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# राष्ट्रीय आयुर्विज्ञान आयोग

## National Medical Commission

### Assessors Training

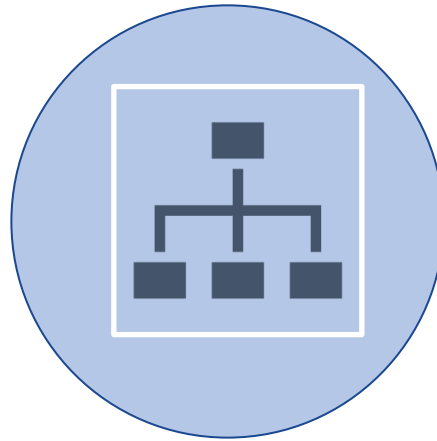


## Introduction and Objectives :

The overall goal of assessor training program is to create an adequate pool of assessors those can evaluate a medical institution as being compliant with the applicable Regulations, guidelines/standards, and/or orders and circulars issued by the NMC and other authorities as the case may be from time to time.



To provide **guidance** to the assessors during the assessment of medical colleges.



To ensure **uniformity** of assessment and reporting.




To have **unambiguous and transparent** assessment process.



## Agenda

Duration: 2 Hours

Duration	Topic	Speaker
30 Mins	Assessment process as per MARB guidelines	Member, MARB
30 Mins	Updated Assessor Guidelines	Subject Matter Expert
30 Mins	Updated SAF forms ( AI, AII, AIII)	Subject Matter Expert
30 Mins	Q & A session	Member MARB & Subject Matter Experts





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# Assessment Process as per MARB Guidelines





## Contents

- Quality of assessors and Assessment process
- Instruction to assessors
- MARB guidelines
- Digitalization
- Travel Policy



## Qualities of an Assessor



Professional Demeanour



Impartiality



Active Listening



Empathy and Sensitivity



Effective Questioning



Confidentiality



Anonymity

## Code of Conduct

### DO's

1. Disclose to NMC if there is any conflict of interest including (but not limited to) current or prior working or personal relationships that may affect the neutrality of the assessment. Assessor must fill self-declaration form for impartiality, confidentiality & integrity.
2. The Assessors / Team coordinator should report any instance of misbehavior or commission of an act not befitting the dignity of the NMC or any instance of doubtful integrity by the other Assessors / by college to the NMC immediately.

### DON'Ts

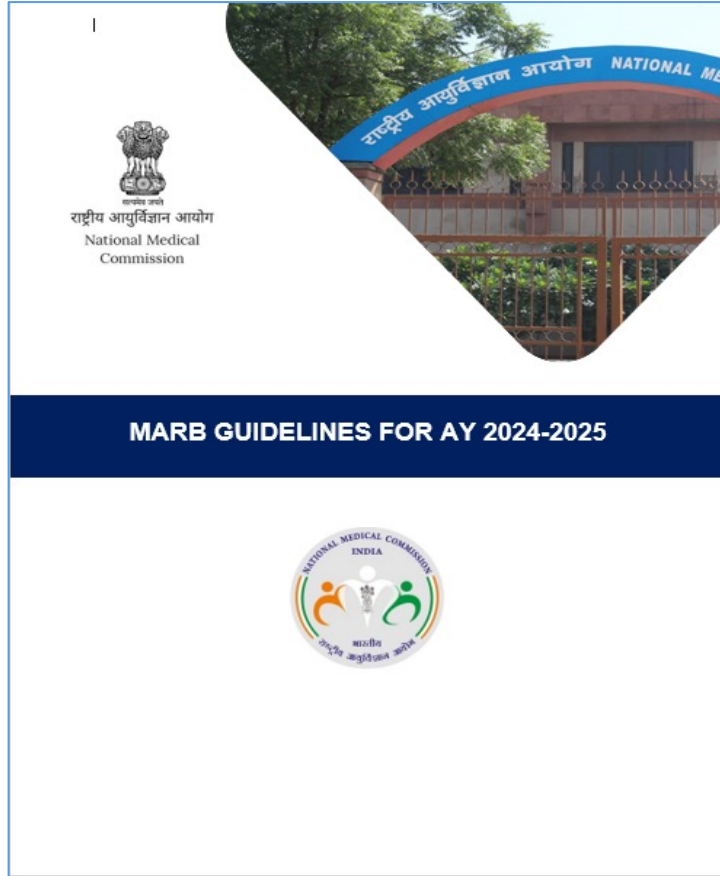
1. Do not accept any transportation, hospitality, or gift in any form from medical college authorities or anybody who relates to the medical college. Note that if at any stage assessors are found to have accepted, the assessment report sent by them would be treated as cancelled and invalid and the assessors shall be debarred. By NMC from panel of assessors/assessor's bank.
2. Do not use assessment information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of NMC.
3. Do not knowingly be a party to any illegal activity or engage in acts that are discreditable to the assessment process or to NMC.

# Important Instructions:



- Assessors will be informed about the name of the Airport city and Hotel city 48 hours before the assessment date through email.
- Acknowledgement mail is not required as the date of availability of assessors is taken in advance and assessment is planned available dates.
- Assessors may have to travel within 24hours of intimation about the date of the assessment
- Since assessment is of only one day and Assessors will be staying at hotel near airport, they may have to travel 100-150 kms and hence start early.
- Vehicle will reach at the hotel for pick up at 5:00 am on the date of assessment on the day of assessment.
- Assessors will be provided with dry box breakfast by the hotel.
- Assessors will be permanently debarred from future assessments in case if he denies or cancels assessment for thrice.

# MARB Guidelines



## Table of Content of MARB guidelines A.Y. 2024-2025

	राष्ट्रीय आयुर्विज्ञान आयोग NATIONAL MEDICAL COMMISSION New Delhi MARB GUIDELINES FOR AY 2024-2025		Doc No.: NMC/MARB/002 Issue No.: 02 Revision No.: 02
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## Regulations/OM referred for preparation of guidelines

- Guidelines for Undergraduate Courses under Establishment of New Medical Institutions, Starting of New Medical Courses, Increase of Seats for Existing Courses & Assessment and Rating Regulations, 2023 dated 16<sup>th</sup> August 2023
- Establishment of Medical institutions, Assessment & Rating Regulations, 2023 dated 2<sup>nd</sup> June, 2023
- Standard Assessment Forms
- Revised payment fees as by released by NMC vide public notice dated 18<sup>th</sup> August 2023
- Guidelines for implementation of Aadhaar Enable Biometric Attendance System in Medical College vide NMC circular dated 18<sup>th</sup> October 2022






## Salient points added in MARB guidelines

- **Surprise inspection**
    - In order to reduce human intervention **Robust Randomization Software** will be used for selection of date of assessment. NMC will conduct surprise inspection. However, the list of the medical colleges that will be assessed will be published on NMC website. In case of any genuine complaint received from competent authority, MARB has a right to conduct surprise inspection at any time.
  - **Compliance inspection**
    - Surprise compliance verification inspection will be conducted in case of the establishment of new medical college/renewal of permission/ increase in admission capacity for UG courses
  - **Selection of Assessors**
    - The assignment of the assessors to the colleges will be through robust randomization software (certificate of integrity to ensure confidentiality) without knowledge of MARB or other Boards of NMC or any other person.
    - All the inspections (UG & PG courses) for a college will be conducted on the same day.
    - For UG course, assessment will be conducted for one day by a team of 5 assessors
    - For PG courses, assessment will be conducted for one day by a team of 2 assessors per specialty.
- 



# Digitalization

A communication mechanism (IT driven) will be created for each team of assessors to –

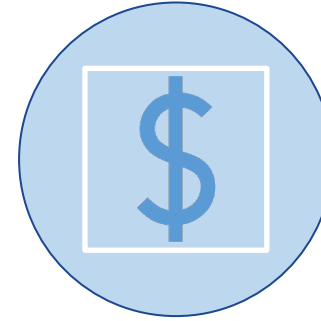
- i) To capture real time information about the college.
  - ii) For technical clarification if any required during the assessment.
  - iii) For sharing photos and video of the assessment.
  - iv) To ensure timely completion of the assessment process – start time and end time of assessment.
  - v) During uneventful incident with assessors the group can be used for immediate reporting and necessary action.
- 

# Travel guidelines-lodging policy



## Information

- MARB will communicate (Through Automated Generated Communication System) to the assessors about the details of the assignment.



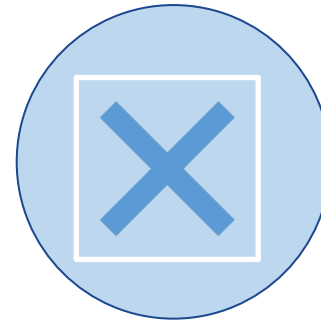
## Remuneration

- 15,000/- per day for one day assessment.
- 25,000/- for two days.( in case assessment gets extended because of unavoidable reasons)



## Travel arrangements

- Booking of tickets shall be done by the authorized travel agencies of the NMC.
- The assessors are not allowed to book their tickets through any other agency or source, unless specifically permitted by the MARB.



## Cancellation

- 5,000/- maximum before reaching or reached the destination so assigned.
- If inspection is initiated, the instruction for cancellation are received after that he is entitled sitting for at Rs 15,000/-.

( for more details refer to Travel Policy - Assessors )




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# Updated Assessor Guidelines





## Contents

- The team
  - Assessment Process
  - Submission of report
  - Summary-Assessment process
- 

# The Team:

- For UG course, assessment will be conducted for one day by a team of 5 assessors (In case of non-availability of 5 assessors, MARB may allow inspection to be conducted by at least 3 assessors) .
- For PG courses, assessment will be conducted for one day by a team of 2 assessors per specialty. (In case of non-availability of two assessor per specialty for PG course, MARB may allow inspection to be conducted by one assessor).
- The seniormost faculty will be the team coordinator and will coordinate overall assessment.



## Role of The Team Coordinator

- Overall coordination of assessment.
- Team formation with different responsibilities.
- Verification of hospital statistics / Verify all legal licences (as per the SAF) etc.
- Ensure that college/institute authority arrange for video recordings and photographs and Functionality of the cameras, Bio-metric attendance, HIMS system.
- Shall ensure dully filled and signed SAF forms, submission of assessment report and other documents.


## Role of The assessor

- Verification of Teaching faculty and residents. ( Through AEBAS attendance )
- Verification of hospital infrastructure and Clinical Material. (Through Physical round/documents/HMIS/ Observation )
- Verification of Medical College infrastructure and Teaching Facilities. ( Through Physical round/documents/ Observation )
- Verification of the Quality of Medical Education.(Through Documents, Students and Faculty interviews and supervision of learning situations etc.)

# Assessment Process

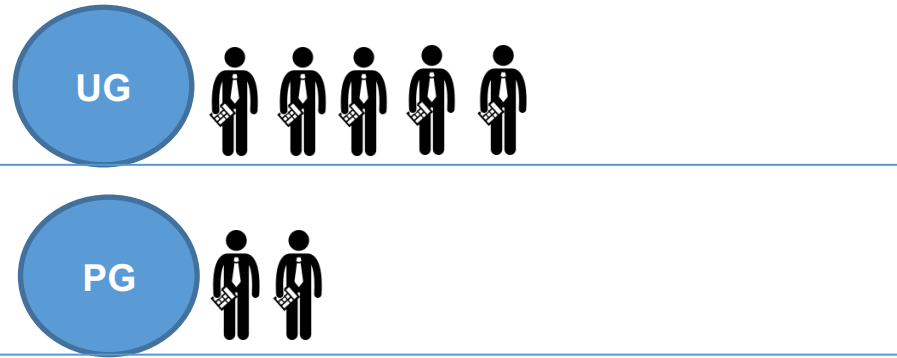
Types of Assessment (based on need of the hour)	
	<b>Physical Assessment</b>
	<b>Virtual Assessment</b>

## What assessors will examine?

 Infrastructure	 AEBAS Data
 Quality of medical education	 Clinical indicators
 Faculty	 Financial status

The team will also conduct interviews with the students and faculty to gather information and feedback regarding the operation of the medical college and the curriculum.

All the assessments (UG & PG courses) for a college will be conducted on the same day.



\*In case of non-availability of 5 assessors, MARB may allow inspection to be conducted by at least 3 assessors.  
\*\*In case of non-availability of two assessor per specialty for PG course, MARB may allow inspection to be conducted by one assessor)

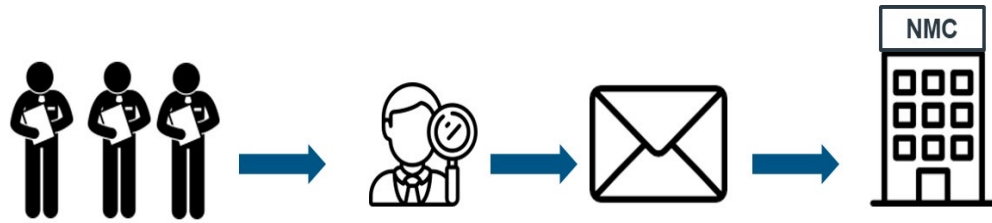
 **9:00 AM-6:00 PM**

May extend till the completion of final SAF report.

Refer to assessor guidelines for details.  
Links to forms have been provided in Annexure 1



# Submission of report



Each assessor will handover respective part to the coordinator

Coordinator will compile the report

Required information and report will be submitted at NMC in a sealed envelope

*No separate letter / page to be submitted with the main report. In case of dissent a small note / remark may be added in the main report, and this could be from any one of the signatories.*

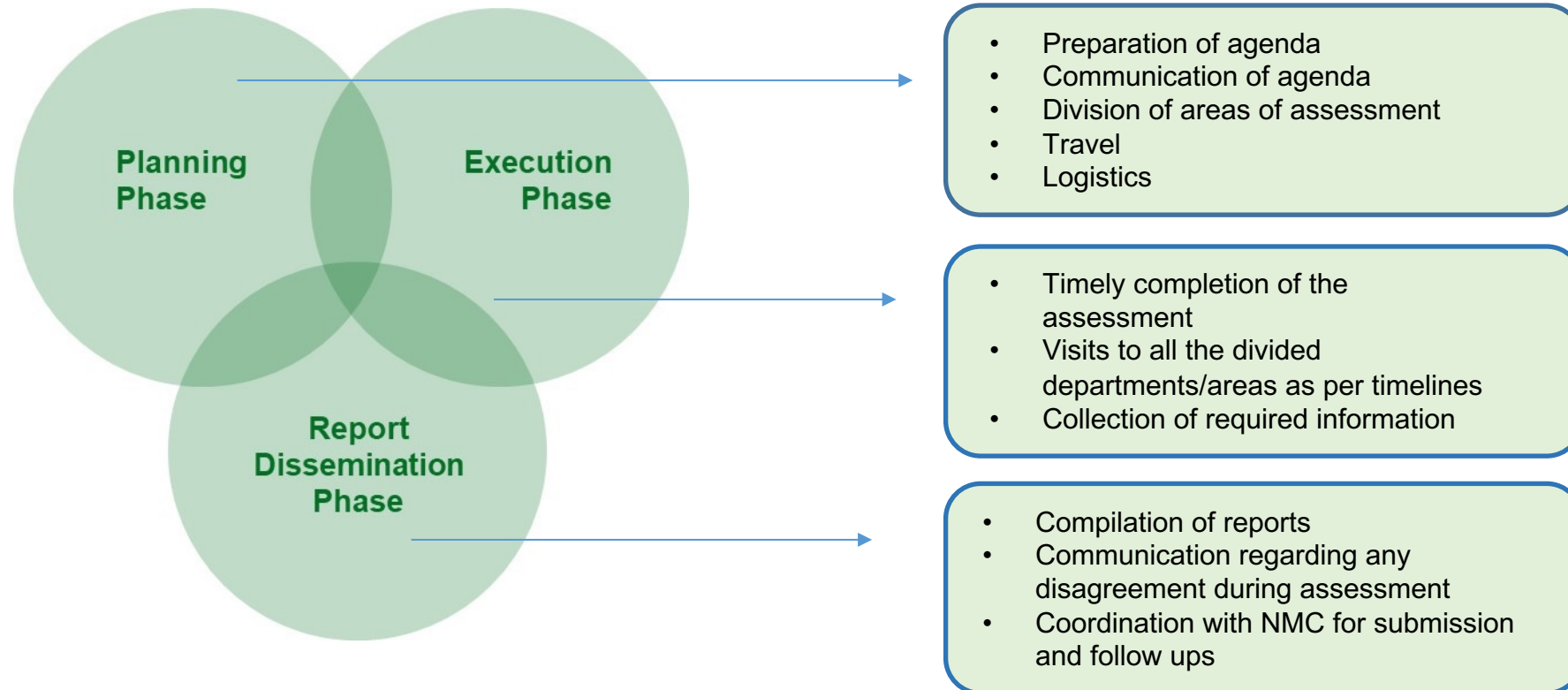
Details to be uploaded	Link	Timelines	Responsibility
AEBAS attendance sheet	First Link	11 AM to 12 PM	College authority
Details of the clinical material	Second Link	2 PM to 3 PM	Assessors
Complete SAF	Third Link	Till 12 AM Midnight	Assessors

**Disagreement Clause:** In case, the applicant College /Institution finds grounds of disagreement with any findings of the assessor, the former would be free to record its observation on the assessment report.

## Mandates

- Extra comments should be avoided
- Signed by the assessor/s as well as the Dean/Authorized Representative of the College/Institution/assessed/verified.
- UG SAF form should be filled completely and all the pages of SAF form should be signed by all UG assessors and Dean/Principal/Director of the concerned college.
- The PG SAF form shall be signed by the individual PG assessor (and /or Team coordinator) and Dean/Principal/Director of the concerned college.
- All the assessors should stay till the time final report is uploaded.
- Assessors are required to upload duly filled SAF with detailed summary & recommendations along with evidence as per rules & regulations of NMC.
- Hard copy of the signed SAF form is to be sent to MARB within 24 hours of end of assessment through speed post.
- Additionally, each assessor is also required to upload following duly signed document-
  - a) Summary of assessment and recommendations with evidence as per the rules and regulations of NMC.
  - b) Confidential report and feedback on fellow assessors.

# Summary-Assessment Process





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# Updated SAF forms





## Contents

- SAF AI
- SAF AII
- SAF AIII
- Quality of medical education






## Quality Medical Education (New)

The teaching curriculum, methodology of imparting medical education and student assessment, faculty, and student interaction etc shall be evaluated during the assessment process .

### ***Assessment of Quality of Medical Education***

- Quantitative Indicators -Examination results
- Qualitative indicators - Implementation of the competency-based curriculum, Adoption of newer methods of teaching-learning, Implementation of overall student development program etc.

### ***Assessment of the evaluation process of students***

- Supervision and monitoring of students in clinical learning situations.
  - Streamlined mechanism to maintain quality of standards and fairness while taking assessments.
  - AETCOM based exams. etc.
- 

## Relevant links & Contact

- <https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/18-8-2023.pdf>
- <https://nmc.org.in/wp-content/uploads/2018/01/FAQ-TEQ.pdf>
- [Assessor guidelines \(2024-25\)](#)
- [Updated SAF Form \(A1, A2 & A3 2024-25\)](#)
- [Travel policy for assessors](#)
- [Self-declaration form & Code of conduct](#)



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# Q & A Session





**THANKS**

