

GOVT. MEDICAL COLLEGE AND ASSOCIATED HOSPITAL, UDHAMPUR

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Subject: Constitution of NMC Cell in GMC Udhampur – Regarding.

In supersession of all previous orders issued on the subject and in compliance to the directions of the Secretary to the Government, Health & Medical Education Department, J&K conveyed during the meeting held on 08.12.2025, a **National Medical Commission (NMC) Cell** is hereby constituted in **Government Medical College, Udhampur** with the following members:

1. Composition of NMC Cell

1. **Chairperson** – Dr. Rakesh Sadhu, Prof & Head Department of Anaesthesia.
2. **Member Secretary / Nodal Officer (NMC Affairs)** – Dr. Roohi Sharma , Associate Professor, Department of Pharmacology.
3. **Member (Academics / UG Section)** – Dr. Surbhi Mahajan, Assistant Professor, Department of Pharmacology.
4. **Member (PG/Residency & Accreditation)** – Dr. Lubna Naseer, Assistant Professor, Department of Blood Bank.
5. **Member (Registration & Compliance)** – Dr. Kamna Singh, Assistant Professor, Department of Community Medicine.
6. **Member (Infrastructure & Equipment)** – Dr. Sanjiv Gupta, Medical Superintendent, AH-GMC
7. **Member (Clinical Services & Hospital Administration)** – Dr. Abas Khan, Assistant Professor, Department Of Hospital Administration.
8. **Member (Documentation & Portal Uploads)** – Dr. Navid Gul, Assistant Professor, Department of ENT , He shall be Assisted by Mr. Ravi Gupta working in the Principal's Office.
9. **Co-opted Members** – As may be required from time to time with approval of the Chairperson.

Roles and Responsibilities of the NMC Cell

The NMC Cell shall function as the central coordinating body for all matters related to **National Medical Commission (NMC)** regulations, compliance, inspections, and seat enhancement proposals. The Cell shall specifically undertake the following responsibilities:

A. MBBS (UG) Seat Enhancement

1. Examine and ensure compliance with NMC norms for **UG seat enhancement**, including:
 - Teaching faculty requirements
 - Senior Residents/Junior Residents availability
 - Infrastructure norms (lecture theatres, laboratories, library, hostels, skill lab, exam hall)
 - Hospital bed strength, OPD/IPD load, essential clinical services
 - Equipment, instruments, and departmental resources
2. Coordinate preparation of all required documents, checklists, and affidavits for submission to NMC.
3. Upload and verify all mandatory documents on the NMC portal within stipulated timelines.
4. Ensure readiness of all departments for NMC inspections (physical/virtual).
5. Liaise with administrative authorities and Health & Medical Education Department for approvals.
6. Submit monthly progress reports regarding compliance and deficiencies rectified.

B. Application & Accreditation for Postgraduate (PG) Seats

1. Identify Eligible departments for **PG seats** as per NMC Teachers Eligibility and minimum standards.
2. Assess departmental readiness—faculty strength, clinical material, equipment, academic activities.
3. Prepare proposals for application of PG seats for the upcoming academic session.

Principal

4. Coordinate filing of PG seat applications, DNB/MD/MS accreditations and ensure timely responses to NMC queries.
5. Maintain a repository of all PG-related documentation: logbooks, teaching schedules, academic audits, research activities.
6. Ensure strict compliance with NMC Postgraduate Regulations 2023 and subsequent amendments.

C. Regulatory Compliance & Reporting

1. Ensure continuous updating of:
 - NMC portal (TEQ/Faculty/Bed occupancy/Clinical data)
 - Teacher information and biometrics
 - Infrastructure and equipment compliance
2. Conduct quarterly internal audits to ensure readiness for any NMC inspection.
3. Maintain all records, communications, and submissions in a centralized repository.
4. Provide guidance to all departments regarding NMC norms and any regulatory amendments.

D. Coordination & Monitoring

1. Conduct fortnightly meetings of NMC Cell and submit action-taken reports.
2. Monitor timelines and ensure inter-departmental coordination.
3. Report any deficiency, gap, or requirement to the Principal for immediate action.
4. Act as the single point of contact for NMC, H&ME Department, and related agencies.

This order shall come into force with immediate effect.


Dr. Parmod Kalsotra
Principal
Government Medical College
Udhampur
Dated: 09-12-2025.

No. GMC/UDH/2025-26/1223-26

Copy to:

1. Secretary to the Govt, Health & Medical Education J&K for favour of information.
2. Director coordination (New Medical Colleges) J&K for information.
3. Concernedfor compliance.
4. Office file.