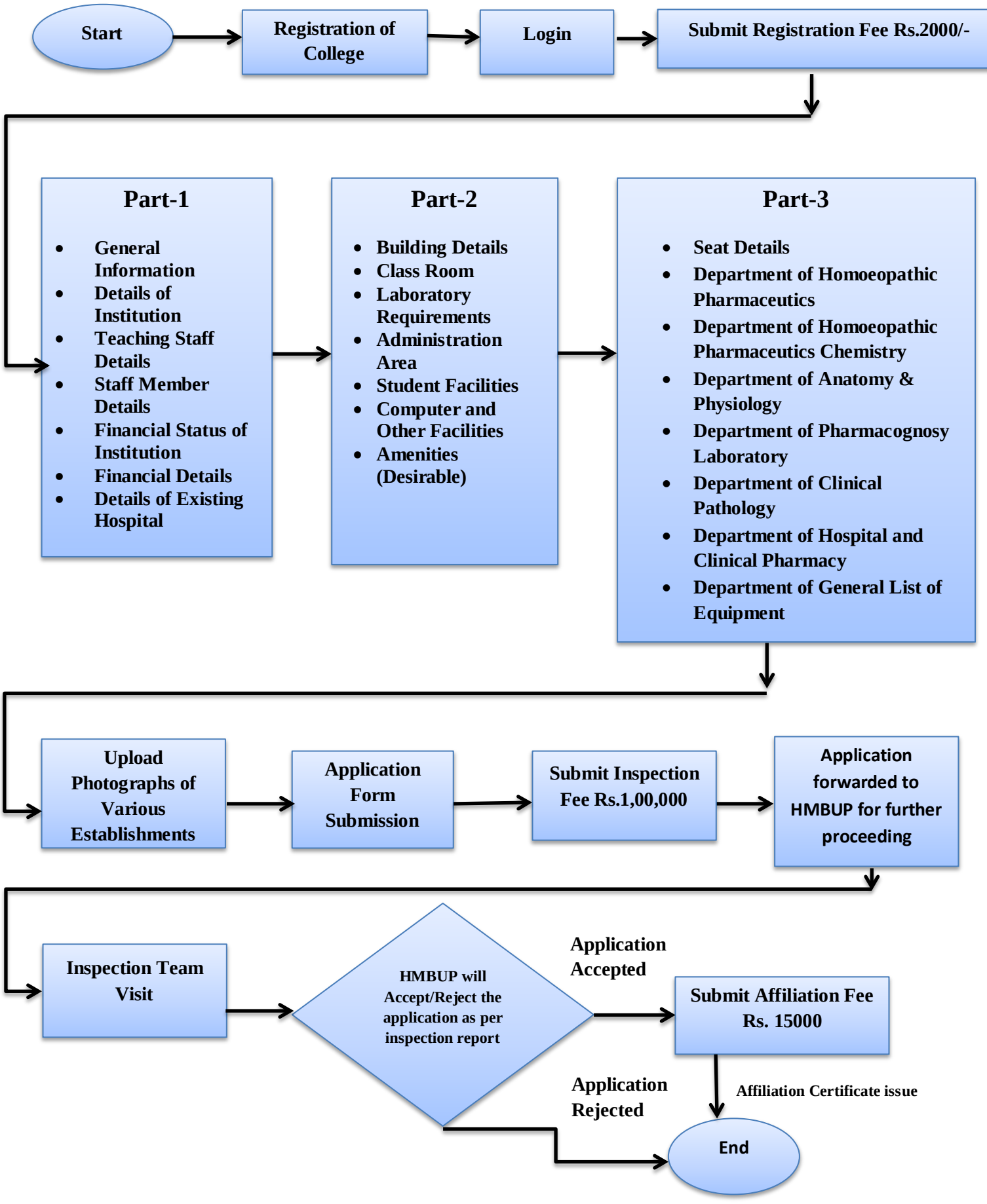
Uttar Pradesh Homeopathic Medicine Board

Process Flow and Check List of College Affiliation System



Check List of College Affiliation System, Homeopathic Medicine Board, Government of Uttar Pradesh

Following are the Details/Documents which are required while filling the form:-

Applicants are requested to keep the following details and scanned copies of the documents mentioned below, while filling up the form.

Note:- Applicant needs to submit the Registration Fee after successful registration (i.e., before starting the form filling) through Online Mode whereas Inspection Fee needs to be deposited through Online Mode after Submitting the Forms. After successful inspection, applicant has to submit Affiliation Fee through Online Mode.

Registration/Inspection/Affiliation Fee once submitted/deposited will not be refundable or transferable.

Registration Fee: Rs.2,000/-

Inspection Fee: Rs.1,00,000/-

Affiliation Fee: Rs.15,000/-

Part 01

General Information

1. Institute Details

2. Proposal of the Society/Trust/Organisation (**File Format: PDF File Size: 2 MB**)

3. Primary Contact Details

4. Details Of The Head Of The Institution/Director

5. Document of the Head of the Institution (Like letter of consent, appointment letter) (**File Format: PDF File Size: 2 MB**)

Details of Institution

1. Principal Details

2. High School Marksheet (**File Format: PDF File Size: 2 MB**)

3. Intermediate Marksheet (**File Format: PDF File Size: 2 MB**)

4. Graduation Marksheet (**File Format: PDF File Size: 2 MB**)

5. BHMS Marksheet (**File Format: PDF File Size: 2 MB**)

6. Aadhar Card (**File Format: PDF File Size: 2 MB**)

7. Letter of Consent (**File Format: PDF File Size: 2 MB**)

8. Appointment Letter (**File Format: PDF File Size: 2 MB**)

9. Homoeopathic Registration Certificate (**File Format: PDF File Size: 2 MB**)

10. Experience Details (**File Format: PDF File Size: 2 MB**)

11. Details of Society/Trust/Management

12. Registration Certificate of the Society/Trust (**File Format: PDF File Size: 5 MB**)

13. Manual of the Society/Trust (**File Format: PDF File Size: 2 MB**)

14. Nazri Naksha (**File Format: PDF File Size: 2 MB**)

15. Composition of the State Government/Union Territory/University/Trust

16. List of Particulars of Member

17. Document of Member (**File Format: PDF File Size: 2 MB**)

18. Bank Details of Society/Trust/Management

19. Bank's Passbook Copy (**File Format: PDF File Size: 2 MB**)

20. Building Details

21. Map of project site (**File Format: PDF File Size: 2 MB**)

22. Building Design Approved by Authorized Officer (**File Format: PDF File Size: 2 MB**)

Teaching Staff Details

1. Detail of Teaching Staff For D.H.P. Course

2. Photo and Signature of Faculty Members (**File Format: JPG/JPEG File Size: 100 KB**)

3. Aadhar card, Appointment letter, Letter of Consent, Homeopathic Registration Certificate, Experience Details (**File Format: PDF File Size: 2 MB**)

Staff Members Details

1. Details Of Non-Teaching Staff

2. Declaration Regarding Staff Information, Educational Qualification Document, Appointment Letter of Laboratory Technician, Laboratory Attendant, Office Superintendent, Clerk cum Accountant, Store Keeper, Steno Cum Typist, Assistant Librarian and Library Attendant (**File Format: PDF File Size: 2 MB**)

3. Details of Co-Curricular Activities/Sports Activities

Financial Status of the Institution

1. Balance Sheet of Last 3 Years (**File Format: PDF File Size: 2 MB**)

Financial Details

1. Project cost

2. Relevant Documents to Project Cost (**File Format: PDF File Size: 2 MB**)

3. Means of Financing the Project

4. Fee Structure (**File Format: PDF File Size: 2 MB**)

5. Estimated Annual Revenue from Various Sources (**File Format: PDF File Size: 2 MB**)

6. Expenditure Assumptions

7. Income Statement (**File Format: PDF File Size: 2 MB**)

8. Cash Flow Statement (**File Format: PDF File Size: 2 MB**)

9. Projected Balance Sheets (**File Format: PDF File Size: 2 MB**)

Details of Existing Hospital

1. Name, Address and Details of the existing Hospital

2. Architectural and layout plans (**File Format: PDF File Size: 2 MB**)

Part 02

Building Details

1. Papers of Land Registry (**File Format: PDF File Size: 5 MB**)

2. Approved building plan and sales deed (**File Format: PDF File Size: 5 MB**)

3. Total Area of the College

Class Room

1. Total Number Of Class Rooms Provided and Their Details

Laboratory Requirement

1. Name of Laboratory and their details

Administration Area Details

1. Name of Administration Infrastructure and their details

2. Clinical Facilities (Hospital) Details

3. Deed/Rented Document (**File Format: PDF File Size: 5 MB**)

4. MOU Document (**File Format: PDF File Size: 2 MB**)

5. Details of OPD Per Day/Per Month/Per Year

Student Facilities

1. Infrastructure Details like area of Infrastructure

2. Electricity Connection (**File Format: PDF File Size: 2 MB**)

3. Fire Extinguisher Certificate (**File Format: PDF File Size: 2 MB**)

Computer and Other Facilities

1. Details of Computer and Other Facilities like their availability and reason of non-availability

Amenities (Desirable)

1. Details of Amenities like Principal Quarters, Staff Quarters, Parking Area For Staff and Students, Bank Extension Counter, Co Operative Counter, Guest House, Transport Facilities for Students and Medical Facilities (First Aid)

Part 03

Department of Homoeopathic Pharmaceutics

1. Details of Equipment like their availability and their working status.

2. Bill of Pharmaceutics Equipment (**File Format: PDF File Size: 2 MB**)

Department of Homoeopathic Pharmaceutics Chemistry

1. Details of Equipment like their availability and their working status

2. Bill of Pharmaceutics Chemistry Lab Equipment (**File Format: PDF File Size: 2 MB**)

Department of Anatomy & Physiology

1. Details of Equipment like their availability and their working status

2. Bill of Anatomy & Physiology Equipment (**File Format: PDF File Size: 2 MB**)

Department of Pharmacognosy Laboratory

1. Details of Equipment like their availability and their working status

2. Bill of Pharmacognosy Lab Equipment (**File Format: PDF File Size: 2 MB**)

Department of Clinical Pathology

1. Details of Equipment like their availability and their working status

2. Bill of Clinical Pathology Equipment (**File Format: PDF File Size: 2 MB**)

Department of Hospital and Clinical Pharmacy

1. Details of Equipment like their availability and their working status

2. Bill of Clinical Pharmacy Equipment (**File Format: PDF File Size: 2 MB**)

General List of Equipment

1. Details of Equipment like their availability and their working status

2. Bill of General Equipment (**File Format: PDF File Size: 2 MB**)

Upload Photograph (Each photograph needs to be uploaded in JPG/JPEG format whose file size should exceed the limit of 1 MB**)**

1. College Building-3 photographs
2. Laboratory Area for D.H.P. Course
    A. Anatomy & Physiology Lab- 2 photographs
    B. Homoeopathic Pharmaceutics Lab -2 photographs
    C. Homoeopathic Pharmaceuticals Lab -2 photographs
    D. Chemistry Lab -2 photographs
    E. Pharmacognosy Lab -2 photographs
3. Administration Area & Other Infrastructure
    a) Principal's Chamber - 2 photographs
    b) Staff/Faculty Room - 2 photographs
    c) Library - 2 photographs
    d) Museum - 2 photographs
    e) Auditorium - 2 photographs
    f) Herbal Garden -2 photographs
    g) Bank Extension Counter -2 photographs
    h) Co-operative Stores - 2 photographs
    i) Guest House -2 photographs
    j) Parking Area -2 photographs
    k) Sports Ground - 2 photographs
4. Student Facilities -10 photographs

5. Computer & Other Facilities -3 photographs
6. Hospital -3 photographs