

राष्ट्रीय आयुर्विज्ञान आयोग  
National Medical Commission  
Academic Cell

D 11011/228/2023/Academic Cell ००७८०३

Date: 21.02.2023

To,

**The Convener/Co-Convener**

All NC's & RC's

(list attached)

**Subject: Guidelines to conduct revised Basic Course Workshop (rBCW): Change of Observer/Participant : Reg**

Madam/Sir,

As per laid down instructions/guidelines issued by NMC, the Nodal and Regional Centers are sending proposal with list of participants, faculties and nominated Observer, to UGMEB, NMC for seeking permission to conduct Revised Basic Course Workshop (rBCW) at various Medical Colleges. The proposal, fulfilling requisite terms & conditions, is being accepted and accordingly permission is granted to conduct such rBCW. However, of late, it is observed that after granting permission to conduct rBCW, the NCs/RCs are sending proposals frequently to change the name of Observer and participants in a very routine manner. At times, the requests are made to change the participants at a large scale even more than 1/3<sup>rd</sup> of the total participants earlier approved. This is not a healthy practice and shows a lackadaisical and unplanned approach towards conducting rBCW by the RC/NC/Medical College. Un-deniably, under emergent and unavoidable situation, changes in the name of Observer or participant(s) may be essential, but this practice should not be adopted in a routine manner.

2. To curb such undesirable and unjustifiable practice, the following guidelines/instructions are issued for strict compliance by all the concerned:

- i) Before sending proposal to UGMEB, NMC for permission to conduct rBCW, the concerned NC/RC/Medical Colleges must ascertain the availability of the nominated Observer and participant(s) to avoid any change(s) at a later stage.

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- ii) In case, it is inevitable to seek permission for change of Observer or participant(s) under emergent situation, such proposal should be sent to UGMEB, with full justifications/reasons at least three (03) working days in advance before commencement of the rBCW.
  - iii) In, no case, permission will be granted if the number of participants being replaced, exceeds (03) three. If the Number of participants proposed for replacement exceeds three, the permission granted to conduct said rBCW, shall be withdrawn.
  - iv) If proposal for change of three or more participants is received in UGMEB, NMC thrice or more in a calendar year, action will be initiated against concerned RC/NC to withdraw status of RC or NC, as the case may be.
3. These instructions should be followed by all concerned vigorously.

*Aruna V Vanikar*  
(Dr. Aruna V Vanikar)  
President, UG MEB

**Copy for information to:-**

1. Chairman, National Medical Commission, Sector - 8, Dwarka, New Delhi -- 110077
2. DMMP for uploading above instruction in NMC Website.
3. Guard file