

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI
AFFILIATION WING

GENERAL CIRCULAR

Circular No.Affln.VII(1)/ 21880/ 2021

Dated: 25/08/2023

Sub:	Affiliation Wing – The Tamil Nadu Dr. M.G.R Medical University – Submission of Documents with several Defects in starting New course in the University –To overcome the Defects – General Guidelines – Issued- Regarding.
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The Chairman /Managing Trustee / Secretary of the Trust /Society of all the affiliated institutions has to strictly adhere the following general Guidelines while submitting the documents for applying Letter of Consent of Affiliation / Certificate of Registration for starting new course in this University as follows:-

i	While obtaining the Government Order for Essentiality Certificate / No Objection Certificate from the Government of Tamil Nadu, the Trust / Society have to furnish all the Survey Numbers of the registered Documents pertaining to the lands / buildings to the Government in connection with starting of new course. In addition, the applicant Trust /Society must strictly fulfil the conditions mentioned in the Government order for starting new course.
ii	The Trust / Society have to submit the Essentiality Certificate / No Objection Certificate from the Government of Tamil Nadu along with the land and building documents strictly before the cut-off date prescribed by the respective Central Council / Affiliation Statutes of the University so as to enable the University to scrutiny the documents within the stipulated time and to call for the compliance report for rectification of discrepancies.
iii	The Sworn Affidavit to be submitted in INR.200/- Non-Judicial Stamp Paper with the attestation and seal of the Notary Public. The Sworn Affidavit to be submitted by earmarking all the survey numbers in connection with starting of new course.
iv	The survey numbers earmarked in the sworn affidavit has to be reflected in the Government Order as well as in all the other documents such as Building Completion Certificate, Structural Stability Certificate, Building Licence, Pollution Control Board Certificate, Fire Certificate, Sanitary Certificate etc., in connection with starting of new course.
v	The Trust / Society shall not submit the Survey numbers in all the above documents other than survey numbers mentioned in the sworn affidavit. While scrutiny, if it is found if any survey numbers has been mentioned in any of the documents other than the Survey numbers mentioned in the sworn affidavit, the University will not entertain the said documents.
vi	In case, where the Trust / Society runs more than one course, the Trust / Society shall not earmark the similar survey numbers for more than one course. However, the Trust / Society have permitted to show the survey numbers with proper sub-divisions made by the competent authorities for more than one course. While scrutiny if it is found that any similar survey number (or) the survey numbers with same sub-division numbers (or) Part have been earmarked for any other course then the University will not entertain the application submitted by the Trust / Society for granting L.C.A / C.O.R for concerned course.
vii	If the Trust / Society who have already running any course(s) in this University and intend to start another new course in the University then the said Trust / Society have to furnish the Consolidated Sworn Affidavit by earmarking all the survey numbers allotted for the existing course as well as new course in the prescribed format mentioned hereunder:-

<p align="right"><u>"Consolidated Sworn Affidavit</u></p>							
<p>I,, Son of, Hindu, agedyears, Chairman /Managing Trustee of and having office at do hereby solemnly and sincerely affirm and state as follows:-</p>							
<p>1. I am the deponent herein.</p> <p>2. I hereby declare that our Trust has already commenced and running thecourse in the name and style of "....." from the academic year with the affiliation of your esteemed University. Now our Trust is proposed to start course in the name and style of "....." in your esteemed University from the academic year 2023-2024. Therefore, I am herewith furnishing the consolidated Sworn Affidavit by earmarking the following lands owned by the Trust (or) lease lands (or) both for the existing course and new course as follows:-</p>							

S.No.	Document No. & Date	Survey Nos. of the Land	Extent of Land	Location of the Land	Allotted for	Name of the Course	
-----						Academic Block Hostel Block for Boys/Girls Hospital Block Block used for Other	
		Total	-----				
						Academic Block Hostel Block for Boys/Girls Hospital Block Block used for Other	
		Total	-----				
		3. The above facts are true to my knowledge and belief.					
				Signature of the Notary Public With seal and date		Signature of the Chairman With seal and Date"	
viii	If any Trust / Society who have proposed to start only one course in the University, the said Trust / Society shall submit the Sworn Affidavit in INR.200/- Non Judicial Paper with the seal and attestation of Notary Public by earmarking all the survey numbers for starting of new course in the prescribed format as follows:- <u>"Sworn Affidavit</u>						
<p>I,, Son of, Hindu, agedyears, Chairman /Managing Trustee of and having office at do hereby solemnly and sincerely affirm and state as follows:-</p>							
<p>1. I am the deponent herein.</p> <p>2. I hereby declare that our Trust is proposed to start course in the name and style of "....." in your esteemed University from the academic year 2023-2024 by earmarking the following lands owned by our Trust (or) lease land (or) both as follows:-</p>							

S.No.	Document No. & Date	Survey Nos. of the Land	Extent of Land	Location of the Land	Allotted for	Name of the Course	
-----						Academic Block Hostel Block for Boys/Girls Hospital Block Block used for Other	
		Total	-----				
		3. The above facts are true to my knowledge and belief.					
				Signature of the Notary Public With seal and date		Signature of the Chairman With seal and Date"	

ix	The Trust which intends to start new course has to furnish the registered Trust Deed with a clause to establish and run the Medical (or) Dental (or) Pharmacy (or) Nursing (or) Indian Medicine (or) Physiotherapy (or) Occupational Therapy (or) AHS courses in the object clause of the Trust. In case, if there is no such clause in the Objects of the Trust then the applicant Trust has to pass a resolution in the Board Meeting and further register the supplementary deed with the above clause and furnish the copy of the said supplementary deed to the University.
x	While submitting the application for L.C.A./C.O.R., to the University, the applicant Trust has to furnish the copy of registered Trust deed and also submit the copy of all the amendments to the Trust deed / supplementary deeds registered from time to time to the University so as to identify the inducting / resigning / removal of Trust members in the trust if any. Further, the applicant Trust has to submit the copy of registered resolution of the Board Members of the Trust for starting the course to the University.
xi	The Society which intends to start new course has to furnish the Copy of registered Certificate of Society along with the copy of Bye-laws (Rules and Regulations) of the Society. In the said Bye-law of the Society there is a clause to establish and run the Medical (or) Dental (or) Pharmacy (or) Nursing (or) Indian Medicine (or) Physiotherapy (or) Occupational Therapy (or) AHS courses in the object clause of the Society. In case, if there is no such clause in the Objects of the Society then the applicant Society has to pass a resolution in the Board Meeting by incorporating the clause to establish the run the Medical (or) Dental (or) Pharmacy (or) Nursing (or) Indian Medicine (or) Physiotherapy (or) Occupational Therapy (or) AHS courses in the object clause of the Society. After registration of the said clause in the bye-law of the Society, the Society shall furnish the copy of the resolution to the University
xii	While submitting the application for L.C.A./C.O.R., to the University, the applicant Society has to furnish the copy of registered Certificate of Society and also submit the copy of all the bye-laws registered from time to time to the University so as to identify the inducting / resigning / removal of Trust members in the society. Further, the applicant Society has to submit all the copy of registered resolution of the Board Members of the Society to the University for the same.
xiii	The applicant Trust/Society have to submit all the copy of registered sale/lease deed pertaining to the lands/buildings earmarked for the course
xiv	If the Trust / Society have entered a lease deed with the other Trust/ firm/ individuals the tenure of the lease period, purpose of lease (i.e., whether the lease is entering for lands (or) building (or) both and the name of the course for which the lease has been entered to be clearly mentioned in the registered lease deed. The unregistered lease agreement entered with private Trust / firm/ individuals will not be entertained by the University.
xv	If the Trust / Society have entered a lease deed with the other Trust/ firm / individuals for hostel purpose then the tenure of the lease period, purpose of lease (i.e., entering for hostel for boys and girls) and the name of the course for which the lease is entering has to be clearly indicated in the registered lease deed.
xvi	The applicant Trust / Society have to submit the lease / rental documents for hostel building within the radius kilometre prescribed in the concerned Central Council Regulations / Affiliation Statute of the University from time to time rules in force.

xvii	The applicant Trust / society have to submit up to date authenticated (or) digitally verified Encumbrance Certificate issued by the concerned Sub-Registrar office for a period not less than 30 years for all the survey numbers earmarked in the sworn affidavit for the course.
xviii	In the said authenticated encumbrance certificate all the sub-divisions for the main survey numbers and its part should be reflected. If any sub-division of the Survey numbers (or) its part are not reflected in the Encumbrance certificate for the concerned registered sale deed (or) lease deed then the applicant Trust / society have to produce the related order (or) proceedings of the competent authorities so as to identify the resurvey numbers (or) sub-division of the survey numbers and its part.
xix	The applicant Trust / society have to furnish the copy of Patta for the survey numbers ear marked for the course in the name of the Trust. If any variations have been found in the Patta the same will not be considered. The applicant Trust / Society may also furnish the relevant Patta Transfer order issued by the Taluk officials from time to time for the survey numbers.
xx	If the applicant Trust/society have obtained lease deed from the original owner of the lands then the copy of the patta to be furnished in the name of the original owner of the lands for the survey numbers ear marked for the course.
xxi	The applicant Trust/ society have to enter MOU with the other firms/ Hospitals in INR.200/- Non-Judicial Paper by clearly indicating the nature and purpose of MOU and submit the same to the University. If the MOU is entered for training of students in the Hospital then the Management of the Hospital has to clearly mention nature of training to be given to the students of the Trust and further the Management of the Hospital has to ensure that they won't enter any other MOU with any other hospital during the tenure period of the Trust.
xxii	The applicant Trust/ society have to furnish the Clinical Establishment Certificate obtained from the Director of Medical Rural Health Services, Chennai for the proof of bed strength of the Hospital.
xxiii	The applicant Trust / society have to submit the proof of ownership of the Hospital by submitting the Certificate of Incorporation obtained from the Registrar of Companies (or) any other Certificate obtained from the Central Government office by mentioning the name of the Managing Director of the Hospital.
xxiv	The applicant Trust / Society have to submit the tie up hospital within the radius kilometre prescribed in the concerned Central Council Regulations / Affiliation Statute of the University from time to time rules in force.
xxv	The applicant Trust / Society who have running their parent / own hospital should not allow the other institutions run by the Trust / Society to utilise their parent / affiliated hospital.
xxvi	The applicant Trust / Society shall submit the latest Government Pleader opinion for tracing of title deeds pertaining to the lands of the owned by the Trust / Society. Further, in the said legal opinion, the Government Pleader has to certify that the applicant Trust /Properties is the absolute owner and having clear title to the survey number(s) of the lands earmarked to the course.
xxvii	The applicant Trust / Society who have availed a loan from the Nationalised Bank or Financial Institutions by mortgaging the trust properties have to submit the 'Undertaking Affidavit' in INR.200/- Non-Judicial Paper and to declare the period of redemption of the mortgage loan in the said undertaking affidavit.

<p>I,, Son of, Hindu, agedyears, Chairman /Managing Trustee of and having office at do hereby solemnly and sincerely affirm and state as follows:-</p> <p>1. I am the Chairman of.....Trust and running the institution under the name and style of..... (Name of the institution with full address).....District duly authorized to sign this affidavit on behalf the trust.</p> <p>2. I am the deponent herein.</p> <p>3. I am state that I have mortgaged the above institution properties comprised in Survey No..... situated at..... in.....Bank for the purpose of future development of the institution and not for any other purpose.</p> <p>4. I assure that I will redeem the mortgage properties within a period of 5 years.</p> <p>5. I am herewith furnishing the particulars of the availed loan details such as loan amount, statement of accounts for every accounting year pertaining to the loan.</p> <p>6. I submit that due to the above said mortgage, if any dispute arise in future for non-payment of loan dues then, as the Dean / Chairman of the trust / institution shall take the entire responsibility for continuing the institution and also I will duly compensate for any loss/ damages to be suffered those who are undergoing courses in our institution/college. Further, I hereby undertake to furnish the bank Guarantee as fixed for the offered course as already determined by the University.</p> <p>7. I state that I hereby by abide any conditions / order imposed by the Tamil Nadu Dr.M.G.R. Medical University, Chennai from time to time.</p> <p>Solemnly Affirmed at.....(Name of the District) On this Day of March YYYY</p> <p>Deponent Signed his / her name in my presence Identified by me Notary Public</p> <p style="text-align: right;">Chairman / Director / Authorized Signatory</p>	
xxviii	The applicant Trust / society have to submit the copy of Building Approval Plan obtained from the competent authorities of the Government in the name of the Trust for the proposed name of the college for construction of all the blocks such as Academic / Hospital / Hostel Buildings etc., with floor wise details and area in sq. ft.
xxix	The applicant Trust/Society have to furnish the blue print of all the building blocks such as Academic/Hospital/Hostel etc., obtained from the competent authorities.
xxx	The applicant Trust / Society have to construct the Academic / Hospital / Hostel blocks etc., in the survey numbers earmarked to the course. The applicant shall not show the other survey numbers which are not mentioned in the sworn affidavit and earmarked for the course in the building approval plan, building completion certificate and DTCP approval etc. If the Trust / Society have constructed the building and shown any other survey numbers other than the survey numbers earmarked in the Sworn Affidavit then the University will not entertain the same.
xxxi	The applicant Trust / Society shall submit the Building Completion Certificate furnished at the time of completion of the building obtained from the Plan approval authority. Further, the applicant Trust /society have to annex the copy of first tax assessment of the institutional buildings issued by the revenue authorities.
xxxii	The applicant Trust/ Society have to submit the Building structural stability certificate obtained from the Class IA Engineer from the competent authorities for all the building blocks along with the copy of Proceedings /order issued to the Class IA Panel Engineer issued by the District Collector.
xxxiii	If the floors of the building block has been constructed in different period then the floor wise building completion certificate & building stability certificate to be produced by the Trust / Society.

xxxiv	The applicant Trust / Society have to furnish the copy of Certificate issued by the Tamil Nadu Pollution Control Board, Fire safety Certificate, Sanitary certificate for all the building blocks and other relevant certificates / details whatever the Central Council / State Government / University insisted from time to time according to the rules in force.
xxxv	If the applicant Trust / Society have already commenced any other course in the institutional building then the said Trust / Society have to submit the formal closure order of the said course issued by the competent authorities.
xxxvi	If the applicant Trust / Society have decided to utilize the excess lands allotted to any other course then the said applicant Trust / Society have to obtain formal order from the competent authorities for utilising the excess lands for starting new course.
xxxvii	The applicant Trust / Society have to submit the documentary evidence from the Concerned Urban Land Tax Authorities (or) from the Government that the entire earmarked registered land for the proposed college does not attract any of the provisions of the Tamil Nadu Urban Land Ceiling and Regulation Act 1971 and Tamil Nadu Land Reforms Act 1961 for the total extent of land shown for starting the college.
xxxviii	The applicant Trust / Society have to follow the norms of the Central Council / Provisions of the Affiliation Statutes of the University for the respective course issued from time to time which are not covered in the above Circular”

Sd/-
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