



DR. M. L. DHAWALE MEMORIAL  
HOMOEOPATHIC INSTITUTE

Opp. S.T. Workshop, Palghar-Boisar Road, Palghar 401 404. • Tel : 02525-256932/33 • Fax : 02525-257019  
(Recognized by the Central council of Homoeopathy, New Delhi and  
Maharashtra University of Health Sciences, Nashik)

**Check list of uploaded documents**

No	Particulars	Source person	Frequency of procuring doc
1	<b>Institution Information</b>		
2	Registration certificate of society/trust (Not Applicable For Government Colleges)	Vithal	Yearly
3	A copy of the society/trust deed(Not Applicable For Government Colleges)	Vithal	Yearly
4	Please upload the undertaking letter to furnish Bank Guarantee (Not Applicable For Government Colleges)	Vithal	Yearly
5	Please upload the NOC document from the State Govt. (Not Applicable For Government Colleges)	Vithal	Yearly
6	Please upload the consent of affiliation document from concern University	Vithal	Yearly
7	Please upload last 5 year AYUSH Permission/Denial letter for UG and/or PG course (Please zip and upload.)	Vithal	Yearly
8	If admitted through court, Upload court order for last 5 year (Please zip and upload.)	NA	Yearly
9	Land documents of the College	Vithal	Yearly

10	Building plan (approved by the competent authority) of the college Document	Vithal	Yearly
11	Area statement document certified by Architect	Vithal	Yearly
12	Please upload the undertaking that Institution will not admit the students without permission from Government of India - <a href="#">Download Template</a>	Vithal	Yearly
13	Please upload the Audited Balance Sheet for last 3 years	Accounts	Yearly
14	Please upload the Annual Report (Not Applicable For Government Colleges)	Sachin	Yearly
15	Please upload the undertaking that selection of students for UG and PG Courses will be made only on academic merit as per CCH regulation <a href="#">Download Template</a>	Vithal	Yearly
16	Any additional document (if any)	NA	Yearly
17	MOU for Graded teaching work		
18	<b>College Infrastructure Form</b>		
19	Council available upload details here - <a href="#">Download Template</a>		
20	Please upload photographs of 5 locations	Vithal	Yearly
21	<b>College Department Form</b>		
22	Details of educational tours conducted in last academic year(UG/PG)	NA	
23	<b>College Financial Details</b>	Accounts	Yearly
24	Medicine purchase bill for OPD/IPD	Accounts	Yearly
25	Book purchase bill	Accounts	Yearly
26	College account statement	Accounts	Yearly
27	Proof of ESI of Teaching, non-teaching and hospital staff.	Accounts	Yearly
28	Form 16 of Teaching, non-teaching and hospital staff.	Accounts	Yearly
29	Proof of PF of Teaching, non-teaching and hospital staff	Accounts	Yearly
30	Salary statement of Teaching, non-teaching and hospital staff.	Accounts	Yearly
31	<b>College Student Details Form</b>		
32	Please upload the list of PG students allotted to individual guide in the last 5 academic years here	Suvarna	Yearly

33	Please upload the list of students admitted in PG course in the last 5 academic years here	Suvarna	Yearly
34	Please upload Name, Mobile No. and Email Id of all UG/PG admitted students with their NEET/AIAPGET score/admission criteria in the last 5 academic years	Suvarna	Yearly
35	Please upload the undertaking of the students(About the provisional nature of admission).	Suvarna	Yearly
36	Please upload PG students attendance register/Biometric attendance	Madhura	Monthly
37	<b>College Staff Information</b>		
38	Upload Attendance Register & biometric attendance of last academic session of Teaching Staff	Madhura	Monthly
39	Upload Attendance Register & biometric attendance of last academic session of Non-teaching Staff	Madhura	Monthly
40	Upload Acquittance Role of Teaching Staff	Madhura	Monthly
41	Upload Acquittance Role of Non-teaching Staff	Madhura	Monthly
42	Upload Eligible Guide list as approved by the University	Suvarna	Yearly
43	<b>College Teaching Staff List</b>		
44	Teaching Staff Details - Guest faculty	Suvarna	Yearly
45	Teaching Staff Details - Teachers or consultants of modern medicine	Suvarna	Yearly
46	Kindly submit a scan copy of duly notarized affidavits of place of working as per the format by all the teachers(full time) listed	Suvarna	Yearly
47	Kindly submit a scan copy of duly notarized affidavits of place of working as per the format by all Guest faculty teachers listed	Suvarna	Yearly
48	Miscellaneous upload (documents related to teachers, which may be missed in teachers code portal)	NA	
49	<b>College Non - Teaching Staff List</b>	Suvarna	Yearly
50	Non Teaching Staff Details	Suvarna / Madhura	Yearly
51	<b>Department Equipment - 1</b>	Respective departments / Dr Sachin	Yearly
52	<b>Department Equipment - 2</b>	Respective	Yearly

		departments / Dr Sachin	
53	<b>Hospital Infrastructure form</b>	Vithal	Yearly
54	<b>Hospital OPD and IPD form</b>	Vithal	Yearly
55	If teaching hospital converted into Covid hospital during academic year 20-21 then upload supporting documents	Dr Naved	Yearly
56	X-ray/USG Register of last two calendar year	Mrs Jaywant/ PPT	Monthly
57	OPD and IPD Register of last two calendar year	Mrs Jaywant/ PPT	Monthly
58	Medicine Stock register OPD and IPD of last two calendar year	Mrs Jaywant	Monthly
59	Lab Investigation register for OPD and IPD of last two calendar year	Mrs Jaywant/ PPT	Monthly
60	<b>Other Hospital Details form</b>		
61	Upload document for MoU with Multispeciality Hospital	Mrs Jaywant	Monthly
62	Please upload IPD diet register	Mrs Jaywant/ PPT	Monthly
63	<b>Hospital Staff Details Form</b>		
64	Upload Attendance Register and Biometric attendance of Hospital Staff (Last 2 academic session)	Suvarna	Monthly
65	Upload Acquittance Role of Hospital Staff (Last 2 academic session)	Madhura	Suvarna
66	Upload Doctors duty rosters (Last 2 academic session)	Dr Naved	Suvarna
67	Upload Nurses duty rosters (Last 2 academic session)	Dr Naved	Suvarna
68	<b>Hospital Staff List</b>		
69	Medical-Staff Information	Suvarna	Monthly
70	Paramedical-Staff Information	Suvarna	Monthly

71	Auxillary-Staff information	Suvarna	Monthly
72	<b>Hospital Equipment</b>		
73	Other Hospital/Operation Theater/Labour/IPD equipment are available	Metron	Yearly
74	Upload list of equipments in Pathology laboratory and Biochemistry laboratory	Metron	Yearly
75	<b>Declaration</b>		
76	Please upload scan copy of duly notarized undertaking/indemnity Bond	Metron	Yearly
77	Please upload scan copy of duly notarized undertaking/affidavit	Suvarna	Yealy

**PRINCIPAL**  
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