



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 **Fax:** (033) 2358 - 0100

Norms & Standards for opening of Paramedical College under the West Bengal University of Health Sciences:

> Procedure for starting new institute/Course/Units

A. General Rules:- Application Procedure

1. Application must be through online portal.
2. The Applicant College should not be attached with other Universities in that course.
3. User Id & Password to access the online portal may be supplied from the Registrar Section.
4. A local management Committee must be there for running the College and to support the financial implications.
5. Principal/Director of the proposed college may be supplied the online User Id & Password only after production of no objection certificate(NOC) issued by the officials of Swasthya Bhavan, Govt. of West Bengal, Salt Lake, Kolkata.
6. An Application fee of Rupees Two Thousand Two Hundred (2,200) may be deposited along with the online application by demand draft/ online payment in favour of WBUHS.
7. If the application is approved by the University then the status of the application will be shown in the status bar at the bottom of the application & fees for respective courses may be deposited step by step as per instruction of the University.
8. In case of any problem /difficulties arises out of use of this online system University may contact the Principal/ Director of the respective colleges and vice-versa.
9. University will arrange inspection & affiliation may be given to the college if found satisfactory.

B. AFFILIATION FEES :-

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

| Sl. | Name of Examination | Revised Fee Structure |
|---|--|------------------------------|
| Under Graduate (for each course) | | |
| 1. | Inspection fees | (Rs.) |
| | Intake (1-50) | 20,000/- |
| | (51-100) | 30,000/- |
| | 101 and above | 50,000/- |
| 2. | Affiliation fees | (Rs.) |
| | Intake (1-50) | 2,00,000/- |
| | (51-100) | 3,00,000/- |
| | 101 and above | 5,00,000/- |
| 3. | Affiliation fees for enhancement of seats | (Rs.) |
| | Intake (1-50) | 2,00,000/- |
| | (51-100) | 3,00,000/- |
| | 101 and above | 5,00,000/- |
| 4. | Affiliation renewal fees | (Rs.) |
| | Intake (1-50) | 50,000/- |
| | (51-100) | 2,00,000/- |
| | 101 and above | 3,00,000/- |
| Post Graduate (for each course) | | |
| 1. | Inspection fees | 50,000/- |
| 2. | Affiliation fees | 2,00,000/- |
| 3. | Affiliation fees for enhancement of seats | 2,00,000/- |
| 4. | Affiliation renewal fees | 50,000/- |

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.

C. CRITERIA MINIMUM INFRASTRUCTURE REQUIREMENT FOR THE INSTITUTE:

1. The centre should have at least 1200 sqft. covered area, pukka build with minimum two classrooms having seating arrangement of maximum 20(twenty) students. Then minimum 500sqft. is required for every 10 students intake per course.

2. Laboratory/ workshop – 200 sqft. Per 10 trainee with a lab –in- charge with adequate qualification.

3. Common room :- Two separate common rooms each for boys & girls proportionate to the number of students.

4. Toilet:- Separate Toilet Complex for boys & girls one for every 10 (ten) students. Each Toilet complex consists of urinals, lavatories & wash basins.

5. Library:- Adequate Library facility with sufficient books, Journals & internet facility may be arranged as per the course concern. Minimum 400sqft. is required for running library. A trained person dedicated for the Library purpose may be appointed. About 30 to 40 books of the concerned subject for each course preferably low cost Indian edition may be arranged.

6. Reception:- A good reception of about 200sqft. with telephonic & internet connection for 24 hour access must be arranged.

7. Principal/ Administrative Office:- A separate Principal/ Director room, a meeting room of minimum 300 sqft. is required.

8. Staff Room:- A separate staff room of 100 sqft. must be arranged for each staff.

9. Sanitation:- Sufficient supply of purified drinking water inside the campus must be ensured. Waste disposal & Sewage Facility must be adequate. Adequate ventilation of the classroom & laboratories/workshop must be ensured.

10. Faculty Room:- Separate room for Faculties (maximum 2 person in each room) may be arranged. Separate toilet for students, teachers & staffs must be ensured.

11. Security:- One Gents & ladies Security Guard is mandatory.

D. LICENCES:- The following licences/documents must be produced along with applications-

1. Ownership deed of the land/ lease Agreement.

2. Trade Licence/NOC from Local Authority.

3. Pollution Licence

4. Fire Safety Certificates

5. MOU with a Hospital /Health care provider processing minimum 50(Fifty) beds those institutions who have no own Hospital facility.

All the licences must be produced as attested Xerox copies along with Application. On online application scanned copies of the above mentioned documents must be uploaded.

E. Faculties:-

1. **Principal/Director :-** A reputed person, age will not more than seventy years (70), having adequate knowledge on human beings, may be appointed as principal. He will be the ultimate responsible person for all the academic activities in that college. He should be sound health & mind, free of thinking of any cast & acceptable to the society.

2. **Vice Principal/Dean :-** He will be the same personality as principal & may took the charge of principal in the absence of Principal/Director. He will help the principal in day to day activities.

3. **Faculties :-** Qualification of the faculties should be appropriate with the course concern. Teaching qualification must be obtained from an institute which is recognised by a council/ University. Qualification obtained from an institute which is not affiliated/recognised by any Council/University will not be considered as faculty member.

Computer & English teacher is mandatory one for each Twenty Five (25) students. The qualification of these teachers will not be less master degree of these less subjects.

F. EQUIPMENTS:-

1. **Charts & Diagrams:-** Charts of Human Anatomy, Physiology, Bio-chemistry & other relevant subjects must be displayed in adequate numbers.

2. Mannequins & Dummies:- Mannequins & Dummies of human organs & bones may be present where dissection facilities is not available.

3. Computers :- There should be enough computers with internet connections preferably 1 per 5 students.

4. Others :- There should be enough number of Sphygmomanometers, Stethoscopes, Weighing Scale, ECG Machines and other necessary instruments and chemicals as per course concern.

G. Checklist of the documents submitted with applications:-

| Sl No. | Documents Submitted | Yes/No | Remarks (if any) |
|--------|--|--------|------------------|
| 1. | Bio-data of the Principal | | |
| 2. | Ownership Deed/Lease Agreement | | |
| 3. | Local Management Committee and Total no of members | | |
| 4. | Trade Licences | | |
| 5. | Fire Safety Certificates | | |
| 6. | Pollution Licence | | |
| 7. | MOU with Hospital | | |
| 8. | Fees | | |
| 9. | Infrastructure Details with plan Faculty Details | | |
| 10. | Faculty Details | | |
| 11. | Staff Details | | |
| 12. | Library Details | | |
| 13. | Equipment Details | | |