



**No. M-19011/11/2023-MARB/NMC  
(e-8244596)  
Government of India  
National Medical Commission**

Sector-8, Dwarka  
New Delhi-110075  
Date: 05-12-2024

To

The Principal/Dean,  
All the Medical Colleges/Medical Institutions of India

**Subject: Inviting Applications for Establishment of New Medical college/Institution intending to offer undergraduate course and increase in the number of UG seats in an established Medical /Institutions for the Academic year (AY)2025-2026.**

Please find enclosed "MARB Guidelines-for assessment of medical college/institutions-2024". All concerned stakeholders are requested to kindly take note of the same before applying. Further, the portal for application will be open from **5th December 2024 till 4th Jan 2025**

Encl.: As above

**Signed by B Srinivas  
Date: 05-12-2024 17:43:24**

[Prof. (Dr.) B. Srinivas]  
Secretary

Copy to:

- i. ACS/ PS/ Secretaries/ Department/s of Medical Education in all States/ Union Territories
- ii. PPS to Chairman, NMC
- iii. PPS to President (PGMEB),NMC
- iv. DMMP-I System Integrator- for uploading of NMC Website
- v. Guard File

**MARB GUIDELINES – FOR ASSESSMENT OF MEDICAL  
COLLEGES/INSTITUTIONS-2024**

**TABLE OF CONTENT**

<b>S.No.</b>	<b>CONTENTS</b>	<b>Page No.</b>
<b>1.</b>	<b>Background</b>	<b>02</b>
<b>2.</b>	<b>Application process</b>	<b>02</b>
<b>3.</b>	<b>Assessment</b>	<b>02</b>
<b>4.</b>	<b>Evaluation of result and opportunity to rectify deficiencies</b>	<b>05</b>
<b>5.</b>	<b>Annexure</b>	
<b>5.1.</b>	<b>Annexure 1-Guidelines for UG applications</b>	<b>06</b>
<b>5.2.</b>	<b>Annexure 2-Guidelines for PG applications</b>	<b>08</b>

## **1. Background:**

MARB guidelines are prepared for the purpose of implementation of NMC regulations to fulfill functions of MARB as per NMC Act, 2019.

As per Section 26 (b) of NMC Act, 2019, the Medical Assessment and Rating Board (MARB) shall grant permission for establishment of a new medical institution, or to start any postgraduate course or to increase number of seats.

To carry out above function a specific regulation called “**Establishment of New Medical Institutions, Starting of New Medical Courses, Increase of Seats for Existing Courses & Assessment and Rating Regulations, 2023**”, in short “**Establishment of Medical institutions, Assessment & Rating Regulations, 2023**” is notified.

Following will be guidelines and procedures to fulfill the requirements of granting permission for establishment of new college (UG or PG), new PG Course and increase of admission capacity for UG and/or PG courses.

## **2. Application process**

1. UG: See annexure I- **Guidelines for UG applications**
2. PG: See annexure II- **Guidelines for PG applications**

## **3. Assessment**

Assessment process includes evaluation of applications and assessment of the institution.

### **A. Evaluation of application:**

All the applications (for UG and PG) will be evaluated on different successive levels. This will include detailed evaluation 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, AEBAS data report, etc.

### **B. Assessment process and guidelines:**

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 (UG or PG) or increase in the number UG/PG admissions. Provided such methods shall include, but not be limited to verification of documents in digital or another form, Aadhaar-based attendance register, verification of live video feed, photographs, Hospital Management Information System {HMIS) data or physical/virtual assessment on any day at any time etc.

### **Guidelines of attendance of the faculty and other staff:**

The college will have to follow guidelines of attendance of the faculty and other staff and preparation of the documents issued by NMC or respective Boards from time-to-time. Required number of faculties as mentioned in MSR guidelines of respective boards (UG or PG) should be available throughout the year and for any given period of time. As it is a minimum requirement document, no relaxation will be permitted except in special circumstances in larger interest by following due procedures.

### **Guidelines for identifying fake patients:**

For the purpose of training the students, certain minimum clinical exposure of patients have been defined in the MSR criteria of UG and PG Board in the form of bed occupancy requirements, etc.

It has been observed since a long time that some medical institution/ colleges indulge in admitting fake patients (person who does not require any treatment or in-patient treatment) to fulfil the requirement of bed occupancy, investigation, etc. If the assessor makes the following observations in their remarks, it will be considered as indulgence of institution in “**fake patient practice**” which will be considered as a serious violation and it will invite punishment as per the Chapter 5 (Sanctions and Penalty) of “**Establishment of New Medical Institutions, Starting of New Medical Courses, Increase of Seats for Existing Courses & Assessment and Rating Regulations, 2023**”, in short “**Establishment of Medical institutions, Assessment & Rating Regulations, 2023**”

The following will be the guidelines to identify fake patients: -

- Observation of assessor/s that large numbers of patients were admitted on the day of assessment or the previous day.
- Such recently/previously admitted patients have no/minor/insignificant ailments/problems which can be treated on Outpatient (OPD) basis with oral medications.
- Patients who are admitted without any evidence of investigations like x ray , blood tests etc. ( before or after admission) or treatment which is generally done for admitted patients like Intravenous (IV) fluid, injections, catheterization, giving medicines *etc.*
- In pediatric ward, most of the admitted children were playful and joyous without any significant problem.
- Observation of assessor/s that multiple patients from the same family were admitted.
- Observation of assessor/s that patients were admitted in large numbers through preventive health checkups/ camps.
- Any other justifiable observation of assessor.

If assessor/ assessors find fake patients he may document them in a below mentioned table or collect relevant documentary evidences.

Sr. No.	IP no of patient	Reason for considering fake patient

### **Physical assessment (inspection) of the institutions:**

MARB will choose best possible team of assessors for optimal output.

For UG course, assessment will be conducted for one or more day and for PG courses, assessment will be conducted for one or more day. The assessor/assessors will conduct the assessment to examine the infrastructure, quality of medical education, faculty, AEBAS data, clinical material & other 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.

Medical colleges established by the State/Central Government, registered for additional PG seats may be exempted from physical inspection based on Self Declaration and analysis of documents furnished by the Medical College.

### **Process of Inspection:**

Assessment Form *i.e.* the Standard Assessment Form (SAF) uploaded on NMC website will be used for the purpose of Physical Assessment. Any additional form will be decided by MARB as and when required.

It would be mandatory for the Inspection team to ensure the duly signed (by the college dean/director/principal & each assessor) report is emailed to the designated email IDs before Inspection team departs from the medical college/institution. Any additional report (form) should be sent to the MARB confidentially without the knowledge of College authorities.

### **Code of conduct for Assessors:**

Code of Conduct defined for Government officers will be applicable while performing the duties as an assessor.

### **4. Evaluation of result and opportunity to rectify deficiencies:**

Opportunity will be given to rectify the following deficiencies by way of a notice as per the NMC Act, 2019:

1. Infrastructure and equipment deficiency.
2. Deficiency of faculty strength when starting a new college or new PG Course.

### **The following will not be considered for purpose of rectifying the deficiencies:**

Required faculty attendance for any period in the previous year prior to the submission of application

## ANNEXURE I- Guidelines for UG applications:

### APPLICATION PROCESS-

#### **A. Application to NMC for establishment of new Under-Graduate medical institution and Increase in UG seats**

1. Only **Online** Applications will be received—including enclosures and fees. No **Offline** (Hard-copy) will be accepted by the commission.
2. The medical college/institution applying for the above-mentioned types of applications will strictly be compliant with the NMC regulations, MSR guidelines and relevant orders, notices and circulars issued by the NMC and other authorities from time to time.
3. Those fulfilling the above stated requirements will only be applying.

### Online Application process

1. All applicants must 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. 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–Establishment of new under-graduate medical institution /Increase of UG seats”** icon.
4. Application number for each application should be quoted in all future communications.

### Additional list of documents/information to be uploaded/filled in the online NMC Application portal for establishment of new medical college/institution-

- ✓ Particulars of the applicant.
- ✓ Constitution: Certificate copy of bye laws/Memorandum and Articles of Association/ Trust deed.
- ✓ Registration/Incorporation: Registration number, Registration date, and Certified copy of Certificate of registration.
- ✓ Basic infrastructure: Facilities available for medical college and attached hospital.
- ✓ Managerial capability: Composition of the society/trust/company/consortium, particulars of members of the society/trust, head or project director of the proposed medical college, and head of the existing hospital their qualification and experience in the field of medical education.

- ✓ Financial capability: Annual reports, Audited balance sheets for the last three years, and Authorization letter addressed to the bankers of the applicant authorizing the National Medical Commission to make independent enquiries regarding the financial track record of the applicant and the additional required information.
- ✓ Market survey and environmental analysis: the main features of the state medical education policy, Availability of trained medical manpower in the state and need for increase in the provision of medical manpower, Gap analysis and how the gap will be reduced, Catchment area in terms of patients for the proposed medical college/hospital, No. of hospitals/primary health centres/private clinics available in the catchment area, State how will the existing medical facilities get augmented by the establishment of proposed medical college
- ✓ Site Characteristics and Availability Of External Linkages: Certified Copy Of The Title Deeds Of The Total Available Land As Proof Of Ownership And Certified Copy Of Zoning Plans Of The Available Sites Indicating Their Land Use.
- ✓ Functional programme: Department wise and service wise functional requirements, Area distribution and room wise sitting capacity.
- ✓ Equipment program: Room Wise List Of Equipment Complete With Year Wise Schedule Of Quantities And Specifications
- ✓ Manpower programme (department wise and year wise): Teaching staff (fulltime), Technical staff, Administrative staff, Ancillary staff, Salary structure, Recruitment procedure, Recruitment calendar
- ✓ Building programme: Medical college (departments, lecture theatre examination hall, museum etc.), Faculty and staff housing, Staff and students hostels, Administrative office, Library, Auditorium, Mortuary, Cultural and recreational centre, Sport complex, Others (state name of the facility)
- ✓ Planning and layout: Master plan of the medical college complex, Layout plans, sections, Elevations and floor wise area calculations of the medical colleges and ancillary buildings
- ✓ Phasing and scheduling(month wise schedule): Commencement and completion of building design, Local body approvals, Civil construction, Provision of engineering services and equipment, Requirement of staff, Phasing of commissioning
- ✓ Project cost: Capital cost of land, Buildings, Plant and machinery, Medical, scientific and allied equipment, Furniture and fixtures, Preliminary and preoperative expenses
- ✓ Means of financing of project: Contribution of the applicant, Grants, Donations, Equity, Term loans, other sources (if any)
- ✓ Revenue assumptions: Fee structure, estimated annual revenue from various sources.
- ✓ Expenditure assumptions: Operating expenses, Depreciation.
- ✓ Operating results: Income statement, Cash flow statement, projected balance sheets.
- ✓ Details of existing hospital: Bed strength, Bed distribution, bed occupancy and whether

a norm of 5 in patients per student would be fulfilled, Built up area Clinical and para clinical disciplines, OPDs and OPD attendance department wise, Architectural and layout plans, List of medical/allied equipments, Capacity and configuration of engineering services, Hospital services, administrative services, other ancillary and support services (category wise staff strength)

✓ Up gradation and expansion program-

- Details about the additional land for expansion of the existing hospital.
- Upgraded medical programme
- Upgraded functional programme
- Building Expansion Programme (Year Wise Additional Built-Up Area To Be Provided)
- Planning And Layout (Upgraded Master Plan Of The Hospital Complex)
- Details about up gradation or addition in the capacity and configuration of engineering services and hospital services.
- Equipment programme (Upgraded Room Wise List)
- Upgraded Manpower programme (Category Wise Distribution)
- Phasing And Scheduling Of The Expansion of Scheme (Month Wise Schedule of activities)
- Project cost of the expansion scheme (Cost of additional)
- Means of financing the project, Revenue assumptions, Expenditure assumptions, Operating results,
- Certificate signed by the Applicant that the information provided is correct and true under the same heading/column.

✓ College litigation details, if any.

**B. Evaluation of application and Assessment Process-**

Evaluation of application and assessment process will be done and final decision will be communicated.



## **ANNEXURE II- Guidelines for PG applications:**

### **APPLICATION PROCESS-**

#### **A. Application to NMC for Starting and Increase in PG seats**

1. For the AY 2025-26, only Online Applications will be received—including enclosures and fees. No Offline (Hard-copy) will be accepted by the commission.
2. The medical college/institution applying for the above-mentioned types of applications will strictly be compliant with the NMC regulations, MSR guidelines and relevant orders, notices and circulars issued by the NMC and other authorities from time to time
3. Those fulfilling the above stated requirements will only be applying.

#### **Online Application process**

1. All applicants must 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. 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—starting of new PG course/Increase of PG seats**” icon.

#### **NOTE:**

- (1)Online payment of Fees should be paid separately for each course. (Do not pay combined application fees)
- (2)Application number for each application should be quoted in all future communications.

#### **C. Evaluation of application and Assessment Process-**

Evaluation of application and assessment process will be done and final decision will be communicated.