राष्ट्रीय आयुर्विज्ञान आयोग
NATIONAL MEDICAL COMMISSION

USER MANUAL

Application for Increase in Intake of Under Graduate (M.B.B.S) Seats

PART B

For: Medical Colleges (College Login)
Version 1.0 | October 2026

Document Control

Item	Details
Document	User Manual – Application for Increase in Intake of Under Graduate (M.B.B.S) Seats (Part B)
Portal	NMC Portal – UG College > UG Seat Increase Form PART B
Intended users	Existing medical colleges applying to increase their annual MBBS intake
Version	1.0
Date	30-10-2026
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 an existing medical college fills and submits the **Application for Increase in Intake of Under Graduate (M.B.B.S) Seats – Part B** on the NMC portal. It 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 a medical college that already holds a Letter of Permission (LOP) from NMC, has a college login on the NMC portal, and is applying for additional MBBS seats. The final declaration (Step 8) must be made by the Head of the Institute (Dean / Principal / Director).

1.3 How Seat Increase differs from a new college application

- You declare the **existing number of UG seats**, upload the **LOP** (and any renewal / continuation orders), and select the **number of increment seats** applied for (Step 1).
- Many tables ask for **Previously existing** and **Presently existing** values side by side, so that NMC can see the additional infrastructure created for the increased intake.
- Several clinical-material tables ask for figures for each of the **last three calendar years (2026, 2025, 2024)** in addition to the per-day average of the last three months.
- Rows shown as “Proposed Increment Intake” are filled automatically as **Existing Seats → Existing Seats + Proposed Increase**, fetched from Step 1.

1.4 Form at a glance

The form has **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, existing seats, LOP, increment seats, college and 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, finance, committees, MEU, library, skill lab, research facility, mandatory documents
4	Core Academic Infrastructural Facilities	Built-up area, lecture theatres, labs, museums, dissection hall, service labs, RHTC/UHTC, exam halls, diagnostics
5	Hospital OPD / IPD Infrastructural & Other Facilities	Hospital particulars, OPD attendance, registration, departmental OPDs, anaesthesiology, surveillance, pharmacy

Step	Step name	What it covers
6	Clinical Material & IPD Details	Beds, IPD, laboratory and procedure workload, casualty, OT/ICU, births and deaths
7	Teaching Faculty / Residents Information	Faculty, residents and tutors (on screen or by Excel upload)
8	Declaration & Submit	Declaration by the Head of the Institute, preview and final submission

2. Before You Start

2.1 Keep these ready

- **NMC orders** – Letter of Permission (LOP) and any renewal / continuation orders.
- **Staff records** – IT specialist details with Form 16 / bank statement; research staff salary statements.
- **Financial records** – salary bank statements (three months), Bank Authorization Letter for NMC verification, audit status of college and hospital accounts.
- **Committee orders** – constitution orders of all statutory committees; MEU meeting proceedings.
- **Approvals and licences** – college and hospital plan approvals, fire NOCs, PCPNDT, NDPS, Mental Health Act, cryogenic oxygen tank licences, cadaver declaration register, autopsy authorisation, UHTC / RHTC orders.
- **Registers** – cadaver, voluntary body donation and unclaimed body registers.
- **Equipment lists** – for each laboratory, museum, service laboratory, department and critical care unit.
- **Hospital data** – OPD attendance for 2024-25, 2025-26 and 2026 to date; bed, IPD, procedure, casualty and ICU figures; Form No. 4 (births and deaths).
- **Faculty list** – department-wise; optionally in the Excel template provided in Step 7.

2.2 File upload rules

Rule	Details
Format	PDF, JPG or PNG (“Max 10MB · PDF/JPG/PNG”); PDF only where the field says “PDF, max 10MB”.
Maximum size	10 MB per file.
One file per field	Combine multi-page documents 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.
Grey (shaded) field	Locked – auto-filled from Part A, registration or an earlier step.
Select… dropdown	Choose one value from the list.
Choose File	Upload the document for that field.
Previous / Present columns	Value before the seat increase and value now.
Unit suffix (Sq. Meters, sq.m, Mbps, KW, KVA, km)	Enter only the number.
Blue **i** icon	Shows the bed occupancy formula.
+ Add … / Remove	Adds or removes an entry (HFRID, RHTC, UHTC, diagnostic modality, workload row).
Total / Grand Total rows	Calculated automatically.

Tip
Use **Save Draft** often, and always before leaving a page or uploading an Excel file.

3. Opening the Application Form

1. Log in to the NMC portal with your college credentials.
2. From the left menu, click **UG College** > **UG Seat Increase Form PART B**.
3. Click **New Application** (or use the Action button to continue a saved application). Read the **Important Points to be Noted Before Applying**, tick the declaration and click **Continue**.
4. The form opens at Step 1. The breadcrumb shows **Dashboard / UG Seat Increase Application PART B / Edit**, and the title bar shows **Application for Increase in Intake of Under Graduate (M.B.B.S) Seats** with your college name and Registration ID.

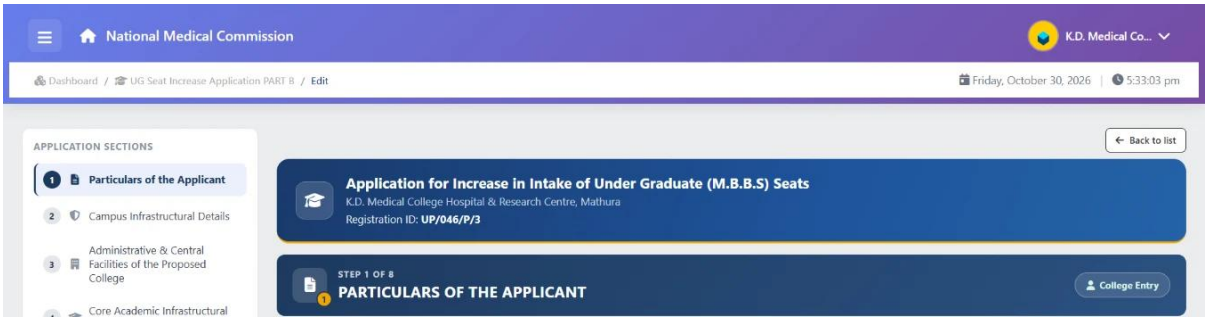


Figure 1: Form header – breadcrumb, Application Sections panel, title and Registration ID

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

4. Filling the Form – Step by Step

Fill the steps in order and click **Save & Continue** at the end of each step.

4.1 Step 1 – Particulars of the Applicant

Details already submitted in Part A are filled in automatically and cannot be edited here.

Section 1 – Details of the Applicant

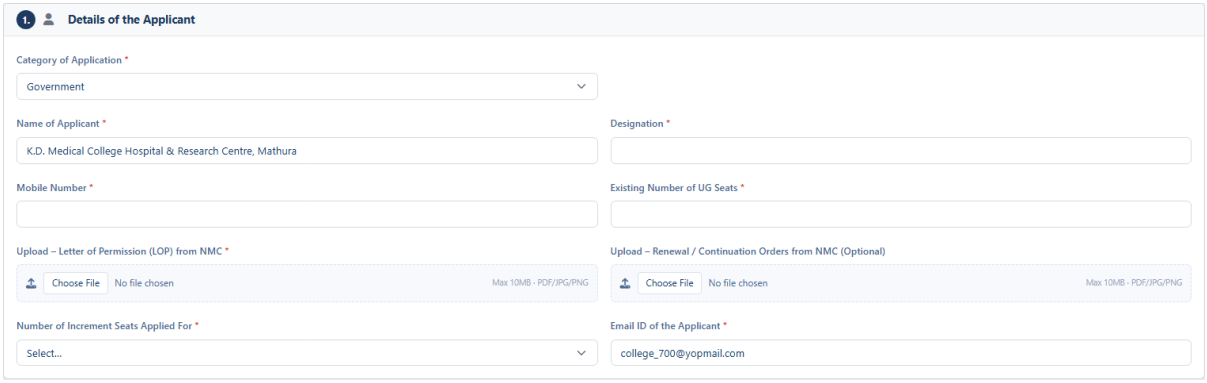


Figure 2: Step 1 – Details of the Applicant

Field	What to enter	Mandatory
Category of Application	Select the category (e.g., Government).	Yes
Name of Applicant	Auto-filled; check it is correct.	Yes
Designation	Designation of the applicant.	Yes
Mobile Number	10-digit mobile number.	Yes
Existing Number of UG Seats	Current approved MBBS intake.	Yes
Upload – Letter of Permission (LOP) from NMC	Upload the LOP (Max 10 MB, PDF/JPG/PNG).	Yes
Upload – Renewal / Continuation Orders from NMC	Upload, if any.	No
Number of Increment Seats Applied For	Select the number of additional seats applied for.	Yes
Email ID of the Applicant	Auto-filled; check it is correct.	Yes

Section 2 – Details of the Proposed College

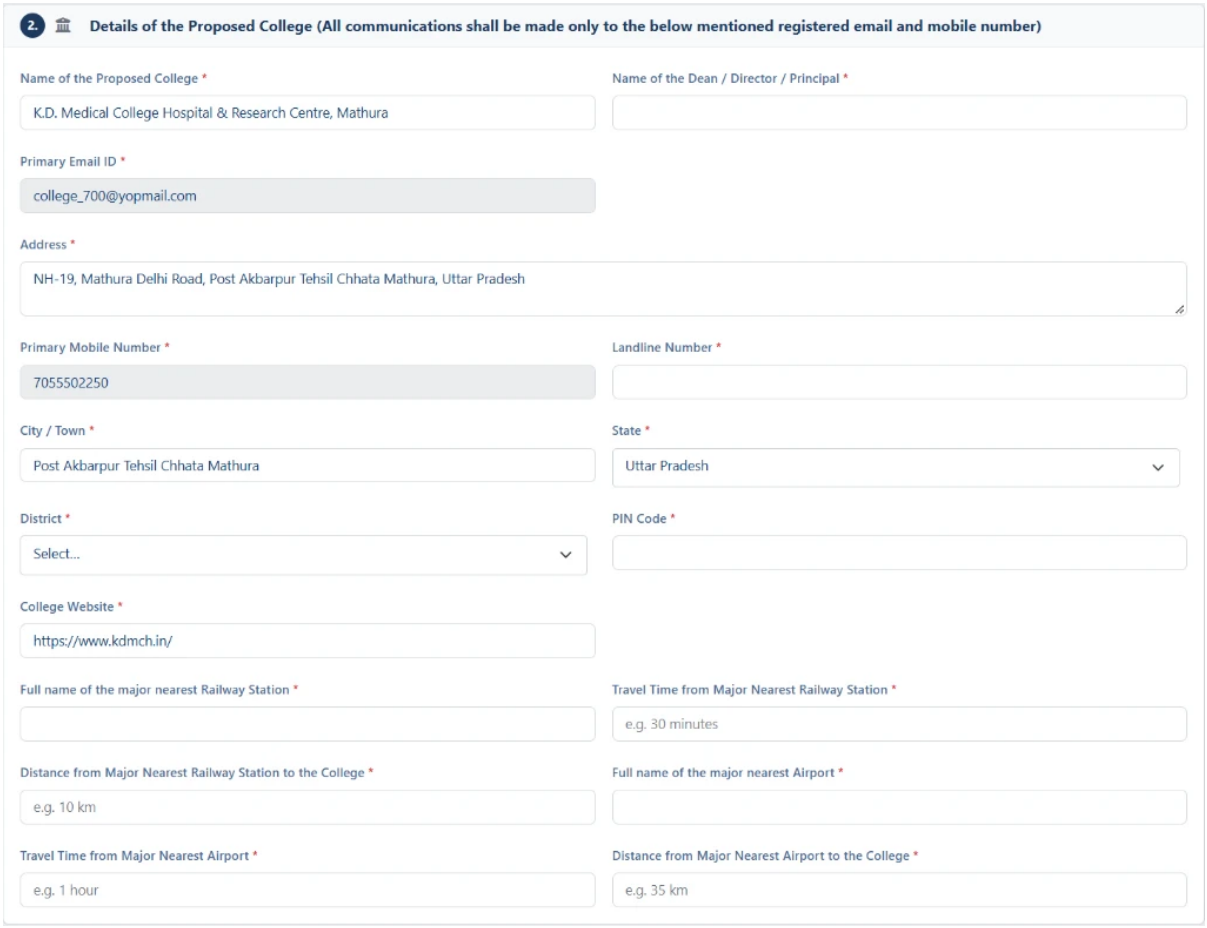


Figure 3: Step 1 – Details of the Proposed College

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

Field	What to enter	Mandatory
Full name of the major nearest Railway Station; Travel Time; Distance to the College	e.g., 30 minutes; 10 km.	Yes
Full name of the major nearest Airport; Travel Time; Distance to the College	e.g., 1 hour; 35 km.	Yes

Section 3 – Affiliating University Details & Consent of Affiliation

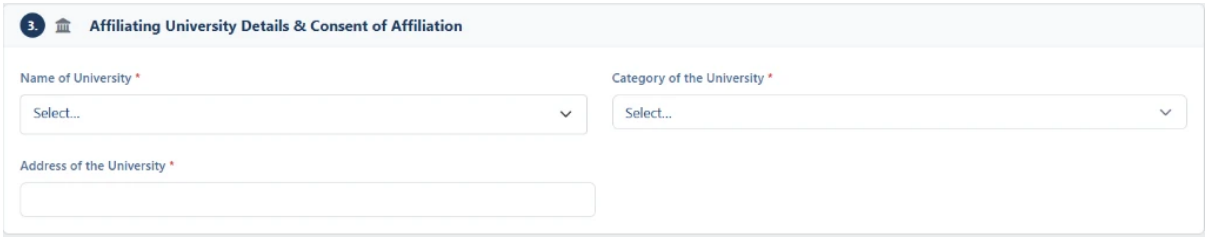


Figure 4: Step 1 – Affiliating University Details

Field	What to enter	Mandatory
Name of University	Select the affiliating university.	Yes
Category of the University	Select the category.	Yes
Address of the University	Full postal address.	Yes

4.2 Step 2 – Campus Infrastructural Details

Section 1 – IT Cell and Connectivity

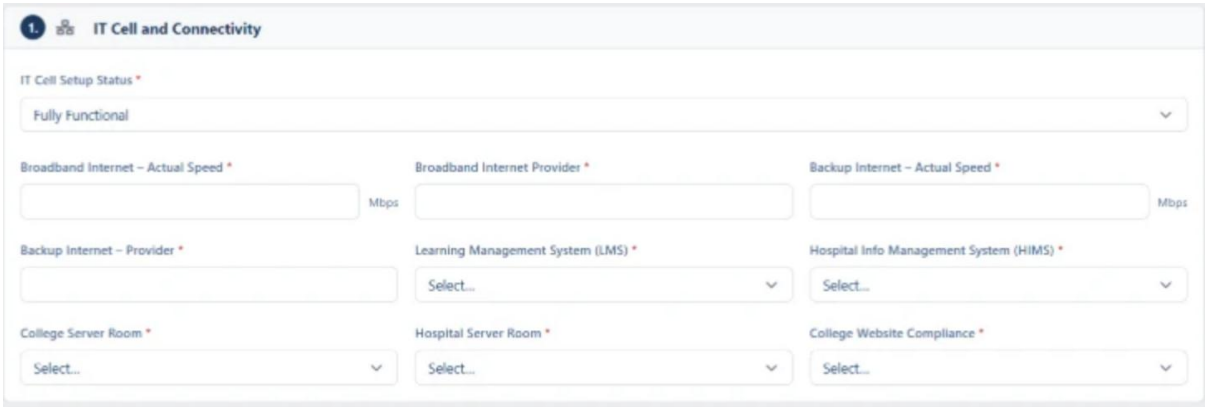


Figure 5: Step 2 – IT Cell and Connectivity

Field	What to enter	Mandatory
IT Cell Setup Status	Select (e.g., Fully Functional).	Yes

Field	What to enter	Mandatory
Broadband Internet – Actual Speed (Mbps) / Provider	Measured speed and provider of the main line.	Yes
Backup Internet – Actual Speed (Mbps) / Provider	Measured speed and provider of the backup line.	Yes
Learning Management System (LMS); Hospital Info Management System (HIMS)	Select the status.	Yes
College Server Room; Hospital Server Room; College Website Compliance	Select the status.	Yes

Section 2 – Information Technology Cell Manpower

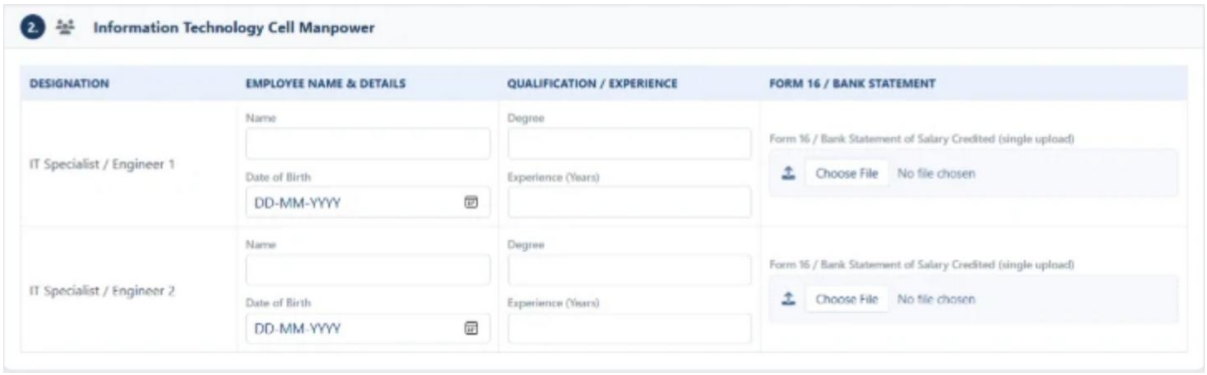
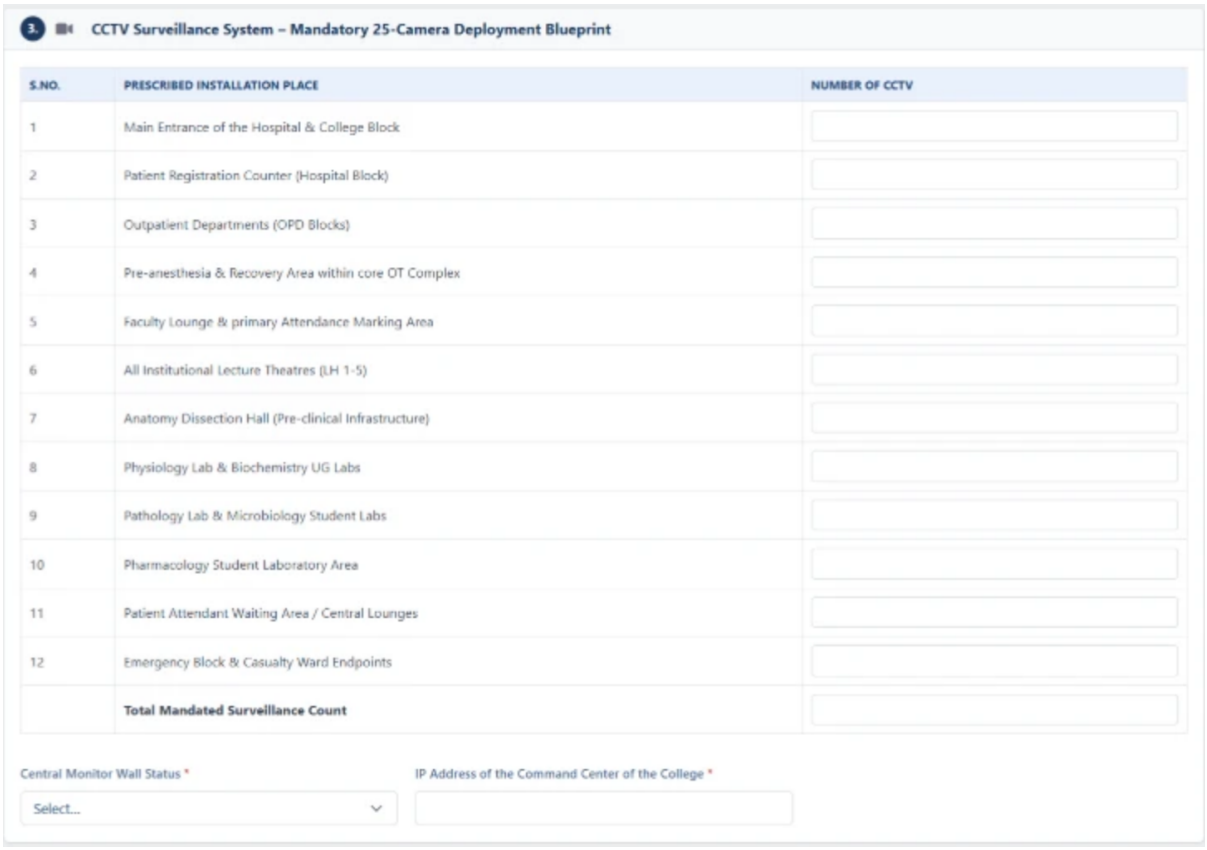


Figure 6: Step 2 – Information Technology Cell Manpower

For **IT Specialist / Engineer 1** and **2** enter Name, Date of Birth (DD-MM-YYYY), Degree and Experience (Years), and upload **Form 16 / Bank Statement of Salary Credited** (single upload).

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



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

S.NO.	PRESCRIBED INSTALLATION PLACE	NUMBER OF CCTV
1	Main Entrance of the Hospital & College Block	
2	Patient Registration Counter (Hospital Block)	
3	Outpatient Departments (OPD Blocks)	
4	Pre-anesthesia & Recovery Area within core OT Complex	
5	Faculty Lounge & primary Attendance Marking Area	
6	All Institutional Lecture Theatres (LH 1-5)	
7	Anatomy Dissection Hall (Pre-clinical Infrastructure)	
8	Physiology Lab & Biochemistry UG Labs	
9	Pathology Lab & Microbiology Student Labs	
10	Pharmacology Student Laboratory Area	
11	Patient Attendant Waiting Area / Central Lounges	
12	Emergency Block & Casualty Ward Endpoints	
	Total Mandated Surveillance Count	

Central Monitor Wall Status *

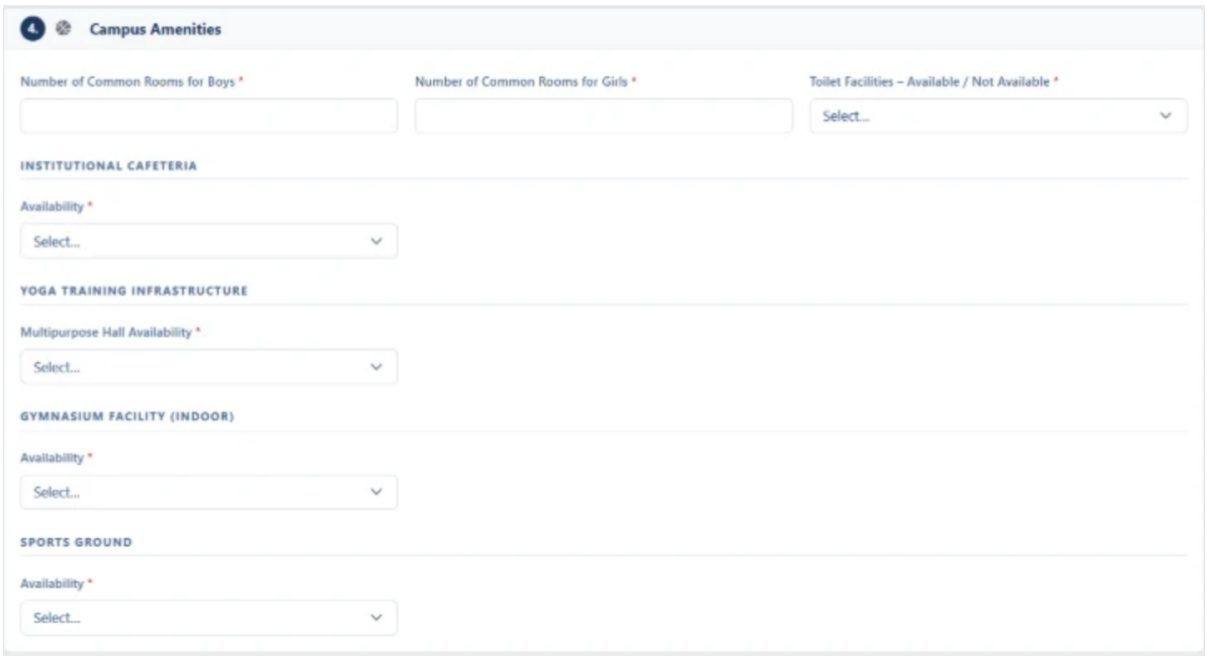
Select...

IP Address of the Command Center of the College *

Figure 7: Step 2 – CCTV Surveillance System

Enter the **Number of CCTV** installed at each of the 12 prescribed places. The **Total Mandated Surveillance Count** is calculated automatically (minimum 25). Then select the **Central Monitor Wall Status** and enter the **IP Address of the Command Center of the College** (both mandatory).

Section 4 – Campus Amenities



4. Campus Amenities

Number of Common Rooms for Boys *

Number of Common Rooms for Girls *

Toilet Facilities – Available / Not Available *

Select...

INSTITUTIONAL CAFETERIA

Availability *

Select...

YOGA TRAINING INFRASTRUCTURE

Multipurpose Hall Availability *

Select...

GYMNASIUM FACILITY (INDOOR)

Availability *

Select...

SPORTS GROUND

Availability *

Select...

Figure 8: Step 2 – Campus Amenities

Enter the **Number of Common Rooms for Boys / Girls**, select **Toilet Facilities – Available / Not Available**, and the availability of the **Institutional Cafeteria**, **Yoga Training Infrastructure (Multipurpose Hall)**, **Gymnasium Facility (Indoor)** and **Sports Ground**. All are mandatory.

Section 5 – Water and Electricity Details

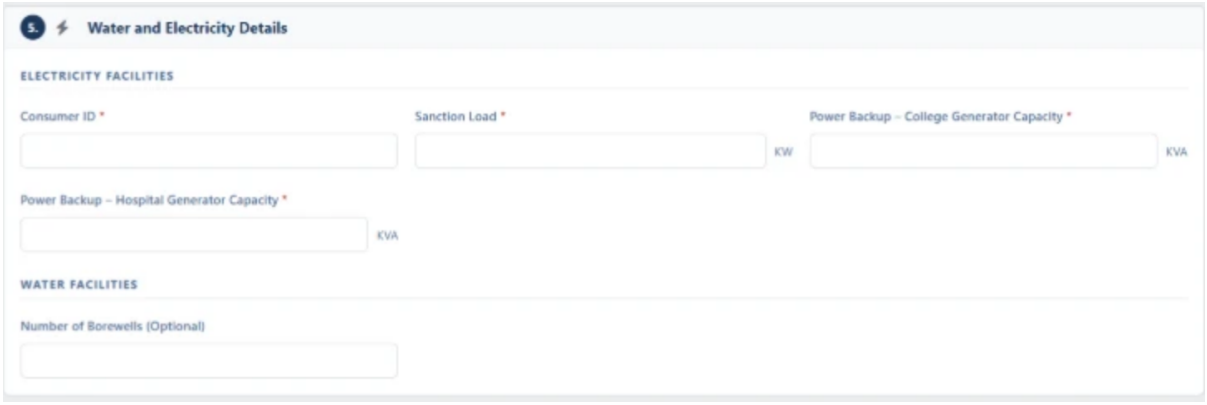


Figure 9: Step 2 – Water and Electricity Details

Field	What to enter	Mandatory
Consumer ID; Sanction Load (KW)	Electricity connection details.	Yes
Power Backup – College / Hospital Generator Capacity (KVA)	Generator capacity.	Yes
Number of Borewells	Number of borewells.	No

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

Sections 1 and 2 – Administrative Offices and Office Equipment

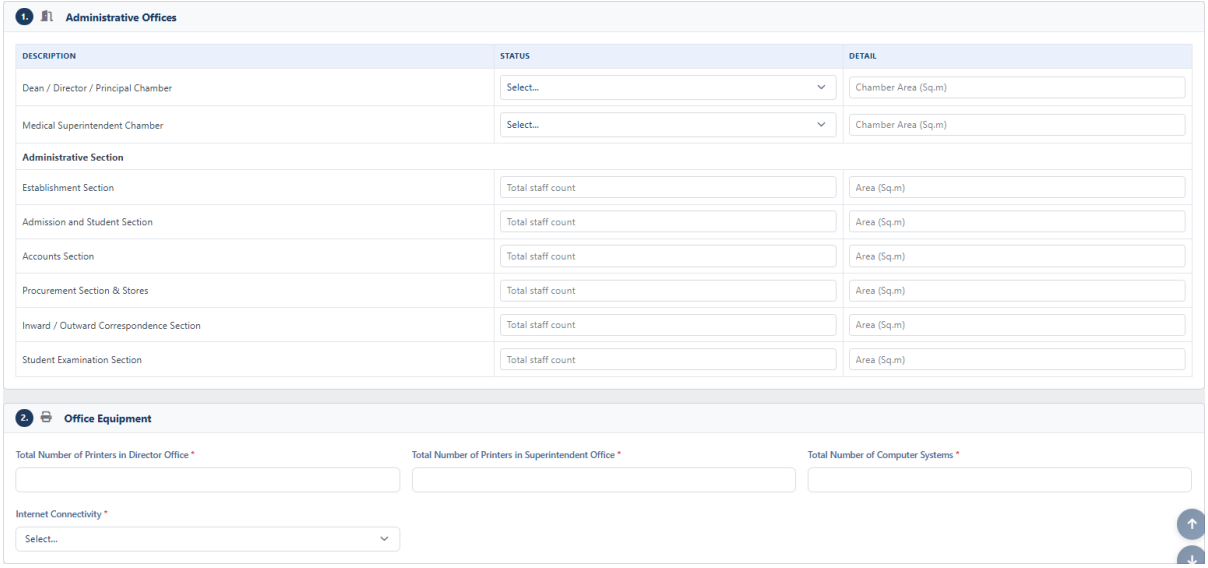


Figure 10: Step 3 – Administrative Offices and Office Equipment

Field	What to enter	Mandatory
Dean / Director / Principal Chamber	Select the status and enter the Chamber Area (Sq.m).	No
Medical Superintendent Chamber	Select the status and enter the Chamber Area (Sq.m).	No
Administrative Section – Establishment; Admission and Student; Accounts; Procurement & Stores; Inward / Outward Correspondence; Student Examination	Enter the total staff count and the area (Sq.m) of each section.	No
Total Number of Printers in Director Office / Superintendent Office	Number of printers in each office.	Yes
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

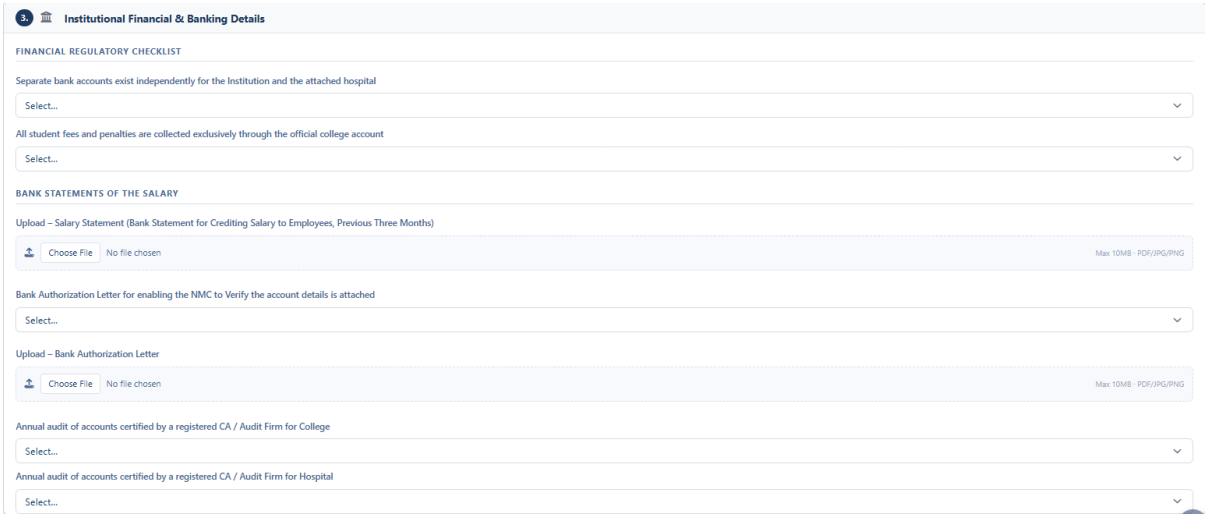


Figure 11: Step 3 – Institutional Financial & Banking Details

Field	What to enter	Mandatory
Financial Regulatory Checklist		
Separate bank accounts exist independently for the Institution and the attached hospital	Select Yes / No.	No

Field	What to enter	Mandatory
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 statements (Max 10 MB, PDF/JPG/PNG).	No
Bank Authorization Letter for enabling the NMC to Verify the account details is attached	Select Yes / No.	No
Upload – Bank Authorization Letter	Upload the letter (Max 10 MB, PDF/JPG/PNG).	No
Annual audit of accounts certified by a registered CA / Audit Firm for College / for Hospital	Select Yes / No for each.	No

Sections 4 and 5 – General Grievance Cells & Basic Amenities and College Council Hall & Central Committees

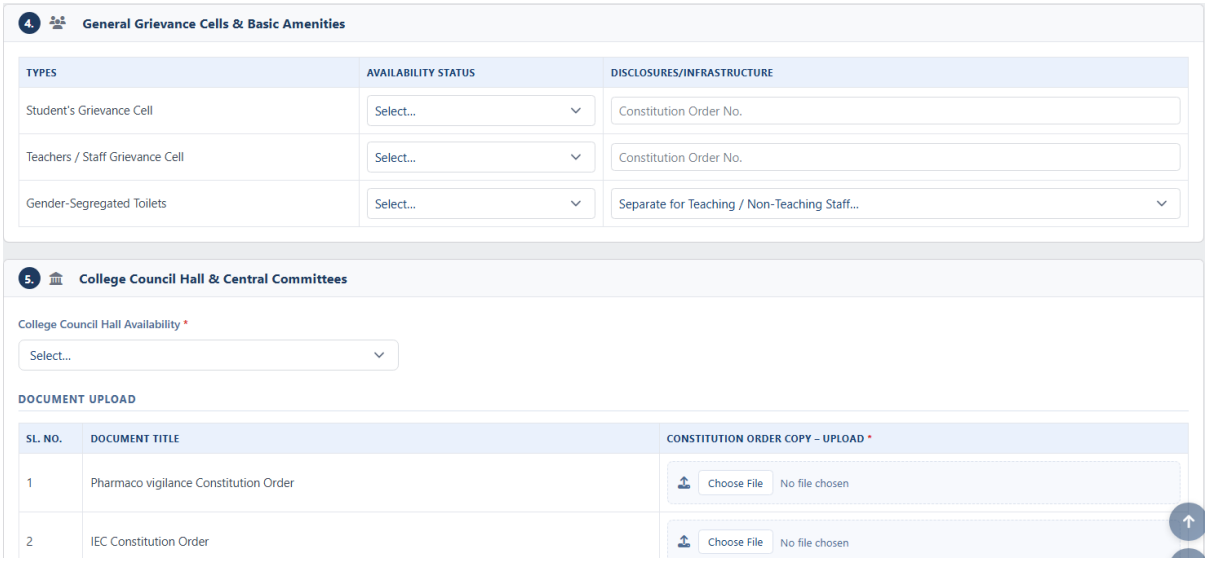


Figure 12: Step 3 – Grievance Cells and College Council Hall & Central Committees

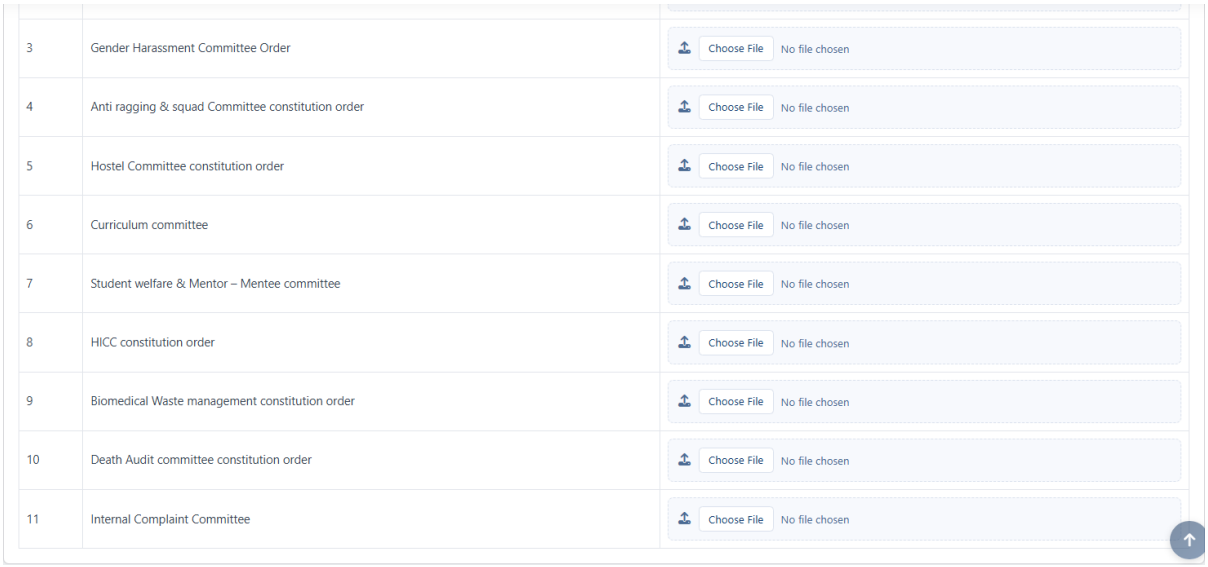


Figure 13: Step 3 – Central Committees document upload (items 3–11)

Field	What to enter	Mandatory
Student's Grievance Cell; Teachers / Staff Grievance Cell	Select the availability status and enter the Constitution Order No.	No
Gender-Segregated Toilets	Select the availability status and the arrangement (e.g., Separate for Teaching / Non-Teaching Staff).	No
College Council Hall Availability	Select Available / Not Available.	Yes
Constitution Order Copy – Upload	Upload the constitution order for each of the 11 committees: (1) Pharmacovigilance, (2) IEC, (3) Gender Harassment Committee, (4) Anti Ragging & Squad Committee, (5) Hostel Committee, (6) Curriculum Committee, (7) Student Welfare & Mentor–Mentee Committee, (8) HICC, (9) Biomedical Waste Management, (10) Death Audit Committee, (11) Internal Complaint Committee.	Yes

Section 6 – Medical Education Unit (MEU) and Section 7 – Central Library Infrastructure

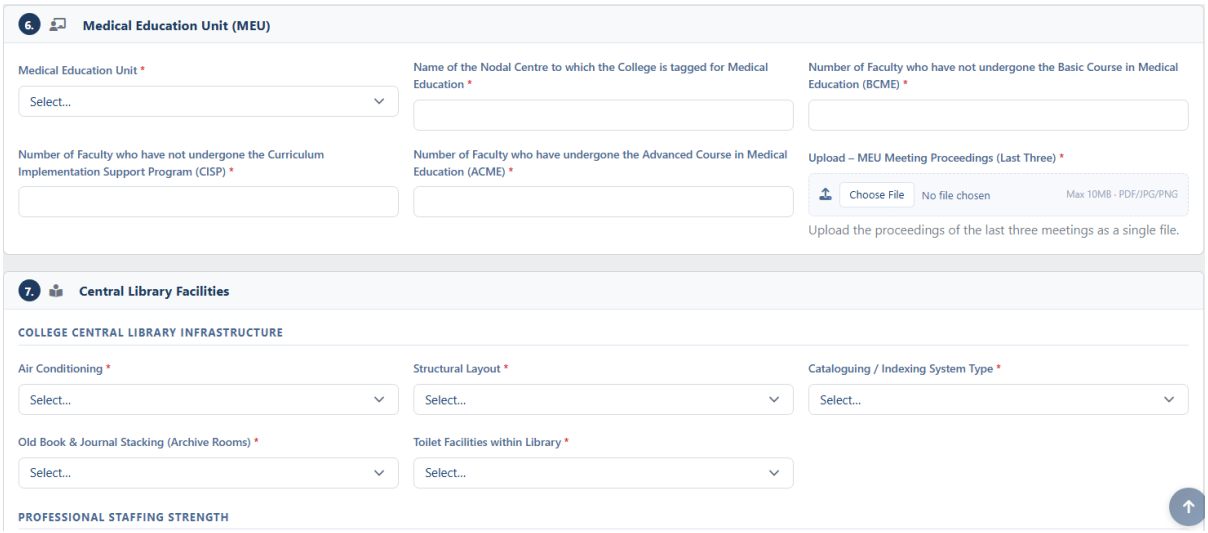


Figure 14: Step 3 – Medical Education Unit and Central Library Infrastructure

Field	What to enter	Mandatory
Medical Education Unit	Select the MEU status.	Yes
Name of the Nodal Centre to which the College is tagged for Medical Education	Name of the nodal centre.	Yes
Number of Faculty who have not undergone the Basic Course in Medical Education (BCME)	Number of faculty.	Yes
Number of Faculty who have not undergone the Curriculum Implementation Support Program (CISP)	Number of faculty.	Yes
Number of Faculty who have undergone the Advanced Course in Medical Education (ACME)	Number of faculty.	Yes
Upload – MEU Meeting Proceedings (Last Three)	Upload the proceedings of the last three meetings as a single file.	Yes
College Central Library Infrastructure		
Air Conditioning; Structural Layout; Cataloguing / Indexing System Type	Select from the lists.	Yes
Old Book & Journal Stacking (Archive Rooms); Toilet Facilities within Library	Select from the lists.	Yes

Section 7 (continued) – Library Staffing, Seating and Stock

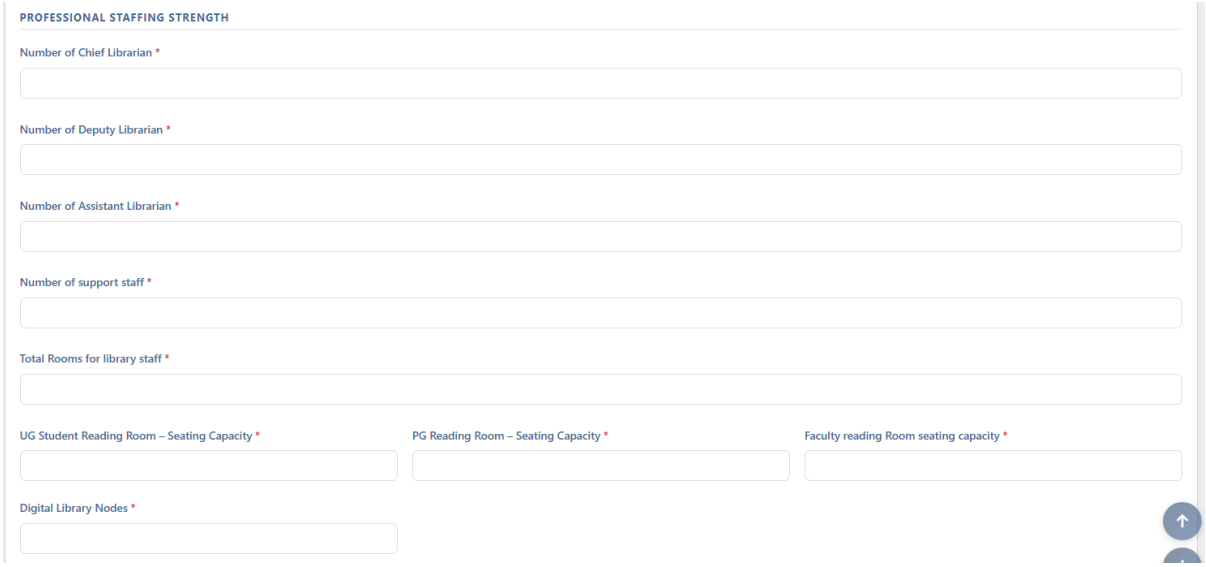


Figure 15: Step 3 – Library Professional Staffing Strength and Seating

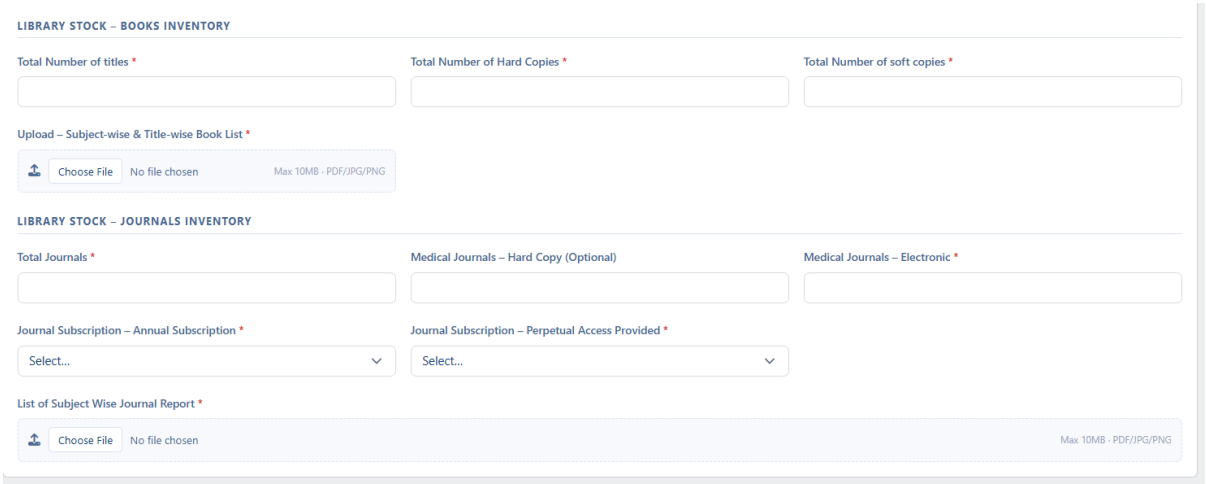


Figure 16: Step 3 – Library Stock: Books and Journals Inventory

Field	What to enter	Mandatory
Professional Staffing Strength		
Number of Chief Librarian / Deputy Librarian / Assistant Librarian / Support Staff	Number in each category.	Yes
Total Rooms for library staff	Number of rooms.	Yes
UG Student / PG / Faculty Reading Room – Seating Capacity	Seats in each reading room.	Yes
Digital Library Nodes	Number of digital library terminals.	Yes
Library Stock – Books Inventory		

Field	What to enter	Mandatory
Total Number of Titles / Hard Copies / Soft Copies	Counts from the library register.	Yes
Upload – Subject-wise & Title-wise Book List	Upload the list.	Yes
Library Stock – Journals Inventory		
Total Journals	Total number of journals.	Yes
Medical Journals – Hard Copy	Number of print journals.	No
Medical Journals – Electronic	Number of e-journals.	Yes
Journal Subscription – Annual Subscription / Perpetual Access Provided	Select for each.	Yes
List of Subject Wise Journal Report	Upload the report.	Yes

Section 8 – Skill Laboratory

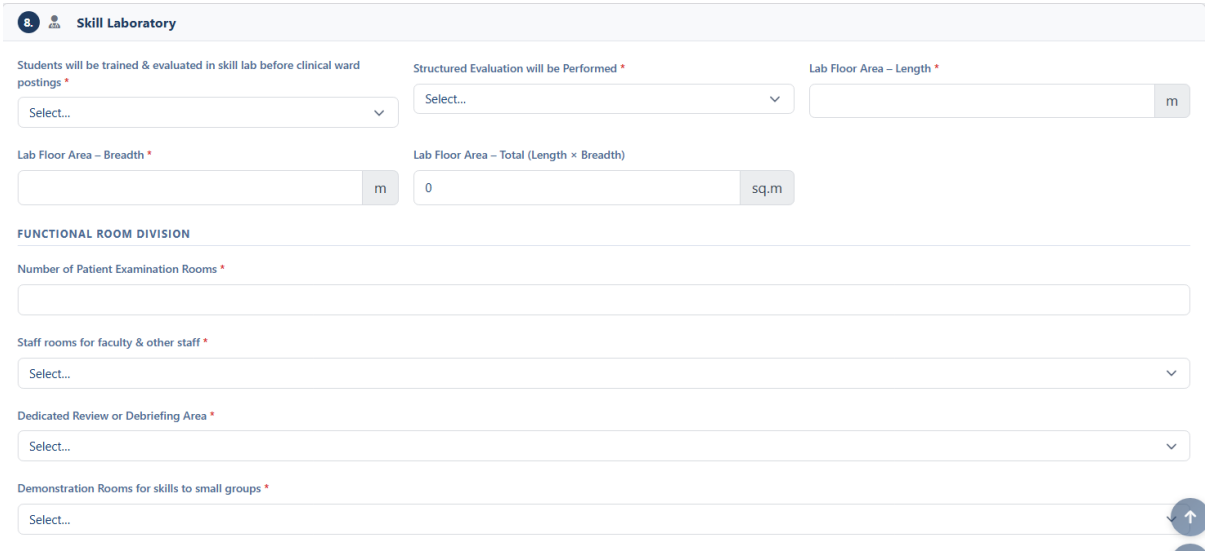


Figure 17: Step 3 – Skill Laboratory

Field	What to enter	Mandatory
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)	Dimensions of the lab.	Yes

Field	What to enter	Mandatory
Lab Floor Area – Total (Length × Breadth) (sq.m)	Calculated automatically.	Auto
Functional Room Division		
Number of Patient Examination Rooms	Number of rooms.	Yes
Staff rooms for faculty & other staff; Dedicated Review or Debriefing Area; Demonstration Rooms for skills to small groups	Select availability.	Yes
Further items below on the screen (video recording, practice stations, AV aids & internet, technical officer, support staff, secure storage, number of mannequins, equipment list)	Select availability / enter numbers / upload.	Yes

Section 9 – Centralized Research Facility

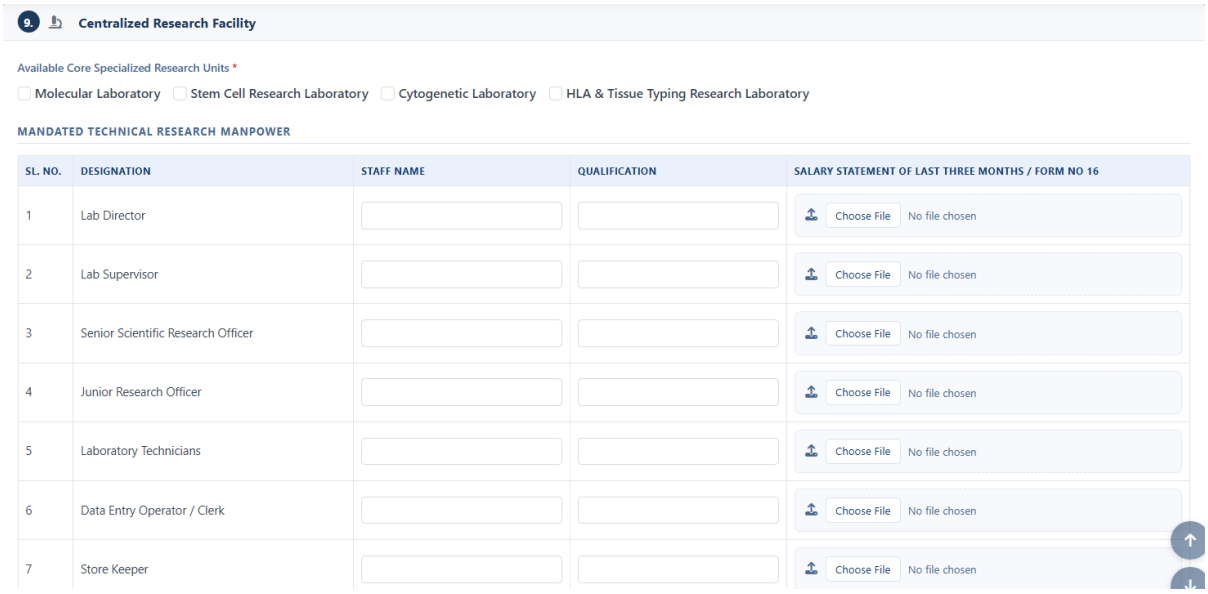


Figure 18: Step 3 – Centralized Research Facility (rows 1–7)

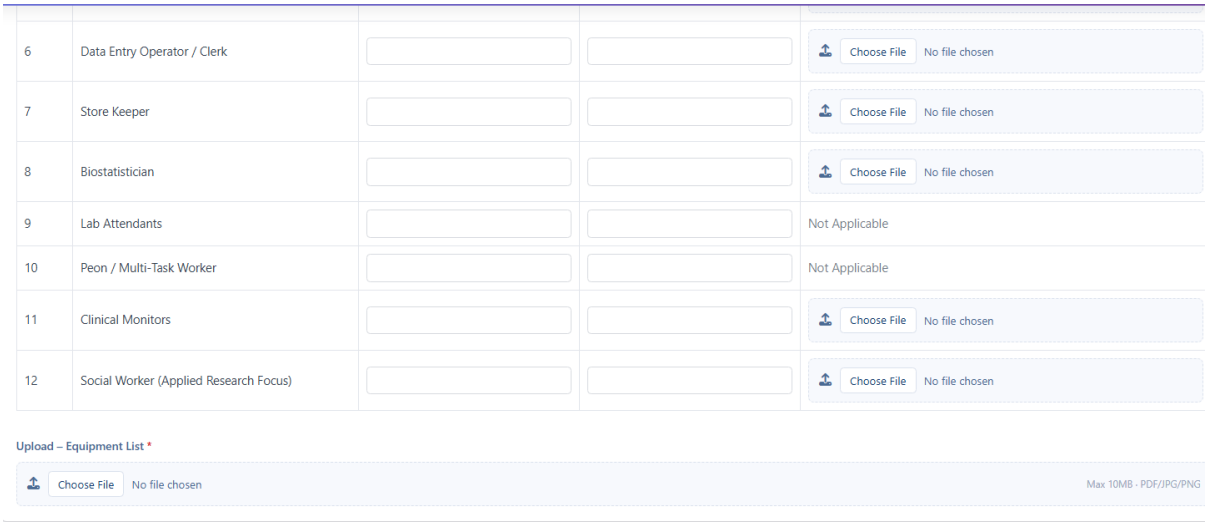


Figure 19: Step 3 – Centralized Research Facility (rows 6–12 and equipment list)

Field	What to enter	Mandatory
Available Core Specialized Research Units	Tick each available unit: Molecular Laboratory, Stem Cell Research Laboratory, Cytogenetic Laboratory, HLA & Tissue Typing Research Laboratory.	Yes
Staff Name / Qualification	For each of the 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).	No
Salary Statement of Last Three Months / Form No 16	Upload for each post ("Not Applicable" for Lab Attendants and Peon / Multi-Task Worker).	No
Upload – Equipment List	Equipment list of the research facility (Max 10 MB, PDF/JPG/PNG).	Yes

Section 10 – Mandatory Documents Required to be Uploaded

This section is the same as in the New UG Medical College Establishment application. Each document has a short description under its title; upload one file for each (**PDF, max 10 MB**).

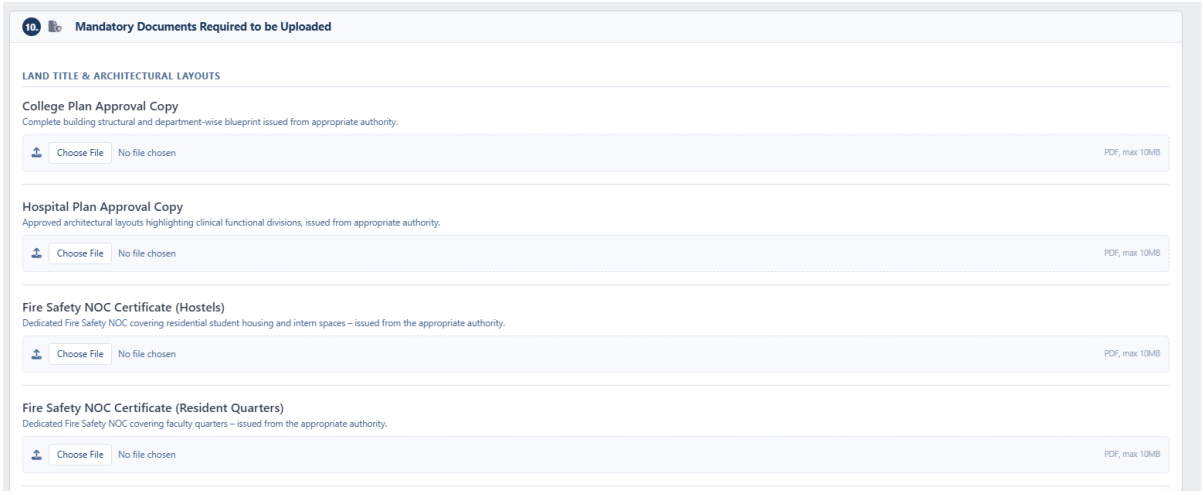


Figure 20: Step 3 – Mandatory Documents: Land Title & Architectural Layouts

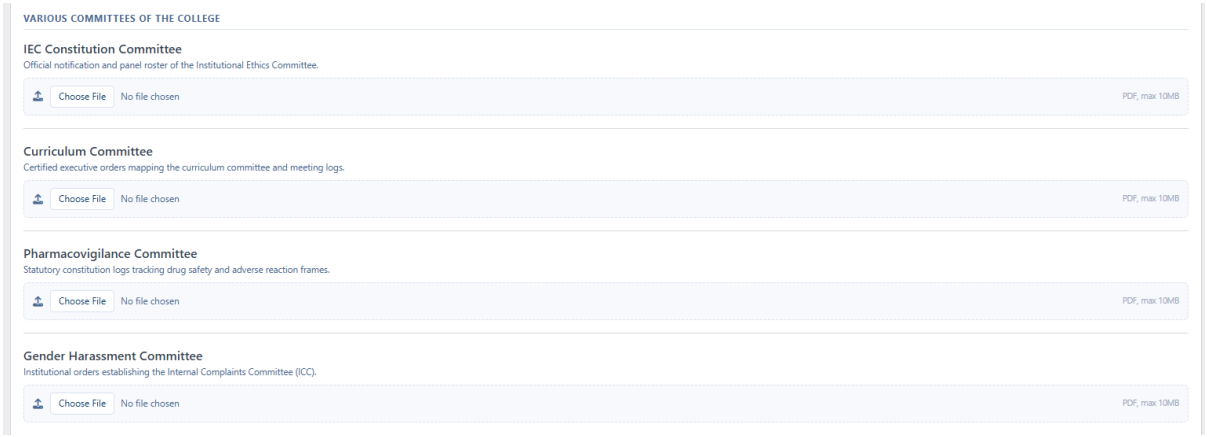


Figure 21: Step 3 – Mandatory Documents: Various Committees of the College

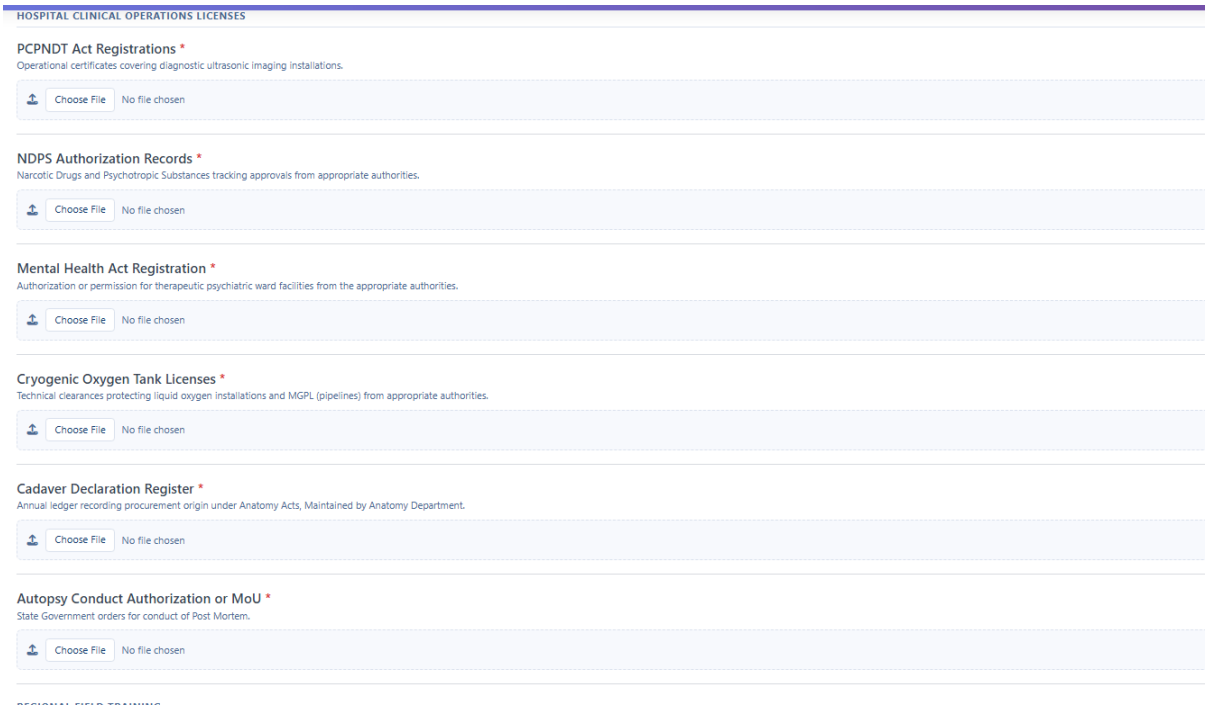


Figure 22: Step 3 – Mandatory Documents: Hospital Clinical Operations Licenses

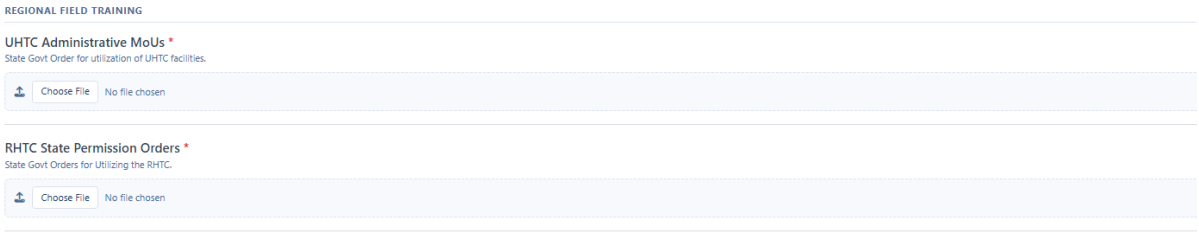


Figure 23: Step 3 – Mandatory Documents: Regional Field Training

Group	Document	What to upload	Mandatory
Land Title & Architectural Layouts	College Plan Approval Copy	Building structural and department-wise blueprint issued by the appropriate authority.	No
	Hospital Plan Approval Copy	Approved architectural layouts highlighting clinical functional divisions.	No
	Fire Safety NOC Certificate (Hostels)	Fire Safety NOC covering 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	Notification and panel roster of the Institutional Ethics Committee.	No
	Curriculum Committee	Executive orders constituting the committee, and meeting logs.	No
	Pharmacovigilance Committee	Constitution records of the drug safety committee.	No
	Gender Harassment Committee	Orders establishing the Internal Complaints Committee (ICC).	No
Hospital Clinical Operations Licenses	PCPNDT Act Registrations	Certificates covering diagnostic ultrasonic imaging installations.	Yes
	NDPS Authorization Records	Narcotic Drugs and Psychotropic Substances approvals.	Yes
	Mental Health Act Registration	Authorization for psychiatric ward facilities.	Yes
	Cryogenic Oxygen Tank Licenses	Clearances for liquid oxygen installations and MGPL (pipelines).	Yes

	Cadaver Declaration Register	Annual register of cadaver procurement under the Anatomy Acts.	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

Section 1 – Institutional Capacity & Land Architecture

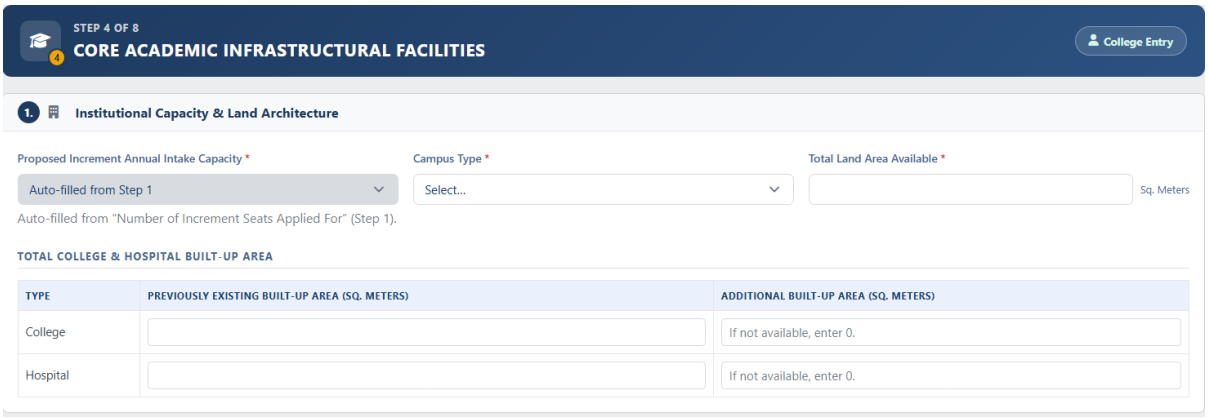


Figure 24: Step 4 – Institutional Capacity & Land Architecture

Field	What to enter	Mandatory
Proposed Increment Annual Intake Capacity	Auto-filled from “Number of Increment Seats Applied For” (Step 1); locked.	Auto
Campus Type	Select the campus type.	Yes
Total Land Area Available (Sq. Meters)	Total land area.	Yes
Total College & Hospital Built-Up Area – College / Hospital	Enter the **Previously Existing Built-Up Area** and the **Additional Built-Up Area** (Sq. Meters). If no additional area is available, enter 0.	–

Section 2 – Lecture Theatres (Infrastructure & Connectivity)

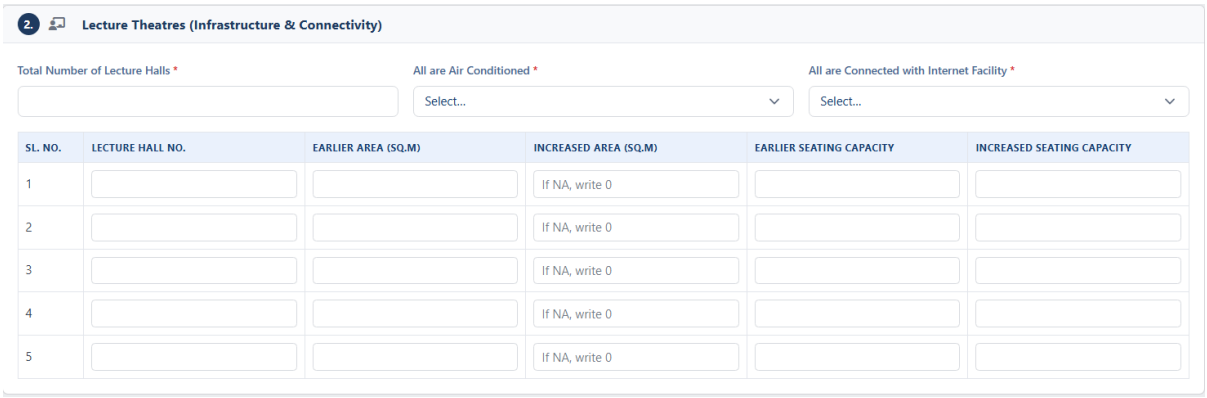


Figure 25: Step 4 – Lecture Theatres

Field	What to enter	Mandatory
Total Number of Lecture Halls	Number of lecture halls.	Yes
All are Air Conditioned / All are Connected with Internet Facility	Select Yes / No.	Yes
Rows 1–5: Lecture Hall No.; Earlier Area (sq.m); Increased Area (sq.m); Earlier Seating Capacity; Increased Seating Capacity	For each lecture hall, its number, area and seating before and after the increase. Write 0 for Increased Area if not applicable.	–

Section 3 – Core Student Practical Laboratories

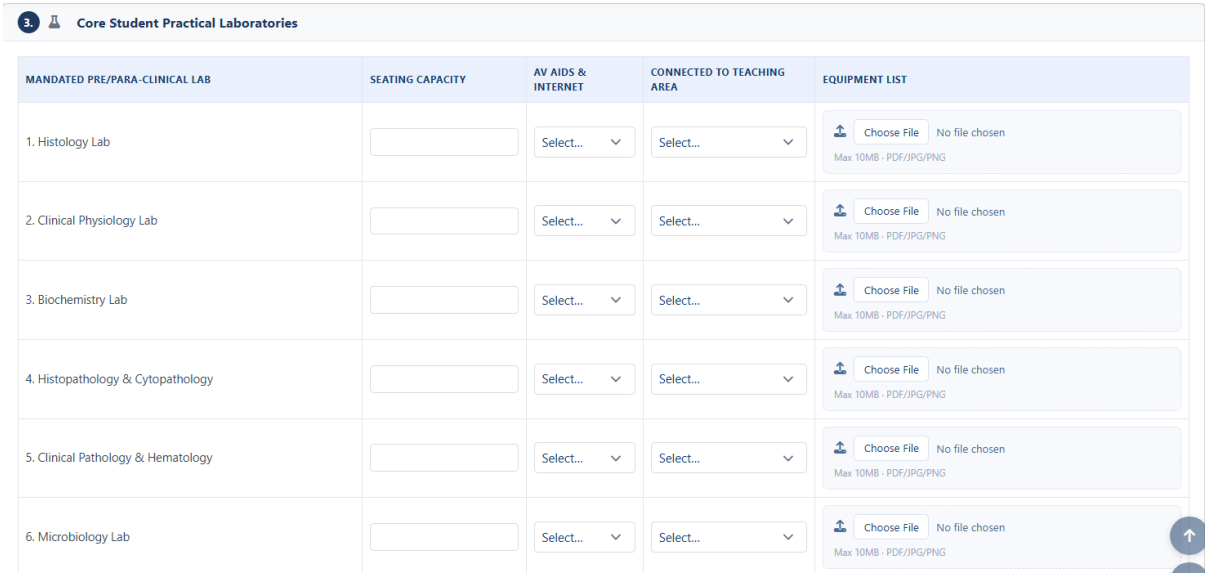


Figure 26: Step 4 – Core Student Practical Laboratories (labs 1–6)

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 the **Seating Capacity**, select **AV Aids & Internet** and **Connected to Teaching Area**, and upload the **Equipment List** (Max 10 MB, PDF/JPG/PNG).

Section 4 – Departmental Teaching Museums

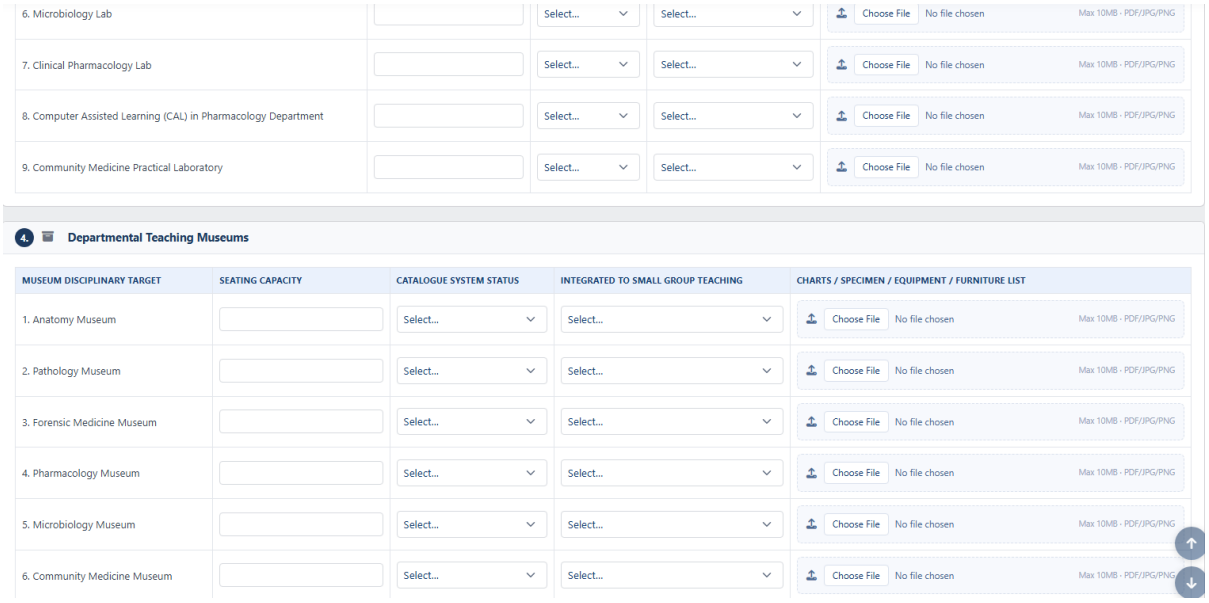


Figure 27: Step 4 – Labs 6–9 and Departmental Teaching Museums

For each museum – Anatomy, Pathology, Forensic Medicine, Pharmacology, Microbiology and Community Medicine – enter the **Seating Capacity**, select the **Catalogue System Status** and **Integrated to Small Group Teaching**, and upload the **Charts / Specimen / Equipment / Furniture List**.

Section 5 – Dissection Hall Facilities

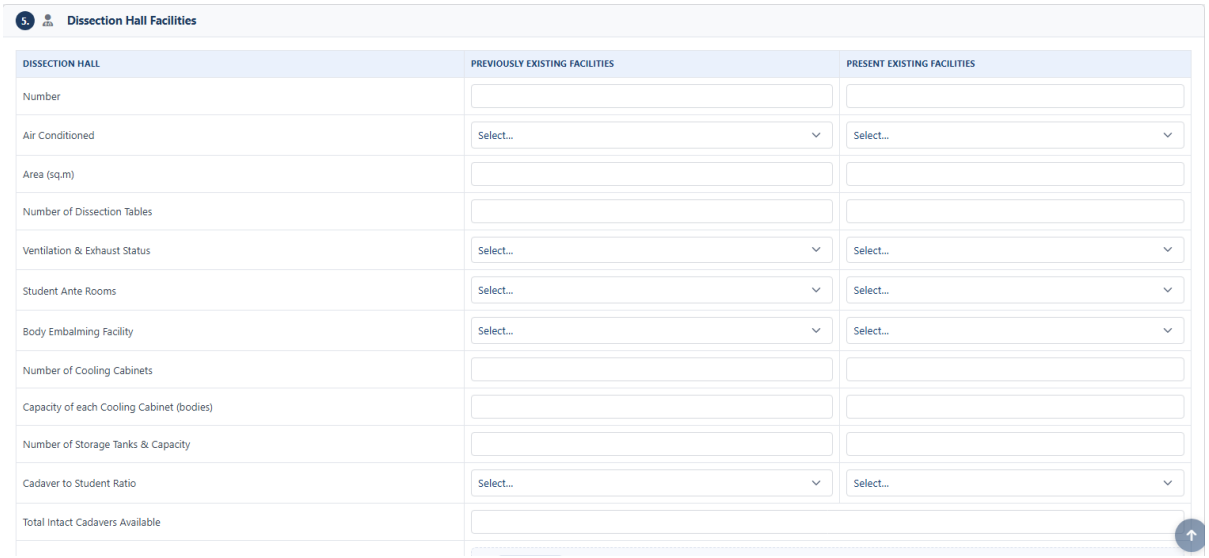


Figure 28: Step 4 – Dissection Hall Facilities

Fill both the **Previously Existing Facilities** and **Present Existing Facilities** columns:

Row	What to enter
Number; Area (sq.m); Number of Dissection Tables	Numbers / area.

Row	What to enter
Air Conditioned; Ventilation & Exhaust Status; Student Ante Rooms; Body Embalming Facility	Select from the lists.
Number of Cooling Cabinets; Capacity of each Cooling Cabinet (bodies); Number of Storage Tanks & Capacity	Numbers.
Cadaver to Student Ratio	Select the ratio.
Total Intact Cadavers Available	One value (current).

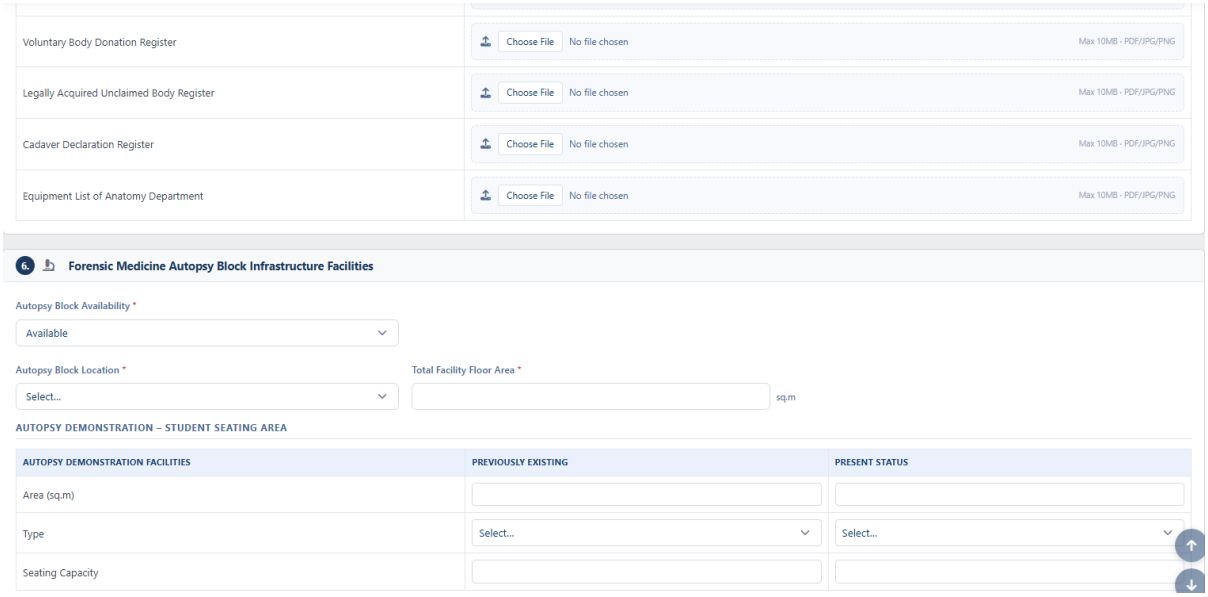


Figure 29: Step 4 – Dissection Hall registers and Forensic Medicine Autopsy Block

Then upload the registers: **Annual Cadaver Register**, **Voluntary Body Donation Register**, **Legally Acquired Unclaimed Body Register**, **Cadaver Declaration Register** and the **Equipment List of Anatomy Department** (each Max 10 MB, PDF/JPG/PNG).

Section 6 – Forensic Medicine Autopsy Block Infrastructure Facilities

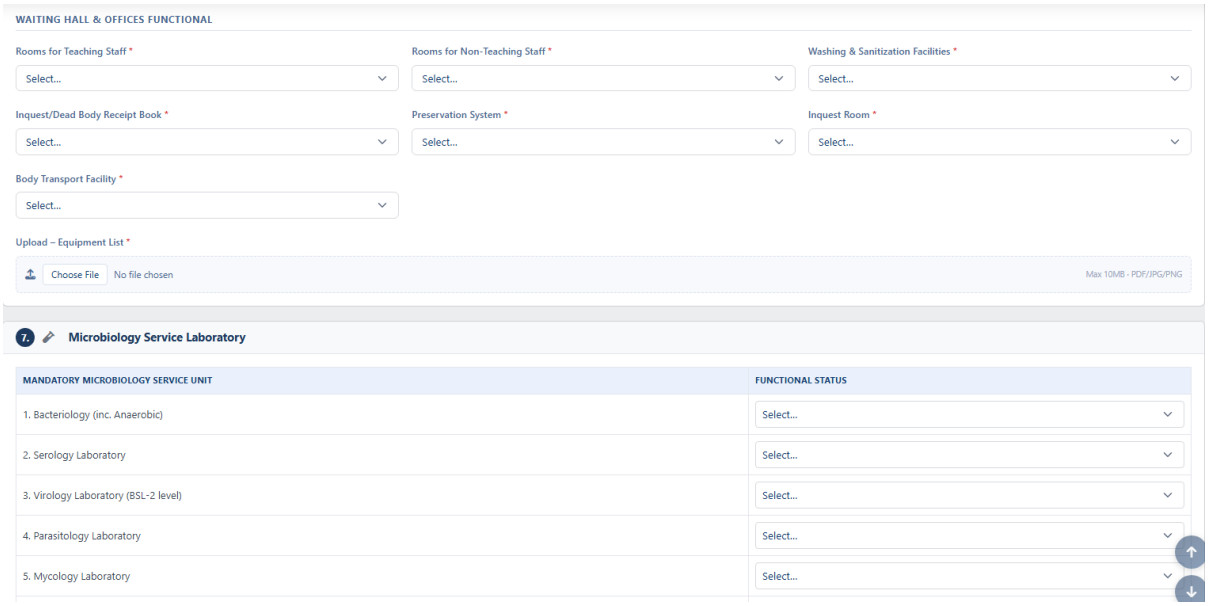


Figure 30: Step 4 – Autopsy Block Waiting Hall & Offices and Microbiology Service Laboratory

Field	What to enter	Mandatory
Autopsy Block Availability	Select Available / Not Available. When **Available**, 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 Area: Area (sq.m), Type, Seating Capacity	Previously existing and present status.	–
Waiting Hall & Offices Functional		
Rooms for Teaching Staff; Rooms for Non-Teaching Staff; Washing & Sanitization Facilities	Select.	Yes
Inquest / Dead Body Receipt Book; Preservation System; Inquest Room; Body Transport Facility	Select.	Yes
Upload – Equipment List	Equipment list of the autopsy block.	Yes

Sections 7 and 8 – Microbiology and Pathology Service Laboratories

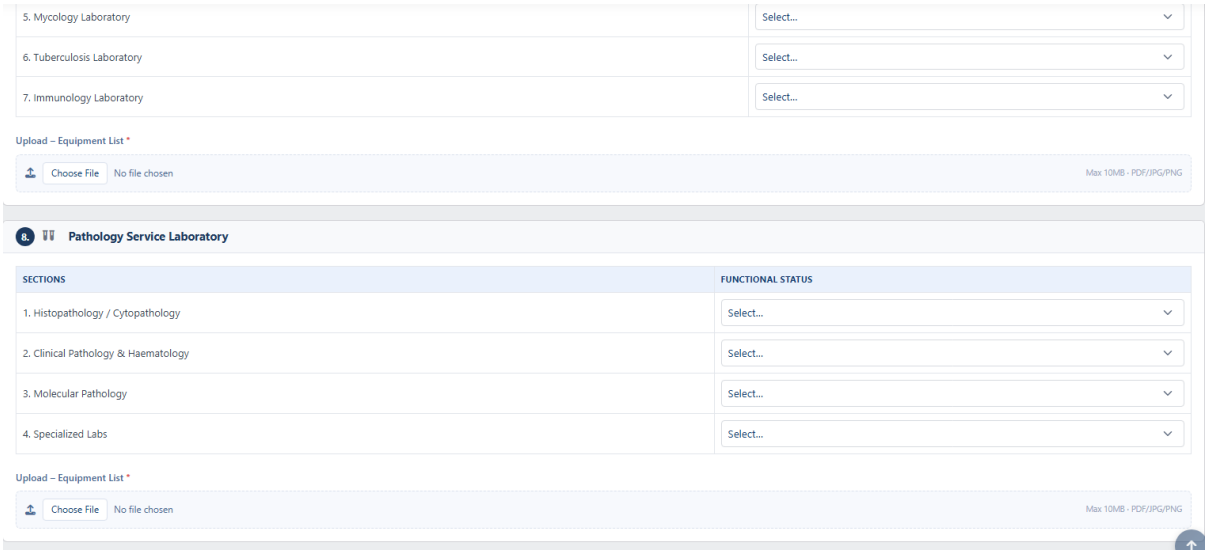


Figure 31: Step 4 – Microbiology (units 5–7) and Pathology Service Laboratory

Section 7: select the **Functional Status** of each microbiology service unit – Bacteriology (inc. Anaerobic), Serology, Virology (BSL-2 level), Parasitology, Mycology, Tuberculosis and Immunology Laboratory – and upload the **Equipment List** (mandatory). **Section 8**: select the **Functional Status** of Histopathology / Cytopathology, Clinical Pathology & Haematology, Molecular Pathology and Specialized Labs, and upload the **Equipment List** (mandatory).

Section 9 – Community Medicine Field Training Centers (RHTC & UHTC)

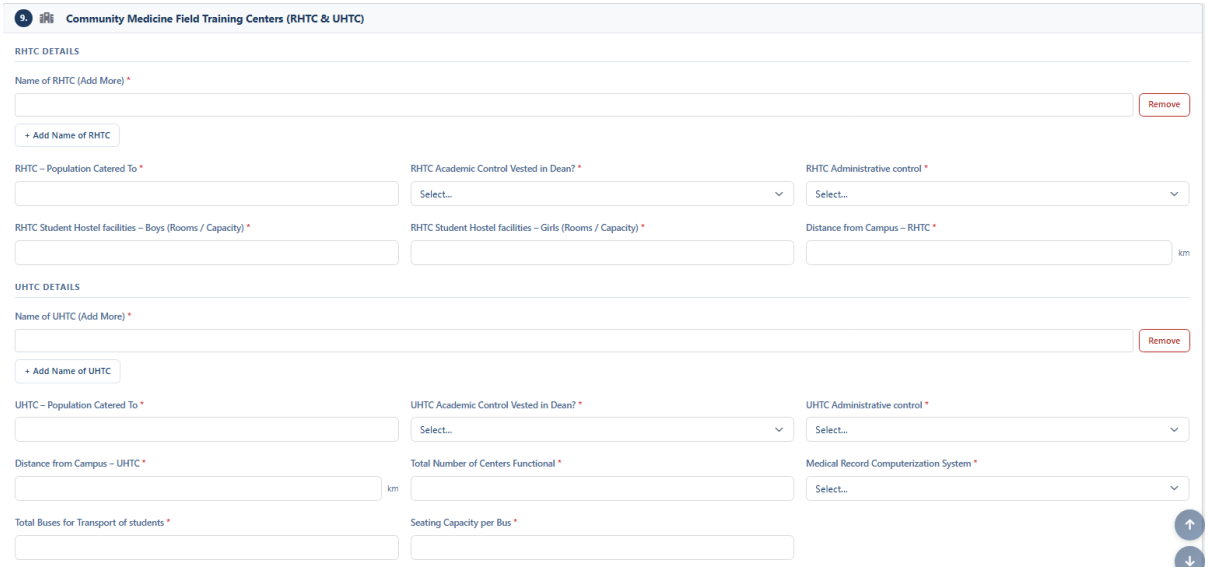


Figure 32: Step 4 – RHTC and UHTC Details

Field	What to enter	Mandatory
Name of RHTC (Add More)	Name of each Rural Health Training Centre; + Add Name of RHTC / Remove.	Yes
RHTC – Population Catered To; Academic Control Vested in Dean?; Administrative control	Enter / select.	Yes

Field	What to enter	Mandatory
RHTC Student Hostel facilities – Boys / Girls (Rooms / Capacity)	Rooms and capacity.	Yes
Distance from Campus – RHTC (km)	Distance.	Yes
Name of UHTC (Add More)	Name of each Urban Health Training Centre; + Add Name of UHTC / Remove.	Yes
UHTC – Population Catered To; Academic Control Vested in Dean?; Administrative control	Enter / select.	Yes
Distance from Campus – UHTC (km); Total Number of Centers Functional	Distance and number of functional centres.	Yes
Medical Record Computerization System	Select.	Yes
Total Buses for Transport of students; Seating Capacity per Bus	Numbers.	Yes

Sections 10, 11 and 11(a) – Examination Halls, Central Diagnostic Facility, Pathology & Hematology

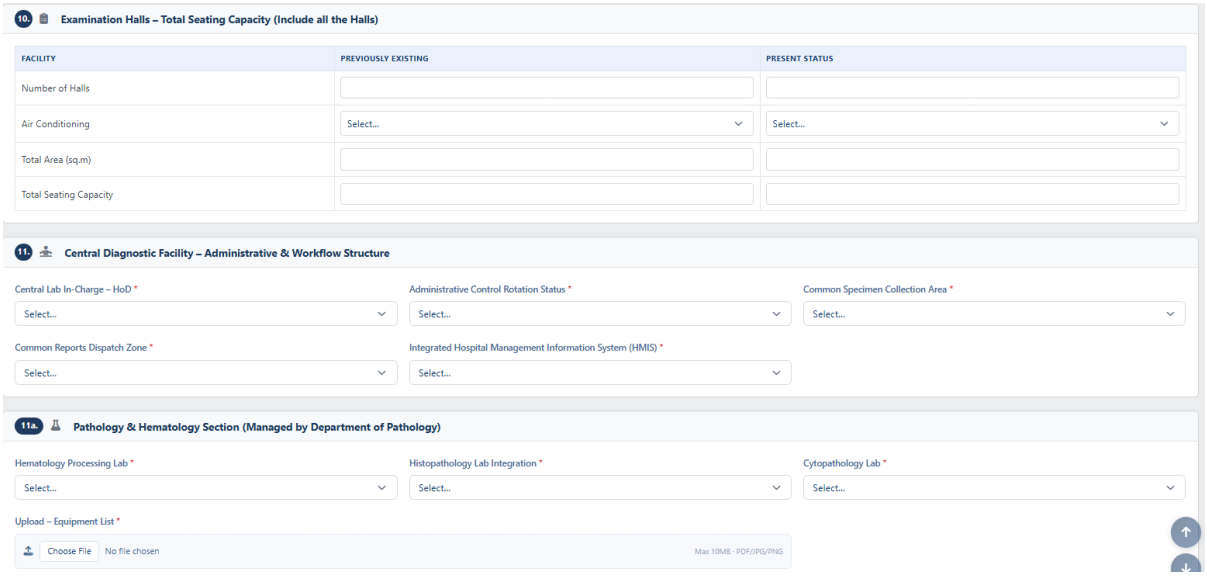


Figure 33: Step 4 – Examination Halls, Central Diagnostic Facility and Section 11(a)

Section 10 – Examination Halls (Total Seating Capacity, include all the halls): give the previously existing and present status for Number of Halls, Air Conditioning, Total Area (sq.m) and Total Seating Capacity.

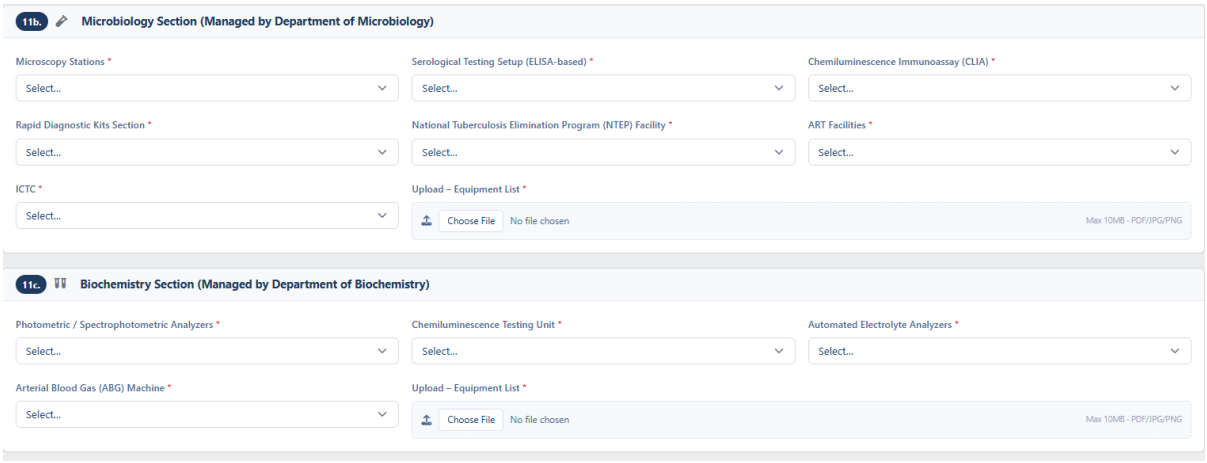


Figure 34: Step 4 – Microbiology Section 11(b) and Biochemistry Section 11(c)

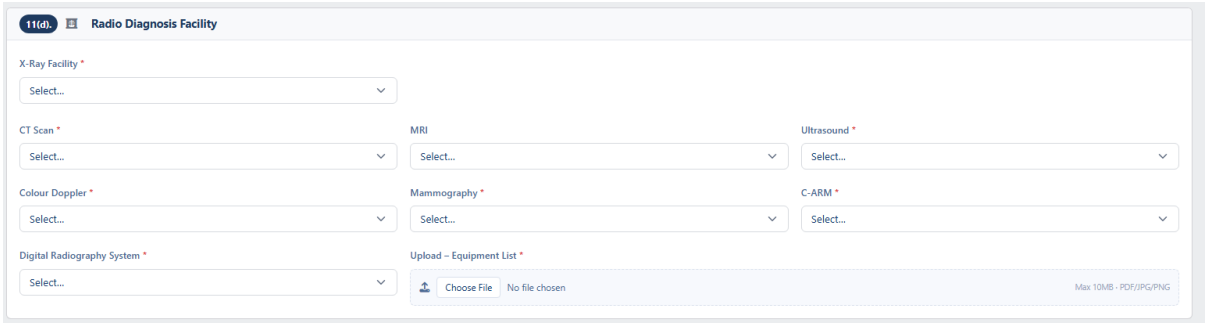


Figure 35: Step 4 – Radio Diagnosis Facility 11(d)

Section	Items to select (and equipment list to upload)
11 – Central Diagnostic Facility – Administrative & Workflow Structure	Central Lab In-Charge – HoD; Administrative Control Rotation Status; Common Specimen Collection Area; Common Reports Dispatch Zone; Integrated Hospital Management Information System (HMIS). All mandatory.
11(a) – Pathology & Hematology Section	Hematology Processing Lab; Histopathology Lab Integration; Cytopathology Lab; Equipment List. All mandatory.
11(b) – Microbiology Section	Microscopy Stations; Serological Testing Setup (ELISA-based); Chemiluminescence Immunoassay (CLIA); Rapid Diagnostic Kits Section; National Tuberculosis Elimination Program (NTEP) Facility; ART Facilities; ICTC; Equipment List. All mandatory.
11(c) – Biochemistry Section	Photometric / Spectrophotometric Analyzers; Chemiluminescence Testing Unit; Automated Electrolyte Analyzers; Arterial Blood Gas (ABG) Machine; Equipment List. All mandatory.
11(d) – Radio Diagnosis Facility	X-Ray Facility; CT Scan; MRI (optional); Ultrasound; Colour Doppler; Mammography; C-ARM; Digital Radiography System; Equipment List. All mandatory except MRI.

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

Section 1 – Hospital Particulars

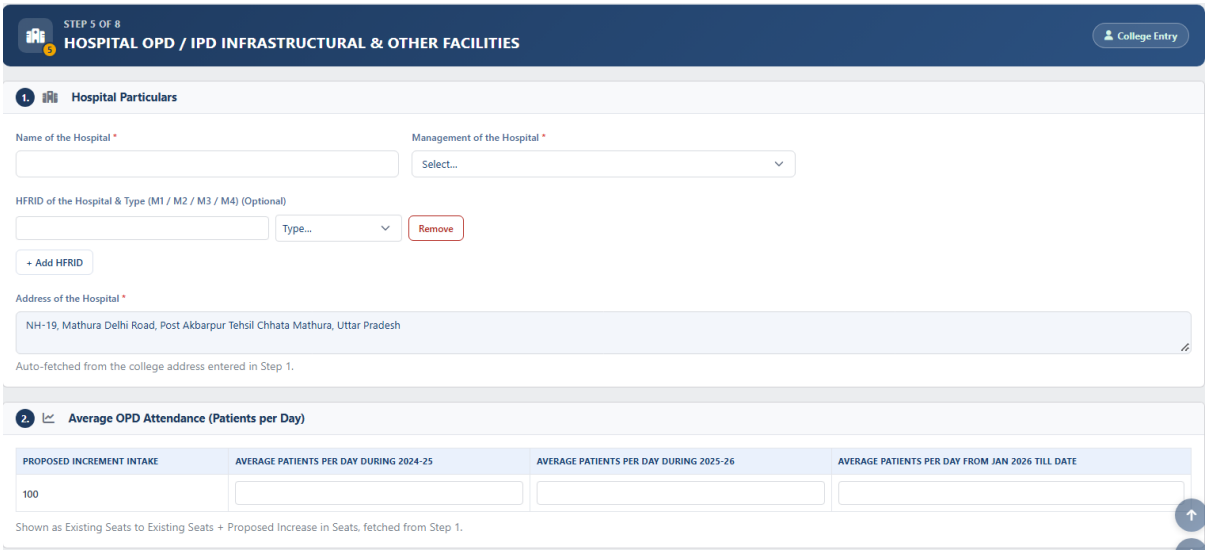


Figure 36: Step 5 – Hospital Particulars and Average OPD Attendance

Field	What to enter	Mandatory
Name of the Hospital	Name of the teaching hospital.	Yes
Management of the Hospital	Select the management type.	Yes
HFRID of the Hospital & Type (M1 / M2 / M3 / M4)	HFR ID and its type; + Add HFRID / Remove.	No
Address of the Hospital	Auto-fetched from the college address entered in Step 1.	Yes

Section 2 – Average OPD Attendance (Patients per Day)

The **Proposed Increment Intake** (e.g., 100) is shown as Existing Seats to Existing Seats + Proposed Increase in Seats, fetched from Step 1. Enter the average patients per day during **2024-25**, during **2025-26**, and **from January 2026 till date**.

Section 3 – Central OPD Registration Facilities

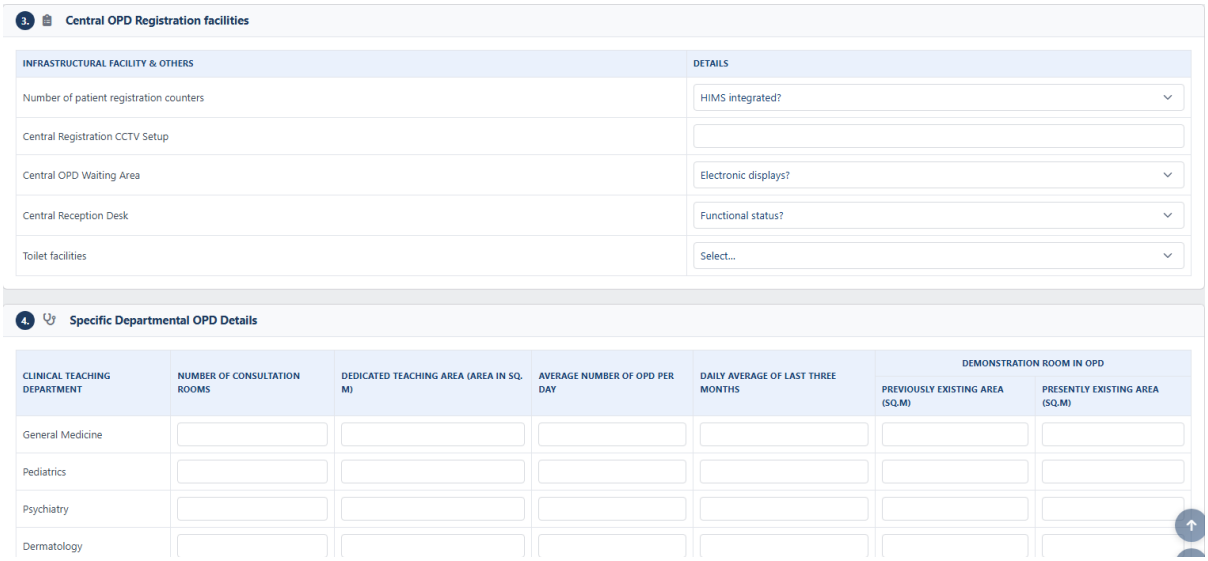


Figure 37: Step 5 – Central OPD Registration Facilities and Specific Departmental OPD Details

Select whether the registration counters are HIMS integrated, enter the number of CCTV cameras at central registration, and select the status of electronic displays in the waiting area, the reception desk and toilet facilities.

Section 4 – Specific Departmental OPD Details

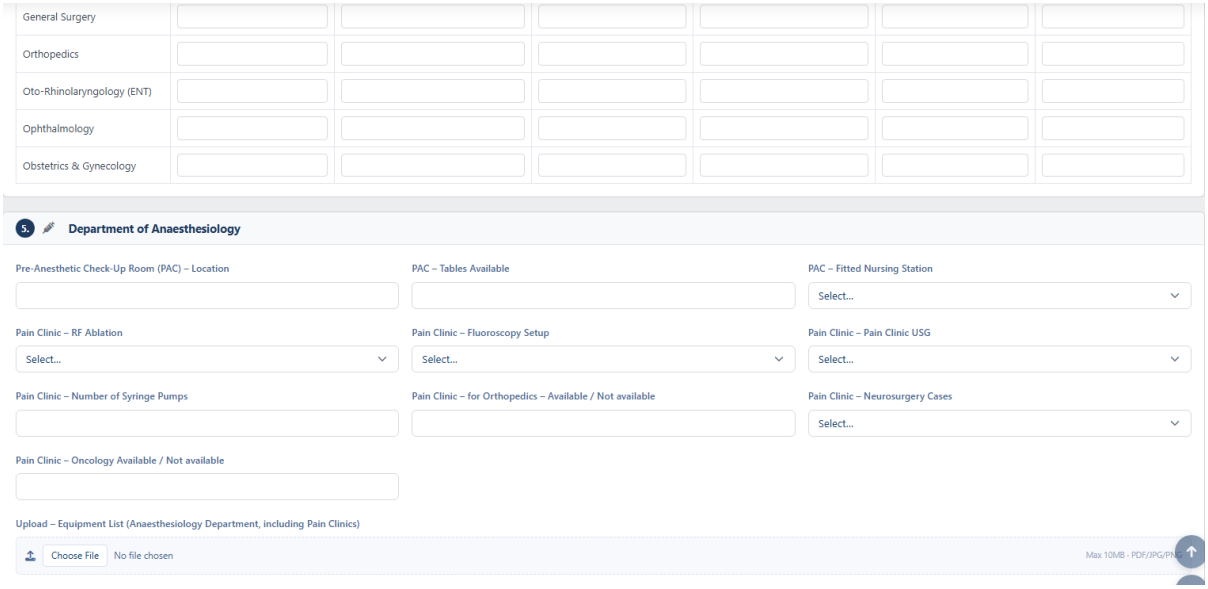


Figure 38: Step 5 – Specific Departmental OPD Details (continued) and Department of Anaesthesiology

For each of the 9 clinical departments enter: number of consultation rooms, dedicated teaching area (sq.m), average OPD per day, daily average of the last three months, and the **Demonstration Room in OPD** area – previously existing and presently existing (sq.m).

Section 5 – Department of Anaesthesiology

Enter the Pre-Anaesthetic Check-Up Room (PAC) location, tables and nursing station, and the Pain Clinic facilities (RF ablation, fluoroscopy, USG, syringe pumps, orthopaedics, neurosurgery, oncology). Upload the equipment list of the department including pain clinics.

Section 6 – Outpatient Surveillance & Technical Mapping Facility



Figure 39: Step 5 – Outpatient Surveillance & Technical Mapping

For each OPD block (Medicine, Surgical, Gynecological, Paediatrics, Orthopedic) enter the number of cameras and select the stream integrity status; complete the Total OPD Deployment Check row.

Section 7 – Pharmacy Services

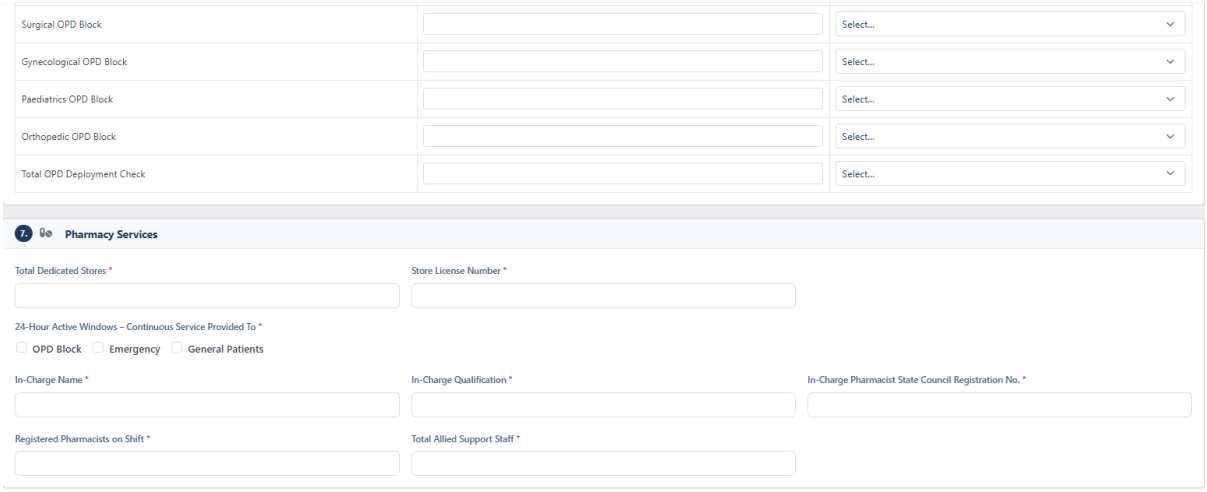


Figure 40: Step 5 – Outpatient Surveillance (continued) and Pharmacy Services

Enter the total dedicated stores and store licence number, tick the 24-hour services (OPD Block, Emergency, General Patients), and enter the in-charge name, qualification and State Pharmacy Council registration number, registered pharmacists on shift and allied support staff. All fields are mandatory.

4.6 Step 6 – Clinical Material & IPD Details

Enter the bed strength, in-patient load, laboratory and procedure workload, casualty, critical-care and births / deaths data of the teaching hospital. Many tables ask for **Previous** and **Present** values and for figures for each of the **calendar years 2026, 2025 and 2024**. The blue **i** icon next to a Bed Occupancy Rate column shows the formula (see Section 3).

Sections 1 and 2 – Standard Bed & Daily IPD Requirements and Specific Departmental IPD Facilities

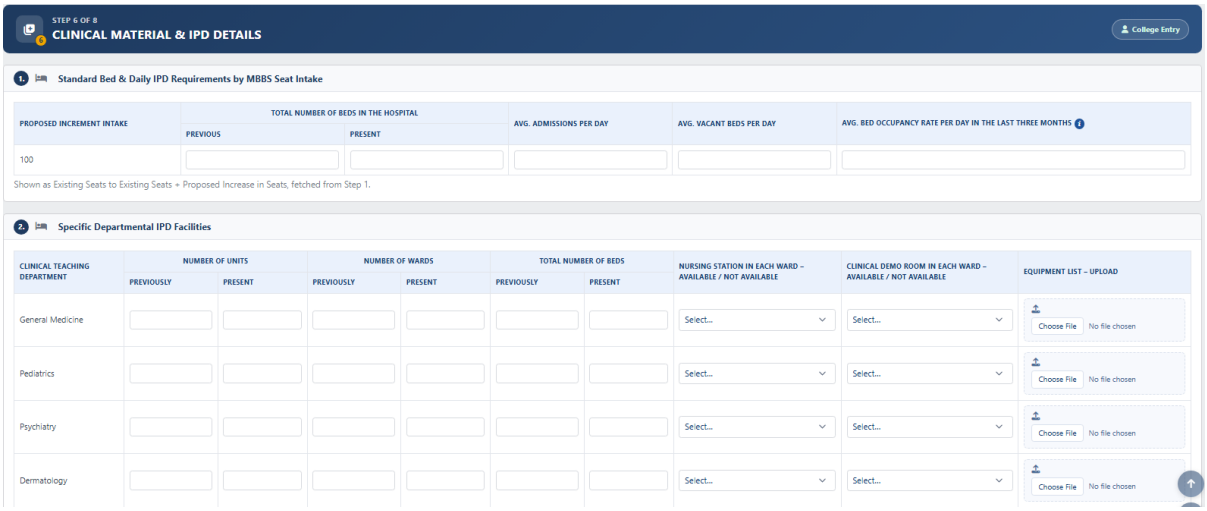
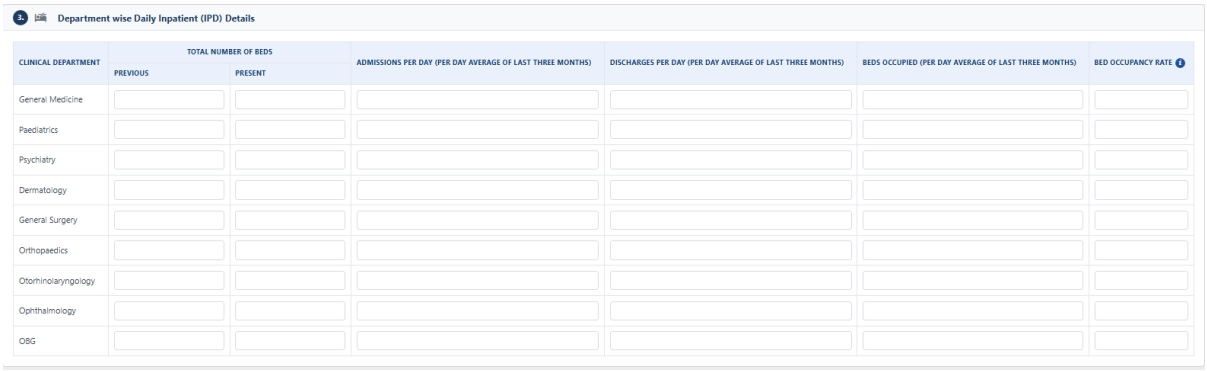


Figure 41: Step 6 – Standard Bed & Daily IPD Requirements by MBBS Seat Intake and Specific Departmental IPD Facilities

Field	What to enter
1 – Standard Bed & Daily IPD Requirements by MBBS Seat Intake	
Proposed Increment Intake	Auto-filled (e.g., 100) – Existing Seats to Existing Seats + Proposed Increase, fetched from Step 1.
Total Number of Beds in the Hospital – Previous / Present	Total hospital beds before and after the increase.
Avg. Admissions per Day; Avg. Vacant Beds per Day	Daily averages.
Avg. Bed Occupancy Rate per Day in the Last Three Months	Bed occupancy rate (%), as per the formula.
2 – Specific Departmental IPD Facilities (General Medicine, Pediatrics, Psychiatry, Dermatology, General Surgery, Orthopedics, ENT, Ophthalmology, Obstetrics & Gynecology)	
Number of Units / Number of Wards / Total Number of Beds	Previously and Present values for each department.
Nursing Station in each Ward; Clinical Demo Room in each Ward	Select Available / Not Available.
Equipment List – Upload	Department equipment list (Max 10 MB, PDF/JPG/PNG).

Section 3 – Department wise Daily Inpatient (IPD) Details



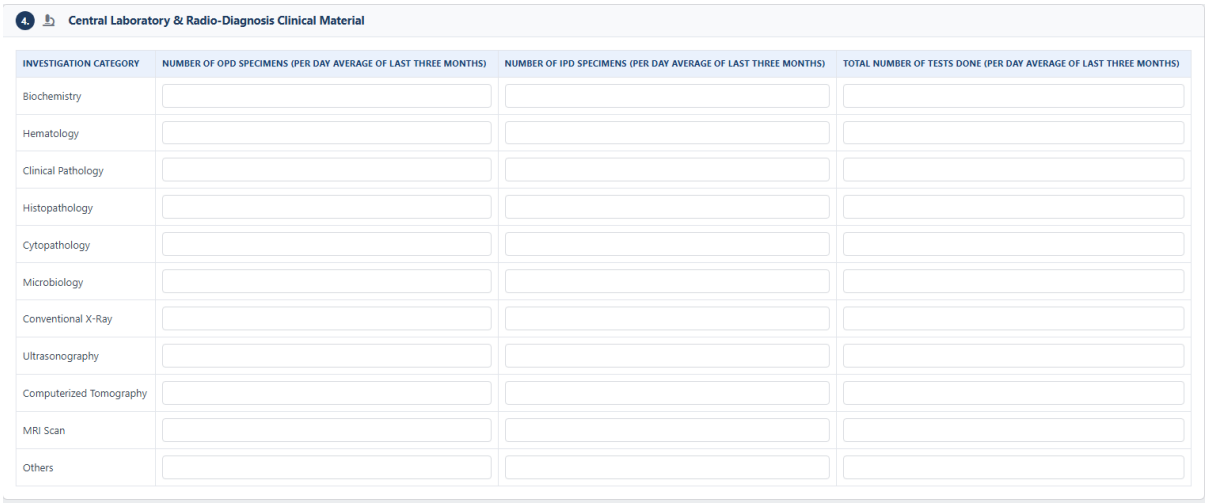
3. Department wise Daily Inpatient (IPD) Details

CLINICAL DEPARTMENT	TOTAL NUMBER OF BEDS		ADMISSIONS PER DAY (PER DAY AVERAGE OF LAST THREE MONTHS)	DISCHARGES PER DAY (PER DAY AVERAGE OF LAST THREE MONTHS)	BEDS OCCUPIED (PER DAY AVERAGE OF LAST THREE MONTHS)	BED OCCUPANCY RATE
	PREVIOUS	PRESENT				
General Medicine						
Paediatrics						
Psychiatry						
Dermatology						
General Surgery						
Orthopaedics						
Otorhinolaryngology						
Ophthalmology						
OBG						

Figure 42: Step 6 – Department wise Daily Inpatient (IPD) Details

For each clinical department (General Medicine, Paediatrics, Psychiatry, Dermatology, General Surgery, Orthopaedics, Otorhinolaryngology, Ophthalmology, OBG) enter the **Total Number of Beds** (Previous / Present), and the per-day averages of the last three months for **Admissions**, **Discharges** and **Beds Occupied**, and the **Bed Occupancy Rate**.

Section 4 – Central Laboratory & Radio-Diagnosis Clinical Material



4. Central Laboratory & Radio-Diagnosis Clinical Material

INVESTIGATION CATEGORY	NUMBER OF OPD SPECIMENS (PER DAY AVERAGE OF LAST THREE MONTHS)	NUMBER OF IPD SPECIMENS (PER DAY AVERAGE OF LAST THREE MONTHS)	TOTAL NUMBER OF TESTS DONE (PER DAY AVERAGE OF LAST THREE MONTHS)
Biochemistry			
Hematology			
Clinical Pathology			
Histopathology			
Cytopathology			
Microbiology			
Conventional X-Ray			
Ultrasonography			
Computerized Tomography			
MRI Scan			
Others			

Figure 43: Step 6 – Central Laboratory & Radio-Diagnosis Clinical Material

For each investigation category – Biochemistry, Hematology, Clinical Pathology, Histopathology, Cytopathology, Microbiology, Conventional X-Ray, Ultrasonography, Computerized Tomography, MRI Scan and Others – enter the **Number of OPD Specimens**, **Number of IPD Specimens** and **Total Number of Tests Done** (per-day averages of the last three months).

Sections 5 and 6 – Surgical & Interventional Procedures and Casualty Area Details

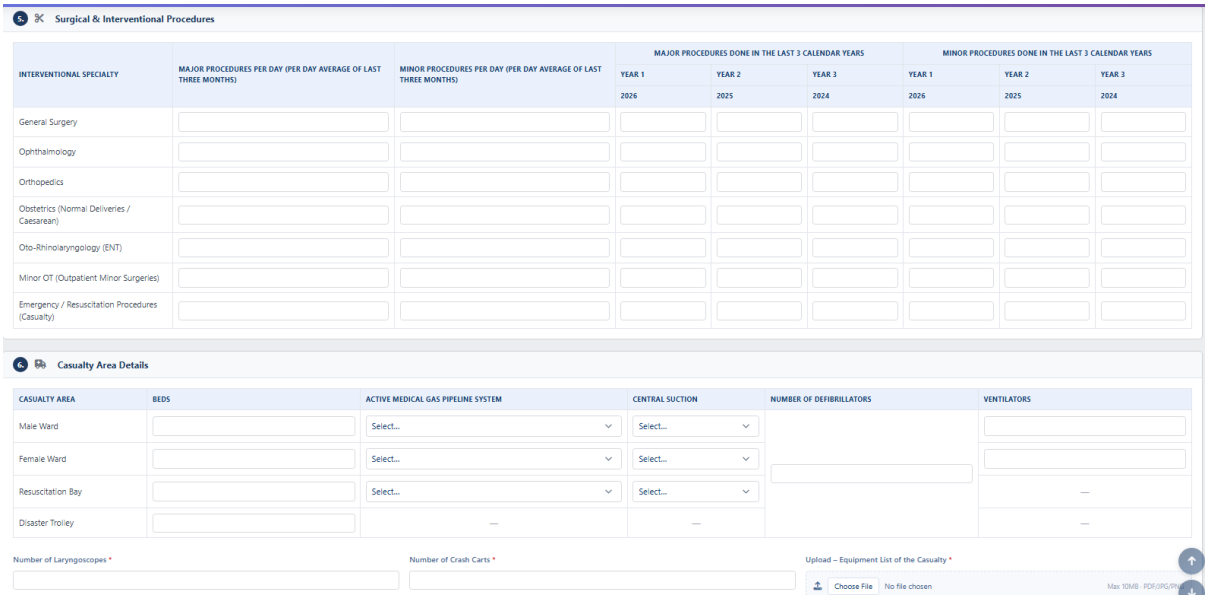


Figure 44: Step 6 – Surgical & Interventional Procedures and Casualty Area Details

Field	What to enter	Mandatory
5 – Surgical & Interventional Procedures (General Surgery, Ophthalmology, Orthopedics, Obstetrics (Normal Deliveries / Caesarean), ENT, Minor OT, Emergency / Resuscitation Procedures (Casualty))		
Major / Minor Procedures per Day	Per-day average of the last three months.	–
Major / Minor Procedures Done in the Last 3 Calendar Years	Totals for 2026, 2025 and 2024.	–
6 – Casualty Area Details		
Beds	For Male Ward, Female Ward, Resuscitation Bay and Disaster Trolley.	–
Active Medical Gas Pipeline System; Central Suction	Select for Male Ward, Female Ward and Resuscitation Bay.	–
Number of Defibrillators	One value for the casualty.	–
Ventilators	For Male Ward and Female Ward.	–
Number of Laryngoscopes; Number of Crash Carts	Numbers.	Yes
Upload – Equipment List of the Casualty	Upload (Max 10 MB, PDF/JPG/PNG).	Yes

Sections 6(a) and 6(b) – Casualty Clinical Materials and Emergency Diagnostic Workload

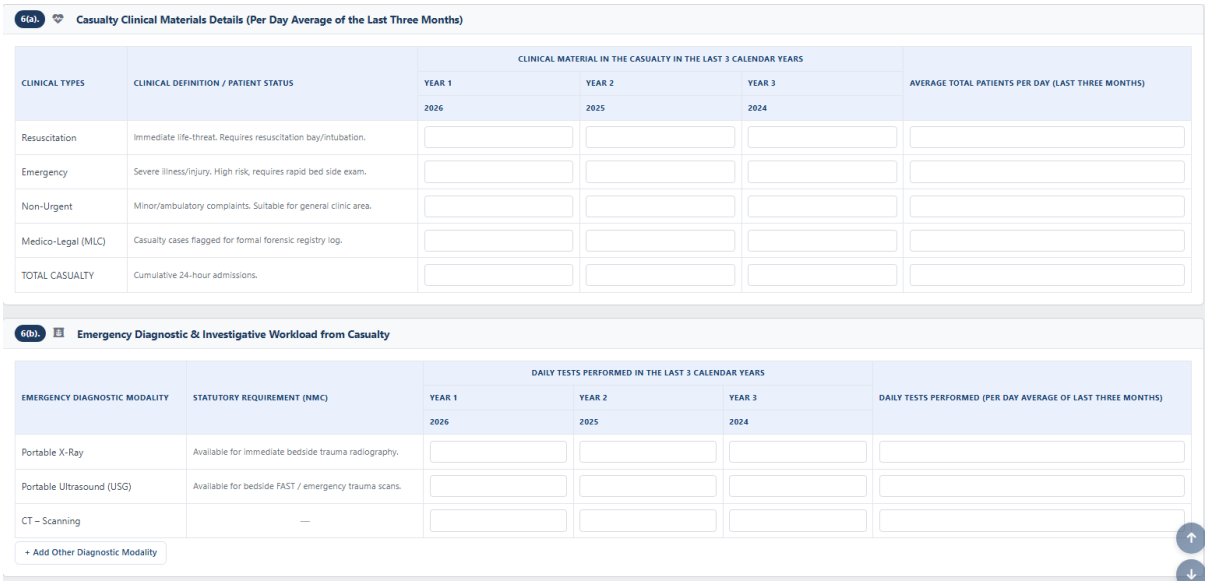


Figure 45: Step 6 – Casualty Clinical Materials Details and Emergency Diagnostic & Investigative Workload

6(a) – Casualty Clinical Materials Details: for Resuscitation, Emergency, Non-Urgent, Medico-Legal (MLC) and TOTAL CASUALTY, enter the clinical material in the casualty for **2026, 2025 and 2024** and the **Average Total Patients per Day** (last three months). The clinical definition of each type is shown on screen.

6(b) – Emergency Diagnostic & Investigative Workload from Casualty: for Portable X-Ray, Portable Ultrasound (USG) and CT – Scanning (with the NMC statutory requirement shown), enter the daily tests performed in 2026, 2025 and 2024 and the per-day average of the last three months. Use **+ Add Other Diagnostic Modality** for more rows.

Sections 6(c) and 7 – Emergency Interventions and OT / ICU Services

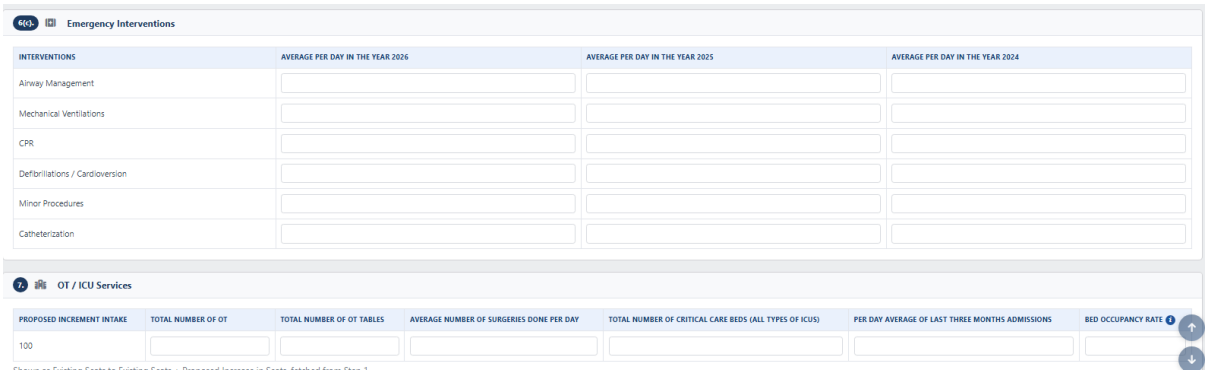


Figure 46: Step 6 – Emergency Interventions and OT / ICU Services

6(c) – Emergency Interventions: enter the average per day in 2026, 2025 and 2024 for Airway Management, Mechanical Ventilations, CPR, Defibrillations / Cardioversion, Minor Procedures and Catheterization.

7 – OT / ICU Services: for the Proposed Increment Intake (auto-filled), enter the Total Number of OT, Total Number of OT Tables, Average Number of Surgeries Done per Day, Total Number of Critical Care Beds (all types of ICUs), Per Day Average of Last Three Months Admissions and the Bed Occupancy Rate.

Sections 8 and 9 – Critical Care Facilities and Emergency / Resuscitation Facilities

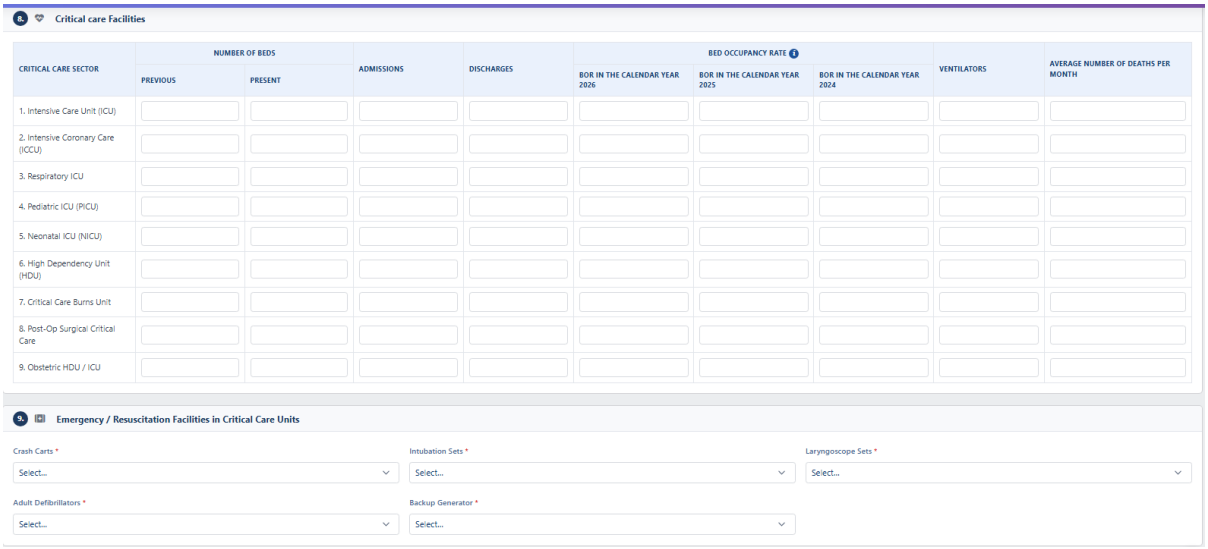


Figure 47: Step 6 – Critical Care Facilities and Emergency / Resuscitation Facilities in Critical Care Units

Field	What to enter	Mandatory
8 – Critical Care Facilities (ICU, ICCU, Respiratory ICU, PICU, NICU, HDU, Critical Care Burns Unit, Post-Op Surgical Critical Care, Obstetric HDU / ICU)		
Number of Beds – Previous / Present	Beds in the unit before and after the increase.	–
Admissions; Discharges	Averages for the unit.	–
Bed Occupancy Rate – BOR in the Calendar Year 2026 / 2025 / 2024	Bed occupancy rate (%) for each year.	–
Ventilators; Average Number of Deaths per Month	Numbers.	–
9 – Emergency / Resuscitation Facilities in Critical Care Units		
Crash Carts; Intubation Sets; Laryngoscope Sets; Adult Defibrillators; Backup Generator	Select the availability of each.	Yes

Sections 10 and 11 – Intensive Care Investigative & Procedural Workload and Births & Death Data

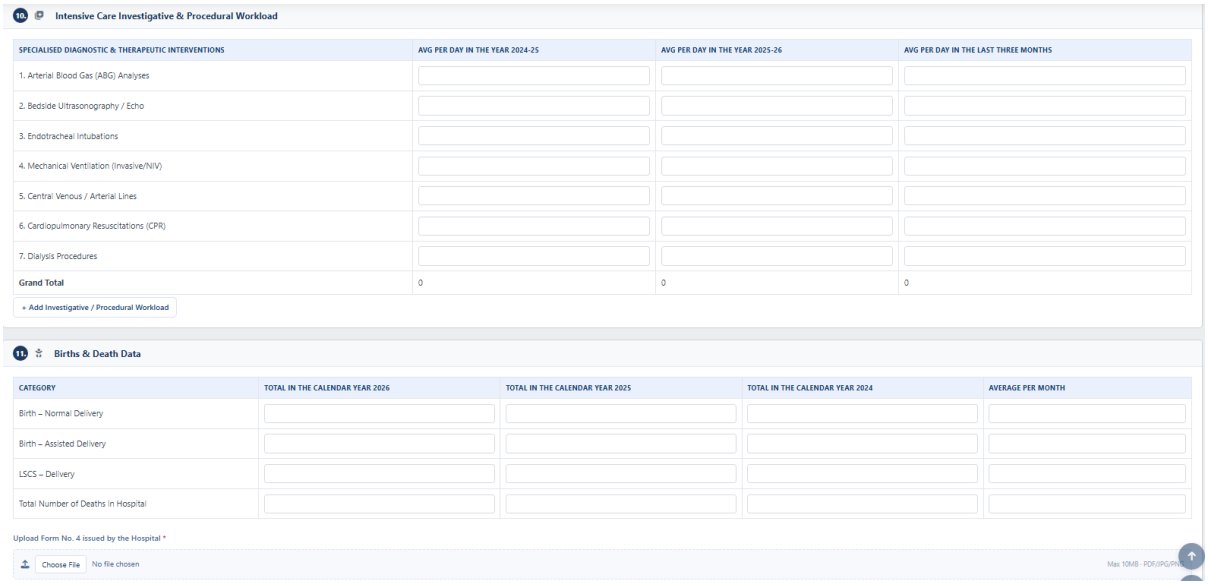


Figure 48: Step 6 – Intensive Care Workload and Births & Death Data

Field	What to enter	Mandatory
10 – Intensive Care Investigative & Procedural Workload		
Avg per Day in the Year 2024-25 / 2025-26 / Last Three Months	For ABG Analyses, Bedside Ultrasonography / Echo, Endotracheal Intubations, Mechanical Ventilation (Invasive / NIV), Central Venous / Arterial Lines, CPR and Dialysis Procedures. The **Grand Total** is calculated automatically; use **+ Add Investigative / Procedural Workload** for more rows.	–
11 – Births & Death Data		
Total in the Calendar Year 2026 / 2025 / 2024; Average per Month	For Birth – Normal Delivery, Birth – Assisted Delivery, LSCS – Delivery and Total Number of Deaths in Hospital.	–
Upload Form No. 4 issued by the Hospital	Upload Form No. 4 (Max 10 MB, PDF/JPG/PNG).	Yes

4.7 Step 7 – Teaching Faculty / Residents Information

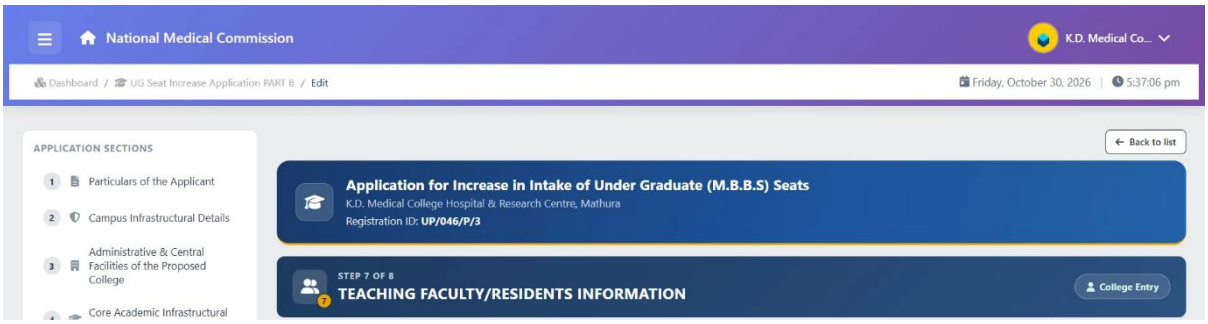


Figure 49: Step 7 – Teaching Faculty / Residents Information

Section 1 – Upload Faculty Details by Excel (optional)

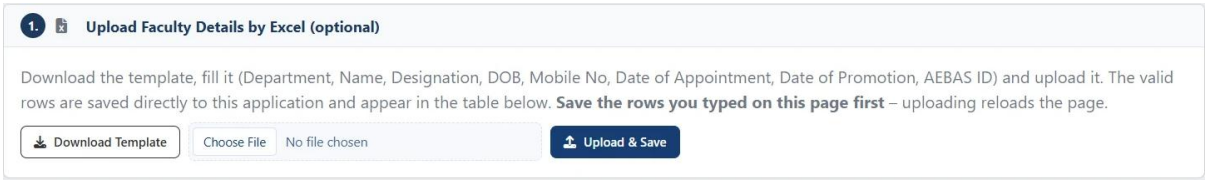


Figure 50: Step 7 – Upload Faculty Details by Excel

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

> **Important Note**
> Save rows typed on this page first (**Save Draft**) – uploading reloads the page.

Section 2 – Department wise Faculty / Residents / Tutors

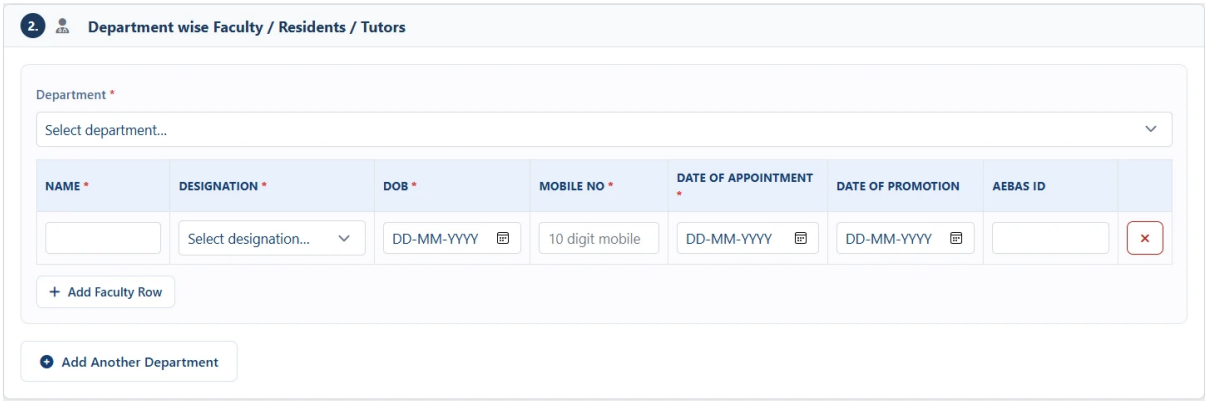


Figure 51: Step 7 – Department wise Faculty / Residents / Tutors

Select the **Department**, fill one row per person, use **+ Add Faculty Row** to add and the red **×** to delete a row, and click **Add Another Department** for the next department.

Field	What to enter	Mandatory
Department	Select the department.	Yes
Name	Full name with title (e.g., Dr.).	Yes
Designation	Select the designation.	Yes
DOB	DD-MM-YYYY.	Yes
Mobile No	10-digit mobile number.	Yes
Date of Appointment	DD-MM-YYYY.	Yes

Field	What to enter	Mandatory
Date of Promotion	DD-MM-YYYY, if applicable.	No
AEBAS ID	Biometric attendance ID.	No

4.8 Step 8 – Declaration & Submit

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

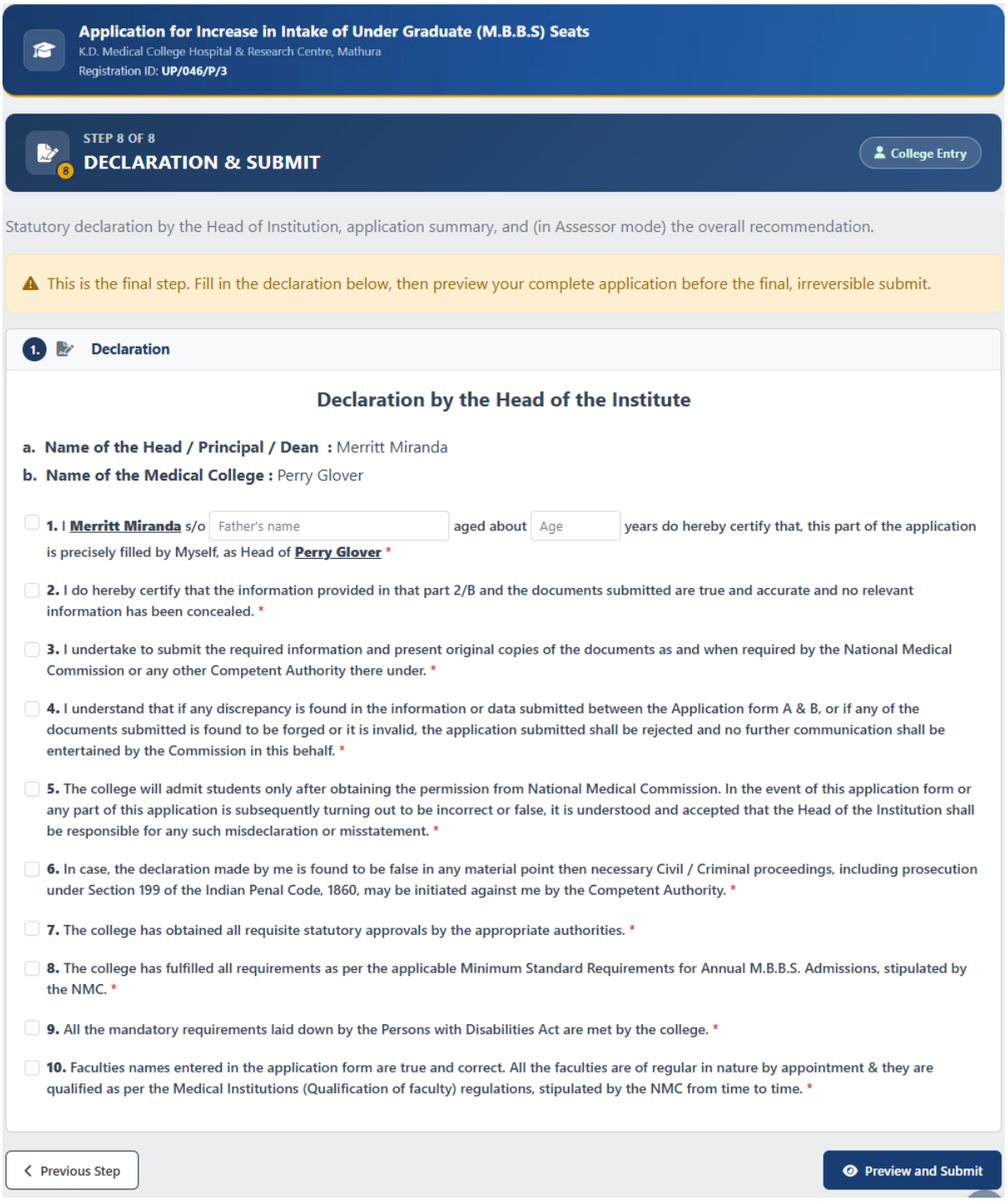


Figure 52: Step 8 – Declaration by the Head of the Institute

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

Field	What to enter	Mandatory
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 and tick its box: information true and accurate; original documents will be produced on demand; discrepancy between Form A and B leads to rejection; students admitted only after NMC permission; liability for false declaration (Section 199 IPC); statutory approvals obtained; Minimum Standard Requirements fulfilled; Persons with Disabilities Act requirements met; faculty details true and faculty regular and qualified.	Yes

1. Complete the father's name and age and tick all ten declarations.
2. Click **Preview and Submit** to open the preview of the complete application.
3. Review every step carefully, then submit. Use **Previous Step** to go back and correct anything before submitting.

Important Note
Submission is final and irreversible. A false declaration may lead to rejection of the application and civil / criminal proceedings against the Head of the Institution.

5. Saving, Previewing and Submitting

Button	What it does
Save Draft	Saves the current step without moving on.
Save & Continue	Saves the step and opens the next one; the step gets a green tick.
Previous Step	Opens the previous step.
Back to list	Returns to the UG Seat Increase Form PART B list.
Preview and Submit (Step 8)	Opens the full preview, from where the application is submitted.

1. Complete Steps 1 to 7 so that each shows a green tick.
2. Check that Previous / Present values clearly show the additional infrastructure for the increased intake.
3. Complete the declaration in Step 8, click **Preview and Submit**, review, and submit.

6. Common Issues and Solutions

Issue	What to do
Proposed Increment Intake is blank.	Complete Existing Number of UG Seats and Number of Increment Seats in Step 1 and save.
Hospital address cannot be edited.	It is fetched from the college address in Step 1; correct it there.
File does not upload.	Check the format (PDF/JPG/PNG, or PDF only where stated) and size (max 10 MB).
Typed faculty rows disappeared.	The Excel upload reloads the page; always Save Draft first.
Save & Continue does not proceed.	A mandatory field or document is missing in the current step.

Annexure A – Document Checklist

Step	Document	✓
1	Letter of Permission (LOP) from NMC; Renewal / Continuation Orders (optional)	
2	Form 16 / Bank Statement – IT Specialist / Engineer 1 and 2	
3	Salary bank statements (three months); Bank Authorization Letter	
3	Constitution orders of the 11 central committees; MEU meeting proceedings (last three)	
3	Subject-wise & title-wise book list; subject-wise journal report; skill lab and research equipment lists; research staff salary statements	
3	College and hospital plan approvals; fire NOCs (hostels, resident quarters); IEC, Curriculum, Pharmacovigilance and Gender Harassment committee documents	
3	PCPNDT, NDPS, Mental Health Act, cryogenic oxygen tank licences; cadaver declaration register; autopsy authorisation	
3	UHTC Administrative MoUs; RHTC State Permission Orders	
4	Equipment lists (labs, museums, service labs, diagnostic sections, radio-diagnosis)	
4	Cadaver, voluntary body donation, unclaimed body and cadaver declaration registers	
5	Anaesthesiology equipment list (including pain clinics)	
6	Departmental and casualty equipment lists; Form No. 4 issued by the Hospital	

Step	Document	✓
7	Faculty Excel template (optional)	