

KERALA UNIVERSITY OF HEALTH SCIENCES, THRISSUR

No.2035/AC-H/2015/KUHS

Dated,Thrissur 24.02.2020

NOTIFICATION

In exercise of the powers conferred on Governing Council by virtue of Section 41 of the Kerala University of Health Sciences Act 2010 with the approval from the Government of Kerala has amended Chapter XXI of the Kerala University of Health Sciences First Statutes 2013 regarding affiliation of colleges at its meeting held on 26.08.2019. These amendments were assented to by the Chancellor on 02.12.2019 and shall come into force with effect from that date.

The amendments on affiliation of colleges, as appended is published for general information

Sd/-

REGISTRAR

Amendment of the Ist Statute on the matter of Affiliation of Colleges

Affiliation of new colleges, courses/ enhancement of seats/ continuation affiliation of existing colleges with amendments

1. Transfer of affiliations – Subject to the provisions contained in Chapter VII of the KUHS Act, the affiliation of all Professional Medical or other college or institutions imparting education in Modern medicine, Dental, Ayurveda, Homeopathy, Siddha, Unani, Yoga, Naturopathy, Nursing, Pharmacy or other Paramedical and Allied subjects, owned by Government or Government controlled societies, private aided and private unaided self-financing educational agencies (except deemed universities) shall stand transferred to the Kerala University of Health Sciences.
2. **(1) "Eligibility for seeking affiliation:** The applicant seeking affiliation shall meet the following eligibility criteria.
 - (a) The institution shall be one imparting education in Modern medicine, Dental, Ayurveda, Homeopathy, Siddha, Unani, Yoga, Naturopathy, Nursing, Pharmacy, or other /Allied Health Science subjects.
 - (b) No institution having an existing affiliation for any course from another University shall be eligible to apply for affiliation to the K.U.H.S.
 - (c) The applicant for affiliation shall be an institution owned and managed by:
 - i. Government of India or the State Government,
 - ii. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education,
 - iii. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State
 - iv. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954, or

(2) Qualifying criteria.

An eligible applicant shall stand qualified to apply for affiliation if the following conditions are fulfilled:

- i. that Health Science education is one of the objectives of the applicant in case the applicant is an autonomous body/registered society/charitable trust.
- ii. that in the case of non-government institutions, suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as prescribed under the Regulation of the respective statutory council and the statutes, regulations, bye laws, and orders of the University.
- iii. The required essentiality certificate/ permissions from the respective government, wherever insisted by the Statutory Council, is obtained and produced along with the application.

- iv. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by the University from time to time.
- v. The applicant possesses sufficient clinical facilities, financial resources, infrastructure and equipments as also sufficient faculty/man power as prescribed under the respective Statutes, Regulations, Byelaws, Instructions and Norms of the University and statutory council, if any,
- vi. That the application for opening a new college or institution of higher learning is justified and permissible under the perspective plan prepared by the University in accordance with the provisions in S. 51 of the Act.
- vii. That expression of willingness is furnished agreeing to extend the services of all teaching and non-teaching employees for conducting inspections and for allied purposes as might be directed by the University from time to time;
- viii. That expression of willingness is furnished through affidavit in prescribed form agreeing to extend the services of all teaching and non teaching employees as also facilities of the college for conducting theory and practical examinations/evaluation procedures in conventional or online method and other additional facilities for the conduct and valuation as may be directed by the Controller of Examinations as per directions issued from time to time, and to promote the other activities of the University.
- ix. That willingness has been furnished through Affidavit referred to in previous para to send examiners to invigilate in theory or practical examinations conducted by the University; to make available faculty members to value answer books or practicals and to make available laboratory facilities for conduct of examinations, if such facility is sought for by the University.
- x. That willingness is expressed through an affidavit referred to in the previous para agreeing to comply with the qualification for the Faculty required in terms of the regulations of the KUHS and the concerned statutory council, if any as also with the provisions of the KUHS Act, the requirements prescribed by the University Statutes, Ordinances, Regulations, Standing Orders, directions etc. issued by the University, the Chancellor, the Vice Chancellor and other officers of the University from time to time as well as under any other Act passed by the State Legislature, or orders and directions issued by the respective Governments relating to medical education or higher education in the field.
- xi. That willingness is expressed through Affidavit aforementioned to comply with the norms fixed by the University in the matter of the strength and qualifications of the teaching and non-teaching staff, their emoluments and the terms and conditions of their service;

(3) General conditions to be satisfied by colleges –

Every college shall satisfy the Governing Council on the following points. –

- a) that there is justification for starting the college as per the perspective plan in force and that the college, if started, will supply the needs of the locality, having regard to the type of education intended to be provided by the college and the facilities existing for the same type of education in the neighborhood and the suitability of the locality.
- b) the character, qualifications and adequacy of the teaching staff and the conditions of their service.
- c) Subject to the provisions of the Act, and the statutes framed there under and the directions issued by the university from time to time, the code of professional ethics for university and college teachers prescribed by the concerned central councils and approved by the Governing Council as amended from time to time shall be applicable to the teachers in colleges affiliated to the university.
- d) That the land ear marked by the Management for the College as stated in the application and in the sketch produced along with it are exclusively available for the purposes of the College; and that suitable and adequate buildings, libraries, laboratories and other equipment are available for running the college,
- e) the buildings in which the college is to be located are suitable and that provision will be made in conformity with the laws of the university for the residence in the college hostel or in lodgings approved by the college, if students are not residing with their parents or guardians and for the supervision and welfare of students;
- f) That the institution shall satisfy the University that it has financial stability to set up and maintain the College and that the affidavit filed agreeing to extend facilities to the University is proper and sufficient and that it is duly attested,
- g) such other matters as demanded by the University and are essential for the maintenance of the tone and standard of university education.

(4) Additional conditions for granting affiliation in Post Graduate courses:-

For the purpose of obtaining permission to provide instruction in Post graduate courses of study, an affiliated college shall satisfy the following conditions, namely;

- a. that there are adequate financial resources for the continued maintenance and efficient working of the post graduate sections or sections of the college;
- b. that there is suitable and adequate accommodation for students, staff, library, laboratories, hospital, museums, scientific equipment and other technical appliances etc. as prescribed by the University in each case which may be necessary for the purpose of providing post graduate instruction and research in respect of which permission is applied for;
- c. that adequate provision has been made for a library properly equipped with sufficient number of books and journals, internet facility, etc. for the post graduate courses of study sought to be

undertaken by the college;

- d. that, where post graduate instructions is sought to be imparted in any branch of experimental science; arrangements have been made in conformity with the regulations for imparting such instruction in a properly equipped laboratory and/or museum;
- e. that necessary arrangements have been made for the conduct of lectures, tutorials and practical and other means of imparting instruction in the intended post graduate course of study; and
- f. such other conditions or directions as the Governing Council may from time to time lay down for the maintenance of the standard of post graduate study.

Note. In addition to the conditions aforementioned, the provisions in the Regulations, Ordinances, Orders, Byelaws and other instructions issued by the University shall also be applicable mutatis mutandis, wherever applicable,

(5) Procedure to be adopted in granting affiliations

Procedure for application

- i. Date of application – Applications for affiliation of a college; for affiliation in additional course; affiliation for enhancement of seats; for consent of affiliation or for continuance of affiliation shall be addressed to the Registrar, and shall be delivered in person under acknowledgment or forwarded to him by registered post and filed online on or before the date notified for the purpose.
- ii. Form of application – An application for affiliation of a new college; for starting a new or additional course; or for enhancement of seats shall be furnished in the format mentioned in the Appendix 1A. It shall contain full and detailed information on the following matters:-
 - (a) The Institution/Agency proposing to start the college/course;
 - (b) Whether the body is registered (copies of Constitution, Bye-laws, Resolution of the governing body if applicable and certificate of registration should be enclosed);
 - (c) Details of members of the Managing Council or Governing body;
 - (d) Location of the College (Name of Place, Village, Taluk and District).
 - (e) Names of other colleges imparting education in health sciences within the radius of 20 Kilometers;
 - (f) Courses and subjects in which affiliation is sought for;
 - (g) Previous applications, if any, for affiliation in the same subjects and the details of their disposal;
 - (h) Accommodation, infra structure, equipment and the number of students for whom provision has been made or is proposed to be made. The information relating to accommodation shall be accompanied by plans and drawings including facilities like availability of water and power,

pollution control mechanism, etc;

- (i) Details of financial resources of the management for capital expenditure on buildings and equipments and for the continued maintenance of the college supported by audited balance sheet covering three financial years preceding the date of application.
- (j) Details of educational institution owned or previously owned or managed by the applicant,
- (k) Details of accommodation available (class rooms, Lecture halls, staff rooms, Professors' rooms, Principal's rooms, Laboratory, Library, Hospital facilities etc) and the building plan approved by the local authority;
- (l) Qualifications, salaries, work of the teachers and details of proposed staff pattern together with a time table of the work;
- (m) Hostels and playgrounds for students and residences for the Principal and the other members of the staff, existing as well as proposed;
- (n) Fees proposed to be levied and the financial provision made for capital expenditure on buildings and equipments;
- (o) The financial resources of the colleges for its continued maintenance;
- (p) Legal documents, that is to say:
 - (i) Clear title deed of the property in favour of the applicant;
 - (ii) Resolution of the management earmarking specific area for purposes of running the institution concerned;
 - (iii) a sketch showing the specific area ear marked with boundary description, measurements and all details required for identifying the land; and
 - (iv) a declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution;
- (q) Details of the hospital, wherever necessary;
- (r) Details of the financial guarantee proposed to be furnished to the University by the Management;
- (s) Provision of internet, Fax and other communication and audiovisual facilities as instructed by the University;
- (t) Copy of agreement, if any, executed with the Government, and Essentiality certificate, wherever applicable.
- (u) Affidavit in Form 1B executed in stamp paper of appropriate value under the Kerala Stamp Act and
- (v) In the case of additional courses and/or for enhancement of seats, the colleges shall satisfy the condition that 1st batch of the courses in the institution under the same stream shall be passed out and the details of the average of pass percentage of previous regular examinations of all

- existing batches of the same course at the time of submitting the application and a declaration that the percentage is not below the minimum prescribed by the Governing Council in the Notification issued by the University for the purpose of the addition /enhancement concerned.
- iii. Application for additional affiliation –Application for Additional affiliation and for enhancement of seats shall be presented in the prescribed Form as given in the Appendix 1C hereto.
 - iv. Application to be made by whom – The applications for affiliation shall be made in the case of Government colleges by the Head of the Institution concerned and in the case of private colleges by the Head of the Educational Agency/Institution.
 - v. Application fee – The applicant shall pay such application fee as fixed by the University from time to time.
 - vi. Power of the Governing Council to grant affiliation –
 - (1) All eligible applications seeking affiliation shall be considered by the Governing Council not later than the date fixed in this regard by the Governing Council.
 - (2) The Governing Council shall have the power to affiliate any college preparing students for degrees, titles or diplomas of the University which satisfies the conditions prescribed as per the laws of the University with special emphasis on the perspective plan.
 - vii. Procedure on receipt of application –
 - (1) On receipt of the application, it shall be scrutinized by the office. Incomplete or defective applications and applications not supported by necessary documents shall be summarily rejected and the list of such rejected applications shall be published in the University Web Site and intimation sent to the applicant by post or e mail. In the event of such rejection, the application fee shall not be refunded.
 - (2) Applications not rejected will be scrutinized by the office and processed for further action. The University shall consider whether the application is in consonance with the perspective plan approved by the Governing Council for educational development as required under S. 51 of the Act.
 - (3) The University shall seek the views of the Government on the application submitted by the applicant and in case no response is received from the Government within 30 days, proceed on the assumption that the Government has no views to offer. (Remarks are to be sought wherever necessary in the case of applications without NOC from Government)
 - viii. Withdrawal of Application –Application for affiliation may be withdrawn at any time before an order has been passed on the application; but the application fee once paid shall not be refunded.
 - ix. Grant of Affiliation –

- 1) The University shall appoint a committee to inspect the proposed site of a new college/or to make a physical verification of the facilities that may exist for starting the new college/course, if the application is considered favorably by the University. The committee will inspect the suitability of the proposed site, infra structural facilities, clinical facilities and academic facilities. The inspection committee shall consist of one member of the Academic Council of another stream and two teachers from the same stream who are qualified to be Examiners and unrelated to the institution or management concerned. For PG level the inspection team shall consist of two post graduate teachers from the same specialty or in their absence, from a related specialty in addition to the Academic Council member. In case of difficulty to meet this requirement, the Vice Chancellor may nominate appropriate hands with authority to make such inspection.
- 2) After inspection the Committee will report on the adequacy and suitability of the building and accommodation provided, assets of the Management, constitution of the registered body, capability to maintain academic standards and all other relevant matters. Further action on the application shall be taken on receipt of the report of the committee.
- 3) The grant of affiliation shall depend upon the fulfillment by the Management of all the conditions that are specified here or those that may be specified additionally for the satisfactory establishment and maintenance of the proposed institution/courses of studies and on the reports of inspection by the committee which the university shall appoint for the purpose.
- 4) No new college/or additional courses/or enhancement of seats shall be affiliated unless all necessary conditions are fulfilled before the commencement of academic year of each stream as fixed by the Academic Council from time to time.
- 5) Educational agency, Management, the Principal or any other person or persons on their behalf, either directly or through any other person, shall neither demand nor accept donations from candidates for appointment of the staff and from students for admission to the college. Educational Agency/Institution shall not receive any Fee or charges in excess of that fixed by the concerned authorities.
- 6) The management shall be prepared to abide by such conditions and instructions as regards staff, infra structure facility, hospital, Internet, Fax and audiovisual facilities, equipment, library, reading room, play grounds, hostels etc. as the University may, from time to time impose or issue in relation to the course/college.
- 7) The Educational Agency or the Management shall give an undertaking to the University to carry out faithfully, the provisions of the Act, Statutes, Ordinance, Regulations and the directions issued by the University from time to time. The undertaking shall be endorsed by the Principal of the college.

- 8) On verification of all documents including the report of the Inspection Committee, the University shall place the report of the Inspection Committee before a Scrutiny Committee constituted by the Vice Chancellor. Such Committee shall consist of 3 members including Dean of the faculty concerned and two Principals/Heads of Department of whom one should belong to the Government sector. It will be ensured that the members of the Scrutiny Committee do not belong to the same college/institution which filed the application or is working under the same management.
- 9) In the case of courses having apex statutory councils, the University, after considering the scrutiny committee's report, if satisfied of the requirements, may issue consent of affiliation for starting a new college or starting additional courses or enhancement of seats in existing courses, provided, application is filed in Form 1-D of the Appendix. In the case of deficiencies pointed out by the scrutiny committee, the applicant shall be provided a reasonable opportunity to make up the deficiency. In case the deficiency is made up within the allowed time, the application will be processed further and consent of affiliation may be given. In case of failure to do so, the processing of the application will be closed for that academic year. Based on consent of affiliation given by the University as above, the applicant may move the apex statutory council for approval/Letter of Permission as the case may be.
- 10) On production of the necessary permission from the respective statutory councils, the University shall cause a final inspection to be made by an inspection committee. The inspection committee shall consist of one member of the Academic Council of another stream and two teachers from the same stream who are qualified to be Examiners and unrelated to the institution or management concerned. For PG level the inspection team shall consist of one academic council member and one post graduate teacher from the same specialty or in their absence from related specialty. The report of the Inspection Committee shall be placed before a scrutiny committee constituted by the Vice Chancellor. Such Committee shall consist of 3 members including Dean of the faculty concerned and two Principals/Head of Department of whom one should belong to the Government sector. It will be ensured that the members of the Scrutiny Committee do not belong to the same college/institution or are working under the same management.
- 11) The scrutiny committee will critically verify whether the College complies with the requirements for affiliation and shall make one of the following recommendations.
 - i. recommend affiliation specifying the number of seats
 - ii. in case of deficiencies, recommend rejection of application for affiliation, As regards the proprietary right of management over the land and buildings and verification of title, the University may rely on title verification certificate issued by a panel lawyer of the

University and as regards financial capacity, it may rely on appropriate certification given by a chartered accountant deputed by the Registrar in consultation with the Finance officer.

- 12) The Colleges/Institutions with deficiencies will be informed from the University with details of deficiencies demanding rectification of deficiencies within 15 days from the date of the letter of intimation.
- 13) On receipt of compliance report from the principals concerned, re inspection, if recommended by the scrutiny committee, will be entrusted to the same inspection team as far as possible to verify the veracity of the compliance report of the principals. There shall be no opportunity for any further inspection.
- 14) The report of re-inspection will again be placed before the scrutiny committee and the scrutiny committee's recommendation will be verified by the Sub Committee of the Governing Council. The verification report, along with the recommendation of the scrutiny committee shall be submitted to the Vice Chancellor for placing it before the next Governing Council for approval. The final decision will be taken by the Governing Council.
- 15) In the case of courses which do not have Apex Statutory Council, the procedure afore mentioned will be applicable except that the consent of affiliation and steps thereof will not be required. In case the Government withdraws the Essentiality Certificate/Permission given earlier on any ground, the affiliation granted by the University based on such cancelled certificate shall stand withdrawn with effect from the next academic year.
- 16) Conditional affiliation – The affiliation granted may also be conditional. If conditional affiliation is granted, conditions to be fulfilled and the time fixed for fulfillment of the conditions shall be specified in the order of the Governing Council granting the affiliation. If the conditions are not fulfilled by the end of the period fixed, the affiliation shall cease automatically. If the conditions are fulfilled, the Governing Council shall have the power to confirm the affiliation at the end of the period. While seeking conditional affiliation, the educational agency/institution shall undertake that the loss suffered by the students admitted to the institution, in the event of affiliation being not granted, shall be compensated by the educational agency/institution
- 17) Withdrawal or suspension of affiliation – The Governing Council, either suo moto, or on complaint, shall have the power, at any time after causing due enquiry, to decide to withdraw or suspend for a definite period the affiliation granted to a college in part or in full, provided that before taking such action the Governing Council shall inform the management of the college concerned of the findings in the enquiry and shall allow it an opportunity of making such representations as it may deem fit and shall record its opinion on the representation thus made.

Provided, that for withdrawal of affiliation on ground of failure to comply with any of the conditions in the agreement entered into with the University and the Government, there will be no need to issue such show cause notice or to conduct any enquiry.

* 18) Suspension of instruction in courses or subjects –

- (i) It shall be open to a college, for want of students, or for other exceptional reasons, but with prior approval of the Governing Council, for a total period not exceeding one academic year, to suspend instruction in any branch/course of study for which the college is affiliated. At the end of the period of suspension, work may be resumed after intimating the Governing Council.
- (ii) No course of study shall be abolished in any college without the prior approval of the Governing Council.

19) Continuation of affiliation: In the case of application for continuation of affiliation, the institution has to apply every year in Form 1A of the Appendix within the time notified by the University and shall be subject to all conditions mentioned in the foregoing provisions subject to the following conditions, viz.

- i. the institution has complied with all conditions stipulated for affiliation during the preceding year; provided that till the first batch of students in the affiliated course pass out of the institution, an inspection shall be conducted before granting continuation of affiliation every year. In other cases, inspection will normally be necessary only once in two years; but the University, will, however be free to cause an inspection of the affiliated institution at any point of time if situations warrant the same.
- ii. The approval from the apex statutory councils or Government of India, as the case may be, shall be a condition precedent for allowing continuation of affiliation.
- iii. For the purpose of granting continuation of affiliation, the inspection committee shall consist of two teachers from the same stream who are qualified to be Examiners and unrelated to the institution or management concerned. In case of difficulty to meet this requirement, the Vice Chancellor may nominate appropriate hands with authority to make such inspection.
- iv. The requirement for scrutiny shall be the same as specified for affiliation.

20) Presentation of candidates for examinations – Every college affiliated to the University shall prepare and present students, in accordance with the laws of the University for the examination of students in the subjects of study for which the college is affiliated to the University.

21) Conditions to be satisfied by affiliated colleges –

- i. Every college affiliated to the University shall comply with and duly observe the provisions in the laws of the University in so far as they are applicable to the college. The

College shall also make a refundable and interest free cash deposit in respect of each course as prescribed by the University from time to time

- ii. All changes in the membership of the Governing body or the managing council and all appointments, transfers, promotions, demotions or dismissals of teachers of the colleges with name, qualifications and designation shall forthwith be reported to the University.
- iii. No student shall be admitted to any course of instructions in the college in anticipation of affiliation.

22) Constitution of College council.

- i. Every college shall have a duly constituted college council representing the staff and students to advise the management or principal on the question relating to the internal affairs of the college.
- ii. The college council shall consist of the following members namely;
 - a) The Principal, who shall be the Chairman;
 - b) All the Heads of departments or teachers in charge of the departments;
 - c) The Director or Head of the Department of Physical Education.
 - d) Chairman of the college union;
 - e) The Administrative Officer/Superintendent/ Head clerk who is the chief of the office staff;
 - f) The Chairman/President of the Parent Teachers Association in the college;
 - g) Two representatives of the teaching staff elected by the members of the teaching staff from among themselves, and
 - h) a representative of the management to be nominated by it in the case of institutions which do not belong to the government
- iii. The college council shall elect a Secretary from among the members who shall be a teacher other than the Principal.
- iv. The Secretary shall convene the meetings of the council. It shall be competent for the council to remove the Secretary from his office by two-third majority decision.
- v. The college council shall meet at least twice in an year and the minutes concerned shall be recorded.
- vi. The decisions of the college council shall be taken by simple majority and in case of equality of votes, the chairman shall have second or casting vote.
- vii. Where the Principal fails to implement the decisions of the college council, and he does not report the fact to the Vice-Chancellor, the Secretary shall report the same to the Vice-Chancellor.
- viii. The college council shall be reconstituted in every year.

- ix. Subject to the provisions in these statutes, the functioning of the election to the college council shall be governed by the Rules framed by the Governing Council in this regard.
- 23) Responsibilities of the Principal – Every College will have a Principal who shall be the Head of the College and responsible for the internal management and administration of the college. In the absence of Principal, the senior most Professor, or in his absence, the next senior most teacher of the college, shall be in charge of the duties of Principal. No person shall be appointed as a Principal unless he possesses the qualifications and experience prescribed by the Regulations.
- 24) Financial guarantee – Every college shall provide interest free cash security as may be decided by the Governing Council, to the University.
- 25) Matters to be satisfied by the Colleges.
- i. Every college shall satisfy the Governing Council on the following points.
 - a. the character, qualifications and adequacy of the teaching staff and the conditions of their service are as prescribed.
 - b. The code of professional ethics for the University and College teachers prescribed by the concerned central councils and approved by the Governing Council as amended from time to time are made applicable to the teachers in colleges affiliated to the University.
 - c. that the buildings, libraries, laboratories and other equipment available in the college are suitable, adequate and functional;
 - d. the buildings in which the college is to be located are suitable
 - e. such other matters as are essential for the maintenance of the tone and standard of University education.
- 26) Proportion of teachers to students –Every college shall maintain a proportion between teachers and students which is not less than the minimum prescribed by the Central regulatory authorities and the University.
- 27) Facilities for students – Every college shall provide common rooms and other appropriate conveniences to the students.
- 28) Residence of students –Every college shall make adequate provision for the residence of its students not residing with their parents or duly recognized guardians. Such provision shall be in the form of hostels managed by the college with provision for adequate supervision and welfare measures and recognized by the Governing Council.
- 29) Facilities for games etc.–Every college shall provide adequate and suitable facilities for games and physical exercises and shall make adequate arrangements for the physical training of its students and shall have on its staff, a trained Physical Director possessing the qualifications prescribed by the Regulations.

- 30) N.C.C or N.S.C or N.S.O or N.S.S etc.- Every college shall provide facilities for the organization of the National Cadet Crops, National Students council, National students organization or National Service Scheme.
- 31) Medical Inspection – Every college shall have attached to it a Medical Officer of the qualifications prescribed by the Acts in order to conduct the medical inspection of students of the college.
- 32) Conditions for admission of students – Admission of students to every college shall be subject to the conditions prescribed by the University, and the strength of each class or subjects shall not exceed the maximum for the class or subject sanctioned by the Governing Council.
- 33) Maintenance of discipline –
 - (a) Every college shall satisfy the Governing Council that proper discipline is maintained in the college and hostels.
 - (b) Every institution shall take effective steps to prevent the menace of ragging. They shall implement the directions/orders issued by the University from time to time in this regard
- 34) Tuition and other fees – No college shall collect from the students any fee, over and above those fixed as per Rules, Ordinances and Regulations.
- 35) (1) Inspection of College. Every college shall be subject to inspection from time to time by one or more persons appointed by the Vice Chancellor or the Governing Council and the report of such inspection shall be forwarded to the Principal of the College concerned and his explanation called for before any action is taken on it. The Governing Council may, after considering the explanations if any, issue to the college, such instructions as it may deem fit and the College shall within such period, as may be fixed, take such action as the Governing Council shall specify.

(2) Such inspection shall also be held for periodic assessment of the performance of teachers and non teaching employees of the colleges and institutions, schools, Centres and University Departments.
- 36) Maintenance of Registers and Records –Every college shall maintain the following registers and records. It will be open to the Governing Council to prescribe the formats for such registers and records. If however, the Governing Council finds that what is maintained by any College is inadequate or improper, it will be open to the Governing Council to insist that the Registers and Records must be put in proper form as prescribed and the institution concerned shall be bound to comply with such direction
 - (a) A register of admissions and withdrawals;
 - (b) A register of attendance;

- (c) A register or other record of addresses of students;
 - (d) A register of the members of the staff, including register number with the statutory councils wherever registration is mandatory, and other identification details as prescribed by the University showing their qualifications, previous experience, salary details including details of deduction/payment of income tax, PF contribution, etc., number of hours of work and classes and the subjects taught;
 - (e) A register of fees paid, showing dates of payment;
 - (f) A counterfoil fee-receipt book;
 - (g) A register of scholarship, prizes and concession of all kinds, whether of tuition, boarding or lodging showing the dates of receipt of the amounts of scholarships, prizes or grants and the dates of disbursement duly attested by the parties concerned;
 - (h) A counterfoil book of transfer certificate;
 - (i) A counterfoil book of certificates of medical inspection of students;
 - (j) A register of marks obtained by each student at the college examinations;
 - (k) Account books showing the financial transactions of the college as separate from those of the Management.
 - (l) Acquittance roll of the members of the staff of the college; and
 - (m) Such other Registers as may be prescribed by the Governing Council.
- (37) Inspection of Registers – The Registers and records shall be subject to inspection by any officer authorized in this behalf by the Vice-Chancellor or the Governing Council.
- (38) Additional affiliation – When a college desires to institute additional courses of subjects of instruction, including courses of a higher standard, an application for permission to institute additional courses shall be made to the Governing Council in the prescribed manner, and before a prescribed date and every college shall obtain the prior approval of the Governing Council before starting the courses.
- (39) Exemption of Government Colleges from certain provisions- The University, may, in public interest, exempt colleges run by the Government from the requirements of financial guarantee, affiliation fee and/or annual administration fee or any other fee which the Governing Council may find fit to exempt as also from the procedure for selection and appointment of staff and the provision regarding the Board of Management without compromising the merit and eligibility.

Application for starting new college/course

1	Name of the Applicant Postal Address of the applicant Phone No: E-mail ID:	
2	Address proof of the applicant Aadhaar card No./Voter's ID No:/ Pan Card No: /Latest Telephone Bill)	
3	Name of Educational Agency /Department/Authority on whose behalf the application is submitted	
4	Govt./Quasi Govt./Non Govt/Company a. If Govt, Name of Department: b. If Quasi Govt: Name of Department/Authority/ Autonomous Body c. If Non Govt. Name of society/Trust/Company with register number	
5	If Non Govt. a. Clause specifying the objective of running health professional education b. Proof of renewed registration for previous 3 years c. Audit Report of previous 3 years	
6	a. Name of the proposed college b. Name of the proposed course with seats c. Name of the proposed location with certificate from LSG/Revenue officer not below the rank of District Collector d. Environment clearance certificate from pollution control board	
7	Declaration about other colleges running same course within 20 km.	
8	a. Name of attached hospital b. Proof of ownership/valid agreement	

	c. Year of establishment of hospital d. Bed strength as on the day of application e. Number of occupied beds as on previous working day on the calendar f. Name of Depts. functioning all the working days in the departments	
9	a. Declaration that 100% physical infrastructure available b. Declaration that staff and equipments as per university norms available	
10	a. Proposed admission policy b. Proposed student selection procedure	
11	Details of NOC from Govt.	
12	Previous applications and present status, if any	
13	Fee Details: DD/RTGS Date: Bank: (Name and branch code)/IFSC code, Number of transactions	

Declaration:

The details furnished above are true to the best of my knowledge and supported by valid documents. On behalf of the management of the proposed new college (Name of the College if any) we the President of the Educational Agency and President, Board of management of the said college jointly and severally undertake to faithfully abide by the provisions of the University, Statutes, Ordinances and regulations and the directions issued by the University from time to time in so far as they are related to the college.

Place

Signature of the Manager

Date

Signature of the Chairman

(Seal)

Application for starting new course in an Affiliated college

1	Name of the Applicant Postal Address of the applicant Phone No: E-mail ID:	
2	a. Sanction order of provisional affiliation b. LOP/GOI/statutory body/AC sub committee	
3	a. Proposed course/courses with number of present seats b. Proposed seats	
4	Declaration: a. Requested number of examiners provided to KUHS b. Requested number of faculty provided to valuation camp conducted by KUHS	
5	a. Name of the attached hospital b. Number of occupied beds as on previous working day on the calendar	
6	Annual report of institution of the previous year submitted	
7	Policies and selection procedure adhered for student admission in the previous year	
8	a. Declaration that 100% physical infrastructure available b. Declaration staff and equipment requirements as per university norms available	
9	Name of other courses conducted in the college with year of starting, number of batches passed out and status of recognition by statutory council	
10	Number of students appeared for examination in past 3 years and pass percentage for all existing courses	
11	Previous application numbers and present status if any	
12	Details of fee remittance: DD/RTGS-Date, Bank (Name and branch code) IFSC code, Number of transactions	

Declaration:

The details furnished above are true to the best of my knowledge and supported by valid documents. On behalf of the management of the proposed new college (Name of the College if any) we the President of the Educational Agency and President, Board of management of the said college jointly and severally undertake to faithfully abide by the provisions of the University, Statutes, Ordinances and regulations and the directions issued by the University from time to time in so far as they are related to the college.

Place

Signature of the Principal

Date

Signature of the Manager

Signature of the Chairman

(Seal)

Application for Continuation of Affiliation

1	Name of applicant: Postal address of the applicant: E-mail ID:	
2	a. Sanction order of provisional affiliation b. LOP of GOI/Statutory body/AC Subcommittee	
3	Details of Course for which continuation of provisional affiliation is sought ** Name of Course: Sanctioned Intake: Duration of Course:	
4	Declaration : a. College provides requested number of examiners for the conduct of University examination. b. College provides requested number of faculties provided for the conduct of University evaluation camps.	
5	a. Name of attached hospital b. Bed strength as on day of application c. Number of occupied beds as on previous working day on the Calendar d. Name of the departments functioning in all the working days in the department	
6	Annual report of Institution of the previous year submitted	
7	Policies and selection procedure adhered in the admission of students	
8	Declaration: a. 100% physical infrastructure available b. Staff and equipment requirements as per the University norms available	
9	Previous application numbers and application status, if any	
10	Details of fee remittance DD/RTGS-Date, Bank (Name of Branch code) IFSC code Number of Transaction	

Declaration:

The details furnished above are true to the best of my knowledge and supported by valid documents. I also hereby undertake to conduct the courses for the ensuing academic year with all facilities to the students as per the rules and regulations of the University, Government and other statutory bodies, failing to which the University may take such action against the college as seems to be necessary including withdrawal of provisional affiliation granted to the college.

Place Name and Signature of the Principal

Date Name and Signature of the Manager

Name and Signature of the Chairman

(Seal)

** Course wise application should be submitted.

AFFIDAVIT

I, NAME, AGE, ADDRESS, do hereby solemnly affirm and state as follows:

I am the PRINCIPAL/ MANAGER, of NAME OF THE INSTITUTION, which intends to impart, training incourse and seeking affiliation from the Kerala University of Health Sciences.

I do hereby agree that the college shall comply with the norms fixed by the university in the matter of staff pattern and qualifications of the teaching and non teaching staff, their emoluments and the terms of conditions of their service. The college shall abide by requirements made through the Kerala University of Health Sciences Act and Statute, Ordinances, Regulations. Standing orders, orders, circulars etc and all the directions and instructions issued by the university and its officers.

I do hereby agree that the college shall provide the required infrastructural facilities and maintain the standards as specified in the Kerala University of Health Sciences Act and Statute, Ordinances, Regulations. Standing orders, orders, circulars etc and as per the directions and instructions issued by the university and its officers.

I do hereby undertake that the college will be maintaining the required number of qualified faculty in terms of the provisions of Kerala University of Health Sciences Act and Statute, Ordinances, Regulations. Standing orders, orders circulars etc and all the directions and instructions issued by the university and its officers from time to time. I do agree to follow any other legislation or directions from the government and the concerned department relating to the medical education.

I do hereby agree that the college will be extending the services of the teaching and non teaching staff as well as the facilities of the institution for conducting theory and practical examinations/evaluations in conventional or online method and other additional facilities for the conduct and valuations as may be directed by the Controller of Examinations as per the directions issued from time to time and to promote the activities of the university.

I do hereby agree that the college will be providing qualified examiners to invigilate in theory or practical examinations conducted by the university and to make available qualified faculty to value the answer books of practical and theory examinations. The university shall be permitted to use the laboratory facilities for the conduct of the examinations as and when required.

I do hereby agree that the college will be extending the services of the teaching and non teaching staff of the institution for conducting inspection and allied purposes as may be directed by the University from time to time.

What is stated above is true and correct to the best of my knowledge belief and information.

Dated this theday of

Deponent

Solemnly affirmed and signed before me by the deponent who is known to me on this theday ofat my office at.....

Notary Advocate

Application for Enhancement of seats

1	Name of the Applicant Postal Address of the applicant Phone No: E-mail ID:	
2	c. Sanction order of provisional affiliation d. LOP/GOI/statutory body/AC sub committee	
3	c. Proposed course/courses with number of present seats d. Proposed increase	
4	Declaration: c. Requested number of examiners provided to KUHS d. Requested number of faculty provided to valuation camp conducted by KUHS	
5	c. Name of the attached hospital d. Number of occupied beds as on previous working day on the calendar	
6	Annual report of institution of the previous year submitted	
7	Policies and selection procedure adhere for student admission in the previous year	
8	c. Declaration that 100% physical infrastructure available d. Declaration staff and equipment requirements as per university norms available	
9	a. Year in which 1 st batch of students passed out b. Number of batches passed out after starting the course	
10	Number of students appeared for examination in the past 3 years and pass percentage	
11	Previous application numbers and present status if any	
12	Details of fee remittance: DD/RTGS-Date, Bank (Name & Branch code) IFSC code Number of transactions	

Declaration:

• The details furnished above are true to the best of my knowledge and supported by valid documents. On behalf of the management of the proposed new college (Name of the College if any) we the President of the Educational Agency and President, Board of management of the said college jointly and severally undertake to faithfully abide by the provisions of the University, Statutes, Ordinances and regulations and the directions issued by the University from time to time in so far as they are related to the college.

Place

Signature of Principal

Date

Signature of the Manager

Signature of the Chairman

(Seal)

Application for Provisional Affiliation

1	Name of the Applicant Postal Address of the applicant Phone No: E-mail ID:	
2	Address proof of the applicant Aadhaar card No./Voter's ID No:/ Pan Card No: /Latest Telephone Bill)	
3	Name of Educational Agency /Department/Authority on whose behalf the application is submitted	
4	Govt./Quasi Govt./Non Govt/Company d. If Govt, Name of Department: e. If Quasi Govt: Name of Department/Authority/ Autonomous Body f. If Non Govt. Name of society/Trust/Company with register number	
5	If Non Govt. d. Clause specifying the objective of running health professional education e. Proof of renewed registration for previous 3 years f. Audit Report of previous 3 years	
6	e. Name of the proposed college f. Name of the proposed course with seats g. Name of the proposed location with certificate from LSG/PCB/Revenue officer not below the rank of Tahasildar	
7	Declaration about other colleges running same course within 20 km.	
8	g. Name of attached hospital h. Proof of ownership/valid agreement i. Year of establishment of hospital j. Bed strength as on the day of application k. Number of occupied beds as on previous working day on the calendar l. Name of Depts. functioning all the working days in the departments	

9	c. Declaration that 100% physical infrastructure available d. Declaration that staff and equipments as per university norms available	
10	c. Proposed admission policy d. Proposed student selection procedure	
11	Details of NOC from Govt.	
12	Number of seats granted by the concerned statutory Council with copy of letter of permission	
13	Previous applications and present status, if any	
	Fee Details: DD/RTGS Date: Bank: (Name and branch code)/IFSC code, Number of transactions	

Declaration:

The details furnished above are true to the best of my knowledge and supported by valid documents. On behalf of the management of the proposed new college (Name of the College if any) we the President of the Educational Agency and President, Board of management of the said college jointly and severally undertake to faithfully abide by the provisions of the University, Statutes, Ordinances and regulations and the directions issued by the University from time to time in so far as they are related to the college.

Place

Signature of the Manager

Date

Signature of the Chairman

(Seal)