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

No. NMC/MARB/2024-2025/ 047842

Dated: 16 August, 2023

**PUBLIC NOTICE**

**Sub: Applications are invited for the Post Graduate Courses:**

For starting of New Post Graduation Courses – Broad and Super specialty courses:- For New courses / Increase of MD/MS, DM/M.ch Seats for the Academic Year 2024 – 2025.

**From 16<sup>th</sup> August to 15<sup>th</sup> September 2023**

The Medical Assessment and Rating Board of National Medical Commission, New Delhi is inviting applications for the Post Graduation Courses – Broad and Super specialty courses:- For New courses / Increase of MD/MS, DM/M.ch Seats for the Academic Year 2024 – 2025 along with following documents:

- (i) Valid Consent of Affiliation (CoA) in the prescribed proforma.
- (ii) Details of Hospital and Department.
- (iii) Revised fees along with UTR number as per *Annexure - 1*

Before submitting the application please following rules/regulations:

- (1) Fill the application as per user guidelines as per *Annexure - 2*
- (2) Use guidelines of Rules and Regulations of NMC as per link below:  
<https://www.nmc.org.in/rules-regulations-nmc/>
- (3) Fill the application as per rules and regulations as per link below:  
<https://www.nmc.org.in/e-gazette/e-gazette-nmc/>
- (4) Please upload the relevant and valid documents only old and expired documents viz. EC and COA will not be accepted.
- (5) **Only online application will be accepted.**

***Before submitting the application ensure that all the documents and information are uploaded correctly. Incomplete application will not be entertained.***

  
Member/President  
Medical Assessment and Rating Board

Copy to:

DMMP with the request to upload the Public Notice and open the NMC portal accordingly.

**Annexure-I**

S.No.	Inspection Type	Existing Fees	Revised Fees
1	Establishment of New Medical College for MBBS	Rs. 3,50,000/- (for Govt.) Rs. 7,00,000/- (for pvt.)	i) Rs. 5 lakhs for 50 seats ii) Rs. 10 lakhs for 100 seats iii) Rs. 15 lakhs for 150 seats
2.	Starting of PG/Higher Courses in Medical Colleges	Rs. 2,00,000/- (for Govt.) Rs. 4,00,000/- (for Pvt.)	Rs. 5 lakhs upto to 4 seats & Rs. 1 lakh/seat for more than 4 seats.
3.	Increase of admission capacity at UG/PG level	Rs. 2,00,000/- (for Govt.) Rs. 4,00,000/- (for pvt.)	UG- Rs. 5 lakhs for 50 seats. PG- Rs. 5 lakhs/Subject upto to 4 seats & Rs. 1 lakh/seat for more than 4 seats.
4.	Recognition /verification of each compliance for U.G. course	Rs. 3,00,000/-	Rs. 3,00,000/-
5.	Recognition /verification of each compliance for P.G. course	Rs. 75,000/-	Rs. 75000/-
6.	Annual Inspection/Affiliation of UG courses	Rs. 10,000/- (for each course)	Rs. 3,00,000/-
7.	Annual Inspection/Affiliation of PG courses	Rs. 10,000/- (for each course)	Rs. 50,000/- /Subject
8.	Name Change i) College ii) University		Rs. 25,000/- Rs. 50,000/-
9.	University Change		Rs. 50,000/-
10	Appeal Fee		10% of Application fee or 10% of monetary fine and for others Rs. 25,000/-
11.	Bank Guarantee		No change in BG fee except that it is to be submitted at the time of application.



सत्यमेव जयते

राष्ट्रीय आयुर्विज्ञान आयोग

National Medical  
Commission

# GUIDING DOCUMENT FOR FILING APPLICATION FOR UG AND PG COURSES AY 2024-25 (NEW & INCREASE IN SEATS)





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NATIONAL MEDICAL COMMISSION  
New Delhi



Doc No.: NMC/MARB/001

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## ACRONYMS

<b>ABDM</b>	Ayushman Bharat Digital Mission
<b>CBME</b>	Competency Based Medical Education
<b>CoA</b>	Certificate of Association
<b>CMO</b>	Chief Medical Officer
<b>DH</b>	District Hospital
<b>DHO</b>	District Health Officer
<b>DHS</b>	Directorate Of Health Services
<b>DMER</b>	Directorate Of Medical Education and Research
<b>DoHFW</b>	Department Of Health & Family Welfare
<b>EC</b>	Essentiality Certificate
<b>GMC</b>	Government Medical College
<b>MARB</b>	Medical Assessment and Rating Board
<b>MBBS</b>	Bachelor Of Medicine and Bachelor of Surgery
<b>MCI</b>	Medical Council of India
<b>MO</b>	Medical Officer
<b>MOHFW</b>	Ministry Of Health and Family Welfare
<b>MSR</b>	Minimum Standard Requirement
<b>NEET</b>	National Eligibility cum Entrance Test
<b>NMC</b>	National Medical Commission
<b>NQAS</b>	National Quality Assurance Standards
<b>PG</b>	Post Graduate
<b>PGMEB</b>	Post Graduate Medical Education Board
<b>PPP</b>	Public–Private Partnership
<b>SDH</b>	Sub-District Hospital
<b>SOP</b>	Standard Operating Procedures
<b>UG</b>	Under Graduate
<b>UGMEB</b>	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, NMC)	MARB Board
Date of approval	16 <sup>th</sup> Aug 2023	16 <sup>th</sup> Aug 2023



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## 1. Establishment of Medical Institution, Starting of New Medical Courses (Undergraduate And/or Postgraduate)

<https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/246253.pdf>

A. **The mandate of permission** – No medical college or medical institution can be established, or new medical course or courses be started unless it is granted permission by the MARB in writing, in response to an application submitted in this regard.

Provided any such permission by the MARB may be issued subject to such conditions as it may think fit to impose.

B. **MARB inviting applications** – The MARB may invite applications for one or more of the following:

**a. New college -**

- Establishing a new medical institution intending to offer undergraduate courses.
- Establishing a new medical institution intending to offer postgraduate medical courses.
- Establishing a new medical institution intending to offer both undergraduate and postgraduate medical course/s.

**b. An Established College -**

- d. For increase or decrease in the numbers of UG seats in an established medical institution.
- e. For starting postgraduate medical course/s or increase or decrease in the numbers of PG seats in an established medical institution.

C. **Applicant and application** – No entity other than the following shall be eligible to apply for establishing a new medical college or medical institution or to start a new course or courses in medicine as the case may be –

- a. The Central Government; or
- b. The State Government or State Governments in partnership; or
- c. The Union Territory; or
- d. A university duly established in India; or
- e. An autonomous body promoted by the Central or the State Government by or under a statute, and has no conflict of objectives for undertaking medical education by starting a medical institution; or



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- f. A society registered under the Societies Registration Act, 1860 (21 of 1860) or any respective statute meant to establish and regulate Societies in the respective State; or
- g. A Section 8 Company duly incorporated under the Companies Act, 2013 or any other corresponding law in force during its establishment: or
- D. The eligible entity shall apply only upon invitation by the MARB by way of Notification of inviting applications for establishing new medical institutions and starting new medical courses (UG and/or PG) within the deadline prescribed therein. Every year new applicant college has to register a fresh online registration on NMC portal.
- E. Provided the eligible entity shall apply, through a web portal made available on the website of the National Medical Commission, or by such means as may be duly Notified, to the MARB in a proforma/form provided in this regard along with such fees as may be specified in the Notification.
- F. Without prejudice to anything stated in these Regulations, such entities as specified in Section-7 above, shall submit their application seeking permission to establish a medical institution or for starting a new medical course or courses, as the case may be, only if they satisfy all conditions provided under the Notified MSRs by the UGMEB or PGMEB as on the date of the application.
- G. No application submitted by the eligible entity shall be entertained unless it is accompanied with (for new college) –
- Essentiality Certificate (EC) issued by the concerned State Government or Union Territory administration or the appropriate authority as the case may be unless otherwise specified. The EC shall be valid at the time of application (applicable for new college only)
  - A Consent of Affiliation (CoA) letter obtained from a recognized university, issued in the name of the applicant entity in writing. The CoA shall be valid at the time of application; (applicable for new college only). Number of seats applied should be clearly mentioned in the consent.
  - Documentary proof indicating the establishment of a corpus fund by the entity dedicatedly applicable to functioning of the new medical institution year after year
  - A solvency certificate issued by a Chartered Accountant within ninety days prior to the last date of submission of the application as mandated by the Notification issued by the MARB
  - Documents by way of proof that such reasonable area of land is either owned or arranged under lease or such other arrangement by the eligible entity
  - Capabilities with regard to the provision of required basic infrastructure, administrative and financial support of the applicant, if the eligible entity is other than Central or a State Government or Union Territory administration
  - Documentary proof of owning or running a hospital of required capacity as indicated in the MSRs.



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- h. Proof indicating remittance of prescribed application fee and bank guarantee
- i. Any such other documents are to be notified from time to time by the MARB.

**Explanation 1**—the period of validity of the EC indicated in (a) above shall be in accordance with that mentioned by the issuing authority for a period of three years from the date of issue or an earlier date if the issuing authority has specified.

**Explanation 2** – the CoA obtained from a recognized university issued in the name of the eligible entity shall lose its validity after the application for which it was used. The eligible entity shall obtain a new CoA if the application is rejected. Provided the CoA shall have a total life of three years from the date of its issuance or an earlier date if the issuing authority has specified.

*\*CoA provided by recognized university and EC given by state should not be older than 3 year and should be valid till the next academic year. Also, CoA/EC before any regulation are also valid if not older than 3 years and EC/CoA after the regulation i.e., 2<sup>nd</sup> June 2023 shall latest format available on website*

**Explanation 3**— Established medical institutions applying for seats for new medical courses, may be exempted from some of these documents as will be specified while calling the applications.

**Provided** any incomplete applications received, meaning applications without the mandated documents specified in the present Regulation, shall be rejected by the MARB.

**Provided further** that once rejected the eligible entity shall lose the chance of reapplying till the next window of opportunity in calling for the applications.

#### H. Eligibility criteria—

- a. No medical institution shall be provided permission unless they satisfy the conditions pertaining to but not limited to physical infrastructure, teaching staff, clinical material and hospital as detailed in the MSRs notified from time to time. All the forms/affidavits to conform to these standards and justification.
- b. Without prejudice to anything stated in the sub-section (a) above, the UGMEB or PGMEB as the case may be, shall from time to time publish the MSR with such modifications or amends required, keeping in mind the overall objectives of the Act.
- c. Notwithstanding anything stated above in Section G, all modified or amended MSRs shall have to be implemented.
- d. For latest updates MSR for PG and UG courses please refer to NMC website



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- I. **MARB evaluating the application** – Keeping in mind the objective of the Act, without prejudice to anything stated elsewhere in the Regulations, the MARB shall evaluate the applications received from the eligible entity under Section F above, based on all of the following broad criteria viz.,
- The desirability and feasibility of setting up the medical institution including hospital at the proposed location.
  - Assess whether the eligible entity fulfils the required conditions prescribed by the corresponding MSRs in vogue, which shall include physical infrastructure, qualified faculty, and adequate clinical material in terms of hospital, laboratory, patients, clinical procedures and others as specified in the corresponding MSR/s.
  - Assess whether the scheme submitted by the applicant shows that, once established the medical institution will reasonably sustain itself.
- J. Without prejudice to Section H above, at its sole discretion, the MARB may seek any additional information or clarification or additional documents from the applicant while considering the application for grant of permission for establishment of a new medical institution or for starting a new medical course.
- K. The eligible entity shall provide or furnish such information or clarification, or additional documents sought under Section I above, within a specified time or 15 days, whichever is earlier, from the date of receipt of communication from the MARB.

Provided failure to remove or correct the deficiency or submit such information or clarify or provide additional documents etc., as mandated by the MARB within such specified time shall result in the rejection of the application.

- L. **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.

- M. Evaluation result and issuance of letter of approval – based on the assessment carried out; the MARB shall communicate its decision of permission or otherwise to the eligible entity within a period of six months from the date of receipt of the completed application.

Provided if approved, the MARB shall issue a letter of permission to the eligible entity under its seal, with such conditions as it may deem fit.

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Provided further, the letter of permission shall also be notified on the National Medical Commission 's website.

N. 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

## 1.1 How to fill Application form

Following documents are required while submitting the application for starting a new college.

1. Details of individual, Trust, autonomous body or Govt. who is starting the new medical college.
2. Essentiality Certificate
3. Consent of Affiliation
4. Hospital details as mentioned in the application
5. Fees paid as prescribed by NMC (as mentioned in application fee section)

Any person who wants to start a medical college shall register with NMC after paying the required fee.

### **Registration on NMC portal**

The college should register only if

- (a) There is a registered body which will run the college with an authorized applicant.
- (b) If the body has a land where college building has started.
- (c) If the body has a hospital that is running.

\*Exempted if the

The college will be given a portal and it will be valid for 3 years and within this period must complete the application process. The pre-requisite for applying for new medical college are

- College should have land registered in the name of the applicant
- College must have a registered hospital minimum as per implemented MSR.

The college can enter each element as and when it is ready in the portal. And once all the formalities are over, the college must specifically mention the academic year for which the college wants to apply.

In addition to the application that is submitted in the prescribed format or a new medical College, the applicant also must submit a sworn affidavit indicating the infrastructure, faculty and hospital requirements that are available for starting the medical college with the requested numbers of MBBS seats.



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**Affidavit:** If the contents of this sworn affidavit indicating the deficiency in **any of the three of the following**, the application will be rejected. These include:

1. The number of faculty as described by the MSR.
2. Outpatient strength per day in the preceding month before the affidavit.
3. Bed occupancy averaged over the last month before the affidavit.

The college will be eligible for inspection only if the affidavit along with application meets MSR on these criteria. When the application will be accepted, Inspection will be conducted within 6 months but not earlier than 30 days. **Once submitted affidavit will be displayed in public domain**

### 1.1.1 Undergraduate

#### *Application to NMC for M.B.B.S Admissions (New college)*

Institute needs to fill and submit the application form along with required documents All Applications will be in accordance with the Amendments to the Establishment of Medical Colleges Regulations, 1999 of the erstwhile Medical Council of India by the National Medical Commission and the Minimum Requirements for Annual M.B.B.S. Admissions Regulations, 2020 of the NMC, Establishment of medical Institution, assessment and rating 2<sup>nd</sup> June 2023 (All applicants are requested to read these regulations available on the NMC website under Rules & Regulations, NMC prior to submitting their application). All applicants are to ensure that they fulfill the Eligibility and Qualifying criteria mentioned in these amended regulations.

#### **ONLINE Application process**

- All applicants must first register themselves on NMC website by visiting the registration page <https://www.nmc.org.in/information-desk/ug-new-course/>
- After filling up the registration form, applicant will receive login credentials with one-time password on your registered email ID.
- Applicant needs to change the password while signing in first time. It will be prompted to change your password.
- To Start online application process, sign in with your new password to your account and click on “**Start Application – Establishment of new Medical Colleges**” icon.
- Online Application Form will open. Please click below to check the application form <https://www.nmc.org.in/online-application-submit/>

#### **PARTICULARS OF APPLICANT (TO BE FILLED IN ONLINE APPLICATION FORM)**



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- Fill the required information for Items 1 to 3 of the online application form i.e., Name of the Applicant, Address, Address of registered office with contact details
- For Item 4- Constitution- also need to Upload Certified copy of Bye Laws/Memorandum and Articles of Association/ Trust deed
- For Item 5- Registration/Incorporation- also need to Upload Certified copy of Certificate of registration/incorporation.
- For Item 6 - Name of Affiliating University- also need to Upload Certified copy of the Consent of affiliation issued by the affiliating University. (Annexure – 5 format of Consent of Affiliation)

**PART I of Application form**

- Fill the required information for Item 7 of the online application form i.e., Category of Applicant (State Government/ Union Territory/ University/Society/Trust/Company/Consortium)
- For item 8-10 upload required information separately as required i.e., Basic infrastructural facilities available, managerial and financial capability
- For Item 10- **Financial Capability** - also need to Upload (i) Certified copy of Annual reports and Audited Balance sheets for the last three years and (ii) Authorization letter addressed to the bankers of the applicant authorizing the NMC to make independent enquiries regarding the financial track record of the applicant

**PART II of Application form**

- For Item 11 of the online application form- **Name & Address of Proposed Medical College** - also need to Upload (i) Essentiality certificate issued by the respective State Government/Union territory Administration and (ii) Certificate issued by Competent authority of State regarding the land use.
  - format of Essentiality Certificate (Annexure 2)
  - Certificate regarding Land use (Administration and Certificate issued by Competent authority of State regarding the land use) (Annexure 4)
- For Items 12-25 Upload the required information separately as required in the application form
- For Item 13-Site **Characteristics**- also need to Upload (i) Certified copy of the title deeds of the total available land as proof of ownership and (ii) Certified copy of zoning plans of the available sites indicating their land use.

**PART III of Application form**



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- Fill the required information for Item 26. Here also need to Name and Address and Upload Proof of ownership of existing hospital.
- For 27 fill in the details of the existing hospital including bed strength, bed distribution , bed occupancy, built up area, clinical and para clinical disciplines, OPD and IPD load, architectural and layout plants, list of medical equipment, support and administrative services, human resource details
- For Items 26-41 Upload the required information separately as require
- Self-Verification of correctness of submitted Correctness of Information/Documents submitted by Applicant (to Upload the said certificate)
- Deposit the application fee
- The data can be Saved and completed at another time
- To Submit, click on the **SUBMIT APPLICATION** icon. In case all fields have not been filled or required document not uploaded, the system will not allow submission of the application.
- **Please Note:-**Your application will be considered as submitted only if you have received an application number against your online application and acknowledgement email with pdf of your application form as an attachment.

***Application for renewal of MBBS***

Within 48 hours after completion of admissions, the college shall post the list of students admitted with their NEET rank for the academic year(Failing to post this list and start-date of academic year attracts penalty).

College is deemed ready for the renewal process within three months of the admission process for the college is completed or within three months of the start of the academic year whichever is earlier.

Colleges expecting renewal and permission shall submit a sworn affidavit in the required format within three months after start of the last academic years. The affidavit data must conform to the requirements for the number of seats required. (It is recommended that college submit the affidavits even earlier than three months).

MARB decides to inspect the colleges for renewal, three months after the date of the start of their academic year. This will be done irrespective of getting the affidavit or even renewal application. However, if the college fails to apply for the renewal with the fee needed, the renewal letter shall not be issued. The fee has to be paid even if the renewal is not accorded.

Once the infrastructure and faculty requirements are met, the college can apply to the NMC for renewal of MBBS. The online application in the prescribed form should be made on the NMC portal including all

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relevant details such as the infrastructure, faculty, and financial details. (Click here for SAF 'A' & 'B' [https://www.nmc.org.in/wp-content/uploads/2022/UG\\_Renewal/STANDARD\\_SAF\\_A\\_B-2022-23.pdf](https://www.nmc.org.in/wp-content/uploads/2022/UG_Renewal/STANDARD_SAF_A_B-2022-23.pdf))

- ONLY ONLINE Applications will be received – including enclosures and Fees. NO OFFLINE (Hard Copy) will be accepted by the commission.
- Applicant must login using the same User ID and password registered earlier  
To Start online application process, click on “Login” icon below and login with your College User ID and password and fill the application form
- Any wrong document with incorrect information will be viewed seriously and an appropriate action will be taken, thereafter. Application will be rejected automatically.
- Application will be considered as submitted only if applicant have received an application number against online application and acknowledgement email with pdf of your application form as an attachment.

#### **PARTICULARS OF APPLICANT**

- Fill the required information for Items 1 to 9
- **Upload** the completed SAF 'A' & 'B' (in pdf format only) (click here for SAF 'A' & 'B' [https://www.nmc.org.in/wp-content/uploads/2022/UG\\_Renewal/STANDARD\\_SAF\\_A\\_B-2022-23.pdf](https://www.nmc.org.in/wp-content/uploads/2022/UG_Renewal/STANDARD_SAF_A_B-2022-23.pdf))
- To Submit, click on the **SUBMIT APPLICATION** icon. In case all fields have not been filled or required document not uploaded, the system will not allow submission of the application.

All the applicants should inform about the dates of final theory and practical examinations: -

- a) Six months before the examinations.
- b) Inform the exact date of examinations.
- c) Reminder letter, one week before the exam.

#### **1.1.2 Post Graduate**

##### ***Application to NMC for Postgraduate admissions***

Once the infrastructure and faculty requirements are met as per MSR, the college can apply to the NMC for permission to start the new PG course. The online application in the prescribed form should be made on the NMC portal including all relevant details such as the infrastructure, faculty, and financial details. (Refer to - Application for PG/increase in seat - <https://www.nmc.org.in/online-application-submit/>)



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- ONLY ONLINE Applications will be received—including enclosures and Fees. NO OFFLINE(hard copy) will be accepted by the commission.
- All Applications will be in accordance with the Amendments to the opening of New or higher course of study, 2000 of the erstwhile Medical Council of India by the National Medical Commission and Postgraduate Medical Education Regulations,2020 of the NMC (All applicants are requested to read these regulations available on the NMC website under Rules & Regulations, NMC prior to submitting their application).
- All applicants are to ensure that they fulfill the Eligibility and Qualifying criteria mentioned in these amended regulations. (Annexure 1)

**ONLINE Application process**

- All applicants must first register themselves by visiting the registration page
- To Start online application process, sign in with your new password to your account and click on “**Start Application – Starting of New courses**” icon.

**PARTICULARS OF APPLICANT**

- Name of Affiliating University- also need to Upload Certified copy of the Consent of affiliation issued by the affiliating University. (Annexure 5)

Name & Address of proposed Medical College - also need to Upload (i) Essentiality certificate issued by the respective State Government/Union territory Administration. (Annexure 2)





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## 2. Increase of Seats for the Existing Courses in a Medical Institution

<https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/246253.pdf>

No medical institution shall increase the seats of any of the ongoing courses without prior permission of the MARB.

Provided no grant of permission for an increase in seats will be given by the MARB if the medical institution has not admitted earlier sanctioned seats.

Without prejudice to anything stated in section 17 above, the application for an increase in the seats shall be accompanied with –

- Consent of affiliation from the recognized university concerned for the proposed number of seats in the specified courses in writing; and
- Such prescribed application fees and bank guarantees as determined by the MARB from time to time by way of Notification; and
- Any other documents as may be prescribed while inviting applications.

Once the application for an increase of seats is received from the medical institution, the MARB shall evaluate the same on its merit before granting approval.

Provided the same criteria indicated in Chapter II of these Regulations shall apply *mutatis mutandis* for such evaluation.

### 2.1 How to fill Application form

#### 2.1.1 Undergraduate

##### ***Application to NMC for Increase in M.B.B.S seats***

Colleges recognized for MBBS course after due recognition inspection, may apply for increase of seats.

The application shall include the same documents including essentiality certificate from the health department of the state indicating the numbers of additional seats required for the college. The college should also produce the consent of affiliation by the university for this additional numbers of seats. Additional infrastructure put up after the previous recognition inspection if any must be provided with appropriate certificates from the corresponding revenue authorities including completion/utilization/occupancy certificate, tax reassessed for the addition of infrastructure and last year's audited accounts including the IT returns.

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The college shall also submit the sworn affidavit to indicate the college meet the requirements for the desired number of increase of MBBS seats or PG seats.

The decision process will follow the same as used in the ‘new college application’ as above.

If the college meets the required MSR for the number of MBBS seats at all levels, i.e., application, affidavit, inspection/assessment and compliance report, the college will receive the Letter of Permission (LOP) that is valid for till next year’s annual verification. The LOP must be renewed each year or as indicated in the MSR.

For latest updates MSR for PG and UG courses please refer to NMC website

Once the infrastructure and faculty requirements are met, the college can apply to the NMC for permission to increase in seat in the existing college. The online application in the prescribed form should be made on the NMC portal including all relevant details such as the infrastructure, faculty, and financial details.

<https://www.nmc.org.in/online-application-submit/>

#### **Following is the Information and Instructions for Online Application for Increase of Seats**

- All Applications for the AY 2024-25 will be in accordance with the Amendments to the Minimum Requirements for Annual M.B.B.S. Admissions Regulations,2020 of the NMC and the Medical Council of India Increase of Admission capacity in any course of study or Training regulations,2000 (All applicants are requested to read these regulations available on the NMC website under Rules & Regulations, NMC prior to submitting their application).
- All applicants are to ensure that they fulfill the Qualifying criteria mentioned in these amended regulations.
- For increasing number of seats in the existing MBBS course, shall produce Consent of Affiliation and the recognition for the existing course and number of seats.

#### **ONLINE Application process**

To Start online application process, please sign in with your College User ID and Password. After signing in, please click on “**Start Application – Increase in MBBS seats**” icon.

- Online Application FORM opens. Please click below to check the application form format: (Application Form format & information required)
- Fill the required information for Items 1 to 8 i.e., name of the applicant, Address with registered office details, constitution, no. Of seats approved and date of recognition by National Medical Commission, increase in seats being requested



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- For Item 6- **Name of Affiliating University**- also need to **Upload** Consent of affiliation from the University (Consent of Affiliation)

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## 2.1.2 Post Graduate

### *Application to NMC for Increase in PG seats*

1. For the AY 2024-25 only **Online** Applications will be received – including enclosures and fees. No **Offline** (Hard Copy) will be accepted by the commission.
2. All Applications for the AY 2024-25 will be in accordance with the Amendments to the Minimum Requirements for Annual M.B.B.S. Admissions Regulations,2020 of the NMC and the Medical Council of India Increase of Admission capacity in any course of study or Training regulations,2000 (All applicants are requested to read these regulations available on the NMC website under Rules & Regulations, NMC prior to submitting their application).
3. All applicants are to ensure that they fulfill the Qualifying criteria mentioned in these amended regulations.
4. For increasing number of seats in the existing MBBS course, shall produce Consent of Affiliation and the recognition for the existing course and number of seats.

### **Online Application process**

1. All applicants have to first register themselves by visiting the registration page by clicking on the below icon “[click here to proceed to registration page](#)”. After filling up the registration form, you will receive a **Unique ID** with one-time password on your registered email ID.
2. You need to sign in with the Unique ID, you will be prompted to change your password. Therefore, request you to change the password of your choice.
3. To Start online application process, please sign in with your Unique ID and your new password. After signing in, please click on “**Start Application–Increase of PG seats**” icon.

### **Particulars Of Applicant**

- a) Name of Affiliating University- also need to Upload Certified copy of the Consent of affiliation issued by the affiliating University
- b) Name & Address of the established Medical College - also need to Upload (i) Essentiality certificate issued by the respective State Government/Union territory Administration.

For mode of payment please refer to NMC website <https://www.nmc.org.in/information-desk/ug-new-course/>

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**NOTE:**

- (1) UTR number shall be quoted in all communications.
- (2) In remarks column the name of the college or applicant student/Doctor along with the purpose of payment may be mentioned.

**Note: -**

1. The applications are accepted from 16<sup>th</sup> August 2023 to 15<sup>th</sup> September 2023, the applications received after the last date and deficiency of documents are considered incomplete and will be liable for rejection.
2. Prescribed fees with GST shall be paid online, if the fees is not paid in full, the application will not be processed and liable for rejection. The fee paid once for one particular course can not be transferred to another course or carried forward.
3. Medical Assessment and Rating Board of NMC will apply the latest regulations of Postgraduate courses as and when they are implemented to the applications submitted.

For latest updates MSR for PG and UG courses please refer to NMC website

### **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/oAnnnline-pg-application/>



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## 4. Step wise Process for Accreditation

### 4.1 UG Admissions

S. No.	Steps	Timeline
1.	Online application to NMC – Filling Application form, Fees, supporting documents	August - September
2.	Evaluation of application by NMC- Rejected in case of incomplete or missing documents or approved in case of complete application as per norms	August - October
3.	Physical inspection of the facilities by team of assessors appointed by NMC	September – December
4.	Evaluation of the assessment report submitted by Assessors	October - January
5.	Grant of Permission – LOP	February
6.	Admission Process	July - August
7.	Renewal Inspection	6 months before the new academic year



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## 4.2 PG Admissions

S. No.	Steps	Timeline
1	Online application to NMC – Filling Application form, Fees, supporting documents	August - September
2	Evaluation of application by NMC- Rejected in case of incomplete or missing documents or approved in case of complete application as per norms	August - October
3	Physical inspection of the facilities by team of assessors appointed by NMC	September – December
4	Evaluation of the assessment report submitted by Assessors	October - January
5	Grant of Permission	February
6	Admission Process	July - August
7	Renewal Inspection	Every consecutive year till recognition



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**4.3 Increase in seats**

S. No.	Steps	Timeline
1	Online application to NMC – Filling Application form, Fees, supporting documents	August - September
2	Evaluation of application by NMC- Rejected in case of incomplete or missing documents or approved in case of complete application as per norms	August - October
3	Physical inspection of the facilities by team of assessors appointed by NMC	September – December
4	Evaluation of the assessment report submitted by Assessors	October - January
5	Grant of Permission – LOP	February
6	Admission Process	July - August
7	Renewal process	6 months before the new academic year



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## 5. Sanctions and Penalty

It shall be the duty of all medical institutions to follow the regulations and directions issued by the MARB, both in letter and spirit either within a specified time period or within a reasonable period of time, wherever the timelines are applicable.

Non-compliance defined—following acts or omissions of a medical institute shall amount to non-compliance—

- Non-compliance with any of the regulations, and notifications of the National Medical Commission issued from time to time.
- The medical institution has conducted in a manner which is not in accordance with the objectives of the medical institution and practices like ragging, exploiting students on fees etc.
- Deficiency in infrastructure, teaching staff, clinical material and others as prescribed by way of MSR or otherwise by UGMEB and/or PGMEB.
- Any act of misbehavior, non-cooperation, forbidding the inspection process etc., with the assessors representing the MARB or such other designated agency by the MARB in this regard.
- Physical misbehavior by teaching staff with the students, harassment of faculty and/or students by the management etc.
- False information declared for obtaining permission for any of the schemes including the establishment of a medical institution.
- Falsifying information or fabricating evidence at the time of inspection by the MARB or constituent autonomous boards or NMC-appointed third parties.
- Any attempt to bribe or pressurize or threaten assessors or officials of NMC.
- Any such act or omission as notified by the NMC in this regard.

**Penalties**—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 or medical institution as per sub-section (f) of section 26 of the Act and/or conduct further enquiry into such incident or act, and wherever needed provide an opportunity to rectify the same.

Without prejudice to anything stated in Section 30 above the imposition of the penalty may include one/more/ all of the following:

- Issuance of warning with accommodation of reasonable time for compliance or rectification as the case may be by the medical institution.
- Monetary penalty not exceeding INR one crore per every non-compliance committed by the medical institution.
- Withholding processing of application for any new scheme/s for that academic year or for a such number of years.
- Reducing the number of students in the next or subsequent academic years to be admitted by the medical institution.
- Stoppage of admission to one or more of the courses in the next or subsequent academic years.
- Recommending to NMC for withdrawal of recognition.
- Withholding and withdrawal of rating of the medical institution for a period up to five academic years.
- Any attempt to pressurize MARB or NMC through individuals or agency will lead to immediate halt of the processing the application/request by the medical Institution.



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Provided that the medical institution, may be granted a reasonable opportunity to rectify the deficiencies and any further action shall be taken if it fails to meet the requisite norms.

Provided further that, the MARB or the Commission may also initiate criminal proceedings for furnishing false information, or fabrication of false documents as per the criminal law in force at that time.

## 6. Assessment and Rating

**Assessment by the MARB for the purpose of rating a medical institution** – The MARB shall conduct an assessment and rating of all medical institutions and shall be vested with all such authority in discharging its functions under the Act.

Provided, without prejudice to anything stated in these Regulations, the MARB may appoint one or more independent third-party agency or agencies to conduct an assessment and rating of medical institutions, and on its behalf.

Provided further the MARB may prepare detailed guidelines in appointing independent third-party agency or agencies to carry on the work of assessment and rating of medical institutions.

Provided further that, if appointed the independent third-party agency or agencies shall have such power as indicated in their appointment letter issued by the MARB.

The MARB may seek any information, clarification, documents, or digital material from any medical institution at any time for the purpose of assessment and rating.

In furtherance, the MARB shall conduct an assessment of all or a specific number or any individual medical institution, either directly by itself or through such designated agency or agencies.

Without prejudice to anything stated in these regulations, the MARB shall develop such methodology whereby, the medical colleges or medical institutions are continuously monitored for their performance, leading to assessment and rating.

Notwithstanding anything stated elsewhere, either in these regulations or otherwise, the MARB rating shall be based on the following parameters, with such due weightage assigned to the respective parameters viz.,

- Compliance with the standards laid down by the UGMEB and PGMEB.
- Academic excellence shown through innovative methods of teaching adopted and courses (other than prescribed) offered to the students.
- The research output of the medical institution that has contributed to the existing knowledge and the research impact created by the medical institution.
- Student discipline and satisfactory teaching and learning environment created by the medical institution.
- The student feedback on various affairs of the medical institution, with due weightage assigned to them.
- Participation of students/faculty in academic activities at national and international level.
- Standards/facilities/participation in sports and social activities.

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h. Any other evaluable criteria may be notified by the MARB from time to time.

Provided, without prejudice to the above the MARB shall notify the criteria for assessment and rating of the medical institutions, from time to time.

Publication of rating – the MARB shall make available on its website or otherwise in the public domain the latest annual assessment results and ratings of medical colleges or medical institutions, in such a manner as to facilitate public understanding and consumption.

Submission of annual disclosure reports – all medical institutions shall furnish a Compulsory Annual Disclosure Report to UGMEB and/or PGMEB in compliance with the norms specified under the Act in the prescribed format and prescribed fee, with a copy to the MARB.

Provided the compulsory annual disclosure report shall be made once all students for the academic year are admitted to a given course and not later than thirty days to be calculated from the date of the last student's admission.

Notwithstanding anything stated elsewhere, failure to submit the annual disclosure report by the medical institution as indicated in Section 26 within a notified period shall amount to non-compliance and shall result in disciplinary proceedings under Chapter-V below.

Provided that, medical Institutions can use the Annual Disclosure as a form of self-appraisal and request the MARB for a voluntary decrease of seats/courses and also seek for restitution of seats / courses appropriately.

## 7. Redressal and Appeal

**Appeal to the Commission**—A medical institution or any such aggrieved person may file an appeal before the Commission with appropriate fees as specified against any orders passed or decision taken by the MARB which shall comprise the following –

- a. Disapproval of a scheme.
- b. Where no decision is taken within six months of applying or request to the MARB for approval of any of the schemes.
- c. Imposition of penalty as per Section 31 of these Regulations.

Provided such an appeal to the Commission is filed within fifteen days of passing an order or decision taken by the MARB.



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**Appeal to Central Government**—Where an applicant is aggrieved by the decision of the Commission under Section 15 or where the Commission fails to give its decision within forty-five days from the date of receipt of such an appeal, a second appeal may be filed before the Central Government within thirty days from the date of such order or lapse of time, as the case may be.



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**Standard Operating Procedures for UG and PG Applications**

## 8. Annexures

### 8.1 Annexure 1 - Format for Essentiality Certificate

[https://www.nmc.org.in/wp-content/uploads/2021/UG/LOP/EC\\_2023-24\\_new\\_26082021.pdf](https://www.nmc.org.in/wp-content/uploads/2021/UG/LOP/EC_2023-24_new_26082021.pdf)

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



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## 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/>

S No.	Purpose of the Forms
<b>1</b>	<b>UG Forms</b>
1.1	Standard Inspection Form "A" and "B" ( print this proforma preferably on both sides of the sheets )
1.2	Standard Inspection Form "C"
1.3	Assessment Form A I (For Institutions)
1.4	Assessment Form A II (For Assessors)
1.5	Assessment Form A III (For Assessors) for Compliance
<b>2</b>	<b>Standard Assessment Form (SAF) - PG (Broad Specialty)</b>
2.1	Anatomy
2.2	Biochemistry
2.3	Physiology
2.4	Pharmacology
2.5	Pathology
2.6	Microbiology
2.7	Community Medicine
2.8	Forensic Medicine
2.9	Oto-Rhino-Laryngology
2.10	Ophthalmology
2.11	General Medicine
2.12	General Surgery
2.13	Obstetrics & Gynecology
2.14	Pediatrics
2.15	Orthopedics
2.16	Dermatology, Venereology & Leprosy
2.17	Psychiatry
2.18	Physical Medicine and rehabilitation
2.19	Nuclear Medicine
2.20	Emergency Medicine
2.21	Hospital Administration
2.22	Sports Medicine
2.23	Immuno Hematology and Blood Transfusion
2.24	Anesthesiology
2.25	Respiratory Medicine
2.26	Radio-Diagnosis
2.27	Radiation Oncology
2.28	Geriatric Medicine
2.29	Trauma Surgery
2.30	Palliative Medicine
2.31	LABORATORY MEDICINE
<b>3</b>	<b>Standard Assessment Form (SAF) - PG (Super Specialty) (currently under process)</b>
<b>4</b>	<b>PG (Compliance Verification) Forms</b>
<b>5</b>	<b>Declaration Form (2021-22) (Faculty/Residents)</b>
5.1	Faculty declaration Forms
5.2	Resident declaration forms
<b>6</b>	<b>Registration Section</b>
6.1	IMR Registration Section
6.2	Good Standing Registration Section
6.3	Eligibility Certificate E-declaration Form
<b>7</b>	<b>Medical Miscellaneous</b>
7.1	Application Form for Migration
7.2	Application form for Students wishing to undergo Medical Elective Training in India
7.3	Application form for holding CME Programme
<b>8</b>	<b>PG FORMS</b>
8.1	Application for Recognition of PG Qualification
8.2	TEQ Proforma for Civil and Army