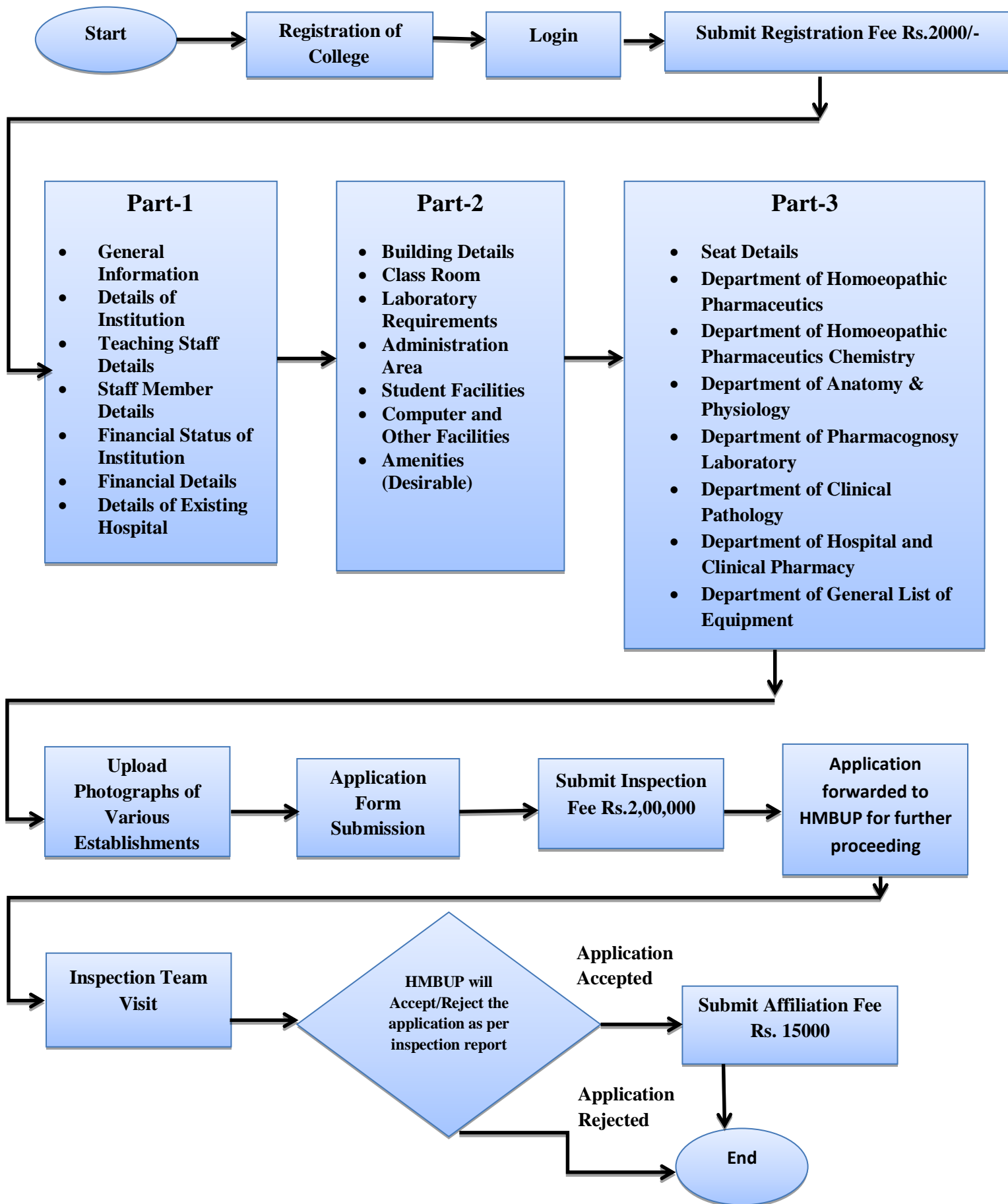


# Uttar Pradesh Homeopathic Medicine Board

## 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.2,00,000/-**

**Affiliation Fee: Rs.15,000/-**

### **Part 01**

#### **General Information**

1. Institute Details
2. Proposal of the Society/Trust/Organisation (**File Format: PDF File Size: 1 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. Aadhaar Card (**File Format: PDF File Size: 2 MB**)
3. Letter of Consent (**File Format: PDF File Size: 2 MB**)
4. Appointment Letter (**File Format: PDF File Size: 2 MB**)
5. Homoeopathic Registration Certificate (**File Format: PDF File Size: 2 MB**)

6. Experience Details (**File Format: PDF File Size: 2 MB**)
7. Details of Society/Trust/Management
8. Registration Certificate of the Society/Trust (**File Format: PDF File Size: 5 MB**)
9. Nazri Naksha (**File Format: PDF File Size: 2 MB**)
10. Composition of the State Government/Union Territory/University/Trust
11. List of Particulars of Member
12. Document of Member (**File Format: PDF File Size: 2 MB**)
13. Bank Details of Society/Trust/Management
14. Bank's Passbook Copy (**File Format: PDF File Size: 1 MB**)
15. Building Details
16. Map of project site (**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. Aadhaar Card, Appointment Letter, Letter of Consent, Homeopathic Registration Certificate, Experience Details

### **Staff Members Details**

1. Details Of Non-Teaching Staff
2. Declaration Regarding Staff Information, Highest 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
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. Expenditure Assumptions

#### **Details of Existing Hospital**

1. Name, Address and Details of the existing Hospital

### **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 Pharmaceutics 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