

HEMWATI NANDAN BAHUGUNA UTTARAKHAND MEDICAL UNIVERSITY, (HNBUMU) DEHRADUN.

Standard Procedure for Affiliation

1. All the matters related to the Affiliation for the purpose of examination and award of UG Degree/PG Degree/ PG Diploma/ /M. Phil./Ph.D. will be processed in the **Affiliation Cell** of the University.
2. It is **not the right** of any Teaching Institution/Hospital to be given Affiliation by this University.
3. The prescribed fees for various affiliation procedures is given as ANNEXURE-I.
4. The Teaching Institution/Hospital will first apply to issue “Consent for Affiliation” (No Objection Letter) on the form available in the Affiliation Cell of the University (ANNEXURE-II) for affiliation of specific course(s), if required, to the HNBUMU, through the Registrar of the University, along with proof of permission from the respective Statuary Governing Council and Government to initiate starting such courses and will deposit the fees prescribed by the affiliating University.
5. Any Teaching Institution/Hospital which is already affiliated to an University will obtain a Consent letter from that University with which it is affiliated to the extent that they have “**no objection**” if the Teaching Institution/Hospital which is already affiliated to them initiates the process of affiliation with this University. This consent letter will have to be submitted with the application to this university to obtain Consent for Affiliation.
6. The Teaching Institution/Hospital will deposit fees as prescribed by the proposed Regulation of the University in this behalf, from time to time, along with the a copy of the Proposal to be submitted to the Government of India/State and/or the Statutory Governing Council.

7. The affiliation application will be forwarded to the respective Dean of the Faculty, or, in his absence, any competent person nominated by the VC, to submit specific recommendation if, in principle, the said Institution/Hospital and the Course(s) can be affiliated with the University.
8. Vice Chancellor shall order for **Preliminary (Local) Enquiry** of the Institution/Hospital by a University (Local) Enquiry committee appointed for the purpose, before approval to issue "Consent for Affiliation" (No Objection Letter). The University (Local) Enquiry Committee will comprise of the following:-
 - a. Dean of the Concerned Faculty- Convenor
 - b. Two faculty members of the concerned faculty not below the rank of Professor.Provided until such functionaries are not available in the University, the VC can appoint equal number of competent persons to form the committee.

The concerned Teaching Institution/Hospital will provide T.A./transportation, boarding and lodging to the members of the Preliminary(Local) Enquiry Committee.
9. The Report of the University (Local) Inquiry Committee shall be based on the proposal submitted to the university and the physical inspection, if required. The report will be placed before the Vice Chancellor with the remarks of the Dean or the person so nominated by the Vice-Chancellor for consideration to issue the "Consent for Affiliation" (No Objection Letter) to the Teaching Institution/Hospital for affiliation.
10. After approval of the Vice Chancellor the Registrar will issue "**Consent for Affiliation**" (**No Objection Letter**) to the Teaching Institution / Hospital on the prescribed proforma, as laid down (ANNEXURE-III).
11. The Consent of Affiliation will be no guarantee/obligation on the University to issue Provisional/Permanent Affiliation to the Teaching Institution/Hospital.
12. On the basis of the Consent for Affiliation (No Objection Letter) the Teaching Institution/Hospital may approach the Government and/or the Statutory Governing Council for permission to start such courses which the Teaching Institution / Hospital may deem fit.

13. After the Teaching Institution / Hospital gets **'Letter of Permission'** from the Statutory Governing Council and Government to start such course(s) the Teaching Institution/Hospital can apply for Provisional Affiliation with the University on the prescribed form available in the Affiliation Cell.
14. The concerned Dean or the person so nominated by the Vice-Chancellor for the purpose, after scrutiny of the documents, will allow for deposition of the fees as prescribed from time to time by the affiliating University which will be communicated to the Teaching Institution/Hospital by the Registrar.
15. After the fees is deposited in the University the Teaching Institution/Hospital will be asked to submit information on various University Affiliation Forms in hard and Soft copy, as laid down (ANNEXURE-IV)
16. The Teaching Institution/Hospital along with the concerned department(s) will be inspected by a team comprising of the following:-
 - a. Dean of the concerned Faculty, HNBUMU, - Convenor
 - b. Registrar, HNBUMU, or his nominee
 - c. Controller of Examination HNBUMU, or Additional/Assistant Controller of Examination nominated by the COE.
 - d. Chief Medical Superintendent, HNBUMU, or any Medical Superintendent nominated by the CSM.
 - e. Three in-service faculty members of HNBUMU, ordinarily not below the rank of Professor nominated by the Vice Chancellor (representation of SC/ST/OBC will be ensured)
 - f. External experts, if required, to be nominated by the Vice Chancellor.

Provided that until such of the above team members whose positions are either not created or are vacant, the Vice Chancellor shall have power to include any competent person in the above team.

Note: *Office Assistant of Affiliation cell and or MCI Cell of the University will accompany the Inspection team to make available various records during inspection.*

17. The concerned Teaching Institution/Hospital will provide T.A./transportation, boarding and lodging to the Inspection team and office assistant(s).
18. The members of the inspection team will be given honorarium by the concerned Teaching Institution/Hospital at the following rates:-
 - a. Dean, Registrar, Chief Medical Superintendent, Controller of Examination & External Expert(s) @ Rs. 5000/- each.
 - b. Nominee @ Rs. 3000/- each
 - c. Office Assistant @ Rs. 1000/- each.
19. It will be mandatory for the University to do still photography and/or videography of the whole inspection by the official photographer of the University.
20. During the inspection the Teaching Institution / Hospital will provide all the necessary documents to the Inspection team duly signed by the Dean / Director / Principal of that institution.
21. After the Inspection the report will be prepared and submitted along with all the supporting documents to the Dean of the concerned Faculty or the person so nominated by the Vice-Chancellor for the purpose generally within 04 days of inspection (within 10 days in case of outstation Institution). A summary of all the deficiencies and remarks given by the Inspection team will be prepared by the Dean or the person so nominated ordinarily within 07 days thereafter (ANNEXURE-V).
22. The summary of the report duly signed by the Dean or by the person so nominated by the Vice-Chancellor will be placed before the Vice Chancellor for approval for consideration of approval.
23. Ordinarily the matter will be placed before the Academic and Executive Councils of the University in their next meetings for approval.

24. If the meetings of Academic and Executive Councils are not slated in the near future, the Vice Chancellor is authorized to approve to issue “Provisional Affiliation” to the Teaching Institution/Hospital subject to approval of the Executive Council in the next meeting.
25. After the approval of the Executive Council or the Vice Chancellor, the Registrar will issue “Provisional Affiliation Certificate” to the Teaching Institution/Hospital on the proforma (ANNEXURE-VI) subject to approval of the Executive Council under intimation to the Govt. of India, Govt. of Uttarakhand (UK), Director General of Medical Education UK, Relevant Statutory Governing Council, Dean or the person so nominated by the Vice-Chancellor, Controller of Examination and Finance Officer of the University generally within 2 weeks.
26. If the University does not grant the Provisional Affiliation it will inform the institution/hospital about the deficiencies and or other reasons and may generally give a time frame not exceeding six months to rectify the same.
27. The University will arrange for inspection for compliance of deficiencies on the request by the Institution/hospital.
28. If the inspection for compliance of deficiencies is not satisfactory the Institution/Hospital may apply afresh for Provisional Affiliation not before next year.
29. The “Provisional Affiliation” will be valid for one academic session only after which the University will carry out inspection for subsequent provisional affiliation for which the Institution/Hospital will submit the application at least 6 months in advance.
30. The University assessment for Provisional Affiliation will be done for each academic session till the first batch of students admitted in that course or on the seats under consideration appear(s) in the Final University Examination of that course and the course is Recognised by the respective Statutory Governing Council.
31. After the course is Recognised by the Respective Statutory Governing Council, the University can initiate the process to grant Permanent Affiliation which will be valid for not more than five years.

32. The Institution/Hospital will deposit fees for continuation of Permanent Affiliation as prescribed in the month of April each year to the University.
33. In the final year of Permanent Affiliation the Institution/Hospital will apply for continuation of Permanent Affiliation at least 6 months in advance for which the University will assess the Teaching Institution/Hospital in a similar manner.
34. The Provisional/Permanent Affiliation can be terminated at any time if the Affiliated Institution/Hospital does not abide by the rules and regulations of the University or is unable to hold the examination in all the fairness.
35. The University reserves the right for an early/surprise inspection of the said Institute/Hospital at any time during the continuation of affiliation.
36. In case the Statutory Governing Council/Govt. of India/State Govt./Teaching Institution/Hospital decides to stop all or any of the affiliated courses it will be mandatory for the Institution to inform the University so that the University Affiliation is stopped forthwith.
37. All the payments related to Affiliation matters will be deposited by the Institution/Hospital by Bank Draft/Local Cheque/Cheque payable at par to the “**Finance Officer, Hemwati Nandan Bahuguna Uttarakhand Medical University, DEHRADUN**” payable at Dehradun.
38. Any excess payment done to the University on this behalf will be returned to the Institution/Hospital with in two (2) months.
39. **LEGAL JURISDICTION:** In case of any legal dispute the jurisdiction shall reside with the Uttarakhand High Court.
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Dated:.....

[Registrar]
Hemwati Nandan Bahuguna Uttarakhand
Medical University, Dehradun.