MINIMUM STANDARD REQUIREMENTS

for Courses affiliated to the

Kerala University of Health Sciences

Thrissur 680596

BACHELOR OF SCIENCE IN

NUCLEAR MEDICINE TECHNOLOGY

Course Code: 035

(from 2024 admission year onwards)

GENERAL DESCRIPTION OF THE COURSE

No	Item	Description
1.1	**Title of the Course** "**Bachelor of Nuclear Medicine, Technology "Abbreviated as (B.Sc NMT)**	
1.2	**Aim of the course** The Aim of B.Sc. in **Nuclear Medicine, Technology** program is to provide Atomic Energy Regulatory Board (AERB) accredited educational process through formal didactic and state-of- the-art clinical experiences that will render qualified, patient focused, compassionate, critical thinkers in Nuclear Medicine Technology for the community.	
1.3	**Objectives of the Course** The aim of the course is to impart appropriate knowledge and skills to work closely with nuclear medicine physicians and participate in the daily operation of the nuclear medicine department. At the end of the course, a B.Sc. Nuclear Medicine Technology graduate will be able to: • Function as a Nuclear Medicine Technologist as part of a Nuclear Medicine team and assist in diagnostic and therapeutic nuclear medicine procedures. • Plan, assist in obtaining necessary permissions, procure, store, prepare, and administer radiopharmaceuticals to patients following the correct procedures under the guidance of a Nuclear Medicine Physician. • Perform diagnostic scan and non-imaging procedures on patients as per the established recent guidelines. • Manage and ensure good maintenance of the various nuclear medicine equipment. • Adhere to the regulatory requirements in the handling of radionuclides, including safe radioactive waste disposal. • Contribute to the planning of nuclear medicine installations and procurement of equipment.	
1.4	**Minimum Admission Capacity+ Enhancement slots** As approved by Apex/State Councils, Central/State Govt. and KUHS from time to time. Number of seats in one unit of admission-6 For enhancement : 2 seats for each additional faculty with maximum of 10 seats per batch	
	Duration of the course: **3 years + 1 year internship**	

1.5	The maximum period as per KUHS General Academic Regulation: double the duration of the course (8 yrs.) As per Apex council :Duration of course shall not exceed 8 years
1.6	**Academic Eligibility** i. Candidates for admission to the course shall have passed the Higher secondary examination conducted by Board of Higher Secondary Education, Govt. of Kerala or Examinations recognized equivalent there to by the Kerala University of Health Sciences through full time regular mode of study with 50% marks in aggregate for Physics, Chemistry and Biology put together and separate minimum pass marks for Physics, Chemistry and Biology. ii. In case of Grade system, Grade to percentage of marks conversion scheme obtained from University/ Board should be submitted along with the application. iii. Usual relaxation of age and marks in the qualifying examination for SC/ST and SEBC and differently abled candidates as fixed by the competent authority. iv. Candidate shall be an Indian citizen unless otherwise exempted v. Candidate shall be medically fit to undergo the course. vi. Candidate should have completed 17 years of age as on 31 December of the admission year. vii. Aggregate marks should be calculated based on the pass criteria adopted by the concerned conducting the qualifying examination
1.7	**Mode of Selection** The Selection of students for the BSc NMT course shall be made on merit basis as decided by the competent authority approved by the Government of India/Government of Kerala/Kerala University of Health Sciences and as per guidelines of Apex Councils from time to time.
1.8	**Allotting Authority** Agency approved by Govt. of India/ Govt. of Kerala and KUHS like LBS/ CEE as
	applicable
1.9	**Seat Reservation** As stipulated by Govt. of India/ Govt. of Kerala from time to time

1.10	**Course subjects (As per the KUHS syllabus from time to time)**
1.10.1	***1st Year*** **I) Foundation course (T & P),** **II) Anatomy and Physiology (T & P),** **II) Pathology and Microbiology (T),** **III) Preparatory concepts in Nuclear Medicine& Biochemistry (T & P)** **IV) Basic Physics and Nuclear Medicine Physics (T&P)** **Supportive subjects:-(English, General principles of Hospital practice and care of patient)**
1.10.2	2nd Year **V) Instrumentation and Quality control of Nuclear Medicine Equipment (T & P),** **VI) Radiochemistry and Radio pharmacy (T & P),** **VII) Radiobiology and Radiation Protection (T & P),** **Supportive subjects:-(Patient care relevant to Nuclear Medicine practice)**
1.10.3	***3rd Year*** **VII) Diagnostic Nuclear Medicine Techniques (T & P)** **VIII) Therapeutic Nuclear Medicine Techniques and Radiation dosimetry (T & P)** **IX) Recent advances, Planning, and Regulatory requirements (T & P)**
1.10.4	**Internship with Project Work (P-Course & Project Viva)** 1 year
1.10.5	**Medium of Instruction and Examination** English
1.11	**Controlling Authorities** Central/State Councils/KUHS/Kerala Paramedical Council/AERB
1.12	**Council Registration** Kerala Paramedical Council after successful completion of the course or as per provisions in the proposed Allied and Healthcare Professions Bill
1.13	**Availability of the Course under KUHS** visit -www. kuhs.ac.in
1.14	**Scope for Higher Studies** Post Graduate course in Nuclear Medicine Technology /MSc. Nuclear Medicine Technology

2 MINIMUM REQUIREMENT TO APPLY FOR ESTABLISHING AN INSTITUTION FOR STARTING BSc(NMT) COURSE/STARTING ADDITIONAL COURSE B.Sc (NMT) IN AN ESTABLISHED INSTITUTION.

2.1	**Eligibility to Apply for the course**
2.1.1	***The applicant seeking affiliation shall meet the following eligibility criteria.*** i. The institution shall be one fully equipped (with essential provisions for supporting course) to impart education in Nuclear Medicine Technology as per Statutory Council / AERB norms ii. Institution having an existing affiliation for any course from another University shall not be eligible to apply for affiliation to the KUHS. iii. Before admitting students AERB approval is mandatory for applying to KUHS .
2.1.2	***The applicant for affiliation shall be an institution owned and managed by:*** i. Government of India or the State Government, ii. An autonomous body promoted by Central and/or State Government, by or under an enactment for the purpose of Health Science Education, iii. A society registered under the Societies Registration Act, 1860 or corresponding Act in the State iv. A public, religious or charitable Trust registered under the Trusts Act or the Wakfs Act, 1954. The institution shall submit the updated certified copies of such permission(s) or clearance(s) as specified in the General MSR. Organizations Registered under Societies Registration Act including Missionary, Organizations, and Companies incorporated under section 8 of Company's Act.
2.1.3	***Qualifying criteria*** 1 Science Education in the field of Paramedical and Allied Health Science subjects is one of the objectives of the applicant, in case the applicant is an autonomous body/registered society/charitable trust. 2. Suitable land is owned or obtained on lease for a sufficiently long period and possessed by the applicant-institution in its own name as under the regulations of the statutory council and as per the norms fixed by State Govt. / DME from time to time.

	3. The land earmarked by the Management for the College as stated in the application and in the sketch produced along with it shall be exclusively available for the purposes of the College 4. The applicant owns and manages a hospital as required under the regulations of the statutory council and as per the norms fixed by State Govt./ DME from time to time. 5. Required Essentiality Certificate/ permissions from the respective Government as insisted by the Central/State Council, is obtained and produced along with the application.	
2.1.4	***General conditions to be satisfied by colleges –*** As per 2.1.4 of General MSR	
2.2	**Land Requirement-for details refer 3.1**	
2.2.1	***Area required*** Minimum 1 Acre	
2.3	**Hospital Requirement**	**(An established functional Hospital with period of existence of minimum 3 years)**
2.3.1	***Owner ship*** In the case of non- Government institutions, suitable land is owned and possessed by the Applicant-institution in its own name. It is compulsory that The BSc NMT programmes should be started in their own building. Institutions, which are functioning in rented building, should ensure within the period of two years that they should construct their own building in their own land. Otherwise penal actions including withdrawal of affiliation may be taken by KUHS. Any change in the ownership/change of address of institution/Parent Hospital shall be made with the prior approval of KUHS. A Trust / Society can open only one institution in one city/town. No two institutions will have same name in same city/town.	
2.3.2	***Bed Strength with percentage of occupancy*** A well-established hospital of minimum 3 years of existence with 200 beds and 75% occupancy	
2.3.3	***OP*** OP-250per day	
2.3.4	***Departments needed***	

	1. Fully functional Nuclear Medicine Department with institutional radiation physics division/Radiation physicist in the institute. 2. Other medical Departments should also available.
2.3.5	***Exclusive minimum requirement for the course*** Institutions having a nuclear medicine department shall alone be permitted to start the course.
2.3.6	***Exclusive minimum Equipment/labs needed for the course*** ***Equipment***: As per the norms of competent authority in force from time to time. Detailed of Equipment given in section IV Clinical Cases**:** The institution should have sufficient clinical cases for training B.Sc NMT Students Laboratories: There shall be adequate laboratory facility essential for teaching. Anatomy physiology and pathology labs should be available in the Institution. The lab facilities for other courses like MBBS/Nursing etc. may be shared for conducting teaching of NMT students. Physics lab should be available to conduct physics and radiation physics experiments as per syllabus.
2.3.7	***Essential Hospital Staff needed*** The hospital shall possess required number of hospital staff. The institution should have qualified and experienced staff as per the norms of competent authority from time to time. Dept. of Nuclear Medicine shall be headed by Faculty having minimum of 3 years of Post PG experience preferably in a teaching institution. Required staff details specified in section III.
2.3.8	***Distance from Teaching Institution***
	Parent Hospital should be within the campus or within 15 kms from the institution by motorable road.
2.4	**Infra Structure Requirement**
2.4.1	***College Building*** College intending to start B.Sc NMT course should have own permanent building of 12000 Sq.ft.(Carpet area) It is compulsory that BSc NMT programmers should be started in their own building.

2.4.2	***Hostels*** Shall full fill the criteria specified for the approval of hostels by KUHS	
2.5	**Clinical Requirement**	
2.5.1	***Out Patients:***	
2.5.2	Number of major nuclear medicine cases per month • PET CT – 50 • Gamma & SPECT – 50 • Thyroid Administration - 20	
2.5.3	***Specialty cases***	
2.6	**Man power requirement** 1.Minimum two faculties with either MD/DNB(NM)/MD+DRM out of two, one should have 5 years of teaching experience. 2. Two Nuclear medicine technologists with BSc in Nuclear medicine technology/DMRIT/MSc in Nuclear Medicine. Out of two technologists, one should have at least 3 years of experience. 3. There should be faculties for teaching the subject of radiation physics and radiation safety with AERB specified qualifications of Radiation Physicist.	

2.6.9	***Teacher Student ratio is ascertained based on the sanctioned seats of the KUHS*** Professor/ Associate Professor/ Assistant Professor with 3 years' experience **:**3seats each 2 additional seats for each extra faculty among this group. At least one Assistant Professor in Radiation Physics
2.6.10	***Qualifications*** • ***Examiner - Assistant Professor or above*** • ***Evaluator - Assistant Professor or above*** • ***Question Paper setter/Scrutinizer - Associate professor or above*** • ***UG Project Guide : Assistant Professor or above***
2.7	2.7 Statutory Permissions

2.7.1	Statutory Councils/Permission from relevant Authorities The applicant should obtain necessary Consent/Permission from State/Central Councils governing the course as applicable Permission of AERB/BARC for various radiation related facilities and PCPNDT registration wherever applicable. Personal radiation monitoring system should be available for staff, and students
2.8	Other Requirements The documents mentioned under item 2.8 should be submitted along with the application form
2.8.1	Resolution of the Trust Attach attested copy of the specific Resolution of the Trust/Management mentioning the name of the institution and name of the course being requested
2.8.2	Detailed Project Proposal The applicant shall submit a detailed project report for starting and continuing the academic programme fulfilling the norms of apex council and KUHS along with the application
2.8.3	Legal Documents As per 2.8.3 of General MSR
2.8.4	Financial Statement Attach attested copy of Audited Balance sheet of the applicant entity for the previous 3 (three) years for Non-Governmental organizations and budget allocation for parent institution in the case of Government
2.8.5	Essentiality/NOC from Govt. /Central/State Councils The certificate regarding feasibility and desirability for admission capacity has to be obtained by the applicant from the Government /Central /State Councils
2.8.6	Approved Plan Attach copy of attested Site Plan and Building plan including Academic block, Administrative block , hostels, play ground as approved by Local Self Government
2.8.7	***Clearance from Pollution Control Board*** All the academic institutions and parent hospitals shall take adequate pollution control measures, waste disposal measures including bio medical waste, sewage water treatment plant and other requirements specified by the pollution control board and local self-government and submit copy of the Clearance certificates as necessary.
2.8.8	***Under taking by the Chairman of the Trust As 2.8.8 of MSR General***
2.9	**Time &Mode of Application As per Notification of KUHS for a particular Academic Year**
2.9.1	***Application Fee*** As fixed by KUHS from time to time
2.9.2	***Processing of application*** **As per 2.9.2 of General MSR**

2.10	**Perspective Plan: Background Information to be Provided with the application**

3 MINIMUM STANDARDS / REQUIREMENTS (MSR) TO START THE COURSE

3.1	**Land for the institution**
3.1.1	***Owner ship of land*** As per 3.1.1 of General MSR
3.1.2	***Area required*** Minimum 1 Acre
3.1.3	***Single/Multiple*** Single
3.1.4	***Distance between Plots***
	NA
3.1.5	***Certificates from local authorities*** Submit certificates from local authorities (as applicable from time to time)
3.1.6	***Distance from Hospital*** Within the campus or within 15 kms from the institution by motoroable road

3.1.7	***Availability of Water*** Adequate and safe continuous drinking water facilities must be provided for college and hostel.
3.1.8	***Availability of Electricity*** There shall be continuous power supply round the clock with generator facility, provided to the Hospital, College, Hostels and all other infrastructure areas.
3.1.9	***Availability of Public conveyance*** Good public transport system should be available at the campus or at a maximum of 500 meter distance from the Institute
3.1.10	***Waste disposal*** Adequate waste disposal measures should be taken as per the Govt .norms.
3.1.11	***Permission of Pollution control board*** Submit the permission letter from the pollution control board.
3.1.12	***Play ground*** Should be available in the campus/or may be shared with Medical College if attached/or may share with other Health Science courses in the institution.
3.1.13	***Parking area*** Adequate parking space shall be made available for parking of institutional vehicles, vehicles of staff, students and patients/or may be shared with Medical College if attached/or may share with other Health Science courses in the institution.
3.2	**Infrastructure for the college**
3.2.1	***Total plinth area Required*** 20,000 Sq.ft.
3.2.2	***Approved Plan for the Building*** Attested Site Plan and Building plan including hostels, playground and Administrative block approved by Local Self Government
3.2.3	***Lecture Halls with teaching aids*** There shall be at least 1 (One)lecture halls, each having the area of not less than -200 Sq.Ft (sq. ft) for intake up to of 6 seats.

3.2.4	***Examination Hall with confidential room*** Examination hall should meet the requirements specified by KUHS from time to time. Availability of hall / halls of the required size to accommodate all the Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc. Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier/multi-functional office machine, UPS and Internet connectivity (2 No., NME-ICT/NKN Optical fiber internet connection, VPN Setup equipment) all in working condition. In addition to this, the room shall also be equipped with fax, and land line phone facilities, all in working condition and supported by Power Generator. Surveillance Camera system of the required specifications in working condition. Communication Signal jammer of the required specification in working condition *This facility may be shared with other courses in the institute.*
3.2.5	***Auditorium/Multipurpose hall*** As specified in 3.2.5 of General MSR 2000 Sq.ft. (Can be shared with other courses in the institution)
3.2.6	***Common Room for Boys & Girls*** A minimum of 3 common rooms (800 sqft each)
3.2.7	***Staff Rooms*** • There should be a separate office for the Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Principal's office with intercom facility connected/linked to the hospital and hostel and a computer with internet facility. • There should be a separate office for the Vice Principal with attached toilet and provision for visitor's room. Independent telephone facility is a must for the Vice-Principal's office with intercom facility connected/linked to the

<table>
<tr><td></td><td>hospital and hostel and a computer with internet facility.
There should be adequate staff rooms in proportion to the number of teaching faculty with gender specific toilets.
Provide separate room for the Heads of the Department.
There should be separate staff rooms for Non-teaching staff with adequate toilet facility. It should be spacious enough to accommodate the entire office staff.
Each office room should be adequately furnished with items like tables chairs cupboards built –in- racks and shelves, filing cabinets and book cases.
Also there should be provision for computers, internet and telephone.</td></tr>
<tr><td>3.2.8</td><td>Administrative Block

Administrative block of the college shall include Principal’s Room, Personal Assistant’s Room, Reception, Visitor’s lounge, Staff Committee room, administrative section, Cash and Accounts section, Record room with telephone, photocopier, computer, internet facility and adequate toilets.</td></tr>
<tr><td>3.2.9</td><td>Central Store
There should be a separate store for Radio diagnosis and Radiotherapy Dept.</td></tr>
<tr><td>3.2.9.1</td><td>Record Room
There should be a separate record room with steel racks, built-in shelves and racks, cupboards and filing cabinets for proper storage of records and other important papers/ documents belonging to the college.</td></tr>
<tr><td>3.2.10</td><td>Laboratories
Appendix 3.2.10</td></tr>
<tr><td>3.2.11</td><td>Library (Can be shared with other health science courses)
<table><tr><td>Area</td><td>1400 sq.ft</td></tr><tr><td colspan="2">Seating capacity and requirements
Seating capacity for Minimum of one batch</td></tr><tr><td colspan="2">Computer / Internet Minimum
two</td></tr><tr><td colspan="2">Librarian’s Cabin
Separate area within library</td></tr></table></td></tr>
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	Photocopy Machine Minimum one
	Seats for faculty Separate area within library
3.2.12	***Toilets:*** Separate toilets for boys and girls shall be made available in each floor.
3.2.13	***Garage:*** Garage to accommodate vehicles of the Institute should be maintained within the campus.
3.2.14	***Canteen:*** There should be provision for a common canteen for the students, their guests, and staff members of all courses in the institute.
3.2.15	Transportation facilities:
3.2.16	**Room for audio-visual aids** Room should be provided for the proper and safe storage of all the Audio- Visual Aids.
3.2.17	**Fire &Safety measures** Adequate provision for extinguishing fire should be available with valid certification of fire & safety authority.

4	**ATTCHED HOSPITAL**		
4.1	Total Bed	200 beds	
4.2	OP/IP	600 patients daily	

4.3	Departments needed	Fully functional Nuclear Medicine Department with Radiation Physics and safety Division.	
4.4	Clinical Requirement	Following Nuclear Medicine procedures such as PET CT, SPECT, GAMMA Camera, CLIA Lab facility, Therapy ward etc should be in the hospital The hospital should be register with AERB for radiation safety point of view. All Equipment should be licensed with AERB.	
5	**Equipment and facilities**		
	Nuclear Medicine department		
Sl No	Description	Nos	Specification
5.1	PET CT	1	AERB licensed
5.2	SPECT CT & Gamma Camera	1	AERB licensed
	High dose Isolation Ward for Radionuclide therapy.	2	Single bedded (Two Nos)
5.3	Gamma Ray Spectrometer with well counter	1	
5.4	**Nuclear Medicine Physics Lab: -** **Practical Facility for minimum two students at a time** 1. Geiger Mueller counter – 2 Nos 2. Copper, Aluminium and lead absorber plates - 2 Nos 3. Gamma ray Spectro meter with well counter 2x2 inch with shielding - 2 Nos 4. Check sources – Cs-137, Ba-133, Co-57, Beta source - 1 Nos		
5.5	Thin layer Chromatography unit – 1Nos		
5.6	Nil		
5.7	nil		
5.8	Nil		
5.9	Nil		
5.10	Nil		
5.11	**Radiation Physics and Radiation Safety**		

	Quality Assurance (QA) kit and appropriate phantoms for practical demonstration of quality assurance tests of various type of diagnostic Nuclear Medicine	1	
	equipment		
	Protective accessories		Mobile Protective Barrier Lead apron Thyroid shields Gonad shields
	Radiation Dosimetry and Protection setup	i) Survey meter ii) Area/Zone monitors iii) Pocket Dosimeter	
	Personal Monitoring Devices		As per AERB requirements
5.12	Optional Equipments (The Institutions not having optional equipment can provide training in hospitals having the above facilities).		
	PET MRI 1 Nos		
	Thyroid uptake probe -1 Nos		
6			
	Library (Can share the common library of the institution) Minimum of 100 sq m, well lighted and ventilated preferably Air conditioned. It shall have comfortable seating arrangement with chairs having back rest & arm rest and separate tables. Books and Journals related to the core, basic subjects of the courses conducted by the institution shall be available. Sufficient no of computers with multimedia support shall be available for the students. Adequate scanners, printers and photocopier also shall be made available. Separate rooms/ cubicles for the Librarian shall be available. ***Details of books and journals*** The library should have at least 300 books related to the various subjects of the course. and 5 journals related to the subject Books of Nuclear Medicine Technology, Radio diagnosis and Radiotherapy, Basic Sciences, Pathology, Radiation Physics and General Physics , should be available		
	Central Store A separate store room should be provided to accommodate the equipment and other inventory articles which are required in the laboratories of the college. This room should have the facilities for proper and safe storage of these articles and equipment like cupboards, built-in-shelves, racks, cabinets, furniture items like tables and chairs. This room should be properly lighted and well-ventilated		

	Laboratories/Equipment/instruments **Anatomy and Physiology Lab** (1) Demonstration Room-There shall be one demonstration room ($30M^2$) m fitted with strip chairs, overhead projector, Video and other audio-visuals aids so as to accommodate 30 students. (2) Preparation room ($15M^2$ for preparation & storage of equipment. (3) Museum- There shall be a museum provided with rack and shelves for storing and display of wet and dry specimens and embryological sections, models etc Anatomy and Physiology laboratory of medical/Dental/ Nursing courses of the same institute shall be shared for BSc NMT course.		
7	**MAN POWER REQUIREMENT**		
7.1	**Teaching Staff (Qualification & Experience of required)**		
	Post	**Nos.**	Qualification & Experience
	Principal	1	(For administrative purpose Principal of Teaching/Paramedical institution can be accepted)
	Head of Department	1	Senior most Faculty of Nuclear Medicine may be designated as course director/HOD
	Professor /Associate Professor of Nuclear Medicine	1	MBBS+ MD (NM)/DNB (NM) / MD with DRM or 5 years post PG Teaching experience (As per NMC guideline)
	Assistant Professor of Nuclear Medicine	1	MBBS+ MD(NM)/DNB (NM) / MD with DRM (As per NMC guideline)
	Assistant Professor in Radiation Physics	1	1. MSc (Physics)+Post MSc Diploma in Diploma Radiological in physics radiological Physics/ MSc Medical Physics. 2. RSO certificate approved by AERB or Equivalent qualification approved by NMC/AERB
	Nuclear Medicine Technologist	2	BSc Nuclear Medicine Technology / BSc +DMRIT/MSc Nuclear Medicine Technology.

	Asst Professor Anatomy/Physiology / Pathology	1 each	MBBS+MD in Anatomy/Physiology / Pathology or equivalent as per apex council norms. The service of faculties appointed for other medical/dental/Nursing courses conducted by same intuition may be utilized for these subjects.

7.2	Year wise split up	Post	I Year	II Year	III year	IV year
		Director	1	1	1	1
		Professor /Assoc. Prof	1	1	1	1
		Asst Prof	1	1	1	1

	Other Staff Requirements		
7.3	Administrative Officer/Assistant	1	Can be shared with Medical/Dental or Paramedical Courses of the institution/ hospital
	Office Superintend	1	
	PA to Principal	1	
	Accountant/ Cashier	1	
	DEO/Comp Asst	1	
	Clerk	2	
	Store Keeper	1	
	Office/Class room Attender	1	
	Library staff		
	Librarian- Gr 1	1	
	Librarian	1	
	Attender	1	
	Technical staff		
	Electrician	1	
	Plumber	1	
	Mechanic	1	
	Supporting staff		
	Cleaning Staff		Sufficient no to clean the total area

	Security staff		Shall be provided around the clock
	Driver		For the Institutional Vehicles
8	**HOSTELS** Shall full fill criteria specified for approval of Hostels		

9	**Time & Mode of Application** **As per Notification of KUHS for a particular Academic Year**
9.1	**Application Fee** As fixed by Govt. / Statutory Council
9.2	**Processing of Application** As specified in Govt. Orders issued from time to time
9.3	**Application Forms**
9.4	Application for starting new institution/ course As per KUHS prescribed format
9.5	Application for Enhancement of Seats As per KUHS prescribed format