



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
राष्ट्रीय दंत चिकित्सा आयोग
Government of India
Ministry of Health & Family Welfare
National Dental Commission

F.No.NDC/DARB/UG/22/2026-27/11-59

Dated: 16 April, 2026

To,

✓ The Principals/Heads of all the Dental Colleges in the Country (via Email)

Sub: **Submission of information regarding institutional compliance - Reg.**


Sir/Madam,

All Dental Colleges are hereby directed to furnish the requisite information regarding institutional compliance in respect of their institution for the academic years 2023-24 to 2025-26.

2. In this regard, the information shall be provided point-wise against each item duly authenticated by the Head of the Institution and submitted with signature and official seal along with supporting documents.
3. A copy of the format is enclosed herewith (Annexure-I) for your information and necessary action.
4. The requisite information shall be submitted to this office within 7 working days of issue of this letter, in soft copy (PDF/Excel).

This may be treated as **urgent**.

Yours faithfully,


12/4/26
(Arindam Modak)
Secretary

C.C.:-

The Chairperson, National Dental Commission

प्लॉट नं. 9-सेक्टर, 14 रामा कृष्णा पुरम 110022-नई दिल्ली,
Plot No. 14, Sector-9, Rama Krishna Puram, New Delhi-110022
दूरभाष/Phone :40108512, 40194297

Annexure-I

| S. No. | Information sought | Reply (To be filled by College) |
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| 1 | General & Legal Compliance | |
| (i) | Year of establishment of the College | Attach LOP |
| (ii) | Trust/Society/University Name (with registration details) | Attach copy of registration |
| (iii) | Total Land Area (in acres/sq. mtrs.) | Attach copy of land documents (Sale Deed/Lease Deed along with latest land record) |
| (iv) | Land Status (Owned/Leased) | |
| (i) | The institution holds valid recognition for the approved intake. | Attach recognition notification |
| (ii) | The college is duly affiliated to the concerned University. | Attach copy of valid affiliation certificate |
| (iii) | Biomedical Waste Management authorization has been obtained from the competent authority. | Attach valid authorization certificate issued by competent authority |
| (iv) | Self-Assessment Reports (SAR) for the academic years 2023-24 to 2025-26. | Attach copies of SAR |
| 2 | Dental Hospital Compliance | |
| (i) | Proper patient flow system is maintained. | Attach hospital layout/flow chart and photographs |
| (ii) | OPD services are functioning regularly with adequate patient load. The digital outpatient register should match with Electronic Medical Records (EMR) and physical registers. | Attach documentary proof |
| 3 | Medical Hospital Attachment | |
| (i) | Record of Clinical Training in General Medicine and General Surgery | Attach copy of MoU with medical hospital and training records/logbooks |
| 4 | Clinical Compliance | |
| (i) | Department-wise clinical records are maintained. | Attach copy of clinical records |
| (ii) | Student clinical work registers are updated regularly. | |
| (iii) | Case sheets are properly documented and preserved. | Attach documentary proof |
| (iv) | Required clinical procedures are performed by students under supervision. | Attach documentary proof |
| 5 | Equipment & Sterilization Compliance | |
| (i) | All required equipment as per norms are available. | Attach Bill & Photograph |
| (ii) | Equipment is functional and regularly maintained. | Attach maintenance/service |

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| | | records |
| (iii) | Maintenance and service records are available. | Attach AMC/service logbooks |
| (iv) | Sterilization protocols are followed, including use of autoclave and related systems. | Attach sterilization records, autoclave logbook and photographs |
| 6 | Laboratory Compliance | |
| (i) | Pre-clinical laboratories are functional. Phantom Head Lab is operational. Dental Materials Lab is adequately equipped with required instruments as per student ratio. | Attach photographs and equipment list |
| (ii) | Qualified laboratory technicians are appointed. | Attach appointment letters/HR records |
| 7 | Emergency & Medical Compliance | |
| (i) | Emergency medicines are adequately stocked. | Attach stock register |
| (ii) | Tie-up with a medical hospital is available for emergency services. | Attach MoU/Agreement |
| (iii) | Basic Life Support (BLS) equipment is available. | Attach photographs and equipment list |
| (iv) | Stock register and expiry register for medicines are maintained. | Attach stock register |
| 8 | Student Welfare Compliance | |
| (i) | Hostel facilities are available (where applicable). | Attach photographs and accommodation details |
| (ii) | Anti-ragging committee is functional. | Attach constitution order and meeting records |
| (iii) | Grievance redressal mechanism is in place. | Attach committee details and records |
| (iv) | Student support services are active. | Attach details of services/facilities provided |
| 9 | Research Compliance | |
| (i) | Research activities are conducted in departments. | Attach documentary proof |
| (ii) | Faculty publications are documented. | Attach list of publications |
| (iii) | Institutional Ethics Committee (IEC) is constituted and functional. | Attach constitution order and approval certificate |
| (iv) | Ongoing research projects are maintained and monitored. | Attach documentary proof |
| 10 | Records & Documentation Compliance | |
| (i) | Stock registers are properly maintained. | Attach documentary proof |
| (ii) | Log books are updated regularly. | Attach documentary proof |
| (iii) | Clinical registers are complete and duly verified. | Attach documentary proof |

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| (iv) | Faculty personal files are maintained. | Attach documentary proof |
| (v) | Inspection and compliance reports are properly documented. | Attach documentary proof |
| 11 | Miscellaneous Compliance | |
| (i) | Fire safety certificate is valid. | Attach valid certificate |
| (ii) | Barrier-free access (ramps/lifts) is provided. | Attach Photograph |
| (iii) | Details of EPF/ESIC of all staff for the period March 2023 to 2026. | Attach challans/returns |
| (iv) | LIVE CCTV feed details. | Attach photos of CCTV system |
| (v) | Details of journals published (online and print) during the years 2023 to 2026. | Attach list/details |
| (vi) | Details of research activities conducted during the academic years 2023-24 to 2025-26. | Attach list/details |
| (vii) | Details and addresses of Satellite Dental Clinics. | Attach details with address and photographs |
| 12 | Date of Last Periodic Inspection | |

(Principal / Dean)

Signature_____

Name & Address of Dental College_____

College Email ID_____