

# Atal Medical & Research University, HP

on behalf of

The Government of Himachal Pradesh

Department of Medical Education & Research



## Common/ Centralized Counselling Prospectus

Under-Graduate Medical/Dental Courses

For

Admission to MBBS & BDS Courses

based on Merit of

NEET-UG-2025

(Session 2025-26 )

Website: [www.amruhp.ac.in](http://www.amruhp.ac.in)

### Online Application Fee Details:

➤ For General/NRI OBC & Other Categories:	2500
➤ For SC/ST/EWS Categories:	1500
➤ Persons with Disability (PwD)	ZERO

Released On:- 20.07.2025

**(Entire application and counseling process shall be in online mode)**

For Query (WhatsApp) : 9459139364 , Mail: [counselling.amruhp@gmail.com](mailto:counselling.amruhp@gmail.com) (No phone calls please)

### IMPORTANT DATES AND INFORMATION AT A GLANCE

1.	<b>Submission of online application form with successful transaction of fee.</b>	20.07.2025 to 26.07.2025
	Corrections if any in the forms filled	27.07.2025
2.	Filling of preferences of course/ colleges and quota	22.07.2025 to 26.07.2025
3.	Display of provisional merit list	1.08.2025
4.	Display of final merit list	2.08.2025
5.	Provisional seat allocation	4.08.2025
6.	Final seat allocation.	6.08.2025
7.	Date of joining the allotted college and course	8.08.2025 to 9.08.2025
8.	Display of vacancy position for 2 <sup>nd</sup> round	14.08.2025
9.	<b>Filling up fresh online counselling form and locking the choices of Course/College/Quota for 2nd round of counseling</b>	15.08.2025 to 18.08.2025
10.	2 <sup>nd</sup> Round Provisional Merit list	20.08.2025
11.	2 <sup>nd</sup> Round Final Merit list	21.08.2025
12.	2 <sup>nd</sup> Round Provisional seats Allocation	25.08.2025
13.	2 <sup>nd</sup> Round of Final seats Allocation	27.08.2025
14.	Date of joining the allotted college and course	1.09.2025 to 2.09.2025
15.	Display of vacancy position for 3 <sup>rd</sup> round counseling	6.09.2025
16.	<b>Filling up fresh online counselling form and locking the choices of Course/College/Quota for 3<sup>rd</sup> round of counseling</b>	7.09.2025 to 9.09.2025
17.	3rd Round Provisional Merit list	11.09.2025
18.	3rd Round Final Merit list	12.09.2025
19.	3rd Round Provisional seats Allocation	15.09.2025
20.	3rd Round of Final seats Allocation	17.09.2025
21.	Date of joining the allotted college and course	19.09.2025 to 20.09.2025
22.	Display of vacancy position	25.09.2025
23.	<b>Filling up fresh online counselling form and locking the choices of Course/College/Quota for Stray round of counseling</b>	25.09.2025 to 26.09.2025
24.	Stray Round Merit list	27.09.2025
25.	Stray Round Provisional seats Allocation	25.09.2025
26.	Stray Round of Final seats Allocation	29.09.2025
27.	Date for joining the allotted college and course in Stray round of counseling.	30.09.2025 to 1.10.2025
<b>Note:</b> Any change in the counseling schedule, shall be uploaded on the University website <a href="http://www.amruhp.ac.in">www.amruhp.ac.in</a> . Therefore, the candidates are advised to remain in touch regularly with the University website till the completion of admission process.		

### IMPORTANT NOTE

- (i) The complete text of the counseling prospectus is available on the University Website: [www.amruhp.ac.in](http://www.amruhp.ac.in) and Directorate of Medical Education & Research, H.P. website [www.hp.gov.in/hpdmer](http://www.hp.gov.in/hpdmer). Candidates may download the complete copy of the text of the prospectus and read it carefully. Thereafter, apply online within the prescribed date with successful transaction of fee and may obtain the print out of confirmation copy of ONLINE application form as per instructions mentioned in the prospectus. The print out of confirmation copy of online application form is required to be submitted along with allotment letter and requisite certificates/documents by the candidates in person on the day of reporting for admission in the concerned provisionally allocated college.
- (ii) The merit list of only qualified candidates of NEET-UG-2025 conducted by the NTA will be drawn by the University. The candidates who have not qualified the NEET-UG-2025 will not be allowed to fill the form. Moreover, if a candidate is found ineligible on any stage, the application form shall be rejected without any notice and names of such candidates will not figure in the merit list. The application fee shall not be refunded in any case.
- (iii) In case of failure to complete any of the steps of submission of online Application Form and payment of fee as per requirement of online process, the final submission of online application will remain incomplete and unsuccessful. Merely deduction of fee does not mean that the online application form has been submitted successfully. In the event of failure of fee and non-generation of confirmation copy of the online application form, the University shall, in no way be responsible.
- (iv) Generation of confirmation copy confirms the correctness and final submission of application form. If confirmation copy has not been generated, this means that application has not been submitted successfully which will lead to rejection.

**TELEPHONE NUMBERS OF DIRECTOR MEDICAL EDUCATION & RESEARCH H.P. AND THE COLLEGES**

Sr. No.	Description	Office Telephone No.	College Students Section Tel. No.	College Fax No.
1.	Director Medical Education & Research, HP., Shimla	0177-2620733	DME Office No.. 0177-2624895	DME Office Fax No..0177-2624895
2.	Principal, Indira Gandhi Medical College, Shimla	0177-2804251	0177-2883374	0177-2658339
3.	Principal, Dr. RPGMC, Tanda (kangra)	01892-267115	01892-267166	01892-267115
4.	Principal, Dr.Y.S. Parmar Govt. Medical College , Nahan	01702-222209	01702-222011	01702-222209
5.	Principal, Sh. Lal Bahadur Shastri Govt. Medical College, Ner-Chowk, Distt.Mandi	01905-243950	01905-243952	01905-243949
6.	Principal, Pt. Jawahar Lal Nehru Govt. Medical College, Chamba	01899-223959		01899-223959
7.	Dr.Radhakrishnan Govt. Medical College, Hamirpur	01972-222999	01972-222999	
8.	Principal, H.P. Govt. Dental College, Shimla	0177-2658838	0177-2652562	0177-2651483
9.	Principal, Maharishi Markandesher Medical College, Kumarhatti Distt. Solan	01792-262111	01792-262176	01792-268281
10.	Principal, Himachal Dental College, Sundernagar	01907-267183	01907-267165	01907-266093
11.	Principal, Bhojia Dental College, Nalagarh	01795-246921	01795-244721	01795-246231
12.	Principal, Himachal Institute of Dental Sciences, Paonta Sahib	01704-223726	01704-223298, 9816048155	01704-223726

**IMPORTANT WEBSITES AND E-mail ID**

Sr. No.	Description	Website	Email ID
(i)	COE, Atal Medical and Research University, HP at Nerchowk, Distt. Mandi	<a href="http://www.amruhp.ac.in">www.amruhp.ac.in</a>	<a href="mailto:coemedicaluniv.mandi@gmail.com">coemedicaluniv.mandi@gmail.com</a>
(ii)	Directorate of Medical Education & Research, Himachal Pradesh, Shimla	<a href="http://www.hp.gov.in/hpdmer">www.hp.gov.in/hpdmer</a>	directorateme@yahoo.in
(iii)	Indira Gandhi Medical College, Shimla	<a href="http://www.igmcshimla.org">www.igmcshimla.org</a>	info@igmcshimla.org
(iv)	Dr.Rajendra Prasad Govt.Medical College, Kangra at Tanda	<a href="http://www.rpgmc.ac.in">www.rpgmc.ac.in</a>	principal.tanda@gmail.com
(v)	Dr. YS Parmar Govt. Medical College, Nahan	<a href="http://www.yspgmc.org">www.yspgmc.org</a>	<a href="mailto:yspgmc.nahan@gmail.com">yspgmc.nahan@gmail.com</a>
(vi)	Sh. Lal Bahadur Shastri Govt. Medical College, Ner-Chowk(Mandi)	<a href="http://www.slbsgmcm.in">www.slbsgmcm.in</a>	<a href="mailto:prslbsgmchmandi@gmail.com">prslbsgmchmandi@gmail.com</a>
(vii)	Pandit Jawahar Lal Nehru Govt. Medical College, Chamba	<a href="http://www.jlmgmc.chamba.com.in">www.jlmgmc.chamba.com.in</a>	<a href="mailto:dirme-cha-hp@gov.on">dirme-cha-hp@gov.on</a>
(viii)	Dr. Radhakrishnan Govt.Medical College, Hamirpur	<a href="http://www.rgmchamirpur">www.rgmchamirpur</a>	<a href="mailto:principal.hamirpur@gmail.com">principal.hamirpur@gmail.com</a>
(ix)	Maharishi Markandesher Medical College, Kumarhatti Distt. Solan	<a href="http://www.mmusolan.org">www.mmusolan.org</a>	principal.mmmch@mmusolan.org
(x)	H.P.Govt. Dental College, Shimla	<a href="http://www.hpgdcshimla.org">www.hpgdcshimla.org</a>	<a href="mailto:hpgdcshimla@gmail.com">hpgdcshimla@gmail.com</a>
(xi)	Himachal Dental College, Sundernagar	<a href="http://www.hdc.ac.in">www.hdc.ac.in</a>	admin@hdc.ac.in
(xii)	Bhojia Dental College, Nalagarh	<a href="http://www.bhojiamededu.com">www.bhojiamededu.com</a>	<a href="mailto:bhojiadental@gmail.com">bhojiadental@gmail.com</a>
(xiii)	Himachal Institute of Dental Sciences, Paonta Sahib	<a href="http://www.hids.ac.in">www.hids.ac.in</a>	info@hids.ac.in

## SAY NO TO RAGGING

- It is a menace
- It is not fun, it is a crime
- It ruins life
- It has no gains, only pains
- Eradicate Ragging Encourage brotherhood
- Stop ragging save your career
- Be student not a criminal

### HIMACHAL PRADESH EDUCATION INSTITUTIONS (PROHIBITION OF RAGGING) ACT 2009

- No student shall indulge in ragging in any form, within or outside the premises of an educational institution
- Any person if on prima facie evidence is found guilty will be suspended from the educational institution
- On Conviction be punished with imprisonment for term which may extend to 3 years or with fine which may extend to fifty thousand or with both
- Will be expelled from the College/Institution
- Expelled student will not be admitted in any other Institution for a period of three years from the date of order of such expulsion

### Students found involved in ragging and action taken by Anti ragging Committee of the Institute in previous Academic Session

Name of College	Name of student against whom complaint was raised	Action taken
Dr. Yashwant Singh Parmar Govt. medical College Nahan (H.P)	Devansh Gupta	<ul style="list-style-type: none"> <li>• 45 days suspension from classes</li> <li>• Debarred from attending/representing this institution in any cultural/sports activity (Regional/ National/ International for one year)</li> <li>• A Fine of 50,000/- Each</li> </ul>
	Devender Kumar	
	Divyam Raghav	
	Ishan Chauhan	
	Jugal Thakur	
	Kartikay Singh Chandel	
	Rohan Sarjolta	
	Satvik Thakur	
Dr. Rajendra Prasad Govt. Medical College, Kangra at Tanda	Varun Negi	
	Mr. Arul Sood	<ul style="list-style-type: none"> <li>• Fine of Rs 100000/- (One Lakh) each</li> <li>• Expulsion from Hostel for one year.</li> <li>• Suspension from Classes for Mr. Siddhant Yadav for one year.</li> <li>• Suspension from Internship for Mr. Arul Sood for one year.</li> </ul>
	Mr. Siddhant Yadav	
Shri Lal Bahadur Shastri Government Hospital Ner Chowk	Mr. Harsh Duhan	<ul style="list-style-type: none"> <li>• Expelled from Hostel for the Six month.</li> <li>• Debarred from the classes for the period of three months.</li> <li>• A Fine of 25,000/- deposit with in week.</li> </ul>
	Mr. Mukul Kumar	
	Mr. Parshant Jha	
	Mr. Shri Krishna Mina	
	Miss Stuti Sharma	
	Miss Jasveen Kaur Chawla	

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## SECTION – I INTRODUCTION

- (a) The Atal Medical and Research University, HP will be conducting the counseling on behalf of the Government of Himachal Pradesh (Department of Medical Education & Research) through Centralized Counseling Committee constituted by the Government of Himachal Pradesh vide Notification No. HFW- B(F)-11-4/2016 dated 1.11.2021 under the Chairmanship of the Director Medical Education & Research, Himachal Pradesh for filling-up of State, Management and NRI Quota seats in Government and Private Medical and Dental Colleges of the State of Himachal Pradesh on the basis of qualified candidates of NEET-UG-2025 conducted by the National Testing Agency. The said qualified candidates are required to apply online by using the website of the University within stipulated period. The rules & regulations as contained in the prospectus have been framed/ approved by the Government of Himachal Pradesh keeping in view the guidelines of Medical Council of India/National Medical Commission and Dental Council of India for admission to MBBS/BDS courses. This centralized Online counseling shall be conducted for 85% State Quota Seats which includes the reserved seats of Children of J&K Migrants, Children of Tibetan Refugees, NRI and Economically Weaker Sections (EWS) in Government Medical/Dental Colleges and all the seats of Private Un-aided Medical/ Dental Colleges as per distribution of seats given in the prospectus, through this counseling.
- (b) The desirous candidates including NRI who are qualified in NEET-UG-2025 and fulfill the prescribed eligibility criteria and other conditions of the prospectus may apply online by using University website [www.amruhp.ac.in](http://www.amruhp.ac.in) for seeking admission to MBBS/BDS courses in different Medical and Dental Colleges situated in the State of Himachal Pradesh. The application forms of candidates who will be found non- qualified in NEET-UG-2025, shall be rejected without any notice.
- (c) **The printout of the computer- generated confirmation copy of the online application form along with Allotment Letter and self- attested photocopies of documents/certificates is required to be submitted in person by the candidates on the day of reporting to the provisional allocated college. The original documents/ certificates shall also be required to be produced by the candidates at the time of reporting to the provisionally allocated college for verification to determine the prescribed eligibility criteria for admission as per provisions of the prospectus.**

## **SECTION – II COLLEGES FOR WHICH COUNSELING WILL BE CONDUCTED**

### **Government Medical Colleges affiliated with Atal Medical & Research University, Hp (A State University of Himachal Pradesh)**

1. Indira Gandhi Medical College, Shimla
2. Dr. Rajendra Prasad Government Medical College, Kangra at Tanda
3. Dr. Yashwant Singh Parmar Government Medical College, Nahan, Distt. Sirmour
4. Sh. Lal Bahadur Shastri Government Medical College, Ner-Chowk , Distt. Mandi
5. Pandit Jawahar Lal Nehru Government Medical College, Chamba
6. Dr. Radhakrishnan Government Medical College, Hamirpur

### **Government Dental College affiliated with Atal Medical & Research University, Hp (A State University of Himachal Pradesh)**

7. H.P. Government Dental College & Hospital, Shimla

### **Privately managed Dental Colleges affiliated with Atal Medical & Research University, Hp (A State University of Himachal Pradesh)**

8. Himachal Dental College & Hospital, Sunder Nagar, District Mandi
9. Bhojia Dental College & Hospital Budh (Nalagarh) District Solan.
10. Himachal Institute of Dental Sciences, Paonta Sahib, District Sirmour.

### **Privately managed Medical Colleges affiliated with MM University, Solan (A private University of Himachal Pradesh)**

11. Maharishi Markandeshwar Medical College, Solan

### SECTION – III DISTRIBUTION OF SEATS AND ADMISSION CRITERIA

#### 1. (a) College-wise and category-wise distribution of 85% State Quota Seats in Government Medical Colleges.

Name of Category	IGMC Shimla	Dr.RPGMC, Tanda	Dr.YSGMC, Nahan	SLBSGMC,Ner-Chowk, Mandi	PJLNGMC, Chamba	Dr.RKGMCC, Hamirpur
<b>Total seats</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>
<b>All India Quota (15% out of 120)</b>	18	18	18	18	18	18
ESI Quota (35% out of 85% State Quota Seats)	-	-	-	36	-	-
State Quota Seats	102	102	102	66	102	102
<b>Group-A(Reserved)</b>	<b>51</b>	<b>52</b>	<b>50</b>	<b>32</b>	<b>50</b>	<b>50</b>
(1) Scheduled Caste	15	15	15	9	15	15
(2) Scheduled Tribe	7	7	7	4	7	7
(3) Other Backward Classes	4	2	2	2	2	2
(4)Widows/Wards of Ex-serviceman	1	1	1	1	1	1
(5) Wards/Wives of Defense Personnel	1	1	1	1	1	1
(6) Ward of Freedom Fighter	1	1	1	1	1	1
(7) Backward Area	3	3	2	1	2	2
(8) Persons with Disability (PwD) (Benchmark Disabilities as per MCI guidelines Appendix-21))	5	5	5	3	5	5
(9) Single Girl Child	1	1	1	1	1	1
(10) Children of J&K Migrants	-	1	-	-	-	-
(11) Children of Tibetan Refugees	1	1	1	-	1	1
(12) Economically Weaker Sections(EWS)	10	10	10	7	10	10
<b>Group-B(Unreserved)</b>						
Un-reserved/ General	<b>51</b>	<b>50</b>	<b>52</b>	<b>34</b>	<b>52</b>	<b>52</b>
NRI Quota	<b>2</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>4</b>

**Note:** The above seats distribution is provisional and subject to change, if any, by the State Government on or before the first round of counseling.

**(b) College-wise and category-wise distribution of 85% State Quota Seats in H.P. Government Dental College, Shimla and 50% State Quota Seats in Private un-aided Dental Colleges.**

Name of Category	HPGDC, Shimla	HDC, Sunder Nagar	BDC, Budh, (Nalagarh)	HIDS, Paonta Sahib
<b>Total seats</b>	<b>75</b>	<b>60</b>	<b>60</b>	<b>100</b>
All India Quota (15%)	11	-	-	-
State Quota Seats	64	30	30	50
<b>Group-A(Reserved)</b>	<b>33</b>	<b>16</b>	<b>16</b>	<b>22</b>
(1) Scheduled Caste	9	5	5	7
(2) Scheduled Tribe	4	2	2	4
(3) Other Backward Classes	1	4	4	6
(4) Wives/Wards of Ex-Servicemen	1	1	1	1
(5) Wards/Wives of Defense Personnel	1	1	1	1
(6) Ward of Freedom Fighter	1	1	1	1
(7) Backward Area	2	-	-	-
(8) Persons with Disability(PwD) (Benchmark disabilities as per DCI guidelines Appendix-22 )	3	1	1	1
(9) Single Girl Child	1	1	1	1
(10) Children of J&K Migrants	2	-	-	-
(11) Children of Tibetan Refugees	-	-	-	-
(12) Economically Weaker Sections(EWS)	6	-	-	-
<b>Group-B</b>				
Unreserved/ General	<b>31</b>	<b>14</b>	<b>14</b>	<b>28</b>
NRI Quota	<b>2</b>	-	-	-

**Note:** The above seats distribution is provisional and subject to change, if any, by the State Government on or before the first round of counseling.

**(c) College-wise and category-wise distribution of seats for 50% Management Quota Seats in Private un-aided Dental Colleges.**

Name of Category	HDC Sunder Nagar	BDC Nalagarh	HIDS Paonta Sahib
Total Seats	30	30	50
General/Unreserved	17	17	29
Scheduled caste	5	5	8
Scheduled Tribe	2	2	4
Other Backward Classes	4	4	6
Persons with Disability(PwD) (benchmark disabilities as per DCI guidelines Appendix-22)	2	2	3

**(d) Provisional Seats distribution of Maharishi Markandeshwar Private Medical College, Kumarhatti, District Solan as per Interim Orders passed by the Hon'ble High Court of H.P. on 27.06.2018 in CWP No.1300/2018 and on 16.10.2020 in CWP No.4119/2020 titled as Maharishi Markandeshwar University, Solan Vs. State of H.P. & Ors.**

Total seats =150	State Quota (25%)	Management Quota (75%)
	38	112
<b>Group-A (Reserved)</b>	17	33
(1) Scheduled Caste	6	16
(2) Scheduled Tribe	3	8
(3) Other Back Ward Classes	2	5
(4) IRDP/BPL candidates of Himachal Pradesh	2	-
(5) Backward Area candidates of Himachal Pradesh	1	-
(6) Persons with Disability(PwD) (benchmark disabilities as per MCI guidelines Appendix-21)	2	4
(7) Single Girl Child	1	-
<b>Group-B (Unreserved)</b>	21	56
<b>NRI Quota</b>	23	

**Note:**

(i) Maharishi Markandeshwar Medical College and Hospital, Kumarhatti, Solan is a constituent college of Maharishi Markandeshwar University, Kumarhatti, Solan (H.P.), established under the provisions of the Maharishi Markandeshwar University (Establishment and Regulation) Act, 2010 (Act No. 22 of 2010). The Medical College is recognized by the Medical Council of India.

This institution has been included in the prospectus solely for the purpose of facilitating the allotment of seats to NEET-UG-2025 qualified candidates through the Centralized Counselling Committee, in accordance with the directions issued by the State Government vide Notification No. HFW-B(B)-12-4/2013-I-Loose (Part) dated 15.03.2016 and its subsequent corrigendum dated 19.03.2016, as well as the directives of the Ministry of Health & Family Welfare (Medical Education Policy), Government of India, vide letter No. V.11011/1/2015-MEP(Pt.) dated 10th March, 2017.

(ii) The seat distribution mentioned above is subject to the final outcome of CWP No. 1300/2018, currently pending before the Hon'ble High Court of Himachal Pradesh.

**(e) Fee structure of MBBS course in Maharishi Markandeshwar Private Medical College, Kumarhatti, District Solan as approved by the Government of H.P. (Department of Higher Education) vide letter No. EDN-H(8)A(1)Pvt.-Univ.-08/2008 dated 30<sup>th</sup> June 2023**

<b>*May be reviewed by Government of Himachal Pradesh</b>							
<b>SR No.</b>	<b>Details of Category</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>4<sup>th</sup> Year</b>	<b>Final Year</b>	<b>Total</b>
<b>1</b>	IRDP/BPL	53,240/-	58,564/-	63,888/-	69,212/-	74,536/-	3,19,440/-
<b>2</b>	State Quota	8,47,000/-	9,31,700/-	10,16,400/-	11,01,100/-	11,85,800/-	50,82,000/-
<b>3</b>	Management Quota (Rs.)	15,97,200/-	17,56,920/-	19,16,640/-	20,76,360/-	22,36,080/-	95,83,200/-
<b>4</b>	NRI Quota (USD)	42,159/-	46,375/-	50,591/-	54,807/-	59,023/-	25,29,55/-
<b>(I).</b> The hostel charges for the academic Session 2025-26 will be 31,500/- for single occupancy, 25,200 for double occupancy and Rs. 18,900/- for triple occupancy. The institution may charge the hostel charges on pro-rata basis.							
<b>(II).</b> The college can charge additional fee from students who opt for air conditioner/heater facilities and any other additional facilities.							
<b>(III).</b> The college cannot charge institutional development charges/building fund etc. neither from the old students nor from the new students.							
<b>(IV).</b> The above fee structure is subject to change by the Government of H.P.							
Contact Number of Maharishi Markandeshwar Medical College, Kumarhatti, Distt. Solan: Telephone No. +911792-262111/262176/268224, +91-8628963700, +91-9315375683 Fax:01792-268281, e-mail: <a href="mailto:principal.mmmch@mmusolan.org">principal.mmmch@mmusolan.org</a> Website: <a href="http://www.mmusolan.org">www.mmusolan.org</a>							

**2. Status of Recognition of the Colleges with NMC / DCI:**

All the seats of Medical and Dental Courses for which counseling is being conducted are recognized by NMC/DCI.

**3. BACKWARD AREA SEATS:** These seats are reserved for candidates belonging to the backward areas as notified by the Himachal Pradesh Government from time to time; provided further that the candidate under this category must fulfill the basic eligibility criteria given under Clause IV (Eligibility & Qualification) of the Prospectus.

- (a) Candidates belonging to the backward area must be permanent resident of that particular backward area and must have passed at least two examinations i.e. primary/middle/matric/+1/+2 from the schools located in the backward area.
- (b) If no candidate as per (a) is available, then a candidate belonging to backward areas will be considered.
- (c) In case no candidate as per (a) and (b) above is available for the backward area's seat, the same will go to general category candidate.

*Note: The candidate(s) who studied in non-backward area school and taken admission in backward area school during mid-session shall not be considered for admission against the backward area reserved seats.*

**4. CRITERIA FOR PHYSICALLY HANDICAPPED (Benchmark Disabilities)**

(a) **For MBBS/BDS Courses as per MCI/NMC/DCI Guidelines:** Persons having benchmark disabilities have entitled for reservation under the Rights of Persons with Disability Act, 2016, 5% seats of the annual sanctioned intake capacity shall be filled up by candidates with benchmarked Disabilities in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 based on the merit of NEET-UG-2025. For this purpose, the specified Disability as prescribed by Medical Council of India for admission to MBBS course vide Notification No.MCI-34(41)/2018-Med./170045 dated 4<sup>th</sup> February, 2019 is available at **Appendix--21**. Similarly, for admission to BDS course, the specified disability as prescribed by the Dental Council of India vide letter No.DE-88(10)-M2-2018/9676 dated 13.2.2019 is also available at **Appendix-22**. If the seats reserved for the persons with disabilities in a particular category remain unfilled on account of unavailability of candidates, the seats should be included in the annual sanctioned seats for the respective category (Un-reserved). Candidates who will be considered themselves eligible for this category are advised to ensure their eligibility by getting themselves examined as per criteria laid down in the aforesaid Appendix of the prospectus from a duly constituted and authorized Medical Board of the Indira Gandhi Medical College & Hospital, Shimla or Dr. Rajendra Prasad Govt. Medical College & Hospital Kangra at Tanda. They are required to obtain the Disability Certificate from them and produce the same as per **Appendix--8(i) & Appendix-8(ii)** at the time of counseling. However, the said certificate should be issued within three months prior to 1<sup>st</sup> round of counseling for seeking admission to MBBS/BDS courses for claiming the benefit of reservation as per requirement of the prospectus.

5. **Children of Jammu & Kashmir migrants** will be required to apply for counseling/admission on the basis of the merit of the NEET-UG-2025 against the seats reserved for them. The candidates should possess the minimum educational qualification and age as prescribed in the prospectus. Their merit shall be drawn in their own category.
6. **Children of Tibetan Refugees** will be required to apply for counseling/admission on the basis of the merit of the NEET-UG-2025 against the seats reserved for them. The candidates should possess minimum educational qualifications and age as prescribed in the Prospectus and should be sponsored by Tibetan Govt. in Exile. However, their merit shall be drawn in their own category.
7. **All India Quota seats:** These seats i.e. 15% in Govt. Medical/Dental Colleges shall be filled up on the basis of All India merit ranking of NEET-UG-2025 for which the online counseling will be conducted by the Directorate General of Health Services, Government of India, New Delhi for which the eligible candidates are advised to visit the website [www.mcc.nic.in](http://www.mcc.nic.in).
8. **(a) NRI Category:** The NEET-UG-2025 qualified candidate who are claiming under NRI quota shall be NRI/ OCI/ PIO by himself / herself

**Or**

Applicant's parents should be NRI/ OCI/ PIO

Non-Resident Indians (NRIs), People with Indian Origin (PIO) and Overseas Citizens of India (OCI) who have passed NEET-UG-2025 have to upload a Certificate from the concerned Indian Diplomatic Mission in the country of their residence in support of their claim as an NRI/OCI/PIO Candidate and retain the original of such document for producing it at the time of Admission. The applicant shall also upload Documentary Proof (e.g. relevant pages of a valid passport or a Certificate from the Competent Authority in the country of his/her nationality regarding his/her citizenship status) in support of his/her Nationality. The format of Embassy Certificate and Citizenship Certificate or any Documentary proof of Citizenship are given in **Appendix 24. and Appendix – 25**

**(b) Documents to be submitted at the time of submission of online application form for NRI candidate :**

- (a) NEET- UG – 2025-26 result card
- (b) Qualifying examination's marks sheet /detail.
- (c) If studied abroad, equivalent certificate from recognized board in India
- (d) Proof of date of birth and place of birth.
- (e) School or College leaving certificate (transfer certificate) from the institution last studied
- (f) Study certificate from VI class to intermediate /equivalent
- (g) Citizenship status of the candidate.
- (h) NRI / OCI / PIO status certificate of candidate or either of the parents from the concerned Indian Diplomatic Mission in the country of their residence in support of their claim as an NRI/OCI/PIO.

**(c) Selection criteria**

(i) A separate merit list will be drawn to fill-up NRI quota seats through Centralized Counseling Committee on the basis of NEET-UG-2025 rank/score.

**(ii) In case in the 3<sup>rd</sup> round of Common / Centralized Counseling, NRI quota seats remain unfilled, the same shall be converted to unreserved and filed on the basis of overall merit of the state for 3<sup>rd</sup> round, in the 3<sup>rd</sup> round only.**

9. (i) All candidates under Group-A and Group-B are required to apply within their respective categories. Reserved category candidates (excluding children of J&K migrants, Tibetan refugees, and NRI candidates), if selected on the basis of their General Combined Merit under Group-B (Unreserved), shall not be counted against the reserved category seats, provided they meet the eligibility criteria applicable to unreserved candidates. Seat allotment will be made college-wise based on the candidate's merit and preference for the college. Furthermore, reserved category candidates shall be eligible for admission under their respective category merit, as per their choice of college, in cases where seats specifically reserved for such categories are available. This applies when all unreserved category seats in the concerned Medical/Dental Colleges have been filled based on General Combined Merit.
- (ii) A candidate seeking admission under a reserved category must indicate only one specific reserved category in the application form. Once the category is selected and submitted, no changes will be allowed thereafter. However, this shall not affect the candidate's eligibility for selection under Group-B (Unreserved) seats, if selected on the basis of merit.
- (iii) Unless otherwise specified, any unfilled seats under Group-A shall be treated as unreserved and merged into Group-B (Unreserved), in the event that eligible candidates are not available as per the rules outlined in this prospectus. Additionally, in the case of SC and ST categories, the seats shall be inter-transferable between the two categories if eligible candidates are not available in either category.
10. (i) In the event of any unfilled seats under the categories of Children of J&K Migrants and Children of Tibetan Refugees, such seats shall be filled from the candidates belonging to Group-B (Unreserved), strictly as per the merit list prepared by the University on the basis of NEET-UG-2025.
- (ii) Any vacant or unfilled seats under the NRI Quota and Persons with Disability (PwD) category shall be filled during the third round of counselling from the eligible candidates of Group-B (Unreserved), in order of merit drawn by AMRU on the basis of NEET-UG-2025. This shall be done only if no eligible candidates are available under the respective categories, and subject to fulfilment of the eligibility criteria applicable to State Quota seats. The fee for such seats shall be the same as that prescribed for State Quota seats.

## 11. Definitions of :

- (i) **Bonafide Himachali Certificate:** The Bonafide Himachali Certificate issued by the competent authority on or after January 2013 shall only be acceptable as per **Appendix -1**.
- (ii) **Freedom Fighter** is a person as declared so by the H.P. Government 'Wards' means and includes Children/Grand Children (only from paternal side) of the Freedom Fighter.  
Provided the benefits can also be extended to the sons/daughters (from maternal side) of a Freedom Fighter subject to the condition that the Freedom Fighter is/was not having a son. Under this category, the candidates are required to submit certificate on the prescribed format as per **Appendix-6**.
- (iii) **Backward area:** The backward area as listed in the notification No. PLG-(BASP)- 1/95 dated the 16th June 1995, issued by the Financial Commissioner-Cum- Secretary (Planning) Govt. of Himachal Pradesh or areas as may be notified to be Backward Areas by the Government of Himachal Pradesh from time to time. Under this category, the candidates are required to submit certificate on the prescribed format as per **Appendix-7**.
- (iv) **"Ex-Serviceman"** means retired personnel of three wings of Armed Forces i.e. Army, Air Force and Navy, their widows/wards shall apply under this category according to priority as mentioned in the **Appendix-20** for which they are required to produce a certificate as per **Appendix-4** of the prospectus.
- (v) **"Defense Personnel"** means serving personnel of three wings of Armed Forces i.e. Army, Air Force and Navy, their wards/wives shall apply under this category according to priority as mentioned in the **Appendix-20** for which they are required to produce a certificate as per **Appendix-5** of the prospectus.  
***Note: The allotment of seats under the above-mentioned categories i.e. (iv) & (v) shall be made strictly as per priority basis as mentioned in the Appendix-- 20 of the prospectus.***
- (vi) **Single Girl Child** means parent having a single girl child without any sibling subject to fulfillment of eligibility criteria as prescribed for State Quota Seats. Under this, category, the candidate has to produce a certificate as per **Appendix-9**.
- (vii) **Jammu & Kashmiri Migrants** means the person forced to leave Jammu & Kashmir due to terrorism and are residing or rehabilitated in other parts of country. However, they will have to produce a certificate duly issued by the competent authority i.e. District Magistrate/Deputy Commissioner of the area concerned as per **Appendix -10**.
- (viii) **Children of Tibetan Refugees** means wards of Tibetan Refugees sponsored by the Tibetan Government in Exile for which the candidates are required to submit the certificate on the prescribed format as per **Appendix-11**.

**(ix) Economically Weaker Sections (EWS)** means the persons who fulfilled the criteria as prescribed by Government of Himachal Pradesh Department of Personnel (AP-III) vide letter No.PER(AP)-C-B(12)-1/2019 dated 11.06.2019. As per aforesaid letter, the persons who are not covered under the scheme of reservation for SCs, STs, and OBCs and whose family has gross annual income below Rs.4.00 lakh (Rupees four lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income: -

- (i) More than 1 hectare; of Agriculture Land in rural areas and 500 M<sup>2</sup> land in urban areas;
- (ii) Residential flat/house of more than 2500 square feet in rural/urban areas;
- (iii) Family of income tax payee;
- (iv) Family of Regular/Contract employees of the Central Government, State Government, Board, Corporation and autonomous bodies and Public Sector Undertakings etc.

**Note: The candidates claiming the benefit of reservation under EWS category is required to submit the certificate on the prescribed format as per Appendix-12(i) & (ii) (as applicable) duly issued by the competent authority of the State of Himachal Pradesh.**

**(x) NRI students means NRI or wards of Non Resident Indian** as prescribed under clause 8 of eligibility criteria.

## **SECTION – IV ELIGIBILITY AND QUALIFICATIONS**

### **1. General Criteria for eligibility for State Quota Seats :**

Only the candidates who have qualified the NEET-UG-2025 shall be eligible to apply online for admission to MBBS/BDS Courses through centralized counseling in Government Medical/Dental Colleges including State Quota Seats in Private un-aided Medical/Dental Colleges situated in Himachal Pradesh subject to the fulfillment of eligibility criteria prescribed at Sr. No.2 below: -

### **2. Specific Criteria for eligibility:**

The following categories of candidates shall be eligible for the State Quota Seats:

- (i) The bonafide himachali / children of bonafide Himachalis who have passed at least two exams (out of middle or equivalent/matric or equivalent/10+1 or equivalent/10+2 or equivalent) from the recognized schools or colleges situated in the State of Himachal Pradesh and affiliated to ICSE/CBSE/HPBOSE or equivalent Boards/Universities established by law in India.

Provided that the bonafide Himachalis students who are admitted to Navodya Schools situated in Himachal Pradesh and who have passed matric or +2 examinations under the exchange programme from other Navodya Schools in the Country shall also be eligible for admission to the above courses.

- (ii) The children of parents who are not bonafide Himachalis and who are Central Government employees (like those of All India Services/Central Civil Services) OR employees working within the State of Himachal Pradesh in Autonomous Bodies/Institutions/Organizations/Semi Government Bodies established by Central/Other State Governments OR Serving Judges of the Hon'ble High Court of Himachal Pradesh OR Regular employees of Himachal Pradesh Government/H.P. Government Undertakings/Autonomous Bodies wholly owned by Himachal Pradesh Government shall be eligible for admissions in State Quota seats subject to fulfillment of following conditions:-

- (a) The employee should be working for a period of continuous two years within the State of Himachal Pradesh in preceding four years on or before 1<sup>st</sup> January of the year of passing 10+2 examinations and
- (b) His or her child should have passed 10+1 (or equivalent and 10+2 (or equivalent) from the recognized schools or colleges situated in the State of Himachal Pradesh and affiliated to ICSE/CBSE/HPBOSE or equivalent Boards/Universities established by law in India.

- (iii) Children of regular employees of Himachal Pradesh Government/H.P. Government Undertakings/Autonomous bodies wholly owned by Himachal Pradesh Government shall be exempted from the schooling condition for eligibility for State Quota seats if such employees have been holding posts outside Himachal Pradesh on or before 1<sup>st</sup> January of the year of passing 10+2 examinations for at least a continuous period of three years.

- (iv) The children of bonafide Himachalis who are working with the Central Government/Undertakings or Autonomous bodies established by the Central Government shall be exempted from the schooling criteria to gain eligibility for admissions under State Quota Seats. Provided that such employees

should be working/posted outside the State of Himachal Pradesh on or before 1<sup>st</sup> January of the year of passing 10+2 (or its equivalent) for at least a continuous period of three years.

- (v) The children of bonafide Himachalis who are working outside the State of Himachal Pradesh with other State Governments/Undertakings or Autonomous bodies established by other State Governments shall be eligible for State Quota Seats in the State of Himachal Pradesh provided that their child is not eligible for the State Quota in the State where their parents work and a certificate to this effect duly issued and certified by the Director Medical Education of that State as per **Appendix 15** for the relevant academic year shall be required to be submitted.
- (vi) The children of bonafide Himachalis who are serving in Indian Defense Services/ Ex-Serviceman/Para Military Forces shall be unconditionally exempted from the schooling criteria to gain eligibility for admissions under State Quota seats.

**Note :**

1. *Candidates seeking admission under State Quota on the basis of eligibility criteria as defined above under Section-IV Clause 2(ii) shall be considered only Unreserved category, as the seats under reserved categories are meant only for Bonafide Himachali . Such candidates shall have to submit the certificate on the prescribed format (s) as per **Appendix-13** as applicable.*
2. *Candidates claiming exemption for passing two exams from H.P School(s) under the eligibility criteria as defined under Section-IV Clause-2(iii),(iv) & (v) shall have to submit the certificates on the prescribed format(s) as per **Appendix -14 & Appendix-15**, as applicable.*
3. *Candidates claiming exemption for passing two exams from H.P. School(s) under the eligibility criteria as defined above under Section-IV clause-2(vi) shall have to submit the certificates on the prescribed format(s) as per **Appendix -4, Appendix-5 & Appendix -26**, as applicable .*

### **3. Eligibility Criteria for Management Quota Seats**

The Management Quota seats in private unaided Medical and Dental Colleges in the State of Himachal Pradesh shall be filled from among candidates who have qualified NEET-UG-2025, based on the common merit list prepared by the University. There shall be no requirement of Bonafide Himachali status for these seats. Both Himachali and non-Himachali (Indian nationals) candidates who meet the prescribed minimum educational qualifications, age criteria, and other eligibility conditions as outlined in the prospectus may apply online for admission to MBBS/BDS courses through the centralized counselling process.

- 4. Educational Qualifications and Other Conditions:** Candidates should have passed Qualifying examinations as decided by National Medical Commission.

**Note:-** The above qualifications will only determine the eligibility of a candidate for admission, but the admission shall be made through common/ centralized counselling committee on the basis of merit drawn by the AMRU of those qualified candidates of NEET who have submitted online application form successfully with requisite transaction of fee within stipulated period.

## SECTION - V. INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM

Click on menu “Admission” > Apply for Admission and counseling > MBBS/BDS or Direct link available on the official website [www. amruhp.ac.in](http://www.amruhp.ac.in)

### GUIDELINES FOR COMPLETING ONLINE APPLICATION FORM:

**Note: Candidates are advised to confirm their eligibility prior to registration or filling online application form for MBBS/BDS Counselling.**

#### 1.1 Registration

Candidates are advised to use Laptop or Computer along with the latest registered version of Chrome/Internet Explorer/Firefox/Windows/IOS during the Registration and Choice-Filling process to avoid any technical complications

1.1.1 Use your authenticated Mobile Number & **unique e-mail ID (not previously used in our system)** for the registration. Due to one-time registration, candidate must retain the system generated credentials for future login.

1.1.2 Fill the fields Admission Quota and Category “Candidate’s Name”, “Father’s Name” NEET PG Roll No. as per NEET-UG-2025 “Email id” and “Mobile number” carefully (Details should be exactly matched with NEET-UG-2025 details else students will not be able to register for counselling). After entering email id click on Verify Email button to verify email, similarly after entering mobile number. On clicking the Verify button, the candidate will get OTP on the registered email id, by entering the OTP in the required text box the email id will get verified. Insert the captcha code to get yourself registered.

#### 1.2 Payment details for admission:

Please note that paying the application fee does not indicate that your application is complete. After submitting the application fee, candidates must fill the complete online application form and final submit the application form. Be sure to download the PDF of the completed application after submission.

**(1.2.1)** Online Application fee once remitted cannot be refunded under any circumstances; therefore, the candidates may remit the same very cautiously.

**(1.2.2)** If ineligibility of a candidate is detected at any stage, her admission/Online application form will be cancelled without any notice.

**(1.2.3)** Candidate(s) is herself responsible for any error or incomplete online application form.

**(1.2.4)** Incomplete online application form is liable to be rejected without any notice.

**(1.2.5)** Candidature of the candidates will not be accepted if fee is not paid even after the successful submission of application form and issue of registration number.

**(1.2.6)** For any pre-examination query/clarification, please contact on 9459139364 (WhatsApp). Any query related with this entrance examination must be settled by the candidates well before the Entrance Examination.

**(1.2.7)** For any technical query with regard to filling the ONLINE Application form, please contact on 01905-243967, 9459139364.

**(1.2.8)** While filling up the ONLINE form, if candidate face some technical query, she can submit his/her query on counselling.amruhp@gmail.com

**(1.2.9)** In case, any candidate deposited the wrong fee inadvertently while filling up ONLINE Application Form for MBBS/BDS counselling the said fee shall not be refunded under any circumstances for which the candidate herself would be solely responsible. Therefore, the candidates are advised to fill up the online application form with accurate remittance of fee very cautiously.

### **1.3 Fill-up all Required Details**

**The applicant must fill all the details as asked on each screen and proceed further step by step. Once all the details are filled, and submitted, the candidate should take a print of admission form.**

#### **1.3.1 Personal Details**

The candidate should fill each column of the online application form carefully in order to avoid any error.

The candidate should fill her name, father's name, and date of birth exactly as per NEET details certificate. Any variation may lead to cancellation of the candidature whenever discovered.

The information supplied by the candidate especially relating to DATE OF BIRTH, CATEGORY, STATE OF DOMICILE and QUALIFICATION shall be treated as final and no change shall be allowed to be made in this regard at a later stage. The applications shall be scrutinized strictly according to the information supplied by the candidate and the responsibility with regard to the accuracy of the information shall lie with the candidate herself. The particulars to be filled in the online application form are as under:-

#### **1.3.2 Candidate Photograph and signature**

Photograph should be taken on or after 1st June 2025 upto the size of 40kb.

-The focus needs to be on face (80% face coverage, ears clearly visible, on white background).

-Spectacles are allowed only if being used regularly.

-Photograph should not be with cap or goggles.

-The candidate should put his full signature in running hand writing on white paper [not in capital letter] with Black ink pen and scan for uploading upto the size of 20 kb.

-Photo & Signature must be clearly visible and must be in \* .JPEG/\* .JPG format.

-Uploaded Photo and signature will be used in pre and post examination

processes i.e Registration Card, Examination form, Re- evaluation form, Admit Card, Cut- lists, Degree etc.

**1.3.3 All eligible state Quota candidates shall compulsorily fill the management quota category in online application form. The seat in Management Quota will be allocated only if they fill the college choice for management quota.**

**1.3.4** Filling of Address details

**1.3.5.** Filling of Eligibility and Category Details (A candidate wishing to be considered for a reserved seat, shall specify one category of reserved seat for which he/she applied for in his/her application form. He/she will not be permitted to change the category once filled in his/her application form. Provided further that this will not prejudice his/her case for being selected against un-reserved/General seats by virtue of his/her General combined merit.)

**1.3.6.** Filling of Qualification Details.

**1.3.7** Uploading relevant Documents.

#### **1.4 Final Submission and Downloading the Pdf.**

**1.4.1** Before submitting the application form online, shall satisfy her eligibility to appear in the test. Candidate is required to go through the Prospectus carefully and acquaint herself with all requirements with regard to submission of online Application Form.

**1.4.2** Only payment of fee shall not be considered as submission of application. After payment, the candidate should require to submit the online application form by click on “**Final Submit**” button and download pdf of Application form.

**1.4.3** Your application form and download pdf on final submission of application form, you will not be able to edit any entry.

**1.4.5** Under no circumstances will candidates be permitted to change their category or any other details in the application form. If a candidate wishes to make any changes, they must submit a fresh application form with a new email address. Candidates are required to inform AMRU to disapprove/rest their previous online application form but application fee shall not be refunded or adjusted.

#### **1.5 Locking of College Preferences After Application Submission**

After successfully submitting the online application form, candidates must proceed to lock their college preferences. Please follow these instructions carefully:

**1. Login to the Portal**

Use your registered credentials to log in to the application portal.

**2. Navigate to 'College Preferences'**

Click on the 'College Preferences' section available on your dashboard.

**3. Review and Select Preferences**

- Carefully review the list of available colleges and programs.
- Select and arrange your preferences in the desired order.

**4. Lock Your Preferences**

- Once you are satisfied with your selection, click on the 'Submit/Lock Preferences' button.
- Note: After locking, preferences cannot be edited or changed.

- 1.6** After the closing date of the online application, all forms that are incomplete or not finally submitted—regardless of uploaded documents/fee payment—will be reset/deleted from the portal. If these candidates wish to participate in the next round of Counselling they must fill a new application form with unique email and pay the application fee again.
- 1.7** Atal Medical and Research University may ask candidates to submit any required documents in online or offline mode, whether uploaded at the time of application or not, at any stage of the counseling process.
- 1.8** Atal Medical and Research University (AMRU) reserves the right to allow candidates to complete their online application or choice filling even after the official deadline, in cases where payment was received but, due to technical reasons, the transaction was not settled and the candidate was unable to complete the form. This relaxation is subject to verification of the payment and at the sole discretion of the AMRU.
- 1.9** No representation beyond the provisions of the prospectus shall be entertained or replied thereof. However, for any correspondence, the candidate must quote her Application Form No., NEET Roll Number, Name and Father's Name with full address.

## SECTION - VI SUBMISSION OF CERTIFICATES/ DOCUMENTS WITH THE PRINTOUT OF ONLINE APPLICATION FORM ON THE DAY OF ADMISSION

The print out of the confirmation copy of the computer generated online application form for admission to MBBS/BDS courses and Allotment Letter must be submitted by the candidate in person on the day of reporting to the provisional allocated college for admission along with photocopies of the following certificates/documents duly self-attested by the candidate according to his/her applicability of the certificates/documents for determining the eligibility criteria as per provisions of the prospectus: -

- (i) Admit Card issued by the National Testing Agency for NEET-UG-2025 .
- (ii) Details marks card of NEET-UG-2025 with merit ranks.
- (iii) A certificate of having passed the qualifying examination i.e. 10+2 or its equivalent examination as mentioned under para-4 of "Eligibility and Qualifications".
- (iv) Detail marks sheet of 10+2 or its equivalent examination.
- (v) A certificate of good conduct/character from the Principal of the School/College where the candidate studied last as per **Appendix-16** followed by a separate latest Character certificate from the Tehsildar/Sub- Divisional Magistrate of the area concerned. In the case of candidates already admitted in BDS course in H.P.Govt. Dental College, Shimla or any other private dental college of the State, they shall have to produce character-cum-NOC from the Principal of the concerned college, failing which their admission can be withheld.
- (vi) A certificate of having passed the Primary (in case of backward Area Category) School examination from the recognized School showing the place of School situated.
- (vii) A copy of Matriculation/Higher Secondary Part-I/ Indian School Certificate showing the date of birth. No other certificate in respect of the date of birth shall be entertained.
- (viii) A certificate of being a Bonafide Resident of Himachal Pradesh from the Sub- Divisional Magistrate/Executive Magistrate/Tehsildar of the area concerned only to which the parents/guardian of the candidate belongs is required on the prescribed format at **Appendix-1** of the prospectus.

**Note:** It should be signed not countersigned. Permanent address of parents/guardian as shown in application form would be considered to be permanent residence of applicant's parents/guardian.

OR

- (ix) In case of candidates seeking admission against reserved seats for SC/ST/OBC/Ward of Freedom Fighters/ Widows/Wards of Ex-Servicemen/Wards/Wives of Defence Personnel/Backward Area/ Persons with Disability (PwD)/Single Girl Child/Children of J & K Migrants/ Children of Tibetan Refugees and Economically Weaker Sections/IRDP/BPL, a certificate to this effect, as per his/her applicability of the category from the competent authorities are required to be submitted on the prescribed formats as given in the prospectus at **Appendix -2 to Appendix-12(a) & (b)** .

**Note:** HP Bonafide/SC/ST certificates should be issued on or after 1.1.2015 by the competent authority and in the case of other reserved categories i.e. Other Backward Classes/Wards/Widows of Ex-Servicemen/Wards/Wives of Defence Personnel/Ward of Freedom Fighters/ Backward Area/Persons with Disability (PwD)/Single Girl Child/Children of J&K migrants and children of Tibetan Refugees/EWS, the certificates should be issued on or after 1.7.2023 by the concerned competent authorities. However, the IRDP/BPL category certificate should be issued by the competent authority duly signed by the Block Development Officer within six months along with certificate as per **Appendix-12(b)**.

- (x) Certificate of being children of those parents who are not Bonafide Himachali and are employees Central Government working in Himachal Pradesh (like All India Services/Central Civil Services)/Employees working within the State of H.P. in Autonomous Bodies/Institutions/Organizations/Semi-Government Bodies established by Central/Other State Governments/Serving Judges of the Hon'ble High Court of H.P./Regular employees of Himachal Pradesh Government/H.P. Government Undertakings/Autonomous Bodies wholly owned by H.P. Govt. on account of their service/posting in the State of H.P. is required as per **Appendix-13** of the prospectus (if applicable)
- (xi) A copy of equivalence certificate issued by the H.P. Board of School Education, Dharamshala in the case of candidate having passed their 10+2 examinations other than H.P. Board of School Education, Dharamshala/ CBSE/ICSE.
- (xii) Four copies of passport size colour photograph.

**Important Notes:**

- (i) All the original Certificates shall be required for verification at the college level by the Committee.
- (ii) The documents regarding anti-ragging measure as per **Appendix -17 & Appendix-18** shall be submitted by the candidates at the time of taking admission in the concerned allotted college.
- (iii) The fees and other dues as mentioned in the prospectus shall be deposited on the day of reporting the allocated college after verification of requisite documents and medical fitness as per provisions of the prospectus.
- (iv) Doubtful certificates will be got verified through the competent authority or department concerned and if found wrong, will render the student liable to be removed from the college as well as suitable legal action.
- (v) The print out of online Application Form and photocopies of the documents/certificates attached therewith shall not be returned in any case.

## SECTION - VII MERIT LIST

### 1. Preparation of Merit List:

Atal Medical and Research University (AMRU), Himachal Pradesh, shall prepare and publish a **combined and category-wise merit list** based on the **All India Rank (AIR)** obtained in **NEET-UG-2025**. This merit list will include only those candidates who:

Qualify NEET-UG-2025, Submit the **online application form** complete in all respects, AND Generate a **printed confirmation copy** within the stipulated deadline specified in the prospectus.

A **fresh merit rank** will be assigned to each such applicant for admission to **MBBS/BDS courses** in **Government** and **Private Unaided Medical/Dental Colleges** under the **State Quota, Management Quota, and NRI Quota**, as applicable.

The merit list will be uploaded on the **University website**: [www.amruhp.ac.in](http://www.amruhp.ac.in). Candidates must regularly check their merit position and participate in the **online counselling** as per the schedule, which shall be notified along with the merit list.

### 2. Admission as per Merit:

Admission to MBBS/BDS courses under the **State and Management Quota** in Government and Private Medical/Dental Colleges will be carried out **strictly in accordance with the AMRU merit list**, subject to fulfillment of eligibility criteria outlined in the prospectus.

(i) Candidates not eligible for State Quota shall be considered **only under the Management Quota** of Private Medical/Dental Colleges, **provided** they have:

(ii) Opted for the Management Quota in their application, and Fulfilled the requisite eligibility conditions.

### 3. Conversion of Vacant State Quota Seats:

If any State Quota seats remain vacant after exhausting the complete merit list, such seats may be filled by migrating eligible Bonafide Himachali candidates, previously admitted under Management Quota, to State Quota, in the order of merit and within their respective categories. These candidates will then be charged the fee applicable to State Quota seats.

#### Note:

(i) Candidates who **fail to submit the online application** within the prescribed timeline **shall not be considered for admission under any quota**, even if they have qualified NEET-UG-2025.

(ii) Mere inclusion in the AMRU merit list **does not guarantee admission** to MBBS/BDS courses. Admission shall be granted **strictly subject to** fulfillment of all eligibility criteria as laid down in the prospectus, and availability of seats in the concerned Medical/Dental College.

## SECTION - VIII COUNSELLING AND ADMISSION PROCEDURE

### 1. Admission Procedure in Government and Private Medical/Dental Colleges (State & Management Quota)

(i) The admission process for MBBS/BDS courses under State and Management Quota in Government and Private Medical/Dental Colleges of Himachal Pradesh shall be conducted through **online seat allotment** as per the prescribed schedule. This process will be overseen by the **Common/Centralized Counselling Committee**, constituted by the Government of Himachal Pradesh and chaired by the **Director of Medical Education & Research, H.P., Shimla**. The Committee includes all Principals of Medical and Dental Colleges in the state, the Joint/Additional Director of Medical Education & Research, and the **Additional/Controller of Examinations of the University**, who shall act as the **Member Secretary**.

(ii) An **online counselling system** will be used for the **provisional allocation of available seats** based on the **merit-cum-choice** preferences (course, college, and quota) filled by the candidates in the **online admission application form** within the stipulated timeframe. A **combined and category-wise merit list** of all applicants of HP Counseling in all rounds, shall be prepared on the basis of the **All India Merit Ranking of NEET-UG-2025**.

Candidates are strongly advised to exercise caution while filling their choices/preferences of course, college(s), and quota, as the seat allocation will be based on these preferences and their assigned merit rank.

(iii) Following the **provisional allocation of seats** during the first and subsequent rounds of counselling, candidates must log in to their accounts on the **University website** ([www.amruhp.ac.in](http://www.amruhp.ac.in)) to download their **Provisional Allotment Letters**. Thereafter, they are required to report to the **Principal of the allotted college** with:

- A printout of the confirmation copy of their online application form
- A printout of the allotment letter
- All original documents
- Self-attested photocopies of all required documents

These documents will be verified by the **Admission Committee** constituted by the Principal of the concerned college in accordance with the provisions outlined in **Chapter VI** of the prospectus. Admission shall be granted only after:

- Verification of original documents
- Confirmation of eligibility as per the prospectus

- Medical fitness
- Payment of the prescribed fee

(ii) Failure to report within the stipulated period or non-compliance with the above process will result in **automatic cancellation** of the provisionally allotted seat **without any separate notice**, and the seat will be declared **vacant for the next round of counselling**. In such cases, the **token amount or penalty (if applicable)** shall be **forfeited** as per the relevant provisions of the prospectus.

## 2. First Round of Counselling

The candidates are required to submit the **choices/preferences** of course(s), college(s), and quota(s) along with the online application form within the stipulated period. A merit list of first round shall be released and the eligible candidates whose names appear in the merit list for the first round, as published by the University, shall be allocated seats.

The allocation of seats in the first round shall be category-wise.

The seats remaining vacant after admission in first round shall be displayed on the AMRU website.

## 3. Second Round of Counselling

### (a) Conduct of Second Round

- After the completion of the first round of counselling, the **second round** shall be conducted as per the schedule notified by the University. The **online registration and counselling form** for this round will be made available on the University website: [www.amruhp.ac.in](http://www.amruhp.ac.in).
- All candidates — whether they participated in the first round or are registering afresh for the second round — must **submit fresh choices/preferences** of course(s), college(s), and quota(s) within the specified deadline to be considered for **provisional seat allocation** against the available vacant seats.
- Candidates **already allotted a seat in the first round and admitted to an institute** must **provisionally surrender their seat** before they can fill fresh preferences for the second round.
- A **revised merit list** will be published for the second round, and seats will be allocated to eligible candidates based on their updated preferences, merit, and availability of seats.
- Candidates who are **satisfied with their allotment in the first round** and do not wish to seek upgradation are **not required to participate** in the second or subsequent rounds. However, **shifting/upgradation** from one Medical/Dental College to another, or from one course/quota to another, shall be permitted during the second round based on the candidate's merit and updated preferences.
- Candidates intending to participate in the second or subsequent rounds of

counselling must deposit a **token amount of fee** as per the details below. **No seat shall be allocated without payment** of this fee. However, candidates already admitted during the first round in Government Medical/Dental Colleges or Private Dental Colleges are **exempted** from paying the token fee for the second round.

Sr. No.	Type of Institution/Quota	Token Amount Payable
1	Government Medical/Dental Colleges	₹10,000/-
2	Private Dental Colleges (State & Management Quota) – includes Govt. Medical & Dental Colleges if opting for State Quota	₹50,000/-
3	MMMC, Kumarhatti (State & Management Quota) – includes Govt./Private Medical & Dental Colleges	₹1,00,000/-
4	NRI Quota Seats	₹2,00,000/-

**Note:**

- (i) If a candidate opts for multiple quotas/courses/colleges, the **highest applicable token fee** must be deposited.
- (ii) Candidates who fail to pay the token fee during the second or subsequent rounds **will not be considered for seat allocation**.

**(b) Choice Filling and Seat Availability**

- (i) Candidates are allowed to fill in preferences for courses, colleges, and quotas **regardless of whether they appear in the displayed vacancy list**, as some seats may become available due to upgradation or withdrawal by candidates during the second round. Therefore, it is advised that candidates select their choices based on preference, not just on displayed vacancy status.
- (ii) Seat allotment during the second round will be conducted **strictly on the basis of merit-cum-choice and category**, and in accordance with the availability of seats at the time of allocation.

**(c)** In the second round, if a **candidate admitted in Round 1** chooses to participate but **does not receive an upgraded seat**, their earlier seat and category will remain **unchanged and retained**. No further shifting or category modification will take place in such cases.

**(d)** Seat allocation in this round will be carried out:

- For seats remaining vacant after the first round, as reflected in the published vacancy list.

- For additional seats that fall vacant due to upgradation during the second round.

All allocations will be made **category-wise**, adhering to the merit and preferences submitted by the candidates.

#### 4. Third Round of Counselling

##### (a) Conduct of Third Round

- (i) Following the completion of the second round of counselling, the **third round** shall be conducted as per the notified schedule by the University. The **online registration and counselling form** will be made available on the University website: [www.amruhp.ac.in](http://www.amruhp.ac.in).
- (ii) All candidates — whether they participated in the first or second round or are registering afresh for the third round — must **submit fresh choices/preferences** of course(s), college(s), and quota(s) within the specified deadline to be considered for **provisional seat allocation** against the available vacant seats.
- (iii) Candidates **already allotted a seat in the earlier rounds and admitted to an institute** must **provisionally surrender their seat** before they can fill fresh preferences for the third round.
- (iv) A **revised merit list** will be published for the third round, and seats will be allocated to eligible candidates based on their updated preferences, merit, and availability of seats.
- (v) Candidates who are **satisfied with their allotment** from the first or second round and do not wish to seek further upgradation **need not participate** in the third round.
- (vi) During this round, **shifting/upgradation** between Medical/Dental Colleges or between courses/quotas shall be allowed based on merit and preferences.
- (vii) The data of admitted candidates after Round 2 will be updated on the MCC portal by all Counseling Agencies. If the name of the candidate is found on the MCC portal on the day of allocation of 3<sup>rd</sup> round, the candidate will not be considered for allocation in the third round of counseling of Himachal Pradesh.
- (viii) Candidates allotted seat in the third round of Counselling by AMRU but who do not take admission shall not be allowed to participate in any subsequent rounds of Counselling
- (ix) Candidates wishing to participate in the third round must **deposit the token fee** as specified for the second round. However, candidates who have already been admitted during the first or second round and those who have deposited the token amount in the second round are **exempted** from paying the token fee again while submitting their preferences for the third round.

### **(b) Choice Filling and Seat Availability**

- (i) Candidates may select **any course, college, or quota** of their choice during preference filling, **regardless of the vacancy status shown**, as seats may become available due to shifting of candidates from their second-round seats to new allotments in this round.
- (ii) Seat allocation will be carried out strictly **category-wise** and based on the **merit-cum-choice/preference** submitted by the candidates.
- (iii) If a candidate already admitted in the first or second round participates in the third round but **does not receive an upgraded seat**, they will **retain their previously allotted seat and category**.
- (iv) Vacant seats remaining after the second round, along with any newly vacated seats due to upgradation, will be filled in this round.
- (v) After completing category-wise allocation in the third round, any **remaining vacant seats** shall be filled as per Clause 3(c) below. Once seats are converted to **“unreserved”** in this round, they will be filled based on **open merit** in all subsequent rounds.

### **(c) Conversion of Unfilled Reserved Category Seats**

If adequate eligible candidates are **not available within a reserved category**, the **vacant/unfilled seats** shall be **converted** and filled as follows, subject to availability of eligible candidates:

- (i) **SC Category Seats:** To be filled from eligible **ST** candidates.
- (ii) **ST Category Seats:** To be filled from eligible **SC** candidates.
- (iii) If no eligible candidates are available in either SC or ST categories, the seats shall be offered to eligible candidates from the **Unreserved (General)** category.
- (iv) **PwD (Persons with Disability) Category Seats:** To be filled from **General** category candidates.
- (v) Seats reserved for **NRI, J&K Migrants**, and **Tibetan Refugees** shall also be filled from **General** category candidates if eligible candidates under respective categories are not available.

### **5. Stray Vacancy Round of Counselling**

- (i) Upon completion of the first, second, and third rounds of counselling, the University shall conduct the Stray Vacancy Round. The online registration/counselling form will be made available on the University website ([www.amruhp.ac.in](http://www.amruhp.ac.in)).
- (ii) Candidates not already registered must complete the registration form. A merit list for the Stray Vacancy Round shall be released. Only those candidates who are

not admitted to any Medical/Dental College and meet the eligibility criteria shall be permitted to participate in this round.

- (iii) The data of admitted candidates after Round 3 will be updated on the MCC portal by all Counseling Agencies. If the name of the candidate is found on the MCC portal on the day of allocation of stray round, the candidate will not be considered for allocation in the stray round of counseling of Himachal Pradesh.
- (iv) Note that no shifting or upgradation of seats shall be permitted during this round. Participants must submit fresh choices/preferences of course, college, and quota within the specified time and pay the applicable token fee, failing which no seat will be allocated. If the candidate has deposited the token amount in any earlier rounds of counselling, he/she will not be required to pay it again.
- (v) Candidates allotted seat in the third round of Counselling by AMRU but who do not take admission shall not be allowed to participate in any subsequent rounds of Counselling.

#### **6. Provisional Allotment Letters**

Candidates provisionally allotted seats for MBBS/BDS courses will receive their allotment letters online. Admission will be subject to final eligibility determination by the Admission Committee of the allotted college. Candidates must download the letter and report to the Principal of the allotted Medical/Dental College within the specified time.

Failure to download the allotment letter or report for admission within the prescribed timeline will not be the responsibility of the University or Counselling Committee. Updated lists of allotted candidates will be published on the University website periodically.

#### **7. Final Eligibility Verification**

- (i) Final eligibility will be determined by the Admission Committee constituted by the Principal of the respective college. This Committee will verify all original documents in accordance with the provisions of the prospectus. NEET scorecards will be downloaded directly from the official website (<https://ntaresults.nic.in>), and no reliance will be placed on the candidate-submitted scorecards.
- (ii) It is the sole responsibility of the candidates to provide accurate and authentic information in the online application form. Applications of ineligible candidates will be rejected. No change in the opted category will be allowed after the publication of the category-wise merit list.
- (iii) If a category certificate is either missing or found invalid, the candidate will be treated as a General category candidate, or their application may be rejected. Similarly, incorrect quota documentation will result in transfer to the Management Quota.

- (iv) Candidates are provisionally allotted seats based on merit and preferences. However, the University shall not be held liable if a candidate is later found ineligible, leading to cancellation of their seat. The Principals of the respective colleges are solely responsible for admitting only eligible candidates. Candidates must ensure they fulfill all eligibility criteria before taking admission. Any misleading or false information will result in rejection of candidature at any stage without prior notice.

#### **8. Document Verification at College Level**

Candidates reporting for document verification at the college level must present all required documents/certificates. Incomplete documentation may result in immediate rejection of candidature by the Admission Committee without prior notice. However, the Committee reserves the right to take appropriate decisions based on specific circumstances.

The decision of the Director, Medical Education & Research, H.P., shall be final and binding in all admission-related matters. Any disruptive behavior by candidates or their guardians during the counselling/admission process may lead to debarment from counselling by the Common/Centralized Counselling Committee.

#### **9. Communication and Updates**

Candidates are strongly advised to stay updated with the online counselling schedule and all related announcements, starting from the release of the prospectus until the end of the admission process. All relevant information will be available on the University website ([www.amruhp.ac.in](http://www.amruhp.ac.in)). In case of any queries, candidates may contact the University via WhatsApp at 9459139364 or in person.

#### **10. Seat Retention Post Round 2**

As per the Hon'ble Supreme Court of India order dated 09.05.2017 in Writ Petition (Civil) No. 267/2017, no student admitted under the All India Quota or State Quota shall be allowed to vacate their seat in Government Medical/Dental Colleges after the second round of counselling. Principals of such colleges are responsible for ensuring compliance. Upgradation, however, will be allowed up to the third round.

#### **11. Token Fee Refund Policy**

- (i) According to MCI Notification No. MCI-34(41)/2018-Med/109835 dated 18.05.2018, candidates participating in the second or subsequent counselling rounds must pay a Token Fee as per Clause VIII(2a)(vi).
- (ii) This amount will be refunded if no seat is allocated to the candidate. If a candidate is allocated a seat but does not join, the Token Fee will be forfeited.
- (iii) In cases of multiple payments, the fee for rounds where the candidate was not allotted a seat will be refunded, while fees for rounds where the seat was not joined will be forfeited.
- (iv) The Token Fee of admitted candidates will be transferred to the respective college upon receipt of the admission list. Refunds will only be processed to the account

from which the original payment was made. Therefore, candidates are advised to use their own or their parents' accounts.

- (v) Candidates will be required to provide the account details used for the payment, at the time of filling the choices in the second and subsequent rounds. If automatic refund fails, the amount will be refunded in the account of which the details are filled by the candidate on the University portal.

## **12. Discontinuation of Mop-Up Round**

In the academic session 2020-21, MMMCH-Solan was permitted to conduct a mop-up round at the institutional level, as per the Hon'ble High Court of H.P. order dated 13.11.2020 in CWP No. 4119 of 2020 (MMU vs. State of H.P.). This order applied only to that session.

As per current guidelines issued by DGHS, Government of India, there is no provision for an institutional mop-up round. Hence, a centralized Stray Vacancy Round for all Government and Private Medical and Dental Colleges in Himachal Pradesh shall be conducted by Atal Medical & Research University, Ner Chowk. Any remaining unfilled State Quota seats shall be filled by eligible Management Quota candidates, strictly in order of merit.

## SECTION - IX MEDICAL EXAMINATION & REGISTRATION

1. Selected candidates shall report to their respective Medical/Dental Colleges for a medical examination and verification of original documents at their own expense.
2. All students admitted to MBBS/BDS courses are required to get vaccinated against Hepatitis-B at their own cost. This vaccination must be completed within six months from the date of admission.
3. Candidates must meet the physical fitness standards specified in **Appendix-19** of the prospectus. If a candidate is declared medically unfit, admission shall be denied. The physical fitness form is available at the office of the concerned college. Candidates with colour blindness up to CP4 may be considered for admission to MBBS/BDS courses.
  - For Medical Colleges: A duly constituted Medical Board of the concerned college shall conduct the medical examination based on the standards outlined in **Appendix-19**.
  - For Dental Colleges: A Medical Fitness Certificate issued by a competent authority (i.e., Chief Medical Officer or Medical Superintendent) within one month prior to admission shall be submitted as per **Appendix-19**
  - In case of any doubt regarding the authenticity or accuracy of the Medical Fitness Certificate, re-examination may be carried out by the Medical Board at IGMSC Shimla or Dr. RPGMC Tanda, as decided by the Principal of the respective college.
4. If a selected candidate fails to report by the stipulated date and does not complete the medical examination and admission formalities, the allotted seat shall be forfeited and declared vacant for the next round of the counseling.
5. Upon admission, all students are required to register with the University by paying the prescribed registration fee.
6. Candidates coming from other Universities/Boards must produce a Migration Certificate at the time of registration with the University.
7. If a candidate is admitted based on false information provided in the application form, and the discrepancy is discovered at a later stage, the student's admission shall be cancelled, and all fees and dues paid shall be forfeited. Further legal action may be initiated against the candidate and/or their parent/guardian, as deemed appropriate.

## SECTION - X FEE STRUCTURE & OTHER CONDITIONS

### 1. (a) For Govt. Institutions :

Newly admitted students must pay their fees in full within the prescribed period, which will be notified by the College office. No student's name will be enlisted in attendance register unless, he/she has paid the prescribed fees. The seat of the student, who does not pay the fees within the prescribed period, shall be declared vacant and filled in the next round.

<b>1<sup>st</sup> Year MBBS</b>	<b>Rs. Per Annum</b>
Tuition fee	40000
Admission fee	4000
Student Fund	4000
Medical Fund	3000
Security (refundable)	6000
Dilapidated Fund	3000
Total	60000
For NRI candidates	
MBBS course	US \$ 20,000/- Or equivalent in Rupees

<b>2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup> year MBBS</b>	<b>Rs. Per Annum</b>
Tuition fee	40000
Student Fund	4000
Medical Fund	3000
Dilapidated Fund	3000
Total	50000
For NRI MBBS candidates	US \$ 20,000/- Or equivalent in Rupees P.A.

<b>1<sup>st</sup> year BDS</b>	<b>Rs. Per Annum</b>
Tuition fee	30000
Admission fee	3000
Student Fund	3000
Medical Fund	2000
Security(refundable)	5000
Dilapidated Fund	2000
Total	45000
For NRI BDS candidates	US \$ 10,000.00 Or equivalent in Rupees P.A

2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Year BDS	Rs. Per Annum
Tuition fee	30000
Student Fund	3000
Medical Fund	2000
Dilapidated Fund	2000
Total	37000
For NRI BDS candidates	US \$ 10,000.00 Or equivalent in Rupees P.A

Hostel Fees MBBS/BDS:	
Rent	7200
Electricity & Water Charges	6000
Student Fund	2000
Hostel fund	9000
TOTAL	24200

- *Hostel Security (refundable) of Rs. 3,000.00 to be charged only once.*
- (i) *As per Govt. Notification No.HFW-B(B)15-18/2016 dated 22/08/2017 and subsequent amendment vide letter no HFW-B(B) 15-2/2019-loose (28073) dated 10.06.2025, No tuition fee shall be charged from BPL category students admitted to MBBS/BDS courses in Government Medical/Dental Colleges, irrespective of their quota under which they are admitted or their domicile status. However, candidates belonging to BPL family are required to submit latest BPL certificate at the time of depositing of fee (per annum).*
- (ii) *As per notification no. AMRU/Acad/General/2022/Vol-I/-2232-2239 dated 15.05.2025, The students with special needs having more than 40% disability, admitted in any course of study affiliated with AMRU will not be charged any fees*

**(b) Fee Structure for BDS Course in respect of Private Dental Colleges as per Notification No. HFW-B-A01/2/2021 dated: 27.03.2024**

Tuition Fee and other charges for 2025-26 batch (p.a.)		
Particulars	State Quota	Management Quota
Tuition Fee	Rs.1,50,556/-	Rs. 2,62,500/-
Admission Fee (one time)	Rs.25,000/-	-
Student Fund	Rs. 5,000/-	-
Dilapidated Fund	Rs. 8,000/-	-
Library/Internet charges	Rs. 5000/-	
Affiliation & Inspection Charges (DCI/University)	Rs.7,000/-	-
Security Refundable	Rs.8,000/-	-

2. Fees will be charged for full calendar month and not any part thereof. The total College and Hostel fees will be paid in two installments in the Month of March and September or as notified or of the 2nd, 3rd, 4th and 5th year students except newly admitted first year students. The first installment of College fees will consist of half of the tuition fee and all the private charges and the second installment will be charged with the remaining half of the tuition fees. The first installment of hostel fees will be charged half of the hostel fees inclusive of electricity and water charges and heating charges plus the remaining other charges in full. Second installment will consist of the hostel remaining fees inclusive of electricity and water charges plus heating charges.
3. The fee should be deposited by 15<sup>th</sup> of the month in which it becomes payable without the late fee and upto the last day of the month with late fee of Rs. 10/- per day. No notice will be displayed for depositing the College/Hostel fees and it will be students, responsibility to pay the dues in time. Failure to pay all fees and other dues in full by the last of month by which they are payable shall automatically entail removal of the students name from the roll. He/she however, may be re-admitted on payment of arrears of fee plus re-admission fee for of Rs. 3000/-. The Principal is however, empowered to grant exemption of fine in deserving cases.

**Note:-** *Should the last day fall on Sunday or a holiday the fees shall be payable on the next working day.*

4. Fees once paid shall not be refunded, but in the case of students who are prevented by illness or for other reasons beyond their control from attending the College in the year for which they paid usual fees, the Principal may direct that the whole or the part of the amount of fees shall not be again paid for the year in which such students joined the College.
  - a) Regarding refund of fee in the event of shifting/migration of students from one institution to other institution, it will be refunded/adjusted in all Govt. and private institutions provided such shifting/migration takes place within the stipulated last date of admission subject to provisions of the prospectus
  - b) No refund of fees shall be permissible if a student withdraws from any institution after the last date of admission. The concerned institution shall retain the candidate's original documents until the student remains a bonafide member of that college.
  - c) In the event of a student leaving the course midway:
    - (i) Government Medical/Dental Colleges shall charge only the prescribed fee for the current academic session.
    - (ii) Private Dental Colleges, anticipating the possibility of a student discontinuing the BDS course midstream, may require the student to furnish a *bank guarantee* to cover the remaining fee for the entire course duration. The institution shall have the right to encash the bank guarantee if the student discontinues the course midway.
    - (iii) This bank guarantee must be submitted at the time of admission. If a candidate fails to provide it at the time of admission, the admission shall be considered *provisional* and will only be *regularized* upon submission of the bank guarantee within 15 days from the date of admission.

**(iv)** Additionally, students seeking hostel accommodation for the first time in Government Medical/Dental Colleges will be required to pay room rent from the month of admission onwards.

5. The rules pertaining to the non-payment of college fee apply to the non-payment of room rent as well as with the difference that the re-admission fee for hostel will be Rs. 500/-. The room rent once paid shall not be refunded on any account.
6. Securities not claimed within two years after the of student has left the college will lapse to the Rogi Kalyan Samity Funds after deducting their dues from the amount, if any, recoverable on account of arrears unpaid hostel/college fee or any other charges.
7. In case the student does not complete the course (MBBS/BDS) within prescribed period and he/she retains the hostel in the college concerned till the completion of course, he shall pay the hostel and mess charges as prescribed in the prospectus.

**SECTION – XI UTILISATION OF MBBS/BDS STUDENT TUTION FEE, HOSTEL FEE,  
ADMISSION FEE, STUDENT FUND, MEDICAL FUND, DILAPIDATED FUND AND  
SPORTS FUND**

These funds are controlled by the committees separately viz., College Council, Students/ Hostel Committee. These committees maintain the operation of the funds on the activities of the students mentioned below:-

1. The funds shall be utilized for the purchase of machinery and equipment related to the study of the Medical Students.
2. Purchase of furniture and other required articles for MBBS Student Hostel and College.
3. General expenditure on the grant of societies, clubs, associations, committees, sabhas etc. organized by the College.
4. Expenditure in connection with education trips to places of historical, geographical interest or mountaineering trips or visits to factories and hospitals
5. Expenditure in connection with community projects or social activities approved by the Principal.
6. Expenditure for sending students to compete in debates, declamation contests, music and dramatic contests.
7. Hire, carriage of vehicle and loud speaker and refreshment to player, prize winners and guests invited to sports and other functions.
8. Conveyance and boarding charges of outside lectures, prominent citizens, poets and artists etc. approved by the Principal.
9. Travelling allowance to persons invited to deliver lectures in the College or to preside over convocation or prize distribution function.
10. Expenditure incurred on staff and students when they go out to represent the College in sports or other contests.
11. Travelling allowance to college teams and members of the staff accompanying the teams on approved tours.
12. Daily allowance to the members of staff and students when they go out to represent the College in sports or other contests.
13. Refreshments and meal, at the time of friendly and/or University matches or the distinguished visitor at college functions.
14. Purchase of sports material pertaining to various games, watering, levelling, clearing and turfing of playgrounds and amenities for N.C.C if these exists in the institution.
15. Photographs of teams or executives of student's union.
16. Expenditure in connection with the award of college colours to distinguished players.
17. Purchase of stock register, cash books, etc. required for maintaining accounts pertaining to these funds.
18. Postage, telegrams, telephones and purchase of stationary pertaining to student's activities.
19. Expenditure in connection with award or prizes, at the annual sports prize distribution or the College convocation.
20. Expense on medical assistance rendered to members of sports teams when out of

station.

21. Uniforms or other equipment's for members of various teams.
22. Publication of College Magazine.
23. Repair of Hostel furniture and other articles after constituting a committee.
24. The hostel funds will be utilized for the repair, maintenance and development of the hostels.
25. Payments of Inspection fee and other inspection related expenditures of the regulatory or affiliating agency.
26. Training of faculty members in medical education when it is mandated by the regulatory body.
27. Any other object connected with the student's activities of educational character as approved by the Principal.

## APPENDIX -1

### FORM OF CERTIFICATE OF BONAFIDE HIMACHALI

---

Certified that Shri/ Km..... S/O  
/DO Sh.....resident of Village... Post-  
Office.....Tehsil.....  
District ..... Himachal Pradesh is a bonafide Himachali.

- (i) Having his permanent home in HP; or
- (ii) Residing in H.P. for a period of 20 years or above; or
- (iii) Having his permanent home in Himachal Pradesh but living outside Himachal Pradesh on account of his occupations.

Place: .....  
Authority  
Date: .....

Signature of the Competent  
issuing the certificate (with stamp).

#### Seal of the issuing Authority

#### Note:

1. Certificate in respect of guardian will be accepted, if candidate's father is not alive and the candidate is solely dependent on the guardian, the relationship of the candidate with the guardian should be stated.
2. The adoption deed in original duly registered in the Court in the year in which the candidate was adopted by the legal guardian will only be valid as per law.
3. The certificate should be issued on or after 01.01.2015.
4. Doubtful certificates will be got verified through the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.

## APPENDIX -2

### CERTIFICATE OF BELONGING TO SCHEDULED CASTES/SCHEDULED TRIBES

---

This is to certify that Shri/Kumari.....  
son/daughter/adopted son/adopted daughter of Shri .....of  
village.....Post Office.....Tehsil  
..... District..... State..... belongs to the  
..... community (community must be indicated) which is recognized as  
Scheduled Caste/Tribe for Himachal Pradesh under the Constitution (Scheduled Castes)  
(Union Territories) Order, 1951, and an amended from time to time.

As such Shri .....and/or his family  
ordinarily reside(s) in the..... District of Himachal Pradesh.

Place .....  
Date : .....

Signature .....  
\*Designation with seal of office of  
certificate issuing authority

#### Seal of the Court

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**Note :** (i) The certificate (Form given above) should be signed by Sub-Divisional Magistrate/Executive Magistrate(Tehsildar) of the area concerned of Himachal Pradesh to which the father/ mother of the candidate belongs. It should be signed and not countersigned. The certificate should be issued on or after 01.01.2015.

(i) Doubtful certificates will be got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.

**APPENDIX - 3**  
**FORM FOR CERTIFICATE FOR THE OTHER BACKWARD CLASSES**

---

This is to certify that .....son/daughter of .....  
resident of Village .....P.O .....Tehsil.....District  
..... (H.P.) belongs to the .....community which is recognized as  
other Backward class in Himachal Pradesh by the State Government vide notification No  
..... Dated..... Shri/Smt..... and his/her family ordinarily reside(s) in  
the ..... District.....Division of the (H.P) State. This is also  
certified that he/she does not belong to the person /sections(Creamy Layer) mentioned in  
the Schedule.

Place.....  
Date.....

**Signature of the Sub-Divisional Magistrate/  
Tehsildar/Executive Magistrate of the Area with stamp.**

**Seal of the Court**

**Note :**

1. *The certificate as given above may be issued after verification from Revenue Records by the Sub- Divisional Magistrate/Executive Magistrate/ Tehsildar of the area concerned of Himachal Pradesh to which the father/mother of the candidates belongs. Certificate issued by other authority will not be valid.*
2. *The certificate should be issued on or after 1.7.2023.*
3. *Doubtful certificate will be got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.*

#### APPENDIX -4

##### FORM FOR CERTIFICATE TO BE PRODUCED BY THE WIDOWS/WARDS OF EX-SERVICEMEN WHO ARE BONAFAIDE RESIDENTS OF HIMACHAL PRADESH

Sr. No.....

---

Certified that Kumari/Ms.....  
Daughter/Son/Wife of Shri.....Resident of village.....  
P.O.....Tehsil..... District.....  
Himachal Pradesh is the dependent daughter/Son/widow of  
Shri..... who was a member of Defence services. He served w.e.f.  
.....to .....  
in the Indian Army as Rank No ..... in  
(Batl./Regiment).....

It is further certified that Sh ..... has been covered under Priority No.....  
as per **Appendix- 23** of the prospectus as mentioned hereunder:-

Priority No.	Particular of Priority as per Appendix-23 of the prospectus

Place:.....

Date:.....

Signature of Deputy Director,  
Distt. Sainik Welfare Officer  
with stamp

---

**Note:** The certificate (Form as given above) should be signed by the Secretary, State/District Soldiers, Sailors and Airmen's Welfare Board situated in the State of Himachal Pradesh .

**APPENDIX -5**  
**FORM OF CERTIFICATE TO BE PRODUCED BY THE WARDS/WIVES OF DEFENCE**  
**SERVICES PERSONNEL**

Certified that Shri ..... Father of Shri /Kumari  
(name of the candidate)..... resident of Village.....  
Post Office ..... Tehsil..... District.....of  
Himachal Pradesh (State) is a member of Defence Services, serving as  
.....(rank) in Bn./Regiment .....is at present posted  
at..... (Station) ..... (State).....

It is further certified that Sh/Ms./Smt .....has been covered under Priority  
No..... as per **Appendix- 23** of the prospectus as mentioned hereunder: -

Priority No.	Particular of Priority as per Appendix-23 of the prospectus

**Place :** .....

**Date :** .....

**Signature of the Officer commanding, (with stamps)**

**Note:** The certificate (Format given above) should be signed by the Deputy Secretary (Defence) Government of India or the Officer Commanding concerned.

**APPENDIX -6**  
**CERTIFICATE TO BE PRODUCED BY THE WARDS OF FREEDOM FIGHTER**  
**HAILING FROM HIMACHAL PRADESH**

---

Certified that Shri/Smt..... Father/Mother/Grand Father/Grand  
Mother of (Name of the candidate) Shri/Kumari .....  
resident of Village.....P.O.....  
Tehsil..... District..... of Himachal Pradesh has been  
declared as a Freedom Fighter vide Himachal Pradesh Government Letter No.....  
dated ..... (Photostat copy of the letter duly attested be attached).

**Seal of the Court**

**Signature of the District Magistrate (with stamp)**

**Place :** .....

**Date :** .....

**Note:**

1. *The certificate (Format given above) should be signed by the District Magistrate of the District concerned of Himachal Pradesh to which the parents of the ward belongs as per the instructions given in the Prospectus.*
2. *An attested Photostat copy of such recognition granted to Freedom fighter be attached with the application form.*
3. *Doubtful certificates will be got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.*

## APPENDIX -7

### CERTIFICATE OF BELONGING TO BACKWARD AREA

Certified that Shri/Kumari.....son/daughter of Shri ..... is a permanent resident of Village ..... Post Office..... Gram Panchayat ..... \*Name of Backward Area/Block ..... Tehsil ..... District ..... Himachal Pradesh which has been notified as a Backward Area vide Himachal Pradesh Government's notification No..... dated .....and has passed at least two examinations out of five i.e. Primary/Middle/Matric/+1 / +2 from the following Schools located in the notified Backward Area(s) :-

Sr. No.	Name of the School	Name of the class/Examinations passed from Backward Area School

It is further certified that above named candidate/student has studied regularly in the above School(s) as located in the backward area as notified by the Government of Himachal Pradesh and has not taken admission in the school(s) as mentioned above during the mid-session.

Seal of the Court

Signature.....

Place : .....

Date : .....

**\*Designation with seal of the  
office of Certificate Issuing Authority**

- Note: 1. The certificate Format given above should be signed by Sub-Divisional Magistrate/Executive Magistrate(Tehsildar) of the area concerned of Himachal Pradesh to which the father/guardian of the candidate belongs. It should be signed and not countersigned.
2. The Candidate(s) claiming reservation against backward area seats should fulfil the conditions as laid down in the Prospectus.
3. The Backward areas as listed in the notification No. PLG-F(BASP)-1/95 dated the 16th June, 1995, issued by the Financial Commissioner-cum-Secretary (Planning) Government of Himachal Pradesh, or area as may be notified to be Backward areas by the Government of Himachal Pradesh from time to time."
4. The certificate should be fresh of the year in which admission is applied for. The certificate on the above format will only be entertained.
- Note:** Doubtful certificates will got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.

**APPENDIX – 8(i)**  
**FORM OF CERTIFICATE of PERSONS WITH DISABILITIES (PwD) CATEGORY OF BENCHMARK**  
**DISABILITY (FOR MBBS COURSE ONLY)**

---

1. C.R. No .....	Affix here firmly
2. OPD No.....	recent passport size
3. Disability Certificate No. ....	photograph self -
4. Name of the candidate .....	attested
5. Name of Father /Guardian .....	
6. Permanent Address .....	

.....

.....

Certified that the above named candidate has been examined in the light of the MCI guidelines as per **Appendix-A-24** by the Medical Board and he/she has been covered under benchmark disability as specified below :-

.....

.....

.....

.....

CHAIRMAN  
 Medical Board  
 (Name & Designation)

.....

.....

MEMBER  
 Medical Board  
 (Name & Designation)

.....

.....

MEMBER  
 Medical Board  
 (Name & Designation )

.....

.....

**Name & Place of Medical Board:** .....

**Date of issuance** .....

- Note: (i) The disability certificate should be issued by duly constituted Board by the Indira Gandhi Medical College & Hospital, Shimla or Dr. R.P. Govt. Medical College, & hospital Kangra at Tanda*
- (ii) The disability certificate from Medical Board should be having been issued within three months prior to 1<sup>st</sup> round of counselling for seeking admission to MBBS course for claiming the benefit of reservation.*
- (iii) Doubtful certificates will be got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.*

**APPENDIX – 8(ii)**  
**FORM OF CERTIFICATE OF PERSONS WITH DISABILITY (PwD) CATEGORY OF LOCOMOTOR**  
**DISABILITY OF (FOR BDS COURSE ONLY)**

1. C.R. No ..... 2. Ortho . OPD No..... 3. Disability Certificate No. .... 4. Name of the candidate ..... 5. Name of Father /Guardian ..... 6. Permanent Address .....	Affix here firmly recent passport size photograph self -attested
---	---

.....

Certified that the above named candidate has been examined in the light of the DCI guidelines as per **Appendix-A-22** by the Medical Board and he/she has been covered under benchmark disability as specified below :-

.....

.....

.....

CHAIRMAN  
 Medical Board  
 (Name & Designation)  
 .....  
 .....

MEMBER  
 Medical Board  
 (Name & Designation)  
 .....  
 .....

MEMBER  
 Medical Board  
 (Name & Designation )  
 .....  
 .....

**Name & Place of Medical Board:** .....  
**Date of issuance** .....

**Note:** (i) *The disability certificate should be issued by duly constituted Board by the Indira Gandhi Medical College & Hospital, Shimla or Dr. R.P. Govt. Medical College, & hospital Kangra at Tanda*

(ii) *The disability certificate from Medical Board should be having been issued within three months prior to 1<sup>st</sup> round of counselling for seeking admission in BDS course for claiming the benefit of reservation.*

(iii). *Doubtful certificates will be got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.*

## APPENDIX -9

### FORM OF CERTIFICATE TO BE PRODUCED BY THE SINGLE GIRL CHILD

---

Certified that Ms/Km.....D/O Sh.....

Resident of Village.....Post- Office.....

Tehsil.....District.....(H.P) is single girl child of  
her parents.

Date:.....

Signature  
Designation with Seal of  
thePlace:.....  
Certificate issuing authority

**Note:** (i) This certificate should be signed by the Block Development Officer of the area concerned of Himachal Pradesh to which the parent of the candidate belongs as per Govt. letter No.Per.(AP-B)B(15)5/2014-Loose-I dated 14<sup>th</sup> July, 2017. It should be signed and not countersigned.

(ii) The persons belonging to urban areas of the State of Himachal Pradesh, the aforesaid certificate is to be issued by the Additional/Joint Commissioner of Municipal Corporation/ Executive Officer/Secretary Nagar Parishad/ Sub Divisional Magistrate/Executive Magistrate/Tehsildar as the case may be.

(iii) Doubtful certificate will got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.

## APPENDIX – 10

### FORM OF CERTIFICATE TO BE PRODUCED BY THE CHILDREN OF JAMMU & KASHMIR MIGRANTS

---

Certified that Shri/Smt .....Father/Mother of  
Mr./Ms.(Name of the candidate) .....resident of  
Village.....Post Office.....Tehsil.....  
District.....State Jammu & Kashmir has been declared Jammu & Kashmir  
Migrants due to terrorism and residing or rehabilitated at (complete address)  
.....  
.....

**Signature**

**Place : .....** **Designation with seal of the issuing authority**  
**Date : .....** **(District Magistrate/Deputy Commissioner of the area concerned)**

**Note :**

1. *This certificate should be signed by the District Magistrate/Deputy Commissioner of the area concerned and not counter signed.*
2. *Doubtful certificates will be got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.*

**APPENDIX – 11**  
**A CERTIFICATE TO BE PRODUCED BY THE CHILDREN**  
**OF TIBETAN REFUGEES**

---

Certified that Mr/Ms. .... S/o / D/o Shri .....  
(complete address).....  
.....

has fulfilled the definition of "Children of Tibetan Refugees" and eligibility criteria is hereby sponsored for admission to MBBS course as per merit of NEET-UG-2025 against the seats reserved for the Children of Tibetan Refugees for the Academic Session 2025-26.

<p><b>Place : .....</b></p> <p><b>Date : .....</b></p>	<p><b>Signature</b></p> <p><b>Designation with seal of the issuing authority</b> <b>(Tibetan Govt. in Exile)</b></p>
--	--

*Note :*

1. *This certificate should be signed by the Central Tibetan Administration of His Holiness The Dalai Lama. However, an undertaking/bond will be taken by the Central Tibetan Administration of His Holiness that the candidate after completion of the course will serve for the Tibetan Administration at least for 3 years.*
2. *Doubtful certificates will be got verified through the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.*

## APPENDIX – 12(a)

**Government of Himachal Pradesh**  
**(Name & Address of the authority issuing the certificate)**  
**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY THE CANDIDATE OF ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Dated:.....

**VALID FOR THE YEAR.....**

1. This is to certify that Shri/Smt./Kumari\_\_\_\_\_son/daughter/wife  
\_\_\_\_\_permanent resident of Village/town\_\_\_\_\_Post  
Office\_\_\_\_\_District\_\_\_\_\_in the State of Himachal Pradesh, Pin Code\_\_\_\_\_  
whose photograph is attested below belongs to Economically Weaker Sections, since the gross  
annual income\* of his/her family\*\* is below Rs. 4 lakh (Rupees Four Lakh only) for the financial  
year ..... His /Her family does not own or possess any of the following assets\*\*\*:-
- (i) More than 1 hectare of Agricultural land in rural areas and 500 M<sup>2</sup> land in urban areas;
  - (ii) Residential flat/house of more than 2500 square feet in rural/ urban areas.
  - (iii) Family of income tax payee;
  - (iv) Family of Regular/Contract employees of the Central Government, State Government., Board, Corporations and autonomous bodies and Public Sector Undertakings etc;
2. Shri/Smt./Kumari\_\_\_\_\_belongs to the\_\_\_\_\_Caste which is not  
recognized as a Scheduled Caste, scheduled Tribe and Other Backward Classes.

Signature with seal of Office\_\_\_\_\_  
Name\_\_\_\_\_  
Designation\_\_\_\_\_

*Recent  
Passport size  
attested  
photograph of  
the applicant*

---

*\*Note 1: Income covered all sources i.e salary, agriculture, business, profession etc.*

*\*\*Note 2: The term "Family" for this purpose will include the person who seeks benefit of reservation, his /her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.*

*\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.*

*4. Doubtful certificates will be got verified through the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.*

**APPENDIX – 12(b)**

**Government of Himachal Pradesh**

**(Name & Address of the authority issuing the certificate)**

**NON-SC/ST/OBC CERTIFICATE TO BE PRODUCED BY THE CANDIDATE BELONGING TO B.P.L. CATEGORY.**

**Certificate No.....**

**Dated:.....**

This is to certify that Shri/SMT./Kumari\_\_\_\_\_son/daughter/wife of  
\_\_\_\_\_Permanent resident of Village/town\_\_\_\_\_Post  
Office\_\_\_\_\_District\_\_\_\_\_in the State of Himachal Pradesh, Pin  
Code\_\_\_\_\_whose photograph is attested below belongs to the  
\_\_\_\_\_Caste which is not recognized as a Scheduled Caste, Scheduled Tribe and  
Other Backward Classes in the State.

**Signature with seal of Office\_\_\_\_\_**

**Name\_\_\_\_\_**

**Designation\_\_\_\_\_**

Recent  
Passport size  
attested  
photograph of  
the applicant

**Note:** *Doubtful certificates will be got verified through the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.*

## APPENDIX – 13

FORM OF CERTIFICATE TO BE SUBMITTED BY THE FATHER/MOTHER OF THOSE CANDIDATES WHO ARE NOT BONAFIDE HIMACHALI AND ARE CENTRAL GOVERNMENT EMPLOYEES WORKING IN H.P.( LIKE ALL INDIA SERVICES/CENTRAL CIVIL SERVICES)/EMPLOYEES WORKING WITHIN THE STATE OF HIMACHAL PRADESH IN AUTONOMOUS BODIES/INSTITUTIONS/ORGANISATIONS/SEMI-GOVERNMENT BODIES ESTABLISHED BY CENTRAL/OTHER STATE GOVERNMENTS/ SERVING JUDGES OF THE HON'BLE HIGH COURT OF H.P./REGULAR EMPLOYEES OF HIMACHAL PRADESH GOVERNMENT/ H.P.GOV'T. UNDERTAKINGS/AUTONOMOUS BODIES WHOLLY OWNED BY HIMACHAL PRADESH GOVERNMENT ON ACCOUNT OF THEIR SERVICE/POSTING IN THE HIMACHAL PRADESH.

*(To be issued by the Registrar General, H.P. High Court/ Zonal/Circle Head/Regional Head/Divisional Head of the concerned Government Department/Organization/Institution)*

(i) Certified that Shri/Smt ..... Father/Mother of Mr./Ms. (Name of the Candidate) ..... who is at present working as (Designation) ..... in the Hon'ble High Court of Himachal Pradesh, Shimla ( applicable only for Hon'ble Judges of the Hon'ble High Court of Himachal Pradesh)

(ii) Certified that Shri/Smt.....Father/Mother of Mr./Ms. (Name of the Candidate) ..... who is at present working as (Designation) .....in the Central Government Department/Autonomous Bodies/Institution/Organization/Semi-Govt. Bodies established by Central/Other State Governments/Regular employees of Himachal Pradesh Government/H.P. Government Undertaking/Autonomous Bodies wholly owned by Himachal Pradesh Government (Name of Department/Institution/Organization/Autonomous Bodies).....

Certified that Shri/Smt ..... is an regular employee of the aforesaid Department/Autonomous Bodies/Institution/Organization/Semi-Govt. Bodies established by Central/Other State Governments/Regular employees of Himachal Pradesh Government/H.P. Government Undertaking/Autonomous Bodies wholly owned by Himachal Pradesh Government residing within the state of Himachal Pradesh on account of his/her continuous services w.e.f.....to.....

(Note: Struck out which is not applicable)

Signature with legible seal

Registrar General, H.P. High Court/Zonal Head/Regional Head/Divisional Head of the Organization Institution/Autonomous Bodies/Central / State Govt. Deptt.)

Date : .....

Place : .....

**Note :** Doubtful certificate will be got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action.

## APPENDIX -14

**FORM OF CERTIFICATE TO BE SUBMITTED BY THE FATHER/MOTHER OF THOSE CANDIDATES WHO ARE REGULAR EMPLOYEES OF THE H.P. GOVT./ H.P. GOVT. UNDERTAKINGS/AUTONOMOUS BODIES WHOLLY OWNED BY H.P. GOVT. WHO ARE HOLDING THE POST OUTSIDE HIMACHAL PRADESH ON ACCOUNT OF HIS/HER SERVICE/POSTING.**

*(To be issued by the Head of Govt. Deptt./Zonal Head/Regional Head/Divisional Head of the concerned Undertakings/Autonomous Bodies)*

---

Certified that Shri/Smt .....Father/Mother of  
Mr./Ms. (Name of the Candidate) .....  
who is at present working as (Designation) ..... in this  
Department of H.P. Govt./ H.P. Government Undertakings/Autonomous Bodies wholly  
owned by H.P. Government (Name of Department)  
.....

Certified that Shri/Smt ..... is regular  
employee of Department of H.P. Govt./ H.P. Government Undertakings/Autonomous Bodies  
wholly owned by H.P. Government and holding the post outside the state of Himachal Pradesh  
on account of his/her continuous services w.e.f..... to  
.....

(Note: Struck out which is not applicable)

Signature with legible seal  
(Zonal Head/Regional Head/Divisional Head/  
Head of Govt. Deptt./H.P. Govt. Undertakings/Autonomous Bodies)

Date : .....

Place : .....

---

**Note:** (i) This certificate is to be signed not below the rank of Zonal Head/Regional Head/Divisional Head of the concerned Organization/Government Department.)

(ii) Doubtful certificate will got verified from the competent authority and if found wrong, will render the student liable to expulsion and suitable legal action

## APPENDIX -15

**FORM OF CERTIFICATE TO BE SUBMITTED BY THE FATHER/MOTHER OF THOSE CANDIDATES WHO ARE BONAFIDE HIMACHALI AND ARE WORKING OUTSIDE THE STATE OF HIMACHAL PRADESH WITH OTHER STATE GOVERNMENTS/UNDERTAKINGS/AUTONOMOUS BODIES ESTABLISHED BY OTHER STATE GOVERNMENT.**

*(To be issued by the Head of Govt. Deptt./Zonal Head/Regional Head/Divisional Head of the concerned Undertakings/Autonomous Bodies)*

---

Certified that Shri/Smt ..... Father/Mother of  
Mr./Ms. (Name of the Candidate) .....  
who is at present working as (Designation) ..... in this  
Govt. Department/ Government Undertakings/Autonomous Bodies established by the State  
Government (Name of Department/Undertakings/Autonomous  
Bodies).....and serving  
w.e.f. ....to .....

Signature with legible seal  
(Zonal Head/Regional Head/Divisional Head/  
Head of Govt. Deptt./Govt. Undertakings/Autonomous Bodies)

Certified that Mr./Ms.(Name of Candidate).....S/O/D/O  
Shri..... is not eligible for seeking admission to  
MBBS/BDS Courses under State Quota Seat in the Medical/Dent Colleges of the State of  
.....

(Note: Struck out which is not applicable)

Signature with legible seal  
Director Medical Education & Research

Date : .....

Place : .....

---

*Note: (Doubtful certificate will not be verified from the competent authority and if found false, will render the student liable to expulsion and suitable legal action.)*

## APPENDIX -16

### PROFORMA FOR CERTIFICATE OF CHARACTER TO BE SUBMITTED BY THE CANDIDATE CHARACTER CERTIFICATE

Certified that Mr./Ms.....Son/Daughter of Sh.....  
was a student of this School/College from Class.....to..... and has  
passed 10+2 examination in..... (Month & Year). During this period  
he/she bears ..... character and .....behaviour.

Date:

Place:

Signature of the Principal  
with Seal

**Note:** A character certificate must be issued from the Institution from where he/she has passed qualifying examination with regard to status of his/her behaviour pattern "as to whether he/she has displayed persistent violent or aggressive behaviour or any desire to harm other."

## APPENDIX -17

### PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE CANDIDATE AT THE TIME OF THE ADMISSION IN THE COLLEGE IN RESPECT OF ANTI-RAGGING MEASURE

Name of Institution.....

Name of Course.....

i) Name of the Student.....

ii) Parentage with address & Telephone Nos.....

.....

.....

iii) Date of admission in MBBS/BDS course.....

iv) Day Scholar (address with Mobile/Telephone No.). .....

v) Undertaking to be given and signed by the student.

#### UNDERTAKING

I.....S/O/D/OSh.....  
studying in (MBBS/BDS).....course in (Name of  
College).....for the academic Session 2025-26  
and presently a student of .....year/Professional is hereby give an  
undertaking that I will not indulge in any kind of ragging or in discipline in the  
campus/Hostel/outside/anywhere. If so, strict disciplinary action may be taken against me as  
per law/Ordinance issued by the Government of Himachal Pradesh and Regulations of  
Medical/Dental Council of India.

Date.....

Place.....

Signature of the Student.....

Name.....

Class/Course.....

Mobile/Telephone No.....

#### COUNTERSIGNED

(Parents/Guardians)

Full Address:.....

Telephone No./Contact No.....

## APPENDIX -18

### PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE PARENTS/LEGAL GUARDIAN OF THE CANDIDATE AT THE TIME OF ADMISSION IN THE COLLEGE IN RESPECT OF ANTI-RAGGING MEASUREMENT DULY ATTESTED BY THE COMPETENT AUTHORITY

(To be submitted on plain paper)

#### UNDERTAKING

I. father/mother/

legal guardian of Mr./Ms.....resident of (full address with telephone No.) .....who has been admitted in the academic session 2025-26 in (Name of the college ..... presently a student of (MBBS/BDS). .....course do hereby solemnly affirm and declare that my son/daughter/ward will not indulge in any type of ragging or indiscipline in the campus/Hostel and outside. In case of any such violation strict disciplinary action should be followed as per Ordinance issued by the H.P. Govt. and Regulations of Medical/Dental Council of India I/We will not interfere in any way in the action against my son/daughter/ward.

**Deponent**

(To be signed by the Father/Mother/Legal Guardian of the student)

#### VERIFICATION

I, the above named deponent do hereby solemnly affirm and declare that the above particulars of the undertaking are true to the best of my knowledge and belief. No part of it is false and nothing material has been concealed therefrom.

Verified at ..... day of.....2025.

**Deponent**

## Appendix-19

### STANDARD OF MEDICAL FITNESS CERTIFICATE SUBMITTED BY THE STUDENT AT THE TIME OF MBBS/BDS ADMISSION

Name of the Candidate: \_\_\_\_\_  
 Father's Name : \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Identification Mark: \_\_\_\_\_

Affix recent  
 photograph  
 duly attested  
 by the Medical  
 officer

Sr. No.	Standard of Physical fitness	Observation of Medical Officer Conducting Medical Examination
1	<b>EYES:</b>	
(a)	The absence of one eye shall not be a bar, the vision of remaining eye shall not be less than 6/9 with or without glasses	
(b)	The minimum vision in person in possession of both eyes should be 6/12, 6/18 with or without glasses.	
(c)	There shall be no fundus disease adversely affecting the vision	
(d)	Colour Blindness (upto CP <sup>4</sup> )	
2.	<b>EARS:</b> The hearing power shall be as to enable a candidate to use his stethoscope effectively	
3.	<b>Blood Pressure:</b> (Normal)	
4.	<b>Heart:</b> (No organic disease)	
5.	<b>Lungs:</b> (No organic disease)	
6	<b>Liver, Spleen Kidney and lymphatic glands:</b> (No permanent abnormality)	
7.	<b>Nervous System:</b> (Candidate should be normal & be mentally sound)	
8.	<b>Urine:</b> (Should be free from albumen or sugar)	
9	<b>Extremities</b>	
(a)	Any one with bad deformity or any absent limb shall be debarred.	
(b)	There shall be no deformity of lower Limbs & spine to hinder normal locomotion.	
10	Every candidate should have X-ray screening of chest to exclude pulmonary cardiology.	
11	Female candidate should be examined by the Gynecologists to exclude any organic disease.	
12	<b>Blood Group:</b>	
13	<b>COVID-19 Test:</b>	

Signature of Candidate \_\_\_\_\_

Signatures of the members of the  
 Medical Board of the Medical College or  
 CMO/MS in the case of BDS admissions

Place: Date: \_\_ (with seal)

## APPENDIX-20

**F.No.6(1)/2017/D(Res.II)**  
**Government of India**  
**Ministry of Defence**  
**Department of Ex-Servicemen Welfare**

**Room No.237 'B' Wing**  
**Sena Bhawan, New Delhi**  
**May 21, 2018**

To

The Chief Secretaries/Administrators  
All States/UTs.

Subject: Inter-se priority for reservation/preference to the wards of Armed Forces personnel by States/UTs for admission to Medical/Professional/non-Professional Courses.

Approval of the Competent Authority is conveyed to the removal of Yudh Sewa Medal series of Awards i.e. Sarvottam Yudh Seva Medal, Uttam Yudh Seva Medal and Yudh Seva Medal from category V of the priority list for reservations/preferences to the wards of Armed Forces personnel by States/UTs/Central/State Universities/Autonomous Institutions for admission in medical/professional/non-professional courses. The revised list of priorities will be as follows:-

- Priority I : Widows/Wards of Defence personnel killed in action.  
Priority II : Wards of disabled in action and boarded out from service.  
Priority III : Widows/Wards of Defence personnel who died while in service with death attributable to military service.  
Priority IV : Wards of disabled in service and boarded out with disability attributable to military service.  
Priority V : Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards:  
(i) Param Vir Chakra  
(ii) Ashok Chakra  
(iii) Maha Vir Chakra  
(iv) Kirti Chakra  
(v) Vir Chakra  
(vi) Shaurya Chakra  
(vii) Sena, Nau Sena, Vayu Sena Medal  
(viii) Mention-in-Despatches.  
Priority VI : Wards of Ex-Servicemen.  
Priority VII : Wives of:  
i) defence personnel disabled in action and boarded out from service.  
ii) defence personnel disabled in service and boarded out with disability attributable to military service.  
iii) ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.  
Priority VIII : Wards of Serving Personnel.  
Priority IX : Wives of Serving Personnel.

2. This issues with the approval of Hon'ble Raksha Mantri and supersedes our earlier letters of even number dated 19.05.2017 and 30.11.2017 on the subject.

Sd/-  
(Santosh)  
Joint Secretary (Res.II)  
Tel.23015772

# APPENDIX-21

## SPECIFIED BENCHMARK DISABILITIES (As per MCI Regulations)

Sl. No.	Disability Type	Type of Disabilities	Specified Disability	Disability Range		
				Eligible for Medical Course, Not Eligible for PwD Quota	Eligible for Medical Course, Eligible for PwD Quota	Not Eligible for Medical Course
1.	Physical Disability	A. Locomotor Disability, including Specified Disabilities (a to f).	a. Leprosy cured person*	Less than 40% disability	40-80% disability	More than 80%
			b. Cerebral Palsy**			
			c. Dwarfism			
			d. Muscular Dystrophy			
			e. Acid attack victims			
			f. Others*** such as Amputation, Poliomyelitis, etc.			
			<p>* Attention should be paid to loss of sensations in fingers and hands, amputation, as well as involvement of eyes and corresponding recommendations be looked at.</p> <p>** Attention should be paid to impairment of vision, hearing, cognitive function etc. and corresponding recommendations be looked at.</p> <p>*** Both hands intact, with intact sensations, sufficient strength and range of motion are essential to be considered eligible for medical course</p>			
		B. Visual Impairment (*)	a. Blindness	Less than 40% disability (i.e. Category '0 (10%)', 'I (20%)' & 'II (30%)')	-	Equal to or More than 40% Disability (i.e. Category III and above)
			b. Low vision			
		C. Hearing impairment @	a. Deaf	Less than 40% Disability	-	Equal to or more than 40% Disability
			b. Hard of hearing			
			<p>(*) Persons with Visual impairment / visual disability of more than 40% may be made eligible to pursue Graduate Medical Education and may be given reservation, subject to the condition that the visual disability is brought to a level of less than the benchmark of 40% with advanced low vision aids such as telescopes / magnifier etc.</p>			

			<p>@ Persons with hearing disability of more than 40% may be made eligible to pursue Graduate Medical Education and may be given reservation, subject to the condition that the hearing disability is brought to a level of less than the benchmark of 40% with the aid of assistive devices.</p> <p>In addition to this, the individual should have a speech discrimination score of more than 60%.</p>			
		D. Speech & language disability\$	Organic/ neurological causes	Less than 40% Disability	-	Equal to or more than 40% Disability
		<p>\$ It is proposed that for admission to MBBS course the Speech Intelligibility Affected (SIA) score shall not exceed 3 (Which will correspond to less than 40%) to be eligible to pursue the MBBS course. The individuals beyond this score will not be eligible for admission to the MBBS course.</p> <p>Persons with an Aphasia Quotient (AQ) upto 40% may be eligible to pursue MBBS course but beyond that they will neither be eligible to pursue the MBBS course nor will they have any reservation.</p>				
2.	Intellectual disability		a. Specific learning disabilities (Perceptual disabilities, Dyslexia, Dyscalculia, Dyspraxia & Developmental aphasia)#	<p># currently there is no Quantification scale available to assess the severity of SpLD, therefore the cut-off of 40% is arbitrary and more evidence is needed.</p>		
				Less than 40% Disability	Equal to or more than 40% disability-But selection will be based on the learning competency evaluated with the help of the remediation/ assisted technology/aids/ infrastructural changes by the Expert Panel	More than 80% or severe nature or significant cognitive/ intellectual disability
			b. Autism spectrum disorders	Absence or Mild Disability, Asperger syndrome (disability of 40- 60% as per ISAA) where the individual is deemed fit for MBBS course by an expert panel	Currently not recommended due to lack of objective method to establish presence and extent of mental illness. However, the benefit of reservation/ quota may be considered, in future after developing better methods of disability assessment.	Equal to or more than 60% disability or presence of cognitive/intellectual disability and/or if the person is deemed unfit for pursuing MBBS course by an expert panel

3.	Mental behaviour		Mental illness	Absence or Mild	Currently not recommended	Equal to or more than 40%
				Disability: less than 40% (under IDEAS)	due to lack of objective method to establish presence and extent of mental illness. However, the Benefit of reservation/ quota may be considered in future after developing better methods of disability assessment.	Disability or if the person is deemed unfit to perform his/her duties. Standards may be drafted for the definition of "fitness to practice medicine", as are used by several institutions of countries other than India.
4.	Disability caused due to	a. Chronic Neurological Conditions	i. Multiple Sclerosis	Less than 40% Disability	40-80% disability	More than 80%
			ii. Parkinsonism	Disability		
		b. Blood Disorders	i. Haemophilia	Less than 40% Disability	40-80% disability	More than 80%
			ii. Thalassemia	Disability		
			iii. Sickle cell disease			
5.	Multiple disabilities including deaf blindness		More than one of the above specified disabilities	<p>Must consider all above while deciding in individual cases recommendations with respect to presence any of the above, namely, Visual, Hearing, Speech &amp; Language disability, Intellectual Disability, and Mental Illness as a component of Multiple Disability.</p> <p>Combining Formula as notified by the related Gazette Notification issued by the Govt. of India</p> $\frac{a + b (90 - a)}{90}$ <p>(where a= higher value of disability % and b=lower value of disability % as calculated for different disabilities)</p> <p>is recommended for computing the disability arising when more than one disabling condition is present in a given individual. This formula may be used in cases with multiple disabilities, and recommendations regarding admission and/or reservation made as per the specific disabilities present in a given individual</p>		

## APPENDIX-22

### SPECIFIED DISABILITIES

#### (ii) Physical disability (As per DCI Regulation 2 &4)

- A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including –
- (a) “leprosy cured person” means a person who has been cured of leprosy but is suffering from-
    - (i) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
    - (ii) Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
    - (iii) Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression “leprosy cured” shall be construed accordingly;
  - (b) “cerebral palsy” means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
  - (c) “dwarfism” means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
  - (d) “muscular dystrophy” means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
  - (e) “acid attack victims” means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- B. Visual impairment-
- (a) “blindness” means a condition where a person has any of the following conditions, after best correction-
    - (i) total absence of sight; or
    - (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in better eye with best possible correction; or
    - (iii) limitation of the field of vision subtending an angle of less than 10 degree.
  - (b) “low-vision” means a condition where a person has any of the following conditions, namely:-
    - (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
    - (ii) limitation of the field of vision subtending an angle of less than 40 degree up to

10 degree.

C. Hearing impairment-

(a) “deaf” means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) “hard of hearing” means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

D. “Speech and Language Disability” means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

(iii) Intellectual disability, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including-

(a) “specific learning disabilities” means a heterogeneous group

of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) “autism spectrum disorder” means a neuro- developmental condition typically appearing in the first three years of life that significantly affects a person’s ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

(iv) Mental behavior,- “mental illness” means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

(v) Disability caused due to –

(a) chronic neurological conditions, such as-

(i) “multiple sclerosis” means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelization and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(b) “parkinson’s disease” means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain

and a deficiency of the neurotransmitter dopamine.

(c) Blood disorder-

- (i) “hemophilia” means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
- (ii) “thalassemia” means a group of inherited disorders characterized by reduced or absent amounts of hemoglobin.
- (iii) “sickle cell disease” means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; “hemolytic” refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.
- (vi) Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.
- (vii) Any other category as may be notified by the Central Government.

Note: Any amendment to the Schedule to the RPWD Act, 2016, shall consequently stand amended in the above schedule.

## APPENDIX - 23

### MEDICAL COUNCIL OF INDIA

No. MCI-34(1)/2016-Med (Ragg.)/127758

Dated: 02.09.2016

1. The Deans/Principals of all the Medical Colleges/Institutions in India
2. The Directors of Medical Education of all the States in India.
3. The Secretary of Medical Education of all the State Governments in India.
4. The Registrars of all the Universities and Deemed Universities in India

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

Sir/Madam

Please refer to the decision taken in the meeting of Dr. R.K. Raghvan Committee appointed by the Hon'ble Supreme Court to supervise the measures being implemented to prevent the menace of ragging. The Medical Council of India has prepared the regulations to curb the menace of ragging in medical colleges in form of Regulations called as the Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/ Institutions) Regulations, 2009. The said Regulations have been notified in the Part III Section 4 of the Gazette of India on 03.08.2009. These Regulations have already been circulated to you vide this office circular No. 34 (1)/2009-Med./31046, dated 21.08.2009 and also available on the MCI website i.e. [www.mciindia.org](http://www.mciindia.org).

The operative part of the regulation is reproduced as under with regard to the 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 of 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 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 a hostel forming part of the Medical College/Institution/ University, or seeking to reside in any temporary premises not forming part of the institution, include a private commercially managed lodge or hostel, submit additional undertaking in the form of Annexure I (both Parts) along with his/her application for hostel accommodation.”

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 multicolored with different colours for the provision 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 the 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 session, 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 keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.”

6.1.13 The Medical College/Institution/University shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the early months of the academic session.

“6.1.13 (A) The head of the institutions shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the

institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.”

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 fresher’s dependence on their seniors.

Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel ‘fresher’s in order to prepare them for the life ahead, particularly or 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 integration of them fully as students.

6.2.3 The leaflet mentioned above shall also inform the fresher’s 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 care 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 of facilitate and complement familiarization of fresher's 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; (i) 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. v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.

6.2.6 Freshers or any other student(s) shall be encouraged to report incidents of ragging, either as victims, or even as witnesses. The identify of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

6.2.7 Each batch of freshers, on arrival at the institution, shall be divided into small group and each such group shall be assigned to a members of the faculty, who shall interact individually with each member of the group everyday for ascertaining the problems is difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

6.2.8 Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facility are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.

6.2.9 A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

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 level 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 group shall be assigned to a member of the staff. Such staff members 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”.

In view of above, you are requested to kindly take necessary action taking into consideration the above quoted regulations.

As the academic session 2016-17 has started from 03.09.2016 (as per notification dated 8/8/2016), you are requested to send the information/compliance on the following points within four (4) weeks from dispatch of this circular:-

1. (i) Anti-Ragging Committee composition in the college (name of members with their telephone numbers and e-mail IDs).  
(ii) Number of incidence of ragging reported and action taken in hard/soft copy, if any.  
(iii) Number of FIRs lodged, if any.  
(iv) Punishment awarded, if any.
2. Admission brochures/prospectus/booklets regarding inclusion of specific information on Anti-Ragging.
3. Installation of CCTV Cameras in all the vulnerable places of college, Hospital and Hostels.
4. Ensure submission of online undertaking by each student and every parent at [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org)
5. To get NAAC accreditation.
6. Anti Ragging Posters & Hoarding (as per enclosed format) to be placed in different parts of Medical college/hostel.

An early action in the matter will be highly appreciated.

Sd/-  
(B.D. Jain)  
Asstt. Secretary & Nodal Officer,  
Anti-Ragging Committee.

**Appendix-24**  
**Embassy Certificate of Foreign Candidate (For NRI Candidates)**  
**(ON THE LETTERHEAD OF THE CONCERNED INDIAN DIPLOMATIC MISSION)**

F. No. : \_\_\_\_\_

Date: \_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. /Mrs. / Ms. \_\_\_\_\_ S/o / W/o / D/o \_\_\_\_\_  
Holder of Passport No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ valid upto \_\_\_\_\_ presently residing at \_\_\_\_\_  
\_\_\_\_\_ has stayed abroad for more than 182 days  
during the last financial year and enjoys the status of Non-Resident Indian (NRI) for the period from \_\_\_\_\_  
\_\_\_\_\_ till date. He may be extended all courtesies and facilities, as admissible to the Non-  
Resident Indians (NRIs).

This certificate is issued for his Son/Daughter/Daughter-in-Law/Spouse \_\_\_\_\_  
, for seeking admission in India under NRI Quota.

The validity of this Certificate is for six months only.

**PLACE:**

**SIGNATURE :**

**DATE :**

**NAME :**

**DESIGNATION:**

**SEAL :**

**(OF THE ISSUING AUTHORITY)**

**\*Documentary Proof of Citizenship (For Foreign and OCI Candidates)**

- \* *Scanned copy of the first and last page of the Passport wherein the Citizenship /Nationality of the Candidate, as well as the date of issue, Validity Period, place of issue, and Issuing Authority of the Passport, are clearly mentioned.***

OR

- \* *Citizenship Certificate issued by the Competent Authority in the Country of Nationality of the Candidate, wherein the Citizenship /Nationality of the Candidate, date of issue, Validity Period, place of issue, and Issuing Authority, are clearly mentioned.***

OR

- \* *Any other Document issued by a Government Authority in the Country of Nationality of the Candidate (including OCI Card issued by the MHA or concerned Indian Diplomatic Mission in case of OCT Candidate only), wherein the Citizenship /Nationality of the Candidate, date of issue, Validity Period, place of issue and Issuing Authority of the Document, are clearly mentioned.***

## Appendix-26

### FORM OF CERTIFICATE TO BE SUBMITTED BY THE FATHER/MOTHER OF THOSE CANDIDATES WHO ARE SERVING IN PARA-MILITARY FORCES (GOVERNMENT OF INDIA).

*(To be issued by the Commandant of the Battalion/ Head of concerned force )*

---

Certified that Shri/Smt ..... Father/Mother of  
Mr./Ms. (Name of the Candidate) .....  
who is at present working as (Designation) .....in this  
Battalion/Unit of Para-Military Force (Name of Para-Military Force)  
.....

Certified that Shri/Smt..... is an employee  
of (Name of Para-Military Force).....which is Para-Military Force  
of the Government of India and he/she is serving in this Para-Military  
Force w.e.f..... to .....

(Note: Struck out which is not applicable)

Signature with legible seal  
(Commandant/ Head of Para-Military Force)

Date : .....

Place : .....

*Note: (i) This certificate is to be signed not below the rank of Zonal Head/Regional  
Head/Divisional Head of the concerned Organization/Government Department.)  
(ii) Doubtful certificate will get verified from the competent authority and if found wrong, will  
render the student liable to expulsion and suitable legal action*