



COUNCIL OF MATTEI RESEARCH INSTITUTE & MEDICAL SERVICES

*AFFILIATED TO THE INSTITUTE OF RURAL HEALTH AWARENESS &
HOMOEOPATHY, AN AUTOMOUS ORGANIZATION, UNDER SECTION 60 & 69
RULE WEST BENGAL, REGISTRATION RULE 1962,*

REGISTRATION NUMBER – 109307179/2017.

***WRITTEN COURSES PROPOSED UNDER 'CR ACT 1957' GOVT. OF
INDIA UNDER DIPP, REGISTRATION NO:- 2087/2018-CO/L***

APPROVAL CRITERIA FOR INSTITUTE AFFILIATION

Pragatinagar, Chinsurah, Dist- Hooghly, PIN – 712102, West Bengal.

FEES STRUCTURE FOR COUNCIL:-

1. Affiliation Fees	Rs 50,000
2. Affiliation Renewal Fees	Rs 20,000
3. Inspection Fees per year	Rs 5,000

From Student to Council :-

1. One time registration fees per student	Rs 2,000
2. Examination fees per semester per student	Rs 500
3. Student I-card per year	Rs 50
4. Practicing registration fees	Rs 3000
5. Renewal practicing fees per 3 years	Rs 2,000
6. Next year admission fees per student	Rs 2,000

Affiliated Courses:-

1. Certificate in Electro Homoeopathy Medicine and Science/CEHMS (1 YEAR)
2. Diploma in Electro Homeopathy Medicine and Surgery/DEHMS (4 ½ YEARS)
3. Family Welfare Training/FWT (3 MONTHS)
4. Home Nursing (3 MONTHS)

Terms & condition

- 1. Trust /society/individual seeking permission start Institute apply in the prescribed application form withal necessary enclosure. Application form could be printed from the website. Shifting of the existing institute premises should not be done without the consent of IRHAH office, Chinsurah. Approval is valid for that premises only.**
- 2. Commencement of academic year without affecting the students of the institute for shifting, separate application should be obtained from IRHAH office, Chinsurah, submitted with necessary documents.**
- 3. Courses offered by the IRHAH, should be a fulltime courses. If the management wants to run part time courses, special permission have to take from IRHAH office, Chinsurah.**
- 4. The following titles are not be allowed infavour of the institute name.**
 - a. College.**
 - b. Community.**
 - c. Community college.**
 - d. Vocational college.**

5. ***Institute could not be able to issue any certificate on the banner of IRHAH, without getting prior permission from the IRHAH authority.***
6. ***The class rooms/practical workshops should be RCC structure and should have adequate space.***
7. ***Toilet, urinal and adequate water supply facilities should be provided.***
8. ***Proper ventilation/lightening should be provided for theory and practical class rooms.***
9. ***Any advertisement using Govt. of India emblem, giving false information to the public without consent from the IRHAH. If so, it is punishable offence, and lead to cancellation of the approval of the Institute.***
10. ***The management of the institute after getting approval from IRHAH, should conduct classes as per IRHAH norms and have to prepare the students for final examinations conducted by IRHAH.***
11. ***Under any circumstances, once fees are paid to IRHAH by DD, MO or cash, will not be refunded or adjusted.***
12. ***If IRHAH introduce any new course(s), the recognized institute have to produce renewal documents for continuing new course(s).***
13. ***For starting new institute, IRHAH has power to accept or reject application for renewal.***

- 14. No parallel classes/sections shall be conducted in any complex/building, other than the premises of the institute, where approval was granted.**
- 15. Courses name and duration could not be changed by the institute.**
- 16. If the institute's management having no hospital, Laboratories and any kind of workshop for imparting practical training for the students, they should make tie – up with any existing hospital, Laboratories and other kind of workshop.**
- 17. Based on the available of institute's infrastructure, students could be admitted. At the same time, IRHAH's vigilance committee will visit and inspect the facilities which are provided to the students.**
- 18. The course fees will be charged by the Institute, which should be commensurate with the facilities provided to the tuition fees and other charges may be charged on monthly/annual/semester basis.**
- 19. Teaching staff must be properly qualified and trained. Detail bio-data of teaching staff should be sent to IRHAH office, Chinsurah.**
- 20. Medium of instruction must be in English language.**
- 21. The institute should maintain records of attendance of students and also teaching staff.**
- 22. Adequate classes hour and practical classes hour should be maintained by the institute.**

- 23. Number of students in each class should not be exceeded 50 nos.**
- 24. IRHAH's prescribed syllabus for the courses are fixed, which should be strictly followed by the institute. The syllabus will be subject to change whenever necessary as desire by IRHAH. The changed syllabus will be circulated to the institute.**
- 25. IRHAH will instruct the courses text books, which ever, institute should follow. For details, Institute authority may visit in IRHAH's website.**
- 26. Examination will be normally conducted at the Institute, where approval has been granted. Examiners will be nominated by the IRHAH.**
- 27. For all short-time courses (3 months or 1 year), student could be admitted throughout the year. On demand, examination is available for those courses.**
- 28. All advertisement or promotional activities must be approved by IRHAH office,Chinsurah.**
- 29. Based on the student strength, necessary class room and teaching faculty be provided by the management.**
- 30. Record note, ID card are compulsory for the students, those who are undergoing short-time courses also.**
- 31. The Institute has to bear the registration charge for every course to IRHAH office.**

32. Student's filled up registration form must be submitted to the office of the IRHAH, Chinsurah. That should be submitted within 3 months from date of admission.

INFRASTRUCTURE OF THE INSTITUTE

AND

BUILDING

- 1. Minimum infrastructure for running an Institute has been mentioned by IRHAH. The Institute's infrastructure should be enhanced as per the student's strength and requirement.**
- 2. Approval from IRHAH is valid only for that building/premises for which the approval is sought by Institute.**
- 3. Shifting of the existing premises of the Institute should be done only with the consent of the IRHAH office, Chinsurah. Shifting should be made before the commencement of concern academic year without affecting the students of the Institute.**
- 4. If the Institute is in need to shift another premises, a separate application should be submitted, along with the**

required fee, which should be obtained from IRHAH office, Chinsurah.

REQUIREMENTS

- 1. Application have to made on letter head of Institute/ society /Trust etc.**
- 2. NOC from land lord (if it is rented house or leased house).**
- 3. Five members or more than five members of the committee.**
- 4. Consent letter from :
M.B.B.S./B.H.M.S./B.A.M.S./B.U.M.S. Doctor.**
- 5. After delivery of the approval certificate from the IRHAH to the Institute, the registration certificate will be issued after submission of NOC from local councilor/gram panchayet/ MLA within 3 months from the starting of the Institute.**

***** If don't follow thus condition the notification of the head office may suspend the Institute with direct in charge of branch.**

College for short time or long time till the solvent between us.