

**Maulana Azad Medical College,**  
Government of NCT of Delhi,  
2, Bahadur Shah Zafar Marg,  
New Delhi-110002

No. 403(65-A)CCM/2010/MC/ACA/


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**CIRCULAR**

**PROCEDURE FOR STARTING NEW ACADEMIC COURSES AT MAULANA AZAD  
MEDICAL COLLEGE**

The Academic Departments of MAMC ,that are desirous of starting new courses in the institution may send their proposals for start of new courses as notified in the PG Regulations of the National Medical Commission in accordance with the procedure annexed (Annexure-I) along with this Circular.

  
(Dr. Ritu Arora)  
Dean

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**ANNEXURE-I**

**PROCEDURE FOR STARTING NEW ACADEMIC COURSES AT MAULANA AZAD MEDICAL COLLEGE**

All proposals for start of a new course at MAMC would be examined by the Academic Committee of the college for its suitability and if recommended, then the procedures as listed in this document would be initiated.

**1. Initiation of Proposal**

- a. New course(s) mandated by regulatory body: Such proposals would be initiated by the Academic Section in consultation with the Academic committee.
- b. New courses that existing departments wish to start: Such proposals would be initiated by the concerned department(s) with appropriate approvals from the concerned Heads of Department.

**2. What should the proposal contain?**

- a. Justification for creating the new Academic department and the course
- b. Provide detailed existing clinical and lab data to demonstrate adequacy of available training material as required by the regulations of NMC
- c. Available infrastructure as per regulations of NMC and the gaps
- d. The required faculty, Resident and other support manpower positions that needs to be created for this new department.
- e. Indicate the availability of eligible faculty in the institution as per the Teachers Equivalent Qualifications (TEQ) regulations of the National Medical Commission who could be deputed to the newly created department till such time faculty are recruited for the new department.
- f. A certificate from the concerned department Head that deputing such existing faculty to the newly created department will not affect the existing MD/MS course by way of available guides and unit composition of faculty as required by the NMC regulations.
- g. It may also be noted that as per PG regulations amendment notified on 22.07.2020, Super-Speciality courses can also be started within the same parent Broad speciality departments as stated below:

*Provided that Super speciality courses can also be started in the Independent parent broad speciality Department, subject to fulfilling the staff, infrastructure and clinical material requirement for that Super speciality course. The dedicated Faculty for the Super-Speciality course shall not be considered for allocation of postgraduate seats in the Broad specialty course. Further provided that not more than three Super-Speciality courses can be started in parent Broad Speciality Department. Provided further that this proviso shall not be applicable for well established Super Speciality courses of Cardiology, Endocrinology, Medical Gastroenterology, Medical Oncology, Neonatology, Nephrology, Neurology, Cardio Thoracic & Vascular Surgery, Neurosurgery, Paediatric Surgery, Plastic and Reconstructive Surgery, Surgical Gastroenterology, Surgical Oncology and Urology/Genitourinary surgery*

If departments meet criteria as at 'g' above, then except for creation of new department all other criteria would apply.


3. **Proposal For Creation of new Department and Positions**

Consequent to approval of the Academic Committee, the concerned Departments/Academic section would move a proposal for creation of the New Department and the faculty & other positions through the Planning Department of the College to the Health Department of GNCTD.

4. **Steps after obtaining the Approval for creation of New Department and Positions**

The College would initiate the following for start of the new course:

- a. Request for issue of **Essentiality Certificate** from Govt of GNCTD
- b. Initiate issuance of Order by GNCTD for deputing existing eligible faculty fulfilling the norms of the Regulator from the concerned parent department(s) subject to fulfilling criteria at 2.f.
- c. Forwarding a request for encadrement of the posts within CHS Teaching sub cadre to the Central Govt (through the GNCTD)
- d. After obtaining Essentiality certificate, application to be made to the Delhi University for issuance of **Certificate of Affiliation**.
- e. Once the Affiliation and Essentiality certificate have been obtained the proposal may be forwarded to the National Medical Commission for start of new course in accordance with the prevailing regulatory provisions.

  
(Dr. Ritu Arora)  
Dean