

ELIGIBILITY FOR ACCREDITATION

(PROCEDURE FOR STARTING NEW INSTITUTE / COURSES / UNITS)

THE APPLICATION IN PRINTED LETTER HEAD IS TO BE SUBMITTED TO THE DIRECTOR **ARYAVAT SOCIAL WELFARE FOUNDATION** ALONG WITH THE AFFILIATION SHALL BE BASED ON A SUITABLE DONATION WHICH IS COMPLETELY NON – REFUNDABLE AND NOT BE ADMISSIBLE IN ANY COURT IN THE WHOLE INDIA IN THIS REGARD

NEW! APPLY ONLINE OFF LINE

1. Name of the proposed course, **DIPLOMA IN COMMUNITY MEDICAL SERVICES & SURGERY (two year + six months internship - allopathic diploma medical course)**
2. Name of the Society or Trust or approved academic institution organizing the center.
(A copy of the certificate of registration to be enclosed).
3. Infrastructure available in details as per norms of the aryavat social welfare foundation is to be submitted. Status of the building whether owned or rented is to be indicated.
(copy of ownership deed/Agreement of Tenancy and layout plan of the building is to be enclosed).
4. Equipment list.
(course wise to be submitted)
5. Fund availability for the running the center is to be indicated.
(Copy of audited accounts for last three years, are to be submitted)
6. Certificates from the competent authority are to be submitted in respect of power connection, sanitation and hygienic condition, Water supply etc.
7. If the center is already affiliated to other affiliating body, then furnish details of the agency and the name of the courses.
8. The **ARYAVAT SOCIAL WELFARE FOUNDATION** will scrutinize the application and after judging the authenticity and financial position of the applicant shall convey to the applicant the decision whether the center can be considered, for affiliation or not with reason for not considering the center.
9. If considered, **ARYAVAT SOCIAL WELFARE FOUNDATION** will arrange for inspection team duly constituted by the authority.
10. On the basis of the recommendation made by the inspection team, provisional permission will be granted and center will be asked to deposit the affiliation fee to be paid through bank draft drawn in favor of **ARYAVAT SOCIAL WELFARE FOUNDATION** on. On. receipt of the affiliation fee formal affiliation letter will be issued to the concerned center. The management of the center shall make all necessary arrangement and create every facilities for the center for the center for conducting the proposed course. There is no provision of any financial help / grant from the **ARYAVAT SOCIAL WELFARE FOUNDATION** to open / run any paramedical center.

NORMS AND STANDARD CONDITIONS

- 1. COURSES:** List of courses are available in the council's Website <https://www.aswfgovt.org.in/> a part from these courses, there are some courses for which syllabus have been prepared by centers send those syllabus are duly approved by this **ARYAVAT SOCIAL WELFARE FOUNDATION**. Courses on any field, which have potential for employment / self - employment in an area are also accepted. Centers may forward such courses along with a copy of syllabus to this council for approval and affiliation.
- 2. CLASS HOURS:** Total class hours for every course will be 2000 duration for one year & two-year courses respectively. Out of which 80 % will be Theoretical classes and 20 % will be. practical classes minimum 20 hrs. (15 hrs. THEORETICAL & 05 hrs. PRACTICAL) classes per week each course / batch are to be conducted.
- 3. FEE STRUCTURE:** Enrollment & Examination fees will be taken according to our fee infrastructure.
- 4. VERIFICATION:** Physical Verification Fee ₹15000.00 (Fifteen Thousand Rupees Only) will be charged after *Institute* Investigation by our team member.
(There can be an increase of ₹5000.00 every year.)
- 5. ADMISSION POLICY:** There will be special half yearly courses from January to June and July to December for which admission process can be done from 1st January to 15th January and 1st July to 15th July. After that the last date will be 25th January and 25th July with late fee and after that permission of statutory council will be required with additional late fee.

NECESSARY DOCUMENTS

- Trust deed / NGO / Section 8 Company / Society Document: -
- *Certificate of Registration
- * Pan Card / Electricity Bill
- * Bank Passbook /Statement
- Land Documents ([Photocopy & Originals of Deed paper](#))
- Staff & teaching faculty educational documents with address proof and latest bank statement.
- Legal agreement ([Rs.1000 stamp paper in our prescribed format](#))
- Hospital association letter ([if trust or NGO have their own, hospital association letter is not required](#)).
- Registered Rent agreement ([if NGO or trust has their own building not required of agreement](#))
- Institute Building Room Particulars ([list of all the rooms along with the size and details](#))
- Copy of Resolution
- **APPLICATION FORM OF AFFILIATION (MANDATORY)**
- Head of Department id proof ([Aadhaar or Pan Card](#))
- Membership of management committee ([Member/Partners/Directors/Trustees](#))
- List of available equipment and chemicals.
- Agreement format.
- **DOWNLOAD AGREEMENT FORMAT MANDATORY**

BASIC INFRASTRUCTURES MANDATORY

THE INSTITUTING HAVING FOLLOWING INFRASTRUCTURE MAY APPLY FOR ACCREDITATION

A. CLASS ROOM :

Classroom for 50 students (minimum area 4000 Sq. ft) should have proper ventilation, well-illuminated black board / white board and availability of adequate furniture and ceiling fan.

B. LAB :

The Lab size for 25 students should be at least 25 x 20 ft. with adequate lighting and exhaust Fans or sealing fans. The Lab should have the following tools / equipment's / apparatus or material for practical training: -

S.no.	<u>TOOLS/ EQUIPMENT'S/ APPARATUS OR REQUIREMENTS OF MATERIAL FOR PRACTICAL TRAINING.</u>	Quantity
1	Charts and modal (Relating Human Anatomy and Physiology i.e. heart, kidney, eye, ear etc.)	10 (No.)
2	Spots i.e. heart, kidney, eye, ear, bones etc. and slides i.e. Slides or RBC, WBC, malarial parasite etc.	20 (No.)
3	B.P. Equipment's.	10 (No.)
4	Stethoscopes	10 (No.)
5	Thermometers	25 (No.)
6	Glucometers	07 (No.)
7	Weighing Machine	05 (No.)
8	First Aid Box	10 (No.)
9	Splints Structure	01 (No.)
10	Facility for food preservation (refrigeration / fridge)	01 (No.)
11	Nutrients calculation chart	01 (No.)
12	Human Skeletons	01 (No.)
13	Bandage & Dressing articles emergency kits	05 Packet
14	Colored television, Computer Pentium 04 with printer, VCD, PC system	Mandatory
15	Digital Board (Theory & Practical)	Mandatory
16	Facility of Yogasana, Pranayama, Shatkarma i.e. mat, Jalneti Lota, Sutraneti, Jag etc.	As required

C. PHYSICAL FACILITIES :

The Institution should have the facilities for drinking water, Bathroom & Toilets

(Toilets for Ladies & Gents separately)

D. LIBRARY:

Library should have a minimum 50 books/articles/magazines etc. related to subject.

E. CLINICAL FACILITIES :

The clinic/hospital should have the following minimum facilities:

OPD Facility

Minor Operation Theatre Dressing Facility

OR INSTITUTION MAY BE ATTACHED WITH REPUTED CLINIC / HOSPITAL AND IT SHOULD HAVE THE CERTIFICATION FOR COLLABORATION.

THE CLINIC/HOSPITAL WILL BE INSPECTED AT TIME OF INSPECTION.

F. FACULTY AND SUPPORTING STAFF :

<u>S. No</u>	<u>FACULTY AND SUPPORTING STAFF</u>	<u>EDUCATIONAL/PROFESSIONAL QUALIFICATION</u>	<u>No.</u>
<u>1</u>	Chairman	Elected By Committee	<u>01</u>
<u>2</u>	Principal	MBBS / BDS / MSW / MBA etc.	<u>01</u>
<u>3</u>	Tutor (Doctor)	MBBS / BDS / BAMS / BNYS etc.	<u>03</u>
<u>4</u>	Co-Ordinator / Public Relation Officer	Post Graduate / Relevant to job	<u>02</u>
<u>5</u>	Instructor	M.Sc. / MBA / B.Sc. Nursing, (2 years of experience)	<u>01</u>
<u>6</u>	Medical Advisor / Manager	Relevant to job	<u>01</u>
<u>7</u>	Physiotherapist	BPT	<u>01</u>
<u>8</u>	Medical / Lab Assistant	Relevant to job	<u>01</u>
<u>9</u>	Receptionist	Relevant to job	<u>01</u>
<u>10</u>	Accountant / Clerk / Computer Opr.	Relevant to job	<u>03</u>
<u>11</u>	Peon etc.	As per norm	<u>02</u>

Batch Size-

Maximum 50 students in one batch. An institution can run maximum 2 Batches for this course. (with special permission of **ARYAVAT SOCIAL WELFARE FOUNDATION**)

**PASSED AFTER APPROVAL OF THE COMPETENT AUTHORITY ASWF
CHHINDWARA MADHYA PRADESH – 480441**

**Director (Planning & Development)
ARYAVAT SOCIAL WELFARE FOUNDATION**