

**MEDICAL COUNCIL OF INDIA  
ESTABLISHMENT OF MEDICAL COLLEGE  
REGULATIONS, 1999**



**(AMENDED UPTO APRIL, 2010)**

**MEDICAL COUNCIL OF INDIA  
Pocket – 14, Sector 8, Dwarka,  
NEW DELHI – 110 077**

**Phone: +91-11-25367033, 25367035, 25367036**

**Fax: +91-11-25367024**

**E-mail: [mci@bol.net.in](mailto:mci@bol.net.in), [contact@mciindia.org](mailto:contact@mciindia.org)**

**Website: <http://www.mciindia.org>**

(PUBLISHED IN PART III, SECTION 4 OF THE GAZETTE OF INDIA)

DATED 28<sup>TH</sup> AUGUST 1999

MEDICAL COUNCIL OF INDIA

NOTIFICATION

New Delhi, dated 30<sup>th</sup> July, 1999

NO.MCI ...34(41)/98-Med./. In exercise of the powers conferred by section 10A read with section 33 of the Indian Medical Council Act, 1956 (102 of 1956), the Medical Council of India, with the previous sanction of the Central Government, hereby makes the following regulations, namely: -

**1. Short title and commencement–**

(1) These regulations may be called the Establishment of Medical College Regulations, 1999 with amendment upto 16<sup>th</sup> April, 2010.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definition–**

(1) In these regulations, unless the context otherwise requires, “medical college” means any institution by whatever name called in which a person may undergo a course of study or training which will qualify him for the award of any recognised graduate medical qualification.

(2) Words and phrases used in these regulations and not defined but defined in the Act shall have the meaning respectively assigned to them.

**3. The establishment of a medical college –** No person shall establish a medical college except after obtaining prior permission from the Central Government by submitting a Scheme annexed with these regulations.

**SCHEME FOR OBTAINING PERMISSION OF THE CENTRAL GOVERNMENT TO ESTABLISH A MEDICAL COLLEGE.**

ALL APPLICATIONS UNDER THIS SCHEME SHALL BE SUBMITTED TO THE SECRETARY TO THE GOVERNMENT OF INDIA, MINISTRY OF HEALTH & FAMILY WELFARE, NIRMAN BHAVAN, NEW DELHI – 110 011 FROM 1<sup>ST</sup> AUGUST TO 31<sup>ST</sup> AUGUST (BOTH DAYS INCLUSIVE) OF ANY YEAR.

**1. ELIGIBILITY CRITERIA –**

The following organizations shall be eligible to apply in Form-1 for permission to set up a medical college, namely:-

- (1) A State Government/Union territory;
- (2) A University;

- (3) An autonomous body promoted by Central and State Government by or under a Statute for the purpose of medical education;
- (4) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding Acts in States; or
- (5) A public religious or charitable trust registered under the Trust Act, 1882 (2 of 1882) or the WAKFS Act, 1954 (29 of 1954).
- (6) \*Companies registered under Company Act may also be allowed to open medical colleges. Permission shall be withdrawn if the colleges resort to commercialization.

**\* As per clause (6) in terms of Notification published on 26.02.2010 in the Gazette of India.**

## **2. QUALIFYING CRITERIA–**

The eligible persons shall qualify to apply for permission to establish a medical college if the following conditions are fulfilled:-

- (1) that medical education is one of the objectives of the applicant in case the applicant is an autonomous body, registered society, charitable trust & companies registered under Company Act.
- (2) that a suitable single plot of land measuring not less than 25 acres is owned and possessed by the person or is possessed by the applicant by way of 99 years lease for the construction of the college **(For the medical colleges/Institutions established upto 30.11.2008).**

The medical college or medical institution shall be housed in a unitary campus of not less than 25 acres of land. However, this may be relaxed in a place especially in Urban areas where the population is more than 25 lakhs, hilly areas, and notified tribal areas where the land shall not be in more than two pieces and the distance between the two pieces shall not be more than 10 kms. The hospital, college building including library and hostels for the students, interns, PGs/Residents and nurses shall be in one piece of land which shall not be less than 10 acres. Other facilities may be housed in the other piece of land. Proper landscaping should be done. **(For the medical colleges/Institutions established from 01.12.2008 to 12.11.2009).**

**\* As per the terms of Notification published on 13.11.2009 in the Gazette of India.**

\*The medical college or medical institution shall be housed in a unitary campus of not less than 20 acres of land except in metropolitan (New Delhi, Mumbai, Kolkata & Chennai) and A class cities (Ahmedabad, Hyderabad, Pune, Bangalore and Kanpur). However, this may be relaxed in a place especially in Urban areas where the population is more than 25 lakhs, **(\*other than the nine cities mentioned in the Clause)**, hilly areas, notified tribal areas, North Eastern States, Hill states and Union Territories of

Andaman & Nicobar Islands, Daman & Diu & Dadra & Nagar Haveli, **Lakshadweep**, where the land shall not be in more than two pieces and the distance between the two pieces shall not be more than 10 kms. The hospital, college building including library and hostels for the students, interns, PGs/Residents and nurses shall be in one piece of land which shall not be less than 10 acres. Other facilities may be housed in the other piece of land. Proper landscaping should be done.

**\* As per the terms of Notification published on 30.01.2010 in the Gazette of India.**

However, in metropolitan cities (New Delhi, Mumbai, Kolkata & Chennai) and “A” class cities (Ahmedabad, Hyderabad, Pune, Bangalore and Kanpur), the permissible FAR/FSI would be the criterion for allowing the medical colleges \*provided that the built up area required for total infrastructure of a medical institute i.e., affiliated teaching hospital, residential complex, with regard to amendment in Minimum Standard requirement Regulations is made available in an area of not less than 10 acres based upon the permissible FAR/FSI allowed by the competent authority (**For the medical colleges/Institutions established from 13.11.2009 onwards**).

**\* As per the terms of Notifications published on 30.01.2010 & 26.02.2010 in the Gazette of India.**

- (3) that Essentiality Certificate in Form 2 regarding No objection of the State Government/Union Territory Administration for the establishment of the proposed medical college at the proposed site and availability of adequate clinical material as per the council regulations, have been obtained by the person from the concerned State Government/ Union Territory Administration.
- (4) that Consent of affiliation in Form-3 for the proposed medical college has been obtained by the applicant from a University.
- (5) that the person owns and manages a hospital of not less than 300 beds with necessary infrastructural facilities capable of being developed into teaching institution in the campus of the proposed medical college.

**The above Clause 2(5) has been substituted with the following in terms of Notification published on 22.10.2009 and 26.02.2010 in the Gazette of India. (Annexure-III & IV)**

*“Provided that in North Eastern States and Hill States, the beds strength required at the time of inception shall be 200 beds, which shall be increased to 400 beds at the time of recognition for a medical college having annual intake of 50 students and it shall be 250 beds at the time of inception which shall be increased to 500 beds at the time of recognition for a medical college having annual intake of 100 students.”*

- (6) that the person has not admitted students to the proposed medical college.
- (7) That the person provides two performance bank guarantees from a Scheduled Commercial Bank valid for a period of five years, in favour of the Medical Council of India, New Delhi, one for a sum of rupees one hundred lakhs (for 50 admissions), rupees one hundred and fifty lakhs (for 100 admissions) and rupees two hundred lakhs (for 150 annual admissions) for the establishment of the medical college and its infrastructural facilities and the second bank guarantee for a sum of rupees 350 lakhs (for 400 beds), rupees 550 lakhs (for 500 beds) and rupees 750 lakhs (for 750 beds) respectively for the establishment of the teaching hospital and its infrastructural facilities : Provided that the above conditions shall not apply to the persons who are State Governments/Union Territories if they give an undertaking to provide funds in their plan budget regularly till the requisite facilities are fully provided as per the time bound programme.
- (8) Opening of a medical college in hired or rented building shall not be permitted. The Medical college shall be set up only on the plot of land earmarked for that purpose as indicated.

### **3. FORM AND PROCEDURE:-**

Subject to the fulfillment of the above eligibility and qualifying criteria, the application to establishment of medical college in Form-1 shall be submitted by the person in the following parts, namely: -

#### **Part-I**

Part-I of the application shall contain the following particulars about the person, namely: -

- (1) Status of the applicant in terms of the eligibility criteria;
- (2) Basic infrastructural facilities, managerial and financial capabilities of the applicant (Balance Sheets for the last three years in case the person is not a State Government or a Union Territory).
- (3) Necessary certificates/documents as prescribed in qualifying criteria under paragraph 2.

#### **Part – II**

- (1) Name and address of the medical college;
- (2) **Market survey and environmental analysis** (a) state medical education policy, (b) needs and availability of trained medical manpower, (c) gap analysis and how the gap will be reduced, (d) catchment area in terms of

the patients for the proposed medical college, (e) No. of hospitals/Primary Health Centres/Private Clinics available in the catchment area (f) How will the existing medical facilities get augmented by the establishment of proposed medical college.

- (3) **Site characteristics and availability of external linkages** – (a) topography, (b) plot size, (c) permissible floor space index (d) ground coverage (e) building height (f) road access (g) availability of public transport (h) electric supply (i) water supply (j) sewage connection and (k) communication facilities.
- (4) **Educational programme** – (a) proposed annual intake of students (b) admission criteria (c) method of admission (d) reservation/preferential allocation of seats (e) department wise and year wise curriculum of studies.
- (5) **Functional programme** – (a) department wise and service wise functional requirements, and (b) area distribution and room wise seating capability.
- (6) **Equipment programme** – Room wise list of (a) medical (b) scientific, (c) allied equipments, complete with year schedule of quantities and specifications;
- (7) **Manpower programme:** - Department wise and year wise requirements of (a) teaching staff (full time), (b) technical staff, (c) administrative staff, (d) ancillary staff (e) salary structure, (f) recruitment procedure and (g) recruitment calendar.
- (8) **Building programme** – building-wise built up area of (a) the medical college, (b) faculty and staff housing, (c) staff and students hostels, (d) administrative office, (e) library, (f) auditorium, (g) animal house, (h) mortuary , (i) cultural and recreational Centre and (j) sports complex.
- (9) **Planning and lay out** – (a) master plan of the medical college complex, (b) layout plans sections, and (c) elevations and floor-wise area calculations of the medical college and ancillary buildings.
- (10) **Phasing and scheduling** - Month-wise schedule of activities indicating (a) commencement and completion of building design, (b) local body approvals (c) civil construction, (d) provision of engineering services and equipment, (e) recruitment of staff and (f) phasing of commissioning.
- (11) **Project cost:** - (a) capital cost of land, (b) buildings, (c) plant and machinery, (d) medical scientific and allied equipment, (e) furniture and fixtures and (f) preliminary and pre-operative expenses.

- (12) **Means of financing the project:-** (a) contribution of the applicant (b) grants (c) donations, (d) equity, (e) term loans, and (f) other sources, if any.
- (13) **Revenue assumptions:** (a) fee structure and (b) estimated annual revenue from various sources;
- (14) **Expenditure assumptions :** (a) Operating expenses and (b) Depreciation;
- (15) **Operative results :** (a) income statement (b) cash flow statement, and (c) projected balance sheets.

Note: For columns 4 to 8, a comparative statement showing the relevant Medical Council of India norms vis-à-vis infrastructure/faculty available and/or proposed to be made available shall be annexed.

### **Part – III**

- (1) **Name and address of the existing hospital**
- (2) **Details of the existing hospital including :** (a) bed strength, (b) bed distribution and whether the norm of five in patients per students would be fulfilled, (c) built-up area, (d) clinical and para-clinical disciplines, (e) out patients departments and out patients department attendance departmentwise, (f) architectural and lay-out plans, (g) list of medical/allied equipments, (h) capacity and configuration of engineering services, (i) hospital services, administrative services and (j) other ancillary and support services (k) category-wise staff strength.

### **UPGRADATION AND EXPANSION PROGRAMME :-**

- (3) Details about the additional land for expansion of the existing hospital:
  - (a) land particulars, (b) distance from the proposed medical college, (c) plot size, (d) authorized land usage, (e) geography, (f) soil conditions, (g) road access, (h) availability of public transport, (i) electric supply, (j) water supply, (k) sewage connection and (l) communication facilities.
- (4) **Upgraded medical programme :** Year wise details of the additional clinical and para-clinical disciplines envisaged under the expansion scheme;
- (5) **Upgraded functional programme :** (a) specialty-wise and service-wise functional requirements, (b) area distribution and, (c) specialty wise bed distribution;

- (6) **Building Expansion programme** : Year wise additional built-up area to be provided for (a) the hospital, (b) staff housing, (c) staff, student hostels and (d) other ancillary buildings;
- (7) **Planning and layout** : Upgraded master plan of the hospital complex along with (a) layout plan (b) sections, (c) elevations, (d) floor wise area calculations of the hospital and (e) ancillary buildings;
- (8) Details about upgradation or addition in the capacity and configuration of engineering services and hospital services;
- (9) **Equipment programme** : Upgraded room wise list of (a) medical and allied equipment, (b) schedule of quantities and (c) specifications;
- (10) **Upgraded manpower programme** : category wise distribution of (a) medical staff, (b) para-medical staff and (c) other staff ;
- (11) **Phasing and scheduling of the expansion of scheme**: Month-wise schedule of activities indicating (a) commencement and completion of building design, (b) local body approvals, (c) civil construction, (d) provision of engineering and hospital services, (e) provision of medical and allied equipment and (f) recruitment of staff;
- (12) **Project cost of the expansion scheme** : Cost of additional (a) land, (b) buildings, (c) medical and allied equipments, (d) furniture and fixture and (e) preliminary and pre-operative expenses;
- (13) **Means of financing the project**: (a) contribution of the applicant, (b) grants, (c) donations, (d) equity, (e) terms loans and (f) other-sources, ( if any);
- (14) **Revenue assumptions** : Income from various (a) procedures and services, (b) upgraded service loads and (c) other sources;
- (15) **Expenditure assumptions** : (a) operating expenses, (b) financial expenses and (c) depreciation;
- (16) **Operating results** : (a) income statements, (b) cash flow statements and (c) balance sheets.

#### 4. APPLICATION FEE:

The application shall be submitted by registered post only to the Secretary (Health), Ministry of Health and Family Welfare, Government. of India, Nirman Bhavan, New Delhi – 110 011 along with a non-refundable application fee of Rs. 3.5 lakhs for the Government Colleges (under Central Government and State Governments) and



Rs.7.00 lakhs for private sector medical colleges/institutions\* in the form of demand draft/pay order in favour of 'Medical Council of India' payable at New Delhi. The Fee is for registration, technical scrutiny, contingent expenditure and for five inspections. Beyond five inspections, the normal inspection fee prescribed by the Council will apply. The Schedule for receipt of application for establishment of new medical colleges and processing of the applications by the Central Government is given in the Schedule annexed with these regulations.

**\*As per the terms of Notification published on 29.07.2008 in the Gazette of India.**

## **5. REGISTRATION:**

Applications referred by the Ministry of Health & Family Welfare to the Council will be registered in the Council for evaluation and recommendations. Registration of the application will only signify the acceptance of the application for evaluation. Incomplete applications will not be registered and will be returned to the Ministry of Health & Family Welfare alongwith enclosures and processing fee stating the deficiencies in such applications. The Council shall register such incomplete applications, if so directed by the Central Government for evaluation but shall submit only a factual report in respect of them and shall not make any recommendations.

## **6. EVALUATION BY MEDICAL COUNCIL OF INDIA:**

The Council will evaluate the application in the first instance in terms of the desirability and prima facie feasibility of setting up the medical college at the proposed location. Therefore, it shall assess the capability of the applicant to provide the necessary sources 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 physical inspection to verify the information supplied by the applicant.

## **7. REPORT OF THE MEDICAL COUNCIL OF INDIA:**

- (a) After examining the application and after conducting necessary physical inspections, the Medical Council shall send to the Central Government a factual report stating –
- (1) that the applicant fulfils the eligibility and qualifying criteria.
  - (2) that the person has a feasible and time bound programme to set up the proposed medical college alongwith required infrastructural facilities including adequate hostels facilities separate for boys and girls, and as prescribed by the Council, commensurate with the proposed intake of students, so as to complete the medical college within a period of four years from the date of grant of permission;

- (3) that the person has a feasible and time bound expansion programme to provide additional beds and infrastructural facilities, as prescribed by the Medical Council of India, by way of upgradation of the existing hospital or by way of establishment of new hospital or both and further that the existing hospital as adequate clinical material for starting 1<sup>st</sup> year course.
  - (4) that the person has the necessary managerial and financial capabilities to establish and maintain the proposed medical college and its ancillary facilities including a teaching hospital.
  - (5) that the applicant has a feasible and time bound programme for recruitment of faculty and staff as per prescribed norms of the Council and that the necessary posts stand created.
  - (6) that the applicant has appointed staff for the 1<sup>st</sup> year as per MCI norms.
  - (7) that the applicant has not admitted any students.
  - (8) Deficiencies, if any, in the infrastructure or faculty shall be pointed out indicating whether these are remediable or not.
- (b) The recommendation of the Council whether Letter of Intent should be issued and if so, the number of seats per academic year should also be recommended. The Council shall recommend a time bound programme for the establishment of the medical college and expansion of the hospital facilities. This recommendation will also include a clear cut statement of preliminary requirements to be met in respect of buildings, infrastructural facilities, medical and allied equipments, faculty and staff before admitting the first batch of students. The recommendation will also define annual targets to be achieved by the person to commensurate with the intake of students during the following years.
- (c) Where the Council recommends for not issuing of Letter of Intent, it shall furnish to the Central Government –
- (i) its reasons for not granting the Central Government permission; and (ii) documents/facts on the basis of which the Council recommends the disapproval of the scheme.
- (d) The recommendation of the Council shall be in Form-4.

## 8. **GRANT OF PERMISSION:**

- (1) The Central Government on the recommendation of the Council may issue a Letter of Intent to set up a new medical college with such conditions or modifications in the original proposal as may be considered necessary. This letter

of Intent will also include a clear cut statement of preliminary requirements to be met in respect of buildings, infrastructural facilities, medical and allied equipments, faculty and staff before admitting the first batch of students. The formal permission may be granted after the above conditions and modifications are accepted and the performance bank guarantees for the required sums are furnished by the person and after consulting the Medical Council of India.

- (2) The formal permission may include a time bound programme for the establishment of the medical college and expansion of the hospital facilities. The permission may also define annual targets as may be fixed by the Council to be achieved by the person to commensurate with the intake of students during the following years.

(3)

*“(1). The permission to establish a medical college and admit students may be granted initially for a period of one year and may be renewed on yearly basis subject to verification of the achievements of annual targets. It shall be the responsibility of the person to apply to the Medical Council of India for purpose of renewal six months prior to the expiry of the initial permission. This process of renewal of permission will continue till such time the establishment of the medical college and expansion of the hospital facilities are completed and a formal recognition of the medical college is granted. Further admissions shall not be made at any stage unless the requirements of the Council are fulfilled. The Central Government may at any stage convey the deficiencies to the applicant and provide him an opportunity and time to rectify the deficiencies.*

**PROVIDED that in respect of**

- (a) **Colleges in the stage upto II renewal (i.e. Admission of third batch):**

*If it is observed during any regular inspection of the institute that the deficiency of teaching faculty and/or Residents is more than 30% and/or bed occupancy is < 60 %, such an institute will not be considered for renewal of permission in that Academic Year.*

- (b) **Colleges in the stage from III renewal (i.e. Admission of fourth batch) till recognition of the institute for award of M.B;B.S. degree:**

*If it is observed during any regular inspection of the institute that the deficiency of teaching faculty and/or Residents is more than 20% and/or bed occupancy is < 70 %, such an institute will not be considered for renewal of permission in that Academic Year.*

- (c) **Colleges which are already recognized for award of M.B.B.S. degree and/or running Postgraduate Courses:**

*If it is observed during any regular inspection of the institute that the deficiency of teaching faculty and/or Residents is more than 10% and/or bed occupancy is < 80 %, such an institute will not be considered for processing applications for postgraduate courses in that Academic Year and will be issued show cause notices as to why the recommendation for withdrawal of recognition of the courses run by that institute should not be made for Undergraduate and Postgraduate courses which are recognized u/s 11(2) of the IMC Act, 1956 along with direction of stoppage of admissions in permitted Postgraduate courses.*

**(d) Colleges which are found to have employed teachers with faked / forged documents:**

*If it is observed that any institute is found to have employed a teacher with faked / forged documents and have submitted the Declaration Form of such a teacher, such an institute will not be considered for renewal of permission / recognition for award of M.B.B.S. degree / processing the applications for postgraduate courses for two Academic Years – i.e. that Academic Year and the next Academic Year also.*

*However, the office of the Council shall ensure that such inspections are not carried out at least 3 days before upto 3 days after important religious and festival holidays declared by the Central/State Govt.*

- (2) The recognition so granted to an Undergraduate Course for award of MBBS degree shall be for a maximum period of 5 years, upon which it shall have to be renewed.*
  - (3) The procedure for ‘Renewal’ of recognition shall be same as applicable for the award of recognition.*
  - (4) Failure to seek timely renewal of recognition as required in sub-clause (a) supra shall invariably result in stoppage of admissions to the concerned Undergraduate Course of MBBS at the said institute.”*
- (4) The Council may obtain any other information from the proposed medical college as it deems fit and necessary.

**\*As per the terms of Notification published on 16.04.2010 in the Gazette of India.**

## **RECONSIDERATION**

Wherever the Council in its report has not recommended the issue of Letter of Intent to the person, it may upon being so required by the Central Government reconsider the application and take into account new or additional information as may be forwarded

by the Central Government. The Council shall, thereafter, submit its report in the same manner as prescribed for the initial report.

**FORM – 1**

**FORMAT OF APPLICATION FOR PERMISSION OF THE CENTRAL  
GOVERNMENT TO  
ESTABLISH A NEW MEDICAL COLLEGE**

**PARTICULARS OF THE APPLICANT**

- 1. NAME OF THE APPLICANT**  
(STATE GOVERNMENT./UNION TERRITORY/UNIVERISTY/  
SOCIETY/TRUST)  
(IN BLOCK LETTERS)
- 2. ADDRESS**  
(NO., STREET, CITY, PINCODE,  
TELEPHONE NOS., FAX NO.)  
(IN BLOCK LETTERS)
- 3. ADDRESS OF REGISTERED OFFICE**  
(NO., STREET, CITY, PINCODE,  
TELEPHONE, TELEX, TELEFAX)
- 4. CONSTITUTION**  
(STATE GOVERNMENT/UNION TERRITORY/UNIVERISTY  
AUTONOMOUS BODY, SOCIETY, TRUST)
- 5. REGISTRATION/INCORPORATION**  
(NUMBER AND DATE)
- 6. NAME OF AFFILIATING  
UNIVERSITY:**

**PART-I**

- 7. CATEGORY OF APPLICANT**  
(STATE GOVERNMENT/UNION TERRITORY/  
UNIVERISTY/SOCIETY/TRUST)
- 8. BASIC INFASTRUCTURAL  
FACILITIES AVAILABLE  
FOR MEDICAL COLLEGE  
AND ATTACHED HOSPITAL  
(PLEASE ADD A SEPARATE SHEET IF NECESSARY)**

**9. MANAGERIAL CAPABILITY :-**  
COMPOSITION OF THE SOCIETY/TRUST  
PARTICULARS OF MEMBERS  
OF THE SOCIETY/TRUST, HEAD  
OR PROJECT DIRECTOR OF THE  
PROPOSED MEDICAL COLLEGE,  
HEAD OF THE EXISTING HOSPITAL  
THEIR QUALIFICATION AND EXPERIENCE  
IN THE FIELD OF MEDICAL EDUCATION.

**10. FINANCIAL CAPABILITY**  
BALANCE SHEET FOR THE LAST 3 YEARS  
TO BE PROVIDED IF THE APPLICANT IS  
A SOCIETY/TRUST.  
DETAILS OF THE RESOURCES  
TO BE GIVEN IN DETAIL.

## **PART II**

**11. NAME AND ADDRESS OF THE  
PROPOSED MEDICAL COLLEGE**

**12. MARKET SURVEY AND  
ENVIRONMENTAL ANALYSIS**

- (a) Give the main features of the state medical education policy.
- (b) Availability of trained medical manpower in the state and need for increase in the provision of medical manpower
- (c) Gap analysis and how the gap will be reduced.
- (d) Catchment area in terms of patients for the proposed medical college/hospital.
- (e) No. of hospitals/primary health centres/private clinics available in the catchment area.
- (f) State how will the existing medical facilities get augmented by the establishment of proposed medical college.

**13. Site characteristics and availability of external linkages.**

- (a) Topography
- (b) Plot size
- (c) Permissible floor space index
- (d) Ground coverage
- (e) Building height
- (f) Road access
- (g) Availability of public transport
- (h) Electric supply
- (i) Water supply
- (j) Sewage connection
- (k) Communication facilities

**14. Educational programme**

- (a) proposed annual intake of students
- (b) admission criteria
- (c) method of admission
- (d) Reservation/preferential allocation of seats.
- (e) Department wise and year wise curriculum of studies.

**15. Functional programme**

- (a) Department wise and service wise functional requirements
- (b) Area distribution and room wise sitting capacity

**16. Equipment programme**

- Room wise list of Equipments complete with year wise schedule of quantities and specifications –
- (a) Medical
  - (b) Scientific
  - (c) Allied Equipments

**17. Man power programme**

- Department wise and year wise requirements of –
- (a) Teaching staff (full time)
  - (b) Technical staff
  - (c) Administrative staff
  - (d) Ancillary staff
  - (e) Salary structure
  - (f) Recruitment procedure
  - (g) Recruitment calendar

**18. Building programme**



- Building wise built up area of
- (a) Medical college(departments, lecture theatre examination hall, museum etc.)
  - (b) Faculty and staff housing
  - (c) Staff and students hostels
  - (d) Administrative office
  - (e) Library
  - (f) Auditorium
  - (g) Animal house
  - (h) Mortuary
  - (i) Cultural and recreational centre
  - (j) Sport complex.
  - (k) Others (state name of the facility)

**19. Planning and layout**

- (a) Master plan of the medical college complex
- (b) Layout plans, sections
- (c) Elevations and floor wise area calculations of the medical colleges and ancillary buildings.

**20. Phasing and scheduling**

- Month wise schedule of activities indicating –
- (a) Commencement and completion of building design
  - (b) Local body approvals
  - (c) Civil construction
  - (d) Provision of engineering services and equipment
  - (e) Requirement of staff
  - (f) Phasing of commissioning

**21. Project cost**

- (a) Capital cost of land
- (b) Buildings
- (c) Plant and machinery
- (d) Medical, scientific and allied equipment
- (e) Furniture and fixtures
- (f) Preliminary and preoperative expenses

**22. Means of financing the project**

- (a) Contribution of the applicant
- (b) Grants
- (c) Donations
- (d) Equity
- (e) Term loans
- (f) Other sources (if any)

**23. Revenue assumptions**

- (a) Fee structure
- (b) Estimated annual revenue from various sources

**24. Expenditure assumptions**

- (a) Operating expenses
- (b) Depreciation

**25. Operating results**

- (a) Income statement
- (b) Cash flow statement
- (c) Projected balance sheets

NOTE:- For Items 14 to 18 a comparative statement showing the relevant Medical Council of India norms vis-à-vis infrastructure/faculty available and/or proposed to be made available should be annexed.

**PART III**

**26. NAME AND ADDRESS OF THE EXISTING HOSPITAL**

**27. DETAILS OF THE EXISTING HOSPITAL INCLUDING-**

- (a) Bed strength
- (b) Bed distribution, bed occupancy and whether a norm of 5 in patients per student would be fulfilled.
- (c) Built up area
- (d) Clinical and para clinical disciplines
- (e) OPDs and OPD attendance department wise
- (f) Architectural and layout plans
- (g) List of medical/allied equipments
- (h) Capacity and configuration of engineering services
- (i) Hospital services, administrative services, other ancillary and support services (category wise staff strength)

**UPGRADATION AND EXPANSION PROGRAMME:**

**28. DETAILS ABOUT THE ADDITIONAL LAND FOR EXPANSION OF THE EXISTING HOSPITAL**

- (a) Land particulars
- (b) Distance from the proposed medical college
- (c) Plot size
- (d) Authorized land usage
- (e) Geography

- (f) Soil condition
- (g) Road access
- (h) Availability of public transport
- (i) Electric supply
- (j) Water supply
- (k) Sewage connection
- (l) Communication facilities

**29. UPGRADED MEDICAL PROGRAMME :-**

Year wise details of the additional clinical & para clinical disciplines envisaged under the expansion programme

**30. UPGRADED FUNCTIONAL PROGRAMME**

- (a) Specialty wise and service wise functional requirements
- (b) Area distribution
- (c) Specialty wise bed distribution

**31. BUILDING EXPANSION PROGRAMME:**

**Year wise additional built-up area to be provided for –**

- (a) Hospital
- (b) Staff housing
- (c) Staff and students hostels
- (d) Other ancillary buildings

**32. PLANNING AND LAYOUT:**

**Upgraded master plan of the hospital complex along with –**

- (a) Layout plans
- (b) Sections
- (c) Elevations
- (d) Floor wise area calculation of the hospital
- (e) Floor wise area calculation of ancillary buildings

**33. DETAILS ABOUT UPGRADATION OR ADDITION IN THE CAPACITY AND CONFIGURATION OF ENGINEERING SERVICES AND HOSPITAL SERVICES**

**34. EQUIPMENT PROGRAMME**

Upgraded room wise list of

- (a) Medical and allied equipments
- (b) Schedule of quantities

- (c) Specifications

### **35. UPGRADED MANPOWER PROGRAMME**

#### **Category wise distribution of**

- (a) Medical staff
- (b) Para-medical staff
- (c) Other staff

### **36. PHASING AND SCHEDULING OF THE EXPANSION OF SCHEME – Month wise schedule of activities indicating-**

- (a) Commencement and completion of building design
- (b) Local body approvals
- (c) Civil construction
- (d) Provision of engineering and hospital services
- (e) Provision of medical and allied equipment
- (f) Recruitment of staff

### **37. PROJECT COST OF THE EXPANSION SCHEME-**

#### **Cost of additional –**

- (a) Land
- (b) Buildings
- (c) Engineering services
- (d) Hospital services
- (e) Medical and allied equipments
- (f) Furniture and fixtures
- (g) Preliminary and pre-operative expenses

### **38. MEANS OF FINANCING THE PROJECT-**

- (a) Contribution of the applicant
- (b) Grants
- (c) Donations
- (d) Equity
- (e) Term loans
- (f) Other sources, if any.

### **39. REVENUE ASSUMPTIONS:**

#### **Income from -**

- (a) Various procedures and services
- (b) Upgraded service loads
- (c) Other sources

**40. EXPENDITURE ASSUMPTIONS:**

- (a) Operating expenses
- (b) Financial expenses
- (c) Depreciation

**41. OPERATING RESULTS :**

- (a) Income statements
- (b) Cash flow statements
- (c) Balance sheet

**Signature of applicant**

**LIST OF ENCLOSURES:**

1. Certified copy of Bye Laws/Memorandum and Articles of Association/ Trust deed.
2. Certified copy of Certificate of registration/incorporation.
3. Annual reports and Audited Balance sheets for the last three years
4. Certified copy of the title deeds of the total available land as proof of ownership.
5. Certified copy of zoning plans of the available sites indicating their land use.
6. Proof of ownership of existing hospital
7. Certified copy of the essentiality certificate issued by the respective State Government/Union territory Administration.
8. Certified copy of the consent of affiliation issued by a recognised University.
9. Authorization letter addressed to the bankers of the applicant authorising the Central Government/Medical Council of India to make independent enquiries regarding the financial track record of the applicant.
10. Other enclosures as per the various parts of applications. (Please indicate details).

**FORM -2**

**Subject:- ESSENTIALITY CERTIFICATE**

No.  
Government of \_\_\_\_\_  
Department of Health

Dated, the .....

To

(Applicant),

Sir,

The desired certificate is as follows:-

- (1) No. of institutions already existing in the State.
- (2) No. of seats available or No. of doctors being produced annually.
- (3) No. of doctors registered with the State Medical Council.
- (4) No. of doctors in Government service.
- (5) No. of Government posts vacant and those in rural/difficult areas.
- (6) No. of doctors registered with Employment Exchange.
- (7) Doctor population ratio in the State.
- (8) How the establishment of the college would resolve the problem of deficiencies of qualified medical personnel in the State and improve the availability of such medical manpower in the State.
- (9) The restrictions imposed by the State Government, if any, on students who are not domiciled in the State from obtaining admissions in the State, be specified.
- (10) Full justification for opening of the proposed college.
- (11) Doctor-patient ratio proposed to be achieved.

The (Name of the person) \_\_\_\_\_ has applied for establishment of a medical college at \_\_\_\_\_. On careful consideration of the proposal, the Government of \_\_\_\_\_ has decided to issue an essentiality certificate to the applicant for the establishment of a Medical College with \_\_\_\_\_(no.) seats.

It is certified that:-

- (a) The applicant owns and manages a 300 bedded hospital which was established in .....
- (b) It is desirable to establish a medical college in the public interest;
- (c) Establishment of a medical college at \_\_\_\_\_ by (the name of Society/Trust) is feasible.
- (d) Adequate clinical material as per the Medical Council of India norms is available.

It is further certified that in case the applicant fails to create infrastructure for the medical college as per MCI norms and fresh admissions are stopped by the Central Government, the State Government shall take over the responsibility of the students already admitted in the College with the permission of the Central Government.

Yours faithfully,

**(SIGNATURE OF THE COMPETENT AUTHORITY)**

**FORM-3**

No.....

University of .....

Place .....

Dated .....

**CONSENT OF AFFILIATION**

On the basis of the report of the Local Inquiry Committee the University of ..... has agreed , in principle, to affiliate the proposed medical college to be established at ..... by the (Name of the person) subject to grant of permission by the Government of India, Ministry of Health and Family Welfare, New Delhi under/Section 10(A) of the Indian Medical Council Act, 1956 ( 102 of 1956).

**REGISTRAR**



**FORM - 4**

**RECOMMENDATION OF THE MEDICAL COUNCIL OF INDIA**

No.....

Medical Council of India

Place .....

Date .....

To

The Secretary,  
Ministry of Health and Family Welfare  
Nirman Bhawan,  
New Delhi.

(Attention : ME(P) desk)

Sub: Establishment of a medical college at ..... by (name of the State Government/Union territory/Society/Trust).

Sir,

I am directed to refer to your letter No. .... dated on the above subject and to say that the physical and other infrastructural facilities available at the proposed medical college to be set up at .....by the (person) were inspected on ..... by the Inspectors appointed by the Medical Council of India. A copy of the inspection report is enclosed.

2. The inspection report and all other related papers were placed before the Executive Committee of the Council in its meeting held on ..... On careful consideration of the proposal, the Executive Committee decided to recommend to the Central Govt. for approval/disapproval of the Scheme. The decision of the Executive Committee has been approved by/will be placed before the General Body in its meeting/ensuing meeting held/to be held on .....
3. On careful consideration of the scheme and inspection report the Medical Council of India has arrived at the following conclusion:-
  - (i) that the applicant fulfils the eligibility and qualifying criteria.
  - (ii) that the applicant has a feasible and time bound programme to set up the proposed medical college along with required infrastructural facilities including adequate hostel facilities for boys and girls and as prescribed by the Medical Council of India, commensurate with the proposed intake of students so as to complete the medical college within a period of four years from the date of grant of permission.
  - (iii) that the applicant has a feasible and time bound expansion programme to provide additional beds and infrastructural facilities as prescribed by the Medical Council of India, by way of upgradation of the existing hospital or by way of establishment of new hospital or both so as to collectively provide the prescribed bed complement within a period of four years from the date of grant of permission to set up the proposed medical college.

- (iv) That the applicant has necessary managerial and financial capabilities to establish and maintain the proposed college and its ancillary facilities including a teaching hospital.
- (v) That the applicant has a feasible and time bound programme for recruitment of faculty and staff as per prescribed norms of the Council and that the necessary posts stand created.
- (vi) That the applicant has not admitted any students.
- (vii) Deficiencies if any in the infrastructure or faculty shall be pointed out indicating whether these are remediable or not.

The position regarding infrastructural facilities is as under:-

Sl. No.	Requirement at the time of inception as per MCI Norms	Available	Remarks
1.	Staff		
2.	Buildings		
3.	Equipment		
4.	Other requirement		

In view of the above position, the Council recommends to the Central Government for issuing/not issuing the Letter of Intent -

In case the Council does not recommend issue of Letter of Intent, the reasons for disapproval of the scheme are as under:-

- (a) .....
- (b) .....
- (c) .....

The scheme , in original, is returned herewith.

Yours faithfully,

SECRETARY  
MEDICAL COUNCIL OF INDIA

**Enclosures: - Inspector's report.**

## SCHEDULE

### **SCHEDULE FOR RECEIPT OF APPLICATIONS FOR ESTABLISHMENT OF NEW MEDICAL COLLEGES AND PROCESSING OF THE APPLICATIONS BY THE CENTRAL GOVERNMENT AND THE MEDICAL COUNCIL OF INDIA.**

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

- Note: (1) The information given by the applicant in Part-I of the application for setting up a medical college that is information regarding organization, basic infrastructural facilities, managerial and financial capabilities of the applicant shall be scrutinized by the Medical Council of India through an inspection and thereafter the Council may recommend issue of Letter of Intent by the Central Government.
- (2) Renewal of permission shall not be granted to a medical college if the above schedule for opening a medical college is not adhered to and admissions shall not be made without prior approval of the Central Government.

**Sd/-**  
**[Lt. Col. (Dr.) A.R.N. Setalvad (Retd.)]**  
**SECRETARY**  
**MEDICAL COUNCIL OF INDIA**

**\* As per the terms of Notification published on 26.08.2009 in the Gazette of India.**