

Procedure to Increase Course Capacity

SCHEME FOR PERMISSION OF THE CENTRAL GOVERNMENT TO INCREASE THE ADMISSION CAPACITY IN ANY COURSE OF STUDY OR TRAINING (INCLUDING A POSTGRADUATE COURSE OF STUDY OR TRAINING) IN THE EXISTING MEDICAL COLLEGES/INSTITUTIONS.

1. INSTRUCTION TO THE MEDICAL COLLEGE/INSTITUTION

For increasing the number of seats in the MBBS/Post-graduate Diploma/Degree/Higher Speciality courses, the medical college/institution should conform to the regulations prescribed by the Council. They should apply to the Central Government for this permission along with the permission of State Government, affiliation granted by an University recognised under University Grants Commission Act or State Act or Central Act and in conformity with the Medical Council of India Regulations, along with documentary evidence to show the additional financial allocation, provision for additional space and equipment and other infrastructural facilities and provision for recruitment of additional staff as per the Council norms.

2. SUBMISSION OF APPLICATION/APPLICATION FEE

The application (Appendix II) under this scheme shall be submitted by registered post to the Secretary (Health), Ministry of Health and Family Welfare, Government of India, Nirman Bhavan, Maulana Azad Road, New Delhi-110011 along with the information and non-refundable application fee of two lakh rupees in the form of demand draft in favour of "Medical Council of India" and payable at Delhi. This fee is for registration, fee for technical scrutiny and contingent expenditure and for carrying out of physical inspection for the purpose.

3. QUALIFYING CRITERIA

1. The medical college/institution shall qualify to apply for increasing the number of admission in M.B.B.S./P.G. Diploma/Degree/Higher Speciality Course in the existing medical college / institution if the following conditions are fulfilled:

(a) The Medical College/Institution is recognised by the Medical Council of India for running M.B.B.S./P.G. DIPLOMA/PG DEGREE/HIGHER SPECIALITY courses

(b) Medical College/institution has received the formal permission of the Central Government under section 10A of the Indian Medical Council Act,1956 (102 of 1956) and has started the post-graduate course in which the increase in admission capacity is sought.

2. The permission letter regarding desirability and feasibility of having an increase of seats in the existing medical college/institution for aforesaid Courses has been obtained by the applicant from the respective State Government or the Union Territory Administration.

3. Letter of University's permission for increasing the admission capacity in any course of study or Training (including a postgraduate course of study or Training) in seats in the existing medical college/institution has been obtained by the medical college/institution from the university to which it is affiliated.
4. That the medical college/institution has a feasible and time bound programme to provide additional equipment and infrastructural facilities like the number of staff, space, funds, equipment and teaching beds, etc. for the increased numbers as laid down in the Medical Council of India Regulations.
5. The ratio of teaching staff and students shall be as laid down in the Medical Council of India Regulations on Minimum Standard requirements for 50/100/150 annual admissions in a medical college for Bachelor of Medicine and Bachelor of Surgery (MBBS) and the Post-graduate Medical Education Regulations for post-graduate admissions.
6. That the maximum number of admissions in MBBS course shall not exceed 150 annually.
7. That the medical college/institution provides a bank guarantee in favour of Medical Council of India from a Scheduled Commercial bank for providing additional infrastructural facilities as follows :-

Bachelor of Medicine - upto 25 seats - Rs. 50 lakhs and Bachelor of Surgery (M.B.B.S.) upto 50 seats – Rs. 100 lakhs Postgraduate Diploma per seat - Rs. 3 lakhs Postgraduate Degree per seat - Rs. 5 lakhs Higher Specialities per seat - Rs. 10 lakhs Exception

The above condition shall not apply to

1. Medical College/Institution who are governed by the State Governments provided that they shall give an undertaking to provide funds in their plan budget regularly till facilities are fully provided as per the time bound programme indicated by them;
2. Courses in the subjects of Anatomy, Physiology, Biochemistry, Community Medicine/ Preventive & Social Medicine, Sports Medicine, Hospital Administration, Health Administration, Marine Medicine, Nutrition, Physical Medicine and Rehabilitation, Aviation Medicine.
3. To the Diploma where bank guarantee in respect of the post-graduate degree course has been furnished by an institution in the same subject.
4. For specialities where the post-graduate degree is already recognised by the Council and institution now wishes to increase admission capacity in Diploma course in the same subject.

4. REGISTRATION OF APPLICATION

Incomplete applications will be returned to the medical college/institution by the Ministry of Health and Family Welfare along with the enclosures and application fee. Applications found complete in all respects will be registered by the Ministry of Health and Family Welfare and forwarded to Council within 30 days from the date of receiving it for evaluation and recommendations. Acceptance of the application will only signify the acceptance of application for evaluation. It will, however, under no circumstances mean approval of the application for grant of permission.

5. PRESCRIBED PERIOD

In computing the time limit specified above, the time taken by the authorities and institutions submitting the scheme in furnishing, any information or clarification or additional documents called for by the Council or by the Central Government shall be excluded.

6. EVALUATION BY MEDICAL COUNCIL OF INDIA

The Council shall evaluate the application to accept the desirability and prima-facie feasibility for increasing the admission capacity at the existing medical college/institution and the capability of the medical college/institution to provide the necessary resources and infrastructure for the scheme. While evaluating the application, the Council may seek further information, clarification or additional documents from the applicant as considered necessary and shall carry out a physical inspection to verify the information, clarification or additional documents supplied by the medical college. The dates of receipt of application for increase in admission capacity in postgraduate courses and processing dates are given in the schedule. The dates of receipt of application and processing of applications in respect of increase of seats in MBBS course shall be as per the schedule included in the Establishment of Medical College Regulations, 1999.

7. GRANT OF PERMISSION

The Central Government on the recommendations of the Council may issue a Letter of Intent to increase the admission capacity of the courses with such conditions or modifications in the original proposal as may be considered necessary. This letter of intent shall include a clear statement of preliminary requirements to be met. The formal permission will be granted after the above conditions and modifications are accepted and the bank guarantee for the required sums are furnished by the medical college/institution after consulting the council

APPENDIX II

FORMAT OF APPLICATION FOR PERMISSION OF THE CENTRAL GOVERNMENT TO

INCREASE THE ADMISSION CAPACITY IN MEDICAL COLLEGES/ INSTITUTIONS.

APPLICATION FOR INCREASE IN ADMISSION CAPACITY IN MBBS/ M.D./ M.S./ DIPLOMA/ D.M./ M.Ch. COURSE.

(Specify the name of the course)

1. PARTICULARS OF THE APPLICANT:
2. NAME OF THE APPLICANT (IN BLOCK LETTERS)
3. ADDRESS (IN BLOCK LETTERS)
4. REGISTERED OFFICE (NO., STREET, CITY, PIN CODE, TELEPHONE, TELEX, TELEFAX)
5. CONSTITUTION (STATE GOVERNMENT/UNION TERRITORY ADMINISTRATION / UNIVERSITY/AUTONOMOUS BODY/SOCIETY/TRUST)
6. REGISTRATION/INCORPORATION (NUMBER AND DATE)
7. NAME OF AFFILIATING UNIVERSITY
8. NO. OF SEATS APPROVED AND DATE OF RECOGNITION BY MEDICAL COUNCIL OF INDIA.

(Name, Designation and Signature of applicant)

LIST OF ENCLOSURES

1. Attested Copy of the Essentiality Certificate issued by the respective State Government/Union Territory Administration on the prescribed proforma.
2. Attested Copy of the Consent of Affiliation issued by a recognised University.
3. Authorization letter addressed to the Bankers of the Application authorizing the Central Government/Medical Council of India to make independent enquiries regarding the financial track record of the applicant.
4. Attested Copy of the letter from Medical Council of India approving recognition of the college/institution, if any.

Note : All the copies shall be attested by any Gazetted Officer.

SCHEDULE

SCHEDULE FOR RECEIPT OF THE APPLICATIONS FOR OPENING OR TO INCREASE THE ADMISSION CAPACITY IN RESPECT OF POSTGRADUATE MEDICAL COURSES AND ITS PROCESSING BY THE CENTRAL GOVT. AND MEDICAL COUNCIL OF INDIA.

Sl. No.	Stage of processing	Time Schedule
1.	Receipt of applications by the Central Government.	1st May to 30th June
2	Forwarding of applications by Central Government to Medical Council of India for technical scrutiny.	Up to 31st July
3.	Forwarding of recommendations of MCI which are for grant of only Letter of Intent.	Up to 15th September
4.	Issue of Letter of Intent by Central Government.	Up to 15th October
5.	Applicant institution to send its reply to Central Government requesting for Letter of Permission.	Up to 15th November

6.	Receipt of Letter from Central Government by the Medical Council of India for consideration for issue of Letter of Permission.	Up to 30th November
7.	Recommendation of Medical Council of India to Central Government for issue of Letter of Permission.	1st January to 28/29th February
8.	Issue of Letter of Permission by Central Government.	Up to 31st March

Note:

1. In respect of Super-speciality courses as the commencement of academic session is from 1st of August, the last dates indicated against the various stages of processing above shall be extendable by three and a half months and accordingly the last date for issue of Letter of Permission by the Central Govt. shall be 15th July.
2. The Postgraduate diploma/degree seats and the Super-speciality seats for which permission is granted by the Government respectively upto 31st March and 15th July of any particular year shall only stand included in the seat matrix for admission of students in respect of the academic session commencing in that year.
3. The applications received in the months of May-June in any particular year shall be considered for grant of permission for the academic session commencing in the succeeding year.

Sd/-
Lt.Col.(Dr.) A.R.N. Setalvad (Retd.), Secretary

For information

SCHEDULE FOR RECEIPT OF APPLICATIONS to increase the admission capacity in MBBS in Medical Colleges and PROCESSING OF THE APPLICATIONS BY THE CENTRAL GOVERNMENT AND THE MEDICAL COUNCIL OF INDIA (as per part II para 8 of the Regulations).

Sl.No.	Stage of processing	Last date
1.	Receipt of applications by the Central Govt.	From 1st August to 31st August (both days inclusive) of any year.
2.	Receipt of applications by the MCI from Central Govt.	30th September
3.	Recommendations of Medical Council of India to Central Government for issue of Letter of Intent.	31st December.
4.	Issue of Letter of Intent by the Central Government.	31st January.
5.	Receipt of reply from the applicant by the Central Government requesting for Letter of permission.	28th February
6.	Receipt of Letter from Central Government by the Medical Council of India for consideration for issue of Letter of Permission.	15th March
7.	Recommendation of Medical Council of India to Central Government for issue of Letter of Permission.	15th June.
8.	Issue of Letter of Permission by the Central Government.	15th July.