



# THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD-36, Salt Lake, Sector-1, Kolkata, W.B, PIN – 700 064

**Website:** <http://www.wbuhs.ac.in>; **EPBX:** (033) 2321 – 3461, (033) 2334 - 6602

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## Work-flow process for issuing Inspection, Affiliation & Enhancement order from 'The West Bengal University of Health Sciences', Kolkata

### [GENERAL INFORMATION]

College / Institute intending to offer courses in the W. B University of Health Sciences are requested to obtain N.O.C ['Essentiality Certificate'] from appropriate authority i.e Director of Medical Education & Ex - officio Secretary, Department of Health & Family Welfare, Govt. of W. B.

After getting 'Essentiality Certificate' from D.M.E, Department of Health and Family Welfare, the College / Institute will collect application form for depositing challan for Rs. 200/- from W.B.U.H.S, Kolkata.

- The duly filled-up application form along with requisite documents/papers should be submitted in duplicate with a covering letter addressed to the Registrar, W.B.U.H.S, Kolkata within 31<sup>st</sup> October of the year preceding the Academic session for which affiliation is required. *Details of which are given below: -*

### **LAST DATE FOR SUBMISSION OF APPLICATION FOR AFFILIATION**

[As decided in the 15<sup>th</sup> Academic Council meeting held on 10<sup>th</sup> September, 2015]

Sl.	Council	Course	Last date of submission of application for affiliation
1.	MCI	MBBS	*31 <sup>st</sup> March
2.	MCI	MD - MS	*31 <sup>st</sup> March
3.	DCI	BDS - MDS	*31 <sup>st</sup> March
4.	NCI	B. Sc & M. Sc (N), PB B. Sc (N)	*31 <sup>st</sup> March
5.	CCH	BHMS, MD (Hom.)	*31 <sup>st</sup> March
6.	CCIM	BAMS, BUMS, MD (Ay & Unani)	*31 <sup>st</sup> March
7.	PCI	B. Pharma	*31 <sup>st</sup> March
8.	All other Courses	BPT, MPT, BOT, MOT, BPO, MPO, BASLP, MASLP, PGDDRM-PG Dip. in Dis. Rehab. & Mgt. Master in Hospital Administration B. Sc in Critical Care Technology B. Sc in OT Technology B. Sc in Perfusion Technology M. Sc Med. Biotechnology M. Sc in Med Bioinformatics M. Sc Human Genetics M. Sc Medical Microbiology M. Sc Medical Biochemistry M. Phil in Regenerative Medicine B. Sc in MLT etc.	#31 <sup>st</sup> March *31 <sup>st</sup> March / 31 <sup>st</sup> October of the year preceding the academic years for which 'Consent of Affiliation' is applied for. <b>[N.B:</b> session 2016-2017 should have been submitted within 31 <sup>st</sup> October 2014.]  =!=!=!=!=!=!=!=!=!=!=!=!=!=!=!= # 31 <sup>st</sup> October of the year preceding the academic years for which <b>Affiliation</b> is applied for.

The 15<sup>th</sup> Academic Council meeting held on 10<sup>th</sup> September, 2015 resolved that the last date for submitting renewal fees for affiliation be fixed at **31<sup>st</sup> December** of each year and any default will impose an additional late fee of 10,000/- upto 31<sup>st</sup> January and 15,000/- upto 15<sup>th</sup> February.

- A top-sheet containing a list of enclosures should be submitted with the application.
- A bank draft / challan for Rs. 2,000/- only as 'Processing Fee' drawn in favour of 'The West Bengal University of Health Sciences' payable at Kolkata should be submitted with application form for each course. (*details of fee structure given below*)

### **For getting 'Inspection Order' from University**

After submitting all requisite documents and processing fee to the WBUHS, the file will be placed before the higher authority and they will decide whether this course(s) is/are required for an inspection. If the University considers that the course is fit for affiliation / enhancement then an 'Inspection order' will be issued to this respective College / Institution. At the same time, the respective head of the institute is directed to arrange for depositing 'Inspection Fee' (mentioned below) **within issuance of order and date of inspection** in Bank Draft in favour of the 'West Bengal University of Health Sciences', payable at Kolkata and the representative of the College / Institute will collect 'Money receipt' from WBUHS accordingly.

### **For getting 'Consent of Affiliation (Form 3B)' / 'Affiliation Order' - from University**

On the basis of the recommendation of the Inspection Team, the approval is subject to grant for the particular course(s) and the Institution(s) / College(s) will get the Affiliation / Renewal Order for depositing 'Affiliation / Renewal Fee' (mentioned below) in Bank Draft in favour of the 'West Bengal University of Health Sciences', payable at Kolkata at an early date, and the representative of the College(s) / Institute(s) will collect 'Money receipt' from WBUHS accordingly.

### **Affiliation/renewal order will be given subject to fulfillment of the following terms and conditions: -**

- *The Institute must comply with the Rules, Regulations, provisions, directives, and guidelines prescribed or to be framed from time to time by the 'West Bengal University of Health Sciences', Kolkata in connection with the running the course.*
- *The Institute will deposit the 'Affiliation Fee' by means of Bank Draft in favour of the 'West Bengal University of Health Sciences', payable at Kolkata before admitting students.*
- *The 'Annual Renewal Fee' may be revised by the 'West Bengal University of Health Sciences' will be payable every year by the institute from the next year.*
- *Payment of 'Affiliation Fee' will be treated as acceptance of the above conditions.*

### **No 'Demand Notice' will be issued from University's end**

#### **For withdrawal of affiliation**

- 1) by University – as per existing rules and regulations
- 2) by Institute – to be intimated to University on or before 31<sup>st</sup> December, failing of which the renewal fess will become due.

P.T.O→

The revised affiliation fees for different UG and PG courses are as follows: -

Sl.	Name of Examination	Revised Fee Structure
<b>Under Graduate (for each course)</b>		
1.	<b>Inspection fees</b>	<b>(Rs.)</b>
	Intake (1-50)	<b>20,000/-</b>
	(51-100)	<b>30,000/-</b>
	101 and above	<b>50,000/-</b>
2.	<b>Affiliation fees</b>	
	Intake (1-50)	<b>2,00,000/-</b>
	(51-100)	<b>3,00,000/-</b>
	101 and above	<b>5,00,000/-</b>
3.	<b>Affiliation renewal fees</b>	
	Intake (1-50)	<b>50,000/-</b>
	(51-100)	<b>2,00,000/-</b>
	101 and above	<b>3,00,000/-</b>
<b>Post Graduate (for each course)</b>		
1.	<b>Inspection fees</b>	<b>50,000/-</b>
2.	<b>Affiliation fees</b>	<b>2,00,000/-</b>
3.	<b>Affiliation renewal fees</b>	<b>50,000/-</b>

**Note: Applicable Govt. taxes will be included.**

**Disclaimer:** University reserves the right to modify the 'General Information' from time to time. The decision of the University is final. Applicants are advised to visit the official website regularly for updates.