



State Medical Faculty of West Bengal

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No. SMF/26-27/I/2725

- 4 / F of 2026

14th October, 2026

NOTICE

Inspection, Affiliation, and Admission for NCAHP-approved Diploma in Allied and Healthcare Courses for the Academic Year 2026 under the aegis of the State Medical Faculty of West Bengal

[FOR INSTITUTES ONLY. NOT FOR STUDENTS AND/OR CANDIDATES.]

All Existing Affiliated Institutes i.e. Govt. (non-MCH) & Private Institutes, as well as new Institutes, intending to apply for extension and/or conduction of Diploma in Allied and Healthcare Course(s) for the academic year 2026, are hereby informed that the State Medical Faculty of West Bengal (herein after referred as SMFWB) will conduct and commence the following **06 NCAHP-approved Diploma in Allied and Healthcare Courses** pursuant to the **National Commission for Allied and Healthcare Professions (NCAHP) Act, 2021** :

1. **Diploma in Medical Laboratory Technology (DMLT),**
2. **Diploma of Radiotherapy Technology (D.RT),**
3. **Diploma of Dialysis Technology (D.DT),**
4. **Diploma of Anaesthesia and Operation Theatre Technology (D.AOTT),**
5. **Diploma in Ophthalmic Assistant (D.OA),**
6. **Diploma in Medical Radiology and Imaging Technology (D.MRIT).**

Willing institutes are advised to note the following directives, procedures for applying for conduction of these 06 NCAHP-approved Diploma in Allied and Healthcare Courses :

1. Strict Compliance with NCAHP Act, 2021, Guidelines and Curricula :

- **Willing institutes are advised to carefully go through all NCAHP guidelines, notifications, circulars, approved course curricula, etc. available on the official NCAHP portal (<https://ncahp.abdm.gov.in/>) prior to applying.**
- Pursuant to the NCAHP Act, 2021 regulations and approved curricula, guidelines, notifications, etc., the permissible seat intake capacity for the respective diploma courses is detailed below :

Sl. No.	NCAHP Approved Course	Approved Intake Capacity	
		Min	Max
1	Diploma in Medical Laboratory Technology (DMLT)	30	60
2	Diploma of Radiotherapy Technology (D.RT)	10	30
3	Diploma of Dialysis Technology (D.DT)	05	10
4	Diploma of Anaesthesia and Operation Theatre Technology (D.AOTT)	10	30
5	Diploma in Ophthalmic Assistant (D.OA)	10	40
6	Diploma in Medical Radiology and Imaging Technology (D.MRIT)	20	40

- **Participating institutes must strictly comply with all NCAHP guidelines, notifications, circulars, approved course curricula, etc. in their entirety.** Any non-compliance, breach, and/or deviation from the NCAHP-approved curricula, evolving regulatory mandates, statutory guidelines, and/or SMFWB administrative directives shall render the approval, recognition, and/or affiliation of the course(s) liable to immediate cancellation, without prejudice to any other legal or administrative action that the SMFWB or competent government authorities may deem fit to initiate.
- Institutes must submit all necessary undertakings, affidavits, standard declarations, etc., as per the updated formats aligned with NCAHP and/or SMFWB standards, guidelines, etc.

2. Application and Inspection Procedure :

- In strict adherence to the NCAHP guidelines, willing institutes may formally apply to SMFWB for conducting the NCAHP approved Diploma in Allied and Healthcare Course(s) under the aegis of the SMFWB.
- For the inspection process, institutes are required to remit an **Inspection Fee of ₹20,000/- per course per institute** in the following bank account of SMFWB :

Account Name : State Medical Faculty of West Bengal
Bank Name : Axis Bank
Branch Name : Beliaghata
S.B. Account No. : 9120 100 4347 1033
IFS Code No. : UTIB0001783
MICR Code No : 700 211 080

- All requisite payments must be remitted exclusively from the institute's official bank account through NEFT/ IMPS/RTGS.
- Willing institutes must apply using their official institutional letterhead, along with the duly filled in, stamped and signed Application Form (enclosed with this notice), and the successful Payment Receipt of Inspection fees.
- All relevant documents, statutory licenses, undertakings, affidavits, standard declarations, etc., necessary for submission to SMFWB will be notified and communicated to the institutes gradually.
- Every applicant institute shall be inspected by an Inspection Team constituted by SMFWB. The inspection report prepared by the designated Inspection Team shall be final and binding on the institute.

3. Timeline for Application of Inspection :

- Willing institutes may submit their formal applications **starting from 27.10.2026 to 06.11.2026 up to 11 P.M.** by submitting their application by filling up the **prescribed Application Form for Inspection, Affiliation, and Admission for NCAHP-approved Diploma in Allied and Healthcare Courses**, along with the **request letter and successful Payment Receipt of Inspection fees**, through Email of the SMFWB [faculty@smfwb.onmicrosoft.com] **(THIS EMAIL ID IS TO BE USED ONLY FOR INSPECTION PURPOSE).**
- No applications and/or requests for conduction of Diploma in Allied and Healthcare Course(s) will be accepted after the closing date under any circumstances.
- Inspections by the SMFWB Inspection Team will officially commence accordingly for all eligible applicant institutes.
- **All scheduled dates are tentative** and subject to modification at the sole discretion of the State Medical Faculty of West Bengal as per administrative requirements.

4. Financial Provisions and Fee Structure for Academic Year 2026 :

- Pursuant to the administrative and financial approvals for the academic year 2026, the fee structure applicable per course per institute is detailed below :

Sl. No.	Particulars	Amount
01	Inspection Fee for Private Institutions (per course per institute)	₹20,000/- (per course per institute)
02	Annual Affiliation/Recognition Fee (per course per institute, <u>for intake up to only 30 students</u>)	₹35,000/- (per course per institute, <u>for intake up to only 30 students</u>)
03	Seed Money for Counselling (per course per institute)	₹5,000/- (per course per institute)

- For an approved intake exceeding 30 students per course 30 students, an additional amount of ₹1,000/- per additional student per course shall be payable over and above the prescribed ₹35,000/-, as follows :

Students Admitted	Annual Affiliation/Recognition Fee
1 student	₹35,000/-
10 students	₹35,000/-
30 students	₹35,000/-
31 students	₹36,000/-
35 students	₹40,000/-

- Besides the fees structure mentioned in this notice, any subsequent amendments, additions, alterations, Caution Money, and/or introduction of additional fees, if necessary, will be notified in due course.

5. Important Instructions for Payments & Queries Assistance :

- All requisite payments must be remitted exclusively from the institute's official bank account through NEFT/IMPS/RTGS.
- For **Accounts-related queries**, applying institutes may contact the official Accounts Department directly at 6292 322 480.
- For **Inspection and Admission-related queries**, willing institutes may contact through SMFWB official numbers (033) 2372-0181 / 2372-0131.
- Both numbers will be available on working days from 11:00 A.M. to 5:00 P.M., 27th October, 2026 onwards.

[**Note : Save as above, all other official correspondence to be made in Faculty's official email ID, i.e. faculty@smfwb.in].**

Enclosed : As above.



**[Debnath Ghosh]
Secretary-in-Charge, SMFWB**

STATE MEDICAL FACULTY OF WEST BENGAL

**Application Form Inspection, Affiliation, and Admission for NCAHP-approved
Diploma in Allied and Healthcare Courses under the aegis of the
State Medical Faculty of West Bengal for the Year – 2026**

- 1. Institution’s Name:
- 2. Institution’s Address with Pin code :
- 3. Name, Contact no. & email ID of **Head of the Institution** :
- 4. Primary Contact Person’s Name, Designation & Phone number :
(*mandatory for all future communication)
- 5. Alternate Contact Person’s Name, Designation & Phone Number:
- 6. Email ID **(*mandatory for all future communication)**:
- 7. WhatsApp No:
(*mandatory for all future communication in ‘Faculty’s affiliated institutes’ group”):
- 8. Course(s) applied for (Please tick accordingly):

Sl. No.	Course Name	Tick the course name you are applying for
i	Diploma in Medical Laboratory Technology [DMLT]	☐
ii	Diploma of Radiotherapy Technology [D.RT]	☐
iii	Diploma of Dialysis Technology [D.DT]	☐
iv	Diploma of Anaesthesia & Operation Theatre Technology [D.AOTT]	☐
v	Diploma in Ophthalmic Assistant [D.OA]	☐
vi	Diploma in Medical Radiology and Imaging Technology [D.MRIT]	☐

- 9. Fees payment details - Please attach scan copy of payment receipt *:

Date of payment	Particulars	Total Amount (in Rs.)
	Total fees paid for Inspection (Per course Rs. 20,000)	

10. The Full Name & Designation of the Signatory Authority of the Institute with a specimen Signature :

Name	Designation	Specimen Signature
Main Signatory Authority (Principal / Head / Director of The Institute) :		
Second Signatory Authority :		
Third Signatory Authority :		

11. A scanned copy of Cancelled Cheque of the Institute may be sent to Faculty to facilitate all future transactions.

Full Name:
Designation:
Mobile No.:
Signature with Seal:

Date:
Place: