

**File No.: N-19011/10/2023-ASSESSMENT CELL/MARB (Pt II). (Comp. No.: 8269876)**  
**NATIONAL MEDICAL COMMISSION**  
**MEDICAL ASSESSMENT AND RATING BOARD (MARB)**

**DATE: 2<sup>nd</sup> April 2024**

**PUBLIC NOTICE**

**Subject: Processing of Applications for New Establishment of Medical Colleges and Increase MBBS Seats in existing Medical Colleges 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 Establishment of New Medical College; and
- ii. Application Process for Increase of MBBS Seats in existing Medical College.

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

*Encl: Application Process for New Establishment of Medical College and Increase MBBS Seats.*

**MEMBER/PRESIDENT**  
MEDICAL ASSESSMENT AND RATING BOARD (MARB)  
NATIONAL MEDICAL COMMISSION

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

## APPLICATION PROCESS FOR ESTABLISHMENT OF NEW MEDICAL COLLEGES

MARB received a total of **112 applications** for the **establishment of new 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, **UG- MSR 2023** issued on 16<sup>th</sup> August, 2023 (*As per Public notice No. U-11022/3/2023-UGMEB Dated: 15.11.2023 - Deferment of the clause regarding provisions of ratio of 100 MBBS seats for 10 lakh population for one year - Undergraduate Medical Education Board, National Medical Commission that the "OBJECTIVE" clause under Chapter-1 of "Guidelines for Under Graduate Courses under Establishment of New Medical Institutions, Starting of New Medical Courses, Increase of Seats for Existing Courses & Assessment and Rating Regulations, 2023" (notified by UGMEB on 16 th August, 2023) shall be implemented from academic year 2025-26.*), and strictly adhering to the criteria mentioned in **public notice** for inviting applications on NMC website dated 18<sup>th</sup> August 2023 and 16<sup>th</sup> November 2023.

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

- **STEP 1-Scrutiny of application on various levels:**
  - ✓ Evaluation of all 112 applications for the establishment of new medical colleges 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 certificates, proof of establishment of corpus fund, proof of land ownership/lease , details of owning or running hospital, Infrastructure, clinical material, Equipment, Educational and functional plans, administrative and financial capability, etc.
- **STEP 2-AEBAS registration and Compliance submission:**
  - ✓ If medical college/institution fulfills all the required criteria mentioned in step 1, then the same will be instructed to register their faculty on AEBAS and also submit their joining letters duly signed by competent authority to NMC within a defined timeline.
  - ✓ 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 the **UG- MSR 2023** (for example 220 beds for 50 seats, 420 for 100 seats and 605 for 150 seats etc.) and submit the compliance report duly filled and signed by Dean/Principal (*preferably digital signature*) on **EACH** page within a defined timeline.
  - ✓ With the compliance report, the College will be directed to register their faculty on AEBAS and submit their joining letters duly signed by competent authority to NMC within a defined timeline. This faculty and other staff (demonstrators, tutors, senior residents) must match the proposed intake commensurate with the available bed strength of the hospital (see above) according to UGMSR, 2023.

Kindly note that the submission of above mentioned documents is a part of assessment/inspection/AEBAS registration process and not a final decision of approval/disapproval.

- **STEP 3-Physical inspection:**

Physical inspection will only be conducted after verification of all required/essential documents and AEBAS registration.

- ✓ **Random selection of assessors:** In order to maintain transparency and avoid selection bias, randomized assessor selection process by computer will be implemented. In order to do the same, the following criteria/points will be considered:
  - i. Assessor should not be from within the same state as to be inspected medical college/institution.
  - ii. No two assessors from same college or district to be selected for assessment of same medical college.
  - iii. 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.
  - iv. The assessor should not be working in the same medical college nor have any close relatives who are working or studying in that medical college.
  - v. The assessor should also not be an alumnus of that medical college.
- ✓ After selection, the availability of the assessors for a defined timeline will be confirmed via telephonic conversation. The confirmed assessors will be randomly divided into groups of six, whilst keeping the above mentioned criteria in mind.
- ✓ Randomization of assessor for inspection of medical college/institution will be done by our exclusive software or using a computer in the presence of committee.

- **STEP 4-Review and Final decision:**

- ✓ Duly filled and signed SAF by Dean/Principal (*preferably digital signature*) on **EACH** page along with necessary photos, videos, etc. as per the rules and regulations of NMC will be submitted by assessors.
- ✓ Review/scrutiny of the duly filled and signed (as mentioned above) inspection report/SAF conducted by the Experts along with recommendations by the Expert committee (as per MARB guidelines) will be submitted to MARB for 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 as applicable.

- ✓ In case of Show Cause Notice (SCN), the college will submit the compliance report (including self assessment for reconsideration of number of requested seats as per **UG-MSR 2023**, if applicable) duly filled and signed by Dean/Principal on **EACH** page (*preferably digital signature*) 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.

*Kindly note that physical inspection does not guarantee an approval decision by MARB. If any deficiency in the application or faculty attendance is detected after, the appropriate decision will be taken by MARB.*

- **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 MBBS SEATS IN EXISTING MEDICAL COLLEGES

MARB received a total of **58 applications** for the **increase of MBBS 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, **UG- MSR 2023** issued on 16<sup>th</sup> August, 2023, and strictly adhering to the criteria mentioned in **public notice** for inviting applications on NMC website dated 18<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 58 applications for the increase of MBBS seats 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 certificates such as constitution registration/incorporation, approved seats and recognition status, 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 sworn affidavit along with self-assessment Form (internal assessment by the College) duly filled and signed by **Dean/Principal, Nodal Officer and at least 2 HODs (both clinical and non-clinical)** (*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 the **UG- MSR 2023** and submit the compliance report duly filled and signed by **Dean/Principal, Nodal Officer and at least 2 HODs (both clinical and non-clinical)** (*preferably digital signature*) on **EACH** page within a defined timeline.
  - ✓ Also note that as per the **UG- MSR 2023**, Colleges seeking increase no. of seats cannot exceed a total of 150 MBBS students from the year 2024-25. With the exception that the colleges who had applied for Academic Year 2023-24 for increase seats but failed to get the same, can ask for the number (totaling 200 or 250) that was in their previous application for one time in the year 2024-25 only.
  - ✓ If the compliance report is found satisfactory then the College will be directed to submit/upload a sworn affidavit along with self-assessment Form (internal assessment by the College) duly filled and signed by **Dean/Principal and at least 4 HODs (both clinical and non-clinical)** (*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) and sworn affidavit by **Dean/Principal and at least 4 HODs (both clinical and non-clinical)** (*preferably digital signature*) on **EACH** page within a defined timeline along with necessary photos, videos, etc. as per the rules and regulations of NMC.
    - Duly filled and signed Compliance report by **Dean/Principal and at least 2 HODs (both clinical and non-clinical)** (*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 **UG- MSR 2023**.
  - ✓ 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 as applicable.
  - ✓ In case of Show Cause Notice (SCN) after reviewing the above mentioned documents, the college will submit the duly filled and signed by Dean/Principal, Nodal Officer and at least 2 HODs (both clinical and non-clinical) on **EACH** page (*preferably digital signature*) compliance report (including self-assessment for reconsideration of number of requested seats as per **UG- MSR 2023**, if applicable) 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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