

Procedure to Start a new Medical College

1| Permission of Central Government :-

S.No.	Particulars	Description	
1	Format of Application	Form1	
2	Time to file Application	From 1 st August to 31 st August of any year	
3	Application to Whom	The Secretary of Government of India , Ministry of Health and Family Welfare, Nirman Bhawan , New Delhi 110011 By Registered Post only.	
4	Eligible Organisations	i) State Government / Union Territory ii) A University iii) An Autonomous Body Promoted by Central or State Government iv) A Registered Society v) A Public Religious or Charitable Trust vi) Section 25 Company	
5	Qualifications Required	i) Objective	Medical Education
		ii)Land Area	Single Plot of Land ≥ 20 acres OR In case of : a)Urban Areas having Population >25lacs b)Hilly Areas c)Notified Tribal Areas d)Metropolitan Cities (New Delhi, Mumbai, Kolkata, Chennai) e)A class Cities(Ahemdabad, Hyderabad, Pune, Bangalore & Kanpur) f)Hill States & Union Territories
			Two Plots at not more than 10kms distance ≥ 20 acres <i>Provided that hospital, college building including library & hostels shall be in one piece of land of ≥ 10 acres</i>

		iii)Essentiality Certificate	In Form 2, No Objection of State Government / Union Territory Administration for establishment of proposed medical college at proposed site & availability of adequate clinical material as per council regulations.			
		iv)Consent of Affiliation	In Form 3, for proposed medical college has been obtained by applicant from a University.			
		v)Owns & Manages a Hospital whose Bed Capacity at time of recognition	Particulars	Admissions		
			Capacity	50	100	150
			Bed Capacity of Teaching Hospital	400 Beds	500 Beds	750 Beds
		vi)Two Performance Bank Guarantees from Scheduled Commercial Bank	1st B G of establishment of Medical College & Infrastructure	100 Lacs	150 Lacs	200 Lacs
			2 nd B G of establishment of Hospital & Infrastructure	350 Lacs	550 Lacs	750 Lacs
		vii)Admissions	Applicant has not admitted students to the proposed medical college.			
viii)Ownership of College Building	Should be Self Owned or Possessed by applicant by way of 99 years lease for construction of college. <i>Opening of medical college in hired or rented building shall not be permitted.</i>					
6	Application Fees (non refundable)					
		Status of Applicant			Amount	
		Government Colleges			3.50 Lacs	
		Private Sector Colleges			7.00 Lacs	
		<i>Fees used for registration, technical scrutiny, contingent expenditure & for five inspections. Beyond five inspections, normal inspection fee prescribed by the council will apply.</i>				

2| Reciept of Applications by the MCI from Central Government regarding registration : Registration of application will only signify acceptance of application for evaluation & recommendations.

Last Date : 30th September

3| Evaluation of Application by Medical Council of India in terms of desirability & prime facie feasibility of setting up medical college at proposed location: It may ask for further information, clarification or additional documents from applicant & may carry out physical inspection.

4| Issue of Factual Report containing recommendations by MCI to Central Government to issue Letter of Intent :

Last Date : 15th December

Factual Report States:

- i) that applicant fulfils eligibility & qualifying criteria.
- ii) that applicant has feasible time bound programme to set up proposed medical college alongwith required infrastructural facilities as prescribed by Council, so as to complete medical college within period of 4 years from grant of permission.
- iii) that the person has feasible time bound expansion programme as prescribed by Council.
- iv) that the person has necessary managerial & financial capabilities & ancilliary facilities including teaching hospital.
- v) that the person has feasible time bound programme for recruitment of faculty & staff as per prescribed norms of the Council.
- vi) that the applicant has appointed staff for the 1st year & has not admitted any students.

Recommendation in Form 4 to Central Government will contain:

For Issuing Letter of Intent	For not Issuing Letter of Intent
• Number of seats per academic year • Time bound Programme for establishment of medical college & expansion of hospital facilities • Clear cut Statement of Preliminary requirements of building, infrastructure, medical & allied equipments, faculty & staff before admitting 1st batch. • Annual targets to be achieved.	• Reasons for not granting permission • Documents/facts on the basis of which Council recommends disapproval of scheme.

S.No.	Stage of Processing	Last Date
4]	Issue of Letter of Intent by Central Government including details of various standards received from MCI	15 th January
5]	Receipt of reply from the applicant to the Central Government for Letter of Permission	15 th February
6]	Receipt of Letter from Central Government by MCI for consideration for issue of Letter of Permission(LOP)	1 st March
7]	Recommendation of MCI to Central Government for issue of LOP	15 th May
8]	Issue of LOP by the Central Government	15 th June

GRANT OF PERMISSION:

Period: Initially for 1 year
Supported by 4 renewals

Renewal: Yearly Basis (*Apply MCI 6 months prior to expiry of initial permission for renewal*)

Condition: All annual targets & prescribed standards achieved. In case of deficiencies Central Government will provide the applicant an opportunity & time to rectify the deficiencies.

Stage of Renewal	Non consideration for Renewal Conditions if during inspection:	
	Deficiency in Teaching Faculty &/or Residents	Bed Occupancy
II	>30%	<60%
III	>20%	<70%
Post Graduate Course/Award of MBBS Degree	>10%	<80%
Any Stage	Colleges found to have employed teachers with forged/faked documents.	

- Note:** 1. Inspections are not carried out at least 3 days before & 3 days after important religious & festival holidays.
2. The Council may obtain any other information from proposed medical college as it deems fit & necessary & may reconsider the permission so granted.
3. Failure to seek timely renewal result in stoppage to admissions to concerned course at said institute