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राष्ट्रीय आयुर्विज्ञान आयोग

National Medical
Commission



**Guiding document for applying UG and PG admissions
to NATIONAL MEDICAL COMMISSION**



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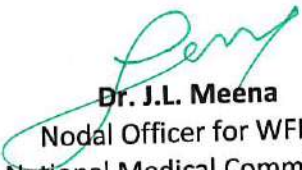

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ACRONYMS

DH	District Hospital
DHS	Directorate Of Health Services
DoHFW	Department Of Health & Family Welfare
GMC	Government Medical College
LOP	Letter of Permission
MARB	Medical Assessment and Rating Board
MBBS	Bachelor Of Medicine and Bachelor of Surgery
MCI	Medical Council of India
MO	Medical Officer
MOHFW	Ministry Of Health and Family Welfare
NEET	National Eligibility-cum-Entrance Test
NHM	National Health Mission
NMC	National Medical Commission
NEXT	National Exit Test
PG	Post Graduate
UG	Under Graduate
UGMEB	Under-Graduate Medical Education Board

AUTHORISATION

This User Guide is prepared and released as under

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1. About National Medical Commission

1.1 Introduction

The National Medical Commission (NMC) has been constituted by an act of Parliament known as National Medical Commission Act, 2019 which came into force on 25.9.2020 by gazette notification dated 24.9.2020. The Board of Governors in supersession of Medical Council of India constituted under section 3A of the Indian Medical Council Act, 1956 stands dissolved thereafter.

1.2 Mission and Vision

- Improve access to quality and affordable medical education
- Ensure availability of adequate and high-quality medical professionals in all parts of the country
- Promote equitable and universal healthcare that encourages community health perspective and makes services of medical professionals accessible to all the citizens
- Encourages medical professionals to adopt latest medical research in their work and to contribute to research; Objectively assess medical institutions periodically in a transparent manner
- Maintain a medical register for India
- Enforce high ethical standards in all aspects of medical services; (vii) have an effective grievance redressal mechanism.

1.3 Function of NMC

Following are the functions of NMC:

- Frame policies for maintaining a high quality and high standards in medical education and make necessary regulations.
- Frame policies for regulating medical institutions, medical researches and medical professionals and make necessary regulations.
- Assess the requirements in healthcare, including human resources for health and healthcare infrastructure and develop a road map for meeting such requirements.
- Promote, co-ordinate and frame guidelines and lay down policies by making necessary regulations for the proper functioning of the Commission, the Autonomous Boards and the State Medical Councils.
- Ensure co-ordination among the Autonomous Boards
- Measures to ensure compliance by the State Medical Councils of the guidelines framed and regulations made under this Act for their effective functioning under this Act
- Exercise appellate jurisdiction with respect to the decisions of the Autonomous Boards.
- Frame policies and codes to ensure observance of professional ethics in medical profession and to promote ethical conduct during the provision of care by medical practitioners.
- Frame guidelines for determination of fees and all other charges in respect of fifty per cent. of seats in private medical institutions and deemed to be universities which are governed under the provisions of this act
- Exercise such other powers and perform such other functions as may be prescribed.

1.4 NMC Boards

There are four boards under NMC:

- a. Undergraduate Medical Education Board
- b. Postgraduate Medical Education Board
- c. Medical Assessment and Rating Board
- d. Ethics and Medical Registration Board

1.4.1 Function of Undergraduate Medical Education Board

- a. Determine standards of medical education at undergraduate level and oversee all aspects relating there to;
- b. Develop competency based dynamic curriculum at undergraduate level in accordance with the regulations made under this Act;
- c. Develop competency based dynamic curriculum for addressing the needs of primary health services, community medicine and family medicine to ensure healthcare in such areas, in accordance with the provisions of the regulations made under this Act;
- d. Frame guidelines for setting up of medical institutions for imparting undergraduate courses, having regard to the needs of the country and the global norms, in accordance with the provisions of the regulations made under this Act;
- e. Determine the minimum requirements and standards for conducting courses and examinations for undergraduates in medical institutions, having regard to the needs of creativity at local levels, including designing of some courses by individual institutions, in accordance with the provisions of the regulations made under this Act;
- f. Determine standards and norms for infrastructure, faculty and quality of education in medical institutions providing undergraduate medical education in accordance with the provisions of the regulations made under this Act;
- g. Facilitate development and training of faculty members teaching undergraduate courses;
- h. Facilitate research and the international student and faculty exchange programmes relating to undergraduate medical education;
- i. Specify norms for compulsory annual disclosures, electronically or otherwise, by medical institutions, in respect of their functions that has a bearing on the interest of all stakeholders including students, faculty, the Commission and the Central Government.
- j. Grant recognition to a medical qualification at the undergraduate level.

1.4.2 Function of Postgraduate Medical Education Board

- a. Determine the standards of medical education at the postgraduate level and super-specialty level in accordance with the regulations made under this Act and oversee all aspects relating thereto;
- b. Develop competency based dynamic curriculum at postgraduate level and super-specialty level in accordance with the regulations made under this Act, with a view to develop appropriate skill, knowledge, attitude, values and ethics among postgraduates and super-specialists to provide healthcare, impart medical education and conduct medical research;
- c. Frame guidelines for setting up of medical institutions for imparting postgraduate and super-specialty courses, having regard to the needs of the country and global norms, in accordance with the regulations made under this Act;
- d. Determine the minimum requirements and standards for conducting postgraduate and super-specialty courses and examinations in medical institution, in accordance with the regulations made under this Act;
- e. Determine standards and norms for infrastructure, faculty and quality of education in medical institutions conducting postgraduate and super-specialty medical education, in accordance with the regulations made under this Act;
- f. Facilitate development and training of the faculty members teaching postgraduate and super-specialty courses;
- g. Facilitate research and the international student and faculty exchange programmes relating to postgraduate and super-specialty medical education;
- h. Specify norms for compulsory annual disclosure, electronically or otherwise, by medical institutions in respect of their functions that has a bearing on the interest of all stakeholders including students, faculty, the Commission and the Central Government;
- i. Grant recognition to the medical qualifications at the postgraduate level and super-specialty level;
- j. Promote and facilitate postgraduate courses in family medicine.

1.4.3 Functions of Medical Assessment and Rating Board

- a. Determine the procedure for assessing and rating the medical institutions for their compliance with the standards laid down by the Under-Graduate Medical Education Board or the Post-Graduate Medical Education Board, as the case may be, in accordance with the regulations made under this Act;
- b. Grant permission for establishment of a new medical institution, or to start any postgraduate course or to increase number of seats, in accordance with the regulations made under this Act;
- c. Carry out inspections of medical institutions for assessing and rating such institutions in accordance with the regulations made under this Act;
Provided that the Medical Assessment and Rating Board may, if it deems necessary, hire and authorize any other third party agency or persons for carrying out inspections of medical institutions for assessing and rating such institutions: Provided further that where inspection of medical institutions is carried out by such third party agency or persons authorized by the Medical Assessment and Rating Board, it shall be obligatory on such institutions to provide access to such agency or person;
- d. Conduct, or where it deems necessary, empanel independent rating agencies to conduct, assess and rate all medical institutions, within such period of their opening, and every year thereafter, at such time, and in such manner, as may be specified by the regulations;
- e. Make available on its website or in public domain the assessment and ratings of medical institutions at regular intervals in accordance with the regulations made under this Act;
- f. Take such measures, including issuing warning, imposition of monetary penalty, reducing intake or stoppage of admissions and recommending to the Commission for withdrawal of recognition, against a medical institution for failure to maintain the minimum essential standards specified by the Under-Graduate Medical Education Board or the Post-Graduate Medical Education Board, as the case may be, in accordance with the regulations made under this Act.



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1.4.4 Functions of Ethics and Medical Registration Board

- a. Maintain National Registers of all licensed medical practitioners;
- b. Regulate professional conduct and promote medical ethics in accordance with the regulations made under this Act:
Provided that the Ethics and Medical Registration Board shall ensure compliance of the code of professional and ethical conduct through the State Medical Council in a case where such State Medical Council has been conferred power to take disciplinary actions in respect of professional or ethical misconduct by medical practitioners under respective State Acts;
- c. Develop mechanisms to have continuous interaction with State Medical Councils to effectively promote and regulate the conduct of medical practitioners and professionals;
- d. Exercise appellate jurisdiction with respect to the actions taken by a State Medical Council.

2. NMC Standards

The National Medical Commission (NMC) Act, 2019 is the legislation that governs medical education and practice in India. The Act establishes the National Medical Commission as the regulatory body for medical education and practice in the country and outlines its powers and functions.

Some of the key standards for medical education and practice in India under the NMC Act, 2019 include:

- a. Accreditation of medical schools and courses: The NMC is responsible for setting standards for the accreditation of medical schools and courses in India, and for ensuring that they meet these standards. The NMC also has the power to withdraw accreditation if a school or course fails to meet the required standards.
- b. Licensing of medical practitioners: The NMC is responsible for licensing medical practitioners in India, and for setting standards for the licensing process. The NMC also has the power to suspend or revoke the license of a medical practitioner if they fail to meet the required standards of medical practice.
- c. Continuing professional development: The NMC requires medical practitioners in India to participate in continuing professional development activities in order to maintain their license to practice. The NMC also sets standards for the content and delivery of these activities.
- d. Ethical standards: The NMC is responsible for setting ethical standards for medical practice in India, and for enforcing these standards through disciplinary action against medical practitioners who violate them.
- e. Quality standards for medical practice: The NMC sets quality standards for medical practice in India and is responsible for ensuring that medical practitioners meet these standards. The NMC also has the power to take disciplinary action against medical practitioners who fail to meet these standards.

Overall, the NMC Act, 2019 sets out a comprehensive framework for the regulation of medical education and practice in India, with the aim of ensuring that medical practitioners in the country meet high standards of education, training, and practice, and that patients receive safe and effective care. For detailed introduction standard of NMC act 2019 is accessible in following link <https://www.nmc.org.in/nmc-act/>

The standard will be reviewed every 04 years, periodic review will be carried out UGMEB and PGMEB and MARB biannually. All changes recommended during the review will be incorporated in revised standards. Transition period of 6 months will be provided to all the medical colleges for implementation of new standards

3. Step wise Process for Accreditation

3.1 UG Admissions

S. No.	Steps	Timeline
1	Self-evaluation checklist to assess the eligibility	1 year before applying to NMC
2	Pre requisite for applying to NMC - Land, 300 bedded hospital, Medical college, Clinical Indicators, budgetary requirements, formation of society/trust, Documents in standard format – Essentiality, University affiliation, Land documents etc.	3 months before the application to NMC
3	Receipt of applications by MARB	Between 15th June to 7th July (both days inclusive of any year)
4	Evaluation of application by NMC- Technical Scrutiny, assessment and recommendations for Letter of Permission by National Medical Commission Rejected in case of incomplete or missing documents or approved in case of complete application as per norms	By 15th December
5	Receipt of reply/compliance from the applicant for personal hearing thereto, if any.	Two months from receipt of recommendation from NMC
6	Physical inspection of the facilities by team of assessors appointed by NMC	December – January
7	Evaluation of the assessment report submitted by Assessors	February
8	Final recommendations for the Letter of Permission by the MARB.	30th April
9	Admission Process	July - August
10	Renewal Inspection	6 month before the new academic section



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3.2 PG Admissions

S. No.	Steps	Timeline
1	Self-evaluation checklist to assess the eligibility	1 year before applying to NMC
2	Pre requisite for applying to NMC - under the Indian Medical Council Act, 1956 can apply for starting of a Post-graduate medical education course in pre-clinical and para clinical subjects, namely, Anatomy; Physiology; Biochemistry; Pharmacology; Pathology; Microbiology; Forensic Medicine; and Community Medicine and in clinical subjects, namely, Anesthesiology; Dermatology; Venerology and Leprosy; General Medicine; Pediatrics; Psychiatry; Radio diagnosis; Radiation Oncology; Respiratory Medicine; Otorhinolaryngology; General Surgery; Ophthalmology; Orthopedics; Obstetrics & Gynecology.	6 months before the start of new academic session
3	Receipt of applications by MARB	Between 30th April to 15th May (both days inclusive of any year)
4	Evaluation of application by NMC- Technical Scrutiny, assessment and recommendations for Letter of Permission by National Medical Commission.	By 15th September
5	Receipt of reply/compliance from the applicant for personal hearing thereto, if any.	Two months from receipt of recommendation from NMC
6	Physical inspection of the facilities by team of assessors appointed by NMC	December – January
7	Evaluation of the assessment report submitted by Assessors	February
8	Final recommendations for the Letter of Permission by the MARB.	15th April
9	Renewal Inspection	Every consecutive year till recognition

3.3 Increase in seats

Undergraduate

S. No.	Steps	Timeline
1	Self-evaluation checklist to assess the eligibility	1 year before applying to NMC
2	Pre requisite for applying to NMC - Land, 300 bedded hospital, Medical college, Clinical Indicators, budgetary requirements, formation of society/trust, Documents in standard format – Essentiality, University affiliation, Land documents etc.	3 months before the application to NMC
3	Receipt of applications by MARB	Between 15th June to 7th July (both days inclusive of any year)
4	Evaluation of application by NMC- Technical Scrutiny, assessment and recommendations for Letter of Permission by National Medical Commission Rejected in case of incomplete or missing documents or approved in case of complete application as per norms	By 15th December
5	Receipt of reply/compliance from the applicant for personal hearing thereto, if any.	Two months from receipt of recommendation from NMC
6	Physical inspection of the facilities by team of assessors appointed by NMC	December – January
7	Evaluation of the assessment report submitted by Assessors	February
8	Final recommendations for the Letter of Permission by the MARB.	30th April
9	Admission Process	July - August
10	Renewal Inspection	6 month before the new academic section



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Post Graduate

S. No.	Steps	Timeline
1	Self-evaluation checklist to assess the eligibility	1 year before applying to NMC
2	Pre requisite for applying to NMC - under the Indian Medical Council Act, 1956 can apply for starting of a Post-graduate medical education course in pre-clinical and para clinical subjects, namely, Anatomy; Physiology; Biochemistry; Pharmacology; Pathology; Microbiology; Forensic Medicine; and Community Medicine and in clinical subjects, namely, Anesthesiology; Dermatology, Venerology and Leprosy; General Medicine; Pediatrics; Psychiatry; Radio diagnosis; Radiation Oncology; Respiratory Medicine; Otorhinolaryngology; General Surgery; Ophthalmology; Orthopedics; Obstetrics & Gynecology.	6 months before the start of new academic session
3	Receipt of applications by MARB	Between 30th April to 15th May (both days inclusive of any year)
4	Evaluation of application by NMC- Technical Scrutiny, assessment and recommendations for Letter of Permission by National Medical Commission.	By 15th September
5	Receipt of reply/compliance from the applicant for personal hearing thereto, if any.	Two months from receipt of recommendation from NMC
6	Physical inspection of the facilities by team of assessors appointed by NMC	December – January
7	Evaluation of the assessment report submitted by Assessors	February
8	Final recommendations for the Letter of Permission by the MARB.	15th April
9	Renewal Inspection	Every consecutive year till recognition

4. Eligibility to be fulfilled by the applicant colleges for obtaining LOP

4.1 New Medical College for 100, 150, 200 and 250 M.B.B.S. admissions

Medical education is a crucial aspect of society, and the National Medical Commission (NMC) plays a significant role in regulating medical colleges and courses across India. The MBBS course is the primary medical course offered by medical colleges in India, and it is mandatory for anyone who wants to become a doctor. Starting an MBBS course by a college requires adherence to the guidelines set by the NMC. In India, the Medical Council of India (MCI) sets the eligibility criteria for establishing an undergraduate MBBS course. However, the MCI has been replaced by the National Medical Commission (NMC) from September 2019.

Self-evaluation by the applicant to assess the eligibility before applying to NMC for the setting up of new MBBS college. – for the in-depth self-evaluation checklist is available as annexure A that addresses the compliance to accreditation standards. This checklist will be submitted along with application form (Refer Annexures for more details)

The following is the eligibility criteria for setting up an undergraduate MBBS course in India as per the NMC:

1. **Location:** The first and foremost requirement is to select an appropriate location that is accessible to students and faculty members. The location should have easy access to transportation facilities, and the campus should be easily accessible from different parts of the city. The location should be in a safe and secure environment, with facilities like teaching hospitals, pharmacies, and accommodation nearby.
2. **Land and Building:** Adequate land and building are required to set up an undergraduate MBBS course in India. The building should be spacious enough to accommodate classrooms, laboratories, libraries, administrative offices, and other necessary facilities. The building should comply with the safety and environmental regulations set by the government. The land should have ample space for the students, faculty members, and staff. (For details refer to the "The procedure to start a new medical college is prescribed in which is as under for the minimum standard requirement for 100/ 150 / 200/ 250/ admission annually" on NMC website(<https://www.nmc.org.in/information-desk/for-colleges/procedure-to-start-new-college/>)
3. **Infrastructure:** As per latest NMC notification dated 20th October 2020, every medical college shall comprise of the Medical College, the attached Teaching hospital/(s), and the hostels for the students & interns, with or without the residential area for faculty and other staff of college/hospital. In case of Government District hospital (at least 300 beds) is being considered for use as the teaching hospital of a medical college, there can be two plots of land one for the district hospital and other for medical college but the distance between these plots should not be more than 10 kms or less than of 30 mins travelling time, whichever is lesser. However, by 11th renewal (4th Batch), the total number of beds required for teaching hospital shall be 430 numbers. (For details refer to the "The procedure to start a new medical college is prescribed in which is as under for the minimum standard requirement for 100/ 150 / 200/ 250/ admission annually" <https://www.nmc.org.in/information-desk/for-colleges/procedure-to-start-new-college/>)
4. **Medical college:** The medical college shall provide adequate built-up space to accommodate various teaching areas (both in the college and the teaching hospital), Library, administrative areas, rooms for teaching and non-teaching staff, student amenities, etc. as specified in NMC schedule. Classrooms should be spacious, well-ventilated, and equipped with modern technology for teaching purposes. Laboratories should be well-equipped with the latest instruments and equipment to provide practical training to the students. The library should be well-stocked with books, journals, and other reference materials. Hostels should be comfortable and safe for the students to stay in. Canteens should provide nutritious and hygienic food. Sports facilities should be available for the students to engage in physical activities. (For details refer to the "The procedure to start a new medical college is prescribed in which is as under for the minimum standard requirement for 100/ 150 / 200/ 250/ admission annually" <https://www.nmc.org.in/information-desk/for-colleges/procedure-to-start-new-college/>)
5. **Teaching Hospital:** The hospital building shall conform to the existing national building norms and various local statutory regulations for hospitals taking into consideration the requirements of the hospital as a service provider

including administration, registration, records storage, outpatient and inpatient areas, operating theaters, CSSD, ICUs, Radiology and laboratory services, emergency areas, etc. The teaching hospital shall provide for the minimum requirements as prescribed in NMC regulations. As per NMC, the criteria for upgradation of government district hospital to teaching hospital, there should be availability of fully functional district hospital for at least 2 years with 300 beds with all necessary infrastructure like OPD, Indoor ward, OT, ICU, Casualty, Labor Room, Laboratory, Blood Bank, CSSD etc. having minimum of 60% bed occupancy. It should also provide services in department of Medicine, Pediatric, Dermatology, Surgery, Orthopedic, Obstetrics and Gynecology, Ophthalmology, ENT, Anesthesiology and Radiology. (For details refer to the "The procedure to start a new medical college is prescribed in which is as under for the minimum standard requirement for 100/ 150 / 200/ 250/ admission annually"
<https://www.nmc.org.in/information-desk/for-colleges/procedure-to-start-new-college>

6. Faculty: A well-qualified and experienced faculty is required to teach the undergraduate MBBS course. The faculty members should have a minimum qualification of an MD/MS degree from a recognized institution. The faculty should have experience in teaching, research, and clinical practice. (Refer to TEACHERS ELIGIBILITY QUALIFICATIONS IN MEDICAL INSTITUTIONS REGULATIONS, 2022& Schedule II of the NMC standards for the staff requirements.
https://www.nmc.org.in/wp-content/uploads/2022/02/TEACHERS_ELIGIBILITY_QUALIFICATIONS.pdf
7. Faculty: A dedicated, and experienced staff is required to manage the administrative and other support services. The faculty should be proficient in the use of modern technology and should have good communication skills. The faculty should be able to manage the day-to-day activities of the institution efficiently. (Refer to Schedule II of the NMC standards for the staff requirements)
8. Finance: Setting up an undergraduate MBBS course in India requires a considerable investment. The institution should have adequate financial resources to cover the expenses of land, building, infrastructure, faculty, staff, and other expenses. The institution should have a sustainable financial model to generate revenue for the long term.
9. Obtain Essentiality Certificate: The first step is to obtain an essentiality certificate from the state government. The certificate verifies that the college meets the necessary requirements to start an MBBS course. (Refer to Annexure 2 - standard format for obtaining essentiality certificate)
10. Approval of Affiliation: Before the application to NMC, the college must get approval for affiliation from a recognized university. The university will provide the curriculum, syllabus, and examination pattern for the MBBS course. The college must specify the number of students it can admit for the MBBS course in each academic year. The intake capacity must be approved by the NMC and the affiliated university. (Refer to Annexure 4 standard format for Consent of Affiliation)
11. The institution should comply with the standards set by the government and obtain the necessary accreditation from the NMC.

4.2 Increase seats for M.B.B.S. admissions

- Self-evaluation by the applicant to assess the eligibility before applying to NMC for the increase in seats in existing MBBS college. For in-depth self-evaluation, refer to Increase of Admission Capacity in any Course of Study or Training Regulations, 2000. (<https://www.nmc.org.in/wp-content/uploads/2017/10/Opening-New-Higher-Course-of-Study-Regulation-1.pdf>)

4.3 Postgraduate admissions and increase in seats

- Postgraduate admission shall be permissible for Medical Colleges not yet recognized for the award of MBBS degree under the Indian Medical Council Act, 1956, however can apply for starting of a Post-graduate medical education course in pre-clinical and para clinical subjects, namely, Anatomy; Physiology; Biochemistry; Pharmacology; Pathology; Microbiology; Forensic Medicine; and Community Medicine and in clinical subjects, namely, Anesthesiology; Dermatology, Venereology and Leprosy; General Medicine; Pediatrics; Psychiatry; Radio diagnosis; Radiation Oncology; Respiratory Medicine; Otorhinolaryngology; General Surgery; Ophthalmology; Orthopedics; Obstetrics & Gynecology.
- The college can apply at the time of second renewal, i.e., along with the admission of third batch for the MBBS course. Provided further that the Medical College fulfils all the criteria/ requirements for the 3rd renewal when applying for pre and para clinical specialties and fulfils all the criteria/ requirements for the 4th renewal when applying for clinical specialties.

Sr No	Parameter	Starting of PG course (for annual intake of maximum 03(Three) Postgraduate students)	Increase of each additional PG seat
1	OPD attendance	Average daily OPD attendance of not less than 100 in major clinical discipline like General Medicine, General Surgery, Pediatrics, Orthopedics & Obst. & Gynae. In other clinical disciplines, it should be at least 50.	At least 10% increase
2	Bed Occupancy	The average bed occupancy for the department in the clinical disciplines should be at least 75% in the major clinical specialties including general Medicine, General Surgery, Pediatrics, obst. & Gynae and orthopedics. In other clinical disciplines, the bed occupancy should be at least 75% including day care surgeries/ Procedure, wherever applicable.	Same as for starting of PG course.
3	Operative Workload	In all surgical disciplines the operation theatre must be functional daily. In major surgical disciplines (General Surgery, Obst. & Gynae. and Orthopedics), there should be minimum of 3 major and 6 minor operations per day for each operating unit. Thus, in a week having six working days, the operating workload for an institution running a	At least 10% Increase.



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		<p>postgraduate course should be minimum of 18 major and 36 minor operations.</p> <p>If more than one unit are allocated operation theaters on a given day, the number of the operations should increase proportionately.</p> <p>In the other surgical disciplines, the minimum operative workload including major/minor/day care surgeries should be at least total of 09(Nine) surgeries per operating day.</p>	
4	Anesthesia workload	<p>The Anesthesia workload should be commensurate with the number of operations being performed in the institution daily. The number of General Anesthesia and Spinal Anesthesia taken together should correlate with the number of major surgeries.</p>	Same as for starting of PG course.
5	Delivery including LSCS workload	42 per week	At least 10% increase.
6	Radiological Workload*	<p>a. Plain X-Rays at least 100 per day</p> <p>b. Ultrasound at least 30 per day</p> <p>c. CT Scan at least 10 per day</p> <p>d. Special investigations at least 5 per day</p> <p>MRI facility is mandatory for starting of Postgraduate course in Radio-diagnosis and super-specialties, with daily workload of at least 05(five) MRI scans per day.</p>	At least 10% increase.
7	Histopathology workload *	Total number of histopathology investigations should be at least 30% of major surgeries performed in all disciplines in the institute.	Proportionate increase with surgical load
8	Cytopathology workload*	Total number Cytopathology investigations should be at least 1% of the total daily OPD load of the hospital.	Proportionate increase with OPD load
9	Hematology Workload *	Total Hematological investigations should be at least 15% of the total daily OPD load of the hospital.	Proportionate increase with OPD load
10	Biochemistry Workload*	Total Biochemical investigations should be at least 15% of the total daily OPD load of the hospital.	Proportionate increase with OPD load
11	Microbiology Workload*	Total Microbiological investigations should be at least 5% of the total daily OPD load of the hospital.	Proportionate increase with OPD load



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12	Research work and publications	The faculty members of the department should have 3 publications in indexed journals during the proceeding 3 years for starting of PG course.	Same parameter will apply for enhancement of seats.
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- Self-evaluation by the applicant to assess the eligibility before applying to NMC for the starting new PG course or increase in seats in existing college. For more details ([https://www.nmc.org.in/wp-content/uploads/2017/10/Opening New Higher Course of Study Regulation-1.pdf](https://www.nmc.org.in/wp-content/uploads/2017/10/Opening-New-Higher-Course-of-Study-Regulation-1.pdf))

5. Accreditation Procedure

5.1 Application form

Following documents are required while submitting the application for starting a new college.

1. Details of individual, Trust, autonomous body or Govt. who is starting the new medical college.
2. Essentiality Certificate
3. Consent of Affiliation
4. Hospital details as mentioned in the application
5. Fees paid as prescribed by NMC.

Any person who wants to start a medical college shall register with NMC after paying the required fee.

Registration on NMC portal

The college should register only if

- (a) There is a registered body which will run the college with an authorized applicant.
- (b) If the body has a land where college building has started.
- (c) If the body has a hospital that is running.

The college will be given a portal and it will be valid for 3 years and within this period must complete the application process. The pre-requisite for applying for new medical college are

- College should have land registered in the name of the applicant
- College must have a registered hospital of 300 beds. The name of the applicant registered at the time of application cannot be changed unless he has indicated a nominee.

The college can enter each element as and when it is ready in the portal. And once all the formalities are over, the college must specifically mention the academic year for which the college wants to apply.

In addition to the application that is submitted in the prescribed format or a new medical College, the applicant also must submit a sworn affidavit indicating the infrastructure faculty and hospital requirements that are available for starting the medical college with the requested numbers of MBBS seats.

Affidavit: If the contents of this sworn affidavit indicating the deficiency of more than 50% in *any of the three of the following*, the application will be rejected. These include:

1. The number of faculty as described by the MSR.
2. Outpatient strength per day in the preceding month before the affidavit.
3. Bed occupancy averaged over the last month before the affidavit.

If the deficiency is not 50% or more, as indicated in the affidavit, the college is deemed to be ready for inspection. It is the responsibility of the college to set right deficiencies as a compliance correction by the time of inspection.

When the application will be accepted, Inspection will be conducted within 6 months but not earlier than 30 days

5.1.1 Application to NMC for M.B.B.S Admissions

Institute needs to fill and submit the application form along with required documents All Applications will be in accordance with the Amendments to the Establishment of Medical Colleges Regulations, 1999 of the erstwhile Medical Council of India by the National Medical Commission and the Minimum Requirements for Annual M.B.B.S. Admissions Regulations, 2020 of the NMC (All applicants are requested to read these regulations available on the NMC website under Rules & Regulations, NMC prior to submitting their application). All applicants are to ensure that they fulfill the Eligibility and Qualifying criteria mentioned in these amended regulations.

ONLINE Application process

- All applicants must first register themselves on NMC website by visiting the registration page <https://www.nmc.org.in/information-desk/ug-new-course/>
- After filling up the registration form, applicant will receive login credentials with one-time password on your registered email ID.
- Applicant needs to change the password while signing in first time. It will be prompted to change your password.
- To Start online application process, sign in with your new password to your account and click on "Start Application – Establishment of new Medical Colleges" icon.
- Online Application Form will open. Please click below to check the application form <https://www.nmc.org.in/online-application-submit/>

PARTICULARS OF APPLICANT

- Fill the required information for Items 1 to 3 i.e., Name of the Applicant, Address, Address of registered office with contact details
- For Item 4- Constitution- also need to Upload Certified copy of Bye Laws/Memorandum and Articles of Association/Trust deed
- For Item 5- Registration/Incorporation- also need to Upload Certified copy of Certificate of registration/incorporation.
- For Item 6 - Name of Affiliating University- also need to Upload Certified copy of the Consent of affiliation issued by the affiliating University. (Annexure – 5 format of Consent of Affiliation)

PART I of Application form

- Fill the required information for Item 7 i.e., Category of Applicant (State Government/ Union Territory/ University/Society/Trust/Company/Consortium)
- For item 8-10 upload required information separately as required i.e., Basic infrastructural facilities available, managerial and financial capability
- For Item 10- **Financial Capability** - also need to Upload (i) Certified copy of Annual reports and Audited Balance sheets for the last three years and (ii) Authorization letter addressed to the bankers of the applicant authorizing the NMC to make independent enquiries regarding the financial track record of the applicant

PART II of Application form

- For Item 11- **Name & Address of Proposed Medical College** - also need to Upload (i) Essentiality certificate issued by the respective State Government/Union territory Administration and (ii) Certificate issued by Competent authority of State regarding the land use.
 - format of Essentiality Certificate (Annexure 2)
 - Certificate regarding Land use (Administration and Certificate issued by Competent authority of State regarding the land use) (Annexure 4)
- For Items 12-25 Upload the required information separately as required in the application for,
- For Item 13-Site **Characteristics**- also need to Upload (i) Certified copy of the title deeds of the total available land as proof of ownership and (ii) Certified copy of zoning plans of the available sites indicating their land use.

PART III of Application form

- Fill the required information for Item 26. Here also need to Name and Address and Upload Proof of ownership of existing hospital.
- For 27 fill in the details of the existing hospital including bed strength, bed distribution , bed occupancy, built up area, clinical and para clinical disciplines, OPD and IPD load, architectural and layout plants, list of medical equipments, support and administrative services, human resource details
- For Items 26-41 Upload the required information separately as require
- Self-Verification of correctness of submitted Correctness of Information/Documents submitted by Applicant (to Upload the said certificate)
- Deposit the application fee
- The data can be Saved and completed at another time
- To Submit, click on the **SUBMIT APPLICATION** icon. In case all fields have not been filled or required document not uploaded, the system will not allow submission of the application.
- **Please Note:-** Your application will be considered as submitted only if you have received an application number against your online application and acknowledgement email with pdf of your application form as an attachment.

5.1.2 Application for renewal/recognition/continuation of recognition of MBBS

Within 48 hours after completion of admissions, the college shall post the list of students admitted with their NEET rank for the academic year (Failing to post this list and start-date of academic year attracts penalty).

College is deemed ready for the renewal process within three months of the admission process for the college is completed or within three months of the start of the academic year whichever is earlier.

Colleges expecting renewal and permission shall submit a sworn affidavit in the required format within three months after start of the last academic years. The affidavit data must conform to the requirements for the number of seats required. (It is recommended that college submit the affidavits even earlier than three months).

MARB decides to inspect the colleges for renewal, three months after the date of the start of their academic year. This will be done irrespective of getting the affidavit or even renewal application. However, if the college fails to apply for the renewal with the fee needed, the renewal letter shall not be issued. The fee has to be paid even if the renewal is not accorded.

Once the infrastructure and faculty requirements are met, the college can apply to the NMC for renewal/recognition/continuation of recognition of MBBS. The online application in the prescribed form should be made on the NMC portal including all relevant details such as the infrastructure, faculty, and financial details. (Click here for SAF 'A' & 'B'

https://www.nmc.org.in/wp-content/uploads/2022/UG_Renewal/STANDARD_SAF_A_B-2022-23.pdf

- ONLY ONLINE Applications will be received – including enclosures and Fees. NO OFFLINE (Hard Copy) will be accepted by the commission.
- Applicant must login using the same User ID and password registered earlier
To Start online application process, click on "Login" icon below and login with your College User ID and password and fill the application form
- Any wrong document with incorrect information will be viewed seriously and an appropriate action will be taken, thereafter. Application will be rejected automatically.
- Application will be considered as submitted only if applicant have received an application number against online application and acknowledgement email with pdf of your application form as an attachment.

PARTICULARS OF APPLICANT

- Fill the required information for Items 1 to 9
- **Upload** the completed SAF 'A' & 'B' (in pdf format only) (click here for SAF 'A' & 'B' https://www.nmc.org.in/wp-content/uploads/2022/UG_Renewal/STANDARD_SAF_A_B-2022-23.pdf)
- To Submit, click on the **SUBMIT APPLICATION** icon. In case all fields have not been filled or required document not uploaded, the system will not allow submission of the application.

All the applicants should inform about the dates of final theory and practical examinations: -

- a) Six months before the examinations.
- b) Inform the exact date of examinations.
- c) Reminder letter, one week before the exam.

5.1.3 Application to NMC for Increase in M.B.B.S seats

Colleges recognized for MBBS course after due recognition inspection, may apply for increase of seats. College is allowed to apply only for an increase of 50 or 25 seats at a time for UG and PG

The application shall include the same documents including essentiality certificate from the health department of the state indicating the numbers of additional seats required for the college. The college should also produce the consent of affiliation by the university for this additional numbers of seats. Additional infrastructure put up after the previous recognition inspection if any must be provided with appropriate certificates from the corresponding revenue authorities including completion/utilization/occupancy certificate, tax reassessed for the addition of infrastructure and last year's audited accounts including the IT returns.

The college shall also submit the sworn affidavit to indicate the college meet the requirements for the desired number of increase of MBBS seats or PG seats.

The decision process will follow the same as used in the 'new college application' as above.

If the college meets the required MSR for the number of MBBS seats at all levels, i.e., application, affidavit, inspection/assessment and compliance report, the college will receive the Letter of Permission (LOP) that is valid for till next year's annual verification. The LOP must be renewed each year or as indicated in the MSR.

Once the infrastructure and faculty requirements are met, the college can apply to the NMC for permission to increase in seat in the existing college. The online application in the prescribed form should be made on the NMC portal including all relevant details such as the infrastructure, faculty, and financial details. <https://www.nmc.org.in/online-application-submit/>

Following is the Information and Instructions for Online Application for Increase of Seats

- All Applications for the AY 2023-24 will be in accordance with the Amendments to the Minimum Requirements for Annual M.B.B.S. Admissions Regulations, 2020 of the NMC and the Medical Council of India Increase of Admission capacity in any course of study or Training regulations, 2000 (All applicants are requested to read these regulations available on the NMC website under Rules & Regulations, NMC prior to submitting their application).
- All applicants are to ensure that they fulfill the Qualifying criteria mentioned in these amended regulations.
- For increasing number of seats in the existing MBBS course, shall produce Consent of Affiliation and the recognition for the existing course and number of seats.

ONLINE Application process

- To Start online application process, please sign in with your College User ID and Password. After signing in, please click on "Start Application – Increase in MBBS seats" icon.
- Online Application FORM opens. Please click below to check the application form format: (Application Form format & information required)
- Fill the required information for Items 1 to 8 i.e., name of the applicant, Address with registered office details, constitution, no. Of seats approved and date of recognition by National Medical Commission, increase in seats being requested
- For Item 6- Name of Affiliating University- also need to Upload Consent of affiliation from the University (Consent of Affiliation)



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5.1.4 Application to NMC for Postgraduate admissions

Once the infrastructure and faculty requirements are met, the college can apply to the NMC for permission to start the new PG course. The online application in the prescribed form should be made on the NMC portal including all relevant details such as the infrastructure, faculty, and financial details. (Refer to - Application for PG/increase in seat - <https://www.nmc.org.in/online-application-submit/>)

- ONLY ONLINE Applications will be received—including enclosures and Fees.NO OFFLINE(hard copy) will be accepted by the commission.
- All Applications will be in accordance with the Amendments to the opening of New or higher course of study, 2000 of the erstwhile Medical Council of India by the National Medical Commission and Postgraduate Medical Education Regulations,2020 of the NMC (All applicants are requested to read these regulations available on the NMC website under Rules & Regulations, NMC prior to submitting their application).
- All applicants are to ensure that they fulfill the Eligibility and Qualifying criteria mentioned in these amended regulations.(Annexure 1)

ONLINE Application process

- All applicants must first register themselves by visiting the registration page
- To Start online application process, sign in with your new password to your account and click on "Start Application – Starting of New courses" icon.

PARTICULARS OF APPLICANT

- Name of Affiliating University- also need to Upload Certified copy of the Consent of affiliation issued by the affiliating University. (Annexure 5)
- Name & Address of proposed Medical College - also need to Upload (i) Essentiality certificate issued by the respective State Government/Union territory Administration. (Annexure 2)



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5.2 Application fee

- **Establishing a new college (UG)** : The required non-refundable fee for application is as below:
Rs. 4,13,000 (including GST) for the Government Colleges (under Central Government and State Governments) and Rs.8,26,000 (including GST) for private sector medical colleges/institutions
- **For Increase of seats (UG)** The required non-refundable fee for application is as below: a. Rs. 2,36,000/- (including GST) for the Government Colleges (under Central Government and State Governments) b. Rs.4, 72,000/- (including GST) for private sector medical colleges/institutions
- **For renewal/recognition/continuation of recognition of MBBS:** The required non-refundable fee for (Renewal/Recognition & Continuation of Recognition) applications is Rs. 354,000 (including GST) for both the Government Colleges (under Central Government and State Governments) and for private sector medical colleges/institutions.
- **For PG Course:** The required non-refundable fee for application is Rs.2.36 lakhs for the Government Colleges (under Central Government and State Governments) and Rs. 4.72 lakhs for private sector medical colleges/institutions.
<https://www.nmc.org.in/wp-content/uploads/2017/10/Opening New Higher Course of Study Regulation-1.pdf>
- **Increase in PG seats:** The required non-refundable fee for application is Rs.2.36 lakhs for the Government Colleges (under Central Government and State Governments) and Rs. 4.72 lakhs for private sector medical colleges/institutions <https://www.nmc.org.in/wp-content/uploads/2017/10/Opening New Higher Course of Study Regulation-1.pdf>

5.3 Scrutiny of Application

Evaluation of application by NMC- The online application for setting up new medical college will be evaluated by NMC by 15th Sept of every year. The acknowledge of the successful submission of the application form will be sent to the applicant within 2 days of the submission. In case of incomplete application or missing information the same will be communicated to the applicant through official correspondence. The process is same for increase in seat and Postgraduate admissions.

The online application for setting up new PG course or increase in seat in existing medical college will be evaluated by NMC by 15th Sept of every year. The acknowledge of the successful submission of the application form will be sent to the applicant within 2 days of the submission. In case of incomplete application or missing information the same will be communicated to the applicant through official correspondence

Rejection of application (Draft need discussion and approval)

Following documents must be verified. Any lacunae in these documents calls for rejection of the application.

- Essentiality certificate given by the state government is not in the format required. This certificate should have been issued **not earlier than six months** before the last date announced for the applications.
- Consent of affiliation from the university indicating the numbers of students that the college will be allowed to admit. The certificate should have been issued **not earlier than six months before the last date**. The consent of affiliation should also indicate that the certificate should be used to start the college not later than the following academic year or valid only for the academic year.
- Certificate of registration of the hospital proposed to be used for the medical College. The hospital should be running with the numbers of beds required for starting the Medical College for a period of at least two years before the last date of application. The college is expected to produce the hospital registration certificate from the authorities indicating the date of start of the hospital with the numbers of beds. The hospital should now be entirely under the administrative control of the medical college to be started.
- The revenue records for the land available for the medical College indicating the ownership of the land by the applicant or trust should be produced. (ensure 20 acres) **(two plots)**
- Approved plan for the medical college and the latest tax paid receipt for the building built for the medical College as well as the completion or utilization certificate for the building by the authorized revenue authorities should be produced.
- Audited accounts of the trust or applicant as well as that of the medical College Hospital proposed to be used for the last two financial years along with the IT returns
- Fees for the application paid digitally to NMC.

If any of these documents are found deficient, the MARB has the authority to reject the application. When such a rejection is made, the college can send an objection to the MRB within 72 hours if any of the statements made by MARB with respect to the deficiency is incorrect. Such request/objection is possible on the first occasion of rejection of application.

However, the college has the right to appeal to higher authority under the section 27 of the NMC act. Refer to Section - Appeal process

5.4 Assessment and Report

Inspection by NMC

NMC MARB may opt for different methods each time depending on the need of the hour (Covid time the virtual was adopted), provided, that for a given academic year all assessments for each of the following purposes is uniform to all applicants of each of the type (new college, increased seats, renewals, recognitions, etc.; (Surprise assessment will remain same at all time).

Assessment types could be

1. Virtual assessment
2. Physical assessment
3. Each of these may be supplemented with video data available at NMC for decision making

The NMC will conduct an inspection of the college to verify if it meets all the necessary requirements. NMC will communicate 10 days in advance regarding the team of the assessors and the date of the assessment to the proposed college administration. The assessment will be conducted for 3 days by the team of 3 assessors for UG and 5 days by the team of 3 assessors for PG courses to examine the infrastructure, faculty, and financial status of the college to ensure compliance with NMC guidelines. The team will also conduct interviews with the student and faculties to gather information regarding the operation of the medical college and the curriculum. (Refer to Assessment form <https://www.nmc.org.in/information-desk/for-colleges/procedure-to-start-new-college/>)

These faculty members are at the level of Professor or 10 years of faculty experience at the level of associate professor with four years of teaching experience in that level. The inspection will be documented as given in the manual for inspection. Information collected may also be documented in the proforma designed for the same on NMC website

Assessment for New Colleges both UG and PG (Draft need discussion and approval)

- Infrastructure : The college should have its own land and the land details should be available on record with Revenue Departments Website, where it can be verified.
- The Building should be approved and it should be available in the record of Land Department.
- The completion certificate of all buildings should be there and should be available digitally with the concerned departments which could be verified.
- The first tax paid for the building after CC should also be available digitally with the concerned Department.
- If the college has taken separate approval/permission for different building for eg., library, laboratory etc. then each plan should have been approved and available digitally. Their CC & Tax to be provided,
- Similarly land and the building for the hospital should indicate the first registration date indicating the number of patients. It should be available with a web link which can be verified.
- Fee paid for the first registration of the hospital should also be indicated. These should be as per the MSR and has to be verified by UG/PG Board.



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1. Pollution control certificate from the date of inception
 2. Waste management certificate, Contractor/MOU order fees paid.
 3. Last one month's daily waste disposal certificate.
 4. AERB certificate
 5. PNDT certificate
 6. RTPCR certificate
 7. Fire clearance certificate
 8. Medico-legal cases list in last one month giving name, number, description, information to police or the photocopy of the MC register.
 9. Number of electricity meters for hospital . bills paid for one last month. Generator set KVA.
- All these to be checked by UG/PG Board.

- Application should indicate, who is submitting the application, whether an individual, Trust, Autonomous Body or Government.
- If any individual or Trust is applying for a new college, the registration should be in his or in the name of the Trust. They have to submit the ITR for the last 3 years along with audit report, Aadhar card, pan card. If the Trust has more than one member, these details will have to be given by all of them.
- College building should meet stipulated standards specified by UG/PG Board.
- The College website should have all the above-mentioned information.

Hostel & Staff quarters - The hostel and staff quarters should be as per MSR and it will be checked by UG/PG Board.

The renewal inspection:

Renewal inspection will be made by approved inspectors. The MARB retains the right to decide the extent of inspection-days.

Rest of the decision process follows the steps for the 'new-college-application' above. Rejection of renewal applies for one academic year. Admission to the course requires to get a renewal of permission.

Assessment report

The assessment report will be evaluated as per the defined criteria. If there are deficiencies of more than 50% in any of the following categories as reported by the inspectors,

1. Faculty strength,
2. Senior resident plus tutors strength,
3. OPD attendance and
4. Bed occupancy on the day of inspection.
5. College building (including the hostels) incomplete and more than 50% of the work is pending (as reported by the assessor) also invites rejection.

The application to the college will be rejected and same will be communicated to the applicant for the compliance of the deficiencies in the prescribed format (Refer Annexure 3). The college has to report within 15 days that the college is compliant with the MSR prescription. Failing to send a compliance report on time invites a rejection letter from the MARB. The college can raise objection on any of the observations of the grounds for rejection within 72 hours of receiving the rejection letter on the email. However, they retain the opportunity to appeal to higher authority under section 27.

These constitute absolute failure. Relative failure is not meeting the above to 100% requirements (compliance) colleges will receive a 'rejection' letter with a note to 'correct' deficiencies & send a compliance report within 2 weeks.

Along with compliance report, MARB should also receive the same as a sworn affidavit. The MARB will decide on this report the next appropriate action including another visit of inspection. The failure in the inspection as described above (absolute) or failure to meet the compliance requirements (relative) **may invite penalty** (Refer to penalty section) &/or rejection.

Options following rejection:

Rejection on these grounds **does not provide opportunity for a compliance correction for this academic year.**

The college can raise objection on any of the observations of the grounds for rejection within 72 hours of receiving the rejection letter on the email. However, they retain the opportunity to appeal to higher authority under section 27.

The deficiencies observed on the parameters of assessment will be brought to the notice of college or compliance correction. The college has to report within 15 days that the college is compliant with the MSR prescription. **Failing to send a compliance report on time invites a rejection letter from the MARB.**

Along with compliance report, MARB should also receive the same as a sworn affidavit. The MARB will decide on this report the next appropriate action including another visit of inspection. The failure in the inspection as described above (absolute) or failure to meet the compliance requirements (relative) **may invite penalty**

Other surprise inspections

MARB may from to time order surprise inspection. These may be on reasons of complaints from students/parents/teachers/public/other boards/chance. The inspectors may also be chosen from other professionals (albeit rarely). The inspection need not conform to any pattern. The documentation will be made on any parameters (faculty present, OPD attendance, operations, radiological procedures, etc.). It need not follow any proforma for documenting. There are no fixed numbers of assessors. However, the timings prescribed for some metrics will be adhered (Faculty attendance between 9AM and 4PM; OPD attendance at 1 PM; bed occupancy at 10 AM; deliveries in the past 24 hours). The college is expected to cooperate and provide requested data. The outcome of the surprise inspections will be based on the observed data and the comprehensiveness of the inspection. It is deemed comprehensive if three inspector-days (9AM to 5PM) are given and the documentation. The outcome includes a penalty, stopping admissions for a year starting from the next academic year and/or recommendation to NMC for de-recognition.

5.5 Grant of Permission

Undergraduate

If the college meets all the requirements, the NMC will grant permission to start the MBBS course. The permission will be valid for five years, and the college must renew it before it expires. After the receipt of Letter of Permission in the standard format, the applicant will be allowed to admit the students as per the approved intake.

The permission to establish a Medical College and admit students may be granted initially for a period of one year and may be renewed on yearly basis subject to achievements of annual targets. Physical Verification of infrastructure, human resources and other facilities shall be carried out for first renewal, third renewal and until recognition of the MBBS qualification awarded by the Medical College is granted. It shall be the responsibility of the person to apply to the Medical Assessment and Rating Board of the National Medical Commission for the purpose of renewal in accordance with the prescribed time schedule. Further admissions shall not be made at any stage unless the requirements laid down in relevant Minimum Standard Requirement Regulations for Annual MBBS Admissions and Phasewise Requirements for grant of Permission under section 10A are fulfilled. Further, the proviso to Regulation 8 (3) (1) shall remain applicable to all Medical Colleges being established from academic session 2021-22 onwards

Postgraduate

If the college meets all the requirements, the NMC will grant permission to start PG course in the said speciality. The permission will be valid for five years, and the college must renew it before it expires. After the receipt of Letter of Permission in the standard format, the applicant will be allowed to admit the students as per the approved PG intake.

The permission start PG course in the existing medical college and admit students may be granted initially for a period of one year and may be renewed on yearly basis subject to achievements of annual targets. Physical Verification of infrastructure, human resources and other facilities shall be carried out for first renewal, third renewal and until recognition of the PG qualification awarded by the Medical College is granted. It shall be the responsibility of the person to apply to the Medical Assessment and Rating Board of the National Medical Commission for the purpose of renewal in accordance with the prescribed time schedule. Further admissions shall not be made at any stage unless the requirements laid down in relevant Minimum Standard Requirement Regulations for Annual MBBS Admissions and Phasewise Requirements for grant of Permission under section 10A are fulfilled. Further, the proviso to Regulation 8 (3) (1) shall remain applicable to all Medical Colleges being established from academic session 2021-22 onwards

Increase in Seat

If the college meets all the requirements, the NMC will grant permission to increase in seat will be granted. The permission will be valid for five years, and the college must renew it before it expires. After the receipt of Letter of Permission in the standard format, the applicant will be allowed to admit the students as per the approved intake.

The permission to increase in seat in the existing medical college and admit students may be granted initially for a period of one year and may be renewed on yearly basis subject to achievements of annual targets. Physical Verification of infrastructure, human resources and other facilities shall be carried out for first renewal, third renewal and until recognition of the MBBS qualification awarded by the Medical College is granted. It shall be the responsibility of the person to apply to the Medical Assessment and Rating Board of the National Medical Commission for the purpose of renewal in accordance with the prescribed time schedule. Further admissions shall not be made at any stage unless the requirements laid down in relevant Minimum Standard Requirement Regulations for Annual MBBS Admissions and Phase wise Requirements for grant of Permission under section 10A are fulfilled. Further, the proviso to Regulation 8 (3) (1) shall remain applicable to all Medical Colleges being established from academic session 2021-22 onwards

5.6 Rating

Rating for 2023-24 is based on:

1. Average marks in all subjects scored in the NEXT-1 exam in that college (for students who took the same in 'supplementary', this marks is considered.
1(a). Average NEXT rank of this batch that will be used for PG counselling in immediately after their internship.
2. Number of students who joined MBBS for the batch in 2019-20 and who exited from this batch at the final exam & became interns.
3. List of research grants running with support from national Government agencies. Evidence of sanction letter i.e., date of issue & duration of the project to support that it was running during academic year 2022-23 (financial year 1st April 2022 to 31st March 2023).
Projects ending in this period or beyond will be considered. Not those which have ended before 1st April 2022

Rating of Medical Colleges

Once the EXIT exam is in place (2023), for this purpose in the NEXT examination by the batch of students who are appeared in this exam will be the yardstick for rating for the coming year.

Following parameters will be considered :

1. The average percentage of marks in the NEXT one examination.
 2. Percentage of people "passing the examination".
 3. In the coming years, the proportion of people passing NEXT 2 exams.
- The MARB from time-to-time will indicate the other parameters that may be added to improve the quality of rating. Some examples include student feedback, faculty performance in academic and lecture classes, adherence to recommendations in education such as village adoption programme, the patient's satisfaction, etc.
 - The assessment on these parameters based on appraisal or by inspection of their records will be decided from time-to-time.
 - The MARB can engage third party to make the assessments for rating. The method of hiring such an agency will be decided by the prevailing regulations such as per General Financial Rules.

The rating is given to the MBBS (UG) college only

- a. First rating for every college is given at the time of recognition
 - b. And thereafter each year
- Assessment methods for rating is same as for recognition. However, a set of parameters other than MSR (specified by UGMEB) but approved on consensus will be developed for rating. Essentially a college applying for recognition can have following levels of rating.

1. Not suitable for admitting the batch of MBBS students
2. Suitable for MBBS admissions but fewer than the previous year
3. **Graded as D:** Suitable for admitting the previous year's number (recognition given) but conditional to meeting admissible deficiency (as defined later, e.g., <5%) ("passed" with grace marks)
4. **Graded as C:** Suitable for admitting sanctioned seats (recognized) and no deficiency as per MSR ("passed")
5. **Graded as B:** Recognised for the allowed number and has additional merits (will be operationally defined &/or eligibility for PG seats claimed in some specialties only)
6. **Graded as A:** Meets B and has PG seats in all broad specialties.
7. **Graded as A+:** Meets A and has some SS courses both in medical & surgical specialties
8. **Graded as A++:** Meets A+ and has all SS specialties announced by NMC

The rating given at first recognition/COR rating will be revisited every year based on self-appraisal declaration/affidavit. An expert committee examines the parameters as rated earlier at recognition and declared now by the college. Based on this examination, the Grading will change with a caveat that it is self-confirmed rating.

- Number of times the assessment is to be done
- Chronology of assessment-new college, Renewal or Continuance of Recognition

The manner of making available on website or in public domain the assessment and ratings of medical institutions under process (e) of subsection 1 of section 26

Make available on its website or in public domain the assessment and ratings of medical institutions at regular intervals in accordance with the regulations made under this act;

A self-appraisal form with specific data as desired will be put up on the college web site (with a link available on the NMC website). Following fields in this data shall be highlighted as accepted/confirmed data after entire process of assessment and compliance. The corresponding values for these select data sets will be shown under these headings: final declaration by college; at the time of physical assessment; compliance report data; overall assessment at hearing; evidence that was used to arrive at this decision

ACCREDITATION DECISION

INSPECTIONS – UG Colleges

1. Renewal Inspection in colleges received only the Letter of Permission (LOP), if

The College is yet to be recognised or Inspection report shows no deficiency renewal is given for next year.

Colleges in the stage up to II renewal (i.e., admission of third batch)', if it is observed during the inspection if the deficiencies are within threshold i.e., below 5%, renewal allowed.

If the deficiency of teaching faculty and/or Residents is more than 5% but less than 30% ask for the Compliance Report.
Penalty for having deficiency Rs.10 lakhs.

If the faculty deficiency is more 30% and/or bed occupancy is less than 50%, compliance of rectification of deficiencies from such an institute will not be considered for issue of LOP/renewal of permission in the Academic Year i.e., no permission should be given for the next year. Clause 8(3)(1)(a) provides that in such cases, a show-cause must be issued to the college as to why punitive provisions should not be applied. Show-cause to be disposed off after granting an opportunity of hearing by a reasoned order, depending on the outcome.

Recognition application will be entertained only after 5 consecutive years of successful permission.

Recognition inspection

- If report is satisfactory, recommend to UG Board for action.
- If report of deficiency is on the border line, compliance report has to be obtained.
- If deficiencies are gross i.e., more than threshold recommend to UG Board for action.
- If recommendation is not allowed, admission for the next batch will be stopped and/or PG applications for clinical subjects will not be processed. The UG Board's decision on recognition status is the deciding factor based on which the MARB will intimate the NMC/other relevant authorities to exclude this college from any counselling process for the MBBS courses.

Once a recognition is accorded, there is no mandate to seek a continuation of recognition. Each college is expected to apply before the end of 5 years after first/recent recognition/continued recognition. During this application, college must provide a sworn affidavit to demonstrate that the college meets all requirements for UG & existing PG courses. The college must also indicate where the deficiencies exist & excuse itself from admitting such courses. Not announcing is seen as an offence inviting penalties.

College already recognized going for renewal of recognition

Optional/at the discretion of NMC/random

Surprise inspection – these are done in the context of either compliance or a random check on colleges. If this is done as part of renewal then

Renewal is given for next year only if the inspection yields successful results.

If the deficiency of teaching faculty and/or Residents is more than 5% but less than 30% ask for the Compliance Report.

If the deficiency is more 30% and/or bed occupancy is less than 50% compliance of rectification of deficiencies form such an institute will not be considered for issue of LOP/renewal of permission in that Academic Year i.e., no permission should be given for the next year.

Recognition application will be entertained only after 5 consecutive years of successful permission.

Recognition inspection

- If report is satisfactory, recommend to UG Board for action.
- If report of deficiency is on the border line, compliance report has to be obtained.
- If deficiencies are gross i.e., more than threshold recommend to UG Board for action.
- If recommendation is not allowed admission for the next batch will be stopped and/or PG applications for clinical subjects will not be processed.

If this deficiency has occurred in a college which is already recognised and running, recommendation will be made to the UG Board and/or NMC depending on the findings of the Inspection Report.

When surprise inspections call for suspending recognition for one year by the UG Board or NMC, all admissions for that year both UG and PG will be stopped for that academic year.

In all situations of inspections, penalty in the form of monetary fines will be levied as found appropriate, subject to the Board's decision.

Any stopping will be done in the first academic year for which the next admissions will happen.

If consecutive three batches are not permitted for admission in either recognised or yet to be recognised college, the existing students both UG & PG will have to be re-distributed. The college has to make a fresh application to start a medical college at the earliest opportunity that will be treated as a fresh medical college. That will be treated as a new medical college

Recognized colleges asking for increase of UG seats, the inspection will be deemed as surprise and appropriate action as mentioned earlier will be initiated, let alone giving additional seats. This will include stopping of admission for the year, reduce existing seats, sanction fewer seat than the increase they sought are the consequences of not meeting the requirements for increased seats. When the college fails to meet the requirements, there will be a penalty fee for each hearing as decided from year to year during the call for applications.



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Guiding document for UG and PG courses admissions



Each 50 MBBS students = 1 unit

Faculty needed for UG courses + PG component

For one unit/college/ divided by 3 = Units

Eg. College has 200 MBB seats that needs can have 1 Prof, 2 Associate Prof., 3 Asstt. Prof.

2 units only by adding one more professor/Associate professor.

For departments with wards.

The number of units are correspondent to UG strength. Faculty for all units should be 100% of UG strength. Remaining extra faculty counted as PG complement.

The 100% faculty at UG level & also existing PG if any must for application for ___ seat & also for recognition/COR.

Maximum units allowed are decided by UG strength (i.e., colleges cannot increase beds/faculty in excess of requirement of the UG numbers). Excess faculty are not counted for PG teacher/seat.

In UG colleges, maximum PG numbers are decided on the basis of minimum number of units needed for the number of UG admission each year. Viz., PG seats in proportion to the number of UG seats.

1. If all the units have full staff and have PG complement (to be defined) then the maximum seats allowed is decided by the available eligible faculty.
2. 10% increase in clinical material / PG ? Beds/ 75% occupancy must increase of 2 bed/unit/PG. number of admissions/year. In departments eg. Medicine, paediatrics, respiratory medicine, surgery, OB&G, orthopaedics.
3. ENT, ophthalmology, psychiatry, dermatology may not insist on bed strength but on other parameters like OPD attendance/ Operation procedure.,

Regulation regarding when the assessment or rating to be available on the website

The measures to be taken against the medical institutions for its failure to maintain the minimum essential standards and section (f) of subsection 1 of section 26

Take such measures, including issuing warning imposition of monetary penalty, reducing Intake stoppage of admissions, and recommending to the commission for withdrawal of recognition, against a medical institution for failure to maintain the minimum essential standards specified by the end get medical education Board or the postgraduate medical education Board, as the case maybe, in accordance with the regulations made under this act.

The form of the scheme, the particulars thereof, the fee to be accompanied and the manner of submitting scheme for establishing a new medical college or for starting any postgraduate course or for increasing number of seats under subsection two of section 28;

Permission for establishment of new medical College (Section 26; (b))

1. No person shall establish a medical college start any post graduate course or increase the number of seats without **obtaining prior permission** of the medical assessment and rating board
2. For the purposes of obtaining permission under subsection one, a person **may submit a scheme** to the medical assessment and rating board in such a form containing such particulars accompanied by such fee and **in such manner as may be specified by the regulations**
3. The medical assessment and rating board shall have in due regard to the criteria specified in section 29 consider the scheme received under subsection two and either approve or disapprove such scheme **within a period of six months from the date of such received**

Provided that before disapproving such scheme and opportunity to rectify the defect if any shall be given to the person concerned

4. Where is scheme is approved under subsection three such approval shall be the permission under subsection 1 to establish new medical College
5. Where a scheme is disapproved entry subsection three or where no decision is taken within six months of submitting a scheme and if the subsection one the person concerned may prepare an appeal to the commission for approval of the scheme within 15 days of such disapproval or as the case maybe, lapse of six months, in such manner as may be specified by the regulations
6. The commission shall decide their been received under this subsection five within a period of 45 days from the date of receipt of the appeal and in case the commission approves the scheme as a provision shall be the permission under subsection one to establish a new medical College and in case the commission disapproves the scheme or fails to give its decision within the specified period the person concerned may prefer a second appeal to the Central government within 15 days of communication of such disapproval or as the case maybe lapse up specified period
7. The medical assessment and rating board may conduct evaluation and assessment of any medical college at any time either directly or through any other expert having integrity and experience of medical profession and without any prior notice and assess and evaluate the performance standards and benchmarks of such medical institution. *(Surprise assessment)

Explanation: for the purposes of this section, the term person includes university, trust, or any other association of persons body of individuals, but does not include the central government

The areas in respect of which criteria may be relaxed and with the proviso to section 29;

Criteria for approving or disapproving scheme

While approving or disapproving a scheme under section 28 the medical assessment and rating board or the commission as the case maybe shall take into consideration the following criteria namely

- a) Adequacy of financial resources*(*needs inputs from experts)
- b) Whether adequate academic faculty and other necessary facilities have been provided to ensure proper functioning of medical college or would be provided within the time limit specified in the scheme(**to be defined by MSR of UG & PG**)
- c) Whether adequate hospital facilities have been provided or would be provided within the time limit specified in the scheme(**to be defined by MSR of UG & PG**)
- d) Such other factors as may be prescribed; provided that subject to the provisions, previous approval of the central government the criteria may be relaxed for the medical colleges which are set up in such areas as may be specified by the regulations. **Govt to make fresh orders for exemption**

Display of assessments and ratings in public domain

Until variables other than the NEXT exams are added, the assessment will include only scores of NEXT examinations for each college. This value and the rank of the college/(rating) will be displayed with the announcement of the NEXT results. The relative rating of a college with respect to other colleges will also be displayed.

5.7 Admission Process

The college must follow the admission process specified by the NMC and the affiliated university. The admission process should be transparent, merit-based, and should not involve any capitation fees.

The Opening of a New or Higher Course of Study or Training (including Post-graduate Course of Study or Training) and Increase of Admission Capacity in any Course of Study or Training (including a Postgraduate Course of Study or Training) Regulations, 2000.

5.8 Annual Renewal

The college must renew its permission to offer the MBBS course annually. The renewal process involves an inspection by the NMC to verify if the college meets all the necessary requirements. (Refer to "Phasewise requirements for LOI, LOP and renewals" <https://www.nmc.org.in/information-desk/for-colleges/procedure-to-start-new-college/>)

The renewal inspection:

Renewal inspection will be made by approved inspectors. The MARB retains the right to decide the extent of inspection-days.

Rest of the decision process follows the steps for the 'new-college-application' above. Rejection of renewal applies for one academic year. Admission to the course requires to get a renewal of permission.

Recognition or renewal of recognition of the college

The process of recognition/renewal of recognition of a college is from UGMEB

UGMEB will identify colleges needing recognition inspection. It follows the accepted norms for such identification. (For example, the college needing inspection for recognition shall have made admissions to MBBS for each/all previous 4 consecutive years). UGMEB also lists issues of concern that may require attention in inspection. UGMEB should indicate the need for recognition inspection within 3 months of the start of the final academic year. The college is also obliged to indicate to UGMEB the dates of MBBS final examination at least one month in advance.

The recognition inspection will be in two steps. One of these is a surprise inspection. This can happen **any time after the first three months of the start of the final year batch** admission. College will not get recognition if deficiencies as noted in critical areas by >50%. However, the college must provide a compliance report within one month. Failing to do so the recognition will not be given. Inspection will be done **in 3 or more inspector-days**. The approved inspectors shall make the inspection as done for the new college application above.

The recognition inspection will also be done by one or more inspectors on the day/s of final examination (a scheduled inspection). The examination inspection will be documented. However, the inspector is free to document any other observations (for example, the bed occupancy, nature of patients in the ward, student's views, OPD attendance, faculty in any department/s). The inspector may also demand demonstration of compliance to any deficiencies noted on the previous inspection/s in this academic year or seek answer for any complaints registered on the college at MARB/NMC.

The inspection report will be provided to the UG/PG MEB. The MARB will also opine if the college should get permission to admit the batch in the next year or reduce the number of seats. The UG/PG Board may then take to provide recognition to the college or just the batch of MBBS. The UG/PG Board may also recommend the stopping of one or two next batch admissions.

If complaints are received surprise inspection will be carried out and report will be submitted to MARB. Based on that action will be taken.

6. Guidelines to be adopted for reallocation of students

The National Medical Commission has given the following guidelines to the State Governments in reallocation of students. In case of cancellation of letter of Permission of the admissions of undergraduate and postgraduate seats by the Medical Assessment and Rating Board of National Medical Commission, the following guidelines are given to the respective states / UTs:-

1. The redistribution of undergraduate and postgraduate students from the above colleges to existing Government and Private medical colleges, will be done by the State Government based on their merit and availability of seats
2. The redistribution of students to the colleges 'depends on the number of pre-existing students and the availability of infrastructure. The seats cannot be more than 250 in any college
3. Postgraduate students may also be distributed with the same specialty based on their merit and seats availability and infrastructure in other colleges
4. The Postgraduate students may be permitted to work for 03 months in district hospitals against the seats available for District Resident Program
5. Regarding fees, the students will follow as per the college norms where they are choosing for continuation of their courses. The colleges which have already collected the fees shall transfer the money to the State Governments

Relocating the student from a college.

1. Relocation shall happen within the same state.
2. The Government quota of the seats in the college will be allotted to Government colleges of the State.
3. The other seats will be allotted to private colleges.
4. No college will exceed 250 students in the event of such relocation and this shall be a last option.
5. The fees collected in excess of the earlier college if any will be transferred to the host college for purposes of any addition/enhancement of infrastructure.
6. From the next academic year, the students pay only the fee announced earlier by the host college.
7. Similar logic will apply to PG seat relocation. However, the medical education department may also consider providing counselling on the (NEET) ranking the choice of the college (not change of the subject).

Procedure if the batch of admission is withheld:

The ongoing batches will continue. The batches would have started in the other colleges in the state. About six months after this, the college will receive surprise inspection (*six inspector-days*). Inspections may also happen earlier if the college provides an affidavit demonstrating compliance for the MBBS batch to be admitted. The failure to qualify will be decided on the same parameters as described earlier. The cycle will be repeated twice. Rejection of admissions to three consecutive batches of the admissions may result in closing the college. The college can open only after two years all students are replaced.

Fate of students in colleges where batches of admissions are denied:

Students are free to apply to the medical education department of the center/state that has given admissions. Ordinarily this is expected to be rare. However, if three consecutive batches are denied admission consecutively, the students have to be displaced to other medical colleges on the conditions stipulated by the ministry at the time of counselling. The college may be recommended for closure by the UGMEB after denying recognition for three consecutive years at the same time ordering stopping batch admissions. The existing students shall be relocated to other medical colleges by the state medical education department.

In the event of this outcome, the said college premises and hospital can be used by the same college administration or any other only after 2 years. However, the hospital should continue to run and the statistics should remain high enough by its records for eligibility to seek new MBBS admissions. The college or new applicant should obtain a recent EC from the government and COA from the university. The college shall apply for a fresh letter of permission on the lines of a new applicant.

Fate of PG students when the MBBS batches are denied admissions:

Colleges failing to meet standards for UG training and hence denied a batch admission will also lose the eligibility to admit any PGs in the corresponding academic year



7. Penalty

a) Non-Compliance with the regulations

Following will amount to noncompliance.

- Deficiency in any of these: Infrastructure, Teaching staff, Clinical material and others (as prescribed by the minimum standards of UGMEB &/or PGMEB)
- Noncompliance with notifications of NMC.
- Admitting students outside of common counselling.
- Any act of misbehavior, non-cooperation and even forbidding the inspection process with the assessors deputed from MARB.
- The college has conducted in any manner which is not in accordance with the goals of medical education and practice, (example; ragging, exploiting students on fees, physical misbehavior by teaching staff with students, etc.,)/Harassment of faculty/student.

- b) False information declared for obtaining permission for any of the schemes including establishment of a medical institution will also amount to non-compliance. Furnishing false information in the application under Section 5 or for fabricating information under section 12, to MARB or any other Boards of NMC will attract penalties as described below. The MARB or any other Board of NMC may also seek prosecution for providing false information as per Section 191 of the Indian Penal Code.

When these are observed, the MARB shall either penalize the college as per Sec 26 (f) of the Act and/or conduct further enquiry into these, and where needed provide opportunity to rectify the same. The penalty will be appropriately modified.

- i. Issuance of warning,
- ii. Monetary (common to all penalties): upto Rs 1 Cr/offence;
- iii. Penalty for admitting students without Common Counselling process
[This may be in multiples of each student (hence can be > 1Cr/college)]
- iv. Withholding processing of applications for any new schemes that academic year.
- v. Discharging the excess student/s from the college with or without an alternative to the student/s
- vi. Reducing students' numbers in next Academic Year/s
- vii. Stopping admissions to one or more course/s in the next Academic Year/s

Provided that the College shall be granted a reasonable opportunity to rectify the deficiencies and any further action shall be taken only if, it fails to meet the requisite norms during compliance verification.

Guidance points:

1. Past track record of noncompliance/s
2. Estimated impact of the deficiency for learning in a course
3. Numbers of noncompliance and their estimated impact
4. Monetary fine to be paid in 72 hours
5. If appeal is preferred (BG equivalent to penalty to be made)
6. Failing to pay the fine (no further processing & steps 3-5)
7. For 2, 3 & 4, show cause, hearing and appropriate action

1. Past track record:

First-time Defaulter: The college has never earlier (in the past decade or since first LOP, whichever is shorter) committed an offence/default. Any notice served for earlier defaults have either been corrected or condoned by appropriate authority (MARB, NMC, Ministry, Hon Court) and no penalty or warning was issued.

Repeat defaulter: The college has received any of these following penalties from NMC in the past ten or fewer (if the LOP was recently given) years: Warning, monetary fine, closure of one or more batches of UG/PG, reduction of annual admissions to any course, shift of any student/s admitted with irregular process or recommended for derecognition. (These are excluded if the same is/are heard in an honourable court that adjudged the college as innocent.)

2. Deficiency/offence: A deficiency relates to failure to meet one or more of the requirements for the UG or PG education. For purposes of counting them, following list is available. Any deficiency in each of the following first 7 (a-g) groups account for one offence;

- a. Faculty deficiency (AEBAS is the reference for this; These include non-appointment of faculty as required for the number of UG &/or PG annual intake; Faculty marked absent in AEBAS for more than 50% of the days in a preceding month when the college was assessed or in that academic year depending on the available data)
- b. Low OPD attendance &/or Low inpatient occupancy (<80%)
- c. Incomplete unit/s based on beds or faculty needed for UG/PG (MSR)
- d. Fewer than required Surgeries, Births, investigations (Limits for each of these?)
- e. Failure to meet regulatory requirements in other areas (e.g., machines like USG, X-ray, used without certification; mandatory biowaste clearance certification, fire-department clearance, pollution control board clearance, complaint to PWD and others)
- f. Incomplete/insufficient infrastructure like, hostels, Lecture halls, library, laboratory equipment
- g. Any others (e.g., ragging excesses, fees-related harassment, are some of these)
- h. If the college has admitted excess students outside of the counselling process, the penalty will be in multiples of each excess student or as prescribed for such offense by the corresponding board (UG or PG), whichever is higher.
- i. For providing false information in affidavit, the college will face appropriate legal (criminal/civil) action apart from above mentioned penalties.
- j. The penalties provide no immunity to the college for actions from any other regulatory body/bodies. These or any of these have freedom to take action that for failure to adhere to such regulations.

3. Decision on the extent of the penalty

This will be done by a committee with the president of MARB as the chair with following members; a member from each of the four autonomous boards. The director/deputy secretary from MARB or any other administrative official appointed by the president of MARB.

4. Notice: The MARB shall serve a notice (show-cause) to the college listing the 'offenses' with reasons. The college shall get a reasonable time to produce defence with supporting documents. College can also plead guilty on one

or more of these 'offenses', with an offer to pay monetary penalty &/or reduction of seats and any other conditions that NMC will place on them.

5. **Hearing:** This committee will hear the college on the basis of the charges (offenses) levied by the MARB. The college will be given a chance to present its defence. Based on these, the committee will evaluate the impact of each of these 'offenses' on the students' overall education. The committee will also take the track record of such deficiencies from the college that have been penalised in the past (see note above), the fee structure of the college (government v/s private), any ratings made available by MARB or similar national bodies, and, any other philanthropic work done by the college, the information of which, is in public domain for over one year (committee may ask testimonials for these claims and demand any other documentation to help its decision).
6. **Extent of Penalty:** Together, these decide the quantum of monetary penalty as well as other actions. The final decision is based on the committee's consensus opinion and judgement. If any member has a specific issue, the same shall be discussed and is decided by voting. Only members present in the meeting in person or online can vote. If there is a majority voting in committee members, the chair will accept the same. In the event of a tie, the final vote of the chair will decide the judgement.
7. **Monetary penalty only:** If the penalty is only monetary one, the committee may assign a monetary penalty to be paid within a reasonable period. Failing to pay the penalty, the college loses chance to admit students to one or more courses for the immediate next academic year. If the college chooses to appeal at NMC against this penalty, the college will claim this right by making a separate bank guarantee (BG) for the amount of fine for a duration not less than 5 years or completion of decision process of this penalty at all levels, whichever is earlier.
8. **Monetary AND other penalty to follow:** The committee may assign an initial monetary penalty to be paid and continue hearing/proceedings to decide the comprehensive penalty (that may also include reduction of monetary penalty). In such a situation, college may choose to make a separate bank guarantee (BG) for the penalty amount assigned by the committee or pay the penalty amount upfront. The college retains right to appeal at NMC against this decision. The college may also appeal at NMC a 'stay' on the remaining procedures by NMC. The other components of the 'penalty' may follow after more deliberations in the committee &/or more hearings. Failing to pay penalty, or alternatively, make the BG, will disqualify the college for further processing of the penalty-related hearings. The Committee in-turn take an appropriate decision. It may recourse in rare situations, conduct a physical inspection to verify specific issues. During this 'raid' the inspection may reveal new deficiencies that may attract actions concurrently or separately. Such inspections may also involve additional fees to be paid.
9. **Decision that does impose monetary penalty but puts other conditions:** In such decisions, the committee shall specify, an amount if needed, to be committed by the college as BG, in the event the college decides to appeal at NMC. Such a BG must be executed before the appeal is admitted at NMC. The BG is returned subject to the decision of NMC hearing, providing NMC does not increase the existing penalty nor impose a financial penalty and the college accepts the decision of NMC's first appeal. (see below for details of first appeal).



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Guiding document for UG and PG courses admissions



10. **Stay order:** Merely appealing at NMC or ministry does not allow the college to refrain from accepting to the implementation of the MARB penalties. The appeal committee/s at these two higher levels, shall also 'stay' such implementation, if so desired, before proceeding to the hearings in the respective appeals.
11. **First Appeal:** The college is free to appeal to NMC at any time after the first penalty is levied. In such an event, the college gains right to do so, only if the college makes a BG to the amount of monetary penalty levied.
12. **2nd Appeal at ministry:** In the event, the college chooses to contest the NMC decision in 1st appeal, the decision of the return of BG is dependent on any direction given in this appeal.

To be considered in surprise assessments for penalty

1. Teachers registered in AEABS v/s number present on biometric/physical assessment is less than 30%.
2. OPD attendance at 2 P.M. is less than the prescribed lower limit including the grace of 5%.
3. Bed occupancy at 10 A.M. is less than prescribed lower limit including the grace of 5%.
4. Deficiency in any 3 or more of the following list:
 - i. MRI (5 per day)
 - ii. CT Scan (10 per day)
 - iii. USG (30 per day)
 - iv. X-Ray (100 per day)
 - v. Histopathology (30% of total major surgeries)
 - vi. Cytopathology (1% of total OPD)
 - vii. Haematology (15% of total OPD)
 - viii. Delivery (42 per week)
 - ix. Biochemistry (15% of total OPD)
 - x. Microbiology (5% of OPD)
5. 20% less than required surgeries.

Any of the two deficiencies (1 to 5) will attract penalty.

Higher penalty will be for the more parameters being deficient.

Any observations in physical parameters being deficient compared to what is declared will be separately fined, eg. Deficiencies in Lecture halls, small class rooms, library block, any departments' office, any departments wards etc. Penalty can range from Rs. Ten lakhs to Rs. One Crore. The college is free to appeal on the penalty to NMC. However, to do so, the college is expected to deposit the penalty amount as a bank guarantee.

The penalty will levied based on the assessment report after that is reviewed appropriately. The college shall be given two weeks time to pay the penalty.

Paying the penalty alone will not be sufficient. The MARB will also be expecting the college to submit a compliance report to its show-cause notice on these or any more deficiencies. The time frame given for complying to these requirements will be ordinarily 30 days.

The compliance report from the college will be reviewed and appropriate action will be communicated. These may include virtual hearing including virtual inspection and/or re-inspection. Failure to comply may attract any or all of the following :

- (a) Heavier penalty
- (b) Reduction of the UG and/or PG seats
- (c) Barring the institute to admit UG and/or PG seats in the next academic year.
- (d) Cancellation of the recognition if already been given.
- (e) Any other disciplinary as may be suggested by the Committee for this purpose.

Disciplinary Committee

This committee shall be constituted by the Chairman, National Medical Commission. It will contain following Members:

- i. Retired Supreme Court or High Court Judge as the Chairperson
- ii. Presidents of all the Boards.
- iii. Two other Members from the National Medical Commission.
- iv. Member (MARB) – will be the Member-Secretary

Quorum

Meeting shall have atleast 3 members including the Chairperson. The decision will be a consensus one.

Meeting

The Committee will meet as and when the potential list of colleges to be acted upon are finalised by MARB.

Remuneration

Apart from the salaried staff of NMC, the other shall receive appropriate remuneration (sitting fees).

8. How to Reach us?

a. Authority for receipt of general queries

All general queries should be entertained through following channel of communication during the official hours i.e., 9.30 AM to 6.00 PM (Monday – Friday)

- Toll-free Number : 1800111154
- Phone no's : +91-11-25367033, 25367035, 25367036, 25367037
- Fax – General : +91-11-25367024, 25367028

b. Authority for receipt of confidential and other queries

All queries specific to the concern section should be mailed along with application tracking number, acknowledgement receipt etc. as attachment under following official designated e-mail IDs:

Queries related to	Email Ids
All matters related to Medical Assessment & Rating Board (MARB)	president.marb@nmc.org.in , marb@nmc.org.in
All matters relating to UG seats/MBBS courses	ug.marb@nmc.org.in
All matters relating to PG seats/courses	pg.marb@nmc.org.in

9. Process for Appeal

(This section is as per notification by Ministry of Health and Family Welfare dated 6th May 2022)
<https://main.mohfw.gov.in/sites/default/files/Public%20Notice%20for%20uploading.pdf>

Guidelines for dealing with Appeals Preferred to the Central Government under the National Medical Commission Act 2019

The NMC Act, 2019 provides for the following specific provisions for appeal:-

- i. Section 28(5) - Where a scheme is disapproved under sub-section (3), or where no decision is taken within six months of submitting a scheme under sub-section (1), the person concerned may prefer an appeal to the Commission for approval of the scheme within fifteen days of such disapproval or, as the case may be, lapse of six months, in such manner as may be specified by the regulations.
- ii. Section 28(6) — Appeal against the decisions of the Commission with regard to grant of permission for (1) establishment of new medical college; (2) increase in intake capacity; and (3) starting of new PG medical course. The person concerned is required to prefer the appeal before the Central Government within 30 days of communication of disapproval by the NMC.
- iii. Section 35(7) - Appeal against the decisions of the Commission with regard to grant of recognition to the medical qualifications awarded by the Universities in the country. The University or the medical institution concerned may prefer a second appeal to the Central Government within 30 days of the communication of decision by the NMC.
- iv. Section 36(3) - Appeal against the decisions of the Commission with regard to grant of recognition to the medical qualifications awarded by the Universities outside the country. The foreign University or the medical institution concerned may prefer a second appeal to the Central Government within 30 days of the communication of decision by the NMC.
- v. Section 9(6) - A person who is aggrieved by any decision of the Commission (except the decision rendered under section 30(4)*) may prefer an appeal to the Central Government against such decision within 30 days of the communication of such decision.

(*Section 30(4) provides for appeals in ethics cases. Here, since the original order is passed by the concerned State Medical Council, the first appeal lies with the Ethics & Registration Board and second appeal lies with the Commission.)

A. APPEALS UNDER SECTION 28 (6), 35 (7) AND 36(3) OF THE NMC ACT, 2019

The Appellate mechanism for the appeals received under section 28 (6), 35 (7) and 36(3) of the NMC Act, 2019 will be as follows:

Hon'ble HFM will be the authority competent to decide on the appeals preferred under the above sections. He will be duly assisted by a Committee of Officials and a group of experts, to examine the appeal and for taking the reasoned decision in the appeal. The Committee of Official shall follow the principle of natural justice and hear the appellant, if required, before finalization of its views.

Decision on the appeal:

- i. Hon'ble HFM shall take a decision in the matter based on the facts of the case and views of the Committee of Officials and group of experts appointed for the same. Personal hearing of the appellant may be given if so desired following the principle of natural justice .
- ii. The decision shall be conveyed to the appellant accordingly.
- iii. In the interest of maintaining meritocracy in admission, NMC will issue a specific schedule in consultation with Ministry 85 DGHS for approval of courses/ seats etc. along with timelines for appeal and second appeal to ensure that the whole process is completed well before the start of counseling process as per directions of Supreme Court [Order dated 18.01.2016 in I.A No. 7808 in W.P. (C) No. 76 of 2015 titled as Ashish Ranjan 85 Ors. Vs UOI 8; Ors. before the Hon'ble Supreme Court of India

- iv. The 2nd appeal, to Central Government, may be filed under the above provision of the NMC Act, 2019 with justification and along with requisite documents as per checklist.
- v. The appeal filed to Central Government will be tenable only from the date of receipt of complete documents as per check list.

Timeline for appeals:

The appeals preferred under Section 28(6), 35(7) and 36(3) of the NMC Act, 2019 shall be decided within 45 days of receipt of such appeal.

The date of receipt of appeal with complete documents as per checklist will be the deciding date for counting 45 days.

OTHER APPEALS

Appellate Mechanism for the appeals received under section 9(6) of the NMC Act, 2019. Under Section 9(6) of the NMC Act, 2019, the following types of appeals may be preferred:

- i. Aggrieved against any of the provisions of the Regulations framed by the Commission
- ii. Any policy decision of the Commission
- iii. Service matters of the employees of the Commission
- iv. Miscellaneous appeals such as - denial of issuance of any certificate, registration etc.

6.1 The appeals in the matter of grievance against the Regulations and other policy decisions of the Commission shall be processed on file and submitted to Hon'ble HFM for a decision in the matter.

6.2 The appeals regarding service matters of the employees of the Commission shall be disposed off at the level of Secretary (HFW). Hearing to the appellant may be granted, if required.

6.3 All other miscellaneous appeals shall also be processed on file and disposed off at the level of Secretary (HFW) after following the due process. Hearing to the appellant may be granted, if required.

Procedure for Appeal to Central Government

The National Medical Commission Act, 2019 provides for provision of filing 1st and 2nd Appeal.

1st Appeal under the provision of the Act are required to be filed to the National Medical Commission (NMC) within the specified period against the decision of its Autonomous Boards (Medical Assessment and Rating Board), in such manner as may be specified by the regulations.

Whereas 2nd appeal lies with Central Government under the provisions of sections 9 (6), 28 (6), 35 (7), and 36 (3) of the Act within specified period, i.e., 30 days against the decision of NMC or the NMC *fails to give its decision within the specified period, as the case may be.*

The provisions of 2nd appeal of these section of the said Act are:-

Section 9(6) (Meeting, etc. of Commission) - *A person who is aggrieved by any decision of the Commission except the decision rendered under sub-section (4) of section 30 may prefer an appeal to the Central Government against such decision within thirty days of the communication of such decision.*

Section 28(6)(Permission for establishment of new medical college).- *The Commission shall decide the appeal received under sub-section (5) of this section within a period of forty-five days from the date of receipt of the appeal and in case the Commission approves the scheme, such approval shall be the permission under sub-section (1) of this section to establish a new medical college and in case the Commission disapproves the scheme, or fails to give its decision within the specified period, the person concerned may prefer a second appeal to the Central Government within thirty days of communication of such disapproval or, as the case may be, lapse of specified period.*

Section 35(7)(Recognition of medical qualifications granted by universities or medical institutions in India). -*Where the Commission decides not to grant recognition to the medical qualification or fails to take a decision within the specified*

period (two months), the University or the medical institution concerned may prefer **second asphakite Central Government within thirty days of the communication of such decision or lapse of specified period**, as the case may be.

Section 36(3)(Recognition of medical qualifications granted by universities or medical institutions outside India). - Where the Commission refuses to grant recognition to the medical qualification under sub-section (1), the authority concerned may prefer **an appeal to the Central Government against such decision within thirty days of communication thereof**.

- The appeal to Central Government may be filed under the above provision of the National Medical Commission with justification and along-with requisite documents as per **checklist**.
- The date of receipt of appeal with complete documents will be the deciding date for counting 45 days.



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10. Annexures

Annexure 1 - Self-evaluation Checklist for stating new MBBS course

Section A :- General requirement

Facilities	Requirement as per NMC	Exception	Means of Verification- document review/observation/ staff interview
Campus	<p>a) The medical college, hostels for students/interns and the teaching hospital/institution shall be in a unitary campus</p> <p>b) in X and Y category (or Tier 1 & Tier 2) cities, Hilly and North East states and notified tribal areas the campus could also be on 2 plots of land – one housing the teaching hospital and the other the medical college with hostels for students and interns.</p> <p>c) In case where the Government District hospital is being considered for use as the teaching hospital of a medical college, all constituents of the district hospital, even if they are on two plots of land, will be considered as the affiliated teaching hospital, provided that the main District hospital has at least 300 beds or in Hilly and North-East states has 250 beds</p>	<p>In case of b & c. If the campus is housed in more than 1 plot of land, the distance between each one of these plots should be less than 10 kms or less than of 30 mins travelling time, whichever is lesser.</p>	<p>1. Land documents</p> <p>2. Ownership of Hospital</p>



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Teaching Hospital	There shall be available a fully functional hospital for at least 2 years with 300 beds or in North-East or Hilly States 250 beds, with all necessary infrastructure like OPD, Indoor wards, OTs, ICUs, Casualty, Labour Room, Laboratories, Blood Bank, CSSD, etc. having a minimum of 60% indoor bed occupancy. It should also have been providing services in the departments of Medicine, Pediatrics, Dermatology, Surgery, Orthopedics, Obstetrics & Gynecology, Ophthalmology, Otorhinolaryngology, Anesthesiology and Radiology		
OPD attendance	There shall be a minimum daily OPD attendance of 8 patients (old & new) per student intake annually in the specialties/subjects of undergraduate curriculum. However, at the time of Letter of Permission the daily OPD attendance should be at least 4 patients (old & new) per student intake annually.	Relaxation up to an extent of 5% in OPD attendance may be allowed, subject to the condition that OPD attendance on three corresponding dates as per date of assessment of preceding three months is in accordance with the applicable norms	
IPD requirements	The bed strength of the teaching hospitals at time of recognition for various annual intakes of MBBS students shall be at least 4 beds/MBBS student intake annually. The distribution of beds and number of units across different clinical teaching departments for MBBS training shall be as per annexure 1		



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Indoor bed occupancy	Average occupancy of indoor beds shall be a minimum of 75% per annum. Provided that it shall be minimum of 60% at the time of inception (50% at the time of inception in North East States and Hill States and notified Tribal Areas).	Relaxation up to an extent of 5% in bed occupancy (Indoor patients) may be allowed, subject to the condition that the bed occupancy on three corresponding dates as per date of assessment of preceding three months is in accordance with the applicable norms	
Essentiality Certificate	From the state government in the standard format as per NMC stating the entity is having function 300 bedded teaching hospital since last 2 years.	Certificate should have been issued not earlier than six months before the last date announced for the applications.	
Consent of affiliation from university	Consent of affiliation in the standard format from the university indicating the numbers of students that the college will be allowed to admit.	The certificate should have been issued not earlier than six months before the last date. The consent of affiliation should also indicate that the certificate should be used to start the college not later than the following academic year or valid only for the academic year	



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Section B :- Institutional arrangements

Requirement	Requirement as per NMC	Means of verification
Medical college can be set up by	<ol style="list-style-type: none"> 1. A State Government/Union territory. 2. A University. 3. An autonomous body promoted by Central and State Government by or under a Statute for the purpose of medical education. 4. A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding Acts in States; or 5. A public religious or charitable trust registered under the Trust Act, 1882 (2 of 1882) or the WAKFS Act, 1954 (29 of 1954) 6. Companies registered under the Companies Act, 2013 may also be allowed to open medical colleges. However, permission shall be withdrawn if the colleges resort to commercialization 	Details of the registration of the society, Trust, autonomous body or Govt. who is starting the new medical college
College Website	Each college /institute shall have its own website which shall contain the following details, to be updated in the first week of every month.	
Equipment and furniture	Process of procurement for Equipment's, Books, glass ware etc. required for the first-year department and office furniture and hostel furniture should be in process.	Copy of purchase orders



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Section C :- Human resource requirements

Requirement	Requirement as per NMC	Means of verification
Dean should be available during the time of application to NMC	Position should be held by a person possessing recognized postgraduate medical degree from a recognized institution with a minimum of ten years teaching experience as Professor/Associate Professor in a Medical College/ Institution, out of which at least five years should be as Professor in the Department. Appointment to these posts shall be made on seniority-cum-merit basis. The Dean/Director/Principal of Medical Institution shall not hold the post of Head of the Department.	
Medical Superintendent should be available during the time of application to NMC	shall possess a recognized postgraduate medical degree from a recognized Institution with a minimum of ten years teaching experience as Professor /Associate Professor in the relevant departments of the Hospital, out of which at least five years should be as Professor. Appointment to these posts shall be made on seniority-cum-merit basis. Medical Superintendent shall not occupy the position of the Head of the Department. However, he can head the unit.	
HOD/ Professor - should be available during the time of application to NMC- 1. Anatomy 2. Physiology 3. Biochemistry	Qualification and experience as per the "TEACHERS ELIGIBILITY QUALIFICATIONS IN MEDICAL INSTITUTIONS REGULATIONS, 2022"	
Other faculty staff and non-teaching as per the schedule II of NMC regulations	Staff should be on board during the LOP assessment.	Recruitment Advertisement recruitment process/ for



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section D :- Infrastructural requirements

1st year LOP Requirement for 100, 150, 200 and 250 intake seats

S.No.		Infrastructural facilities	LOP requirements			
			100 intake	150 intake	200 intake	250 intake
1.	Lecture Theatre* [College building]	a) Number b) Capacity In College	2 120 3	2 180 3	4 240 8	4 300 8
2.	Practical Laboratories	Capacity @ 25 students	2	2	7	9
3.	Tutorial Rooms	@ 50 students a) Area (sq. m) b) Seating Capacity c) Books d) Journals	1 1000 200 1500 10	1 1000 300 3000 30	7 1500 400 6000 60	9 1500 500 7500 75
5.	Administrative Block	There should be adequate accommodation for the Principal/Dean, College council, Academic and examination sections, Accounts, and other administrative offices (as per need), the medical education unit and the server room for the computer network				
6.	Department of Anatomy, Physiology and Biochemistry	First year departments should be ready during the time of application			students annually and students annually	
7.	Skills Laboratory	Fully functional Skills Lab should be available at the time of Inception/LOP				
8.	Hostels	a) Students @ 75%	75	110	900	900
			800 sqmt for intakes of 200 and 250 MBBS			



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		b) Interns @75%	NA		
9.	Medicine & Allied	a) Gen. Medicine	72/3	78/3	195/7
		b) Pediatrics	18/1	24/1	100/4
		c) TB & Chest	6/1	10/1	20/1
		d) Skin V.D.	6/1	10/1	20/1
		e) Psychiatry	6/1	10/1	20/1
		Total	108/7	132/7	345/14
10	Surgery & Allied	a) Gen. Surgery	68/3	78/3	195/7
		b) Orthopedics	24/1	25/1	100/4
		c) Ophthalmology	10/1	10/1	20/2
		d) ENT	10/1	10/1	20/2
		Total	112/6	123/6	335/15
11	Obstetrics & Gynecology	a) OBG & ANC	20/1	25/1	60/2
		b) Gynecology	10/1	20/1	60/2
		Total	30/2	45/2	120/4
		Grand Total (A)	300/15		
12	Emergency Medicine		30/1	30/1	30/1
		Grand Total (B)	330/16	330/16	830/34
	Grand Total for Northeast & Hilly States		280/15		
13	OPD (patients/day)		400	600	1600
14.	Bed Occupancy (%)		60%	60%	75%
15.	OTs	a) Major OT	4	5	10
					11



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	b) Minor OT	Every surgical specialty shall have at least one well equipped Minor OT attached to it	
ICUs	ICCUI	5	10
	ICU	5	10
Surgical ICU	PICI	5	10
NICU	NICU	5	10
Obstetric ICU/HDU	a) Static unit – at least 2 (> 500mA (digital)) b) Mobile unit >60 mA c) USG (with Color doppler) d) CT Scan (> 16 slice- spiral) e) MRI (> 1.5 Tesla)	2 2 2 NA NA	2 2 2
Rural Health Training Centre:		Required from 1 st renewal onwards	Required from LOP onwards
Urban Health Training Centre		Required from 1 st renewal onwards	Required from LOP onwards
Biomatric attendance& Close Circuit TV		All Medical Colleges/Institutions shall install biometric attendance machine for regularly capturing the attendance of human resources as specified in these regulations.	
College Website		Each and every college /institute shall have its own website which shall contain the following details, to be updated in the first week of every month	

Annexure 2 - Format for Essentiality Certificate

ESSENTIALITY CERTIFICATE

No.

Government of _____ Department of Health

To

Dated, the

(Applicant),

Sir,

The desired certificate is as follows:-

(1) No. of institutions already existing in the State.

(2) No. of seats available or No. of doctors being produced annually.

(3) No. of doctors registered with the State Medical Council.

(4) No. of doctors in Government service.

(5) No. of Government posts vacant and those in rural/difficult areas.

(6) No. of doctors registered with Employment Exchange.

(7) Doctor population ratio in the State.

(8) How the establishment of the college would resolve the problem of deficiencies of qualified medical personnel in the State and improve the availability of such medical manpower in the State.

(9) The restrictions imposed by the State Government, if any, on students who are not domiciled in the State from obtaining admissions in the State, be specified.

(10) Full justification for opening of the proposed college.

(11) Doctor-patient ratio proposed to be achieved.

The (Name of the person) _____ has applied for establishment of a medical college at _____ . On careful consideration of the proposal, the Government of _____ has decided to issue an essentiality certificate to the applicant for the establishment of a Medical College with _____ (no.) seats.

It is certified that:-

(a) The applicant owns and manages a 330 bedded hospital for 2 years which was established in _____

(b) Essentiality Certificate should be valid for three academic years (2023-24, 2024-25 & 2025-26)

(c) It is desirable to establish a medical college in the public interest.

(d) Establishment of a medical college at _____ by (the name of Society/Trust) is feasible.

(e) Adequate clinical material as per the National Medical Commission norms is available.

It is further certified that in case the applicant fails to create infrastructure for the 2 medical college as per NMC norms and fresh admissions are stopped by the National Medical Commission, the State Government shall take over the responsibility of the students already admitted in the College with the permission of the National Medical Commission.

(f) The [Name of applicant _____] owns and possesses Acres of land in _____ [Village/Tehsil/Taluka/District] on which non-agricultural use of land is permitted and a Medical College/Hospital can be established on it.

(g) The building plan of the Hospital and Medical College has been approved by the competent authority, namely _____ designated by the State Government for such purposes only _____ (Copy of the approval is enclosed)

(h) The Hospital and Medical College have been granted Completion Certificate/Building Use Certificate by the competent authority, namely, _____ designated by the State Government for such purposes on _____ (Copy of the Certificate is enclosed)

Conditions (e), (f) and (g) are applicable only for non-governmental applicants.

Yours faithfully,

(SIGNATURE OF THE COMPETENT AUTHORITY)

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Annexure 3 - Format for Certificate regarding Land use

(Suggested Format of the Certificate of District Collector/District Magistrate/Deputy Commissioner of the District or the Competent Authority so designated by the State Government in which the Applicant seeks to establish the New Medical College)

Date:-

No. _____

This is to certify that land measuring _____ (acre) situated at [village/Tehsil/District] _____ is registered in the name of Government _____/Society _____/Trust _____/Company _____ by way of ownership/Government lease. The land is a single contiguous piece of land.

The applicant _____ seeks to establish a new Medical College by the name of _____ on the aforesaid piece of land of which details are as under:

S. No	Registered in the name of	Registered with the Sub- Registrar Office of	Registration No./Date and Document No.	Survey No. {Khasra No.}	Land Area in Acres
-------	---------------------------	--	--	-------------------------	--------------------

There is no dispute pertaining to the said land and the land is free from all encumbrances. The building plan for the building constructed on the aforesaid is duly approved by _____ authority which is competent to approve the said building plan in _____ area.

The Applicant _____ has obtained all relevant statutory clearances/ permission for the usage of aforesaid piece of land for establishing a new Medical College from the concerned authorities.

The Applicant _____ has obtained all relevant statutory clearances/permission for the construction of building on the aforesaid land in which the proposed Medical College and Teaching Hospital is located and no other institutions can be established in this particular piece of land, nor can it be transferred to any other agency/society/institutions..

Signed and Seal of District Magistrate/District Collector/Deputy Commissioner/Competent Authority Designated for such purpose by the State Government.

Conditions for Relaxation of Land

1. In case, relaxation for having campus in two pieces of land for Category X and Y cities, Hilly areas, Northeastern states, notified tribal areas and Union territories is sought then details may be provided in two tables, and below the table line may be added that "The land of the applicant is situated in _____ { Category X and Y cities, Hilly areas, Northeastern states, notified tribal areas and Union territories - strike off whichever is not applicable} and the distance between two pieces of land is _____ kilometers with well-connected road with a travelling time of _____ minutes." This relaxation is in accordance with Amendment notified in the Official Gazette No. No. NMC/MCI-34(41)/2020-Med./123626 dated 28.10.2020 of the Establishment of Medical College Regulations, 1999".



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Annexure 4 - Format for Consent of Affiliation

Letter/Ref No.

Dated

CONSENT OF AFFILIATION

On the basis of the report of the Local Inquiry Committee the (**name of the University**) has agreed, in principle, to affiliate (**name of the college**) for the starting of MBBS Course with an annual intake of (**no. of seats**) seats for the academic year 2022-23, subject to grant of permission by the National Medical Commission u/s 26 of the National Medical Commission Act, 2019 (30 of 2019).

This Consent of Affiliation shall be valid for processing of application for three academic years from the date of issue.

Signature

Annexure 5 - Format for Consent of Affiliation for increase in seats

CONSENT OF AFFILIATION

No. :

Date :

Name of University:

Place :

The..... [Name of the University] has decided in principle to affiliate for the Increase of seat in MBBS course at (Name of Medical College with address)..... with annual intake capacity from..... to (specify number of seats), subject to the grant of permission under section 10(A) of the Indian Medical Council Act, 1956 (102 of 1956) read with section 61(2) of the National Medical Commission Act, 2019 (30 of 2019) by the National Medical Commission.

This Consent of Affiliation shall be valid for processing of application for three academic years from the date of issue.

(Signature of Competent Authority of the University)

Annexure 6 - Format for Show cause notice – 1 (UG/PG)

Date: _____

Notice No: _____

Name of college:

College Address:

Ph.:

Mob.:

Email:

Subject: Show cause notice - 1

Sir/Madam,

..... (Name of college) was assessed on (Date) by assessors of MARB.

During the assessment following non-compliance/ misrepresentation has been found:

1.

2.

Based on above observation you are hereby requested explain as to why the action/decision be not taken against your college for the above said non-compliance/misrepresentation.

Your reply by fax/post must reach this office within two weeks failing which appropriate action will be taken/initiated as deemed fit.

Yours faithfully,

(_____)
Under Secretary, MARB

Endst. No.

Date:

Copy forwarded for information and necessary action to:

1. The Principal Secretary, Health & F.W. Deptt., (Concern state)
2.

(_____)
Under Secretary, MARB

Annexure 7 - Format for Show cause notice – 2 (UG/PG)

Date: _____

Notice No: _____

Name of college:

College Address:

Ph.:

Mob.:

Email:

Subject: Show cause notice - 2

Sir/Madam,

It has been reported against(Name of college) to provide the justification/clarification regarding non-compliance/ misrepresentation in response to MARB show cause notice – 1 vide notice no..... dated..... (Copy enclosed)

In this regard, response regarding show cause notice – 1 has not been received to MARB through post/fax for explanation regarding why the action/decision be not taken against your college for the said non-compliance/misrepresentation.

You are hereby served with last warning of show cause notice II for providing explanation for non-compliance/ misrepresentation that required to be sent to MARB within two weeks failing which appropriate action will be taken/initiated as deemed fit.

Yours faithfully,

(_____)

Under Secretary, MARB

Endst. No.

Date:

Copy forwarded for information and necessary action to:

1. The Principal Secretary, Health & F.W. Deptt., (Concern state)
2.

(_____)

Under Secretary, MARB

Annexure 8 - Check List for Appeal

Check List for preferring Appeal to the Central Government under Section 28 (6), 35 (7) and 36 (3) of the National Medical Commission Act, 2019

S.No.	Particulars	Date	Copy of Documents attached
1	Application submitted to NMC for permission		(Yes/No)
2	Proof of fee paid to NMC with application		(Yes/No)
3	Inspection Report		(Yes/No)
4	Letter of Board for deficiencies found		(Yes/No)
5	Compliance report		(Yes/No)
6	Decision letter of Board		(Yes/No)
7	Appeal made before Board, if any		(Yes/No)
8	Decision letter of Board		(Yes/No)
9	1st Appeal filed before NMC against the decision of the Board		(Yes/No)
10	Decision of NMC on 1st appeal		(Yes/No)
11	Justification for 2nd Appeal	N.A	

Check List for preferring Appeal to the Central Government under Section 9(6) of the National Medical Commission Act, 2019

S.No.	Particulars	Date	Copy of Documents attached
1	Issue/Grievance with decision of Board / NMC		(Yes/No)
2	Request made to Board / NMC		(Yes/No)
3	Decision of the Board/NMC on the request		(Yes/No)
4	First Appeal filed to the NMC, if required		(Yes/No)
5	Decision of NMC on 1st Appeal		(Yes/No)
6	Justification for 2nd Appeal	N.A	(Yes/No)



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Annexure 9 - Human Resource requirement (PG)

Postgraduate Teachers : Students - Ratio for Clinical Subjects		
	Government College +Non-Govt. Colleges with 15 Years standing **	Other Non-Government Colleges
Professor	1:3	1:2
Asso.Prof. Unit Head*	1:3	1:1
Asso. Prof.*	1:2	1:1
Asst. Prof.*	-	-
Min. Bed Strength in unit	30	30
Max. Seats / Unit	3 (30 beds); 5 (40 beds)	3 (30 beds); 5 (40 beds)
For Anesthesiology, Radiation Oncology, Psychiatry & Forensic Medicine & Toxicology following Postgraduate Teachers : Students-Ratio shall be applicable		
	Government College +Non-Govt. Colleges with 15 Years standing **	Other Non-Government Colleges
Professor	1:3	1:3
Asso.Prof. Unit Head*	1:2	1:1
Asso.Prof.*	1:1	1:1
Asst. Prof.*	-	-
Min. Bed strength in unit	30	30
Max. Seats / Unit ***	3 (30 beds); 5 (40 beds)	3 (30 beds); 5 (40 beds)
*Refer provisions contained in General Note for determining intake capacity.		
**Non-governmental Medical college/Medical Institution with 15 years of standing, should have been running the postgraduate course for 10 years and should have completed at least one renewal of recognition assessment in the concerned subject satisfactorily, and has applied for increase in seats u/s 10A of the Indian Medical Council Act,1956.		
*** In Departments where units are not prescribed, the number of Postgraduate students that can be admitted in a Department shall depend upon the number of Faculty available in the said department. There is no upper limit prescribed, however number of seats shall be determined on the basis of available clinical material/workload/facilities.		



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Postgraduate Teachers : Students -Ratio for Non-Clinical Subjects**

	Govt. Colleges	Non-Govt. Colleges	The requirement of units and beds shall not apply in the case of Postgraduate para-clinical diploma courses in Basic and departments.
Professor	1:3	1:2	
Asso.Prof.*	1:2	1:1	
Asst.Prof.*	-	-	

*Refer provisions contained in General Note for determining intake capacity.

** In Departments where units are not prescribed, the number of Postgraduate students that can be admitted in a Department shall depend upon the number of Faculty available in the said Department. There is no upper limit prescribed, however number of seats shall be determined on the basis of available clinical material//workload/facilities.

Postgraduate Teachers : Students - Ratio for Superspecialist Subjects*

	Govt. Colleges	Non-Govt. Colleges
Professor	1:2	1:2
Asso. Prof.	1:2	1:2
Asst. Prof.	1:1	1:1
Min. Bed Strength in unit	20	20
Max. Seats / Unit	4 (20 beds) 5 (30 or more beds)	4 (20 beds) 5 (30 or more beds)

Postgraduate Teachers : Students - Ratio for Medical & Surgical Oncology

	Govt. Colleges	Non-Govt. Colleges
Professor	1:3	1:3
Asso. Prof.	1:2	1:2
Asst. Prof.	1:1	1:1
Min. Bed Strength in unit	20	20
Max. Seats / Unit	4 (20 beds) 6 (30 or more beds)	4 (20 beds) 6 (30 or more beds)

- The unit has added 10% of beds per student i.e., 7.5 beds for 3 students.
- Has faculty 1 Professor + 1 Associate Professor + 1 Assistant Professor + 1 Senior Resident.
- All faculty are eligible based on papers/experience.
- The number per full unit at first application will be 2 seats only.



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Other factors to be met to fulfil the 100% seats.

- (a) Bed occupancy in the entire hospital more than 75% (at LOP the newly added beds may have to be counted 100).
- (b) OPD attendance – 8 patients/ MBBS seats + 10% i.e., 880 for a 100-student college.

Define for each specialty

- * (c) Procedures in each unit e.g., surgeries, deliveries etc.
- * (d) Strength of clinical material/staff in other departments related. (e.g., Radiology for all clinical surgical for anaesthesia vice-versa)

Annexure 10 - Consent letter for New Medical College

Consent letter for New Medical college

I sincerely thank you for issuing Letter of Intent (LOI) for _____ MBBS seats to _____ college for the academic year _____. I am in agreement with Medical Assessment & Rating Board (MARB)/National Medical Commission (NMC) on its decision to permit admission of _____ (in words) for the academic year 2022-23.

In this connection, the National Medical Commission, Medical Assessment and Rating Board has instructed us to obtain undertaking/essential documents for issue of LOI for the academic year _____.

1. I hereby give an undertaking to provide all infrastructural facilities in terms of teaching and non-teaching staff, building, equipment and hospital facilities as per National Medical Commission.
2. I hereby give an undertaking that no student shall be admitted in the above courses till the formal permission of the MARB.
3. I hereby give an undertaking to provide funds in the budge of Government Medical College, _____, till the facilities are fully provided as per time bound programme indicated.
4. I hereby give an undertaking that I shall implement the decision regarding the payment of stipend during the internship of the UG students similar to UG sections of Govt. medical Colleges under the Ministry of Health & Family Welfare, Govt. of _____ State.
5. I hereby give an undertaking that the MARB, NMC reserves the right to withdraw/cancel/revoke the Letter of Intent/Letter of Permission if it comes to the notice that the permission has been obtained from Medical Assessment and Rating Board (MARB-NMC) by misrepresentation of facts or fraud.

I am herewith giving my **acceptance** and submitting the undertaking for the above points No.1 to 5) which is applicable to Government Medical College, _____.

Thanking you,

Yours faithfully,

Annexure 11 - Other Formats for UG and PG Assessment forms

All the formats can be assessed on following link - 1 <https://www.nmc.org.in/information-desk/download-application-forms-nmc/> & Link - 2 <https://www.nmc.org.in/information-desk/download-application-forms/>

S No.	Purpose of the Forms
1	UG Forms
1.1	Standard Inspection Form "A" and "B" (print this proforma preferably on both sides of the sheets)
1.2	Standard Inspection Form "C"
1.3	Assessment Form A I (For Institutions)
1.4	Assessment Form A II (For Assessors)
1.5	Assessment Form A III (For Assessors) for Compliance
2	Standard Assessment Form (SAF) - PG (Broad Specialty – Link 1)
2.1	Anatomy
2.2	Biochemistry
2.3	Physiology
2.4	Pharmacology
2.5	Pathology
2.6	Microbiology
2.7	Community Medicine
2.8	Forensic Medicine
2.9	Oto-Rhino-Laryngology
2.10	Ophthalmology
2.11	General Medicine
2.12	General Surgery
2.13	Obstetrics & Gynecology
2.14	Pediatrics
2.15	Orthopedics
2.16	Dermatology, Venereology & Leprosy
2.17	Psychiatry
2.18	Physical Medicine and rehabilitation
2.19	Nuclear Medicine
2.20	Emergency Medicine
2.21	Hospital Administration
2.22	Sports Medicine
2.23	Immuno Hematology and Blood Transfusion
2.24	Anesthesiology
2.25	Respiratory Medicine
2.26	Radio-Diagnosis
2.27	Radiation Oncology
2.28	Geriatric Medicine
2.29	Trauma Surgery
2.30	Palliative Medicine
2.31	LABORATORY MEDICINE
3	Standard Assessment Form (SAF) - PG (Super Specialty – Link 2 from 12 to 12(Xii))
4	PG (Compliance Verification) Forms
5	Declaration Form (2021-22) (Faculty/Residents)
5.1	Faculty declaration Forms
5.2	Resident declaration forms
6	Registration Section
6.1	IMR Registration Section
6.2	Good Standing Registration Section
6.3	Eligibility Certificate E-declaration Form
7	Medical Miscellaneous
7.1	Application Form for Migration
7.2	Application form for Students wishing to undergo Medical Elective Training in India
7.3	Application form for holding CME Programme
8	PG FORMS
8.1	Application for Recognition of PG Qualification
8.2	TEQ Proforma for Civil and Army



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Guiding document for UG and PG courses admissions

