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राष्ट्रीय आयुर्विज्ञान आयोग  
**National Medical Commission**  
**Medical Assessment & Rating Board (MARB)**

N-19011/10/2023-AssessmentCell/NMC(Part I)(8268878)  
March, 2024

Dated: 6<sup>th</sup>

**PUBLIC NOTICE**

**Subject: Processing of Applications for PG Medical Courses for the  
Academic Year :2024-25 – Reg.**

In continuation of **Medical Assessment & Rating Board (MARB)** guidelines for the **Academic Year(A.Y.) : 2024-2025** (uploaded on the NMC website ,dt. 16.11.2023), the MARB has finalised the Application Process for the A.Y. 2024-25. A copy each of the following documents are enclosed for information of all Stakeholders/General Public:

- i. Application Process for New PG/SS Medical Courses; and
- ii. Application Process for Increase of Seats in PG/SS Medical Courses.

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

*Encl: Application Process for New PG Medical Courses/Increase of Seats  
in PG Medical Courses.*

Signed by Jitlal  
Ramprasad Meena  
Date: 06-03-2024 12:14:55  
(Dr. J. L. Meena)  
Member (MARB)

Copy to: Director (IT) for uploading this Public Notice on the website of NMC  
today itself.

## **APPLICATION PROCESS FOR START OF PG COURSE IN EXISTING MEDICAL COLLEGES**

MARB received a total of **1010 applications** for the **start of PG course in existing medical colleges** for the AY 2024-25. Applications were reviewed by the Medical Assessment and Rating Board (MARB) on the basis of **Establishment of medical institutions, assessment and rating regulations, 2023** published on 2<sup>nd</sup> June, 2023, **PG-Medical Education Regulation 2000** issued on 22nd August, 2000 and strictly adhering to the criteria mentioned in **public notice** for inviting applications on NMC website dated 16<sup>th</sup> August 2023.

Following steps are being followed for processing the above mentioned applications:-

- **STEP 1-Scrutiny of application on various levels:**
  - ✓ Evaluation of all 1010 applications for the start of PG course in existing medical college for the AY 2024-25 has been completed on different successive levels, and the same has been reviewed as well as approved by the competent authority.
  - ✓ This scrutiny included detailed review of the parameters/supporting documents (self attested, preferably digital signature) such as Essentiality certificate (EC), Consent of Affiliation (CoA), Application fees, Bank guarantee, relevant letters such as status of MBBS course, letter of permission, etc. and AEBAS data report(1<sup>st</sup> Jan to 29<sup>th</sup> Feb 2024).
  
- **STEP 2-AEBAS and Compliance submission:**
  - ✓ If medical college/institution fulfills all the required criteria mentioned in step 1, then the same will be instructed to submit/upload a duly filled and signed sworn affidavit along with self-assessment Form (internal assessment by College) by **Dean/Principal, Nodal Officer and HOD** of the inspected department (*preferably digital signature*) on **EACH** page within a defined timeline. (Link for website/portal will be given)
  - ✓ However, if medical college/institution does not fulfill all/any of the required criteria mentioned in step 1, a Show Cause Notice (SCN) will be issued to rectify the deficiency/deficiencies, perform self-assessment for reconsideration of number of requested seats as per **PG-Medical Education Regulation 2000** and then submit/upload the duly filled and signed compliance report by **Dean/Principal, Nodal Officer and HOD** of the inspected department (*preferably digital signature*) on **EACH** page within a defined timeline.
  - ✓ If the compliance report is found satisfactory then the College will be directed to submit/upload a duly filled and signed sworn affidavit along with self-assessment Form (internal assessment by College) by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page within a defined timeline. (Link for website/portal will be given)

Kindly note that the submission of above mentioned documents is a part of assessment/inspection and not a final decision of approval/disapproval. If any deficiency in the

application or faculty attendance is detected after, the appropriate decision will be taken by MARB.

- **STEP 3-Review of Compliance report/ Affidavit/Self Assessment/AEBAS data:**
  - ✓ College authority will upload/submit the following documents as applicable for review:
    - Duly filled and signed SAF (internal assessment by College) (for the requested course) and sworn affidavit by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page along with necessary photos, videos, etc. as per the rules and regulations of NMC.
    - Duly filled and signed Compliance report by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page to rectify the deficiency/deficiencies including **AEBAS** data.
    - Compliance of self-assessment for reconsideration of number of requested seats as per **PG-Medical Education Regulation 2000**.
  - ✓ Review/scrutiny of the duly filled and signed (as mentioned above) sworn affidavit along with SAF (internal assessment by College) and compliance reports/AEBAS data will be conducted by the Experts.
  - ✓ The result of scrutiny by experts along with recommendations by the Expert committee (as per MARB guidelines) will be submitted to MARB for final decision.
  - ✓ Also, MARB reserves the right to conduct physical surprise inspection anytime for verification of details mentioned in self-assessment Form (internal assessment by College) submitted by the college as per section 28(7) of the NMC Act, 2019.
  
- **STEP 4-Final Decision :**
  - ✓ MARB shall communicate its decision of permission or otherwise to the medical college/institution as per defined timeline.
  - ✓ For eligible entity with verified bank guarantee and/or undertaking as applicable, Letter of permission (LOP) will be issued as per sec 28(3) of the NMC Act, 2019.
  - ✓ However, for the eligible entity who have not submitted bank guarantee and/or undertaking at the time of submission of application, Letter of intent (LOI) will be issued followed by Letter of Permission (LOP) after receipt and verification of bank guarantee and/or undertaking.
  - ✓ In case of Show Cause Notice (SCN) after reviewing the above mentioned documents, the college will submit the compliance report (*including self-assessment for reconsideration of number of requested seats as per **PG-Medical Education Regulation 2000**, if applicable*) duly filled and signed by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page within stipulated time period. On receipt of duly filled and signed (as mentioned above) compliance report only, the process of review and final decision will be followed.
  - ✓ In case of non-fulfillment of minimum standard requirements/rectification of deficiencies, the medical college/institution will be subjected to disapproval and order will be issued for the same as per sec 28(3) of the NMC Act, 2019.

- ✓ For any of the non-compliance or intentional attempt of non-compliance act or omission by the medical institution, the MARB shall either penalize the medical college/institution as per section 26(f) of the NMC Act, 2019, and/or conduct further enquiry into such incident or act, and whenever needed provide an opportunity to rectify the same.
- **STEP 5-Publication of results:**
  - ✓ As per Chapter IV Section 25 of the “Establishment of medical institutions, assessment and rating regulations, 2023”, MARB shall make available on its website or otherwise in the public domain the latest annual assessment results and ratings of medical colleges/institutions, in such a manner as to facilitate public understanding and consumption.
  - ✓ This will be done after completion of the whole process and before the first round of counseling.
  - ✓ However, MARB is free to share any related and appropriate data of each college to promote transparency and be informative to all relevant stakeholders.

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## **APPLICATION PROCESS FOR INCREASE OF PG SEATS IN EXISTING MEDICAL COLLEGES**

MARB received a total of **665 applications** for the **increase of PG seats in existing medical colleges** for the AY 2024-25. Applications were reviewed by the Medical Assessment and Rating Board (MARB) on the basis of **Establishment of medical institutions, assessment and rating regulations, 2023** published on 2<sup>nd</sup> June, 2023, **PG-Medical Education Regulation 2000** issued on 22nd August, 2000 and strictly adhering to the criteria mentioned in **public notice** for inviting applications on NMC website dated 16<sup>th</sup> August 2023.

Following steps are being followed for processing the above mentioned applications:-

- **STEP 1-Scrutiny of application on various levels:**
  - ✓ Evaluation of all 665 applications for the start of PG course in existing medical college for the AY 2024-25 has been completed on different successive levels, and the same has been reviewed as well as approved by the competent authority.
  - ✓ This scrutiny included detailed review of the parameters/supporting documents (self attested, preferably digital signature) such as Consent of Affiliation (CoA), Application fees, Bank guarantee, relevant letters such as status of PG course (recognition), letter of permission (PG course), etc. and AEBAS data report (1<sup>st</sup> Jan 2024 to 29<sup>th</sup> Feb 2024).
  
- **STEP 2-AEBAS and Compliance submission:**
  - ✓ If medical college/institution fulfills all the required criteria mentioned in step 1, then the same will be instructed to submit/upload a duly filled and signed sworn affidavit along with self-assessment Form (internal assessment by College) by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page within a defined timeline. (Link for website/portal will be given)
  - ✓ However, if medical college/institution does not fulfill all/any of the required criteria mentioned in step 1, a Show Cause Notice (SCN) will be issued to rectify the deficiency/deficiencies, perform self-assessment for reconsideration of number of requested seats as per **PG-Medical Education Regulation 2000**, and then submit/upload a duly filled and signed sworn affidavit along with self-assessment Form (internal assessment by College) by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page within a defined timeline. (Link for website/portal will be given)

Kindly note that the submission of above mentioned documents is a part of assessment/inspection and not a final decision of approval/disapproval. If any deficiency in the application or faculty attendance is detected after, the appropriate decision will be taken by MARB.

- **STEP 3-Review of Compliance report/ Affidavit/Self Assessment/AEBAS data:**
  - ✓ College authority will upload/submit the following documents as applicable for review:
    - Duly filled and signed SAF (internal assessment by College) (for the requested course) and sworn affidavit by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page with necessary photos, videos, etc. as per the rules and regulations of NMC.
    - Duly filled and signed Compliance report by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page to rectify the deficiency/deficiencies including **AEBAS** data.
    - Compliance of self assessment for reconsideration of number of requested seats as per **PG-Medical Education Regulation 2000**.
  - ✓ Review/scrutiny of the duly filled and signed (as mentioned above) sworn affidavit along with SAF (internal assessment by College) and compliance reports/AEBAS data will be conducted by the Experts.
  - ✓ The result of scrutiny by experts along with recommendations by the Expert committee (as per MARB guidelines) will be submitted to MARB for final decision.
  - ✓ Also, MARB reserves the right to conduct physical surprise inspection anytime for verification of details mentioned in self-assessment Form (internal assessment by College) submitted by the college as per section 28(7) of the NMC Act, 2019.
  
- **STEP 4-Final Decision :**
  - ✓ MARB shall communicate its decision of permission or otherwise to the medical college/institution as per defined timeline.
  - ✓ For eligible entity with verified bank guarantee and/or undertaking as applicable, Letter of permission (LOP) will be issued as per sec 28(3) of the NMC Act, 2019.
  - ✓ However, for the eligible entity who have not submitted bank guarantee and/or undertaking as applicable at the time of submission of application, Letter of intent (LOI) will be issued followed by Letter of Permission (LOP) after receipt and verification of bank guarantee and/or undertaking.
  - ✓ In case of Show Cause Notice (SCN) after reviewing the above mentioned documents, the college will submit the compliance report (*including self-assessment for reconsideration of number of requested seats as per **PG-Medical Education Regulation 2000**, if applicable*) duly filled and signed by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) on **EACH** page (*preferably digital signature*) within stipulated time period. On receipt of duly filled and signed compliance report by **Dean/Principal and HOD** of the inspected department (*preferably digital signature*) only, the process of review and final decision will be followed.
  - ✓ In case of non-fulfillment of minimum standard requirements/rectification of deficiencies, the medical college/institution will be subjected to disapproval and order will be issued for the same as per sec 28(3) of the NMC Act, 2019.

- ✓ For any of the non-compliance or intentional attempt of non-compliance act or omission by the medical institution, the MARB shall either penalize the medical college/institution as per section 26(f) of the NMC Act, 2019, and/or conduct further enquiry into such incident or act, and whenever needed provide an opportunity to rectify the same.
- **STEP 5-Publication of results:**
  - ✓ As per Chapter IV Section 25 of the “Establishment of medical institutions, assessment and rating regulations, 2023”, MARB shall make available on its website or otherwise in the public domain the latest annual assessment results and ratings of medical colleges/institutions, in such a manner as to facilitate public understanding and consumption.
  - ✓ This will be done after completion of the whole process and before the first round of counseling.
  - ✓ However, MARB is free to share any related and appropriate data of each college to promote transparency and be informative to all relevant stakeholders.

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