



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

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

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No. OG/WBUHS/2023/0680/A

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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/D.H.S, Department of Health and Family Welfare, the College / Institute will be eligible to register under the WBUHS through the online procedure of Affiliation along with the all relevant documents which are required for getting permission from the University.

- The duly filled-up application form along with requisite documents/papers should be submitted through the online process of affiliation under the WBUHS **within 31st March** of the year preceding the Academic session for which affiliation is required. Affiliation portal link is given in WBUHS website.

- Details of which are given below: -

LAST DATE FOR SUBMISSION OF APPLICATION FOR AFFILIATION

[As decided in the administrative meeting held on 21st March, 2023]

Sl.	Council	Course	Last date of submission of application for affiliation
1.	NMC	MBBS, MD – MS, DM- MCh	31st March
2.	DCI	BDS - MDS	31st March
3.	INC	B. Sc & M. Sc (N), PB B. Sc (N)	31st March
4.	NCH	BHMS, MD (Hom.)	31st March
5.	NCISM	BAMS, BUMS, MD (Ay & Unani)	31st March
6.	PCI	B. Pharma	31st March

7.	All other Courses	BPT, MPT, BOT, MOT, BPO, MPO, BASLP, MASLP, PGDDRM-PG Dip. in Dis. Rehab. & Mgt. B. Sc in Critical Care Technology B. Sc in OT Technology B. Sc in Perfusion Technology B. Sc in MLT 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 Master in Hospital Administration M.Sc Public Health – Health Promotion M.Sc Public Health – Maternal & Child Health. And all other courses.	31st March
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- A bank draft /Challan for Rs. 2,200/- only as 'Processing Fee' should be submitted through the online process for application for each course. *(Details of fee structure and mode of payment also given in WBUHS affiliation portal.)*

- **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 favour of the 'West Bengal University of Health Sciences' through the online procedure as per mention payment procedure.

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 favour of the 'West Bengal University of Health Sciences' through the online procedure as per mention payment procedure.

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' in favour of the 'West Bengal University of Health Sciences' through the online procedure as per mention payment procedure 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.*

- Fees Structure for different UG and PG courses are as follows: -

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

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

(Please Note: For the academic session 2023-2024 renewal of affiliation fees should be deposited through the online procedure of affiliation within 31st December, 2022.)

➤ **For withdrawal of affiliation**

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

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.

Sd/
Inspector of Colleges (WBUHS)