



॥ आयुषे सर्वलोकानाम् ॥

भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
आयुष मंत्रालय, भारत सरकार

कार्यालय: टी-19, पहली ओर दुसरी मंजिल, ब्लाक- IV, धन्वन्तरि भवन,
मार्ग न0-66, , पंजाबी बाग(पश्चिम), नई दिल्ली -110026

National Commission for Indian System of Medicine

Ministry of AYUSH, Govt. of India

Office: T-19, 1st & 2nd Floor, Block-IV, Dhanwantri Bhawan, Road No.-66, Punjabi Bagh (West), New Delhi-110026

दूरभाष / Phone

सभापति / Chairman: 25221001

सचिव / Secretary: 25221006

कार्यालय / Office: 25221002/3

पंजीयन / Registration: 25221004

www.ncismindia.org

secretary@ncismindia.org

क्रमांक/Ref. No.:-3/2026/MARB/General Matters

दिनांक/Dated: 06.04.2026

To,

The Head of Institution,
All ASUS Colleges.

Subject: Mandatory Display and Reporting of Academic Time Tables-reg.

With reference to the subject mentioned above, I am to inform you that in order to ensure educational transparency and uphold academic standards for students, all ASUS colleges are hereby directed to strictly comply with the following guidelines regarding their academic schedules:

1. Display of Academic Time Table

The institution must prepare a comprehensive academic time table and display it prominently on the college notice boards as well as on the official website, ensuring accessibility to all students. The schedule must clearly specify the following:

- Time:** Precise duration of each lecture and practical session.
- Subject:** The specific subject allotted for each time slot.
- Faculty Details:** Full name and designation of the concerned teacher/professor.

The following message must be displayed without alteration on both the college notice boards and the official website, alongside the academic timetable:-

If classes are not conducted regularly as per the official timetable, or if a designated faculty member is found to be consistently absent, students are encouraged to report the matter. Please submit your grievance to president.marbism@ncismindia.org, including your Full Name and Enrollment/Roll Number. **(Rest assured the identity of the complainant and the details of the report will be kept strictly confidential).**

2. Mandatory Reporting of Schedules

The finalized academic time table must be submitted to the MARBISM, NCISM for official record. Any subsequent modification or change in the established time table must be immediately communicated to MARBISM via the official email.

3. Inspection and Compliance

During NCISM inspections, the availability and implementation of the academic time table system will be strictly verified. Any deficiency or failure to maintain these records will be treated as a violation and the MARBISM reserves the right to initiate penal action against the defaulting institution in accordance with prevailing regulations.

Therefore, you are hereby instructed to ensure strict adherence to these directives in the interest of maintaining academic discipline and transparency.

अध्यक्ष, आंकलन एवं रेटिंग बोर्ड
President, Medical Assessment and Rating Board
भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
National Commission for Indian System of Medicine
पंजाबी बाग (पश्चिम), नई दिल्ली-110026
Punjabi Bagh (West), New Delhi -110026

(Dr. Mukul Patel)

**President, Medical Assessment and Rating Board for Indian System of Medicine
(NCISM)**

Copy to: -

1. Chairperson, National Commission for Indian System of Medicine, Punjabi Bagh (West), New Delhi-110026.
2. The Secretary, Govt. of India, Ministry of AYUSH, B-Block, GPO Complex, INA, New Delhi-110023.
3. Guard file.


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