

This is merely a Sample Accreditation Agreement and its contents cannot be taken as a reference in any matter.

AGREEMENT



Accreditation with National Board of Examinations in Medical Sciences

- ◆ Terms & Conditions
- ◆ Certificate of Adherence

Post MBBS Diploma Course(s)

XYZ Hospital

<<ADDRESS>>

Period of Accreditation:

JANUARY 2024 to DECEMBER 2028



Post MBBS Diploma Course(s)

LIST OF ABBREVIATIONS

DNB	:	DIPLOMATE OF NATIONAL BOARD
DrNB	:	DOCTORATE OF NATIONAL BOARD
FNB	:	FELLOW OF NATIONAL BOARD
MoHFW	:	MINISTRY OF HEATH & FAMILY WELFARE
NMC	:	NATIONAL MEDICAL COMMISSION
MCI	:	MEDICAL COUNCIL OF INDIA
MoU	:	MEMORANDUM OF UNDERSTANDING
OAAP	:	ONLINE ACCREDITATION APPLICATION PORTAL
SPoC	:	SINGLE POINT OF CONTACT
SPCB	:	STATE POLLUTION CONTROL BOARD

Agreed & Accepted By:

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Name:

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Annexure - II: Certificate of Adherence

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Post MBBS Diploma Course(s)

1. Accreditation: NBEMS Diploma Course

1.1. National Board of Examinations in Medical Sciences (NBEMS) is pleased to grant Provisional Accreditation for Post MBBS Diploma Course(s) at **XYZ Hospital, Address** for a period of upto five (05) years i.e. **JANUARY 2024 to DECEMBER 2028** to provide NBEMS Post MBBS Diploma training, as indicated in Para 2 of this accreditation agreement, subject to accepting the terms & conditions as indicated in this accreditation agreement document. Accreditation so granted shall be reviewed by NBEMS during the 3rd year of accredited period to reaffirm that minimum standards as prescribed by NBEMS are maintained by the accredited hospital.

2. Approved Faculty & Seats for the Course(s)

2.1. Faculty & Seat(s) Status in the department:

(Accreditation Grant Period: **JANUARY 2024 to DECEMBER 2028**)

Sr. No.	Specialty	Faculty in the Department	Accredited Seat(s) per annum
1	Anaesthesiology-DA (NBEMS)	<<Approved Faculty Name>>	2 (TWO)

2.2. Change in Faculty Status: The accredited department is required to maintain the minimum required faculty strength at all times. However, if the Faculty indicated above is to be replaced, the same be carried out within 3 months under intimation to the NBEMS. The hospital may refer to the latest Information Bulletin for Accreditation with NBEMS for criteria so prescribed for being an eligible faculty for NBEMS Diploma Course(s). In case of any change in faculty during the accredited period, only eligible faculty shall be inducted as a replacement of faculty who has left.

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2.3. Newly introduced faculty in the accredited department shall be required to submit his/her biodata in the prescribed format with supportive documents such as:

- **Additional Qualification Registration Certificate (AQRC)**
- **Form 16/16A, 26AS for respective assessment year**
- **Letter of appointment from the accredited hospital and relieving letter from last employer, if any.**

2.4. Proposed consultant(s) shall be added as NBEMS Diploma faculty on receipt of above mentioned documents and its acceptance by NBEMS.

2.5. **Full time status of Faculty:**

- **For Government/District Hospitals:** The faculty should be working full time in the hospital in accordance with the criteria/rules applicable to the concerned State/notified by the concerned State Government.
- **For Private/ other Hospitals:** The applicant hospital shall be the principal place of practice of the faculty in the department and working full time (6-8 hours per day) at the Applicant Hospital/Institution. However, the faculty are allowed to have their own private practice in a non-academic independent setup.

2.6. Part time and visiting consultant shall not be considered as a faculty for the NBEMS Accredited programme and shall not be counted for the purpose of accreditation of the applicant department.

2.7. NBEMS reserves its absolute rights to verify the full-time status of faculty and their qualifications in the applicant hospital through surprise assessment or on basis of evaluation of documents such as Form-16, Form-26AS, etc.

2.8. The faculty status in the department shall be reviewed at the time of Review of Accreditation conducted by NBEMS. The hospital shall be required to confirm availability of minimum required faculty for continuation of accreditation during the provisionally accredited period. Details of newly introduced faculty in the department can be updated

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through *Online Accreditation Application Portal (OAAP)* / email to NBEMS.. Approved faculty status in the department shall be reflected on Online Accreditation Application Portal.

3. NBEMS Diploma Training

A. Selection of Candidates:

3.1. Selection will be done through NEET-PG.

a. It is absolutely binding on accredited hospitals to comply with the selection procedure for candidates as prescribed by NBEMS for Diploma courses.

B. Joining of Candidates:

3.2. Each selected candidate shall be given a prescribed time from the date of issuance of the allotment letter to report and join the allotted NBEMS accredited Medical College/Institution/Hospital.

3.3. Candidate has to begin his/her Diploma training as soon as he/she join the institute. Accredited hospital is required to submit the joining report of each candidate to NBEMS in prescribed format.

3.4. Joining of a candidate to NBEMS accredited institute through Centralized Merit Based Counseling is subject to medical fitness of the candidate as assessed/examined by the accredited hospital/ Institution. The medical examination of the candidate shall be done by the Medical Board of the concerned NBEMS accredited institute. Candidate found fit in the medical examination shall only be allowed to join Diploma course. NBEMS reserves its rights to take a final decision in the matter of the candidate being found unfit in medical examination and may undertake medical examination of candidate at its sole discretion.

3.5. All the accredited hospitals/institutions are advised to intimate the joining/non-joining of the candidates to NBEMS within stipulated time and take such steps as

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may be required to ensure compliance of NBEMS admission guidelines.

4. Approved Infrastructure, Facilities and Patient Load

A. The Accredited Hospital:

4.1. The accredited hospital is required to impart Diploma training to its trainees only at the approved clinical establishment in a single campus infrastructure; facilities, faculty and patient load of which have been proposed for seeking accreditation and has been assessed by NBEMS for said purpose.

4.2. Any clubbing of infrastructure, facilities and faculty of non-accredited hospitals/units of the applicant hospital is not permitted for the purpose of imparting training to NBEMS Diploma trainees.

4.3. It shall be the responsibility of the accredited hospital that mandatory regulatory/licensing approvals and all statutory requirement/clearances from the local authority/government for running such establishment are timely renewed and maintained valid.

4.4. In case of any change in infrastructure/shifting of hospital premises to a new location or change of management/ownership of the hospital, NBEMS shall be updated in a timely manner and necessary approval shall be sought for continuation of accreditation.

B. Minimum required beds in the accredited hospital:

4.5. The accredited hospital shall be required to maintain the minimum number of beds as necessitated by NBEMS accreditation criteria for continuing NBEMS accreditation.

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4.6. Failure to comply with the NBEMS accreditation norms and/or to timely update NBEMS of crucial changes in relation to approved infrastructure for NBEMS Diploma course(s) would entail withdrawal of accreditation.

4.7. With introduction of newer NBEMS Diploma course(s) in the same hospital, the approved bed strength of existing Diploma course(s) shall not suffer.

C. Patient Load:

4.8. The accredited department shall maintain the minimum required patient load in OPD registrations and/or IPD admissions as per applicable NBEMS criteria indicated in the Information Bulletin.

4.9. In surgical disciplines, the surgical case load and spectrum of diagnosis in the accredited department shall be required to be maintained to minimum prescribed standards for continuing NBEMS Diploma accreditation.

4.10. Requisite support services and facilities for Diploma training shall be maintained during the period of accreditation.

5. Guidelines for Accredited Hospital

A. Training Charges & Fee Guidelines:

5.1. The training charges and fee guidelines shall be as per public notice uploaded / updated by the NBEMS on its website from time to time. The Annual course fee prescribed by NBEMS for Diploma courses and payable by the NBEMS trainees is as follows:

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Head	Charges (in INR) per year
Tuition fees	75000/-
Library fees	15000/-
Annual Appraisal fees	15000/-
Accommodation Charges	20000/-
Total	1,25,000/-
*Payment gateway charges shall be borne by the NBEMS trainee	

5.2. The accredited hospital cannot charge any other fees like capitation fees, security deposit, security bond, and caution bond in the form of cash, fixed deposit, bank guarantee, and agreement by any instrument whatsoever. However, Government Hospitals applying under NBEMS courses can implement a service bond. It is mandatory for the respective State Governments/hospitals to inform to the concerned Counseling Conduct Authority regarding the implementation of service bond, if any, prior to start of counseling for admission to Diploma seats, each year. The service bond cannot be implemented after the start of counseling for a particular admission session.

B. Stipend Guidelines

5.3. Paying monthly stipend to the NBEMS Post MBBS Diploma trainee is compulsory.

5.4. According to the NBEMS stipend policy, the hospital shall have to pay the NBEMS trainees a **basic stipend** as follows or **basic stipend according to state government policy** (whichever is higher):

NBEMS Post MBBS Diploma Course:

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Year of Diploma Training	Stipend (in INR) per month
• First Year	35000/-
• Second Year	37000/-

5.5. The phrase "*basic stipend according to state government policy*" in aforesaid para should be interpreted for different states as detailed under:

Categories of States	The phrase " <i>basic stipend according to state government policy</i> " in NBEMS stipend guidelines should be interpreted as under:	
	For DNB Broad Specialty trainees	For DNB Super Specialty & FNB trainees
States where the stipend to MD/MS and DM/MCh trainees of State Govt Medical Colleges is paid as a <i>consolidated sum</i> (without any break-up of basic pay and allowances)	The consolidated sum paid to MD/MS trainees of State Govt Medical Colleges	The consolidated sum paid to DM/MCh trainees of State Govt Medical Colleges
States where the stipend paid to MD/MS and DM/MCh trainees of State Govt Medical Colleges is structured as a " <i>Basic pay plus various allowances</i> " and paid as per recommendations of 7 th CPC	Pay level 10 of 7 th CPC * {Cell 1, 2 and 3 of pay level 10 in pay matrix of 7 th CPC correspond to first, second and third year of training respectively}	Pay level 11 of 7 th CPC * {Cell 1, 2 and 3 of pay level 11 in pay matrix of 7 th CPC correspond to first, second and third year of training respectively}

**This does not include any kind of allowances as may be paid to MD/MS candidates in respective states. The accredited hospitals are at liberty to pay any allowances over and above the minimum sum prescribed by NBEMS.*

5.6. The said stipend guidelines further require that parity to the basic stipend paid by respective State government should be maintained and rates of stipend may

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accordingly be periodically revised.

5.7. NBEMS accredited hospitals are required to comply with the NBEMS guidelines for payment of stipend. Failure to do so shall invite appropriate action as per applicable NBEMS norms including withdrawal of provisional accreditation and debarment from seeking accreditation in future for a period of upto 5 years from the date of revocation as decided by the NBEMS.

5.8. Stipend to NBEMS Diploma trainee shall be paid through electronic transfer only and shall not be paid in cash and/or kind.

C. Comprehensive Training Support Guidelines:

5.9. The accredited department should have facilities for thesis support, teaching aids, specimen, library facility and designated faculty members and staff that can take charge of the training programme and can also act as nodal authority for compliance of training programme.

5.10. The applicant hospital shall designate the following authorities from its staff for NBEMS Diploma course(s):

- **Head of the Institute/ Chief Medical Superintendent / CMO In-charge /Civil Surgeon/ Director:** Nodal officer for compliance of the rules and guidelines governing the programme as prescribed by NBEMS.
- **NBEMS course Co-Ordinator (Single Point of Contact- SPoC):** He/She shall be the resource person either from the management or academic staff who shall communicate with NBEMS pertaining to smooth running of the Diploma courses. The communication from NBEMS shall be sent to SPoC. SPoC shall be responsible for filling up of the application form for accreditation with NBEMS in consultation with the hospital functionaries.
- **Head of the Department / Senior Faculty/ In-charge:** Designated head of the applicant department/Senior faculty/In-charge shall be responsible for all administrative formalities (such as verifying faculty declaration forms, signing

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applications/ various documents on behalf of the applicant department etc.) with NBEMS related to NBEMS Diploma courses. He/She shall be deciding the academic & duty/posting roster of NBEMS trainees.

6. Communication Protocol with NBEMS for Accreditation Purposes:

6.1. The preferred mode for handling the accreditation related query shall be by email / Communication Web Portal. The queries may be sent to email ID accr@natboard.edu.in or on Communication Web Portal i.e. <https://exam.natboard.edu.in/communication.php?page=main> (Please select 'Accreditation' as the department name while registering a query on Communication Web Portal)

6.2. Ordinarily, telephonic query will not be entertained; in case of the telephonic query the following information shall not be revealed under any circumstances:

- *Internal movement of file*
- *Decision of NBEMS regarding grant/non-grant of accreditation*
- *Any claim/counter claim thereof*
- *Dates & venue of NBEMS meetings or name of the NBEMS officers or office bearers*
- *Any information which in the opinion of NBEMS can not be revealed.*

6.3. The accredited department shall be updated regarding accreditation related matters time to time through Online Accreditation Application Portal. It shall be the responsibility of the accredited hospital to get itself registered with the Online Accreditation Application Portal and remain abreast with the latest updates.

6.4. Communication shall only be processed if the same is issued by:

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- o Head of the Institute/ Chief Medical Superintendent / CMO In-charge /Civil Surgeon/ Director
- o SPoC. In case of any changes in the SPoC, the hospital shall be required to first update the details of new SPoC on OAAP, before correspondence with new SPoC can be accepted by NBEMS.

6.5. Queries shall not be entertained from persons claiming themselves to be representative, associates or officiates of the applicant hospital.

6.6. Contact details:

o Email ID:	accr@natboard.edu.in
Communication Web Portal	https://exam.natboard.edu.in/communication.php?page=main
Phone No:	011-45593060
Postal Address:	National Board of Examinations in Medical Sciences, Medical Enclave, Ansari Nagar, New Delhi -110029

6.7. Queries related to registration of candidates and counselling related matters are to be sent at reg@natboard.edu.in and counseling@natboard.edu.in respectively.

7. Effect of Agreement:

A. Certificate of Adherence

7.1. The terms & conditions for accreditation agreement with NBEMS are detailed in this document. The accredited hospital is required to submit a Certificate of Adherence (Refer Annexure - II) to these terms & conditions.

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7.2. A copy of this agreement duly agreed and accepted on each page shall be returned to NBEMS along with duly completed Certificate of Adherence within 7 days from the receipt/upload of this agreement, failing which the accredited seat(s) in the department may not be included in the Centralized Counseling.

7.3. NBEMS reserves its absolute rights to alter/modify/delete/amend any or all of the terms & conditions as given in this agreement or any of the terms governing the NBEMS Diploma Training course(s) including the schedule of entry/ exit examinations or any other item at any point of time.

7.4. The existing schedule, pattern, policy and guidelines for accreditation are for ready reference only but are not to be treated for the fact that the NBEMS is bound to follow the same in future.

7.5. In case of any ambiguity in interpretation of any of the instructions/terms / rules / criteria regarding the determination of eligibility / grant of accreditation/any of the information contained in the information bulletin/accreditation agreement, the interpretation of NBEMS shall be final and binding on all parties.

B. Review of Accreditation

7.6. The grant of accreditation by NBEMS to a department for Diploma course is purely provisional and is governed by the terms and conditions as stated in the accreditation agreement and compliance to the same as verified in review of accreditation of the department.

7.7. NBEMS shall undertake an review of accreditation of the accredited department in the 3rd year of the accreditation cycle, to ensure that the hospital is complying with the terms & conditions of the accreditation agreement and is fulfilling the minimum NBEMS accreditation criteria.

7.8. The accredited NBEMS Diploma seat of a department may be excluded from the counseling seat matrix if the hospital fails to successfully complete & submit the

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online application form for Review of accreditation of the concerned diploma specialty.

7.9. Submission of Additional Information/Compliance other than review of accreditation: In addition to review of accreditation, any information related to accreditation shall be furnished by the accredited hospital whenever sought by the NBEMS or if there are changes in the faculty or infrastructure of the accredited hospital pursuant to the grant of accreditation.

C. Applying for Renewal of Accreditation

7.10. The hospital is required to apply for further renewal of accreditation along with prescribed accreditation fee in the year of expiry of provisional accreditation as per calendar of accreditation applicable then. For instance, if the NBEMS Accreditation to a hospital for Post MBBS Diploma Course is valid upto December 2025, then the hospital is required to apply for renewal of accreditation in January/February 2025 accreditation application session i.e. around 9-10 months prior to expiry of the ongoing accreditation.

7.11. In case the renewal application is not submitted in the time frame stipulated, the application for renewal of accreditation will be treated as an application for seeking fresh accreditation.

7.12. The Online Accreditation Application Portal will indicate the year in which the renewal application for a particular department needs to be submitted to NBEMS.

D. Withdrawal of Accreditation

7.13. The accreditation granted to the department is purely provisional and is at the discretion of the NBEMS. It may be withdrawn, if at any time, it is found that, the hospital is not complying with the accreditation norms, not maintaining minimum required faculty, training facilities & infrastructure etc., as per the minimum accreditation criteria prescribed by NBEMS, or if the hospital is found not

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complying with any of the guidelines issued by NBEMS from time to time or the hospital has violated any of the terms and conditions as contained in this agreement.

7.14. If any stage it comes to the notice of NBEMS that the accredited department has resorted to submission of false information or fabricated records for the purpose of seeking accreditation, this may lead to withdrawal of accreditation and debarment from seeking accreditation in future as well.

7.15. In an unlikely event of an ineligible department being granted accreditation, NBEMS reserves its absolute right to revoke the accreditation so granted to the department.

7.16. NBEMS reserves its absolute right to take appropriate action including but not limited to withdrawal of provisional accreditation and debarment from seeking accreditation in future for a period of upto 5 years from the date of revocation and impose penalty as deemed fit by NBEMS against any institute for not adhering to guidelines / policies / directions and/or the terms of the instant provisional accreditation agreement or providing incorrect/false information at the time of review of accreditation or withdrawal of seats from the seat matrix after the counseling process has started.

E. Jurisdiction

7.17. The jurisdiction for any disputes shall be at Delhi /New Delhi only.

8. Grievance Redressal Committee (Accredited Hospital):

8.1. To address work-place based issues between the NBEMS trainees and NBEMS accredited hospitals, a Grievance Redressal Committee to be mandatorily constituted at each of the accredited hospital.

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8.2. The accredited hospitals shall be required to constitute this committee as per composition tabulated below and widely notify the provisions made for addressing grievances of the NBEMS trainees.

S.No.	Members	Role
1.	Head of the Institute/ Chief Medical Superintendent / CMO In-charge /Civil Surgeon/ Director.	Chairman
2.	Senior Faculty from Medical Specialty (In-House)	Member
3.	Senior Faculty from Surgical Specialty (In-House)	Member
4.	NBEMS programme Coordinator/SPoC of the hospital	Member
5.	Medical Superintendent/ HOD or equivalent in the hospital	Member
6.	Representative of NBEMS trainees of the hospital	Member
7.	External Medical Expert of the Rank of Professor of a Government Medical College (or equivalent) with Basic Science background	Member

8.3. The Terms of Reference for this committee shall be as under:

- To attend to grievances of registered NBEMS trainees related to NBEMS training against the hospital.
- To attend to disciplinary issues related to NBEMS training against registered NBEMS trainees of the hospital.
- To submit an action taken report to NBEMS in matters which are escalated for redressal at NBEMS level.

8.4. Any grievance related to Diploma training shall be attended by this committee. Such matters shall not ordinarily be entertained by NBEMS, however, if the complainant is not satisfied with the decision of the hospital Grievance Redressal Committee, such matters along with minutes of the meeting(s) of Grievance Redressal Committee of the concerned accredited hospital shall be forwarded to NBEMS for further adjudication in the matter.

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9. Reservation for In-service candidates:

Upto 50% NBEMS accredited Diploma seats in the hospitals/medical institutions under the State Government/Railway Board/ESI/PSUs/Municipal Corporation etc shall be reserved for in-service candidates of the concerned State/Authority. The remaining 50% seats in these hospitals shall be open seats to be filled on all India basis. Statutory reservation for SC, ST, OBC & PWD candidates shall be applicable for the Diploma seats in the Government hospitals. The Government hospitals accredited for Diploma seats shall be required to maintain the reservation roster for SC/ST/OBC candidates at their own level / State level.

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Annexure - I

Annexure - II

Certificate of Adherence

The certificate should be made on a Non Judicial Stamp Paper (duly notarised/attested by Magistrate) and submitted to National Board of Examinations in Medical Sciences.

I, Dr. _____, am duly competent/authorized by the Trust/Society/Company/Institute named _____ to sign this agreement on its behalf and have read all the terms & conditions of this accreditation agreement.

I, Dr. _____, hereby undertake that the terms & conditions indicated in the accreditation agreement for grant of accreditation to Post MBBS Diploma Course(s) in Anaesthesiology- DA (NBEMS) vide Ref. No. NBEMS/ACCR/Diploma/Granted/-----D/2023/ Dated: 04-01-2024, are agreed and accepted for compliance.

Signature with official stamp of Authorized administrative signatory of this hospital

Name of Authorized administrative signatory of this hospital

Complete Correspondence Address

Mobile Number: _____

Office Phone Number: _____

Agreed & Accepted By:

Signature:

Name:

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