

**PT.B.D.SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK**

No. UHSR/R&A/2023/ 5261

Dated: 19/10/2023

To

All the Directors/Principals of all  
Affiliated Colleges/Institutions to Pt. B. D. Sharma UHS,  
Rohtak.

**Subject: Resolution No. 49.23 of the meeting of the Executive Council held on 24/05/2023.**

On the recommendation of Academic council, the Executive Council considered and resolved to approve the recommendations of the Academic Council with the following amendments in the Clause of 20 (A) in the SOPs for surprise inspection of affiliated colleges given as under:-

1. The office of Registrar shall be the Nodal Officer for this work.
2. The same fee as is being charged for routine inspections will be charged for surprise inspections and the same will be paid by the affiliated colleges after the surprise inspection.

DA: SOP's regarding surprise inspection.

*Bsm*  
19/10/23  
Superintendent (R&A)  
For Registrar

Endst No.UHSR/R&A/2023/ 5262-64

Dated: 19/10/2023

Copy of above is forwarded to the following for information and further necessary action if required:-

1. Secretary to Vice- Chancellor, O/o Registrar, UHS, Rohtak.
2. IT Incharge, IT Branch, UHS, Rohtak with request to upload the same on University Website permanently.
3. The Assistant Registrar (Academic), Pt. B.D. Sharma University of Health Sciences, Rohtak.

*Bsm*  
19/10/23  
Superintendent (R&A)  
For Registrar



**Minutes of the 49<sup>th</sup> Meeting of the Executive Council of Pt. B. D. Sharma University of Health Sciences, Rohtak held on 24.05.2023.**

					Draft rules approved in 34 <sup>th</sup> EC vide agenda item no 48:- 100% redesignation from the post of assistant professor to Associate Professor against his/her own post of teacher Experience: 05 years of teaching experience after completion of MPT as Assistant Professor in College of Physiotherapy	
6	Demonstrator	02	FPL 9	74809*2*12= 1795416/-	As per 11 <sup>th</sup> EC:- Bachelor degree in physiotherapy Draft rules approved in 34 <sup>th</sup> EC vide agenda item no 48:- MPT from a recognized university as a full time regular candidate. There will be a tenure post for a period of maximum 03 years	UG BOS
7.	Junior Physiotherapist	06	FPL 6	50896*6*12= 3664512/-	Agenda item no 106 of 10 <sup>th</sup> EC held on 8.3.2011: BPT or equivalent from recognized university	UG BOS

The matter was placed before the Academic Council in its 20<sup>th</sup> meeting held on 17.04.2023 vide agenda item no. 20.03 for consideration and approval. The Academic Council considered and resolved to approve the proposal for creation of faculty posts in College of Physiotherapy, PGIMS, Rohtak along with financial implications as given in the table. The Academic Council further resolved to recommend the same to the Executive Council for consideration and approval (**Annexure 49.22/D**). Hence, the matter was placed before the Executive Council for consideration and approval please.

**The Executive Council considered and resolved to approve the recommendations of the Academic Council. The Executive Council further resolved that the case for creation of faculty posts alongwith financial implication be referred to the Government for consideration and approval.**

(Action by Director, PGIMS, Rohtak)

**AGENDA ITEM NO. 49.23**

**TO CONSIDER AND APPROVE THE MINUTES OF MEETING HELD ON 05.07.2022 REGARDING SOPs OF SURPRISE INSPECTION OF THE AFFILIATED COLLEGES.**

It is submitted that a letter issued by DGMER, Panchkula dated 16.10.2020 vide which it was unanimously decided that University should inspect the Nursing Institutions once in every three years as per INC guidelines. However, if it is necessary that inspection is to be carried out every year then it can be conducted under online system. The letter issued by DGMER, Panchkula and minutes of meeting dated 06/10/2020 have been considered by University Authority who had ordered to place the matter before the Academic Council regarding add new Clause 20(A) i.e. "the inspection of Nursing Colleges /Institutions shall be carried out once in every three years instead of every year and extension in provisional affiliation be granted to the college without inspection. However, University can conduct surprise inspection of any Nursing institution at any time." The matter was placed before Academic Council for consideration and approval. The Academic Council considered



**Minutes of the 49<sup>th</sup> Meeting of the Executive Council of Pt. B. D. Sharma University of Health Sciences, Rohtak held on 24.05.2023.**

the proposal in its 18<sup>th</sup> meeting vide agenda no. 18.13 held on dated 22/07/2021 and resolved to recommend the same to the Executive council for consideration and approval.

In this connection it is submitted that the Executive Council in its 44<sup>th</sup> meeting vide agenda no. 44.02 held on dated 11.11.2021 has considered the agenda and resolved to approve that in order to ensure sustained quality of education in all the colleges, the University shall conduct surprise inspection on every alternate year not only in nursing colleges but also in all colleges of other streams affiliated to the University. For conducting surprise inspection, the University shall frame SOP's and circulate it to all colleges well in advance. A committee for framing SOP's will be constituted under the Chairmanship of Dean Academic Affairs comprising other members namely Dean, PGIMS, Principal, PGIDS; Principal, College of Nursing; Principal, Swami Dayanand Postgraduate Institute of Pharmaceutical Sciences, And Principal, College of Physiotherapy (**Annexure 49.23/A**).

In view of the recommendation of Executive Council, a meeting of the committee was held on 05.07.2022 under the Chairmanship of Dean Academic Affairs, UHS Rohtak for framing SOPs (Standard of Procedures) regarding surprise inspection of colleges affiliated to Pt. B. D. Sharma University of Health Sciences, Rohtak. Minutes of the meeting were submitted to the University Authorities and same has been approved by Vice- Chancellor (**Annexure 49.23/B**).

The matter was placed before the Academic Council in its 20<sup>th</sup> meeting held on 17.04.2023 vide agenda item no. 20.10 for consideration and approval. The Academic Council considered and approved the SOPs for surprise inspection of the affiliated colleges. The Academic Council further resolved that these SOPs will be applicable on affiliated colleges of all streams and further recommended the same to the Executive Council for consideration and approval (**Annexure 49.23/C**). Hence, the matter was placed before the Executive Council for consideration and approval please.

**The Executive Council considered and resolved to approve the recommendations of the Academic Council with the following amendments in the SOPs for surprise inspection of affiliated colleges given on Page 358 at Sr. No. 2 & 3 as under:-**

2. **The office of Registrar shall be the Nodal Officer for this work.**
3. **The same fee as is being charged for routine inspections will be charged for surprise inspections and the same will be paid by the affiliated colleges after the surprise inspection.**

**(Action by DR R&A)**

**AGENDA ITEM NO.49.24**

**TO CONSIDER AND APPROVE THE PROPOSAL FOR ENHANCEMENT OF POWERS OF SPC, PGIDS, ROHTAK FOR PURCHASES THROUGH GEM FROM RS.2 LAKHS TO RS.5 LAKHS.**

It is submitted that as per office order issued by the O/o Addl. Chief Secretary to Govt. Haryana, Medical Education & Research Department vide Endst. Acctts/F-82/DMER/2022/ 9732-40 dated 10/10/2022 (**Annexure 49.24/A**), the powers conferred by rule 19.6 of PFR vol-1 was delegated to Directors of Government Medical Colleges in Haryana state and Director, Pt. B.D. Sharma, PGIMS, Rohtak through GeM Portal only upto Rs. 10.00 Lakh for purchase.

In this context, it is further added here that earlier an agenda item No.55 titled "To consider and approve GeM Purchases upto Rs.50,000/- to be carried out by concerned Departments and various experts" was placed before the Executive Council, Pt. B. D. Sharma, University of Health Sciences, Rohtak in its 29<sup>th</sup> meeting held 10.05.2018 and the Executive Council considered and approved the proposal. The Executive Council further resolved that in case of PGIDS the powers to purchase through GeM upto Rs.50,000/- be given to the Principal, PGIDS (on the pattern of PGIMS) and the purchase for more than Rs.50,000/- to Rs.2 lacs through GeM be also given to SPC (already

**Minutes of the Meeting held under the chairmanship of Dean Academic Affair, UHS, Rohtak in his office on dated.....at..... for framing SOPs of surprise inspection of the affiliated Colleges.**

**Following attended the Meeting:-**

1. Dr. Kuldeep Singh Laller, Dean, PGIMS, Rohtak
2. Dr. Virender Singh, Principal, PGIDS, Rohtak (Officiating )
3. Dr. Roop Singh, Principal, College of Physiotherapy, Rohtak
4. Dr. Gajendra Singh, Principal, SDPGI of Pharmaceutical Sciences, Rohtak
5. Dr. Sunita Singh, Principal, College of Nursing, Rohtak

**Following decisions were taken unanimously by the Members:-**

At the outset the chairman extended warm welcome to all members and briefed the house about the agenda of the meeting. It was informed that the Executive Council, UHS, Rohtak in its 44<sup>th</sup> meeting held on 11.11.2021 at agenda item No 44.02 approved that in order to ensure sustained quality of education in all colleges, the University shall conduct surprise inspection on every alternate year not only in Nursing Colleges but also in all Colleges of other streams affiliated to the Pt. B.D. Sharma University of Health Sciences, Rohtak. For conducting surprise inspection, the University shall frame SOPs and circulate it to all Colleges well in advance. The Executive Council hence, constituted this committee for framing the SOPs. with this background, the members discussed the issues in detail and perused the guidelines regarding inspection available on the website of the statutory bodies like National Medical Commission of India, Indian Nursing Council, Dental, Pharmacy and Physiotherapy Council etc. and unanimously recommended the following Standard Operating Procedures (SOPs) for surprise inspection of affiliated colleges:-

**Short Title, Application and Commencement:-**

- a) These Regulations may be called "The Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak Standard Operating Procedures (SOPs) for conducting surprise inspection of affiliated colleges i.e. Medical/ Dental/ Nursing/ Pharmacy and Physiotherapy.
- b) These Standard Operating Procedures (SOPs) shall apply to all the affiliating Institutions approved by NMC, New Delhi/ DCI, Delhi/ INC, Delhi/ Pharmacy Council and Physiotherapy Council etc./ other statutory bodies for conducting and /or intending to conduct Medical/ Dental/ Nursing/ Paramedical education and such other programs and areas as notified by the University from time to time for recognition / association / affiliation of the University for admissions to examination for the award of degrees, and other academic distinctions of the University.

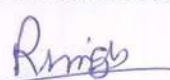
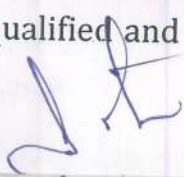
- c) These Standard Operating Procedures (SOPs) shall come into force with effect from the date of statutory approval and shall remain in force till such time they are amended, suspended or annulled.

**Definitions:-**

- **Academic program** "means any course of study offered by an affiliated College / Institute in Medical, Dental, Nursing, Pharmacy and Physiotherapy for admission to the examinations for the award of degrees, and other academic distinctions of the University."
- **Affiliation** means the recognition of the College /Course(s) in the College / Institute by the University as approved by NMC, New Delhi/ DCI, Delhi/ INC, Delhi/ Pharmacy Council and Physiotherapy Council & other statutory regulatory bodies and satisfying the academic norms/regulations prescribed from time to time for admission to examination for the award of degrees and other academic distinctions of the University by the University and to run the academic programs as per the curriculum prescribed by the University from time to time. That the University while granting affiliation to various courses will follow the regulations and guidelines issued by NMC, New Delhi/ DCI, Delhi/ INC, Delhi/ Pharmacy Council and Physiotherapy Council etc.
- **Surprise Inspections** mean physical verification of academic infrastructure, faculty, library and other amenities by a Committee, third party agency or persons of the affiliated college. The Surprise inspections will be conducted on alternate academic year as a part of academic audit for monitoring the conduct of class work (theory / practicals), examinations as per the schedule. The surprise inspections shall be conducted for all the affiliated Colleges / Institutes. If it is found that, no class work or examinations are conducted as per prescribed time table (or) number of faculty available is not adequate (or) unauthorized absence of Principal (or) no academic activity due to declaration of unauthorized holiday, sports day, tours etc., then it will attract punitive actions like Rejection of Affiliation for ensuing Academic Year or Suspension /Withdrawal of Affiliation for existing programs / courses.
- **Appeal** means an opportunity given to a College / Institution to seek redressal or compliance of deficiencies before a duly constituted Appellate Board, in case the College / Institution is aggrieved by any decision/ recommendations of the Surprise Inspection Committee.

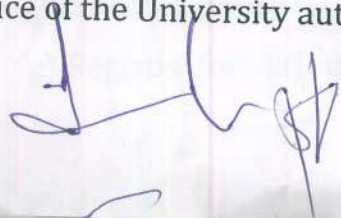
**Tentative reasons for rejection of affiliation for ensuing Academic Year or Suspension / Withdrawal of Affiliation for existing programs / courses:-**

- Non fulfillment of norms such as non-availability of qualified Director/Principal, no availability of laboratory equipment, non-availability of qualified and



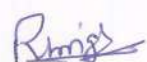
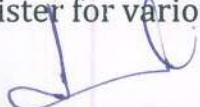
required number of faculty or any other matter violating the established norms / regulations.

- If it is found that the College / Institute is not following the academic schedule as published by the University and declaring holidays without prior approval of the University in addition to the Scheduled Holidays declared by the University.
- Non-conduct of Theory or practical classes as per the scheduled time tables uploaded to the University website.
- Non-Compliance of orders of the University in conducting University Examinations as center in the College / Institute, not deputing senior faculty for spot evaluation, for observer duty and any other duty assigned by the University from time to time.
- Management/Principal/Director/Faculty encouraging mass copying in the examinations.
- Failure to curb ragging and not taking proper steps laid down by anti ragging act.
- Collection of excess amounts of fees/special fees from students other than prescribed by Govt. G.O./University.
- Tampering/fabrication/altering of Biometric/Registered attendance records of the students against actual attendance and tampering/fabrication/altering of staff Biometric attendance.
- Misuse of students scholarships awarded by the Government.
- Conduct of class work in temporary location other than the permanent location approved by the University.
- Not complying with University instructions on academic/administrative matters and maintenance of proper accounts of finances.
- Faculty appointed with fraudulent /unrecognized degree certificates.
- Shifting of faculty/equipment etc. from one institute to another.
- Preventing University officials from carrying out surprise checks during working hours.
- Admitting ineligible candidates in UG/PG programs.
- Non-cooperation to conduct Examinations of the University / other examinations as per the University directions when the College / Institute has examination center.
- Non-payment of any pending dues including affiliation fee, Common service fee etc., to the University.
- Any other matter in violation of the norms and regulations brought to the notice of the University authorities from time to time.




**Draft Standard Operating Procedures (SOPs) for Surprise Inspection of Affiliated Colleges:-**

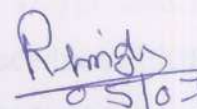
1. The University shall carry out surprise inspection of all affiliated colleges Medical/ Dental/ Nursing/ Pharmacy and Physiotherapy streams as per requirement. The surprise inspection may be undertaken in reference to any Government order, any complaint or suo-motto by the University.
2. The O/o Dean Academic Affair shall be the Nodal Office for this work.
3. The Executive Council shall also fix fees of surprise inspection and the same shall be paid by the affiliated college after the inspection.
4. The Vice-chancellor, Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak shall be the competent authority for constituting committees for surprise inspection of affiliated colleges. The committee shall have at least two members from the concerned stream of education.
5. The Vice-chancellor, Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak if it deems necessary, may hire and authorize any other third party agency or persons for carrying out surprise inspections of affiliated institutions for assessing and rating such institutions. Provided further that where inspection of affiliated institutions is carried out by such third party agency or persons authorized by the Vice-chancellor, Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak, it shall be obligatory on such affiliated institutions to provide access to such agency or person.
6. The committee members, third party agency or persons shall not be related to the inspecting institution in any manner/No conflict of interest.
7. The confidentiality regarding surprise inspection shall be maintained at all levels.
8. The date and time of inspection shall be conveyed to the committee, third party agency or persons by the University authorities at appropriate time.
9. The designated committee, third party agency or persons shall undertake the surprise inspection under videography preferably.
10. During surprise inspection, the committee, third party agency or persons shall primarily ascertain the following:-
  - (a) The conditions of recognitions prescribed by the University are complied with or not.
  - (b) Qualifications of, and duties performed by the members of the staff.
  - (c) Instructions, residences and supervision of the students.
  - (d) Accommodations for classes and administrative offices.
  - (e) Furniture, apparatus and sanitary arrangements.
  - (f) Library Facility
  - (g) Register for various purposes and other similar matters

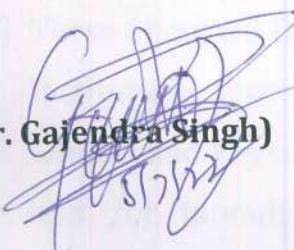


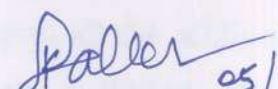
- (h) Whether the rules concerning the practical are compiled with, the laboratories are properly fitted with requisite apparatus and other facilities.
11. The designated committee, third party agency or persons shall submit their report under sealed cover to the Vice Chancellor, UHS, Rohtak at the end of inspection and recommend such measures, including issuing warning, imposition of monetary penalty, reducing intake or stoppage of admissions and recommending for withdrawal of recognition, against a affiliated institution for failure to maintain the minimum essential standards specified by the University and concerned statutory Body, as the case may be, in accordance with the regulations.
12. The Vice Chancellor, UHS, Rohtak shall be the competent authority for taking action against the affiliated College on the recommendation of surprise inspection. The principle of Natural Justice like issuance of Show Cause notice etc. shall be followed before taking punitive action against the affiliated college.
13. The copy of action taken shall be shared with the Director Medical Education and Research, Haryana and the same shall also be uploaded on the University website for public information.
14. The aggrieved College may file an appeal against the decision to the Vice Chancellor, UHS, Rohtak.
15. The Vice Chancellor, UHS, Rohtak may constitute Appellate Board at University level for deciding the appeal on merit within 30 days. The decision of the University in this regard shall be final and applicable on the affiliated Colleges.
16. The Rohtak District Courts shall have territorial jurisdiction for deciding any dispute arising out of the surprise inspection.

  
(Ms. Sunita Ahlawat)

  
(Dr. Virender Singh)

  
05/07/2022  
(Dr. Roop Singh)

  
(Dr. Gajendra Singh)

  
05/07/2022  
(Dr. Kuldeep Singh Laller)

  
(Dr. Ashok Chauhan)