



**APPENDIX -1**

**FORM OF CERTIFICATE OF BONAFIDE HIMACHALI**

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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**

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**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 01.01.2012.*
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 (GROUP A-1 & A-2)**

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

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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 01.01.2012.*

(ii) *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 (GROUP A-3)**  
**FORM FOR CERTIFICATE FOR THE OTHER BACKWARD CLASSES**

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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**

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**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 1.7.2020.*
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 (GROUP A-4 )**

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

Sr. No.....

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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**

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**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 (GROUP A-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 (GROUP-A-6)**  
**CERTIFICATE TO BE PRODUCED BY THE WARDS OF FREEDOM FIGHTER**  
**HAILING FROM HIMACHAL PRADESH**

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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 : .....**

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**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 (GROUP A-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) (GROUP A-8)**  
**FORM OF CERTIFICATE of PERSONS WITH DISABILITIES (PwD) CATEGORY OF BENCHMARK**  
**DISABILITY (FOR MBBS COURSE ONLY)**

- 1. C.R. No .....
- 2. 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 MCI guidelines as per **Appendix-A-24** by the Medical Board and he/she has been covered under benchmark disability as specified below :-

.....  
.....  
.....  
.....

CHAIRMAN	MEMBER	MEMBER
Medical Board	Medical Board	Medical Board
(Name & Designation)	(Name & Designation)	(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) (GROUP A-8)**  
**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-25** 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(Group A-9)**

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

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Certified that Ms/Km.....D/O Sh.....  
Resident of Village.....Post- Office.....  
Tehsil.....District.....(H.P) is single girl child of  
her parents.

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

**Signature**  
**Designation with Seal of the**  
**Certificate issuing authority**

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- 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 Parisad/ 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 (Group A-10)**

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

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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 (Group- A-11)**  
**A CERTIFICATE TO BE PRODUCED BY THE CHILDREN**  
**OF TIBETAN REFUGEES**

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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-2020 against the seats reserved for the Children of Tibetan Refugees for the Academic Session 2020-21.

**Signature**  
**Designation with seal of the issuing authority**  
**(Tibetan Govt. in Exile)**

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

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*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*

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*\*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

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**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. UNDERTAKAINGS/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)*

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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 : .....

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**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 EMPLOYEES OF CENTRAL GOVERNMENT/UNDERTAKINGS OF AUTONOMOUS BODIES ESTABLISHED BY THE CENTRAL GOVERNMENT WHO ARE WORKING/POSTED OUTSIDE THE HIMACHAL PRADESH ON ACCOUNT OF HIS/HER SERVICE/POSTING.**

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

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Certified that Shri/Smt .....Father/Mother of Mr./Ms. (Name of the Candidate) ..... who is at present working as (Designation) .....in this Central Govt.Department/Undertakings/Autonomous Bodies (Name of department Undertakings/Autonomous Bodies).....

Certified that Shri/Smt ..... is an employee of Central Govt.Department/Undertakings/Autonomous Bodies (Name of department Undertakings/Autonomous Bodies and working/posted outside the state of Himachal Pradesh on account of his/her service w.e.f.....to.....

(Note: Struck out which is not applicable)

Signature with legible Seal  
(Zonal Head/Regional Head/Divisional Head )  
Head of Deptt.)

Date : .....

Place : .....

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**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 -16**

**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)*

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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)

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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/Dental Colleges of the State of .....

(Note: Struck out which is not applicable)

Signature with legible seal  
Director Medical Education & Research

Date : .....

Place : .....

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*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 -17**

**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 )*

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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 : .....

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*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 -18**  
**SPECIMEN OF AFFIDAVIT**

**(To be submitted by the candidate at the time of counselling on plain Paper )**

**AFFIDAVIT**

I, \_\_\_\_\_ Father/Guardian of the Candidate's name) \_\_\_\_\_ permanent resident of Village \_\_\_\_\_ Post office \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ (H.P) do hereby solemnly affirm and declare as under :-

- (i) That my son / daughter namely \_\_\_\_\_ has appeared in the NEET-UG-2020 and has qualified the NEET-UG-2020 for seeking admission to MBBS & BDS course under State Quota in Himachal Pradesh.
- (ii) That he/she fulfilled the prescribed eligibility conditions of the prospectus issued by the H.P. University for admission to MBBS/BDS courses for the session 2020-21.
- (iii) That the advantage of domicile State is being taken in Himachal Pradesh only and nowhere else.

**Deponent**

(To be signed by the candidate's father/mother/Legal Guardian)

**Declaration**

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

Verified at \_\_\_\_\_ the day of \_\_\_\_\_ 2020.

**Deponent**

**Signature of the candidate**  
Name-----



**APPENDIX -19**

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

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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:

Signature of the Principal

Place:

with Seal

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**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 -20**

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

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 2020-21 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.....

Signature of the Student.....

Place.....

Name.....

Class/Course.....

Mobile/Telephone No.....

**COUNTERSIGNED**

(Parents/Guardians)

Full Address:.....

Telephone No./Contact No.....



**APPENDIX -21**

PROFORMA FOR AFFIDAVIT 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)

**AFFIDAVIT**

I..... father/mother/  
legal guardian of Mr./Ms.....resident of (full address  
with telephone No.) .....who has been  
admitted in the academic session 2020-21 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 affidavit 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.....2020.

**Deponent**

**Appendix-22****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.	
©	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.	Blood Pressure: (Normal)	
4.	Heart: (No organic disease)	
5.	Lungs: (No organic disease)	
6	Liver, Spleen Kidney and lymphatic glands: (No permanent abnormality)	
7.	Nervous System: (Candidate should be normal & be mentally sound)	
8.	Urine: (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	Blood Group:	
13	COVID-19 Test:	

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-23**

**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 Chakara  
(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-24**  
**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.  ** Attention should be paid to impairment of vision, hearing, cognitive function etc. and corresponding recommendations be looked at.  *** 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\$	<table border="1"> <tr> <td>Organic/ neurological causes</td> <td>Less than 40% Disability</td> <td>-</td> <td>Equal to or more than 40% Disability</td> </tr> </table>	Organic/ neurological causes	Less than 40% Disability	-	Equal to or more than 40% 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		<p>a. Specific learning disabilities (Perceptual disabilities, Dyslexia, Dyscalculia, Dyspraxia &amp; Developmental aphasia)#</p> <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> <table border="1"> <tr> <td>Less than 40% Disability</td> <td>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</td> <td>More than 80% or severe nature or significant cognitive/ intellectual disability</td> </tr> </table>	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	
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					
			<p>b. Autism spectrum disorders</p> <table border="1"> <tr> <td>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</td> <td>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.</td> <td>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</td> </tr> </table>	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	
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		<table border="1"> <tr> <td>Mental illness</td> <td>Absence or Mild</td> <td>Currently not recommended</td> <td>Equal to or more than 40%</td> </tr> </table>	Mental illness	Absence or Mild	Currently not recommended	Equal to or more than 40%
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			
		b. Blood Disorders	i. Haemophilia	Less than 40% Disability	40-80% disability	More than 80%
ii. Thalassemia						
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-25****SPECIFIED DISABILITIES  
(As per DCI Regulation 2 & 4)****1. Physical disability**

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 an 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 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.

2. 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.

3. 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.

4. 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;
- (ii) “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.



(b) 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.

5. 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.

6. 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-26****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 live 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 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-27****FORM FOR REFUND OF TUITION FEE DEPOSITED BEFORE ALLOCATION OF SEAT  
FOR THE ACADEMIC SESSION 2020-21**

(To be submitted by the candidate to the Assistant Registrar(Entrance Tests) H.P.  
University, Summer Hill, Shimla-171005)

1. Name of candidate : \_\_\_\_\_
2. Father's Name " : \_\_\_\_\_
3. NEET-UG-2020 Roll No. : \_\_\_\_\_
4. Marks of NEET-UG-2020 : \_\_\_\_\_
5. HPU Merit Rank : \_\_\_\_\_
6. Have you allocated any of the Medical/Dental College(Yes/No) \_\_\_\_\_
6. If Yes, name of allocated college : \_\_\_\_\_  
\_\_\_\_\_
7. Date of online counseling round wherein the college was allocated : \_\_\_\_\_  
\_\_\_\_\_
8. Amount of tuition fee deposited : \_\_\_\_\_  
Receipt No. \_\_\_\_\_ Date \_\_\_\_\_
9. Bank Account No. of candidate only \_\_\_\_\_
10. IFSC Code No. \_\_\_\_\_ Name of Bank \_\_\_\_\_
11. Mobile No. \_\_\_\_\_
12. Any other information: \_\_\_\_\_

I hereby declare that I have not taken admission to MBBS/BDS course in any of the Medical/Dental College after allotment of seat. As such, the amount of tuition fee as deposited by me before allocation of seat may be refunded to me as per provisions of the prospectus.

**( Signature's of Parents/Guardian )**

**(Signature's of candidate )**

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