



प्राणाभिस्तरः प्राणायतनानाम्

भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
आयुष मंत्रालय, भारत सरकार
कार्यालय: 61-65, संस्थानिक क्षेत्र, जनकपुरी, डी.ब्लॉक नई दिल्ली -110058
National Commission for Indian System of Medicine
Ministry of Ayush, Govt. of India

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क्रमांक / Ref. No.- 26-75/2024-Ay (VISITATION)

दिनांक / Dated: 11.12.2023

To,

✓ The Principal/Director/Dean
All Colleges of Ayurveda, Unani, Siddha & Sowa Rigpa

**Sub: - Guidelines/Instructions for Colleges regarding Visitation for the Academic year 2024-25-
reg.**

1. As per the section 28 (C) of NCISM Act 2020, it shall be obligatory on institution to provide access to the visitors appointed by the **Medical Assessment and Rating Board (MARB)**. Hence all the Directors/Dean's/Principals of the colleges shall co-operate with the appointed visitors to carry out the assignment given by the MARBISM. They have to provide the print out of the information uploaded online with necessary annexures to all the visitors for verifying and cross checking.
2. All the particulars should be filled or uploaded in visitation proforma (Part I) and no hard copy of documents other than those submitted with visitation proforma Part-1 & 2 will be entertained after the inspection.
3. College may download the updated visitation proforma (Part I) from website of NCISM and may use it to expand the tables wherever necessary. Annexure-I, II, III (**Ms- Word**) Annexure-VIII and IX (**Ms-excel format**) should be separately downloaded from NCISM website, duly filled & sent along with the visitation proforma.
4. Any change in the prescribed format will not be accepted by Medical Assessment and Rating Board/NCISM.
5. College should keep ready two sets of visitation proforma (Part-1) duly signed on each page by the Director/Dean/Principal along with all annexure for visitors.
6. A soft copy of the details of teaching staff as per Annexure-I should be submitted along with the visitation report.
7. As per regulation 3(1) (g) of MSR 2016 those teachers present in the college on the date of visitation shall be considered/counted as working in the said college subject to the condition that, necessary applications in the NCISM Online Teacher Management System has been found/approved on or before the date of submission of Part-1 visitation proforma or visitation. It is the responsibility of the College to ensure that all such appointed teachers are approved through OTMS before submission of Part-1 visitation proforma. **A new teacher appointed after visitation of the college will not be considered/counted in the faculty list of the concerned college.**
8. Any data / documents submitted by the college after visitation which is not duly signed by the visitors will not be accepted by the Medical Assessment and Rating Board.
9. College shall bear the whole responsibility of typographical errors in the OPD/IPD data and experience of teachers. In previous years, due to incomplete information and typographical errors in the visitation proforma, colleges had to face the Hearing. Therefore, college is advised to submit all the relevant information and fill the proforma in proper manner as per the given guidelines.
10. It is the responsibility of the college to show all the facilities, equipment and manpower as mentioned in the Part-1 visitation proforma and get it verified and endorsed by the visitors with signature wherever applicable including all the registers concerned with the hospital and college.
11. Page-wise Index of all annexures should be provided.
12. All the teaching staff shall submit an affidavit stating that they have not presented themselves as teachers in any other institution for the academic year 2024-25. Attested copy of UG & PG Certificates, Experience Certificates, Relieving Letter, Appointment Order and Joining Report of **only those teaching staffs who have not been included in the Part-1 proforma** should be submitted along with the affidavit.

13. All the annexures should be attested by the head of the institution and annexed with the visitation report. It is the responsibility of the college to ensure the dispatch of visitation report along with all the required annexures and affidavits through visitors before completion of visitation.
14. Teachers of Govt. colleges/ constituent colleges of University should also submit the affidavits of all the teachers.
15. If false affidavit/ false experience is submitted by any teacher or if teacher is found in duplicity, then legal action or any other approved action as per law will be initiated by the Medical Assessment and Rating Board against the concerned Teacher and the Principal, Management of the concerned college.
16. Copy of Form No.16 issued for the purpose of income tax & form 26AS should be submitted in respect of all the teaching staff. (Not applicable for Govt. colleges).
17. Financial information should be filled as per enclosed proforma.
18. College should make arrangement of videographer and photographer during visitation of Medical Assessment and Rating Board team for preparing video and group photographs with Teaching staff and non-teaching staff of College and Medical and Paramedical staff of Hospital with the visitors separately. The name of each staff member should be mentioned on the bottom of the photograph. It is to be noted that without video & Photograph, the visitation report will not be accepted by Medical Assessment and Rating Board.
19. Visitation will be on hybrid mode i.e., 2 visitors will be visiting physically and one of the visitor will be visiting virtually from the office of MARB and the college should be equipped with all the facilities like uninterrupted Internet/Wi-Fi, Mobile Handset with good camera, Power Bank/Charging facility, Tripod/Selfie-stick to hold the Mobile/Camera and other Equipment/Facility as required for the virtual visitation. **It is the sole responsibility of the college to ensure uninterrupted high speed internet facility during the inspection and no excuse will be entertained for the same.**
20. In case of unauthorized absence/suspension, the teacher will not be considered as a regular teacher and the letter regarding the same is to be submitted to the visitors by the college for uploading in Part-II, and such teacher will be rejected by the visitors.
21. As per the zero tolerance policy against corruption issued on 01.09.2021, 22.03.2023 Commission is determined not to tolerate such activities/incidence of corruption and if any college or any staff of ASU&S College found to be involved in such type of activities then strong legal action shall be taken against the college and such persons under NCISM Act, 2020 as well as Indian Penal code 1860 or any other relevant law.
22. Further it is informed that no any agents should be entertained by the college for the purpose of processing of permission from Medical Assessment and Rating Board, NCISM.
23. If college has any queries/ doubt/ other information required regarding the visitation proforma, you are requested to contact telephonically or send an email to the MARB for Indian System of Medicine on the given E-mail ID, i.e., helpdesk@ncismindia.org/president.marbism@ncismindia.org, **contact no.-91-11-28525464 Mobile no. 9811471219, 9205993323.**


 (Dr. Raghurama Bhatta U.)
 President, Medical Assessment and Rating Board for Indian System of Medicine
 Dr. Raghurama Bhatta U. (NCISM)

अध्यक्ष, मा.चि.प. चिकित्सा आकलन और रेटिंग बोर्ड
 President, Medical Assessment and Rating Board for I.S.M.
 भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
 National Commission for Indian System of Medicine
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Copy to:-

1. The Chairperson, National Commission for Indian System of Medicine, New Delhi - 110058.
2. The Secretary to Govt. of India, Ministry of AYUSH, Ayush Bhawan, B-Block, GPO Complex, INA, New Delhi - 110023.
3. Guard file.

(Dr. Raghurama Bhatta U.)
 President, Medical Assessment and Rating Board for Indian System of Medicine
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