



University of Kashmir



Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



**Check List of Minimum Requirements
For
Grant of Temporary Affiliation**

To

Paramedical Colleges

In The

Union Territory of J & K

Guidelines and Minimum Requirements
For
Grant of Temporary Affiliation to Paramedical Colleges

Guidelines:

- 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 year to be deposited in the concerned Hospital Development Fund
- Essentiality certificate/No objection certificate to be obtained from the state Govt.
- Post Permissions/NOC from the Govt., the institution shall seek affiliation from the affiliating university.

A: Brief Profile of the College/ Institution

- Name of the College (*Attach brief profile of the college*) :- _____
- Name of the Principal with qualification (*Attach CV*): _____
- Programme/s to be offered: _____
- Approved/ Proposed intake of students for each programme of study: _____
- No of students on rolls for the current session (*Semester-wise and programme-wise*) : _____
- NOC from State Govt. for the course / College / Institution: (*Attach Copy of NOC as appendix*).
- Whether recognized by J K Paramedical Council? (*Attach copy of recognition*)-----
- Whether entered into an agreement with recognized Hospitals for Internship Training? (*Attach copy of agreement as appendix*):
- Duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments: (*Attach These Statements as appendix*)
- Monthly salary statements along with monthly bank statements of individual staff members (*Attach statement as appendix*)
- Current and previous years revenue budget of the college (*Attach budget copies as appendix*)
- Names of the members of student grievance committee(*Attach as appendix*)
- Names of the members of teaching & non-teaching grievance cell (*Attach as appendix*)
- Whether constituted College Management Committee as per the prescribed constitution of the committee (*Attach the constitution of the committee as appendix*)
- *Any other Particulars:*

Note: Constitution of College Management Committee

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| • Two Representatives of Sponsoring Society/ Trust |
| • Two Prominent Doctors of the Valley |
| • Two Prominent Medical Lab Technologists |
| • 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.

Minimum Requirements

A: Physical Infrastructure

| S. No. | Infrastructural Facilities | Minimum Requirement of Physical Infrastructure | Infrastructure Available | Deficiency If Any | Remarks |
|--------|--|--|--------------------------|-------------------|---------|
| | <p>Land</p> <ul style="list-style-type: none"> • Land has to be in the name of the trust or society. • Land use certificate mandatory • Land should have a boundary wall from all sides with at least one well designed/ Built entry gate. • Requisite green cover must • Properly well laid roads within the college campus. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 8 Kanals | | | |
| 1. | <p>Teaching Block</p> <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 must • Benches placed at requisite places for students in the college lawns. • Every Building should have ramps • Requisite provision of latrines and wash rooms <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | | | | |

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|----|---|---|--|--|--|
| 2. | <p>Lecture Hall</p> <ul style="list-style-type: none"> • Space Sufficient enough to accommodate 50 students. • Each Classroom provided with White Boards and LCDs • Atleast one Smart - Virtual Classroom • Well furnished and ventilated • Number of class rooms as per the requirements for different subjects • Preferably Gallery type class rooms • Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 03 @ 900 sqft = 2700 sqft | | | |
| 3. | <p>Labs</p> <ul style="list-style-type: none"> (i) Anatomy Lab (ii) Physiology Lab (iii) Biochemistry Lab (iv) Pathology Lab (v) Microbiology Lab (vi) Computer Lab | 900 sqft 900 sqft 900 sqft 900 sqft 900 sqft 1500 sqft | | | |
| 4. | <p>Multipurpose Hall</p> <ul style="list-style-type: none"> • With proper stage & green room facilities, well ventilated and proper lightening system • There should be arrangements for the use of all kinds of basic and advanced audio-visual aids. • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 3000 sqft | | | |
| 5. | Common Room (Male & Female) | 1000 sqft | | | |

| | | | | | |
|----|---|-----------|--|--|--|
| | <ul style="list-style-type: none"> • One for teaching faculty, and one each for male and female students • Fully furnished with attached toilets and wash basin facility. • Proper light arrangement, fans/coolers/ Split ACs, and drinking water arrangement • | | | | |
| 6. | <p>Faculty Rooms</p> <ul style="list-style-type: none"> • Number of office rooms in proportion to the number of faculty members. • One office room should accommodate 2 teachers only. • Separate toilet facility should be provided for the teaching faculty with hand washing facility. • Separate toilet for male and female teachers. • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 1000 sqft | | | |
| 7. | <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 sqft | | | |
| 8. | <p>Store Room</p> <ul style="list-style-type: none"> • Built in Shelves, Racks, Cabinets, Fire proof steel almirahs for keeping student records. <p>(Give details of each of the above items., Wherever required</p> | 1000 sqft | | | |

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|-----|--|-----------|--|--|--|
| | give information on a separate sheet) | | | | |
| 9. | <p>Library and Reading Room</p> <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. • Separate budget for the Library. • Cabin for Librarian with intercom facility. • Proper requisite Book Racks, Book shelves, Display Racks and Proper records system. • Reading room with proper furniture with seating capacity for 20% of the total strength of the students. • ICT facility for browsing online material. • Photocopying facility • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p> | 2400 sqft | | | |
| 10. | <p>Provisions for Toilets</p> <ul style="list-style-type: none"> • Toilet and washroom facilities should be provided on each floor of each building @ of one toilet and one bathroom for 2-6 students. • Wash basins should also be provided. <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p> | 1000 sqft | | | |
| 11. | <p>Other Facilities:</p> <ul style="list-style-type: none"> • Safe drinking water • Adequate sanitary / toilet facilities separately for men and women | | | | |

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|-----|---|--|--|--|--|
| | <ul style="list-style-type: none"> • Garage for 50 seater bus • Fire extinguishers (adequate provision for extinguishing fire should be available as per the local bye-laws) • Well Developed Play grounds for outdoor sports like volleyball, football, badminton and for athletics. • Facility for Indoor games. <p>(Give details of each of the above items. Wherever required give information on a separate sheet)</p> | | | | |
| 12. | <p>Sports Facilities</p> <ul style="list-style-type: none"> • Well developed playfields for Football / Hockey, Cricket, Volleyball • Indoor Games: Table Tennis, Badminton etc. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | | | | |

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

| S. No. | Infrastructural Facilities | Minimum Requirement | Infrastructure Available | Deficiency If Any | Remarks |
|--------|--|---|--------------------------|-------------------|---------|
| | Hostel Block for 60 students <ul style="list-style-type: none"> Hostel facility is to be created within a period of 3s year of the establishment of the college. Separate hostel for the male and female students | 11000 sq.ft | | | |
| 1. | Single Room / Double Room <ul style="list-style-type: none"> Ideally for 2 students provided with adequate furniture like beds, reading tables, chairs and cupboards <ul style="list-style-type: none"> Single Seater Double Seater Three Seater Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 8-9 Sq. Mts. per student 7.5 to 8 Sq. Mts. per student 7 to 7.5 Sq. Mts. per student) | | | |
| 2. | Sanitary <ul style="list-style-type: none"> One latrine and one washroom for 2-6 students. Toilet and washroom facilities should be provided on each floor of the student's hostel. Geysers and wash basins should be provided in each bathroom. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 900 Sqft | | | |
| 3. | Visitor Room <ul style="list-style-type: none"> One visitor's room in the hostel with comfortable seating, and | 150 Sqft | | | |

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|----|--|----------|--|--|--|
| | lightening facilities. <ul style="list-style-type: none"> • Proper light arrangement, fans/coolers/ Split ACs, | | | | |
| 4. | Reading Room <ul style="list-style-type: none"> • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities | 250 sqft | | | |
| 5. | Store | 300 sqft | | | |
| 6. | Recreation Room <ul style="list-style-type: none"> • Provisions for T.V should be there. • Facilities for indoor games <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 500 sqft | | | |
| 7. | Dining Hall <ul style="list-style-type: none"> • Seating capacity for atleast 80% of the total residents/ boarders. • Required tables, chairs, water coolers, refrigerators, hand washing and heating facilities. • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 900 sqft | | | |
| 8. | Kitchen & Store | 750 sqft | | | |
| 9. | Pantry <ul style="list-style-type: none"> • One Pantry on each floor should be provided. • Should have water cooler and heating arrangements. | 150 sqft | | | |

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|-----|--|----------|--|--|--|
| 10. | Washing & Ironing Room <ul style="list-style-type: none"> • Facility for drying and ironing of clothes should be provided in each floor | 100 sqft | | | |
| 11. | Wardens Room <ul style="list-style-type: none"> • Connected with Intercom facility with college administration & hospital • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities | 100 sqft | | | |

C: 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 or 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 25% of the total faculty positions prescribed for the programme
- iii. Pay scales as per the scales prescribed by the state Govt. or Affiliating University from time to time
- iv. Selection committee should 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 should be 1:10
- vii. Tutor-Student Ratio should be 1:10
- viii. No part time Nursing faculty will be counted for calculating total number of faculty 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.

D: 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. | Librarian | 01 | | | | | | | |
| 6. | Peons | 02 | | | | | | | |
| 7. | Sweepers | 01 | | | | | | | |
| 8. | Gardener | 01 | | | | | | | |

E: 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 30 students for each shift | | | | | |
| 3. | Kitchen & Dining Room Helper | One for every 30 students for each shift | | | | | |
| 4. | Sweeper | 01 | | | | | |
| 5. | Security Guard/ Chowkidar | 01 | | | | | |
| 6. | Room Attendants | 1 for 10 Hostel Rooms | | | | | |

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 25% of the total staff positions prescribed for the college
- 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 should 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

F: Restricted Funds

| S. No | Name Of The Fund | Minimum Amount Prescribed By The Affiliating University/ NCTE | Date Of Establishment | Amount As On Date | Remarks |
|--------------|-------------------------|--|------------------------------|--------------------------|----------------|
| 1 | Endowment Fund | Rs 5 Lakhs | | | |
| 2 | Contingency Fund | Rs. 7 Lakhs | | | |

G: Budgets:

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

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