



राजस्थान स्वास्थ्य विज्ञान विश्वविद्यालय
RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road, Jaipur-302033 (Raj.)

No : F 8 (92)/Academic/RUHS/2020/ 22553

Dated : 16/..1../2020

NOTIFICATION
(No. 01 of 2020)

In exercise of the powers conferred by Section 40 of the Rajasthan University of Health Sciences Act, 2005 (Act No. 1 of 2005), the Board of Management of the University hereby makes the following ordinance, further to amend the Ordinance regarding affiliation of colleges (Ordinance No. 80 of the Rajasthan University (As adopted by the RUHS)), namely:-

1. Short title & commencement.- (1) These Ordinances may be called the Affiliation of Colleges (Ordinance No. 80 of the Rajasthan University (As adopted by the RUHS) (Amendment) Ordinance, 2020.
(2) They shall come into force with immediate effect.
2. Amendment.- The existing Ordinance No. 80 of the Rajasthan University (As adopted by the RUHS) shall be substituted by the following, namely:-

"0.80.- Affiliation of to colleges/institutions-

(1) Applicability :

Subject to the provisions contained in the Rajasthan University of Health Science Act, 2005, these Ordinances shall be applicable to:-

- a) Colleges or institutions established in the Rajasthan State with the permission/NOC of the State Government (wherever necessary) or to be established in future imparting medical & allied health education in the State.
- b) Existing colleges or institutions of the State set up with the permission/NOC of the State Government by a duly registered trust or society on self-financed basis provided they opt for affiliation to the University and get delinked from other University of the State to which they were affiliated earlier.
- c) College/institute already having affiliation of this university.

(2) Academic Program/Courses offered by RUHS

The list of courses (UG/PG/UG Diploma/PG Diploma/Superspeciality Degree/Fellowship/ Certificate Courses) offered by university will be notified/displayed by RUHS on its website related to its various six faculties viz :

- a) Faculty of Medicine
- b) Faculty of Dentistry
- c) Faculty of Pharmacy
- d) Faculty of Nursing
- e) Faculty of Physiotherapy & Occupational Therapy
- f) Faculty of Paramedical Sciences

Every course offered by the University will be approved by the Academic Council of RUHS with due recommendations of the Board of Studies of the Faculty concerned. University will grant affiliation to colleges only in course(s) being offered by it.

(3) Categories of Affiliation

a) Fresh Affiliation:

Whenever, an institution/college apply to start an academic programme/course (offered by RUHS), Fresh Affiliation shall be granted for first year for the applied course. The validity of this Fresh Affiliation shall be only for one academic year (i.e. first year of the first batch of the applied course).

b) Provisional Affiliation:

Provisional affiliation for a course shall be granted to an institution/college on yearly basis after from the academic year falling after Fresh Affiliation period (i.e. second year onwards) till the passing out of the first batch. The validity of this Provisional Affiliation shall be only one academic year which will be renewed every year after processing the application of concerned college.

c) Annual Affiliation :

Annual Affiliation for a course shall be granted to an institution/college on yearly basis in the years falling after passing out of the first batch. The validity of this Annual Affiliation shall be one academic year only and it should be renewed every year after processing the application of concerned college.

d) Long Term Affiliation :

Long Term Affiliation for a course shall be granted to an institution/course college for a period of five academic years. The eligible college has to apply in RUHS for Long Term Affiliation with fee equal to 4.5 times of applicable annual affiliation fee on or before 31st December of the year preceding academic year from which the long Term affiliation is sought.

(4) Eligibility Criteria for Fresh Affiliation

A college/institution wants to start a new course within the territorial jurisdiction of the University may apply in the University for Fresh Affiliation, if following documents have been obtained/fulfills the following requirements:-

- a) No Objection Certificate from the State Government wherever necessary
- b) The college or institution fulfilling the norms of Higher Council concerned/State Government/ UGC etc.
- c) Undisputed ownership and possession of at least so much of land as is required under the norms of the concerning Higher Council/University;
- d) Administrative, academic and other buildings with sufficient infrastructure to meet the academic and other space requirements as specified by the concerned Higher Council/University for each of the course/programme with adequate scope for future expansion in conformity with those prescribed by the concerning Higher Council. The buildings constructed shall be easily accessible and friendly to disabled persons;
- e) Adequate essential civic facilities such as water, electricity, ventilation, separate toilets for boys and girls, telephone, internet, fax, transport for students and staff, etc. in conformity with the norms laid down by the concerning Higher Council /University;
- f) Director/Principal and adequate number of teaching and nonteaching staff having qualifications as prescribed by the concerning Higher Council /UGC/University;
- g) A library with adequate number of books and journals related to the proposed programmes as per norms of higher councils with book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the University Grants Commission from time to time;
- h) Appropriate furniture for lecture/seminar rooms, administrative wing, canteen, laboratories, library, faculty rooms, tutorial rooms, indoor/outdoor sports facilities, separate hostels for boys and girls as per the local requirements and as prescribed by the concerning Higher Council/University;

- i) Adequate computers, software, internet and printers as per concerning Higher Council/University norms; functional facility of biometric attendance of students and staff is must.
- j) The private college shall be managed by a duly constituted Governing Council. The composition, functions and other conditions pertaining to the Governing Council shall be as prescribed in the Regulations.
- k) The Registered Society/Trust seeking affiliation shall be required to submit an affidavit as specified format on a non-judicial stamp paper of Rs. 500/- duly sworn before an Executive Magistrate/Notary Public. The undertaking shall also include the statement that no transference of management shall be made except with the prior approval of the University and the State Government and the college shall faithfully adhere to the provisions of the Act, Statutes, Ordinances and Regulations of the University.
- l) Notwithstanding anything mentioned above the other terms and conditions for affiliation shall be as laid down in the Act, Statutes and Ordinances of the University.

(5) Procedure for granting University Affiliation (Fresh Affiliation/Provisional Affiliation/Annual Affiliation):-

Every existing college affiliated with this university has to apply every year for extension/renewal of its affiliation and for establishment of new college or for introducing new course; application in RUHS is to be submitted for Fresh Affiliation.

RUHS will grant 'Fresh Affiliation', 'Provisional Affiliation' and 'Annual Affiliation' for a period of one academic year. This process of granting affiliation will be repeated every year for a minimum number of years as prescribed in the Regulations of concerning course subject to submission of application by college in prescribed manner.

a) Application :

For grant of affiliation (Fresh Affiliation/Provisional Affiliation/Annual Affiliation) an application in the proforma (Annexure-A) shall be submitted by the Principal/Director of college/institute and for Fresh Affiliation by the Chairman or Secretary of the duly registered trust/society in case of private college/institute. The dates for submission of application form shall be as under:-

Date/Period	Affiliation Fee	Penalty	Late Fee
From 1 st December to 31 st December	As prescribed by university	Not applicable	Not applicable
From 1 st January to 31 st January	As prescribed by university	Penalty equal to double amount of affiliation fee.	Rs. 500/-
From 1 st February to 28/29 th February (For Fresh Affiliation upto 31 st May)	As prescribed by university	Penalty equal to double amount of affiliation fee.	Rs. 1000/-

Board of Management of RUHS may provide necessary relaxation in the dates of submission of application for affiliation for academic session 2020-21, if required, reasons to be recorded.

Every college has to submit the application for grant of affiliation every year alongwith the requisite documents & prescribed affiliation fee within the given time schedule. If any college fails to apply / submit the application of affiliation within the prescribed time schedule then university will take necessary action against such college and zero session will be declared for that particular course for that particular session.

If a college skip to apply for any particular academic session, then maximum prescribed penalty & late fee will be levied course wise on the college along (apart from affiliation fee) and shall be payable by the college and the concerning academic session will be declared 'Zero Session. In such cases, course wise Fresh Affiliation fee for next academic session shall also be applicable for defaulting colleges.

In case a college fails to apply for affiliation in university for two consecutive academic sessions, then university will start the process of permanent de-affiliation or closure of such defaulting college/course. The students already studying in such college shall remain continue for their

study in the defaulting college till passing of their final year examination which will be the responsibility of the college itself.

b) Affiliation Fee :

The application must be accompanied the affiliation fee receipt as prescribed by the University from time to time. Fee receipt is to be obtained from Accounts Section of RUHS after depositing the demand draft of prescribed affiliation fee in favour of the Registrar, Rajasthan University of Health Sciences, Jaipur payable at Jaipur.

Affiliation fee calendar & schedule will be notified by RUHS before 30th November every year. Affiliation fee will be decided by the Board of Management on the recommendation of Finance Committee of university.

Board of Management of RUHS may provide necessary relaxation in Affiliation fee calendar & schedule for affiliation for academic session 2020-21, if required, reasons to be recorded.

As per the decision of the Board of Management dated 04/10/2019, 15% Affiliation Fees will be increased for the Academic Session 2020-21 on the basis of Academic Session of 2019-20.

c) The certified copies of the following documents should be annexed with the application of affiliation :-

- (i) Registration certificate of the Society/Trust from the Competent Authority along with details of its constitution and copy of Memorandum of Association/Trust Deed;
- (ii) Letter from the Competent Authority of the State Government for classification of land its location as in urban (metro/non metro city)/rural area;
- (iii) Land use certificate from the Competent Authority of the Government;
- (iv) Registered land/Govt. leased land documents in the name of the applicant society/trust;
- (v) No Objection Certificate from the Government, wherever applicable, permitting the Society/Trust to start/run the college with name & address of college, name of course, number of annual intake intended to be offered;
- (vi) Building layout of the college prepared by a registered Architect and approved by the Competent Authority of the Government;
- (vii) Building completion certificate, fire safety certificate, electric wire safety certificate issued by competent authority of the Government (i.e. AEN/JEN of PWD; Fire Safety Officer; AEN/JEN of Electricity Deptt.)
- (viii) Registered documents by the registered Society/Trust earmarking land and building of the college/institute;
- (ix) Certificate for approach road upto college issued by competent authority of the Government (Nagar Palika/Nagar Nigim/Nagar Parishad/SDO)
- (x) Approval of concerned higher council of previous academic year (applicable for existing colleges/courses)
- (xi) Details of the latest fund position alongwith photocopies of relevant bank accounts duly certified by the Bank;
- (xii) Undertaking that after grant of affiliation to the college, no transference of management shall be made except with the prior approval of the University and the State Government and the college shall faithfully adhere to the provisions of the Act, Statutes, Ordinances and Regulations of the University (Schedule-I)
- (xiii) Other requisite documents as per Inspection form of RUHS for the faculty concerned.

(xiv) Detailed Project Report (applicable for establishing a new college):-

- a. Background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background, its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
- b. Development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students, intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty and other support facilities, including students amenities, such as hostels, sports and recreational facilities.
- c. Architectural master plan indicating the land use pattern including those for the future;
- d. Policy with regard to faculty recruitment, retention and development;
- e. Structure of academic and administrative governance;
- f. Sources of financing of capital and operating expenditure, besides funds to be generated through students fees; and
- g. Resource projections and their utilization schedule.

(6) Processing of the application

a. Inspection, Scrutiny & Board of Inspection

Applications received from the college/institutes for Grant of fresh/provisional/annual affiliation/long term affiliation or for addition/deletion of programme with increase or decrease in intake in any course set up by the government or a trust/society on self-finance basis and affiliated to any other university of the State or newly established college/institute either by the government or a trust/society on self-finance basis, shall be processed in the following manner:-

- (i) The Academic Section of university on being satisfied that application is in order and accompanied with prescribed affiliation fee (and penalty & late fee, if applicable) and prima-facie fulfill all the mandatory requirements as laid down in the ordinances shall place the application before the "Scrutiny Committee", as constituted by Academic Council of university, for its consideration.
- (ii) In case of Fresh Affiliation, NOC of the State Government (wherever applicable) should be accompanied with application and the same shall also be applicable for seat increase.
- (iii) In case any shortcoming in the application, the same shall be conveyed by the Registrar, RUHS to the concerned college/institute for compliance within 10 days. However, the application without Govt. NOC/without complete affiliation fee will attract the provisions of penalty & late fee and shall be payable by the applicant college/institution.
- (iv) The Board of Inspection duly constituted by the Board of Management, RUHS shall appoint a team of inspectors (*minimum two*) from the panel of inspectors (*prepared from teaching faculties of affiliated & constituent colleges of RUHS*) duly approved by Board of Inspection, to conduct an inspection of the college so as to verify the correctness of the particulars furnished by the college in the application and ascertain whether all the affiliation conditions as laid down by the University are satisfied.
- (v) Inspection of Colleges will be done as follows :

Category of Affiliation	Inspection to be conducted for
Fresh Affiliation	All valid applications received within scheduled period
Provisional Affiliation	All valid application received within scheduled period
Annual Affiliation	10% applications out of total eligible applications received within scheduled period
Long Term Affiliation	All applications received within scheduled period
Seat increase	All applications received within scheduled period

Note : RUHS will have the right to carry out inspection of any affiliated college at any time where ever it deems necessary even as surprise inspection.

- (vi) The team of inspectors shall submit its report to the University in the prescribed inspection format (duly framed & updated by the Dean of the Faculty concerned and approved by the Board of Inspection). Such format shall be made available on the website of RUHS.
- (vii) The report of the inspection team shall be submitted within seven days from the date of inspection by the Convening Inspector to RUHS duly filled in and signed by all the inspectors. The inspection report should point out the deficiencies found (if any) during the inspection.
- (viii) The inspection report so received by Academic Section shall be scrutinized by the Scrutiny Committee and then the same with the recommendations of the Scrutiny Committee shall be placed before the Board of Inspection.
- (ix) The Board of Inspection will consider the inspection report and the recommendations of the Scrutiny Committee. It shall record its recommendations on grant or refusal of affiliation after due consideration. The recommendations of Board of Inspection will be submitted to the Board of Management of RUHS for final approval/ decision.
- (x) In case of any deficiency is noted/found by Board of Inspection, time of fifteen days will be given to the college to fulfill the same. The compliance report of deficiencies will be put up before Board of Inspection again for its necessary consideration. Personal hearing option against the fulfillment of deficiencies may also be given to the college authorities, if deemed fit by the Board of Inspection.
- (xi) Meetings of the Board of Inspection will be convened by the Registrar on instruction of Vice-Chancellor (Chairman-BOI) as and when necessary.

b. Random selection of colleges for inspection in cases of Annual Affiliation :

- i. Every college will submit the dully filled-in affiliation application to RUHS with all requisite enclosures annually within the specified timeframe. In case of fresh affiliation/provisional affiliation/introduction of new course,, the inspection will be conducted annually till the passing out of first batch/recognition of college for the course from respective higher council/regulatory body.
- ii. Course wise inspection of colleges for annual affiliation will be conducted on random basis. In each academic year a minimum of 10% colleges out of total colleges affiliated annually for a course will be inspected by RUHS on random basis from each faculty. Selection for this random inspection will be done through a computerized manner.
- iii. The annually affiliated colleges which have been selected for inspection through computerization random selection for a particular academic session shall not be included in the list of colleges for next one academic session in randomization process. In case where inspection is done for an annually affiliated college being selected through randomization process and annual affiliation is not granted to such college due to certain deficiencies found during the inspection or due to any other reason, then, compulsory inspection of such college will be done for grant of annual affiliation.
- iv. In case of increase in existing intake (seat) capacity, RUHS will conduct the inspections of all the valid applications received in scheduled time before granting permission/affiliation for increased seats.
- v. The Annual affiliation to the already affiliated colleges/institutes (not selected for inspection in randomization means remaining 90% colleges) on year to year basis shall be considered by the University subject to fulfillment of all conditions laid down in this ordinance. Every such college has to apply for annual affiliation every year within scheduled time with prescribed affiliation fee enclosing the duly filled-in inspection format of RUHS with all requisite annexures. Applications of these colleges shall be processed in the same manner as prescribed in this ordinance.



c. Grant of Affiliation :

- a. Course wise appropriate affiliation to a college/institution shall be granted on receipt of the directions/approval of the Board of Management, formal orders relating to Fresh Affiliation/Provisional Affiliation/Annual Affiliation as the case may be will be issued by the Registrar for each academic year for the existing courses of study, before the commencement of each academic year. The affiliation letter will be issued only if the college has produced the valid permission of the concerning higher council.
- b. If university does not grant affiliation to a particular course to a college then university will issue 'No affiliation/zero session' (as the case may be) for that particular course & session. Admission of students in the college during such non-affiliation period/zero session shall not be allowed.
- c. Last date for submission of approval of concerning Higher Council will be 30th June every year (other than Pharmacy Faculty). For Pharmacy courses, last date for submission of approval of Higher Council shall be 31st May every year.
- d. List of affiliated colleges shall be forwarded to admission by the Entrance Exam Section of RUHS to counseling board for admission of students. No students shall be admitted to any programme of study by the college without prior permission of admission counselling.
- e. The list of eligible private affiliated colleges shall be provided to govt. approved private federations by Entrance Exam Section of RUHS for the purpose of admissions to seats belonging to their quota
- f. Entrance Exam Section of RUHS will ensure the completion of entire admission process and the list of admitted students so received from the counseling Board and govt. approved private federations shall be forwarded to Exam Section of RUHS for further necessary process for enrollment of students within due course of time.
- g. No college/institute can be affiliated with retrospective effect.
- h. The existing colleges will be required to fill up AISHE code provided by the MHRD and NAAC certification by the UGC. The new colleges will apply for new AIHSE code & NAAC.

(7) Long Term Affiliation :

University may consider grant of Long Term affiliation for a particular course to a college/institute on receipt of such application from the college/institute, subject to the conditions hereunder given:-

- a. The college/institution must be running its program under Annual Affiliation of RUHS in previous academic session and should have the annual affiliation letter of RUHS to this effect.
- b. Long Term Affiliation shall be granted by RUHS to a college in one time for five academic years. The eligible college has to apply to RUHS for Long Term Affiliation with fee equal to 4.5 times of annual affiliation fee on or before 31st December of the year preceding academic year for which the long Term affiliation is sought.
- c. If the college fails to seek and qualify for long term affiliation for the eligible programme (s), the process of annual affiliation shall extended with a validity of one academic year subject to fulfillment of conditions prescribed for annual affiliation. In such case the fee of long term affiliation will be refunded to the college after deducting the amount of annual affiliation fee.
- d. The Long Term Affiliation will be granted for a maximum period of five academic years after due inspection by RUHS. However, the college will submit the duly filled in inspection form of RUHS with all requisite annexures annually within the specified timeframe for every academic session of long term affiliation.
- e. If the permission/recognition of the college is revoked or not granted by the concerning higher council/regulatory body/government, the Long Term Affiliation of RUHS will also be revoked.
- f. In case the University for reasons to be recorded in writing declines to grant long term affiliation to any college/institute for a particular course, the same shall be communicated to the college/institute with reasons of rejection.

(8) Addition of new course

A proposal from an existing college/institute which is already affiliated with the University for commencing a new course will be considered by the University if the college has submitted a separate Fresh Affiliation Application for such course alongwith requisite fresh and provisional affiliation fee. Such application of addition of new course will be processed in the same manner as prescribed in this ordinance.

(9) Increase in annual intake of existing course :

Any college running under annual affiliation or under long term affiliation may also apply for increase in its existing intake of the annually affiliated course with the prior approval of concerned higher Council and State Government wherever necessary. For this purpose the prescribed fee should be deposited within the specified timeframe otherwise penalty & late fee will be application in the same manner of affiliation fee.


(10) Closure of course by institute/college itself :-

No affiliated institute/college shall be allowed to discontinue any course without prior permission of the university. If any college wants to close any course, then application for such permission shall be made to the Registrar by the Principal/Dean/Director of the college along with resolution of the Management/Society at least one full academic year in advance[#], giving the reasons in support of the proposal. NOC of the State Government for closure shall also be submitted for closure application (wherever necessary).

[# For example; if college wants to close its any/all course(s) from session 2021-22, application for such closure should be submitted one year before i.e. upto 31st August-2020]

In case where college fails or do not apply for closure of course/college within prescribed time, penalty, late fee, fresh affiliation fee as prescribed in this ordinance shall be payable by the college and appropriate action will be taken against the defaulting college.

By Order,


(Kalu Ram)

Registrar


Dated : 16/11/2020

No : F 8 (92)/Academic/RUHS/2020/

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Copy to the following for information & necessary action :-

1. O.S.D., Higher Education, Governor's Secretariat, Rajbhawan, Jaipur
2. Secretary, Medical Education Department, Government of Rajasthan, Jaipur
3. P.S. Hon'ble Vice-Chancellor, RUHS, Jaipur
4. Pro Vice-Chancellor, RUHS, Jaipur
5. Deans of all the faculties of RUHS
6. Principals of all constituent & affiliated colleges of RUHS.....
7. Controller of Examinations, RUHS, Jaipur
8. Finance Officer, RUHS, Jaipur
9. Deputy Registrar, RUHS, Jaipur
10. Assistant Registrar/OIC of all sections of RUHS, Jaipur
11. Guard file.


(Gajendra Singh Jodha)
Assistant Registrar
(Academic-II)