



University of Kashmir

Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For

Grant of Temporary Affiliation

To

Paramedical Colleges

By

University of Kashmir

Essential Conditions and Minimum Requirements




For

Grant of Temporary Affiliation to Paramedical Colleges

A: Essential Conditions:

- The following Establishments/Organizations are eligible to establish paramedical Colleges in J & K
 - i) Central/State Government/Local body
 - ii) Registered Private or Public Trust
 - iii) Organizations registered under societies registration Act including Missionary Organizations
 - iv) Companies incorporated under Section 8 of Company's Act.
- An organization having 100 bedded parent (own) Hospital or through Tie-Up with Govt. or Pvt. Hospital having facilities required for the particular course is eligible to establish B. Sc Allied Health Sciences.
- Application for tie-up with the Govt. Hospital shall be submitted to the concerned Director of Health Services / Principal Govt. Medical College as the case may be, along with the non-refundable fee of Rs.50,000/- as hospital sanction fees to be deposited in the concerned Hospital Development Fund.
- In case of tie-up with Government Hospital, the institute shall be charged a clinical training fee of Rs.5000/- per student, per year to be deposited in the concerned Hospital Development Fund
- Essentiality certificate/No objection certificate to be obtained from the state Govt.
- Post Permission/NOC from the Govt., the institution shall seek affiliation from the affiliating university.
- Medical college of the state can start B. Sc Allied Health Sciences Courses in the respective departments provided they obtain Essentiality Certificate from the Government

B: General Details:

- Name & Address of the College (*Attach Brief Profile of the College*) :- _____
- Status of the college: Central Govt./ State Govt./ Private. _____
- Year of Establishment: _____
- Name of the Principal with Qualification & Experience (*Attach CV*): _____
- In the case of Non-Govt. College, Name of the Society/ Trust running the college(*Attach Documentary Proof*) _____
- Amount of Endowment Fund pledged to the University of Kashmir - Applicable to Private Colleges only: _____
(Attach Photocopies of FDRs)
- Programme/s offered/ to be offered: _____
- Essentiality Certificate from the Govt. for the Course / College / Institution: (*Attach Copy of the Certificate*) _____
- Whether recognized by J&K Paramedical Council? (*Attach Copy of the Certificate*) _____
- Approved intake per programme offered by the College: _____
- Attach duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments (Applicable to Private Colleges only):
- Attach Monthly salary statements of staff members (Applicable to Private Colleges only):
- Whether constituted Student Grievance Committee, ICC & other Statutory Committees---(*Attach Copies of the Constituted Committees*)
- Whether constituted Teaching & Non-Teaching Grievance Committee (*Attach Copies of the Constituted Committees*)
- Whether constituted College Management Committee as the prescribed constitution of the committee - Applicable to Private Colleges only: _____ (*Attach the constitution of the committee*).
- Details of Finances (Applicable to Private Colleges only):
 -  Total funds in hand for the establishment of the proposed college; _____
 -  Indicate the sources to be used to mobilise further funds for investment in the creation of requisite infrastructure: _____
 -  Estimated annual recurring expenditures on salaries, maintenance of infrastructure, books, equipments, office contingencies etc: _____
- Any other Details the college would like to highlight:

Note: Constitution of College Management Committee

• Two Representatives of Sponsoring Society/ Trust
• Two Prominent Doctors of the Valley
• Two Prominent Medical Lab Technologists / Subject Experts
• Representative of the Affiliating University
• Principal of the college
• To Senior Faculty Members of the college by rotation

Note: The term of the members of the College Management Committee shall be three years except for the representatives of sponsoring society/trust and the Affiliating University.

C: Physical Infrastructure:

1.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
2.	Land <ul style="list-style-type: none"> • Must have either on freehold or on long leasehold land adequate to provide for academic buildings, library, indoor and outdoor sports facilities, hostels etc. for atleast 30 years • Land has to be in the name of the trust or society. • Land use certificate is mandatory • Land shall have a boundary wall from all sides with at least one well designed/ built entry gate. • Requisite green cover in the college campus is must • Properly well laid roads within the college campus are must. • Proper landscaping of the main lawns of the college is must (Give details of each of the above items., Wherever required give information on a separate sheet)	8 Kanals			
3.	Teaching Block (20-40 Students Intake) <ul style="list-style-type: none"> • Separate from other Buildings. • College can be in a rented/leased building only for the first two years • Parking space for vehicles shall be available • Benches shall be placed at requisite places for students in the college lawns. • Every Building shall have ramps • There shall be a requisite provision of latrines and wash rooms on each floor of the building (Give details of each of the above items., Wherever required give information on a separate sheet)	20,000 Sq. ft			

4.	Lecture Hall <ul style="list-style-type: none"> • Space Sufficient enough to accommodate no of students enrolled for the courses. • Fully equipped with White Boards and LCD projectors • Class rooms shall be well furnished and well ventilated. • Atleast one Smart - Virtual Classroom shall be available • Preferably Gallery type class rooms shall be available. • Proper lighting, fans/coolers/ Split ACs, and toilet facilities shall be available. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	03 @ 900 Sq. ft = 2700 Sq. ft			
5.	Labs <ul style="list-style-type: none"> (i) Anatomy Lab (ii) Physiology Lab (iii) Biochemistry Lab (iv) Pathology Lab (v) Microbiology Lab (vi) Computer Lab • Diploma and Bachelors degree programmes can share Labs if they are in the same campus under same name and under same trust. However they should have equipments and articles proportionate to the strength of admission 	900 Sq.ft 900 Sq.ft 900 Sq.ft 900 Sq.ft 900 Sq.ft 1500 Sq.ft			
6.	Audio Visual Lab <ul style="list-style-type: none"> • There shall be a well designed and equipped audio-visual lab 	600 Sq. ft.			
7.	Multipurpose Hall <ul style="list-style-type: none"> • Built Up Area inclusive of Dias • Seating Capacity • The hall shall have proper stage, green room facilities, and should be well ventilated • There shall be arrangements for the use of all kinds of basic 	3000 Sq.ft 200 persons			

	<p>and advanced audio-visuals aids in the hall.</p> <ul style="list-style-type: none"> • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>				
8.	<p>Common Room (Male & Female)</p> <ul style="list-style-type: none"> • One for one each for male and female students • Fully furnished with attached toilets and wash basin facility. • Proper lighting arrangement, fans/coolers/ Split ACs, and drinking water shall be available. 	1000 Sq.ft			
9.	<p>Faculty Rooms</p> <ul style="list-style-type: none"> • Number of faculty rooms shall be in proportion to the number of faculty members. • One office room should accommodate 2 teachers only. • Separate toilet facility shall be provided for the teaching faculty with hand washing facility. • Separate toilet for male and female teachers. • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1000 Sq.ft			
10	<p>Principal Room</p> <ul style="list-style-type: none"> • With attached toilet • Provision for visitor's room. • Independent telephone and intercom facility linked to the Hospital and Hostel. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	300 Sq.ft			

11	Administrative Office <ul style="list-style-type: none"> • Spacious enough space to accommodate the entire office staff with separate cabins for each official shall be available. • Each official's cabin shall be adequately furnished with items like table, chairs, cupboards with built-in racks & shelves and file cabinets. • Desktops with printers and intercom facility shall be made available wherever required. • Office should be well ventilated and fitted with fans/coolers/ Split ACs. • Drinking water and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>				
12	Store Room <ul style="list-style-type: none"> • There shall be built in Shelves, Racks, Cabinets, Fire proof steel almirah for keeping student records. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1000 Sq.ft			
13	Seminar Room: <ul style="list-style-type: none"> • Space sufficient enough to accommodate triple the approved intake of students • Well furnished with push back comfortable chairs. • LCD projector facility shall be available • Public address system shall be available • Attached toilet with wash basin facility shall be available • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. <p>(Give details of each of the above items. Wherever required give information on a separate sheet).</p>	900 sq. mts.			

14	Library <ul style="list-style-type: none"> • Easily accessible to the teaching faculty and students. • Comfortable seating arrangement for atleast half of the total strength of the students and teachers. • Current books, magazines, journals, newspapers and other related literature shall be available in the library. • Separate budget shall be for the Library. • Cabin for Librarian with intercom facility shall be available. • Proper requisite Book Racks, Book shelves, Display Racks shall be available in the library. • Reading room having proper furniture with seating capacity for 20% of the total strength of the students shall be available. • ICT facility for browsing online material shall be available. • Photocopying facility shall be available. • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available in the library <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p>	2400 Sq. ft			
15	Medical Facility Room <ul style="list-style-type: none"> • Having atleast two beds with portable Oxygen facility. • All emergency medicines shall be available 	144 Sq. mts			
16	Cafeteria	150 Sq. mts			
17	Provisions for Toilets <ul style="list-style-type: none"> • Toilet and washroom facilities shall be available on each floor of each building @ of one toilet and one washroom for 2-6 students. • Wash rooms for specially abled students shall be available in each building and each floor. <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p>	1000 Sq. ft			

18	Other Facilities: <ul style="list-style-type: none"> • Safe drinking water • Adequate sanitary / toilet facilities separately for men and women • Garage for 50 Seater Bus • Fire extinguishers shall be available as per the local bye-laws) (Give details of each of the above items. Wherever required give information on a separate sheet)				
19	Sports Facilities <ul style="list-style-type: none"> • Well developed playfields for Football / Hockey, Cricket, and Volleyball • Indoor Games: Table Tennis, Badminton etc. (Give details of each of the above items., Wherever required give information on a separate sheet)				
20	Residential Accommodation <ul style="list-style-type: none"> • The faculty shall be provided residential accommodation, according to their marital status. • Principal shall be provided with telephone facility at his/her residence 				

C: Hostel Block Area (Figures in Sq. ft.)

S. No.	Infrastructural Facilities	Minimum Requirement	Infrastructure Available	Deficiency If Any	Remarks
1.	Hostel Block for 60 students <ul style="list-style-type: none"> Hostel facility shall be created within a period of 3 years of the establishment of the college. Separate hostel for the male and female students. The Hostels shall be located either in the college campus or in the close vicinity of the college. 	9000 Sq. ft each hostel			
2.	Single Room / Double Room <ul style="list-style-type: none"> Room should be ideally for 2 students provided with requisite furniture like beds, reading tables, chairs and cupboards <ul style="list-style-type: none"> Single Seater Double Seater Proper lighting arrangement, fans/coolers/ Split ACs, and toilet facilities shall be available in the hostels. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	9000 (50 Sq.ft for each student)			
3.	Sanitary <ul style="list-style-type: none"> One latrine and one washroom shall be provided for 2 to 6 students. Toilet and washroom facilities shall be available on each floor of the student's hostel. Geysers and wash basins shall be provided in each bathroom. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1800 .feet			

4.	Visitor's Room <ul style="list-style-type: none"> One visitor's room in the hostel with comfortable seating, and lightening facilities shall be available in the hostel. Proper light arrangement, fans/coolers/ Split ACs shall be available in the visitor's room., 	500 Sq.ft			
5.	Reading Room <ul style="list-style-type: none"> There shall be books, magazines, newspapers and other reading material available in the reading room. There shall be proper furniture and furnishings. Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. 	250 Sq.ft			
6.	Store <ul style="list-style-type: none"> There shall be built in storing facility to keep the food items and other items protected from mice's and other hazards 	500 Sq.ft			
7.	Recreation Room <ul style="list-style-type: none"> There shall be a provision for indoor games like table tennis and snooker in the hostel. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1200Sq.ft			
8.	Dining Hall <ul style="list-style-type: none"> Seating capacity for atleast 80% of the total residents/ boarders shall be available. Requisite dining tables, chairs, water coolers, refrigerators, hand washing and heating/cooling facilities shall be available. Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	3000 Sq.ft			

9.	TV Longue <ul style="list-style-type: none"> • There shall be TV Longue fitted with LCD TV having Cable connection. • Will furnished with appropriate chairs, lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. 	900 Sq. mts.				
10	Kitchen & Store	1500 Sq.ft				
11	Pantry <ul style="list-style-type: none"> • One Pantry on each floor shall be available. • There shall be water cooler and Micro Wave Owen. 	150 Sq.ft				
12	Washing & Ironing Room <ul style="list-style-type: none"> • Space for drying and ironing of clothes shall be available in each floor 	100 Sq.ft				
13	Wardens Office <ul style="list-style-type: none"> • Office shall be connected with Intercom facility with college administration & hospital • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. 	100 Sq.ft				
14	Room for Cooks, Room Attendants <ul style="list-style-type: none"> • One room of 9.60 sq. m. with WC and bathrooms shall be available for cooks & Room Attendants. • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. 	120 sq. ft.				

D: Teaching Faculty

Course-Renal Dialysis

S. No.	Post, Qualification & Experience	Minimum Requirement as Per J&K Paramedical Council	Faculty Available	Deficiency If Any	Qualification Of Appointee	Nature Of Appointment	Pay Scale	Remarks
1.	HOD / Professor-DM Nephrology with 03 years of experience in recognized Institute.	01						
2.	Associate Professor-DM / DNB Nephrology	01						
3.	Assistant Prof.-MD Medicine, M. Sc or B. Sc in relevant subject with 2 years of experience	01						
4.	Lecturer-M. Sc or B. Sc in relevant subject with 1 year experience	01						
5.	Tutor / Demonstrator-MBBS / B. Sc in relevant subject	01						

Course-Radiography

S. No	Post, Qualification & Experience	Minimum Requirement as Per J&K Paramedical Council	Faculty Available	Deficiency If Any	Qualification of Appointee	Nature Of Appointment	Pay Scale	Remarks
1.	HOD / Professor-MD Radio diagnosis with 09 years of experience in recognized Institute.	01						
2.	Associate Professor-MD / M. Sc Radio diagnosis with 5 years of experience	01						
3.	Assistant Prof.-MD / M. Sc in relevant subject with 2 years of experience	01						
4.	Lecturer-MD, M. Sc or B. Sc Radiodiagnosis with 1 year experience	01						
5.	Tutor / Demonstrator-MBBS / B. Sc in relevant subject	01						

Course-Medical Lab Technology

S. No.	Post, Qualification & Experience	Minimum Requirement as Per J&K Paramedical Council	Faculty Available	Deficiency If Any	Qualification Of Appointee	Nature Of Appointment	Pay Scale	Remarks
1.	HOD / Professor-MD in (Microbiology, Biochemistry and Pathology) with 09 years of experience in recognized Institute.	01						
2.	Associate Professor-MD / M. Sc in (Microbiology, Biochemistry, Pathology) with 5 years of experience	01						
3.	Assistant Prof.-MD / M. Sc in (Microbiology, Biochemistry, Pathology) with 2 years of experience	01						
4.	Lecturer-MD, M. Sc/B.Sc Medical (Microbiology, Biochemistry, Pathology) with 1 year of experience	01						
5.	Tutor / Demonstrator-MBBS / B. Sc in relevant subject	01						

Course-Neuro Science Technology

S. No.	Post, Qualification & Experience	Minimum Requirement as Per J&K Paramedical Council	Faculty Available	Deficiency If Any	Qualification Of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	HOD / Professor-DM Neurology with 03 years of experience in recognized Institute.	01						
2.	Associate Professor-DM / DNB Neurology.	01						
3.	Assistant Prof.-MD General Medicine, M. Sc or B. Sc in relevant subject with 2 years of experience.	01						
4.	Lecturer-M. Sc or B. Sc in relevant subject with 1 year experience.	01						
5.	Tutor / Demonstrator-MBBS / B. Sc in relevant subject.	01						

Course-Cardiac Care Technology

S. No.	Post, Qualification & Experience	Minimum Requirement as Per J&K Paramedical Council	Faculty Available	Deficiency If Any	Qualification Of Appointee	Nature Of Appointment	Pay Scale	Remarks
1.	HOD / Professor-DM Cardiology with 03 years of experience in recognized Institute.	01						
2.	Associate Professor-DM / DNB Cardiology.	01						
3.	Assistant Prof.-MD General Medicine, M. Sc or B. Sc in relevant subject with 2 years of experience.	01						
4.	Lecturer-M. Sc or B. Sc in relevant subject with 1 year experience.	01						
5.	Tutor / Demonstrator-MBBS / B. Sc in relevant subject.	01						

Course-Operation Theatre Technology

S. No.	Post, Qualification & Experience	Minimum Requirement as per J&K Paramedical Council	Faculty Available	Deficiency if any	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	HOD / Professor-MD in General Surgery with 9 years of experience.	01						
2.	Associate Professor-MD in General Surgery with 5 years of experience.	01						
3.	Assistant Prof.-MD / M. Sc in relevant subject with 2 years of experience.	01						
4.	Lecturer-MD, M. Sc or B. Sc in relevant subject with 1 year experience.	01						
5.	Tutor / Demonstrator-MBBS / B. Sc in relevant subject	01						

Course-Respiratory Care Technology

S. No.	Post, Qualification & Experience	Minimum Requirement as per J&K Paramedical Council	Faculty Available	Deficiency if any	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	HOD / Professor-MD in Tuberculosis & Lung Diseases with 9 years of experience.	01						
2.	Associate Professor-MD / Diploma in Tuberculosis & Lung Diseases with 5 years of experience.	01						
3.	Assistant Prof.-MBBS with MD in General Medicine / M. Sc or B. Sc in relevant subject with 2 years of experience.	01						
4.	Lecturer- M. Sc or B. Sc in relevant subject with 1 year experience	01						
5.	Tutor / Demonstrator-MBBS / B. Sc in relevant subject.	01						

Course-Anesthesia Technology

S. No.	Post, Qualification & Experience	Minimum Requirement as Per J&K Paramedical Council	Faculty Available	Deficiency If Any	Qualification Of Appointee	Nature Of Appointment	Pay Scale	Remarks
1.	HOD / Professor-MD in Anesthesia with 9 years of experience.	01						
2.	Associate Professor-MD Anesthesia with 5 years of experience.	01						
3.	Assistant Prof.-MD / M. Sc in relevant subject with 2 years of experience.	01						
4.	Lecturer- MD, M. Sc / B. Sc in relevant subject with 1 year experience.	01						
5.	Tutor / Demonstrator-MBBS / B. Sc in relevant subject.	01						

Note:

- i. Faculty Appointments shall have to be on permanent basis.
- ii. Faculty on contractual basis or on Academic Arrangement basis only to the extent of 15% of the total faculty positions prescribed for the programme, for a maximum period of one year.
- iii. Pay scales as per the scales prescribed by the state Govt. or Affiliating University from time to time
- iv. Selection committee shall be in accordance with the constitution prescribed by the state govt. or affiliating university.
- v. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University.
- vi. Teacher- Student Ratio shall be 1:10
- vii. Tutor-Student Ratio shall be 1:10
- viii. No part time Nursing faculty will be counted for calculating total number of faculty members required for a college
- ix. Irrespective of number of admissions, all faculty positions must be filled.

Qualification of Lecturer for Teaching Basic Medical Science Subjects: MD/MS/M. Sc Medical in Anatomy, Physiology, Biochemistry, Microbiology, Pathology.

E: Administrative Staff

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Prescribed Qualification	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	Administrative Officer	01							
2.	Clerk / Accountant	01							
3.	Store Keeper	01							
4.	Computer Assistant	01							
5.	Lab Assistants	Proportionate to the no. of labs							
6.	Librarian	01							
7.	Peons	02							
8.	Sweepers	01							
9.	Gardener	01							

F: Staff for the Hostel

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Nature Of Appointment	Pay Scale	Remarks
1.	Warden	One for each Hostel					
2.	Cook	One for every 20 students for each shift					
3.	Kitchen & Dining Room Helper	One for every 20 students for each shift					
4.	Sweeper	02 Per Hotel					
5.	Security Guard/ Chowkidar	02 per Hostel					
6.	Room Attendants	1 for 10 Hostel Rooms					
7.	Gardner	02					

Note:

- i. Staff Appointments shall have to be on permanent basis.
- ii. Non- teaching staff on contractual basis or on casual basis only to the extent of 15% of the total staff positions prescribed for the college for a maximum period of 6 month.
- iii. Essential qualifications as per the qualifications prescribed by the state govt. or Affiliating University.
- iv. Pay scales as per the scales prescribed by the state Govt or Affiliating University from time to time
- v. Constitution of the selection committee shall be in accordance with the constitution prescribed by the affiliating university.
- vi. Age of superannuation and other benefits shall be as per the state government / Affiliating University norms

G: Restricted Funds

S. No	Name of the Fund	Minimum Amount Prescribed By The Affiliating University/ J&K Paramedical Council	Date Of Establishment	Amount As on Date	Remarks
1	Endowment Fund	Rs 5 Lakhs			
2	Contingency Fund	Rs. 7 Lakhs			

H: Budgets:

There has to be separate budget for every department and service centre like:

- Salary, pension and other benefits.
- Office contingencies
- Labs
- Library