

## **Additional Guidelines for uploading the compliance documents regarding Renewal/Validity 2017-18 proposal.**

1. You are requested to go through the letter from INC (Down loadable) by clicking on “download Letter’ button. Read the letter carefully for compliance issues.
2. Based on the above letter prepare the responses in the form of PDF files. Each file size should be less than 300 KB. If it is more than 300KB size the file will not be uploaded. The image file of photograph should be less than 200KB.
3. The uploading process can be started by clicking “Upload process compliance documents” button.
4. The uploading process should be followed sequentially in the following order:-
  - i. First part-I will appear Enter the file number given in the downloaded letter, here you can upload the following documents.
    - Building completion Certificate./ Building status report attested by registered architect with valid registration number as per INC circular dated 10.03.2016 along with the following details
    - Copy of registration certificate/engineer/architect/town planner
    - Two photographs of the complete building taken from different angle duly certificate by the architect
    - Receipt of the Hospital/Nursing home for clinical experience of the students for 2016-17 academic year of affiliated hospital
    - Permission letter of hospital for clinical experience of the students for 2017-18 academic year of affiliated hospital
    - Any other document you want to upload
  - ii. After clicking “submit” button “Part-II will appear. Here you can upload the following documents
    - Teaching faculty details
    - Laboratory details
    - Aadhar updation details
5. After uploading part-II you can see the button “View/Edit “uploaded compliance details. You can click on “view/Edit” button. After clicking this

you can see all the details uploaded in Part-I & Part-II with “Edit” option against each uploaded document. If you desire/want to edit/change the document click on “Edit” button.

Once Editing/changing is completed, you can go to either” Back to Part-II “button. If you click “back to Part-II “button you go back to uploading Part-II documents.

If you click “Final Submission” button the documents of Part-I and Part-II will be uploaded. You will not be able to edit/change after this. Also until “final submission: button is clicked no data will be available for INC to process your application.

6. Once you complete the uploading process, to view the uploaded data you can click on: view uploaded compliance Details” button.