



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES

Narakasur Hill Top, Bhangagarh, Guwahati-32, Assam, India

RULES AND REGULATIONS OF AFFILIATION

The Institution that intends to be affiliated or its courses to be affiliated to Srimanta Sankaradeva University of Health Sciences (SSUHS) are to follow the following rules and regulations:

- (1) An application must be made to 'The Registrar, Srimanta Sankaradeva University of Health Sciences' for affiliation of the Institution/Courses of the Institution before the last day of October of the year from which the permission is sought, mentioning the following particulars:
 - (i) Name and address of the Institution.
 - (ii) Name of the management authority.
 - (iii) Intake capacity.
 - (iv) Detailed bio-data of full-time teachers for the course(s)— no. of teachers, qualification, specialization, etc.
 - (v) Statement on infrastructural facilities of the College/Institution — classrooms, library books, laboratories, seminar rooms, museums, equipments, models, etc.
- (2) The application must be accompanied with:
 - (i) No Objection Certificate (NOC) from the Government of Assam.
 - (ii) Essentiality Certificate from the Government of Assam to the Institution wanting affiliation (for MCI related issues).
 - (iii) A fee of Rs. 5000/- (Rupees Five thousand) only for processing the application for permission/affiliation.
- (3) After receiving the application and No Objection Certificate of Government of Assam, an inspection shall be made by the University. Prior to inspection, Rs 10,000 for each programme shall be deposited to the University if the institute as a whole is not affiliated to the University.
- (4) College/Institution has to pay permission/affiliation fee as prescribed by the University.
- (5) Requirements of Reserve Fund, Working Fund, Buildings, Library, Laboratory, Workshop, Teaching and Non-Teaching Staff including Head of the Institution, enrolment etc. shall be as per norms of the respective All India Body/Bodies concerned.
- (6) The affiliated college or recognised institution may apply for affiliation or recognition for additional courses of study. The University shall follow the procedure, in this behalf, as prescribed in section 45, section 47 and section 48 of the Srimanta Sankaradeva University of Health Science Act, 2007 so far as may be applicable.
- (7)
 - (1) Every affiliated college or recognised institution shall furnish such report, return and other particulars as the University may require for enabling it to judge the academic standards and standards of academic administration of such affiliated college or recognised institution.
 - (2) The Vice Chancellor shall cause every University Department or institution, affiliated college or recognised institution to be inspected, at least once in every three years, by one or more committee or committees appointed by him in that behalf. Each committee shall consist of the following members, namely:-

- (a) a Dean nominated by the Vice Chancellor - Chairperson;
- (b) one expert, not connected with the University, nominated by the Academic Council;
- (c) one expert to be nominated by the Executive Council;

Provided that no member of such committee shall be connected with the management of the college or the institution concerned.

- (3) The committee shall submit its report to the Vice Chancellor for consideration and further action as may be necessary.
- (8) (1) If an affiliated college or recognised institution fails to comply with the conditions of affiliation or recognition as provided in section 45 or to allow the local managing committee or the local advisory committee as provided in section 49 to function properly or to take action as per directions issued under this Act or if it is conducting the college or recognised institution in a manner prejudicial to the interest of the University or the standards laid down by it, the Executive Council, on recommendation of the Planning Board, may issue a notice to the management to show cause as to why the privileges conferred on the affiliated college or recognised institution by affiliation or recognition should not be withdrawn in part or in whole or modified.
- (2) The Executive Council shall mention in the notice, the grounds on which it proposes to take the action as proposed in sub-section (1) of section 55 and shall send a copy of the notice to the Principal of the college, or head of recognised institution. It shall also specify in the notice, the period, being a period which shall not be less than thirty days, within which the management should file its written statement in reply to the notice.
- (3) The Executive Council shall, having regard to the interest of students studying in the affiliated colleges or recognised institutions recommended to the Vice Chancellor shall, thereafter, proceed to implement the recommendations.
- (9) (1) No management of an affiliated college or recognised institution shall be allowed to close down such affiliated college or recognised institution without prior permission of the State Government.
- (2) The management desirous of closing down such affiliated college or recognised institution shall apply to the Academic Council of the University on or before the first day of August of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipments, their original costs, the prevailing market value and the grants so far received by it either from the University Grants Commission and the Government or from public funding agencies.
- (3) On receipt of such an application the Academic Council shall cause to make inquiries, as it may deem fit, to assess and determine whether the affiliated college or recognised institution be permitted to effect the closure. The Academic Council may examine whether the closure should be avoided by providing necessary assistance or by taking over of the college or institution by the University or by transferring it to another management.

- (4) If the Academic Council decides to recommend the closure, it shall prepare and submit to the Executive Council, a report to the extent of damages or compensation to be recovered from the management and whether the assets created utilising the funds, provided by the University Grants Commission, the Government or other public funding agencies, be transferred to the University or other management and the payment of compensation to the teachers and the staff retrenched.
- (5) The Academic Council shall, with prior concurrence of the Executive Council and approval of the Government, decide whether the affiliated college or recognised institution be permitted the closure or not.
- (6) If the University decides to take over the affiliated college or recognised institution or transfer the same to another management, the procedure to be followed shall be such as may be prescribed by Statutes.
- (7) The procedure to effect the closure shall be in phases, so as to ensure that the students already admitted to the affiliated college or recognised institution are not affected, and that the first year shall be closed first and no new admissions shall be effected. The procedure to phase out the closure shall be such as may be prescribed by Statutes.
- (10) The affiliated college or recognised institution may apply for continuation of affiliation or recognition for the courses of study for which affiliation or recognition was granted ordinarily six months prior to the date of expiry of such affiliation or recognition. The University shall follow the procedure prescribed in the Statutes, so far as applicable, for grant of continuation.
- (11) The University may cause inspection of the College/Institution at any time suo moto as a measure for monitoring the functioning of the College/Institution and maintenance of proper academic standards.
- (12) Notwithstanding anything contained herein above, the University reserves the right to incorporate addition or alteration or effect deletion of all or any of the above clauses as it may deem fit and proper.
- (13) The affiliated college or recognised institution with at least six years standing as an affiliated college or recognised institution may apply for permanent affiliation or recognition. The Planning Board shall consider and scrutinise the application and make recommendation to the Academic Council. If the Academic Council is satisfied that the affiliated college or recognised institution has satisfactorily fulfilled all the conditions necessary for affiliation or recognition and has attained high academic and administrative standards as prescribed by the University, from time to time, the Academic Council shall grant permanent affiliation or recognition to the college or institution, as the case may be.
- (14) The application must be submitted at the University office during office hours on any week days. Application fee/ Processing fee/ Inspection fee/ Affiliation fee to be paid in the form of banker's cheque/ bank draft in favour of '*Srimanta Sankaradeva University of Health Sciences*' payable in Guwahati only.
- (15) All the sections referred above are of the Srimanta Sankaradeva University of Health Science Act, 2007.

S/d
Registrar
Srimanta Sankaradeva University of
Health Sciences