



GOVERNMENT OF TAMILNADU

**PROSPECTUS FOR ADMISSION TO MDS COURSES UNDER
MANAGEMENT QUOTA INCLUDING NRI OF SELF FINANCING
DENTAL COLLEGES IN TAMIL NADU**

2019-2020 Session

as per

**G.O. (D) No.446, Health and Family Welfare (MCA-1) Department, Dated
08.03.2019 and as amended from time to time.**

SELECTION COMMITTEE

DIRECTORATE OF MEDICAL EDUCATION

162, PERIYAR E.V.R HIGH ROAD, KILPAUK,

CHENNAI – 600 010.

Phone No : 044-28361674

Website:

www.tnhealth.org

www.tnmedicalselection.org

Cost ₹. 5000/-

IMPORTANT DATES

1	Date of Notification	10.03.2019
2	Date of Commencement of online application	11.03.2019 10:00 A.M.
3	Last date for online submission of application	20.03.2019 upto 5:00 P.M.
4	Last date for receipt of filled- in online application	22.03.2019 upto 5:00 P.M.
5	<i>Address to which the Print out of online application along with enclosures are to be sent</i>	<i>THE SECRETARY, SELECTION COMMITTEE, 162, PERIYAR E.V.R. HIGH ROAD, KILPAUK, CHENNAI – 600 010.</i>
6	Expected date of declaration of rank	08.04.2019
7	Tentative Dates for counseling	Will be notified later
8	Commencement of courses	01.05.2019
9	Closure of admission	31.05.2019

IMPORTANT INFORMATION

- The online submission of Application form for admission to MDS Course 2019-2020 session under Management Quota including NRI of Self Financing Dental Colleges affiliated to The Tamilnadu Dr.M.G.R Medical University in Tamil Nadu can be accessed at the following official websites:
www.tnhealth.org
www.tnmedicalselection.org
- Any change or modification and relevant information pertaining to this admission process will be made available immediately on the websites mentioned above.
- The candidates are instructed to check the websites frequently for updates from the date of application till the end of admission process. Selection committee shall not be responsible for the consequences resulting due to non-diligent follow-up of notices, notification and publications appearing on the official websites regarding admission to Post Graduate Degree and Diploma Courses 2019-2020 session.
- Candidates are advised to read the prospectus carefully before filling application and ensure that no mandatory column is left blank. **In the event of rejection of the application form, no correspondence/request for re-consideration will be entertained.**
- Candidates are advised to read the Information Bulletin for NEET MDS 2019 issued by National Board of Examination (NBE) and carefully go through the instructions regarding on NEET-MDS 2019 and visit the website **www.nbeedu.in** regarding detailed qualifying criteria for ADMISSION TO MDS COURSE 2019-2020 session.

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I.GENERAL INSTRUCTIONS:

1.(a)(i) Candidates seeking admission to MDS courses in 2019-2020 session under Management Quota including NRI of Self Financing Dental Colleges affiliated to The Tamilnadu Dr.M.G.R Medical University can access /download the application form in the following official websites :

www.tnhealth.org

www.tnmedicalselection.org

ii. Candidates should submit their filled in online application form by uploading the details in required fields (Details of filling and submission of application form is available in the Annexure - I).

iii. In addition to the filled-in online application form, Candidates should also send the Print out of filled in online application form (Hard copy) with necessary enclosures. The cost of application fee ₹.5000/- (Non-refundable) should be paid through online payment via bank payment portal in the websites. A copy of receipt of payment paid by the candidates through online should be annexed along with their application form.

iv. The last for submission of online application form will be upto 5.00 pm on 20.03.2019, thereafter there is no provision for the candidates to submit their online application form.

v. Submission of print out of filled in online application form received after 22.03.2019 will be rejected.

II.ELIGIBILITY CRITERIA

2. Candidates should be a Citizen of India.

3. The following guidelines shall be followed regarding admission to MDS Courses 2019-2020 session for NRI quota in Self Financing Dental Colleges in Tamil Nadu.

a) *“Candidates should be Indian Origin settled in foreign countries.*

OR

Candidates who were born in foreign countries and whose parents are of Indian Origin.

OR

Children of Indian citizen stay abroad for employment, business.

OR

Children of Indian citizens deputed abroad by Public Sector Undertaking.

OR

Children of the Official of the Central/State Government on deputation to abroad.

b) *The candidates seeking admission to NRI Quota should have a valid Indian passport.*

c) Admission under Non Resident of India scheme may be made on the basis of the marks obtained in the Qualifying Examination as prescribed.

d) The seats under NRI quota should be utilized by the bonafide NRI's only and for their children or wards. Therefore, the NRI financially supporting the candidates should either be the parent (Father or Mother) of the candidate or legally declared as guardian of the candidate by the Court as per provisions in "The Guardians and Wards Act 1890".

e) Candidates admitted under "NRI" quota should submit the following documents.

i) NRI status of the financial supporter issued by the Indian Embassy of the respective country under their seal.

ii) Certificate of Relationship between the NRI financial supporter and the candidate issued by the competent authority, valid Indian Passport of the NRI financial supporter.

iii) NRE (Non Resident External) Bank Account Pass Book of the financial supporter.

iv) Evidence for payment of Development charges US \$ 1000/- to the college by the NRI financial supporter (One time payment at the time of admission only)

4. Candidates seeking admission have to qualify the National Eligibility cum Entrance Test-NEET MDS 2019 conducted by the National Board of Examination. The eligibility criteria for prescribed by Director General of Health Service, New Delhi. In accordance with MDS Course Regulations, 2017 notified by Dental Council of India with prior approval of Ministry of Health and Family Welfare, New Delhi, Government of India, shall be taken into account for admission to Post Graduate MDS courses for the academic year 2019-2020.

Eligibility Criteria for admission to MDS course		
Category	Minimum Eligibility Criteria	Cut-off score (out of 960)
General Category (UR)	50 th Percentile	250
SC/ST/OBC/SC-PH/ST-PH/OBC-PH	40 th Percentile	215
UR-PH	45 th Percentile	232

While in Tamil Nadu, the candidates should obtain minimum of marks at 50th percentile for the General Category in NEET PG 2019.

However, in respect of candidates belonging to Scheduled Castes, Scheduled Castes (Arunthathiyar), Scheduled Tribes, Backward Classes, Backward Classes (Muslim), Most Backward Classes and Denotified Communities, the minimum marks shall be at 40th percentile in NEET MDS 2019.

5. Candidates who have passed their BDS Examination and completed / completing the CRR period **on or before 31-03-2019** are only eligible to apply. However the candidates should possess the Permanent Dental Council Registration Certificate of the State or of India at the time of counseling.

6. Candidates should possess BDS Degree of the Tamil Nadu Dr. M.G.R Medical University or of any other University recognized by the Dental Council of India. Candidates who have qualified from other Universities should produce **ELIGIBILITY CERTIFICATE** from the Tamil Nadu Dr. M.G.R. Medical University, Guindy, Chennai 600032 at the time of the Counselling.

7. The duration of MDS Courses is **three years**.

III. NON-ELIGIBILITY

8(a).Candidates who join a MDS course in any Branch and discontinue the course on any grounds **after the cut-off date** fixed by the Dental Council of India are **not eligible to apply for two subsequent academic year for MDS course. Further, the candidate shall be considered as discontinued and should pay discontinuation fee as per Clause 21c of this Prospectus.**

(b)The candidates who take allotments for MDS course in any branch in the final phase of counselling and does not join the course are **not eligible to apply for two subsequent academic year for MDS courses. The candidate shall be considered as discontinued.**

(c)Candidates who are undergoing MDS / DNB course are **not eligible** to apply for any MDS Course.

(d) Candidates who have already completed MDS / DNB course are **not eligible** to apply for any MDS Course.

IV.PROCEDURE FOR FILLING & SUBMISSION OF APPLICATION:

9.(a).i)The candidate should log on to the following websites :

www.tnhealth.org
www.tnmedicalselection.org

The application forms will be available **from 10:00 AM on 11.03.2019 upto 5.00 P.M. on 20.03.2019 .**

(ii) Candidates should submit their filled-in online application form by uploading the details in the required fields.

- (iii) Request for change in any particulars in the online Application shall not be entertained under any circumstances after submission.
- (iv) Incomplete Applications will be rejected.
- (v) Candidates are advised to submit only one Application Form. If a candidate submits more than one Application Form, his candidature will be cancelled.
- (vi) Candidates should ensure that all informations entered are correct during in the online submission of application.
- (vii) Candidates should submit the print out of the filled-in online application form (Hard Copy) along with necessary enclosures.

(b) The filled-in online application form along with the necessary enclosures should reach on or before 22.03.2019, upto **5:00 P.M.** to the following address:

THE SECRETARY,
SELECTION COMMITTEE,
162, PERIYAR E.V.R. HIGH ROAD,
KILPAUK, CHENNAI – 600 010.

(c) Candidates should send the filled-in online application form along with all the enclosures in an A4 size cloth lined cover. The template with the requisite details should be printed and pasted on the cover.

(d) AR Number (Application Registration Number) will be assigned by the Selection Committee on receipt of the filled-in online applications.

10. The Government Orders issued and to be issued from time to time pertaining to any of the matters contained in this prospectus should be read as part and parcel of this Prospectus and such terms and conditions in the Government Order are deemed to have been incorporated in this Prospectus.

11. Candidates must enclose only the Self attested Photocopies of required Certificates/documents in the order as indicated below.

- (a) NEET MDS 2019-Score Card.
- (b) BDS Degree Certificate and Diploma Certificate or Provisional Pass Certificate.
- (c) CRR Completion Certificate.
- (d) Permanent Dental Registration Certificate issued by the Dental Council of India /State.
- (e) For NRI Candidates**
 - (i) NRI status of the financial supporter issued by the Indian Embassy of the respective country under their seal.
 - (ii) Certificate of Relationship between the NRI financial supporter and the candidate

issued by the competent authority, valid Indian Passport of the NRI financial supporter.

(iii) NRE (Non Resident External) Bank Account Pass Book of the financial supporter.

(iv) Declaration (Annexure III)

(f) Eligibility Certificate, if applicable.

(g) Community Certificate from the Competent authority indicating the Community status of candidates belonging to Backward Community /Backward Community (Muslim)/ Most Backward Community / Denotified Communities/ Schedule Caste/ Schedule Caste (Arunthathiyar).

Scheduled Tribe candidates should produce community certificates issued by a Revenue Divisional Office of the competent jurisdiction. (Applicable to native of Tamilnadu only)

(h) A copy of receipt of payment.

Candidates are instructed to produce the above mentioned original Certificates/ Documents at the time of the Certificate verification.

12. Filled in online Application form without the signature of the candidates will be summarily rejected.

V. RANK LIST

13. The Rank list will be drawn based on marks obtained in NEET MDS 2019.

14. The Secretary, Selection Committee will publish the tentative Rank List on the following official websites after completion of scrutiny of all applications received for this academic year.

www.tnhealth.org
www.tnmedicalselection.org

VI. COUNSELLING PROCEDURE:

15.(a) Admission to MDS courses, shall be made through counselling on the basis of rank in the venue notified by the Secretary, Selection Committee in the official websites.

(b) Re-allotment is permitted during the subsequent phases of counselling , based on Rank.

(c) Mutual transfer/ Individual request for transfer of college will not be permitted under any circumstances.

16. Candidates selected for admission should give a declaration in the form given at the time of the counselling that he / she is liable for forfeiture of selection / admission if suppression of facts or mis-interpretation is found at any time during or after the admission to the course.

17. If any suppression of facts is found later, the selection / admission shall be liable for cancellation during or after the admission to the course based on the declaration. Further, he / she will not be allowed to apply for the MDS Courses for two subsequent academic Years.

18. The candidates should download their call letter and report to the venue as mentioned in the schedule for Counselling and certificate verification. Candidates are instructed to bring their original certificates and documents which are enclosed along with the application form. In any case, if original certificates are not produced at the time of verification, then the provisional allotment order will be automatically cancelled. This is applicable to rounds of counselling.

19. Any change or modification and relevant information pertaining to this admission process will be made available only on the following official websites:

www.tnhealth.org
www.tnmedicalselection.org

The candidates are instructed to visit the websites frequently from the date of submission of application till the end of the admission process.

20. Unauthorised absence of candidates for fifteen days after joining the course will be treated as '**discontinued**' and that vacancy will be filled up by the Selection Committee depending on the availability of time before the cut-off date.

21.(a) All candidates attending the counselling for MDS Courses will have to remit a **non-refundable** amount of ₹. 1000/- at the time of Counselling as processing fee by means of Demand Draft drawn in favour of "**The Secretary, Selection Committee, Kilpauk, Chennai-10**" payable at Chennai.

(b) (i) The candidates who are selected at the time of counselling should pay an amount of Rs.2,00,000/- (Rupees Two Lakhs only) as tuition fee by way of Demand Draft drawn in favour of "**The Secretary, Selection Committee, Kilpauk, Chennai 10**"

(ii) The tuition fee is not refundable if the candidate does not join after collecting the provisional allotment order in second round of counselling.

(c) The candidates who discontinue the course on or **after the last phase of Counselling** should pay **the Discontinuation Fees** as specified below, to the Deans of the respective Colleges by means of a Demand Draft drawn in favour of "**The Secretary, Selection Committee, Kilpauk, Chennai – 10**", payable at Chennai.

For MDS Course Rs.15 Lakh

Unless the aforesaid discontinuation fee as penalty amount is paid in total, the candidates will not be relieved and original certificates produced by the candidate at the time of admission will be retained by the concerned institutions.

22. Second round of counselling will be applicable only for those who have joined the course within the stipulated time and wait listed candidate.

23.(a)After completion of second round of counselling if there is any vacancies that will be filled by mop-up round.

(b)The vacancies arising after re-allotment will be filled up with the candidates from the Rank list (if time permits within the cut-off date).

OTHER INSTRUCTIONS:

24.(a) Due to unforeseen reasons, if a candidate could not attend the mop-up counselling on the specified date and time in person, he / she can authorize a representative to attend the counselling on his/ her behalf. The authorized representative should produce an undertaking and authority letter for allotment in the format given in Annexure II (A&B) along with the requisite original documents. The allotment made to the authorized representative shall be binding on the candidate. The authorized representative should bring a valid photo identity of any one of following:

Voter ID
Driving licence
PAN card / Passport
Aadhar Card

Allotment Order will be issued only to the candidate, not to the authorized representative within the stipulated time specified during the counselling.

(b)Strict discipline should be maintained by the candidates for smooth conduct of Mop-up counselling. Only the Candidates will be permitted inside the counselling hall. Parents / Spouse/Guardian will not be permitted inside the counselling hall. Usage of Mobile Phone is strictly prohibited inside the counselling hall. If the candidates are found to indulge in any untoward activities, they will be debarred from the present counselling session and the in the event if they got selected, their selection will be cancelled besides they will be debarred from taking part in the counselling for two subsequent academic years.

25.The admissions will close on the cut-off date (i.e. on 31-05-2019) as per the guidelines issued by the Dental Council of India, Director General Health Services and the Tamil Nadu Dr. M.G.R. Medical University,Guindy, Chennai – 32.

VII. METHOD OF SELECTION AND ADMISSION:

26. (a) **Management Quota Seats in Self- Financing Dental Colleges:** Seat sharing with Self-Financing Minority and Non minority Colleges will be as per state Policy and Dental Council of India (DCI) and applicable Court Orders.

(b) Among seats under Management Quota upto 15% of total sanctioned seat will be allotted for NRI Quota.

(c) Unfilled seats of NRI Quota will be reverted to Management Quota.

(d) Candidates are advised to go through the respective college websites and satisfy themselves regarding Dental Council of India approvals, infrastructure and the rules and regulations.

27.a) Candidates who have selected the seat in the first phase of counselling after certificate verification should receive the certified provisional allotment order. Candidates should join the course on or before the date mentioned in the allotment order. The candidates who have failed to join the course are not eligible to attend the subsequent phase of counselling for the academic year 2019-2020.

(b) During the second phase of counselling all candidates except those mentioned in clause 27(a) and wait listed candidate can participate the counselling for the available vacancies.

28. (a) Allotment will be made only for the seats affiliated to the Tamil Nadu Dr.M.G.R Medical University / Annamalai University for the Academic Year 2019-2020 session. Seats approved by respective university for MDS courses for 2019-2020 session will be displayed before counselling.

(b) Some seats for which Dental Council of India has issued Letter of Permission(LOP), subsequently Dental Council of India has not recognized the said course for the academic year. Hence , the candidates should well examine these points and refer DCI website before opting for a seat.

29.The Selection Committee will not be responsible for Dental Council of India approvals, infrastructure and the rules and regulations of the concerned Dental Colleges. Hence, candidates are advised to go through the respective college websites and satisfy themselves before giving their option for selection of seats by candidate during counselling. The Selection Committee shall neither be responsible nor shall entertain any case on the above grounds.

VII. TUITION FEE

30. Tuition Fee for Management Quota including NRI seats in Self Financing Dental Colleges will be as prescribed by “The Committee on Fixation of Fee in respect of Self Financing Professional Colleges”

The above Fee structure is applicable for 2019-2020 admission. The selected candidates have to pay the Tuition Fees and other special fees etc., at the time of admission in the respective colleges.

IX. COMMUNICATION:

31. All notices, notification and publications regarding admission to MDS course 2019-2020 session will be published on the websites **www.tnhealth.org** and **www.tnmedicalselection.org** Selection committee shall not be responsible for consequences resulting due to non-diligent follow-up of information published on the websites.

32. (a) The candidates who join MDS Course should not indulge in any kind of agitation, strike or ragging activity inside and outside the college campus during the course of the study. Candidates found to take part in any such activities mentioned above will be expelled from the course/college, at any part of the course of study and criminal action will be taken against them.

(b) The extract of letter / direction from MCI as per Letter No.MCI-34(1)/2014-Med (Ragg.)/130894, dated 11.09.2014 is given in Annexure IV for information of candidates.

33. Candidate applying for admission to MDS Course under management quota including NRI in Self Financing Dental Colleges 2019-2020 session is deemed to have read the contents of this Prospectus and agrees with all the conditions and clauses and will not have the right to challenge any of the Regulations.

DIRECTOR OF MEDICAL EDUCATION

INSTRUCTIONS TO CANDIDATES FOR APPLYING APPLICATION THROUGH ONLINE

1. Registration:

Click on New user registration for registration and candidate has to enter the mandatory data. The login ID and password should be kept in privacy. Candidate should note down the user ID and password for further processes. Don't share the login id and password with others. Once the candidate creates Login ID, it should not be changed.

OTP will send to his/her mobile number during the Registration

Candidate redirected to payment.

After successful payment, the candidate has to enter the challan No. and challan Date. The page is not redirect to your page. Candidate can proceed further process after entering the challan No. and challan date.

Applications without the challan(receipt of payment) will not be accepted.

Candidates have to scan their recent passport size Photograph and signature which are to be uploaded as a soft copy.

❖ Photo size should not exceed to 50KB and Signature should be less than 20 KB

2. Login

Enter the login id and password to proceed to the next step

Changing of password (if the candidate wants to change his/her password, can change).

The candidate can download his/her application for taking a printout, if the status of application "Submitted" instead of Pending". Once the application submitted, he/she cannot edit his/her application. He/she can download the application only.

3. Candidates have to fill the following Mandatory Details.

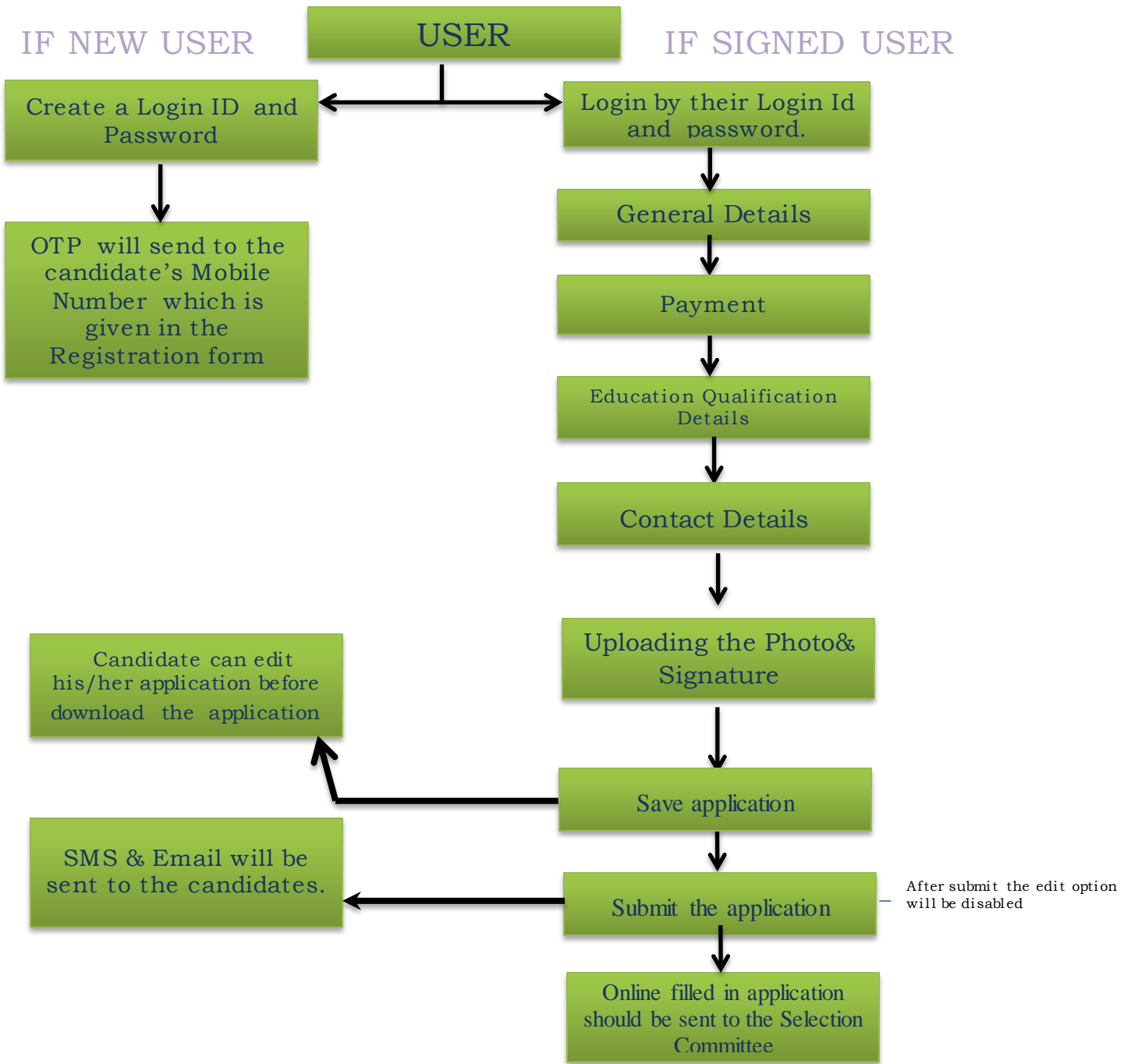
1. General Details
2. Education Qualification Details.
3. Contact Details.
4. Uploading Images.
5. Download the application.

After finishing of data entry in every step click save and proceed button to save the data.

The candidate can download his /her application by click on the link download application.

The candidate should check the data entered by him/her before submitting the filled in online application form to the Selection Committee. The candidate should not change/ update any details in the online application after submitted to the Selection Committee. If the candidate wants to update/change his/her data, he/she has to inform the Selection Committee (if the application is already sent).

The candidates have to send their application along with a challan (Receipt of payment) and necessary documents (NEET PG/MDS 2019 Score card, MBBS/ degree /Provisional certificate, CRR completion certificate, Diploma certificate(if applicable) , Permanent Medical/dental Registration certificate, community certificate (if applicable),Minority certificate(for claiming minority status), nativity certificate(if applicable)& proof of NRI to the Selection Committee within the stipulated time (mentioned in front page of the registration page).



ANNEXURE II

A. UNDERTAKING REGARDING AUTHORIZATION

I,.....son/daughter/wife of
Mr.....aged.....years
andmonths, bearing A..R Number
and General Rank Noin the Merit list for Post graduate Degree / Diploma/MDS
year 2019-2020 session do hereby solemnly affirm and
undertake that the decision of my authorized representative, Mr/ Mrs/ Miss.....
..... Son/ daughter / wife of.....
Mraged..... years, regarding selection/
rejection of seat on the date of counseling(.....) shall be binding on me and I shall not
have any claim whatsoever, other than the decision taken by my authorized representative on
my behalf on.....

Signature of the Candidate

Name.....

A.R. No.....

General Rank.....

Address.....

.....

.....

B. AUTHORITY LETTER

I,.....son/daughter/wife of
Mr.....bearing
A.R Number.....and General Rank Noin the Merit list
for Post graduate Degree/ Diploma/ MDS 2019-2020 session
do hereby authorize, Mr/ Mrs/ Miss.....Son/ daughter / wife
of.....Mrto represent me on.....(Date)

before the Selection Committee, Directorate of Medical Education, Chennai for allotment of a
seat in Post graduate Degree/ Diploma/ MDS Courses 2019-2020 session .



The signature and the photograph of the above named Mr/
Mrs/ Miss.....are attested below.



Signature of the Candidate:

Name:

A.R Number:

General Rank in the Merit List:

Photograph of
Candidate
Attested by
a Gazetted Officer

Photograph of authorized
representative attested by the candidate

Signature of authorized
representative duly
attested by the candidate

NB: Signature and seal of the attesting authority should cross over the photographs

ANNEXURE III

Ward Certificate (Children of Non-resident Indian or their wards)

(for admission under NRI Quota seats)

I.....Son of Thiru/Tmt.....
(name of Guardian)

Aged.....years holding an.....Passport
(Date of Birth)

And residing at

.....Telephone No.....Mobile No.....
e-mail ID.....

do hereby solemnly affirm and state that, Thiru/Tmt.....

S/o. D/o of

Who is seeking admission to Post Graduate Medical courses through Tamil Nadu for the year 2019-2020

Is my "ward".

I would wish to state that I am the guardian of the said candidate for the entire course of study and will be legally responsible for his/her Post Graduate Study.

Passport Details:

Passport No..... Place of issue

Date of Issue Date of Validity of Passport

Bank Account Details:

Nature of Account

Name of the Bank and Address

Relationship with the student

(Signature of the Guardian)

Date:.....

Place.

ANNEXURE - IV

**MEDICAL COUNCIL OF INDIA
NOTIFICATION**

New Delhi, the 3rd August, 2009

No. MCI-34(1)/2009-Med./25453

**Implementation of the Regulations framed by the Medical Council of India to
curb the menace of ragging in medical colleges.**

The operative part of the regulation is reproduced as under with regard to curb the menace of ragging in medical colleges:-

“5. Measures for prohibition of ragging:-

5.1 The Medical College/Institution / University shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted and / or for the time being in force, considering ragging as a cognizable offence under the law at par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST and prohibiting ragging in all its forms in all institutions.

5.2 Ragging in all its forms shall be totally banned in the entire Medical College/Institution / University including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.

5.3 The Medical College/Institution / University shall take strict action against those found guilty of ragging and/or of abetting ragging.

6. Measures for prevention of ragging at the institution

level:-6.1 Before admissions:-

6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned / prohibited in the Medical College/Institution and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately.

6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).

6.1.3 The “Prospectus” and other admission related documents shall incorporate all directions of the Hon`ble Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging.

6.1.4 A Brochure or booklet/leaflet shall be distributed to each student at the beginning of each academic session for obtaining undertaking not to indulge or abet ragging and shall contain the blueprint of prevention and methods of redress.

The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.

A database shall be created out of affidavits affirmed by each student and his/her parents/guardians stored electronically, and shall contain the details of each student. The database shall also function as a record of ragging complaints received.

6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/transfer certificate/migration certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.

6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.

6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.

6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicoloured with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.

6.1.10 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the Medical College/Institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.

6.1.11 The Medical College/Institution/University shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.

6.1.12 The Medical College/Institution/University shall identify, properly illuminate and man all vulnerable locations.

6.1.13 The Medical College/Institution/University shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.

6.1.14 The Medical College/Institution/University shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.

6.1.15 The faculties/ departments/ units of the Medical College/Institution /University shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

The Principal or Head of the Institution/Department shall obtain an undertaking from every employee of the institution including teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service record.

6.2. On admission:-

6.2.1 Every fresher admitted to the Medical College/Institution/University shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant

district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.

Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels.

6.2.2 The Medical College/Institution/University through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bonafide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

6.2.4 The leaflet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

6.2.5 The Medical College/Institution/University shall also organize joint sensitization programmes of „freshers“ and seniors.

On the arrival of senior students after the first week or after the second week as the case may be, further orientation programmes must be scheduled as follows (i) joint sensitization programme and counseling of both 'freshers' and senior by a Professional counselor; (ii) joint orientation programme of 'freshers' and seniors to be addressed by the principal/Head of the institution, and the anti -ragging committee ; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the 'freshers' and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.

6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3. At the end of the academic year:-

6.3.1 At the end of every academic year the Dean/Principal/Director shall send a letter to the parents/guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.

6.3.2 At the end of every academic year the Medical College/Institution /University shall form a "Mentoring Cell" consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of the staff. Such staff member should interact individually with, each member of the group on a daily basis for ascertaining the problems/difficulties if any faced by the fresher in the institution and extending necessary help.

In the case of freshers admitted to a hostel it shall be the responsibility of the teacher in charge of the group to coordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged.