



भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
आयुष मंत्रालय, भारत सरकार

कार्यालय: टी-19, पहली और दुसरी मंजिल, ब्लॉक-IV, धन्वन्तरि भवन,
मार्ग नं०-66, , पंजाबी बाग(पश्चिम), नई दिल्ली -110026

National Commission for Indian System of Medicine

Ministry of AYUSH, Govt. of India

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क्रमांक / Ref. No.- 3/2026/MARB/VISITATION

दिनांक / Dated: 09.03.2026

To,

**The Principal/Director/Dean
Unani Colleges**

**Sub:- Guidelines/Instructions for Colleges regarding Visitation for the Academic year 2026-27-
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 for ISM (MARB-ISM or Board). 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 MARB-ISM.
2. Not providing access or non-co-operating with the visitors shall be considered as a serious lapse and disciplinary action like monetary penalty shall be initiated on the offender institution as per the rules and regulations.
3. No holidays other than Central and state Government holidays and collector declared holidays are considered during visitation period. Any holiday including condolence holiday declared on the day of visitation shall not be considered.
4. Any vacation declared shall be intimated to the Board through the official E-mail ID well in advance along with the roster of teaching staff.
5. Any medical camp / out-reach activity planned or scheduled shall be intimated to the Board immediately with all the details and list of staff deputed for the same.
6. Reason of medical camp duty for the absence of teaching staff without prior intimation to the Board shall not be considered.
7. The authenticity of medical camp and attending doctors at the camp shall be verified with video and audio recording by the visitors and submitted along with the visitation report.
8. All the photographs of medical camps or any other activities shall be duly geo-tagged and uploaded in the official website of the college with the names of attending personnel.
9. Institution has to provide the print out of the information uploaded online with necessary annexures to all the visitors for verifying and cross checking.
10. 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.
11. The college shall remit the visitation fee as per their intake capacity and furnish the details to the official e mail Id (fees@ncismindia.org). Further, the colleges are **strictly instructed to provide their institute id in the transaction details submitted in the bank**, failure of which your payment detail can not be traced and such untraceable transactions shall not be considered.
12. 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.

13. Any change in the prescribed format will not be accepted by Medical Assessment and Rating Board/NCISM.
14. 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.
15. A soft copy of the details of teaching staff as per Annexure-I should be submitted along with the visitation report.
16. Requests of Appointment, Fresh Teacher Code, Promotion or Department change of all teachers shall be approved by the Board before linking with the college.
17. All colleges are instructed to ensure that all the teachers are linked with the college before submission of Part-1. No teacher can be linked after submission of Part - 1.
18. Teachers appointed after submission of Part - 1 shall not be considered even if present during visitation.
19. No teacher appointed after visitation shall be considered in the concerned college for the academic year 2026-27 except in the case as mentioned in **regulation 13 (27) of MESAR UG Unani - 2023**.
20. Only the teachers submitted in Part -1 shall be added in Annexure -1 and included in the group photograph and they shall be verified by the visitors.
21. No teacher shall be allowed to be relieved or delinked after the submission of Part -1 till the visitation of the concerned college is over.
22. In case the Part - 1 is not submitted within the stipulated time, the part - 1 shall be frozen, and the data prevailing in the portal in real time on the last date of submission of Part - 1 shall be considered for the visitation.
23. The teaching, non-teaching or hospital staff present on the first half of first day of visitation only shall be considered as present on the day of visitation except those with noon/night duty.
24. Any data / documents submitted by the college after visitation which is not duly signed by the visitors shall not be considered by the Medical Assessment and Rating Board.
25. College shall bear the whole responsibility of typographical errors in the submitted annexures (OPD/IPD data, experience of teachers etc.).
26. 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.
27. The check list of submitted and non-submitted documents shall be signed by both the visitors and head of the institution.
28. Page-wise Index of all annexures should be provided.
29. All the teaching staff shall submit an affidavit stating that they have not presented themselves as teachers in any other institution and not working at any other place simultaneously for visitation for the academic session 2026-27.
30. All the affidavits shall be signed by the deponent, and Principal on the first day of visitation and notarized before completion of visitation. The affidavits made before the date of visitation shall not be considered.
31. All the annexures shall 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.
32. Teachers of Govt. colleges/ constituent colleges of university should also submit the affidavits of all the teachers.
33. 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.
34. Online generated copy of Form No 26 AS of every teaching staff should be submitted. (Not applicable for Govt. colleges).

35. Financial information should be filled as per enclosed proforma.
36. College should make arrangement of videographer and photographer during visitation of Medical Assessment and Rating Board team for preparing video with audio 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 at the bottom of the photograph. It is to be noted that without video with audio & Photograph, the visitation report will not be accepted by Medical Assessment and Rating Board.
37. Visitation will be on hybrid mode i.e., 2 visitors will be visiting physically and one 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.
38. 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.
39. Non maintenance of uninterrupted high speed internet facility will invite disciplinary action like monetary penalty or any action as deemed fit under the concerned rules.
40. All the leaves including short, casual and long leaves shall be annexed with relevant supportive document submitted through E-mail.
41. 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.
42. As per the zero-tolerance policy against corruption issued on 01.09.2021, 22.03.2023 and 12.12.2023 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. Further, the case will be forwarded to the higher government authority of the concerned state.
43. 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.
44. 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-ISM for Indian System of Medicine on the given E-mail ID, i.e., helpdesk@ncismindia.org/
president.marbism@ncismindia.org, **contact no.- 011-25221005, 25221002, Mobile no. 9811471218/9, 9205993323.**

Mukul Patel
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अध्यक्ष, आंकलन एवं (Dr. Mukul Patel)
President, Medical Assessment and Rating Board for Indian System of Medicine
भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग (NCISM)
National Commission for Indian System of Medicine
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Copy to:-

1. The Secretary to Govt. of India, Ministry of AYUSH, Ayush Bhawan, B-Block, GPO Complex, INA, New Delhi - 110023.
2. The Chairperson, National Commission for Indian System of Medicine, T-19, 1st Floor, Block-IV, Dhanwantri Bhawan, Road No.66, Punjabi Bagh (West), New Delhi-110026.
3. The Secretary, National Commission for Indian System of Medicine, T-19, 1st Floor, Block-IV, Dhanwantri Bhawan, Road No.66, Punjabi Bagh (West), New Delhi-110026.
4. Guard file.

(Dr. Mukul Patel)
President, Medical Assessment and Rating Board for Indian System of Medicine
(NCISM)