

सत्यमेव जयते

राष्ट्रीय आयुर्विज्ञान आयोग

National Medical Commission

MARB GUIDELINES FOR AY 2024-2025

NATIONAL MEDICAL COMMISSION INDIA

भारतीय राष्ट्रीय आयुर्विज्ञान आयोग

30/10/23

30.10.23

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ACRONYMS

ABDM	Ayushman Bharat Digital Mission
CBME	Competency Based Medical Education
CoA	Certificate of Association
CMO	Chief Medical Officer
DH	District Hospital
DHO	District Health Officer
DHS	Directorate Of Health Services
DMER	Directorate Of Medical Education and Research
DoHFW	Department Of Health & Family Welfare
EC	Essentiality Certificate
GMC	Government Medical College
MARB	Medical Assessment and Rating Board
MBBS	Bachelor Of Medicine and Bachelor of Surgery
MCI	Medical Council of India
MO	Medical Officer
MOHFW	Ministry Of Health and Family Welfare
MSR	Minimum Standard Requirement
NEET	National Eligibility cum Entrance Test
NMC	National Medical Commission
NQAS	National Quality Assurance Standards
PG	Post Graduate
PGMEB	Post Graduate Medical Education Board
PPP	Public–Private Partnership
SDH	Sub-District Hospital
SOP	Standard Operating Procedures
UG	Under Graduate
UGMEB	Under Graduate Medical Education Board

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DOCUMENT APPROVAL

Details	Document prepared and approved by	Document issued by
Name and Designation	Dr. J. L. Meena (Member, MARB) Dr. B. Gangadhar (President, MARB)	MARB Board
Date of approval	30.10.2023	30.10.2023

1. Background

To standardize the process of the filling application for new college and increase in seats for UG and PG courses. Streamlining the process of assessment (selection of assessors & assessment). MARB guidelines are prepared based on the revised regulations GMER 2023 and UG MSR 2023.

- Link for **Establishment of Medical institutions, Assessment & Rating Regulations, 2023**: https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/246253.pdf
- Link for **National Medical Commission (Minimum Standard Requirements) For Establishment Of New Medical College/Increase Of Seats In MBBS Course) Guidelines, 2023** https://www.nmc.org.in/rules-regulations/national-medical-commission-minimum-standard requirments-for-establishment-of-new-medical-college-increase-of-seats-in-mbbs-course-guidelines-2023-reg/
-

2. Assessment Process

Assessment for Permission: Notwithstanding anything stated elsewhere, the MARB determines the appropriate method of assessment and/or inspection, before granting permission to the applicant to establish a medical institution. Provided such methods shall include, but not be limited to verification of documents in digital or another form, Aadhar-based attendance register, verification of live video feed, photographs, Hospital Management Information System (HMIS) data or surprise physical assessment etc.

a) **AEBAS (Aadhar Enabled Biometric Attendance System)** as per MSR "Guidelines for Undergraduate Courses under Establishment of New Medical Institutions, Starting of New Medical Courses, Increase of Seats for Existing Courses & Assessment and Rating Regulations, 2023". dated 16th August 2023.

- All Medical Colleges/Institutions shall install AEBAS to be linked to Command-and-Control center of NMC.
- ***The daily AEBAS of the required staff (faculty, residents and supporting staff), preferably along with face linked recognition, shall be made available to NMC as well as on the Medical College Website in the form of daily attendance dashboard.***
- It shall be mandatory to have at least 75% attendance of the total working days (excluding vacations) for all faculty and resident doctors.
- ***AEBAS, preferably with face recognition of all students attending every lecture/ teaching class/ seminar shall be recorded and linked to NMC.***

Only colleges with faculty count having at least 75% attendance for the last three months from the last date of application (i.e 19th September) on AEBAS will be analyzed whether such count is meeting MSR requirements or not and hence will be eligible for the physical inspection.

In case of establishment of new medical college AEBAS registration for the faculty should be complete before inspection. AEBAS attendance of registered faculty for ten working days prior to (and including) the date of inspection will be an essential criteria to be taken into consideration during the inspection.

Old colleges applying for PG/UG courses should have

- ***Adequacy of faculty for existing UG Course***
- ***Additionally for PG applications for increase in seat should have adequate for existing faculty PG courses***

Note: Circular for Guidelines "Implementation of AEBAS In Medical College dated 18th October 2022 (Link: https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/19.10.2022.pdf)

Pre-assessment Process for various applications

1. New PG applications only (Application related new PG course only)

Step 1 - To check availability of following:-

a) Essentiality certificate (EC) b) Certificate of affiliation (CoA) c) Application fees

(If all the above three criterias are fulfilled)

Step 2: Availability of faculty registered (Professor, Assoc Prof & other) in AEBAS list supporting the proposed number of PG seat

Step 3: Overall UG standards are adequate.

Step 4: Inspection if any recognition for PG is pending from other departments

Step 5: Inspection

2. All other PG application i.e. new PG & increase in PG seats (But not applied for increase in UG application)

Step 1 - To check availability of following:-

a) Essentiality certificate (EC) b) Certificate of affiliation (CoA) c) Application fees

(If all the three criteria's are fulfilled)

Step 2:

a) For new PG Seats : Availability of faculty registered (Professor, Assoc Prof & other) in AEBAS list supporting the proposed number of PG seat

b) For increase PG seats: Overall PG standards are ok and recognized by PG board

Step 3: Overall UG standards are adequate.

Step 4: Inspection if any recognition for PG is pending from the departments

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Step 5: Inspection

3. Application related to Increase of seats in UG & PG

a) Application related to Increase of seats in UG

Step 1 - To check availability of following:-

a) Essentiality certificate (EC) b) Certificate of affiliation (CoA) c) Application fees

Note: As per MSR 2023 issues on 16th August 2023

- Colleges seeking increased number of seats cannot exceed a total of 150 MBBS students from the year 2024-25;
- Colleges seeking increase in seats for admission, shall have admitted batch fulfilling all the criteria for number of seats admitted for the preceding academic year and also shall be fulfilling all the requirements for increase in seat capacity;
- With the exception that colleges who have applied for academic year 2023-24 for increased seats but failed to get the same, can ask for the same number (totaling 200 or 250) that was in their previous application for one time in the year 2024-25 only.
- Provided that medical college shall follow the ratio of 100 MBBS seats for 10 lakh population in that state/ U.T.

Step 2: Overall UG standards are ok as approved by UG board & AEBAS is fulfilled for UG seats

Step 3: Inspection

b) Application related to Increase of seats in PG

Step 1 - To check availability of following:-

a) Essentiality certificate (EC) b) Certificate of affiliation (CoA) c) Application fees

(If all the three criteria's are fulfilled)

Step 2: PG faculty for existing PG seats are fulfilled and Overall PG standards are ok and recognized by PG board

Step 3: Inspection

4. Increase UG seats only

Step 1 - To check availability of following:-

a) Essentiality certificate (EC) b) Certificate of affiliation (CoA) c) Application fees

Note: As per MSR 2023 issues on 16th August 2023

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- Colleges seeking increased number of seats cannot exceed a total of 150 MBBS students from the year 2024-25;
- Colleges seeking increase in seats for admission, shall have admitted batch fulfilling all the criteria for number of seats admitted for the preceding academic year and also shall be fulfilling all the requirements for increase in seat capacity;
- With the exception that colleges who have applied for academic year 2023-24 for increased seats but failed to get the same, can ask for the same number (totaling 200 or 250) that was in their previous application for one time in the year 2024-25 only.
- Provided that medical college shall follow the ratio of 100 MBBS seats for 10 lakh population in that state/ U.T.

Step 2: Overall UG standards are ok as approved by UG board & AEBAS is fulfilled for UG seats

Step 3: Inspection

5. New UG college

Step 1 - To check availability of following:-

a) Essentiality certificate (EC) b) Certificate of affiliation (CoA) c) Application fees

Note: As per MSR 2023 issues on 16th August 2023

- Colleges seeking increased number of seats cannot exceed a total of 150 MBBS students from the year 2024-25;
- Colleges seeking increase in seats for admission, shall have admitted batch fulfilling all the criteria for number of seats admitted for the preceding academic year and also shall be fulfilling all the requirements for increase in seat capacity;
- With the exception that colleges who have applied for academic year 2023-24 for increased seats but failed to get the same, can ask for the same number (totaling 200 or 250) that was in their previous application for one time in the year 2024-25 only.
- Provided that medical college shall follow the ratio of 100 MBBS seats for 10 lakh population in that state/ U.T.

Step 2: Availability of faculty registered (Professor, Assoc Prof & other) in AEBAS list supporting the proposed number of UG seat

Step 3: Inspection

b) NMC MARB may opt for different methods for inspection including physical or virtual (supplemented with video data) while ensuring that for a given academic year all assessments for each of the following purposes

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is uniform to all applicants of each of the type (new college, increased seats, etc.; (Surprise assessment will remain same at all time). The committee will train them appropriately.

Computer based selection of assessors:- In order to reduce human intervention, ***Robust Randomization Software*** will be used for selection of date of assessment and selection of assessors. The inspection will be surprised however, the list of the medical colleges that will be assessed will be published on NMC website.

All the inspections (UG & PG courses) for a college will be conducted on the same day. For UG course, assessment will be conducted for one day by a team of 5 assessors (In case of non-availability of 5 assessors, MARB may allow inspection to be conducted by at least 3 assessors) and for PG courses, assessment will be conducted for one day by a team of 2 assessors per specialty. (In case of non-availability of two assessor per specialty for PG course, MARB may allow inspection to be conducted by one assessor). The team of assessor will conduct the assessment to examine the infrastructure, quality of medical education, faculty, AEBAS data, clinical indicators, and financial status of the college to ensure compliance with latest NMC guidelines. It may also conduct interviews with staff & all students during the assessment. (Refer to Assessment form https://www.nmc.org.in/information-desk/for-colleges/procedure-to-start-new-college/).

Medical colleges established by the State/Central Government (recognized for MBBS for a period of 5 years), registered for additional PG seats will be exempted from physical inspection, based on AEBAS data and other objective and numerically measurable parameters. Physical Inspection will be conducted for the application received for additional PG seats by private medical colleges. Physical inspection will also continue for Central/ State Government and Private Medical colleges applying for fresh PG seats and recognition of PG course.

The inspection will be conducted, and information will be collected and documented on NMC portal by the assessor as per the latest assessor guidelines available on the NMC website. **It would be mandatory for the inspection team to ensure the duly signed & endorsed (by the college management) report is uploaded on the portal before Inspection team departs from the hospital.** Inspection beyond one day shall be discouraged and be allowed in the rarest of rare cases only on account of force majeure. In all such cases, the same must be documented and immediately communicated to MARB and written approval must be sought for seeking any extension.

In case of deficiencies being found, the same will be communicated to the medical college granting sufficient time to report compliance after rectification of the deficiencies. Following this surprise compliance verification inspection will be conducted in case of the establishment of new medical college / increase in admission capacity for UG courses.

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c) Code of conduct for Assessors

If case of violation of code of conduct by the assessor, MARB will intimate the parent organization where required (Govt. Medical college) and may not consider them for future assessments. For detailed code of conduct, please refer to assessor guideline on NMC website.

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

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

d) Criteria for Assessor selection

In order to reduce human intervention in selection of assessors, ***Robust Randomization Software*** will be used for assessor selection considering following: -

1. Utmost care to be taken to ensure the assessor are not from within state for the transparent assessment process.
2. No two assessors from same college or district to be selected for assessment of same medical college.
3. Only Government medical college assessors of Professor or 10 years of faculty experience at the level of associate professor with four years of teaching experience in that level are eligible for conducting the assessment.
4. The assessor should not be working in the same medical college or have any close relatives who are working or studying in that medical college. The assessor should also not be an alumnus of that medical college. (Assessors are required to submit the Self-declaration form as attached in annexure 9)
5. **Communication timelines for assessment**

- The assessor will be informed about the name of the district where he/she will be travelling 48 hours before the assessment date. The randomization software will be operated under the direct supervision of MARB.
- The travel agency will also be conveyed about name of the district and details of assessors 48 hours before the assessment date for travel arrangements.
- Further, the name of medical college to assessor will be revealed one day (evening) before the assessment date. However, such information would not be shared with the concerned college to maintain secrecy and element of surprise. Colleges will be intimated about the names of the inspection team only in the morning of date of inspection.

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6. A particular assessor will be given reasonable break between two inspections i.e., Cooling off period: - Assessors to be given 15 days cooling off period between the two inspections and under no condition will be engaged for the inspection procedure for more than five times in a year.

NOTE: The entire pool of assessors may be finalized by a joint committee MARB. The assignment of the assessors to the colleges will be through Robust Randomization Software (certificate of integrity to ensure confidentiality) without knowledge of MARB or other Boards of NMC or any other person. Manual selection of assessors will be carried out by MARB in case of limitation/failure incurred in Robust Randomization Software.

e) Scrutiny of Assessment report by committees

1. The assessment report should be submitted by the assessors through the NMC web portal according to the following schedule:-
   - The AEBAS attendance sheet (department wise) should be uploaded using the **first link**, which will be active from **11 am to 12 pm on the day of the assessment.**
   - The details of the clinical material should be uploaded using the **second link**, which will be active from **2 pm to 3 pm on the day of the assessment.**
   - The complete SAF should be uploaded using the **third link**, which will be active till 12.00 am midnight on same day of assessment.
   - In case the inspection is extended beyond one day the link may be activated on second day (maximum up to 12pm) with the permission of MARB joint committee. The committee shall record reasons for allowing such extension.
2. Assessors are required to upload duly filled SAF with detailed summary & recommendations along with evidence as per rules & regulations of NMC. Hard copy of the signed SAF form is to be sent to MARB within 24 hours of end of assessment through speed post.
3. Additionally, each assessor is also required to upload following duly signed document-
   - Summary of assessment and recommendations with evidence as per the rules and regulations of NMC.
   - Confidential report and feedback on fellow assessors.
4. Principle of natural justice to be followed during process of scrutiny of assessment report –
   a. Independent expert committee duly authorised by the commission u/s section 20(1) of the NMC Act which may comprise members of other boards & two senior experts and/or officers well versed with NMC guidelines will evaluate the assessment report submitted by the assessor to provide recommendations. *(Within seven working days of receipt of assessment report).*
   b. Joint committee (MARB) will support expert committee as and when required by the expert committee.
   c. The assessment report & summary sheet including recommendation of expert committee will be submitted to MARB for final decision.

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***Note**: All assessment work in any or all of the boards or at level of NMC will be done through e-office only*

f) Evaluation result and issuance of letter of approval

1. MARB shall communicate its decision of permission or otherwise to the eligible entity as per the timelines stated in annexure. All orders of MARB shall be self-explanatory speaking orders issued under the digital/ e-signatures of authorized official of MARB. (Format of Review form is attached as annexure 6).
2. All cases of cancelled inspections shall be duly documented and immediately reported on NMC website. In such cases, inspections are rescheduled following steps as stated above.
3. In case of Show Cause Notice (SCN), the college will submit the compliance report within stipulated time period. On receipt of compliance report, only the process of review and final decision as stated above will be followed.

Without prejudice to anything stated elsewhere, it shall be the duty of the eligible entity to abide by all such conditions laid down in the letter of permission, and the MARB will have the right to seek such information or cause an inquiry done into the matter to verify all such conditions are observed in both letter & spirit.

g) How to fill Application form

The detailed procedure for filling the application form for various categories of applicants is provided on NMC website and can be accessed using the link.

3. Application fee

For mode of payment and latest fees update please refer to NMC website

For UG: https://www.nmc.org.in/online-application-submit/

For PG: https://www.nmc.org.in/online-pg-application/

Revised payment fees are released by NMC vide public notice dated 18th August 2023 (Please refer to annexure 1 of public notice) [Link https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/UG%20Application.pdf

4. Step wise Process for Accreditation

4.1 For new college, renewal and increase in seats (UG & PG)

Activities – New College & Increase of Seats	Timeline
Application Received – EC & COE & Bank guarantee	August – September
Scrutiny of Application – SO, US, DS, Legal team (MARB), Account section (NMC) Committee [UG & PG Scrutiny form is attached as annexure 7 & 8 respectively]	September- October
Finalization of list of assessors	2nd week of October
Training of Assessors	2nd week of October

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Availability of assessors	2nd week of October
Finalization of applications eligible for assessment and disapproval letter in case of non-eligible applications	4th week of October
Selection of Assessors and finalization of assessment date – Joint committee directed by MARB	November onwards
Assessment	November onwards
Submission of assessment report by assessors	Real time upload
Review the Assessment Report – Expert Committee	Within 7 working after receipt of the Assessment report
Conveying Final Decision of Approval/Disapproval by MARB u/s 28(3) of NMC Act, 2019	Within 3 working days after receipt of expert committee recommendation
Sharing of the assessment report, summary sheet and final decision on NMC portal	Within 7 working days on passing of final order.
Letter of permission (LOP)/Renewal of permission (ROP)/Show Cause Notice (SCN)	Within 1 working day after decision of MARB
Compliance Report sent by college in case of SCN	Within 2 weeks after receipt of SCN
Issue of LOP or Compliance Report review by MARB and Plan for Compliance Verification Assessment	Within 7 working after receipt of the Compliance report
If LOP then update on Website :- https://www.nmc.org.in/information-desk/college-and-course-search/ or Review the Compliance Verification Report and issue LOP or Disapproval	Within 7 working after receipt of the Compliance report

Note: *All the decision by MARB will be discussed in monthly meeting of MARB board before 28th Feb 2024*

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4.2 For recognition process (UG)

Activities – Recognition	Timeline
Application Received – COE	To be communicated
Scrutiny of Application – UG MEB Board Committee	To be communicated
Training of Assessors	To be communicated
Availability of assessors	To be communicated
Finalization of applications eligible for assessment	To be communicated
Selection of Assessors and finalization of assessment date – Joint committee directed by MARB Selection of Assessors and finalization of assessment date – Member/President - MARB	To be communicated
Assessment	To be communicated
Submission of assessment report by assessors	Real time upload
Assessment Report send to UGMEB through E Office for Further Action	Real time
Sharing of the assessment report, summary sheet and final decision on NMC portal	Within 10 working days on receipt of assessment report

4.3 For recognition process (PG)

Activities – Recognition	Timeline
Application received by the PGMEB board	
Training of Assessors	To be communicated
Availability of assessors	To be communicated
Finalization of applications eligible for assessment	To be communicated
Selection of Assessors and finalization of assessment date – Joint committee directed by MARB	To be communicated
Assessment	To be communicated
Submission of assessment report by assessors	Real time upload
Assessment Report send to PGMEB through E Office for Further Action	Real time
Sharing of the assessment report, summary sheet and final decision on NMC portal	Within 10 working days on receipt of assessment report

5. Sanctions and Penalty

Please refer to "Establishment of Medical institutions, Assessment & Rating Regulations, 2023" the Link :
https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/246253.pdf

6. Assessment and Rating

Please refer to "Establishment of Medical institutions, Assessment & Rating Regulations, 2023" the Link :
https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/246253.pdf

7. Redressal and Appeal

Please refer to "Establishment of Medical institutions, Assessment & Rating Regulations, 2023" the Link :
https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/246253.pdf

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8. Annexures

8.1 Annexure 1 - Format for Essentiality Certificate

(Modified Format of Essentiality Certificate in consonance with MSR, 2023)

FORM -2

ESSENTIALITY CERTIFICATE

No.

Government of ..... Department of Health

To

Dated, the .....

(Applicant),

Sir,

The desired certificate is as follows: -

1. No. of institutions already existing in the State.
2. No. of seats available or No. of doctors being produced annually.
3. No. of doctors registered with the State Medical Council.
4. No. of doctors in Government service.
5. No. of Government posts vacant and those in rural/difficult areas
6. No. of doctors registered with Employment Exchange.
7. Doctor population ratio in the State.
8. How the establishment of the college would resolve the problem of deficiencies of qualified medical personnel in the State and improve the availability of such medical manpower in the State.
9. The restrictions imposed by the State Government, if any, on students who are not domiciled in the State from obtaining admissions in the State, be specified.'
10. Full justification for opening of the proposed college.
11. Doctor-patient ratio proposed to be achieved.

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

It is certified that: -

a. *The applicant owns and manages a 220 bedded hospital for functioning with 50 MBBS seats which was established in .....

OR



*The applicant owns and manages a 420 bedded hospital lor functioning with 100 MBBS seats which was established in .....

OR

*The applicant owns and manages a 605 bedded hospital for functioning with 1 50 MBBS seats which was established in.....

*** Please certify only one option.**

b. It is desirable to establish a medical college in the public interest. Establishment of a medical college at..... by (the name of Society/Trust) is feasible.

c. Adequate clinical material as per the Medical Council of India norms is available.

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

e. The [Name of applicant] ..... own and possesses.....

f. Acres of land in ..... [Village/Tehsil/Taluka/District/ on which nonagricultural use of land is permitted and a Medical established on it.

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

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

i. (h) Essentiality Certificate for _____seats have been considered and verified by taking into consideration the ratio of 100 MBBS seats for 10 lakh population as prescribed under National Medical commission (Minimum standard requirements) lor Establishment of New Medical College/increase of seats in MBBS Course)

Guidelines, 2023 notified by National Medical Commission, New Delhi.

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

Yours faithfully,

(SIGNATURE OF THE COMPETENT AUTHORITY)

8.2 Annexure 2 - Format for Certificate regarding Land use

https://www.nmc.org.in/wp-content/uploads/2021/UG/LOP/LU_2022-23_new_26082021.pdf

8.3 Annexure 3 - Format for Consent of Affiliation

https://www.nmc.org.in/wp-content/uploads/2021/UG/LOP/CA_2022-23.docx

8.4 Annexure 4 - Format for Consent of Affiliation for increase in seats.

https://www.nmc.org.in/wp-content/uploads/2021/UG/Increase/CA_2022-23.docx

8.5 Annexure 5 - Other Formats for UG and PG Assessment forms

All the formats can be assessed on following link https://www.nmc.org.in/information-desk/download-application-forms-nmc/

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8.6 Annexure 6 – Review form

Medical Assessment and Rating Board

REVIEW FORM FOR UG AND PG COURSES

Year 2024 – 25

(Starting/Increase in number of seats/Renewal/Compliance/of a MBBS course at under, u/s 26(1)(b) (c)28 of NMC Act 2019)

Name of College: .....

College Type: .....

Discrepancy (If any) in online Application:

Type of Assessment: - Establishment Regular / Increase Seats / Renewal (1 / 2 / 3 / 4) /:

Date of Assessment: -..... Number of UG Seats: -.....

Running PG courses (Yes / No): Number of PG Courses: -.....

Number of PG Seats: -.....

Name of affiliating University:

a. Date and duration of affiliation:

b. Mention if affiliated to any other university in the past:

Was the college ever denied a batch (Yes / No): -..... If yes, reasons for the above: -
.....

Was the college ever closed after opening (Yes / No): -..... If yes, reason for the closed: -
.....

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1) Summary of findings (AEBAS, infrastructure including equipment, faculty, clinical material & others)

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2) Analysis including positive & negative remarks

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3) Note on best practices & areas of improvement.

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4) Final order (approved/not approved/SCN)

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i. Section of Act referred to:

ii. Remedy available (if applicable) with section of Act and period for filing such Appeal

5. Remarks of President, MARB:

(Signature and date)

8.7 Annexure 7 – UG Scrutiny form

Medical Assessment and Rating Board

FORMAT FOR SCRUTINY OF ASSESSMENT REPORTS OF UG SEATS

Year 2024 – 25

Starting/ Increase in seats/ Compliance/ Renewal/ Recognition/ Continuation of Recognition of MBBS course/s 26(1)(b) (c)28 of NMC Act 2019

1. **Name of the College:**
2. **Whether Govt./Pvt./Trust/Society:**
3. **Year of establishment:**
4. **Name of affiliating University:**

   Date and duration of affiliation:

   Mention if affiliated to any other university in the past:
5. **College contact details:**
   - **Address:**
   - **Phone numbers/ Principal's mobile contact number:**
   - **Email address:**
   - **Website:**

4. **Discrepancy found (If any) in online Application: 1.....**

   2.....

   3.....

5. **Type of Assessment:**
   - **Establishment Regular/ Compliance: Letter of Permission ( ), 1st renewal ( ), 2nd renewal ( ), 3rd renewal ( ), 4th renewal ( ), Recognition ( ), Continuation of Recognition ( )**
   - **Increase Admission Capacity: Regular/Compliance: Letter of Permission ( ), 1st renewal ( ), 2nd renewal ( ), 3rd renewal ( ), 4th renewal ( ) , Recognition ( ), Continuation of Recognition ( )**
   - **Date of Assessment: .....**
   - **Assessment carried as per old/new MSR (Year): .....**
6. **Number of UG Seats /Annual intake: .....**
7. **Running PG courses (Yes / No): .....Number of PG Courses: ..... Number of PG Seats: .....**
8. **Was the college ever denied a batch (Yes / No): .....**

   If yes, reasons for the above:
9. **Was the college ever closed after opening (Yes / No): .....**

   If yes, reason for the above:

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10. **Was 'permission of renewal' ever provided based on undertaking by Govt.:**
11. **Was permission ever granted through a court order:**
12. **In case of private colleges, does the Trust/Society/Members run any other medical college:**

(To be filled by Section)

==========

- **Experts are requested to examine the Sworn Affidavit information, SAF and Faculty Declarations carefully.**
- **If required details of college/institution and faculty members can be checked through web search.**
- **https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/18-8-2023.pdf- New MSR**

INFORMATION AS PER ASSESSORS' REPORT:

1. **College infrastructure deficiencies reported by the assessors.**
   a. **College website updated (Yes/No):**
   b. **Medical Education Unit functional (Yes/No):**
   c. **Teaching programme available as per CMBE curriculum (Yes/No) attach a copy:**
   d. **Ethical committee (Yes/No):**
   e. **Anti Ragging committee (Yes/No):**
   f. **Mentor/ Mentee committee (Yes/No):**
   g. **Examination halls (Availability, Number, and Capacity):**
   h. **Lecture Theatres in the college:**
      i) **Number and capacity:**
      ii) **Adequate/Deficient:**
   i. **Lecture Theatres in the hospital:**
      i) **Number and capacity:**
      ii) **Adequate/Deficient:**
   j. **Central library:**
      i) **Whether Air conditioned: Yes/No:**
      ii) **No. of books (Required/available):**
      iii) **No. of available journals (Required/available): Hard Copy: ... E-journals: ...**
      iv) **No. of computer terminals for students (Required/available):**
      v) **Reading room facilities (Required/available):**
      vi) **Deficient/Adequate:**
   k. **Recreational Facilities for students available (Yes/No):**

l. Department wise infrastructure deficiencies as pointed out by assessors: (Number of Laboratories, Laboratory equipment, Demonstration rooms, Departmental libraries, Any Other)

_____

_____

2. Hostel and residential accommodation:

a. UG Students hostels on campus: Yes/No

b. PG students / Resident doctor's hostels on campus: Yes/No

c. Nurse's hostels on campus: Yes/No

d. Deficiency of capacity/facilities in hostels:

i) Girl's hostels (Required/available): Visitor's room: Yes/No

ii) Boy's hostels (Required/available): Visitor's room: Yes/No

iii) Nurse's hostels (Required/available): Visitor's room: Yes/No

iv) Resident's hostels (Required/available): Visitor's room: Yes/No

e. Faculty and Staff accommodation on campus: Yes/No –

f. Deficiency of Staff quarters:

i) Faculty accommodation (Required/Available): Number.....

ii) Nursing officer's accommodation (Required/Available): Number.....

iii) Other staff and support personnel accommodation: Number.....

3. Hospital infrastructure deficiencies reported by the assessors:

a. Adequate Patient registration area (Yes/No):

b. Adequate patient facilities available in the OPD (Yes/No):

c. Adequate teaching facilities available in the OPD (Yes/No):

Number demo rooms:

d. Skill lab available (Yes/No):

e. Computerized Medical Records Section present (Yes/No):

f. Biometric attendance devices functional (Yes/No):

g. Total number of beds in the hospital:

h. If PG course is running, is bed requirement increased accordingly (Yes/No) :

i. Deficiency of beds/units in departments (Provide details of departments where deficiency is found):

(Provide details of department if any deficiency found)

.....

.....

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.....

.....

j. Deficiencies in Rural and Urban health centers (if any, Provide details):

.....

.....

.....

.....

.....

k. BSL II Virology Lab present: Yes/No

l. Blood bank License valid till:

m. Operation Theatres: - Number of Major OTs (Required/ Adequate):

Number of Minor OTs (Required/ Adequate):

Equipment and facilities (Deficient/ Adequate):

n. ICUs: Available Yes/No: Number:

i) ICU: Yes/No- ii) ICCU: Yes/No- iii) NICU: Yes/No- iv) PICU: Yes/No-

v) SICU: Yes/No- vi) OBGY HDU/ICU: Yes/No- vii) Intensive Respiratory care unit: Yes/No-

viii) Critical care burn unit: Yes/No:

o. Equipment and facilities (Deficient/ Adequate):

p. Casualty/ Emergency services: Equipment and facilities (Deficient/ Adequate):

q. Adequacy/deficiency of Radiology equipment: Numbers required / available.

i) Mobile X-Ray machines:

ii) Static X Ray machines:

iii) USG machines:

iv) CT scanners (owned and operated by college / outsourced / PPP):

v) MRI (owned and operated by college / outsourced / PPP):

vi) AERB certificate available for all machines: Yes/No

4. Clinical Material: (Annexure 9.4 dated circular dated 15th Jan,2013)

S.No.	Clinical Material	Required	Available	Deficient / Adequate
1.	OPD attendance (actual numbers) at 2 PM on the day of assessment			
2.	Bed Occupancy (percentage) at 10 AM on the day of assessment			
3.	Major Surgeries			
4.	Minor Surgeries			

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5.	Deliveries with Cesarean Section			
6.	X – Rays Investigations (OPD/IPD)			
7.	USG Investigations (OPD/IPD)			
8.	Contrast X - Rays Investigations (OPD/IPD)			
9.	CT Investigations (OPD/IPD)			
10.	MRI Investigations (OPD/IPD)			
11.	Biochemistry samples			
12.	Microbiology samples			
13.	Serology samples			
14.	Virology samples			
15.	Hematology samples			
16.	Clinical Pathology samples			
17.	Histopathology samples			
18.	Cytopathology samples			

5. Manpower deficiency reported by the assessors:

S. no	Subject		Requirement for UG (Old/New MSR) & PG (if applicable)				Available as per UG & PG Requirement				Deficiency as per requirements for UG & PG course		
			Prof	Asso	Asst	T/D/ SR	Prof	Asso	Asst	T/D/ SR	Faculty deficiency	T/D / SR	JR
1	Pre-Clinical	Anatomy											
		Physiology											
		Biochemistry											
2	Para Clinical	Pharmacology											
		Pathology											
		Microbiology											
		Forensic Med											

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		PSM											
3	Clinical	Medicine											
		Pediatrics											
		Dermatology											
		Psychiatry											
		Surgery											
		Orthopedics											
		ENT											
		Ophthalmology											
		OBG											
		Anesthesia											
		Radiodiagnosis											
		Dentistry											
TOTAL Faculty (Professors, Associate Professors & Assistant Professors)													
Total Senior Residents / Tutors													

6. **Overview of Faculty / Resident deficiency reported by the assessors:**

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.....

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7. **Negative Remarks of the assessor (if any):**

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8. **Remarks (Expert Committee):**

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(Signature and date)

8.8 Annexure 8 – PG scrutiny format

Medical Assessment and Rating Board

File No. Application_ID Application No.....

PROFORMA FOR SCRUTINY OF ASSESSMENT REPORTS AND RECOMMENDATIONS FOR PG(MARB) Academic Year:- 2024-25

PG Course: -

Subject:_course name with annual intake from Existing_Seats to Total_seats

Name of College:

College Type:
Number of UG Seats:
Date of Inception of College:
Date of Assessment:

Discrepancy (If any) in online Application: - 1. .....
2. .....
3. .....

A. Infrastructure of PG Department:

Degree	Existing Recognized seats		Permitted Seats		Total Intake
	Number	Approval Date	Number	Approval Date	
MD/MS	«Recognized_Seats»	«Recognized_Year»	«Permitted_Seats»	«Permitted_Year»	

i. Number of Beds in the PG Department: .....

ii. Total Number of Units required: ..... No. of units with complete Composition .....

iii. Blood Bank: Available/Not Available Blood component facility: Available/ Not Available

iv. Essential Equipment of respective discipline/Department: Available/Not Available

v. Stipend to PG students: Paid/Not Paid

A. Faculty:

S No	Designation	Required	Available	Eligible	Faculty adequate or not for the no of PG Seats including Reason for ineligibility of any faculty(if any)
1.	Professor				
2.	Associate Professor				

3.	Assistant Professor				
4.	Senior Resident /Tutor/ Demonstrator				

B. Clinical Material:

S.No.	Type	Available			Required		Remarks in case of any deficiency
		Entire Hospital	Department		Entire Hospital	Department	
		On Day of Assessment	On Day of Assessment	Avg of 3 Days Random			
1.	OPD (100 for 3 seats with 10% increase)						
2.	Bed Occupancy						
3.	Major Surgery/ Process (3 per operating unit with 10% increase)						
4.	Minor Surgery/ Process (6/operating unit with 10% increase)						
5.	Day Care Operation						
6.	Blood Transfusion/ Units of Blood consumed						
7.	MRI (5 per day)						
8.	CT Scan (10 per day)						
9.	USG (30 per day)						
10.	X-Ray (100 per day)						
11.	Histopathology (30% of total major surgeries)						

12.	Cytopathology (1% of total OPD)						
13.	Haematology (15% of total OPD)						
14.	Delivery (42/ week)						
15.	Biochemistry (15% of total OPD)						
16.	Microbiology (5% of OPD)						
17.	Any other						

C. **Examination Standard:** Satisfactory/ Not Satisfactory

D. **Any Adverse Remarks of Assessor:** .....

E. **Observations and Recommendations after Examination:** .....

F. **Observation/ Comments of PG Expert:** .....

8.9 Annexure 9 – Assessor self-declaration form

DECLARATION OF IMPARTIALITY, CONFIDENTIALITY & INTEGRITY

(to be filled in by each Assessor and enclosed with the Assessment report)

30/10/2023

Name		**Assessor ID :**
Designation		
Organization		
Address		
Capacity	*Assessor*	
Medical College Assessed		
Date of visit(s)		
Type of visit	*Assessment*	

I_____, hereby declare that

i. I have not offered any consultancy, guidance, supervision, or other services to the medical college in any way.

ii. I am/ am not* an ex-employee of the medical college and am/ am not* related to any person of the management of this medical college.

iii. I will declare to the NMC my and/ or my immediate family's association with any of the organization that can affect the impartiality of the assessment process. I shall alsokeep the NMC informed about changes in the status of my association with the medical college before every assignment.

iv. I got an opportunity to go through various documents of the above medical college and other related information that might have been given by NMC. I undertake to maintain strict confidentiality of the information acquired in course of discharge of my responsibility and shall not disclose to any person other than that required by NMC.

Date: Place:	Signature

* strike out which is not applicable

30/10/23

30.10.23.

30/10/2023

President MARB - I am ready to contribute in any policy matter like this but not for any operative work. Thanks.

agreed with Dr Upender

I/3629605/2023

दूरभाष/Phone : 25367033, 25367035, 25367036

फैक्स/Fax : +91-11-25367024

ई-मेल/E-mail assessment@nmc.org.in

पॉकेट -14, सेक्टर-8, द्वारका, फेस1-, नई दिल्ली77-

Pocket- 14, Sector- 8, Dwarka,

Phase – 1, New Delhi-77

राष्ट्रीय आयुर्विज्ञान आयोग

National Medical Commission

Medical Assessment & Rating Board (MARB)

N-19011/13/2023-Assessment Cell/MARB/8250396

Dated: the November 16th, 2023

PUBLIC NOTICE

Subject: Additional points in continuation of Medical Assessment and Rating Board(MARB)'s Guidelines for the AY 2024-25 – Regarding.

In continuation of **MARB Guidelines for the AY 2024-2025** (attached herewith), the following points are brought to the notice of all Stakeholders/General Public for their awareness and information:

I. Any deficiency found in applications submitted(by the Medical Colleges/Institutions), at any point of time during the ongoing process, the applications will be rejected straight away.
II. Physical inspection does not provide any immunity to the Medical Colleges/Institutions with respect to any deficiency in the applications or AADHAR Enabled Biometric Attendance System (AEBAS) data.
III. Updated MARB guidelines for the AY 2024-25 are subject to any further modifications/clarifications/instructions as issued by the commission from time to time.

2. This issues with the approval of the Competent Authority.

Encl: **MARB's Guidelines for the AY 2024-25**

(Arun Kumar Singh)
Deputy Secretary
(MARB)
National Medical Commission

Signed by Arun Kumar Singh
Date: 16-11-2023 17:23:11

I/3629605/2023

Copy to:

i. Director (IT) for uploading this Public Notice alonwith MARB Guidelines on the website of NMC.