be started at
(Place with address)
From the academic year 20 –20

Resolution proposed by _____

Seconded by _____

Date: -

Place: -

Signature of President / Secretary

Consent of Principal

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

(Not Applicable for Government owned Institute/ College)

I, the undersigned Dr/Mr./Mrs./Smt..... Age

..... Years. Presently working as.....

Department.....at.....

I herewith give my consent to join as Dean / Principal to the proposed..... College

to be setup by

Society / Trust at as and when required.

My educational qualifications are as follows:-

Sr. No.	qualification	Name of University	Year of Passing	Subject

I will faithfully serve the Institute in this capacity to the best of my ability.

Seal of Notary

Signature

Name in Full

Address

Undertaking for appointing 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 staff will be appointed for the
.....(name of the proposed pathy college) to
be established at(name of the place) as per
the norms of(name of the respective council) and Madhya
Pradesh Medical Science University, Jabalpur (M.P.) at the time of first affiliation.

Place :

Signature

Date :

Name of the President / secretary:

Seal of Notary

CHECK - LIST

(Please attach papers as per check list and flag the appendices)

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	Certified copy Registration of Society / Institution:	B				
3	Certified copy of constitution and Memorandum of Association	C				
4	Certified copy of the Trust Deed.	D				
5	Copy of Resolution (Original) of Management	E, U-6				
6	Copy of “ Essentiality Certificate ”, issued by the Government of Madhya Pradesh	F				
7	Land earmarked for the College (Attach copy of 7/12 extract / property card.)	G				
8	If lease deed, copy of registered lease deed	H				
9	Map of Village / Town / City showing land is in one piece. (In case where more than one 7/12 extracts)	I				
10	Attach a copy of Land possession certificate.	J				
11	Certificate / Document regarding Non-Agriculture of land	K				
12	The copy of latest Search Report of the land shown for proposed college	L				
13	Certified copy of drawing plan of building / proposed building plan by Architect.	M				
14	Consent of joining of Principal / Dean (given on Rs. 100/- stamp paper duly notarized)	N, U-7				
15	Undertaking by President/Chairman of the Applicant Trust regarding provision and maintenance of infrastructure and staff. (given on Rs. 100/- stamp paper duly notarized)	O, U-1				

16	List of non teaching staff appointed	P				
17	Registration of Hospital	Q				
18	Certified copy of No. of wards with bed strength in the Hospital	R				
19	Drawing plan of Hospital duly certified by Architect	S				
20	List of equipments and infrastructure facilities available	T				
21	List of Paramedical Staff appointed	U				
22	If attached hospital(s), (please attach separate memorandum of understanding (MOU) for each attached Hospital on Rs. 100/- stamp paper duly notarized)	V				
23	Attach a certified copy of plan of Hostel building by an Architect	W				
24	List of schools/ colleges etc. run by society / trust	X				
25	Copies of audited statements for last preceding three financial years duly attested.	Y				
26	Latest Bank Balance Certificate	Z				
27	Budgetary provisions to establish the college for next 5 years	AA				
28	Undertaking regarding correctness of documents submitted about Land, Building, Ownership, Lease etc. (given on Rs. 100/- stamp paper duly notarized)	U-2				
29	Undertaking Regarding Endowment Fund	U-3				
30	Undertaking Regarding Student admission	U-4				
31	Undertaking Regarding Information technology	U-5				
32	Undertaking Regarding teaching staff	U-8				

<p>CERTIFICATE I hereby certify that papers are attached as per the check list. (Please note that all documents are mandatory. The application will be rejected if one or more documents in the check list are not attached).</p>		<p>Signature of MPMSU Scrutiny Officer</p>
<p>Place Date :</p>	<p>Chairman / Secretary</p>	