राष्ट्रीय आयुर्विज्ञान आयोग
NATIONAL MEDICAL COMMISSION

USER MANUAL

Application for Establishment of New UG Medical College

Academic Year 2027-2028 – PART B

For: Applicant Colleges (College Login)

Version 1.0 | October 2026

Document Control

Item	Details
Document	User Manual – Application for Establishment of New UG Medical College (Part B)
Portal	NMC Portal – UG College > Establishment Applications PART B
Intended users	Applicant college / institution users filling Part B of the establishment application
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Prepared by	Silver Touch Technologies Limited

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1. Introduction

1.1 Purpose of this manual

This manual explains, step by step, how a college fills and submits the **Application for Establishment of New UG Medical College (Part B)** on the NMC portal. Part B captures the physical infrastructure, academic facilities, hospital services, clinical material and faculty of the proposed college. The manual covers every step of the form, what to enter in each field, which documents to upload, and how to save, preview and submit the application.

1.2 Who should use this manual

The authorised person of the applicant institution who has a college login on the NMC portal, has already submitted Part A, and is responsible for filling Part B. The final declaration (Step 8) must be made by the Head of the Institute (Dean / Principal / Director).

1.3 Form at a glance

Part B is a **multi-step form with 8 steps**. The **Application Sections** panel on the left shows all steps; the current step is highlighted and completed steps show a green tick (✓).

Step	Step name	What it covers
1	Particulars of the Applicant	Applicant, proposed college and affiliating university details
2	Campus Infrastructural Details	IT cell, IT manpower, CCTV, campus amenities, water and electricity
3	Administrative & Central Facilities of the Proposed College	Offices, equipment, finance, grievance cells, committees, library, skill lab, research facility, mandatory documents
4	Core Academic Infrastructural Facilities	Land and built-up area, lecture theatres, labs, museums, dissection hall, service labs, RHTC/UHTC, central diagnostics
5	Hospital OPD / IPD Infrastructural & Other Facilities	Hospital particulars, OPD load, registration, departmental OPDs, anaesthesiology, OPD surveillance, pharmacy
6	Clinical Material & IPD Details	Clinical material and in-patient (IPD) data, including bed occupancy
7	Teaching Faculty / Residents Information	Faculty and resident details
8	Declaration & Submit	Statutory declaration by the Head of the Institute, preview and final submission

2. Before You Start

2.1 Keep these ready

Collect and scan all documents before you begin. A full checklist is given in Annexure A. In short, you will need:

- **Part A details** – Part A must already be submitted; its details are carried into Part B automatically.
- **IT and staff records** – IT specialist details and salary slips / bank statements for the previous three months.
- **Financial records** – salary bank statements (three months) and audit status of the college and hospital accounts.
- **Committee orders** – Pharmacovigilance, Gender Harassment, IEC and Curriculum committee constitution orders.
- **Approvals and licences** – college and hospital plan approvals, fire safety NOCs, PCPNDT, NDPS, Mental Health Act, cryogenic oxygen tank licences, cadaver register, autopsy authorisation, UHTC / RHTC orders.
- **Equipment lists** – for each laboratory, museum, service laboratory, research facility and the Anaesthesiology department.
- **Hospital data** – HFR ID, OPD figures for the previous three months, pharmacy licence and pharmacist registration details.

2.2 File upload rules

Rule	Details
Format	PDF, JPG or PNG (as shown under each upload box: “Max 10MB · PDF/JPG/PNG”), unless the field says otherwise.
Maximum size	10 MB per file.
One file per field	If a document has several pages, combine them into a single PDF before uploading.
Readability	Scan clearly; stamps, signatures and dates must be legible.

2.3 Screen conventions

What you see	Meaning
Red asterisk (*)	Mandatory field. The step cannot be completed without it.
Grey (shaded) field	Locked. Auto-filled from Part A / registration; cannot be edited here.
Blue information bar	“Details already submitted in Part A are filled in automatically and cannot be edited here.”
Select… dropdown	Choose one value from the list (for example, Available / Not Available, Functional status).

What you see	Meaning
Choose File	Opens a file picker to upload the document for that field. The selected file name replaces “No file chosen”.
Unit suffix (Sq. Metres, sq.m, KW, KVA, km)	Enter only the number; the unit is fixed beside the box.
Calendar icon	Date field. Pick from the calendar or type in DD-MM-YYYY format.
+ Add … link / Remove button	Adds another entry (e.g., + Add HFRID, + Add Name of RHTC) or removes an added entry.
Total rows	Calculated automatically by the system (e.g., Total Mandated Surveillance Count).
Green tick in the left panel	That step has been saved successfully.
Up / Down round buttons (bottom right)	Scroll quickly to the top or bottom of the page.

Tip
Use **Save Draft** often. You can fill the form over several sittings and submit only when every step is complete.

3. Opening the Application Form

1. Log in to the NMC portal with your college credentials.
2. From the left menu, click **UG College** and then **Establishment Applications PART B**.
3. The list page opens with the title **Application for establishment of New UG Medical College for the academic year 2027-2028 – PART B**, your institute name and Registration ID. If you have not started yet, the list shows “You have not started an application yet.”
4. Click **New Application**. (If an application already exists, use the button in the **Action** column to continue editing it.)

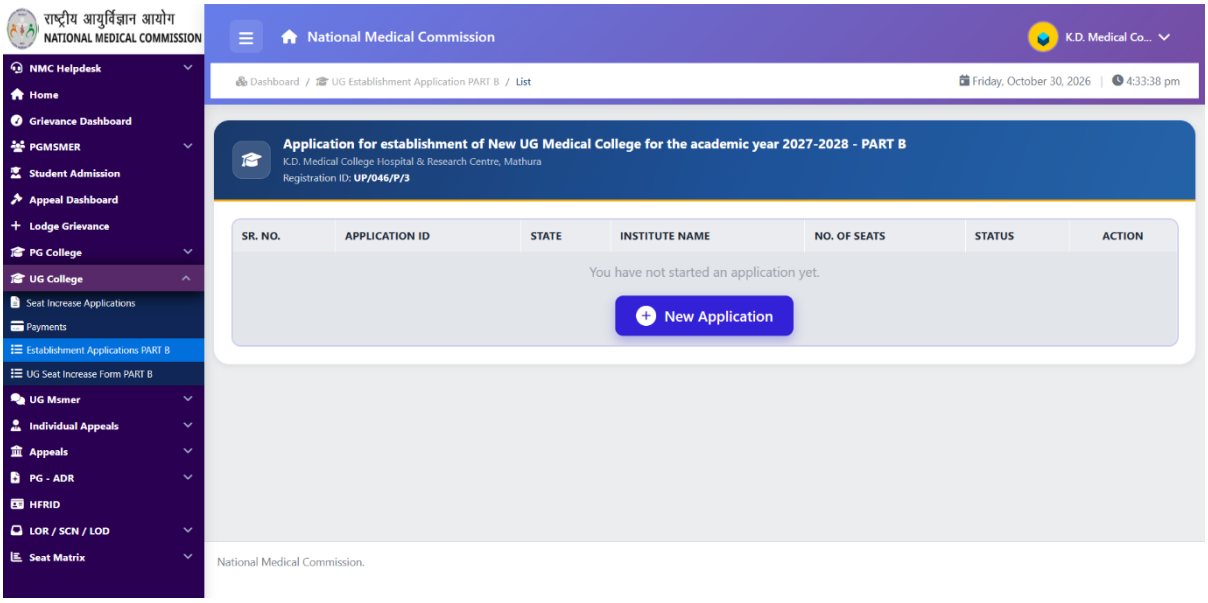


Figure 1: Establishment Applications PART B – list page

5. The **Important Points to be Noted Before Applying** window opens. Read all points carefully, including the bed occupancy formula used in the application.
6. Tick the declaration checkbox ("I/We have read, understood and agree …") and click **Continue**. Click **Back** to close the window without starting.

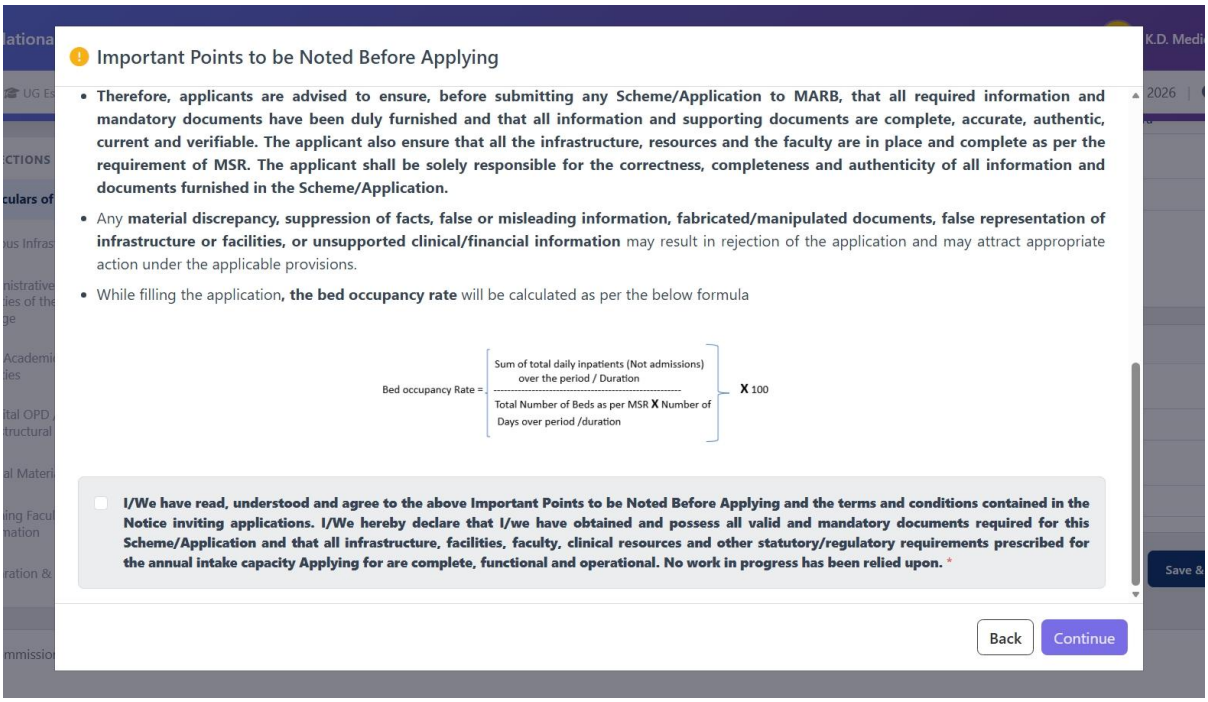


Figure 2: Important Points to be Noted Before Applying

Bed occupancy rate formula
Bed Occupancy Rate = [(Sum of total daily inpatients (not admissions) over the period ÷ Duration) ÷ (Total Number of Beds as per MSR × Number of Days over period / duration)] × 100

7. The form opens at Step 1. The breadcrumb at the top shows **Dashboard / UG Establishment Application PART B / Create** (or **Edit** for a saved application).
8. Check the **Registration ID** shown below the form title (e.g., UP/046/P/3). Quote this ID in all communication with NMC.

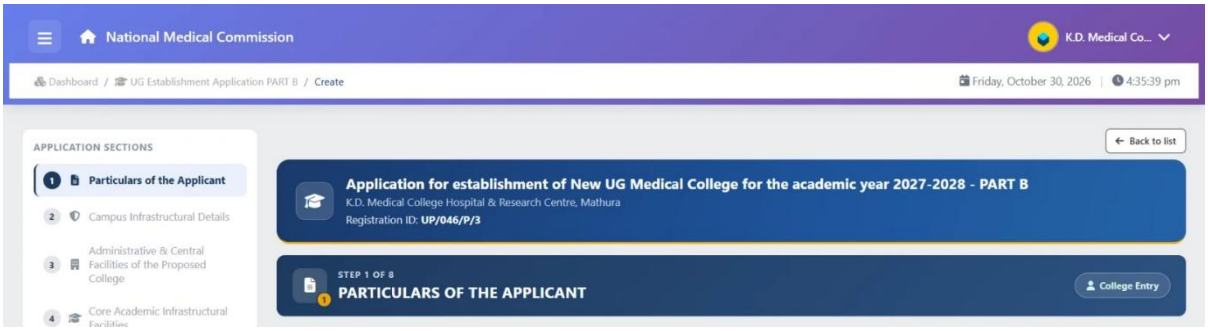


Figure 3: Form header showing breadcrumb, Application Sections panel, Registration ID and step title

Use **Back to list** (top right) to return to the list page. Save your work first, otherwise unsaved entries may be lost.

4. Filling the Form – Step by Step

Fill the steps in order. At the end of each step click **Save & Continue** to save and move to the next step. Each step below shows the screen, a field-by-field guide and any rules to keep in mind.

4.1 Step 1 – Particulars of the Applicant

Details already submitted in Part A are filled in automatically and cannot be edited here. Complete the remaining fields.

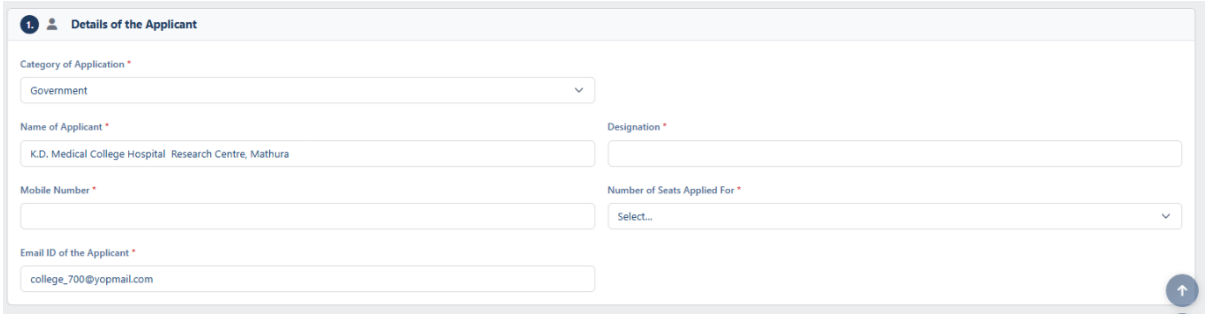


Figure 4: Step 1 – Details of the Applicant

Section 1 – Details of the Applicant

Field	What to enter	Mandatory
Category of Application	Select the category of application from the list (e.g., Government).	Yes
Name of Applicant	Auto-filled from Part A. Check it is correct.	Yes
Designation	Designation of the applicant (e.g., Chairman, Secretary, Director).	Yes

Field	What to enter	Mandatory
Mobile Number	10-digit mobile number of the applicant.	Yes
Number of Seats Applied For	Select the MBBS intake applied for (e.g., 50 / 100 / 150).	Yes
Email ID of the Applicant	Auto-filled; check it is correct and active.	Yes

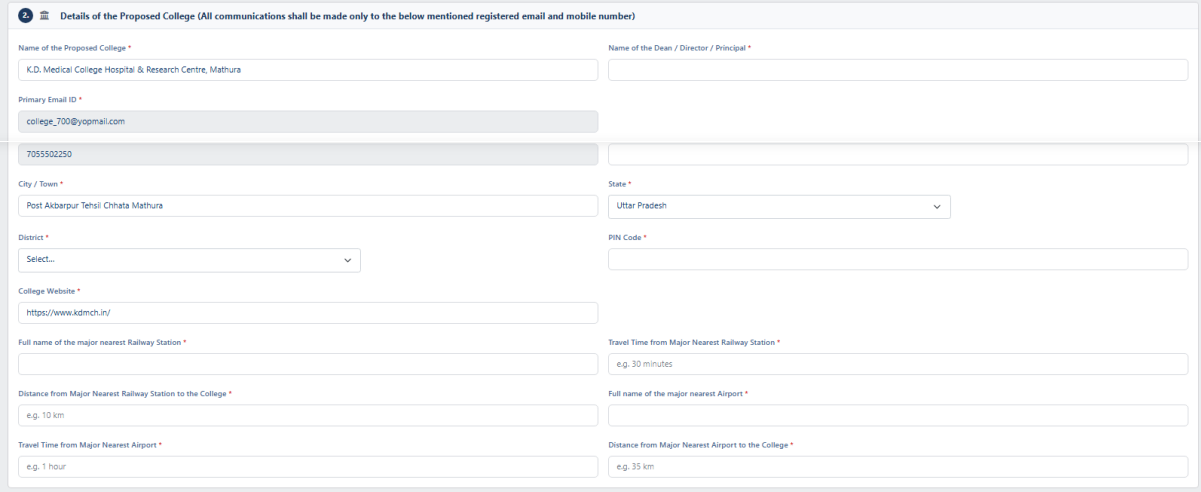


Figure 5: Step 1 – Details of the Proposed College

Section 2 – Details of the Proposed College

Field	What to enter	Mandatory
Name of the Proposed College	Auto-filled from Part A.	Yes
Name of the Dean / Director / Principal	Full name of the head of the institute.	Yes
Primary Email ID	Auto-filled (locked). All NMC communication is sent here.	Yes
Address	Complete postal address of the proposed college.	Yes
Primary Mobile Number	Auto-filled (locked). All NMC communication is sent here.	Yes
Landline Number	College landline with STD code.	Yes
City / Town	City or town of the college.	Yes
State / District	Select from the lists.	Yes
PIN Code	6-digit PIN code.	Yes
College Website	Full web address, starting with https://	Yes

Field	What to enter	Mandatory
Full name of the major nearest Railway Station	Full name of the nearest major railway station.	Yes
Travel Time from Major Nearest Railway Station	Travel time to the college, e.g., 30 minutes.	Yes
Distance from Major Nearest Railway Station to the College	Road distance, e.g., 10 km.	Yes
Full name of the major nearest Airport	Full name of the nearest major airport.	Yes
Travel Time from Major Nearest Airport	Travel time to the college, e.g., 1 hour.	Yes
Distance from Major Nearest Airport to the College	Road distance, e.g., 35 km.	Yes

Important Note
All communications shall be made only to the registered (primary) email ID and mobile number. Make sure both are active and monitored.

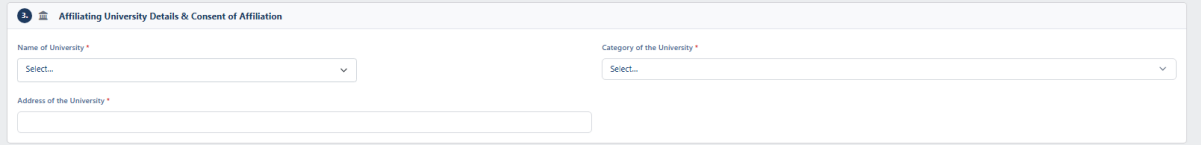


Figure 6: Step 1 – Affiliating University Details & Consent of Affiliation

Section 3 – Affiliating University Details & Consent of Affiliation

Field	What to enter	Mandatory
Name of University	Select the affiliating university from the list.	Yes
Category of the University	Select the category (e.g., State / Central / Deemed / Private).	Yes
Address of the University	Full postal address of the university.	Yes

4.2 Step 2 – Campus Infrastructural Details

Section 1 – IT Cell and Connectivity

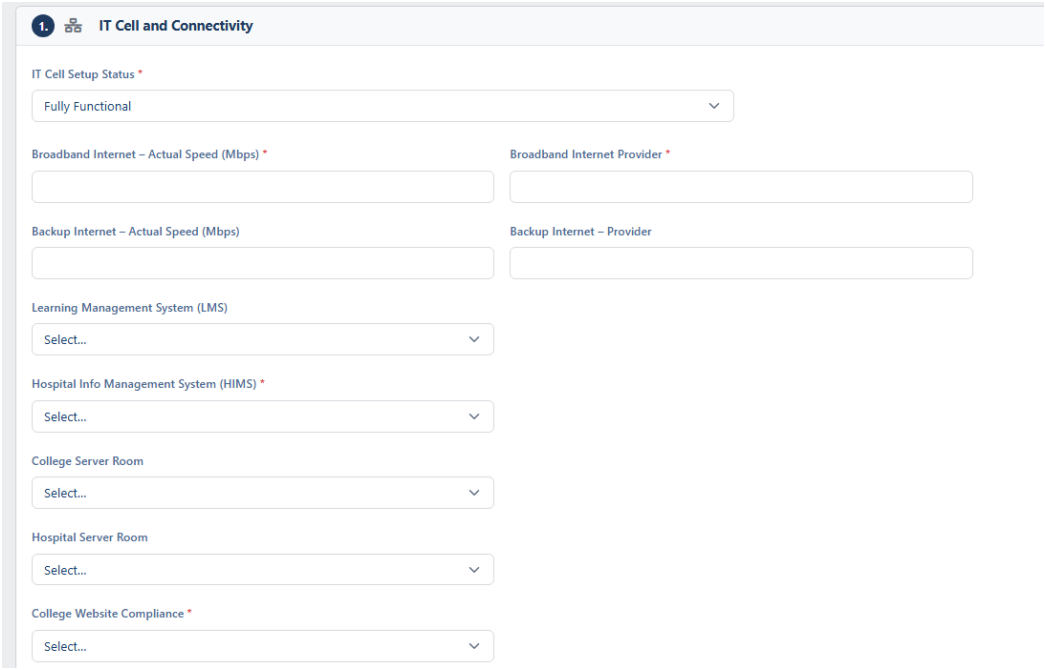


Figure 7: Step 2 – IT Cell and Connectivity

Field	What to enter	Mandatory
IT Cell Setup Status	Select the status (e.g., Fully Functional).	Yes
Broadband Internet – Actual Speed (Mbps)	Actual measured speed of the main broadband line.	Yes
Broadband Internet Provider	Name of the service provider.	Yes
Backup Internet – Actual Speed (Mbps) / Provider	Speed and provider of the backup line, if any.	No
Learning Management System (LMS)	Select whether an LMS is in use.	No
Hospital Info Management System (HIMS)	Select the HIMS status.	Yes
College Server Room / Hospital Server Room	Select availability of each server room.	No
College Website Compliance	Select whether the college website meets NMC requirements.	Yes

Section 2 – Information Technology Cell Manpower

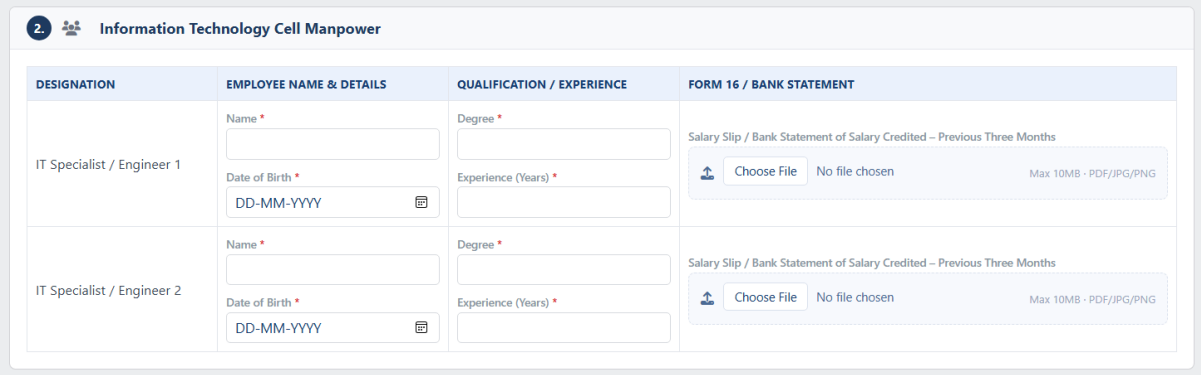


Figure 8: Step 2 – Information Technology Cell Manpower

Fill one row each for **IT Specialist / Engineer 1** and **IT Specialist / Engineer 2**.

Field	What to enter	Mandatory
Name	Full name of the IT specialist / engineer.	Yes
Date of Birth	DD-MM-YYYY, or pick from the calendar.	Yes
Degree	Highest qualification (e.g., B.Tech, MCA).	Yes
Experience (Years)	Total years of experience.	Yes
Salary Slip / Bank Statement of Salary Credited – Previous Three Months	Upload under Form 16 / Bank Statement (Max 10 MB, PDF/JPG/PNG).	No

Section 3 – CCTV Surveillance System – Mandatory 25-Camera Deployment Blueprint

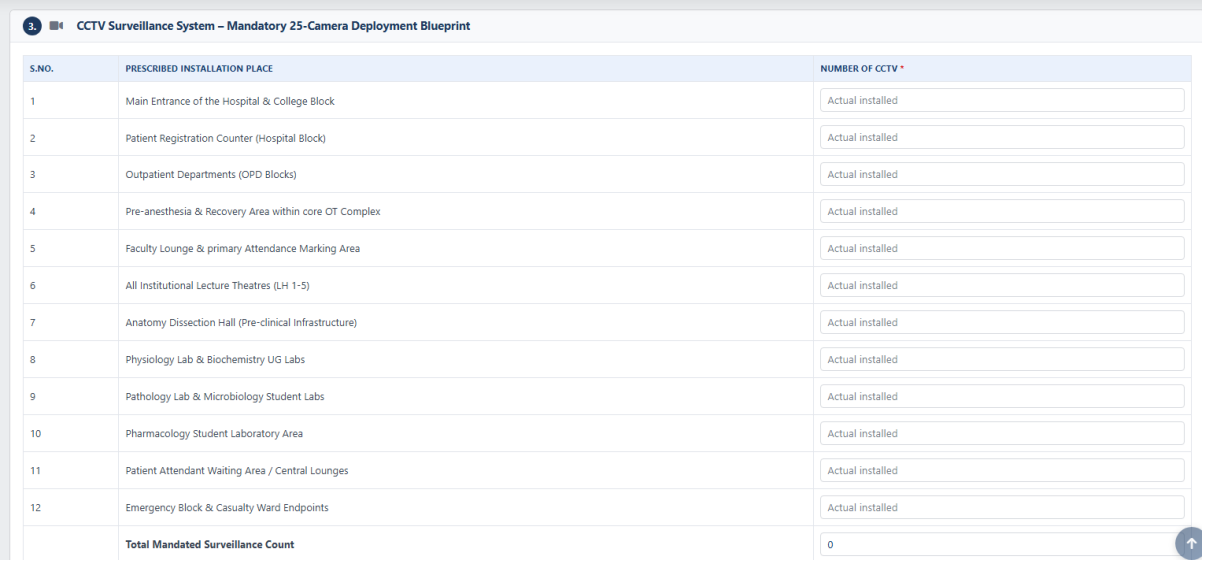


Figure 9: Step 2 – CCTV Surveillance System

Enter the **Number of CCTV** cameras actually installed at each of the 12 prescribed installation places shown in the table (Main Entrance, Patient Registration Counter, OPD Blocks, Pre-anesthesia & Recovery Area, Faculty Lounge & Attendance Marking Area, Lecture Theatres (LH 1–5), Anatomy

Dissection Hall, Physiology & Biochemistry UG Labs, Pathology & Microbiology Student Labs, Pharmacology Student Laboratory, Patient Attendant Waiting Area, and Emergency Block & Casualty Ward Endpoints).

Field	What to enter	Mandatory
Number of CCTV (each row)	Number of cameras actually installed at that place.	Yes
Total Mandated Surveillance Count	Calculated automatically. The blueprint requires a minimum of 25 cameras.	Auto
Central Monitor Wall Status	Select the status of the central monitoring wall (below the table).	Yes
IP Address of the Command Center of the College	IP address through which the CCTV command center can be accessed.	Yes

Section 4 – Campus Amenities

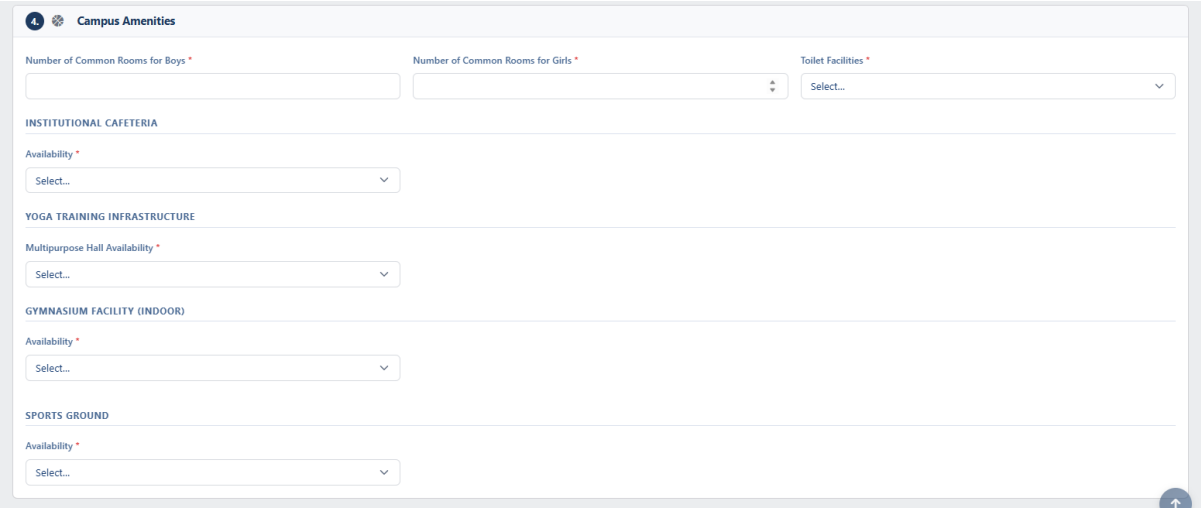


Figure 10: Step 2 – Campus Amenities

Field	What to enter	Mandatory
Number of Common Rooms for Boys / for Girls	Number of common rooms available for each.	Yes
Toilet Facilities	Select the status of toilet facilities.	Yes
Institutional Cafeteria – Availability	Select Available / Not Available.	Yes
Yoga Training Infrastructure – Multipurpose Hall Availability	Select Available / Not Available.	Yes
Gymnasium Facility (Indoor) – Availability	Select Available / Not Available.	Yes

Field	What to enter	Mandatory
Sports Ground – Availability	Select Available / Not Available.	Yes

Section 5 – Water and Electricity Details

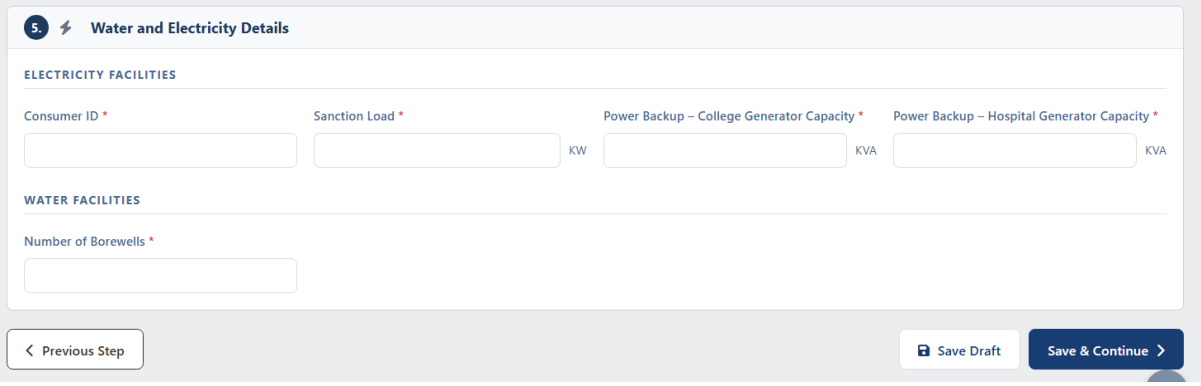


Figure 11: Step 2 – Water and Electricity Details

Field	What to enter	Mandatory
Consumer ID	Electricity connection consumer ID.	Yes
Sanction Load (KW)	Sanctioned electricity load in kilowatts.	Yes
Power Backup – College Generator Capacity (KVA)	Total generator capacity for the college.	Yes
Power Backup – Hospital Generator Capacity (KVA)	Total generator capacity for the hospital.	Yes
Number of Borewells	Number of borewells on the campus.	Yes

4.3 Step 3 – Administrative & Central Facilities of the Proposed College

Section 1 – Administrative Offices

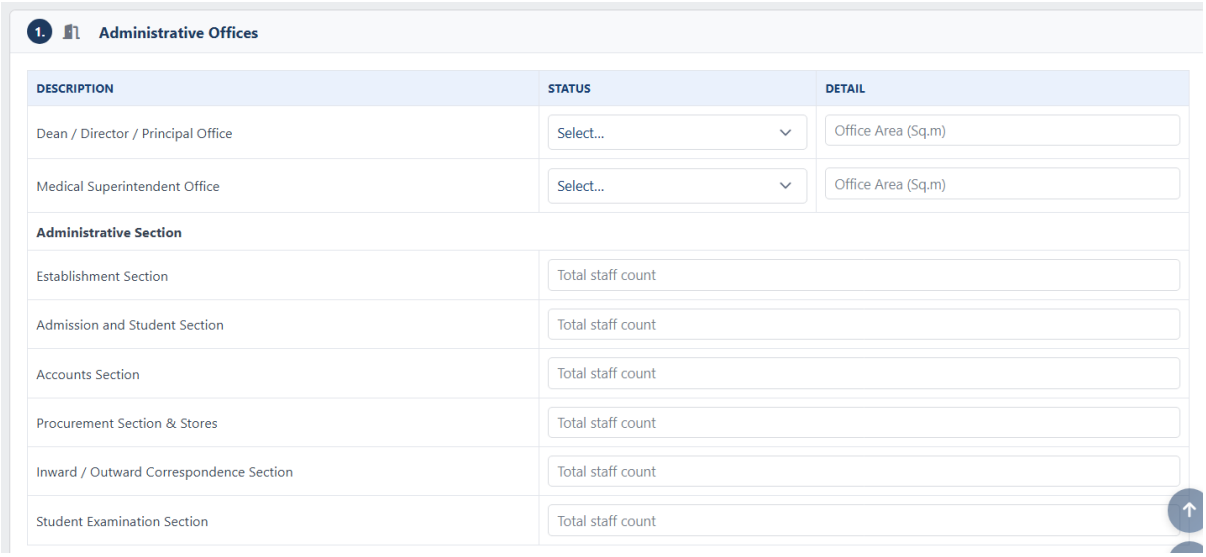


Figure 12: Step 3 – Administrative Offices

Field	What to enter	Mandatory
Dean / Director / Principal Office	Select the status and enter the Office Area (Sq.m) in the Detail column.	No
Medical Superintendent Office	Select the status and enter the Office Area (Sq.m).	No
Administrative Section – Establishment; Admission and Student; Accounts; Procurement & Stores; Inward / Outward Correspondence; Student Examination	Enter the total staff count working in each section.	No

Section 2 – Office Equipment

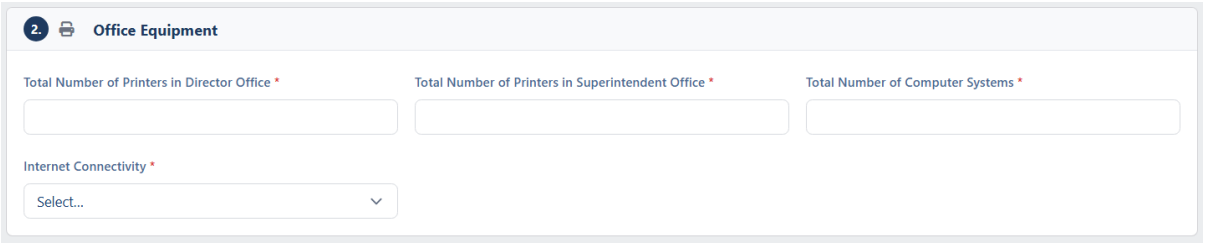


Figure 13: Step 3 – Office Equipment

Field	What to enter	Mandatory
Total Number of Printers in Director Office	Number of printers.	Yes
Total Number of Printers in Superintendent Office	Number of printers.	Yes

Field	What to enter	Mandatory
Total Number of Computer Systems	Number of computers in the administrative offices.	Yes
Internet Connectivity	Select Available / Not Available.	Yes

Section 3 – Institutional Financial & Banking Details

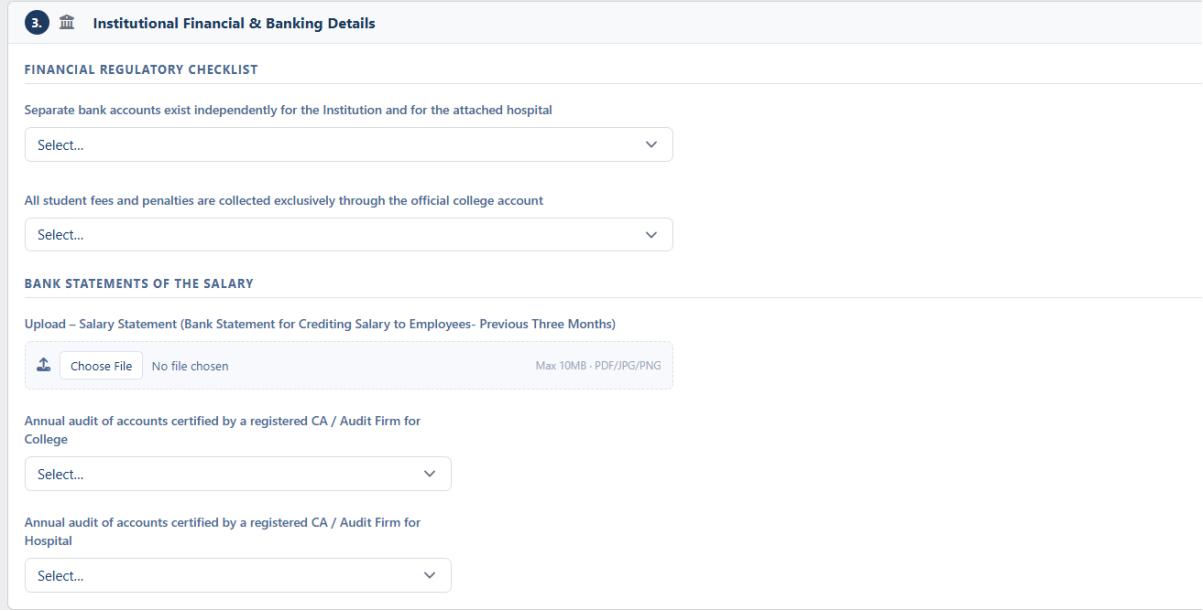


Figure 14: Step 3 – Institutional Financial & Banking Details

Field	What to enter	Mandatory
Financial Regulatory Checklist		
Separate bank accounts exist independently for the Institution and for the attached hospital	Select Yes / No.	No
All student fees and penalties are collected exclusively through the official college account	Select Yes / No.	No
Bank Statements of the Salary		
Upload – Salary Statement (Bank Statement for Crediting Salary to Employees – Previous Three Months)	Upload the bank statements (Max 10 MB, PDF/JPG/PNG).	No
Annual audit of accounts certified by a registered CA / Audit Firm for College	Select Yes / No.	No

Field	What to enter	Mandatory
Annual audit of accounts certified by a registered CA / Audit Firm for Hospital	Select Yes / No.	No

Section 4 – General Grievance Cells & Basic Amenities

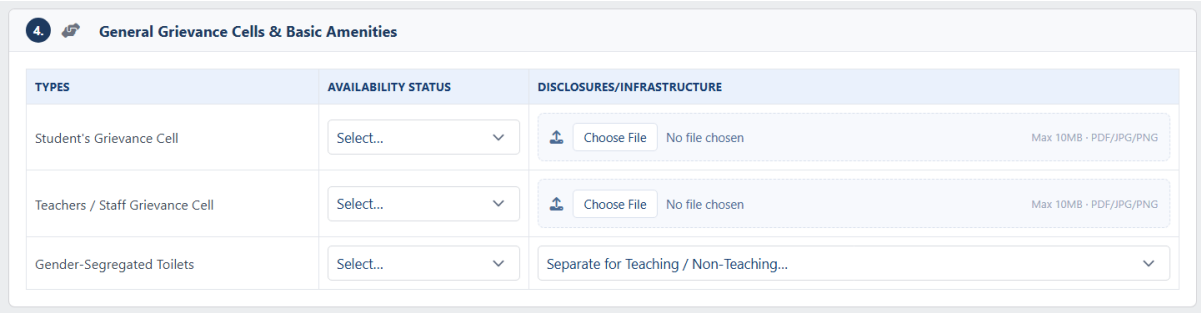


Figure 15: Step 3 – General Grievance Cells & Basic Amenities

Type	What to enter	Mandatory
Student's Grievance Cell	Select the availability status and upload the disclosure document (Max 10 MB, PDF/JPG/PNG).	No
Teachers / Staff Grievance Cell	Select the availability status and upload the disclosure document.	No
Gender-Segregated Toilets	Select the availability status and the arrangement (e.g., Separate for Teaching / Non-Teaching).	No

Section 5 – College Council Hall & Central Committees

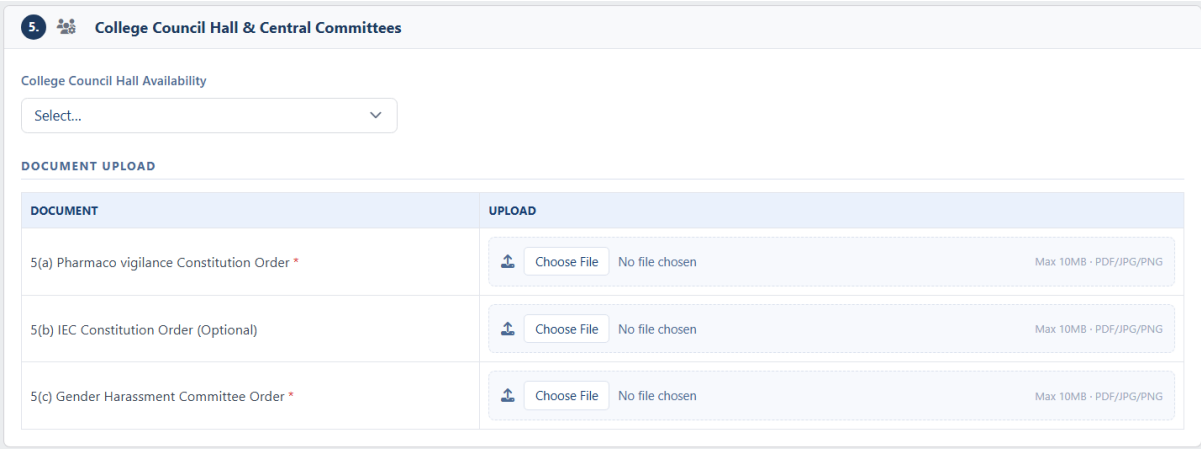


Figure 16: Step 3 – College Council Hall & Central Committees

Field	What to enter	Mandatory
College Council Hall Availability	Select Available / Not Available.	No

Field	What to enter	Mandatory
5(a) Pharmacovigilance Constitution Order	Upload the order (Max 10 MB, PDF/JPG/PNG).	Yes
5(b) IEC Constitution Order (Optional)	Upload, if available.	No
5(c) Gender Harassment Committee Order	Upload the order.	Yes

Section 6 – Medical Education Unit (MEU)

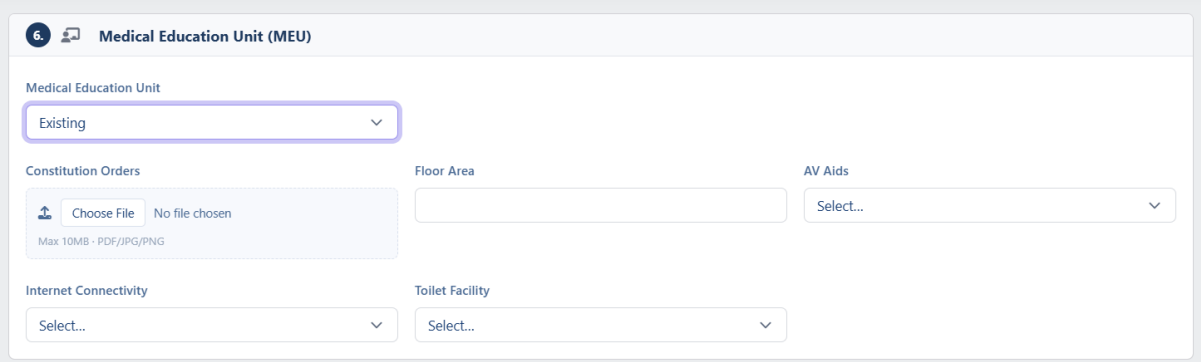


Figure 17: Step 3 – Medical Education Unit (with "Existing" selected)

Field	What to enter	Mandatory
Medical Education Unit	Select the MEU status. When **Existing** is selected, the fields below appear.	No
Constitution Orders	Upload the MEU constitution order (Max 10 MB, PDF/JPG/PNG).	No
Floor Area	Floor area of the MEU.	No
AV Aids / Internet Connectivity / Toilet Facility	Select the availability of each.	No

Section 7 – Central Library Facilities

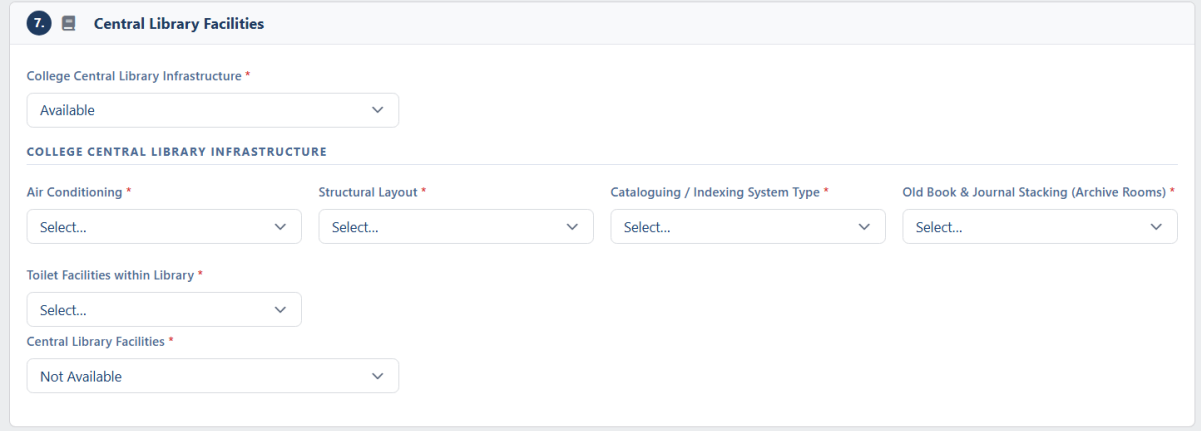


Figure 18: Step 3 – Central Library Facilities

Field	What to enter	Mandatory
College Central Library Infrastructure	Select Available / Not Available. When **Available** is selected, the infrastructure fields below appear.	Yes
Air Conditioning	Select.	Yes
Structural Layout	Select.	Yes
Cataloguing / Indexing System Type	Select the system used.	Yes
Old Book & Journal Stacking (Archive Rooms)	Select.	Yes
Toilet Facilities within Library	Select.	Yes
Central Library Facilities	Select Available / Not Available.	Yes

Section 8 – Skill Laboratory

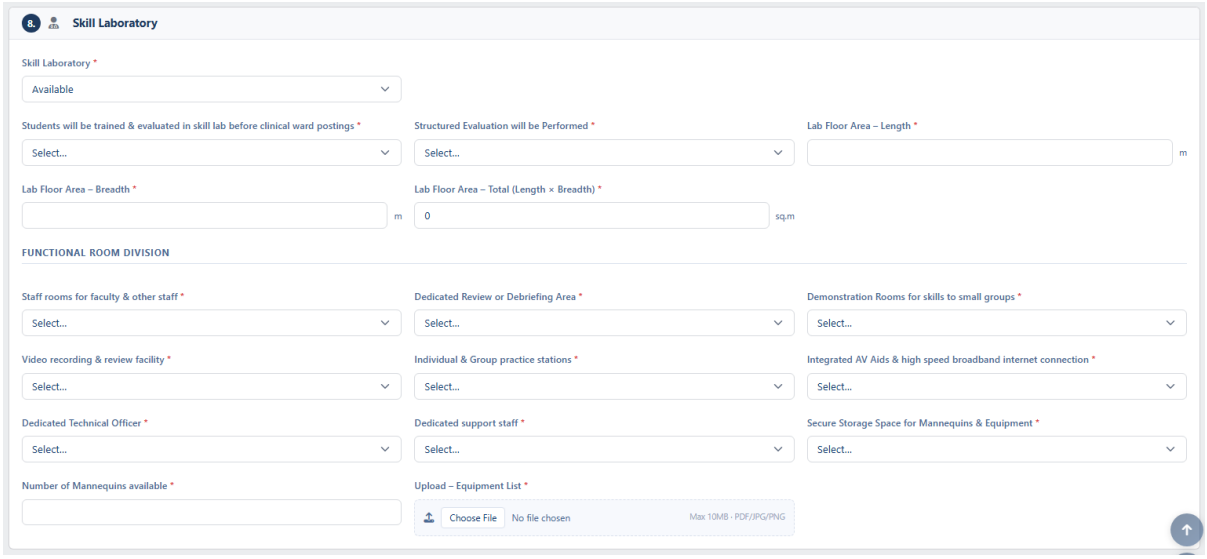


Figure 19: Step 3 – Skill Laboratory (with "Available" selected)

Field	What to enter	Mandatory
Skill Laboratory	Select Available / Not Available. When **Available** is selected, the fields below appear.	Yes
Students will be trained & evaluated in skill lab before clinical ward postings	Select Yes / No.	Yes
Structured Evaluation will be Performed	Select Yes / No.	Yes
Lab Floor Area – Length / Breadth (m)	Length and breadth of the lab in metres.	Yes
Lab Floor Area – Total (Length × Breadth) (sq.m)	Calculated automatically.	Auto
Functional Room Division – select the availability of each:		
Staff rooms for faculty & other staff; Dedicated Review or Debriefing Area; Demonstration Rooms for skills to small groups	Select.	Yes
Video recording & review facility; Individual & Group practice stations; Integrated AV Aids & high speed broadband internet connection	Select.	Yes
Dedicated Technical Officer; Dedicated support staff; Secure Storage Space for Mannequins & Equipment	Select.	Yes
Number of Mannequins available	Number of mannequins.	Yes

Field	What to enter	Mandatory
Upload – Equipment List	Upload (Max 10 MB, PDF/JPG/PNG).	Yes

Section 9 – Centralized Research Facility

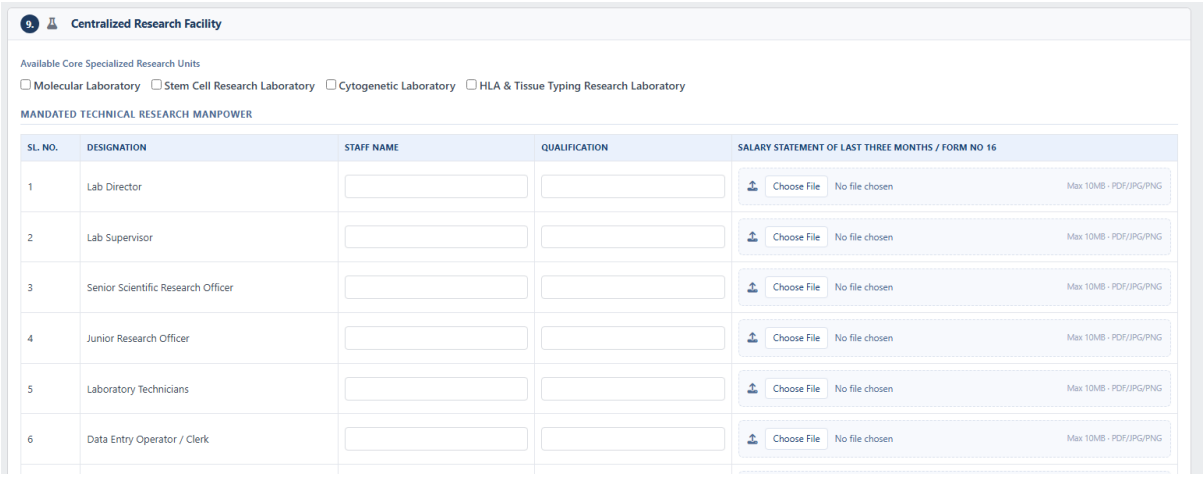


Figure 20: Step 3 – Centralized Research Facility (rows 1–6)

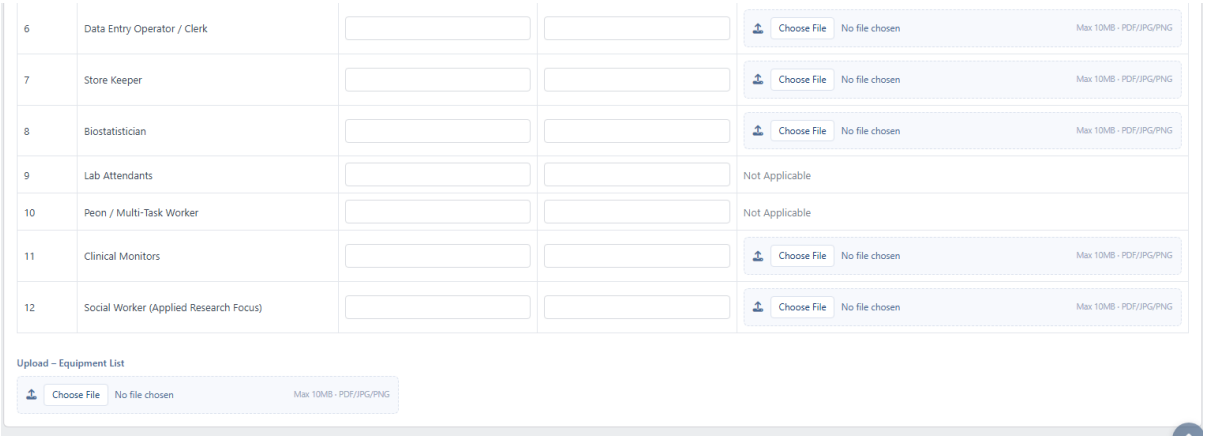


Figure 21: Step 3 – Centralized Research Facility (rows 6–12 and equipment list)

Available Core Specialized Research Units – tick each unit available: Molecular Laboratory, Stem Cell Research Laboratory, Cytogenetic Laboratory, HLA & Tissue Typing Research Laboratory.

Mandated Technical Research Manpower – 12 designations: Lab Director, Lab Supervisor, Senior Scientific Research Officer, Junior Research Officer, Laboratory Technicians, Data Entry Operator / Clerk, Store Keeper, Biostatistician, Lab Attendants, Peon / Multi-Task Worker, Clinical Monitors, Social Worker (Applied Research Focus).

Field	What to enter	Mandatory
Staff Name	Name of the person holding the post.	No
Qualification	Highest qualification of the person.	No

Field	What to enter	Mandatory
Salary Statement of Last Three Months / Form No 16	Upload (Max 10 MB, PDF/JPG/PNG). Shown as “Not Applicable” for Lab Attendants and Peon / Multi-Task Worker.	No
Upload – Equipment List	Equipment list of the research facility.	No

Section 10 – Mandatory Documents Required to be Uploaded

Each document has a short description under its title. Upload one file for each (**PDF, max 10 MB**).

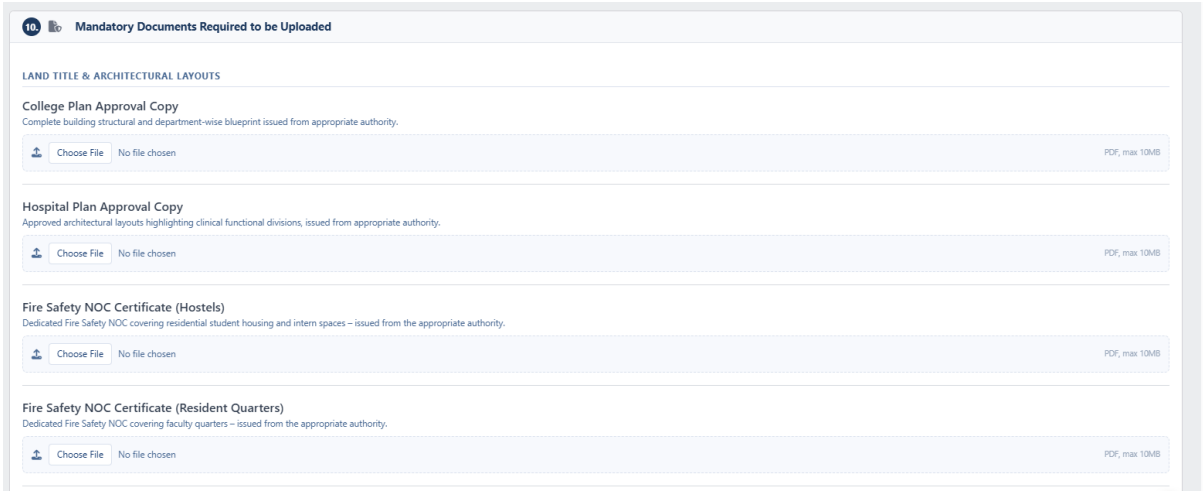


Figure 22: Step 3 – Mandatory Documents: Land Title & Architectural Layouts

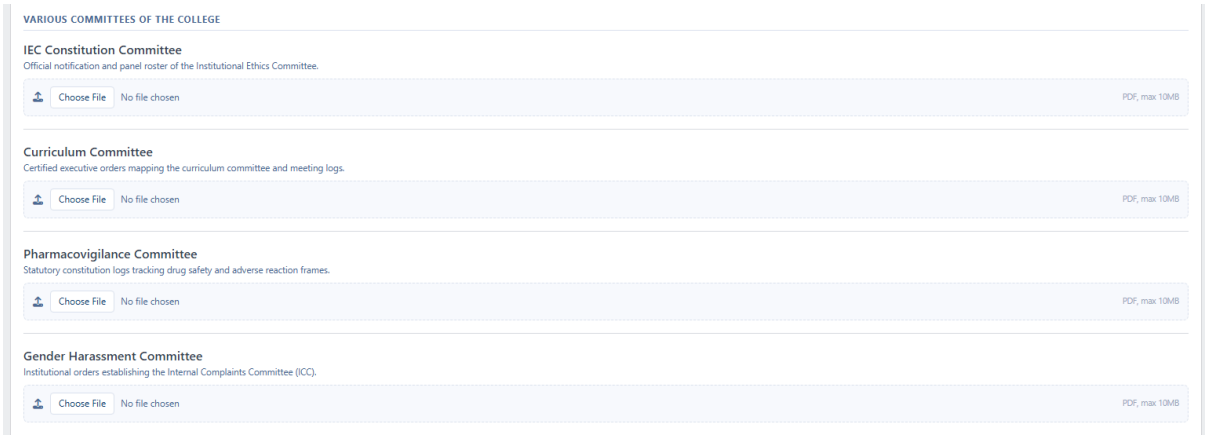


Figure 23: Step 3 – Mandatory Documents: Various Committees of the College

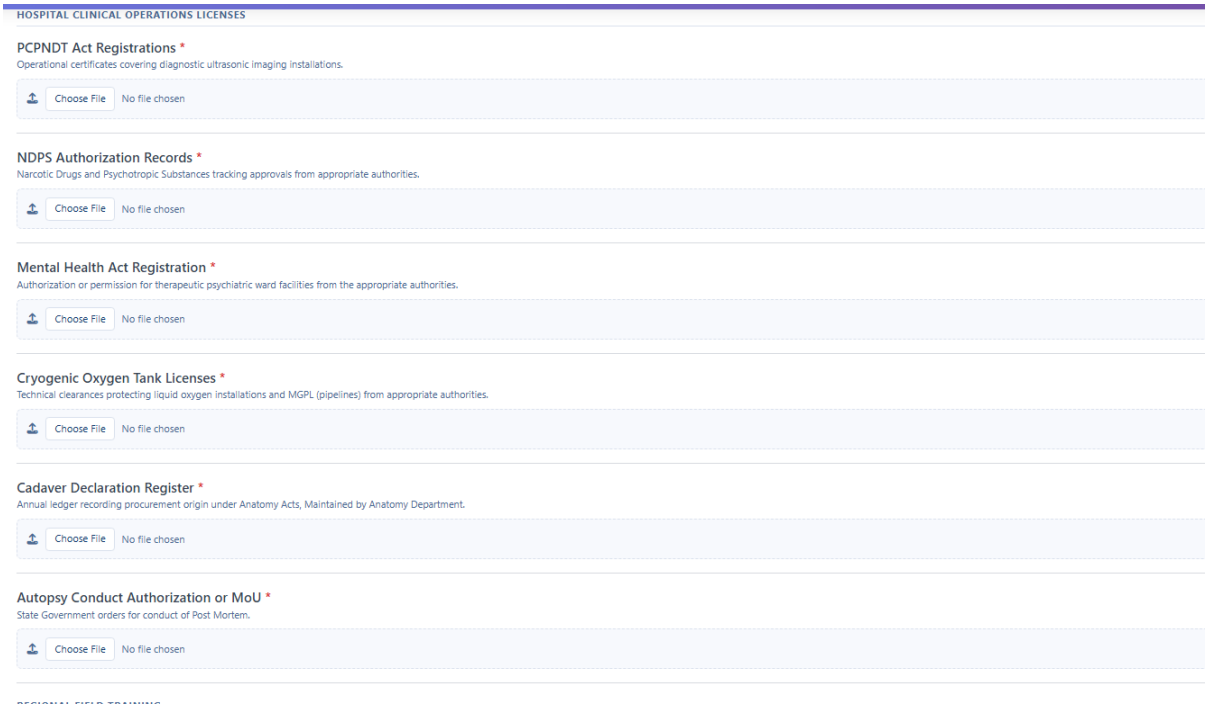


Figure 24: Step 3 – Mandatory Documents: Hospital Clinical Operations Licenses

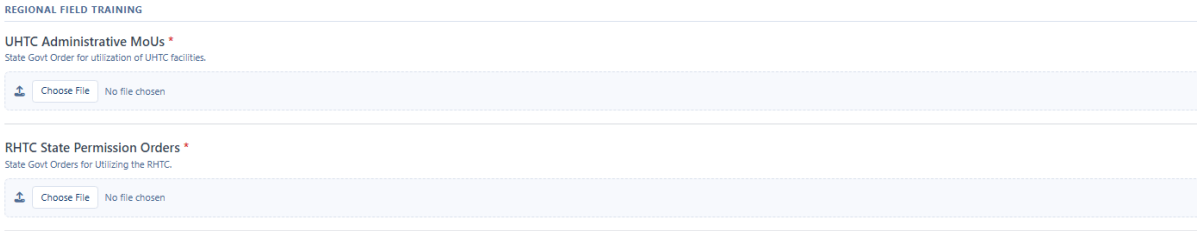


Figure 25: Step 3 – Mandatory Documents: Regional Field Training

Group	Document	What to upload	Mandatory
Land Title & Architectural Layouts	College Plan Approval Copy	Complete building structural and department-wise blueprint issued by the appropriate authority.	No
	Hospital Plan Approval Copy	Approved architectural layouts highlighting clinical functional divisions, issued by the appropriate authority.	No
	Fire Safety NOC Certificate (Hostels)	Fire Safety NOC covering residential student housing and intern spaces.	No
	Fire Safety NOC Certificate (Resident Quarters)	Fire Safety NOC covering faculty quarters.	No
Various Committees of the College	IEC Constitution Committee	Official notification and panel roster of the Institutional Ethics Committee.	No

	Curriculum Committee	Certified executive orders constituting the curriculum committee, and meeting logs.	No
	Pharmacovigilance Committee	Constitution records of the committee tracking drug safety and adverse reactions.	No
	Gender Harassment Committee	Institutional orders establishing the Internal Complaints Committee (ICC).	No
Hospital Clinical Operations Licenses	PCPNDT Act Registrations	Operational certificates covering diagnostic ultrasonic imaging installations.	Yes
	NDPS Authorization Records	Narcotic Drugs and Psychotropic Substances approvals from appropriate authorities.	Yes
	Mental Health Act Registration	Authorization for psychiatric ward facilities from the appropriate authorities.	Yes
	Cryogenic Oxygen Tank Licenses	Technical clearances for liquid oxygen installations and MGPL (pipelines).	Yes
	Cadaver Declaration Register	Annual register of cadaver procurement under the Anatomy Acts, maintained by the Anatomy Department.	Yes
	Autopsy Conduct Authorization or MoU	State Government orders for conduct of post-mortem examinations.	Yes
Regional Field Training	UHTC Administrative MoUs	State Govt order for utilization of UHTC facilities.	Yes
	RHTC State Permission Orders	State Govt orders for utilizing the RHTC.	Yes

4.4 Step 4 – Core Academic Infrastructural Facilities

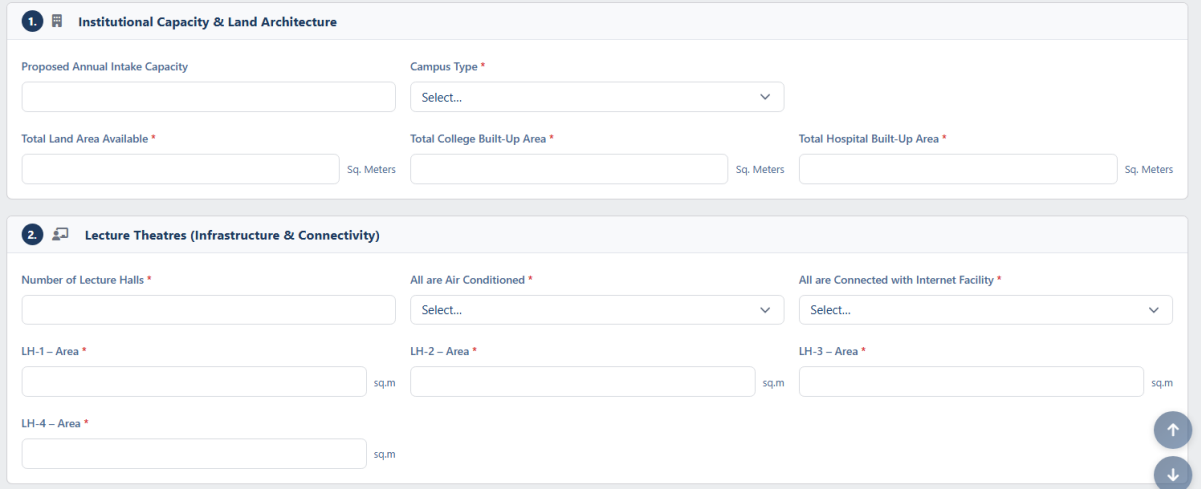


Figure 26: Step 4 – Institutional Capacity & Land Architecture and Lecture Theatres

Section 1 – Institutional Capacity & Land Architecture

Field	What to enter	Mandatory
Proposed Annual Intake Capacity	MBBS intake applied for (as in Step 1).	No
Campus Type	Select the campus type.	Yes
Total Land Area Available (Sq. Meters)	Total land area.	Yes
Total College Built-Up Area (Sq. Meters)	Built-up area of the college.	Yes
Total Hospital Built-Up Area (Sq. Meters)	Built-up area of the teaching hospital.	Yes

Section 2 – Lecture Theatres (Infrastructure & Connectivity)

Field	What to enter	Mandatory
Number of Lecture Halls	Total number of lecture halls.	Yes
All are Air Conditioned	Select Yes / No.	Yes
All are Connected with Internet Facility	Select Yes / No.	Yes
LH-1, LH-2, LH-3, LH-4 – Area (sq.m)	Area of each lecture hall.	Yes

Section 3 – Core Student Practical Laboratories



Figure 27: Step 4 – Core Student Practical Laboratories

For each mandated pre / para-clinical lab – Histology, Clinical Physiology, Biochemistry, Histopathology & Cytopathology, Clinical Pathology & Hematology, Microbiology, Clinical Pharmacology, Computer Assisted Learning (CAL) in Pharmacology Department, and Community Medicine Practical Laboratory – enter:

Field	What to enter	Mandatory
Seating Capacity	Number of student seats in the lab.	Yes
AV Aids & Internet	Select availability.	Yes
Connected to Teaching Area	Select Yes / No.	Yes
Equipment List	Upload the lab equipment list (Max 10 MB, PDF/JPG/PNG).	No

Section 4 – Departmental Teaching Museums

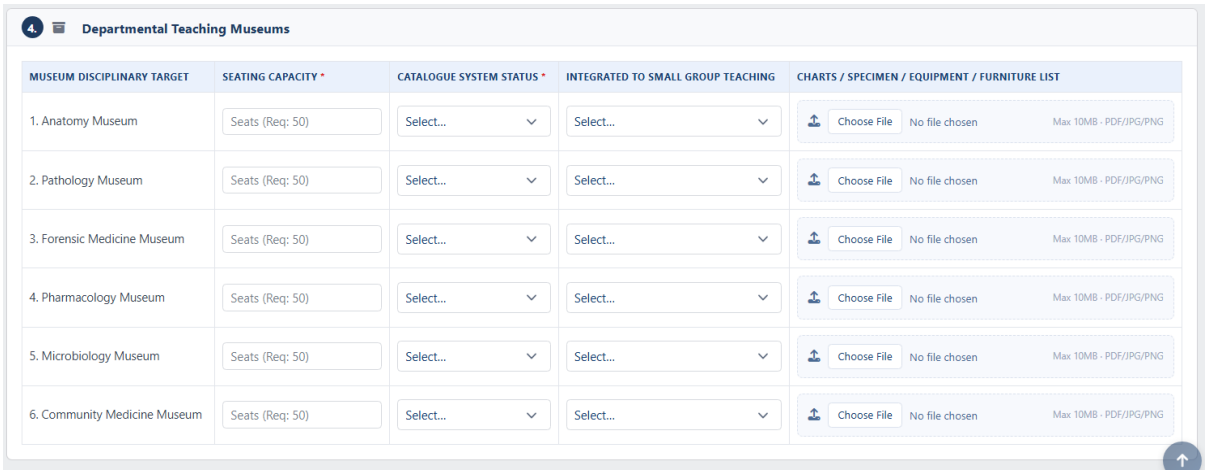


Figure 28: Step 4 – Departmental Teaching Museums

For each museum – Anatomy, Pathology, Forensic Medicine, Pharmacology, Microbiology and Community Medicine – enter:

Field	What to enter	Mandatory
Seating Capacity	Number of seats in the museum (required: 50).	Yes
Catalogue System Status	Select the status of the specimen catalogue.	Yes
Integrated to Small Group Teaching	Select Yes / No.	No
Charts / Specimen / Equipment / Furniture List	Upload the list (Max 10 MB, PDF/JPG/PNG).	No

Section 5 – Dissection Hall Facilities

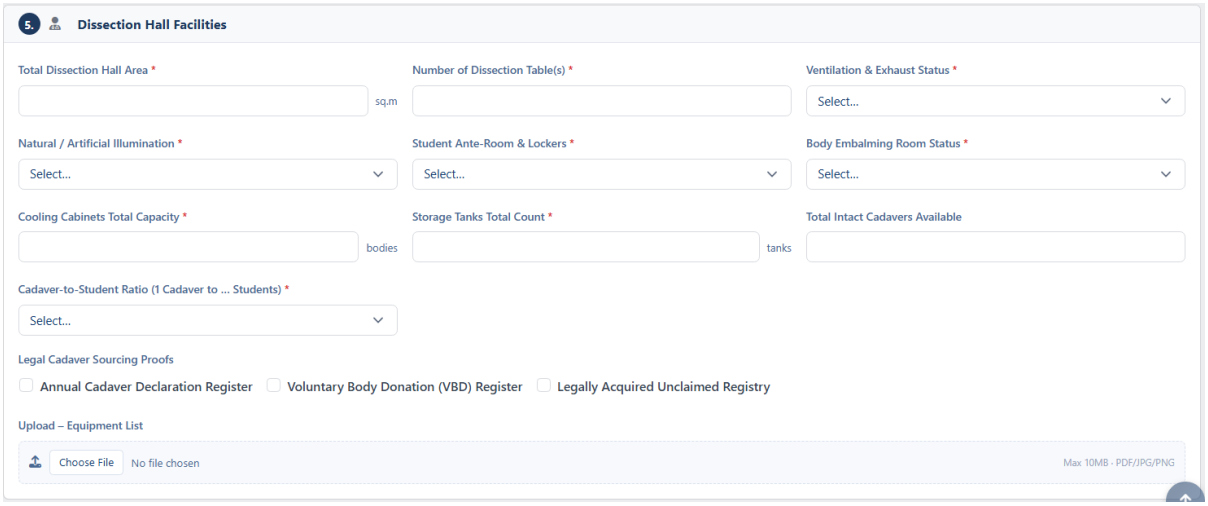


Figure 29: Step 4 – Dissection Hall Facilities

Field	What to enter	Mandatory
Total Dissection Hall Area (sq.m)	Total area of the dissection hall(s).	Yes
Number of Dissection Table(s)	Number of dissection tables.	Yes
Ventilation & Exhaust Status	Select the status.	Yes
Natural / Artificial Illumination	Select the status.	Yes
Student Ante-Room & Lockers	Select the status.	Yes
Body Embalming Room Status	Select the status.	Yes
Cooling Cabinets Total Capacity (bodies)	Number of bodies the cooling cabinets can hold.	Yes

Field	What to enter	Mandatory
Storage Tanks Total Count (tanks)	Number of storage tanks.	Yes
Total Intact Cadavers Available	Number of intact cadavers currently available.	No
Cadaver-to-Student Ratio (1 Cadaver to … Students)	Select the ratio.	Yes
Legal Cadaver Sourcing Proofs	Tick all that apply: Annual Cadaver Declaration Register, Voluntary Body Donation (VBD) Register, Legally Acquired Unclaimed Registry.	No
Upload – Equipment List	Equipment list of the dissection hall (Max 10 MB, PDF/JPG/PNG).	No

Section 6 – Forensic Medicine Autopsy Block Infrastructure Facilities

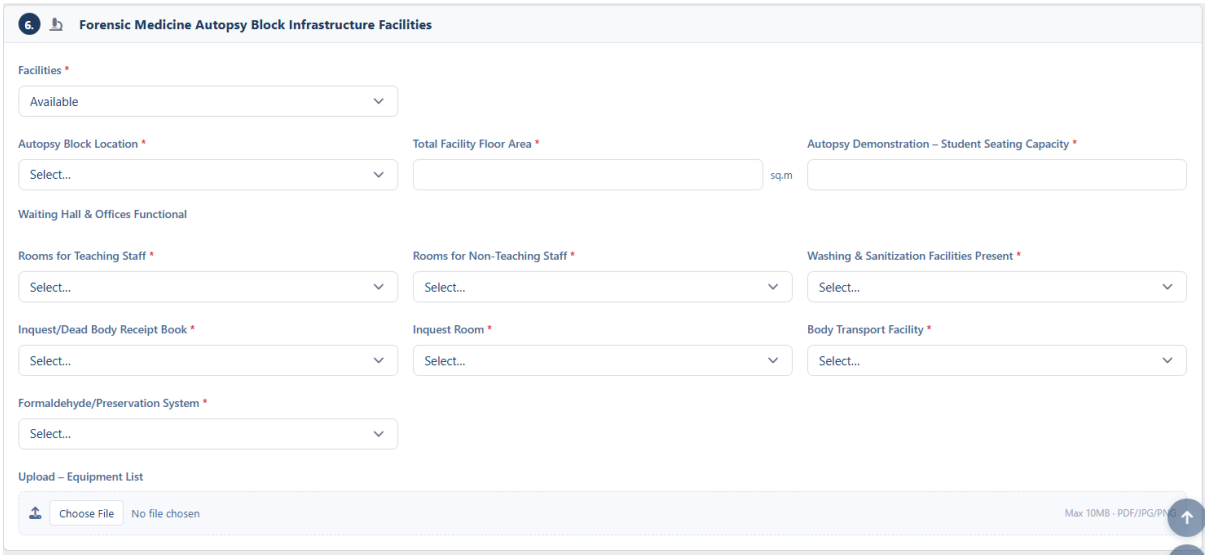


Figure 30: Step 4 – Forensic Medicine Autopsy Block (with "Available" selected)

Field	What to enter	Mandatory
Facilities	Select Available / Not Available. When **Available** is selected, the fields below appear.	Yes
Autopsy Block Location	Select the location.	Yes
Total Facility Floor Area (sq.m)	Floor area of the autopsy block.	Yes
Autopsy Demonstration – Student Seating Capacity	Number of student seats in the demonstration area.	Yes
Waiting Hall & Offices Functional – select the availability of each:		

Field	What to enter	Mandatory
Rooms for Teaching Staff; Rooms for Non-Teaching Staff; Washing & Sanitization Facilities Present	Select.	Yes
Inquest / Dead Body Receipt Book; Inquest Room; Body Transport Facility	Select.	Yes
Formaldehyde / Preservation System	Select.	Yes
Upload – Equipment List	Equipment list of the autopsy block (Max 10 MB, PDF/JPG/PNG).	No

Section 7 – Microbiology Service Laboratory

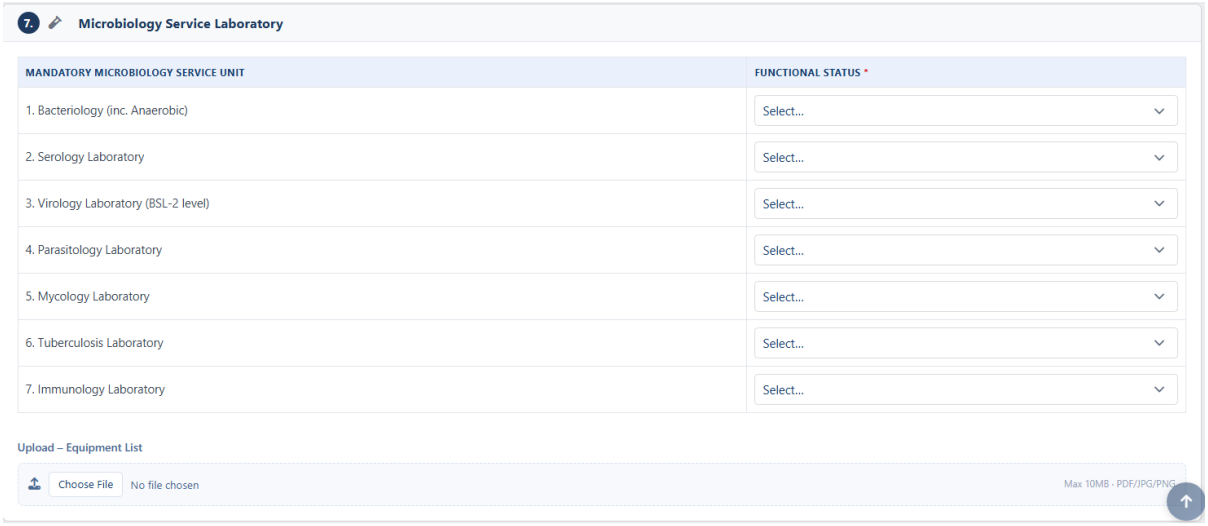


Figure 31: Step 4 – Microbiology Service Laboratory

Select the **Functional Status** (mandatory) for each mandatory microbiology service unit: Bacteriology (inc. Anaerobic), Serology Laboratory, Virology Laboratory (BSL-2 level), Parasitology Laboratory, Mycology Laboratory, Tuberculosis Laboratory and Immunology Laboratory. Then upload the **Equipment List** (optional).

Section 7(a) – Pathology Service Laboratory

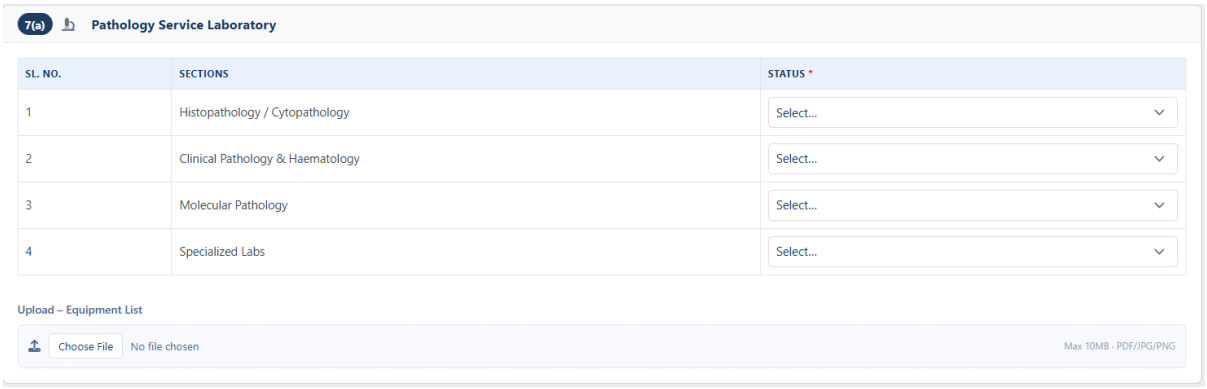


Figure 32: Step 4 – Pathology Service Laboratory

Select the **Status** (mandatory) for each section: Histopathology / Cytopathology, Clinical Pathology & Haematology, Molecular Pathology and Specialized Labs. Then upload the **Equipment List** (optional).

Section 8 – Community Medicine Field Training Centers (RHTC & UHTC)

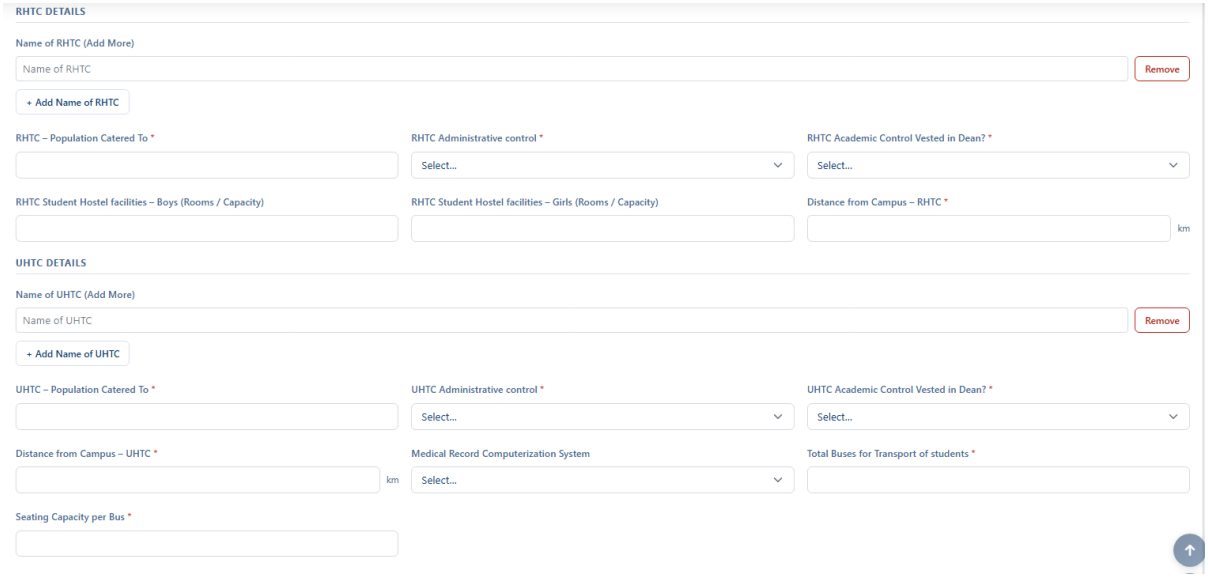


Figure 33: Step 4 – RHTC and UHTC Details

Field	What to enter	Mandatory
RHTC Details		
Name of RHTC (Add More)	Name of the Rural Health Training Centre. Use **+ Add Name of RHTC** for more centres; **Remove** deletes an entry.	No
RHTC – Population Catered To	Population served by the RHTC.	Yes
RHTC Administrative control	Select who controls the RHTC.	Yes
RHTC Academic Control Vested in Dean?	Select Yes / No.	Yes

Field	What to enter	Mandatory
RHTC Student Hostel facilities – Boys / Girls (Rooms / Capacity)	Number of rooms and capacity.	No
Distance from Campus – RHTC (km)	Distance in kilometres.	Yes
UHTC Details		
Name of UHTC (Add More)	Name of the Urban Health Training Centre. Use **+ Add Name of UHTC** for more.	No
UHTC – Population Catered To	Population served by the UHTC.	Yes
UHTC Administrative control / UHTC Academic Control Vested in Dean?	Select from the lists.	Yes
Distance from Campus – UHTC (km)	Distance in kilometres.	Yes
Medical Record Computerization System	Select the status.	No
Total Buses for Transport of students	Number of buses.	Yes
Seating Capacity per Bus	Seats per bus.	Yes

Section 9 – Examination Halls and Section 10 – Central Diagnostic Facility

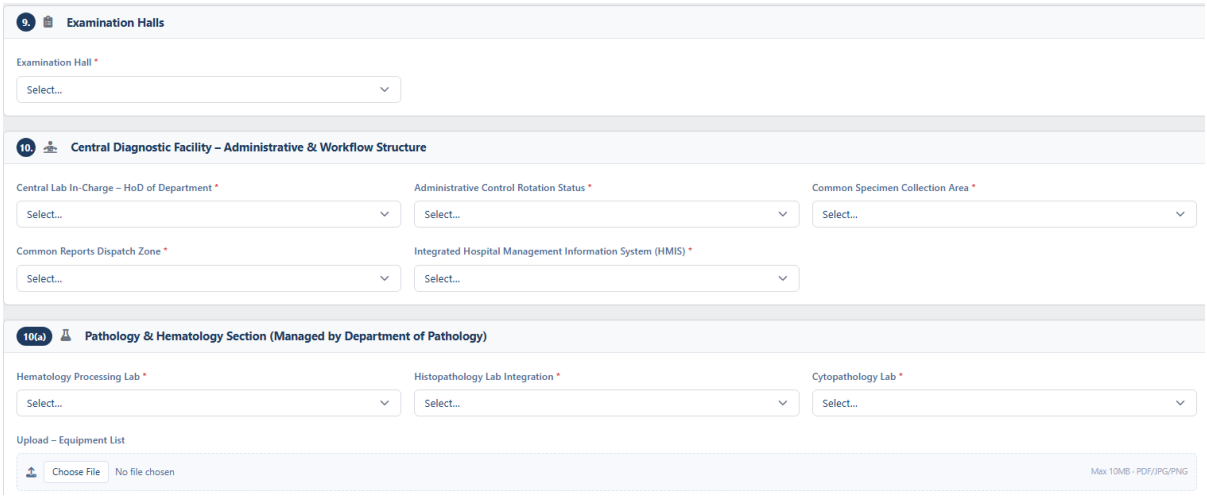


Figure 34: Step 4 – Examination Halls, Central Diagnostic Facility and Section 10(a)

Field	What to enter	Mandatory
Examination Hall	Select the status.	Yes
10 – Central Diagnostic Facility – Administrative & Workflow Structure		
Central Lab In-Charge – HoD of Department	Select.	Yes
Administrative Control Rotation Status	Select.	Yes
Common Specimen Collection Area	Select.	Yes
Common Reports Dispatch Zone	Select.	Yes
Integrated Hospital Management Information System (HMIS)	Select.	Yes

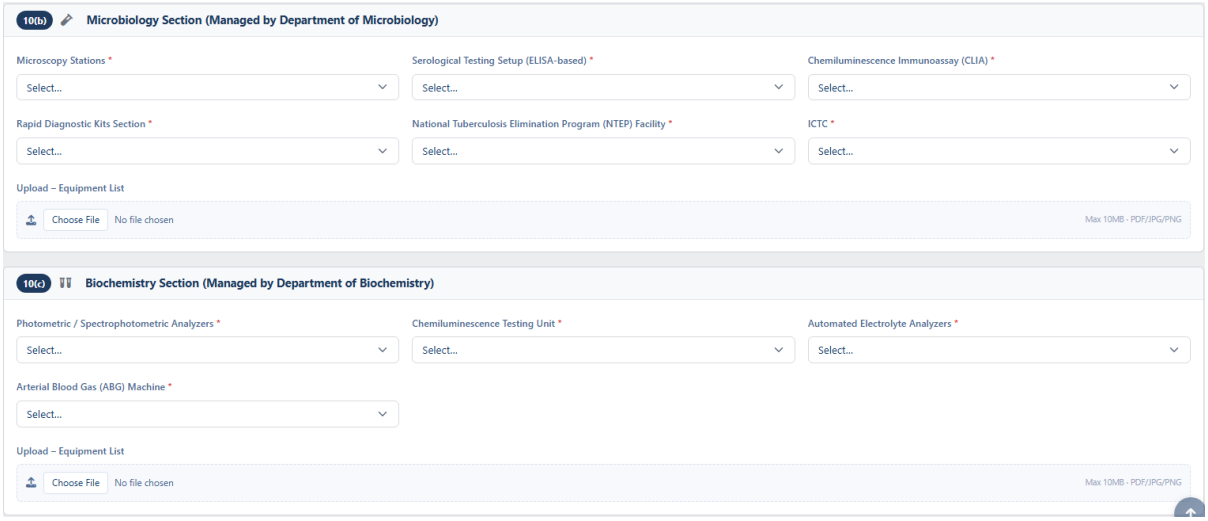


Figure 35: Step 4 – Microbiology Section 10(b) and Biochemistry Section 10(c)

Sections 10(a), 10(b), 10(c) – Department-managed diagnostic sections

For each item select the availability / status (all mandatory), then upload the **Equipment List** of the section (optional).

Section	Items
10(a) – Pathology & Hematology Section (Managed by Department of Pathology)	Hematology Processing Lab; Histopathology Lab Integration; Cytopathology Lab
10(b) – Microbiology Section (Managed by Department of Microbiology)	Microscopy Stations; Serological Testing Setup (ELISA-based); Chemiluminescence Immunoassay (CLIA); Rapid Diagnostic Kits

Section	Items
	Section; National Tuberculosis Elimination Program (NTEP) Facility; ICTC
10(c) – Biochemistry Section (Managed by Department of Biochemistry)	Photometric / Spectrophotometric Analyzers; Chemiluminescence Testing Unit; Automated Electrolyte Analyzers; Arterial Blood Gas (ABG) Machine

Section 11 – Diagnostic Work Load

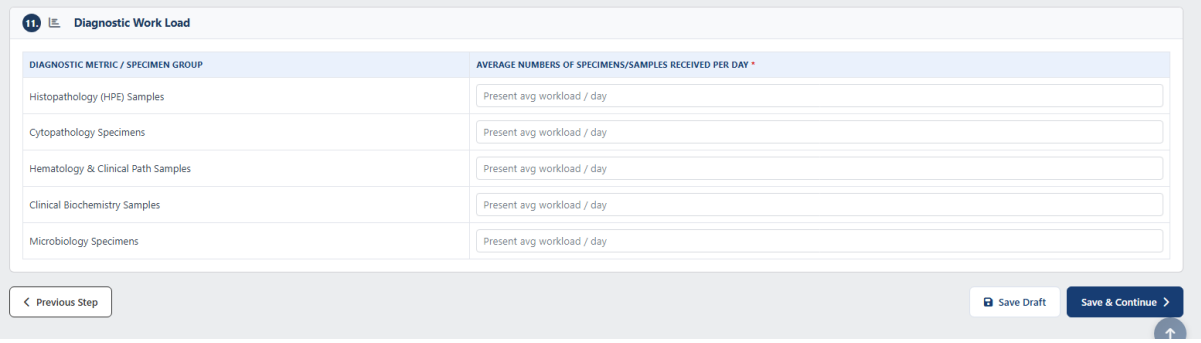


Figure 36: Step 4 – Diagnostic Work Load

Enter the **Average Numbers of Specimens / Samples Received per Day** (mandatory) for: Histopathology (HPE) Samples, Cytopathology Specimens, Hematology & Clinical Path Samples, Clinical Biochemistry Samples and Microbiology Specimens.

4.5 Step 5 – Hospital OPD / IPD Infrastructural & Other Facilities

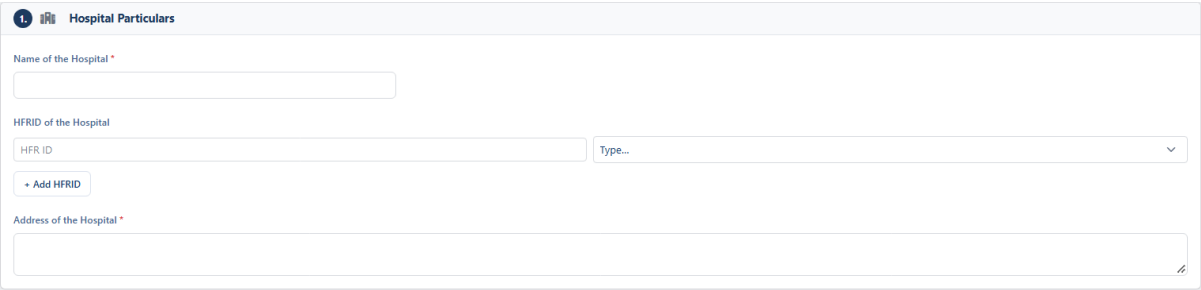


Figure 37: Step 5 – Hospital Particulars

Section 1 – Hospital Particulars

Field	What to enter	Mandatory
Name of the Hospital	Name of the teaching hospital.	Yes
HFRID of the Hospital	Enter the HFR ID and select its type. Click **+ Add HFRID** to add another ID.	No
Address of the Hospital	Complete postal address of the hospital.	Yes

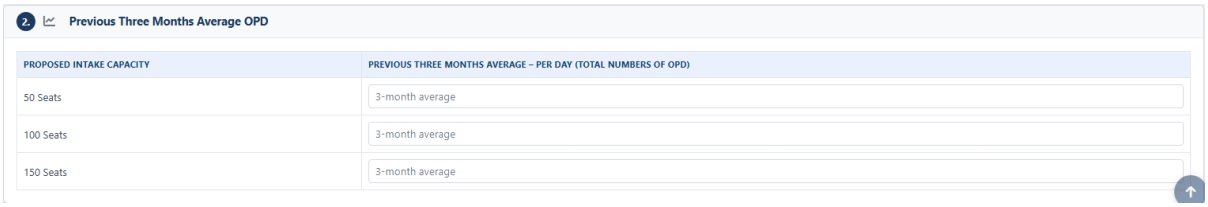


Figure 38: Step 5 – Previous Three Months Average OPD

Section 2 – Previous Three Months Average OPD

Against the proposed intake capacity (50, 100 or 150 seats), enter the **previous three months average per day (total number of OPD)**.

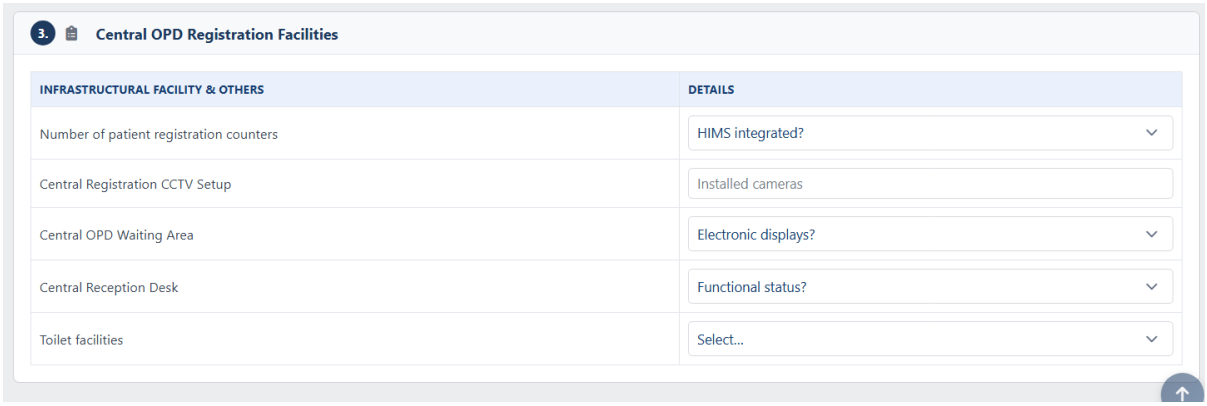


Figure 39: Step 5 – Central OPD Registration Facilities

Section 3 – Central OPD Registration Facilities

Facility	What to enter in Details
Number of patient registration counters	Select whether the counters are HIMS integrated.
Central Registration CCTV Setup	Number of installed cameras.
Central OPD Waiting Area	Select whether electronic displays are available.
Central Reception Desk	Select the functional status.
Toilet facilities	Select the status.

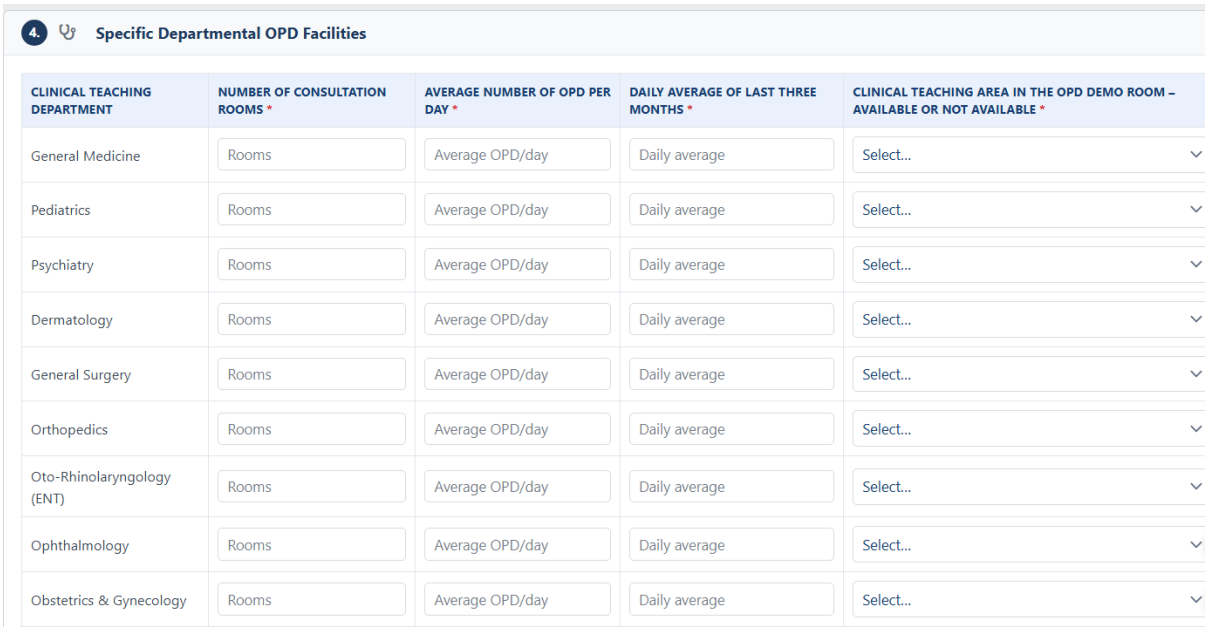


Figure 40: Step 5 – Specific Departmental OPD Facilities

Section 4 – Specific Departmental OPD Facilities

For each clinical teaching department – General Medicine, Pediatrics, Psychiatry, Dermatology, General Surgery, Orthopedics, Oto-Rhinolaryngology (ENT), Ophthalmology, Obstetrics & Gynecology – enter:

Field	What to enter	Mandatory
Number of Consultation Rooms	Number of OPD consultation rooms.	Yes
Average Number of OPD per Day	Average daily OPD attendance.	Yes
Daily Average of Last Three Months	Daily average OPD over the last three months.	Yes
Clinical Teaching Area in the OPD Demo Room	Select Available / Not Available.	Yes

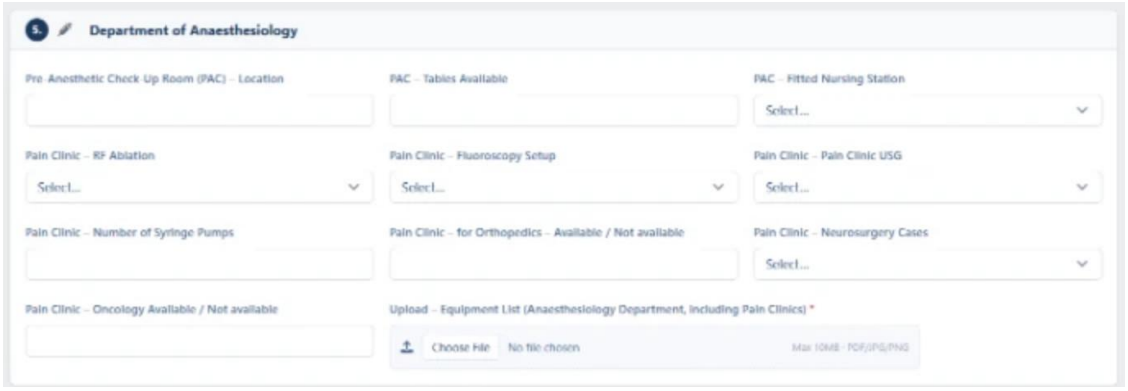


Figure 41: Step 5 – Department of Anaesthesiology

Section 5 – Department of Anaesthesiology

Field	What to enter	Mandatory
Pre Anaesthetic Check Up Room (PAC) – Location	Location of the PAC room.	No
PAC – Tables Available	Number of examination tables.	No
PAC – Fitted Nursing Station	Select.	No
Pain Clinic – RF Ablation / Fluoroscopy Setup / Pain Clinic USG	Select availability of each.	No
Pain Clinic – Number of Syringe Pumps	Number of syringe pumps.	No
Pain Clinic – for Orthopedics / Neurosurgery Cases / Oncology	Available / Not available.	No
Upload – Equipment List (Anaesthesiology Department, including Pain Clinics)	Upload (Max 10 MB, PDF/JPG/PNG).	Yes

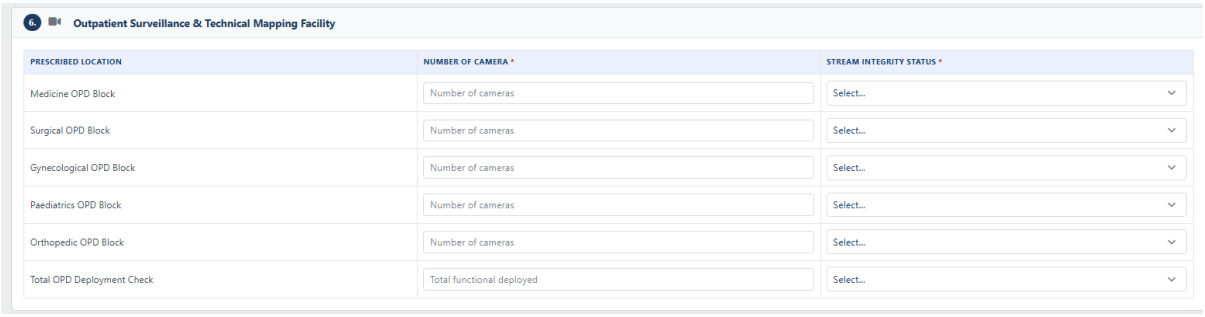


Figure 42: Step 5 – Outpatient Surveillance & Technical Mapping Facility

Section 6 – Outpatient Surveillance & Technical Mapping Facility

For each prescribed location – Medicine OPD Block, Surgical OPD Block, Gynecological OPD Block, Paediatrics OPD Block, Orthopedic OPD Block – enter the **Number of Camera** and select the **Stream Integrity Status** (both mandatory). In the **Total OPD Deployment Check** row enter the total functional cameras deployed and its status.

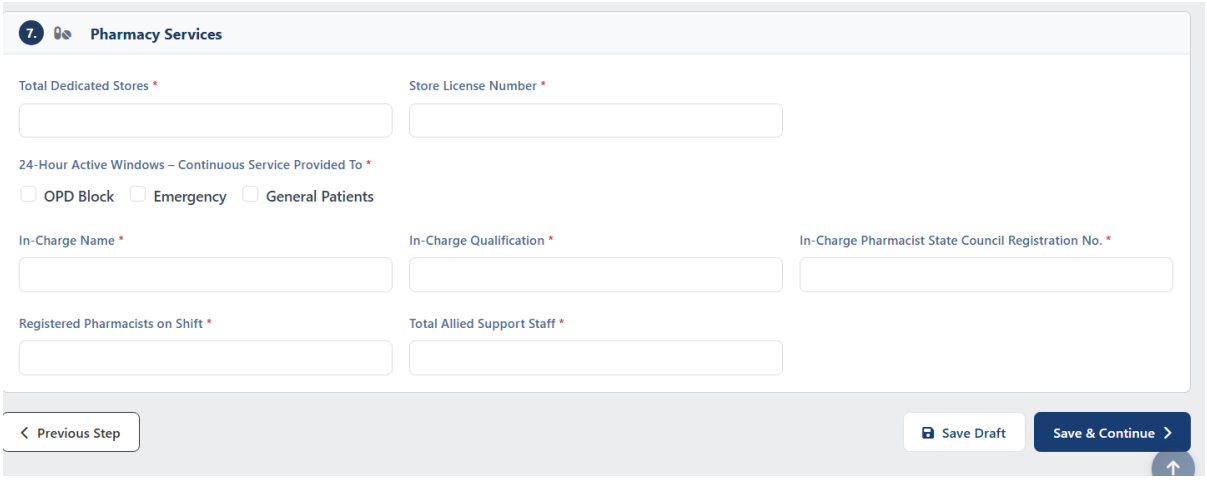


Figure 43: Step 5 – Pharmacy Services

Section 7 – Pharmacy Services

Field	What to enter	Mandatory
Total Dedicated Stores	Number of pharmacy stores.	Yes
Store License Number	Drug licence number of the store.	Yes
24-Hour Active Windows – Continuous Service Provided To	Tick all that apply: OPD Block, Emergency, General Patients.	Yes
In-Charge Name / In-Charge Qualification	Name and qualification of the pharmacist in-charge.	Yes
In-Charge Pharmacist State Council Registration No.	State Pharmacy Council registration number.	Yes
Registered Pharmacists on Shift	Number of registered pharmacists per shift.	Yes
Total Allied Support Staff	Number of support staff in the pharmacy.	Yes

4.6 Step 6 – Clinical Material & IPD Details

Enter the bed strength, in-patient (IPD) load, laboratory and procedure workload, casualty and critical-care data of the teaching hospital. Unless stated otherwise, figures are the **per-day average of the last three months**. The **i** icon next to a Bed Occupancy Rate column shows the formula given in the **Important Points to be Noted Before Applying** window (see Section 3).

Section 1 – Number of Beds & Daily IPD Details

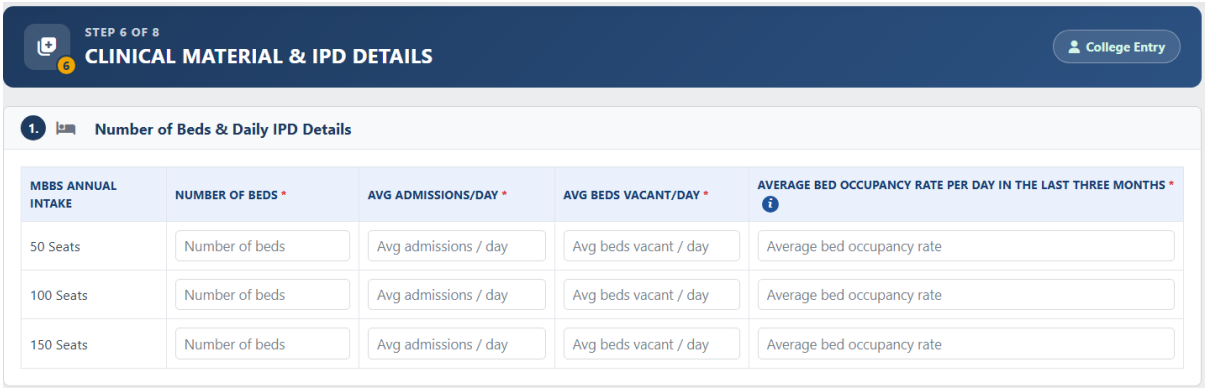


Figure 44: Step 6 – Number of Beds & Daily IPD Details

Fill the row for the MBBS annual intake you applied for (50, 100 or 150 seats).

Field	What to enter	Mandatory
Number of Beds	Total teaching beds in the hospital.	Yes
Avg Admissions / Day	Average number of admissions per day.	Yes
Avg Beds Vacant / Day	Average number of vacant beds per day.	Yes
Average Bed Occupancy Rate per Day in the Last Three Months	Bed occupancy rate (%), calculated as per the formula.	Yes

Section 1(a) – Specific Departmental IPD Facilities

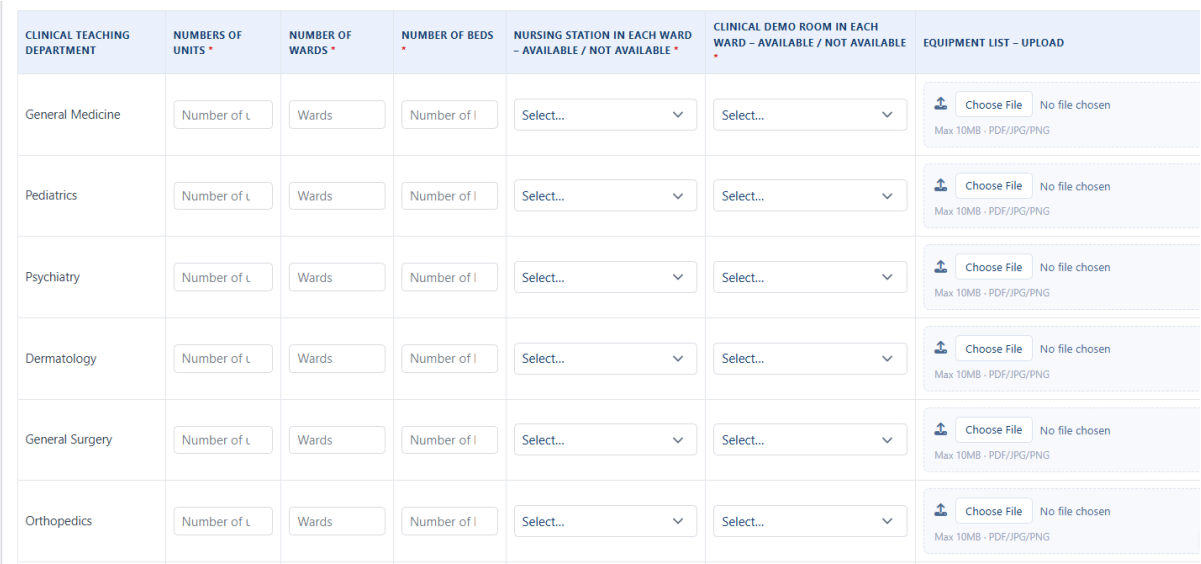


Figure 45: Step 6 – Specific Departmental IPD Facilities (General Medicine to Orthopedics)

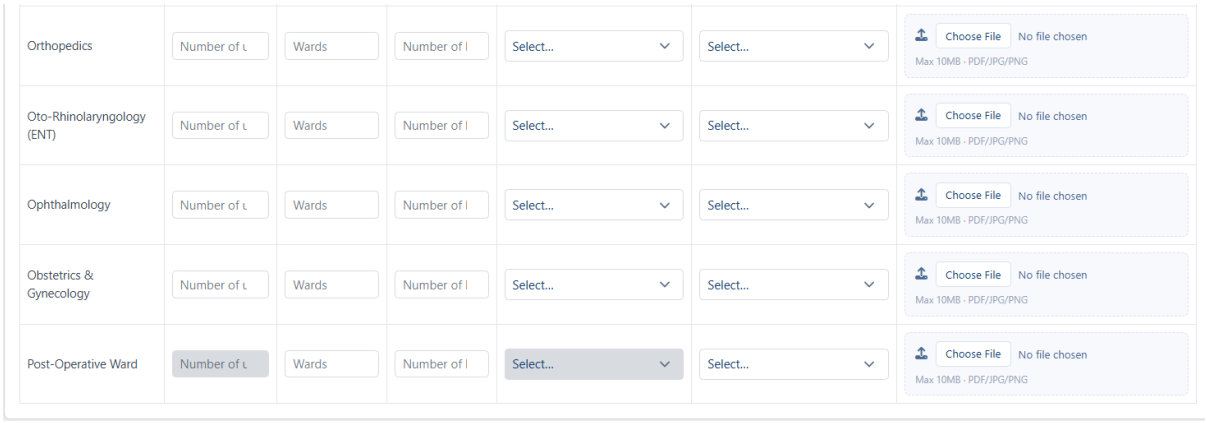


Figure 46: Step 6 – Specific Departmental IPD Facilities (Orthopedics to Post-Operative Ward)

For each clinical teaching department – General Medicine, Pediatrics, Psychiatry, Dermatology, General Surgery, Orthopedics, Oto-Rhinolaryngology (ENT), Ophthalmology, Obstetrics & Gynecology and Post-Operative Ward – enter:

Field	What to enter	Mandatory
Numbers of Units	Number of clinical units in the department (not applicable for Post-Operative Ward – field is greyed out).	Yes
Number of Wards	Number of wards.	Yes
Number of Beds	Number of beds in the department.	Yes
Nursing Station in Each Ward	Select Available / Not Available (greyed out for Post-Operative Ward).	Yes
Clinical Demo Room in Each Ward	Select Available / Not Available.	Yes
Equipment List – Upload	Upload the department equipment list (Max 10 MB, PDF/JPG/PNG).	No

Section 2 – Department-wise Daily Inpatient (IPD) Details

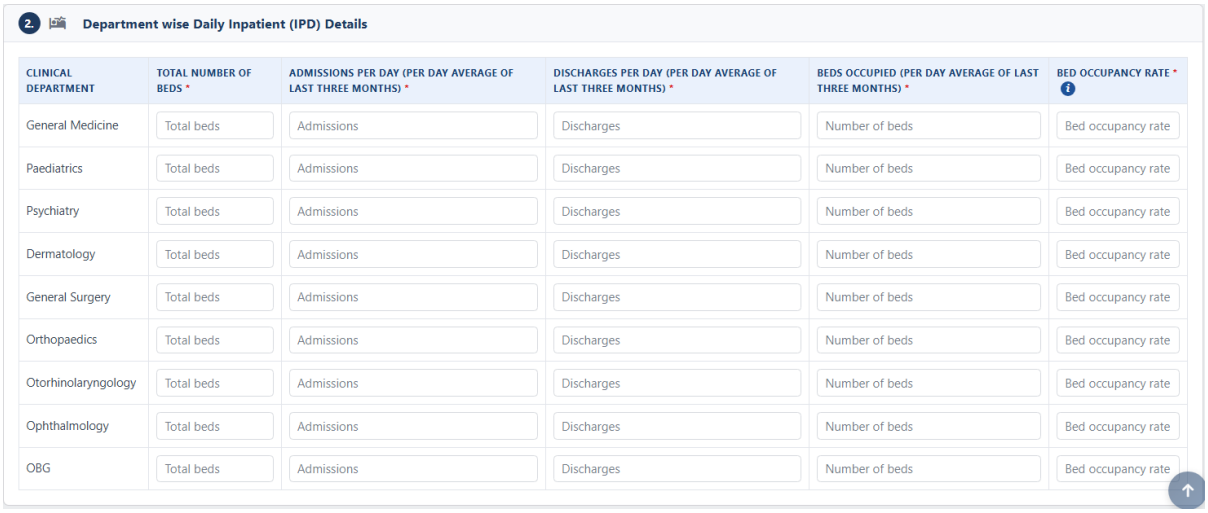


Figure 47: Step 6 – Department-wise Daily Inpatient (IPD) Details

For each clinical department – General Medicine, Paediatrics, Psychiatry, Dermatology, General Surgery, Orthopaedics, Otorhinolaryngology, Ophthalmology and OBG – enter:

Field	What to enter	Mandatory
Total Number of Beds	Total beds in the department.	Yes
Admissions per Day	Per-day average of the last three months.	Yes
Discharges per Day	Per-day average of the last three months.	Yes
Beds Occupied	Per-day average of beds occupied in the last three months.	Yes
Bed Occupancy Rate	Bed occupancy rate (%), calculated as per the formula (see the **i** icon).	Yes

Section 3 – Central Laboratory & Radio-Diagnosis Clinical Material

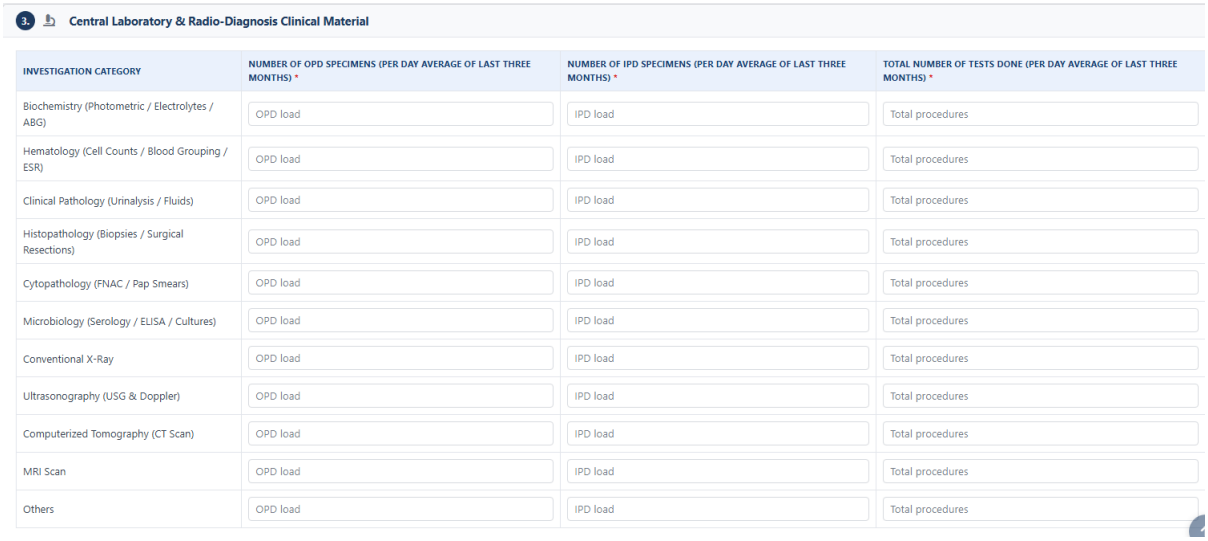


Figure 48: Step 6 – Central Laboratory & Radio-Diagnosis Clinical Material

For each investigation category – Biochemistry (Photometric / Electrolytes / ABG), Hematology (Cell Counts / Blood Grouping / ESR), Clinical Pathology (Urinalysis / Fluids), Histopathology (Biopsies / Surgical Resections), Cytopathology (FNAC / Pap Smears), Microbiology (Serology / ELISA / Cultures), Conventional X-Ray, Ultrasonography (USG & Doppler), Computerized Tomography (CT Scan), MRI Scan and Others – enter (all mandatory):

Field	What to enter	Mandatory
Number of OPD Specimens	OPD load – per-day average of the last three months.	Yes
Number of IPD Specimens	IPD load – per-day average of the last three months.	Yes
Total Number of Tests Done	Total procedures – per-day average of the last three months.	Yes

Section 4 – Surgical & Interventional Procedures



Figure 49: Step 6 – Surgical & Interventional Procedures

For each interventional specialty – General Surgery, Ophthalmology, Orthopedics, Obstetrics (Normal Deliveries / Caesarean), Oto-Rhinolaryngology (ENT), Minor OT (Outpatient Minor Surgeries) and Emergency / Resuscitation Procedures (Casualty) – enter:

Field	What to enter	Mandatory
Major Procedures per Day	Per-day average of the last three months.	Yes
Minor Procedures per Day	Per-day average of minor procedures / under local anaesthesia, last three months.	Yes
Major Procedures Done in the Last 3 Calendar Years	Total for Year 1 (2026), Year 2 (2025) and Year 3 (2024).	No
Minor Procedures Done in the Last 3 Calendar Years	Total for Year 1 (2026), Year 2 (2025) and Year 3 (2024).	No

Section 5 – Casualty Area Details

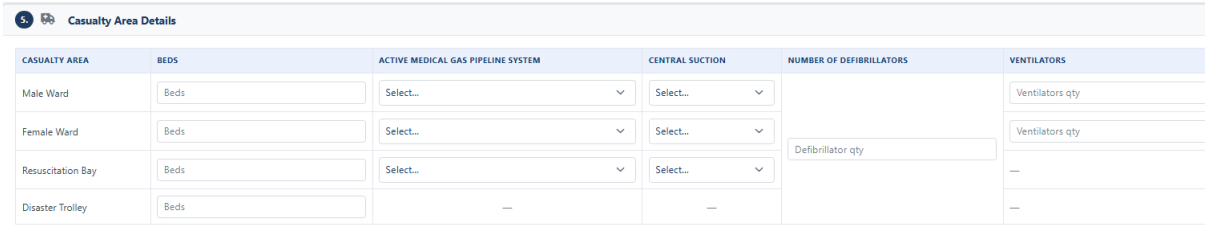


Figure 50: Step 6 – Casualty Area Details

Field	What to enter	Mandatory
Beds	Number of beds in each casualty area: Male Ward, Female Ward, Resuscitation Bay and Disaster Trolley.	No

Field	What to enter	Mandatory
Active Medical Gas Pipeline System / Central Suction	Select availability for Male Ward, Female Ward and Resuscitation Bay.	No
Number of Defibrillators	Total defibrillators in the casualty (one value for the area).	No
Ventilators	Number of ventilators in the Male and Female Wards.	No

Sections 5(a) and 5(b) – Casualty Clinical Materials and Emergency Diagnostic Workload

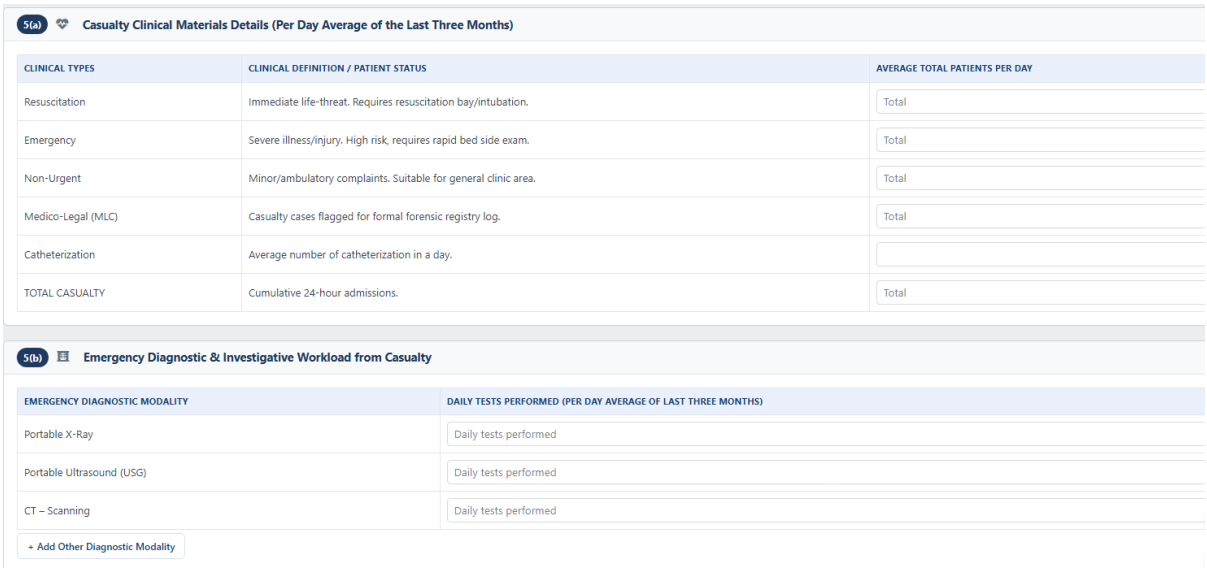


Figure 51: Step 6 – Casualty Clinical Materials and Emergency Diagnostic Workload

Field	What to enter	Mandatory
5(a) – Casualty Clinical Materials Details (per-day average of the last three months)		
Average Total Patients per Day	For each clinical type: Resuscitation (immediate life-threat), Emergency (severe illness / injury), Non-Urgent (minor / ambulatory), Medico-Legal (MLC), Catheterization (average number per day) and TOTAL CASUALTY (cumulative 24-hour admissions).	No
5(b) – Emergency Diagnostic & Investigative Workload from Casualty		
Daily Tests Performed	Per-day average of the last three months for Portable X-Ray, Portable Ultrasound (USG) and CT – Scanning. Use **+ Add Other Diagnostic Modality** to add more rows.	No

Section 5(c) – Facilities in Casualty and Section 6 – Critical Care / OT / ICU Services

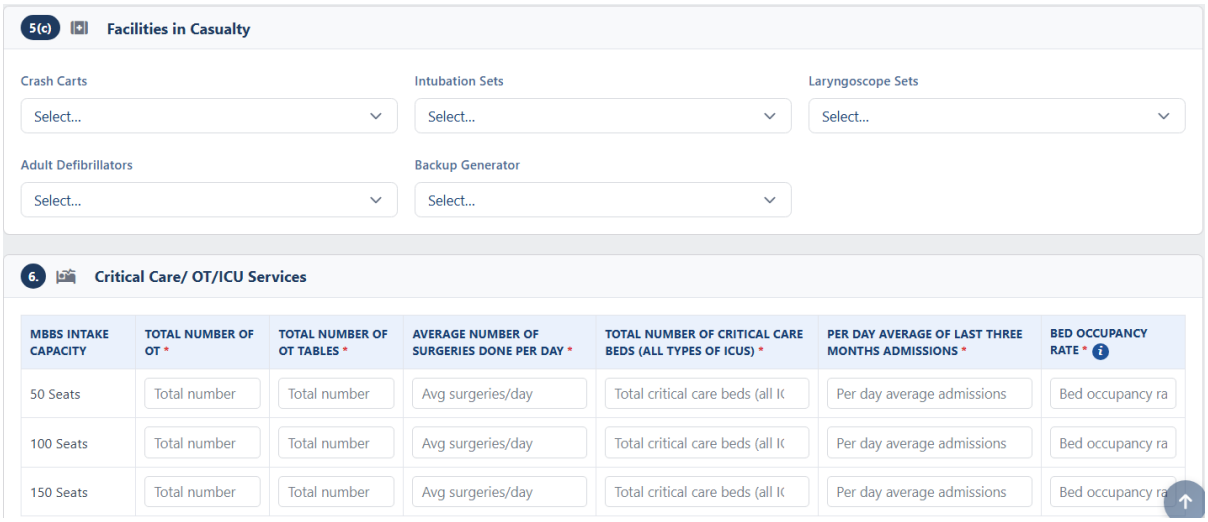


Figure 52: Step 6 – Facilities in Casualty and Critical Care / OT / ICU Services

Field	What to enter	Mandatory
5(c) – Facilities in Casualty		
Crash Carts; Intubation Sets; Laryngoscope Sets; Adult Defibrillators; Backup Generator	Select the availability of each.	No
6 – Critical Care / OT / ICU Services (fill the row for your MBBS intake capacity)		
Total Number of OT	Number of operation theatres.	Yes
Total Number of OT Tables	Number of OT tables.	Yes
Average Number of Surgeries Done per Day	Average surgeries per day.	Yes
Total Number of Critical Care Beds (All Types of ICUs)	Total ICU beds of all types.	Yes
Per Day Average of Last Three Months Admissions	Average critical care admissions per day.	Yes
Bed Occupancy Rate	Critical care bed occupancy rate (%), as per the formula (see the **i** icon).	Yes

Section 7 – Critical Care Facilities (Per Day Average of Last Three Months)

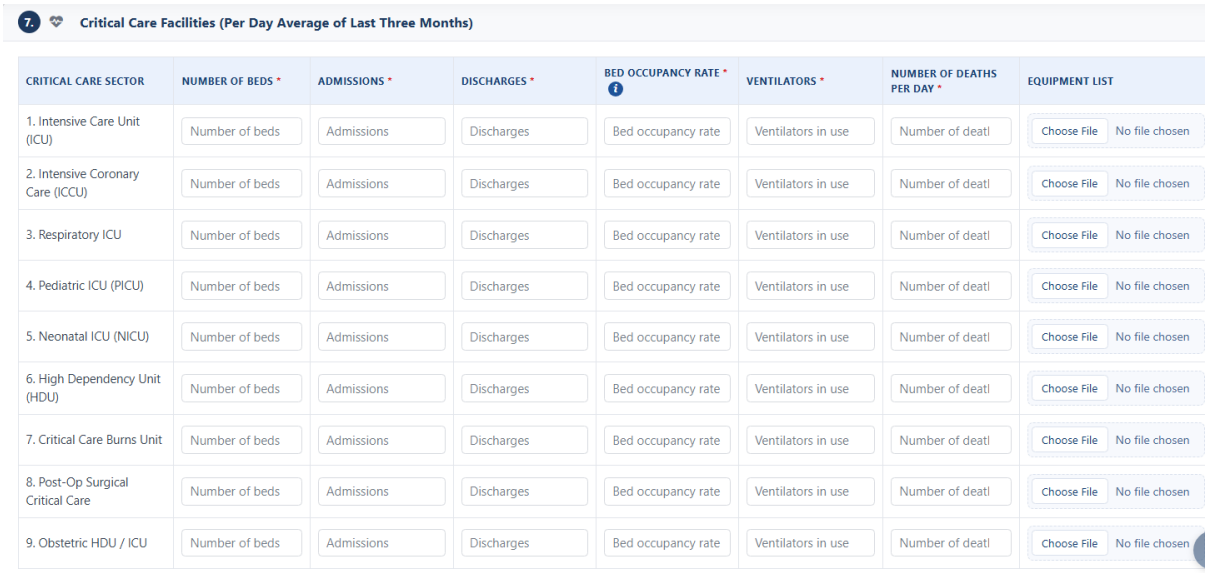


Figure 53: Step 6 – Critical Care Facilities

For each critical care sector – Intensive Care Unit (ICU), Intensive Coronary Care (ICCU), Respiratory ICU, Pediatric ICU (PICU), Neonatal ICU (NICU), High Dependency Unit (HDU), Critical Care Burns Unit, Post-Op Surgical Critical Care and Obstetric HDU / ICU – enter:

Field	What to enter	Mandatory
Number of Beds	Beds in the unit.	Yes
Admissions / Discharges	Per-day average of the last three months.	Yes
Bed Occupancy Rate	Unit bed occupancy rate (%), as per the formula (see the **i** icon).	Yes
Ventilators	Number of ventilators in use.	Yes
Number of Deaths per Day	Average deaths per day.	Yes
Equipment List	Upload the unit's equipment list.	No

Section 8 – Intensive Care Investigative & Procedural Workload

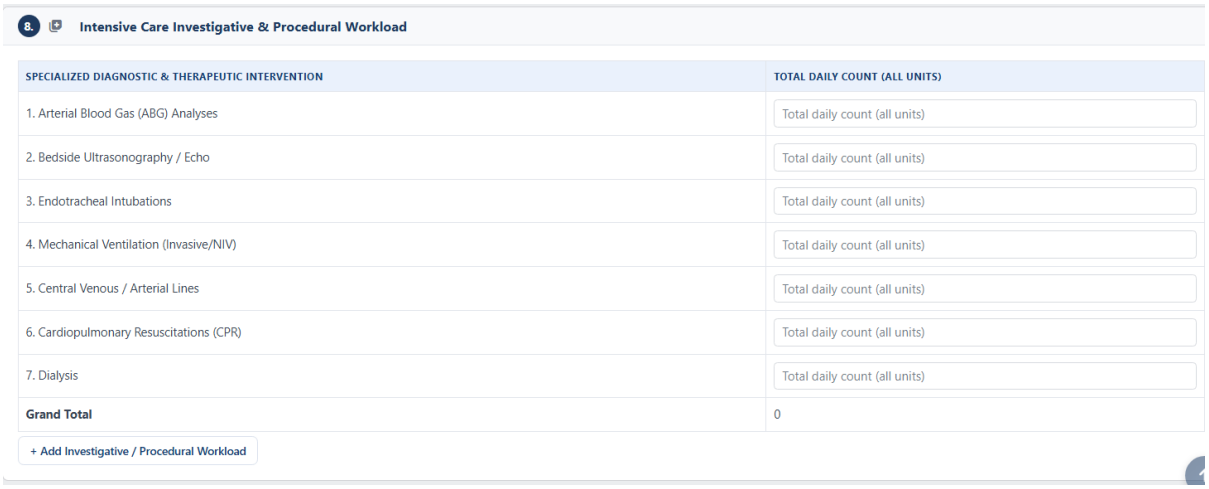


Figure 54: Step 6 – Intensive Care Investigative & Procedural Workload

Enter the **Total Daily Count (All Units)** for each intervention: Arterial Blood Gas (ABG) Analyses, Bedside Ultrasonography / Echo, Endotracheal Intubations, Mechanical Ventilation (Invasive / NIV), Central Venous / Arterial Lines, Cardiopulmonary Resuscitations (CPR) and Dialysis. The **Grand Total** is calculated automatically. Use **+ Add Investigative / Procedural Workload** to add other interventions.

Section 9 – Births & Death Data

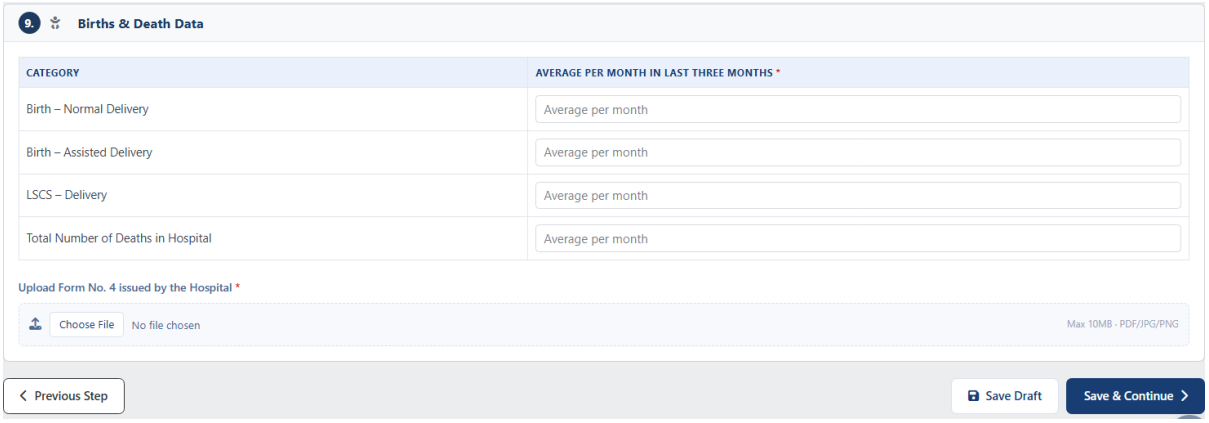


Figure 55: Step 6 – Births & Death Data

Field	What to enter	Mandatory
Average per Month in Last Three Months	For Birth – Normal Delivery, Birth – Assisted Delivery, LSCS – Delivery and Total Number of Deaths in Hospital.	Yes
Upload Form No. 4 issued by the Hospital	Upload Form No. 4 (Max 10 MB, PDF/JPG/PNG).	Yes

Important Note
Bed occupancy rates are checked against the formula in the Important Points window. Make sure the beds, admissions, discharges and occupied-bed figures you enter are consistent with the rates you report.

4.7 Step 7 – Teaching Faculty / Residents Information

Enter the details of every faculty member, resident and tutor, department by department. You can type the details on screen (Section 2) or upload them in bulk from an Excel file (Section 1).

Section 1 – Upload Faculty Details by Excel (optional)

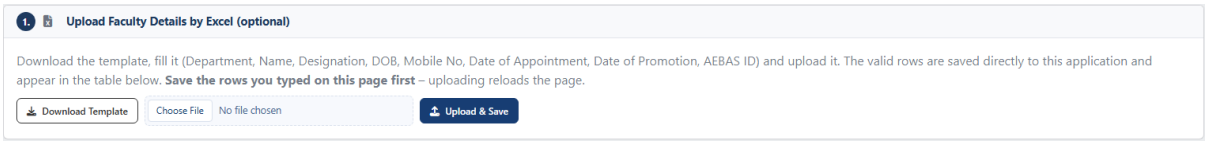


Figure 56: Step 7 – Upload Faculty Details by Excel

1. Click **Download Template** to get the Excel template.
2. Fill one row per person with: Department, Name, Designation, DOB, Mobile No, Date of Appointment, Date of Promotion and AEBAS ID.
3. Click **Choose File**, select the filled template, then click **Upload & Save**. Valid rows are saved directly to the application and appear in the table in Section 2.

> **Important Note**
> Save any rows you have typed on this page first (**Save Draft**) – uploading the Excel file reloads the page, and unsaved entries will be lost.

Section 2 – Department wise Faculty / Residents / Tutors

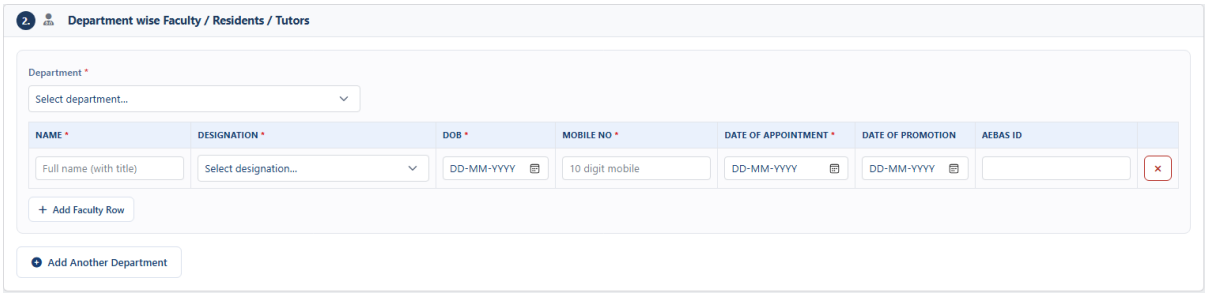


Figure 57: Step 7 – Department wise Faculty / Residents / Tutors

1. Select the **Department** from the list.
2. Fill one row per faculty member / resident / tutor of that department. Click **+ Add Faculty Row** to add another person; click the red **×** button at the end of a row to delete it.
3. Click **Add Another Department** to open a new block for the next department, and repeat.

Field	What to enter	Mandatory
Department	Select the department.	Yes
Name	Full name of the faculty member / resident / tutor, with title (e.g., Dr.).	Yes
Designation	Select the designation (e.g., Professor, Associate Professor, Assistant Professor, Senior Resident, Tutor).	Yes
DOB	Date of birth, DD-MM-YYYY.	Yes

Field	What to enter	Mandatory
Mobile No	10-digit mobile number.	Yes
Date of Appointment	Date of joining the college, DD-MM-YYYY.	Yes
Date of Promotion	Date of promotion to the current designation, if any.	No
AEBAS ID	Aadhaar Enabled Biometric Attendance System ID of the person.	No

Note
Faculty names entered here are covered by Declaration 10 in Step 8 – make sure every entry is correct and the faculty are regular appointees.

4.8 Step 8 – Declaration & Submit

This is the final step: the statutory declaration by the Head of the Institute, followed by a preview of the complete application and the final, irreversible submission.

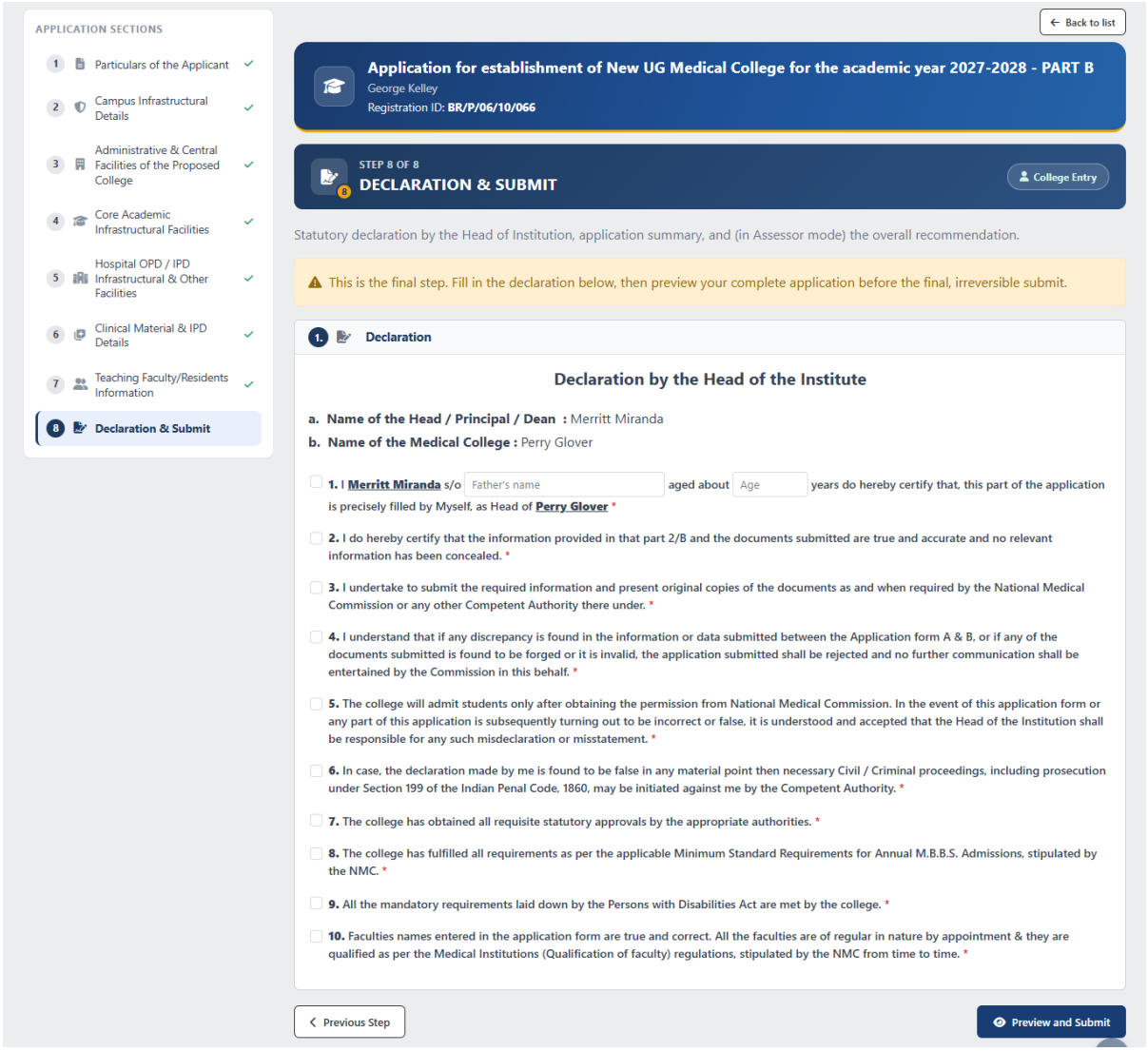


Figure 58: Step 8 – Declaration by the Head of the Institute

Field	What to enter	Mandatory
a. Name of the Head / Principal / Dean	Auto-filled from Step 1.	Auto
b. Name of the Medical College	Auto-filled from Step 1.	Auto
Declaration 1 – Father's name and Age	Enter the father's name and age of the Head of the Institute, and tick the box.	Yes
Declarations 2 to 10	Read each statement carefully and tick its box.	Yes

Important Note
All ten declarations are mandatory. By ticking them the Head of the Institute certifies that the information and documents are true and complete, and accepts that a false declaration may lead to rejection of the application and civil / criminal proceedings.

5. Saving, Previewing and Submitting

Button	What it does	When to use
Save Draft	Saves everything entered in the current step without moving on.	Any time, and always before leaving the page.
Save & Continue (dark blue)	Saves the current step and opens the next step. The step gets a green tick in the left panel.	When the current step is complete.
Previous Step	Opens the previous step.	To review or correct an earlier step.
Step names in the left panel	Jump directly to any step.	To move between steps quickly.
Back to list	Returns to the Establishment Applications PART B list.	After saving your work.
Preview and Submit (Step 8)	Opens a preview of the complete application, from where it is finally submitted.	When all steps are complete and all documents are uploaded.

5.1 Submission steps

1. Complete Steps 1 to 7 and click **Save & Continue** on each, so that every step shows a green tick.
2. Check that all mandatory documents are uploaded in Steps 2 to 6.
3. In Step 8, enter the father's name and age and tick all ten declarations.
4. Click **Preview and Submit**, review the preview carefully, then submit.
5. Note the Registration ID for future reference.

Before you submit
Submission is final and irreversible. Make sure every licence, NOC and committee order uploaded is current and valid on the date of submission, and that Part B data is consistent with Part A – any discrepancy may lead to rejection of the application.

6. Common Issues and Solutions

Issue	What to do
I cannot edit a grey field.	Grey fields are locked and come from Part A / your registration. If the value is wrong, contact the NMC help desk.
Continue is disabled in the Important Points window.	Tick the declaration checkbox at the bottom of the window first.

Issue	What to do
File does not upload.	Check the file is PDF, JPG or PNG and not larger than 10 MB. Compress or split scans if needed.
I uploaded the wrong file.	Click Choose File again on the same field and select the correct document.
Save & Continue does not move to the next step.	A mandatory field (red *) or document is missing in the current step. Scroll up and complete the highlighted fields.
Total Mandated Surveillance Count is less than 25.	Re-check the Number of CCTV entered for each of the 12 places in Step 2, Section 3.
A step has no green tick.	Open the step from the left panel and click Save & Continue after completing it.
Preview and Submit does not proceed.	A declaration is not ticked, father's name / age is missing, or an earlier step is incomplete.

Annexure A – Document Checklist

Tick each item as you collect it. All files: PDF / JPG / PNG, max 10 MB.

Step	Document	Mandatory	✓
2	Salary Slip / Bank Statement – IT Specialist / Engineer 1 and 2 (previous three months)	No	
3	Salary Statement (bank statement of salary credited to employees) – previous three months	No	
3	Student's Grievance Cell and Teachers / Staff Grievance Cell – disclosure documents	No	
3	Pharmacovigilance Constitution Order and Gender Harassment Committee Order (Section 5); IEC Constitution Order (optional)	Yes	
3	MEU Constitution Orders (if MEU existing)	No	
3	Skill Laboratory – Equipment List	Yes	
3	Centralized Research Facility – salary statements / Form 16 of research staff; equipment list	As marked	
3	College Plan Approval Copy; Hospital Plan Approval Copy	No	
3	Fire Safety NOC – Hostels; Fire Safety NOC – Resident Quarters	No	

Step	Document	Mandatory	✓
3	IEC, Curriculum, Pharmacovigilance and Gender Harassment Committee documents	No	
3	PCPNDT Act Registrations; NDPS Authorization Records; Mental Health Act Registration	Yes	
3	Cryogenic Oxygen Tank Licenses; Cadaver Declaration Register; Autopsy Conduct Authorization or MoU	Yes	
3	UHTC Administrative MoUs; RHTC State Permission Orders	Yes	
4	Equipment lists – each core practical laboratory	As marked	
4	Charts / specimen / equipment / furniture list – each departmental museum	As marked	
4	Equipment lists – dissection hall, autopsy block, microbiology and pathology service labs, sections 10(a)–10(c)	As marked	
5	Equipment List – Anaesthesiology Department (including Pain Clinics)	Yes	
6	Equipment lists – departmental IPD facilities and critical care units	No	
6	Form No. 4 issued by the Hospital (births & deaths)	Yes	