



ABSTRACT

Medical Education – Selection Committee - Policy / Prospectus for admission to Post Graduate Medical Degree / Diploma courses in Management Quota seats in Self Financing Private Medical Colleges in Tamil Nadu for the academic year 2018 - 2019 - Approved - Orders - Issued.

HEALTH AND FAMILY WELFARE (MCA-1) DEPARTMENT

G.O.(D) No.413

Dated : 15.03.2018.
Thiruvalluvar Aandu 2049
Yevilambi, Panguni – 01

Read

From the Additional Director of Medical Education / Secretary,
Selection Committee letter Ref. No.3467 / SCSII(1) / 2017-3,
dated 08.03.2018.

ORDER :

The Additional Director of Medical Education / Secretary, Selection Committee in his letter read above has sent the draft Policy / Prospectus for selection of candidates for Post Graduate Medical Degree / Diploma courses in Management Quota seats in Self Financing Private Medical Colleges in Tamil Nadu for the academic year 2018 – 2019 and has requested the Government to approve the above said prospectus.

2. The Government after careful consideration have accepted the modifications suggested by the Additional Director of Medical Education / Secretary, Selection Committee and approve the Policy / Prospectus for admission to Post Graduate Medical Degree / Diploma courses in Management Quota seats in Self Financing Private Medical Colleges affiliated to the Tamil Nadu Dr. M.G.R. Medical University in Tamil Nadu for the academic year 2018-2019 session A copy of the approved Policy / Prospectus is annexed to this order.

3. The Additional Director of Medical Education / Secretary, Selection Committee is directed to take necessary action accordingly.

(BY ORDER OF THE GOVERNOR)

J. RADHAKRISHNAN
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of Medical Education,
Chennai – 600 010.

Additional Director of Medical Education /

Secretary, Selection Committee, Chennai – 600 010.

All Self Financing Private Medical Colleges in Tamil Nadu.

The Special Officer, Committee to Regulate – Monitor the admissions of students to professional courses by Self Financing Professional, Arts and Science Colleges, F-1, DOTE Staff quarters, Gandhi Mandapam Road, Chennai – 600 025.

Copy to :

The Special Personal Assistant to Hon'ble Minister (Health and Family Welfare), Chennai – 600 009.

Health and Family Welfare (Data Cell) Department, Chennai – 600 009.

Stock File / Spare Copy.

// FORWARDED BY ORDER //

க.வ. காமராசு
15-3-18
SECTION OFFICER
15/3/18



GOVERNMENT OF TAMILNADU

**PROSPECTUS FOR ADMISSION TO
POST GRADUATE DEGREE/DIPLOMA COURSES UNDER MANAGEMENT QUOTA OF SELF
FINANCING MEDICAL COLLEGES IN TAMIL NADU**

2018-2019 Session

as per

**G.O. (D) No.413, Health and Family Welfare (MCA-1) Department, Dated 15.03.2018
and as amended from time to time.**

SELECTION COMMITTEE

DIRECTORATE OF MEDICAL EDUCATION

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

CHENNAI – 600 010.

Phone No : 044-28361674

Website:

www.tnhealth.org / www.tnmedicalselection.org

Cost Rs. 5000/-

IMPORTANT DATES

1	Date of Notification.	16.03.2018
2	Commencement for downloading application	16.03.2018 10.00 A.M
3	Last date for downloading application	23.03.2018 upto 5.00 P.M.
4	Last date for receipt of application	26.03.2018 upto 5.00 p.m.
5	<i>Address to which the filled in application along with enclosures are to be sent</i>	<i>THE SECRETARY, SELECTION COMMITTEE, 162, PERIYAR E.V.R. HIGH ROAD, KILPAUK, CHENNAI – 600 010.</i>
6	Expected date of declaration of merit	09.04.2018
7	Tentative Dates for counseling	Will be notified later
8	Commencement of courses	01.05.2018
9	Closure of admission	31.05.2018

IMPORTANT INFORMATION

- Application for admission to Post Graduate Degree/ Diploma Courses 2018-2019 session under Management Quota of Self Financing Medical Colleges in Tamil Nadu can be downloaded from websites www.tnhealth.org / www.tnmedicalselection.org.
- Any change or modification and relevant information pertaining to this admission process will be made available immediately on the websites www.tnhealth.org / www.tnmedicalselection.org.
- The candidates are instructed to visit the websites at least two times a day for updates from the date of application till the end of admission process without fail. Selection committee shall not be responsible for consequences resulting due to non-diligent follow-up of notices, notification and publications appearing on the websites regarding admission to Post Graduate Degree / Diploma Courses 2018-2019 session.
- Candidates are advised to read the prospectus carefully before filling the application and ensure that no mandatory column is left blank. In the event of rejection of the application form, no correspondence/request for re-consideration will be entertained.
- Candidates are advised to read the Information Bulletin for NEET PG 2018 issued by National Board of Examination (NBE) and carefully go through the instructions regarding NEET-PG 2018 and visit the website www.nbe.edu.in regarding detailed qualifying criteria for ADMISSION TO POST GRADUATE DEGREE / DIPLOMA 2018-2019 session.

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I.GENERAL INSTRUCTIONS:

1. (a) Candidates seeking admission to Post Graduate Degree / Diploma Courses 2018-2019 session under Management Quota of Self Financing Medical Colleges in TamilNadu should submit **the application form with necessary enclosures and** a Demand Draft for Rs.5000/- (Non refundable) drawn in favour of **"The Secretary, Selection Committee,Kilpauk,Chennai-10"** payable at Chennai towards the cost of application, which should reach on or before **26.03.2018 5.00 P.M.** to the following address:

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

- (b) The candidates shall ensure that the application form with enclosures reaches the Selection Committee within the date and time specified i.e on or before **26.03.2018** by 5.00 P.M. Applications received after the last date & time will not be accepted.
- (c) The Selection Committee will not be responsible for any delay in the receipt or for the loss in transit of application form.

II.ELIGIBILITY CRITERIA

2. Candidates should be a Citizen of India
3. The following guidelines shall be followed for admission to Post Graduate Degree/Diploma Courses 2018-2019 session for NRI quota in Self Financing Medical Colleges in TamilNadu.
- a) *"Candidates should be Indian Origin settled in foreign countries.*
OR
Candidates who were born in foreign countries and whose parents are of Indian Origin.
OR
Children of Indian citizen stay abroad for employment, business
OR
Children of Indian citizens deputed abroad by Public Sector Undertaking
OR
Children of the Official of the Central/State Government on deputation to abroad
- b) *The candidates seeking admission to NRI Quota should have hold Indian passport.*
- c) *Admission under Non Resident of India scheme may be made on the basis of the marks obtained in the Qualifying Examination as prescribed*
- d) *The seats under NRI quota should be utilized by the bonafide NRI's only and for their children or wards. Therefore, the NRI financially supporting the candidates should either be the parent (Father or Mother) of the candidate or legally declared as*

guardian of the candidate by the Court as per provisions in "The Guardians and Wards Act 1890".

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

- i) NRI status of the financial supporter issued by the Indian Embassy of the respective country under their seal.
- ii) Certificate of Relationship between the NRI financial supporter and the candidate issued by the competent authority, valid Indian Passport of the NRI financial supporter.
- iii) NRE (Non Resident External) Bank Account Pass Book of the financial supporter.
- iv) Evidence for payment of Development charges US \$ 1000/- to the college by the NRI financial supporter (One time payment at the time of admission only)

4. All candidates seeking admission to Post Graduate Medical Degree/Diploma courses under Management Quota of Self Financing Medical Colleges in the State of Tamil Nadu for the academic year 2018-2019 shall have to qualify the National Eligibility cum Entrance Test, NEET-PG 2018 conducted by the National Board of Examinations. It shall be necessary for the candidate to obtain minimum of marks at 50th percentile in 'NEET-PG 2018. However, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes the minimum marks shall be at 40th percentile. In respect of candidates with locomotor disability of lower limbs, the minimum marks shall be at 45th percentile.

5. Candidates who have passed their MBBS Examination and completed / completing the CRR period **on or before 31-03-2018** are only eligible to apply. However the candidates should possess the Permanent Medical Council Registration Certificate of the States or of India at the time of counseling .

6. Candidates should possess M.B.B.S. Degree of the Tamil Nadu Dr. MGR Medical University or of any other University recognized as equivalent to the Tamil Nadu Dr.M.G.R. Medical University and recognized by the Medical Council of India. Candidates who have qualified from other Universities should produce **ELIGIBILITY CERTIFICATE** from the Tamil Nadu Dr. M.G.R. Medical University, Guindy, Chennai 600032 at the time of admission.

7. (a) The duration of Post Graduate Degree Courses is **Three years**.

(b) The duration of Post Graduate Degree Courses for the Diploma Candidates who have undergone two year courses shall be **Two years** in the same Speciality and **Three years** in other speciality.

The above concession is not applicable for those who have undergone one year Diploma course either in the same or other speciality.

*For candidates who have undergone Diploma in Clinical Pathology and Diploma in Diabetology, the duration of Post Graduate Degree Course is **Three years**.*

(c) The duration of all Diploma Courses is **Two** years.

III. NOT ELIGIBLE

8. Candidates who are undergoing a Postgraduate Degree / PG Diploma / DNB courses are not eligible to apply for any Post Graduate Degree / Diploma Courses

IV. PROCEDURE FOR FILLING & SUBMISSION OF APPLICATION:

9. (a) The candidate should fill the downloaded application form available in the Website .The form will be available on the websites www.tnhealth.org / www.tnmedicalselection.org from 10.00 AM on 16.03.2018 to 23.03.2018 up to 5.00 P.M

(b) Candidates seeking admission to Post Graduate Degree / Diploma Courses 2018 -2019 session under Management Quota of Self Financing Medical Colleges in nTamilNadu should submit filled in **application form with necessary enclosures and** a Demand Draft for Rs.5000/- (Non refundable) drawn in favour of "**The Secretary, Selection Committee, Kilpauk, Chennai-10**" payable at Chennai towards the cost of application ,which should reach on or before **26.03.2018 by 5.00 P.M.** to the following address

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

(c) Application forms with incomplete or insufficient particulars or without enclosures or without a Demand Draft for Rs.5000/- (Non refundable) or those applications received after the last date mentioned **will be summarily rejected** (without any intimation to the candidates).

(d) Candidates should send the application form with all enclosures in an A4 size cloth lined cover. The template with requisite details available for download should be printed and pasted on the cover.

(e) AR Number will be assigned by the Selection Committee.

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

11. Candidates must enclose only the Photocopies Self attested documents in the order as indicated below:

(a) NEET PG 2018-Score Card

(b) MBBS and Diploma Degree certificate or provisional pass certificate from the University concerned.

(c) Permanent Medical Registration certificate issued by the Medical Council of India / State.

- (d) All documents to verify NRI status ,if applicable.
12. Applications without the signature of the candidates will be summarily rejected.

V. MERIT LIST

13. The Merit list will be drawn based on marks obtained in NEET PG 2018 conducted by National Board of Examination.

14. The Secretary, Selection Committee will publish the Merit List on the websites <http://www.tnhealth.org> / www.tnmedicalselection.org

VI.COUNSELING PROCEDURE:

- 15.(a) Counselling for Self Financing Management seats will be done from the merit list prepared based on the applicants for this prospectus and subject to the rules and regulations applicable to the Self Financing Management seats.
- (b) After second phase of counseling, the remaining unfilled seats shall be filled up by the Selection Committee by manual counseling for allotment of the candidates.
- (c) Even after the manual counseling, if some number of seats are still vacant the same shall be filled up by forming a list of students in the order of merit, equal to 10 times of the number of vacancies to the Association of Colleges for filling up those remaining vacancies.
- (d) Candidates will be called for counseling according to their ranks.
- (e) Candidates can choose any course at any colleges available at the time of counseling.
- (f) Option once given during the counseling cannot be changed during same phase of counseling.
- (g) Re-allotment is permitted during subsequent phases of counseling only, based on merit.
- (h) Individual request for transfer of college will not be permitted under any circumstances.
- (i) Mutual transfers will not be permitted under any circumstances.
- (j) Candidates selected for admission should give a declaration in the form given at the time of counseling that he / she is liable for forfeiture of selection / admission if suppression of facts is found at any time during or after the admission to the course.
- (k) If any suppression of facts is found later, the selection / admission shall be liable for cancellation during or after the admission to the course based on the declaration. Further he / she will not be allowed to apply for the Post Graduate Courses for Two subsequent academic Years.

16. Due to unforeseen reasons ,if a candidate cannot attend the counseling on the specified date and time, he / she can authorize a representative to attend the counseling on his/ her behalf. The authorized representative should produce an undertaking and authority letter for allotment in the format given in Annexure-I (A & B) along with the requisite original documents. The allotment made to the authorized representative shall be binding on the candidate.

17. Strict discipline should be maintained by the candidates for smooth conduct of counseling. If the candidates are found to indulge in any untoward activities, they will be debarred from the counseling and selection for the present and two subsequent academic years.

18. The candidates appearing for allotment by personal appearance should bring the original certificates /documents which are enclosed along with application . In any case candidates without original certificates / documents, will not be allowed to participate in second and subsequent phases of counseling.

19. Any change or modification and relevant information pertaining to this admission process will be made available only on the website. (www.tnhealth.org / www.tnmedicalselection.org)

The candidates are instructed to visit the websites from the date of application till the end of admission process without fail.

20. All candidates attending the counseling for PG Degree / Diploma Course will have to remit a non- refundable amount of Rs. 1000/- by means of Demand Draft drawn in favour of **The Secretary, Selection Committee, Kilpauk, Chennai-10** as processing fee.

21. The candidates who are selected at the time of counseling shall pay an amount of Rs.2,00,000/ -(Rupees Two Lakh only) as registration fee by way of Demand Draft drawn in favour of "**The Secretary, Selection Committee, Kilpauk, Chennai – 10**" payable at Chennai at the time of receipt of the allotment order.

22. The registration fee is not refundable if the candidate does not join after collecting the allotment order in second phase of counseling

23. The Candidates who discontinue the course on or **after the last date of allotment of seats i.e. 31 st May 2018** shall pay **the Discontinuation Fees** to the Deans of the respective Colleges the sum as specified below in total by means of Demand Draft drawn in favour of **the Secretary, Selection Committee, Kilpauk, Chennai - 10**, payable at Chennai

For P.G. Degree Rs.15 lakhs/ Diploma Courses Rs 10 lakhs

Unless the penalty amount is paid in total, the candidates will not be relieved.

24. The admissions to Post Graduate Degree / Diploma Course for 2018-2019 will close on the cutoff date of admission (i.e. on 31-05-2018) as per the Guidelines issued by the Medical Council of India, DGHS and the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 32.

VII. METHOD OF SELECTION AND ADMISSION:

25. (a) Management Quota seats in Self Financing Colleges: Seat sharing with self Financing Minority and Non minority College will be as per state Policy, MCI Post Graduate Medical Education Regulation, 2000 and applicable Court Orders.
- (b) Among the seats under management quota, upto 15% of total sanctioned seats may be allotted for NRI quota.
- (c) Candidates are advised to go through the respective college websites and satisfy themselves regarding Medical Council of India approvals, infrastructure and the rules and regulations.
26. Re-allotment of courses / colleges will be permitted as per merit from rank one in second phase of counseling .
27. (a) Candidates who have opted seats in first phase of counseling and not joined the course are not eligible to attend second phase of counseling
- (b) During the second phase of counseling all candidates except those mentioned in Clause 27(a) above can attend the counseling for the available vacancies
28. Allotment will be made only for the seats affiliated to the Tamil Nadu Dr. MGR Medical University / Annamalai University for the Academic Year 2018-2019 session. Seats approved by respective university for P.G. Diploma/ Degree courses for 2018-2019 session will be displayed before counseling.
29. Some seats may be permitted but not recognized by Medical Council of India at the time of counseling. Therefore the candidate should well examine these points and refer MCI website before opting for a seat. The Selection Committee shall neither be responsible nor shall entertain any case on the above grounds.

VIII. TUITION FEE

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

The above fee structure is applicable for 2018-2019 admission. The selected candidates have to pay the tuition fees and other special fees etc., at the time of admission in the respective colleges.

IX. COMMUNICATION:

31. All notices, notification and publications regarding admission to Post Graduate Degree / Diploma / Courses 2018-2019 session will be published on the websites **www.tnhealth.org** and **www.tnmedicalselection.org**. Selection committee will not be responsible for consequences resulting due to non-diligent follow-up of information published on the websites

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

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

33. Candidate applying for admission to Post Graduate Degree / Diploma Courses 2018-2019 session under management quota in self financing Medical Colleges is deemed to have read the contents in this Prospectus and agrees with all the conditions and clauses and will not have the right to challenge any of the Regulations.

DIRECTOR OF MEDICAL EDUCATION

ANNEXURE I

A. UNDERTAKING REGARDING AUTHORIZATION

I,.....son/daughter/wife of
Mr.....aged.....years
andmonths, bearing A..R Number
and General Rank Noin the Merit list for Post graduate Degree / Diploma/MDS
year 2018-2019 session do hereby solemnly affirm and
undertake that the decision of my authorized representative, Mr/ Mrs/ Miss.....
..... Son/ daughter / wife of.....
Mraged..... years, regarding selection/
rejection of seat on the date of counseling(.....) shall be binding on me and I shall not
have any claim whatsoever, other than the decision taken by my authorized representative on my
behalf on.....

Signature of the Candidate

Name.....

A.R. No.....

General Rank.....

Address.....

.....

.....

B. AUTHORITY LETTER

I,.....son/daughter/wife of
Mr.....bearing
A.R Number.....and General Rank Noin the Merit list
for Post graduate Degree/ Diploma/ MDS 2018-2019 session
do hereby authorize, Mr/ Mrs/ Miss.....Son/ daughter / wife
of.....Mrto represent me on.....(Date)
before the Selection Committee, Directorate of Medical Education, Chennai for allotment of a seat in
Post graduate Degree/ Diploma/ MDS Courses 2018-2019session .

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



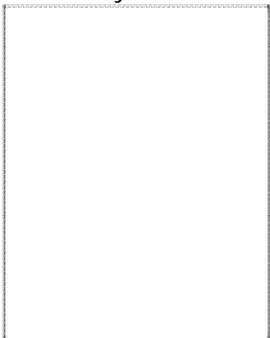
Signature of the Candidate:

Name:

A.R Number:

General Rank in the Merit List:

Photograph of Candidate
Attested by a Gazetted Officer



Photograph of authorized
representative attested by
the candidate

Signature of authorized
representative duly
attested by the candidate

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

ANNEXURE - II

MEDICAL COUNCIL OF INDIA

NOTIFICATION

New Delhi, the 3rd August, 2009

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

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

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

“5. Measures for prohibition of ragging:-

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

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

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

6. Measures for prevention of ragging at the institution level:-6.1

Before admissions:-

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

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

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

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

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

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

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

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

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

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

6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicoloured with different colours for the provisions of law, punishments, etc.) shall be prominently

displayed on all Notice Boards of all departments, hostels 4 and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.

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

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

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

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

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

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

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

6.2. On admission:-

6.2.1 Every fresher admitted to the Medical College/Institution/University shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.

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

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

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

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

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

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

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

6.3. At the end of the academic year:-

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

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

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

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