



**VINAYAKA MISSION'S
RESEARCH FOUNDATION**
(Deemed to be University under section 3 of the UGC Act 1956)



(Accredited by NAAC with 'A' Grade & Ranked in NIRF)

Sankari Main Road (NH-47), Ariyanoor, Salem – 636 308, Tamil Nadu, India.

Phone: 0427 - 2529700 web: www.vmrfd.edu.in

Aarupadai Veedu Medical College & Hospital, Puducherry

PROSPECTUS

INFORMATION FOR CANDIDATES WHO ARE SEEKING ADMISSION TO MBBS DEGREE PROGRAMME FOR THE ACADEMIC YEAR 2024 - 2025.

Dear Candidates,

- Candidates who are seeking admission to **MBBS Degree Course** in **Aarupadai Veedu Medical College & Hospital, Puducherry** are hereby informed that as per the National Medical Commission, New Delhi regulations, the candidates are allotted for admission to **MBBS Degree Course** through centralized counseling by the **MCC of DGHS** (Directorate General of Health Services), Ministry of Health & Family Welfare, Government of India, New Delhi in the Deemed to be University for the academic year 2024 - 2025.
- Candidates are hereby informed to visit the **MCC of DGHS** website : www.mcc.nic.in -> **UG Medical Counseling** -> (Medical Counseling Committee) for further information from time to time.

REGISTRAR



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Sankari Main Road (NH-47), Ariyanoor, Salem – 636 308, Tamil Nadu, India.

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IMPORTANT INSTRUCTIONS

**THE CANDIDATES ALLOTTED THROUGH CENTRALIZED COUNSELING BY
THE MCC OF DGHS, MHFW, GOVERNMENT OF INDIA, NEW DELHI FOR ADMISSION TO
MBBS DEGREE COURSE FOR THE ACADEMIC YEAR
2024 – 2025**

Name of the Medical College	AARUPADAI VEEDU MEDICAL COLLEGE & HOSPITAL, PUDUCHERRY- CUDDALORE MAIN ROAD, KIRUMAMPAKKAM, PUDUCHERRY – 607 402
College Code	200377
Name of the University	Vinayaka Mission's Research Foundation (Deemed to be University), Ariyanoor, Salem – 636308, Tamilnadu.
College website	www.avmc.edu.in
Reporting Officer	Mr. T. Prakash, Vinayaka Mission's Research Foundation (Deemed to be University) No.213, Old No.160, Poonamallee High Road (Near By Kilpauk Metro Railway Station) (Behind Doshi Towers), Kilpauk, Chennai – 600 010. Tamil Nadu, India.
E- mail	avmc.admissions@vinayakamissions.com
Phone & Mobile No.	Phone : 044 - 42989000, 42989006 Mobile : 93848 21234, 98840 58270

1) DETAILS OF FEES:

a) PAYMENT OF TUITION FEE:

Fee Details	Amount Rs.
Annual Tuition Fee **	Rs.21,00,000/-

** The amount indicates the annual tuition fees for the year 2024 - 25 batch only. Total Tuition Fees for the entire duration of the course is divided into 5 equal annual instalments. Therefore, each instalment of Rs. 21,00,000/- (Twenty One Lakhs.) to be paid every year on or before the last date fixed by the University / College.

b) OTHER FEES:

Fee Details	I Year Rs.	II Year Rs.	III Year Rs.	IV Year Rs.	V Year Rs.
Admission Fee, University Registration Fee, Eligibility Fee, Application Form, Library Fee, Sports Fee, Books, Record Note, Lab. Coat, ID Card, Development Fee, Miscellaneous Fee, Logbook	87,600/-	-	-	-	-
Library Fee, Sports Fee, Record Note, Development Fee, Logbook, Alumni	-	85,600/-	85,600/-	85,600/-	85,600/-
Total	87,600/-	85,600/-	85,600/-	85,600/-	85,600/-

c) HOSTEL FEES :

Hostel Accommodation & Mess Fees (Per Year)	Rs. 1,75,000/- * + Applicable GST * Rooms available at Variable Tariffs
Caution Deposit (Refundable at the end of the programmes after deduction of any damage)	Rs. 1,00,000/-

Note: The entire fees should be remitted in the form of Demand Draft / RTGS/ NEFT Transfer only.

2) GENERAL INSTRUCTIONS:

- a. Candidates who have been allotted through centralized counseling by the **MCC of DGHS, MHFW**, Government of India, New Delhi for admission to **MBBS Degree Course** in the Deemed to be University for the academic year 2024 - 2025, are advised to report and complete the admission process strictly within the date and time specified in the “**Provisional Allotment Letter**” issued by the **MCC of DGHS**.

Venue for reporting by the candidates	The Reporting Officer, Vinayaka Mission’s Research Foundation (Deemed to be University) New No. 213, Old No. 160, Poonamallee High Road, (Near By Kilpauk Metro Railway Station) (Behind Doshi Towers), Kilpauk, Chennai – 600 010, Tamil Nadu, India.
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- b. The candidates should report along with their **Original Certificates and Demand Draft or UTR Number for Electronic Fund Transfer through NEFT / RTGS** for prescribed tuition fee & other fees as specified herein.
- c. i) Candidates without original certificates / documents shall **not** be allowed to take admission in the allotted Medical College.
- ii) Candidates who have deposited their original documents with any other Institute / College / University and come for admission with a certificate stating that “their original certificates are deposited with Institute / College / University” shall **not** be allowed to take admission in the allotted Medical College.
- d. Every student shall pay the tuition fee and other fees, as prescribed by the University, within the due date notified.
- e. Part payment of tuition fee and other fees are not permitted.
- f. No extension of time either for payment of fees or submission of original certificates will be entertained under any circumstances.

- g. At the time of admission, candidates and their parents / guardian should have to sign declaration forms / undertakings in Annexure declaring that they shall abide by the rules and regulations of the University including Anti-Ragging regulations of the UGC / NMC and observe the good conduct & behavior and that they are bound by the University rules on payment of fees / refund of fees.

3) MODE OF PAYMENT OF FEE:

a) TUITION FEE & OTHER FEES :

It is mandatory that the candidate should bring the prescribed tuition fee and other fees in the form of Demand Draft drawn in favour of “**Aarupadai Veedu Medical College**“ payable at **Chennai** or remitted through NEFT / RTGS as mentioned in the Fee Structure.

**Bank Account particulars for Fund Transfer of Tuition Fee & Other Fees through
NEFT/ RTGS**

Beneficiary Account Name	:	AARUPADAI VEEDU MEDICAL COLLEGE
Account No.	:	403011003611
Name of the Bank	:	Kotak Mahindra Bank Ltd.,
Branch Address	:	Thyagaraya Nagar, Chennai
IFSC Code	:	KKBK0000468
Swift Code	:	KKBKINBBCPC

After transferring the Fees in full, please send your Transaction ID for confirmation of your admission at avmc.admissions@vinayakamissions.com

b) HOSTEL FEE & MESS FEE :

The candidates have to pay the prescribed Hostel Fee, Mess Fee & Caution Deposit in the form of **Three Demand Drafts** drawn in favour of “**AMUDH HOSPITALITY**” payable at **Chennai** or remitted through RTGS / NEFT as mentioned in the Fees Structure.

Bank Account particulars for Fund Transfer of Hostel Fee through NEFT/RTGS/Demand Draft

Beneficiary Name	:	AMUDH HOSPITALITY
Account No.	:	50200031762275
Name of the Bank	:	HDFC BANK
Branch Address	:	TARAMANI, CHENNAI
IFSC Code	:	HDFC0002406

Bank Account particulars for Fund Transfer of Mess Fee through NEFT/RTGS/Demand Draft

Beneficiary Name	:	AMUDH HOSPITALITY
Account No.	:	50200031793512
Name of the Bank	:	HDFC BANK
Branch Address	:	TARAMANI, CHENNAI
IFSC Code	:	HDFC0002406

Note: RTGS / NEFT payment receipt with UTR No. should be produced at the time of reporting for admission

4) IMPORTANT NOTE :

- a. Candidates are instructed to visit the **MCC of DGHS** (Directorate General of Health Services), Ministry of Health & Family Welfare, Government of India, New Delhi **website: www.mcc.nic.in** and **College website: www.avmc.edu.in** from time to time.
- b. **Allotment letter given by the MCC of DGHS for admission is subject to fulfillment of all the eligibility criteria prescribed by the NMC and medical fitness of the candidates.** Those who do not fulfill the prescribed eligibility criteria and medical fitness will not be admitted to the course of study to which they are allotted by the **MCC of DGHS**. If it is found at a later stage that the candidate has given false information / forged certificates or concealed material information, his / her admission will be cancelled without any notice.
- c. Students will be governed by all the University rules including refund of fee, disciplinary rules, hostel rules and UGC / NMC Regulations for Curbing the Menace of Ragging etc.
- d. All the disputes / arbitration arising in the interpretation and implementation of the provisions in this prospectus will be referred to the Vice-Chancellor, Vinayaka Mission's Research Foundation (Deemed to be University), Salem and Vice-Chancellor's decision shall be final and binding.

5) REFUND POLICY:

We are aware and agree that, the following refund policy shall strictly be implemented by the constituent colleges of Vinayaka Mission's Research Foundation (Deemed to be University), Salem, Tamilnadu.

a) Amount of fee to be deducted from the candidate upgraded by MCC of DGHS.	Rs. 50,000/- (Rupees Fifty Thousand Only)
b) If the seat is surrendered to MCC of DGHS in their Counseling portal within the timelines and the guidelines specified by MCC of DGHS.	
c) In all cases not covered under condition in column above, the amount of fee payable. (Where the seat is rendered vacant without having any chance of being filled up with any other candidates)	Entire fees paid by the candidate will be deducted. In addition, the candidates shall be required to remit the 'entire course fees' for the remaining years of the course period. (Except those who produce an upgradation letter issued by the MCC of DGHS).

Please note that the University will strictly follow the MCC / DGHS timelines / guidelines w.r.t. Resignation. All the candidates are requested to refer counseling Bulletin / Circulars uploaded by MCC / DGHS for the updation on resignation procedures & timelines applicable for them.

- a) Request for cancellation through E-mail / Telephone / Mobile etc., will not be entertained.
- b) The candidate should submitted the request letter for refund of fees to the following address :

The Registrar,
Vinayaka Mission's Research Foundation
(Deemed to be University),
Sankari Main Road (NH- 47), Ariyanoor,
Salem – 636 308,
Tamilnadu, India.

- c) The maximum time taken to process and effect the transfer of refund amount will be 15 working days from the date of cancellation.
- d) The above refund policy will be applied even if the student cancelled the admission without attending any class.

6) THE CANDIDATE SHOULD BE SUBMITTED THE FOLLOWING CERTIFICATES / DOCUMENTS IN ORIGINAL ALONG WITH 4 SETS OF PHOTOCOPIES OF THE SAME TO THE UNIVERSITY AT THE TIME OF ADMISSION.

1. Provisional Allotment letter issued by the MCC of DGHS, MHFW, Govt. of India, New Delhi
2. NEET (UG) – 2024 Admit Card issued by the National Testing Agency (NTA), New Delhi.
3. NEET (UG) – 2024 Result / Rank letter issued by the NTA, New Delhi.
4. H.Sc. Mark Sheet (or) its equivalent (11th & 12th)
5. 12th Pass Certificate (in case of CBSE or ISCE)
6. Transfer Certificate and Conduct Certificate issued from the Institution Last studied.
7. Migration Certificate (if applicable)
8. The Candidates should also bring the following certificate as follows (if applicable)
 - a. SC / ST certificate issued by the competent authority (in the format as specified in the Prospectus) and should be in English Language. Sub- Caste should be clearly mentioned in the certificate.
 - b. OBC Certificate issued by the competent authority. The Sub-Caste should tally with the Central List of OBC. The OBC candidates should not belong to Creamy Layer. The OBC Certificate must be in the format as mentioned in the prospectus.
 - c. Orthopedic Physical Disability (Physically Handicapped (PH)) Certificate issued from a duly constituted and authorized Medical Boards. *No other PH Certificate issued by any other Authorities / Hospital will be entertained.*

9. Nativity Certificate or Domicile Certificate or Residential Certificate
10. 10th Mark Sheet / Grade Statement / Birth Certificate as proof of Date of Birth.
11. Copy of the Aadhaar Card of the Candidate.
12. Copy of the Aadhaar Card and PAN Card of the Parents.
13. Medical Certificate for Physical Fitness and mental soundness from a Medical Officer not below the rank of a Govt. Civil Surgeon.
14. Recent Passport Size Color Photograph – 9 Nos & Stamp Size Color Photograph – 4 Nos.
15. To keep ready scanned copies of the above mentioned documents.
(Sl.No. 1 to 13)

Note: If the qualifying examination is other than that conducted in India, Candidate should submit the following certificates.

- i. Equivalence Certificate obtained from the Association of Indian Universities (AIU), New Delhi on the Date of Reporting / Admission.
- ii. 12th Grade Transcript
- iii. 12th Pass Certificate (in case of CBSE or ISCE) or High School Diploma Certificate.
- iv. Accreditation details of School & Numerical conversion of Grades into marks.

7) MEASURES TO CURB THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS

Vinayaka Mission's Research Foundation (DU) and its affiliated Institution: Aarupadai Veedu Medical College & Hospital has a **zero tolerance** toward ragging.

PURPOSE:

- a. Creating ragging free atmosphere in the campus.
- b. Creating awareness among students regarding acts and consequences pertaining to ragging activities.
- c. Foster healthy relation among students.

SCOPE:

- a. To uphold and adhere to the regulations of the Hon'ble Supreme Court of India.
- b. To publicize widely among students the prevalent directives and the actions that could be initiated against those indulging in ragging.
- c. To oversee the procedure of obtaining undertaking from the students, in accordance with the provisions and stipulated guidelines.
- d. To consider the complaints received from the students and conduct due fact finding and submit an unbiased report to the Anti ragging Monitoring committee at University and NMC with punitive measures recommended for the offenders, as deemed appropriate.
- e. To conduct programs such as role play, awareness programs and videos on "PROHIBITION OF RAGGING" and help create RAGGING FREE ATMOSPHERE FOR STUDENTS.
- f. To provide students the contact details of the person(s) and national helpline numbers to the students in the eventually of any ragging incident.
- g. To offer counseling services and create awareness among the students.
- h. To take all necessary measures for curbing the menace of ragging both with in and outside the Campus.

RESPONSIBILITY:

The duties of the Anti-Ragging Committee include but is not limited to

- Meet periodically to discuss matters pertaining to incidences and UGC guidelines and amendments on anti-ragging, if any.
- Monitoring of Anti-Ragging activities in the college.
- Monitoring the activities of the Anti-Ragging Squad.
- Prevent incidences of ragging by organizing awareness program on the guidelines/consequences of ragging, thereby, inculcating good values

which help the students refrain from such acts.

- Recommendations of Anti-ragging Squad should be considered in the right perspective.
- Advocate between the Anti ragging squad, administration and the students.
- Ensuring compliance with the provisions of regulations of the Governing body/Apex court with respect to ragging.
- Meet students periodically and brief them about the institution's ZERO TOLERANCE POLICY on ragging.
- Investigate reports of ragging, if any, or approve committees formed for this purpose.
- Make suggestions for improvement of measures taken by the college for prohibition and prevention of ragging.
- Help maintain a RAGGING FREE campus.

Anti-Ragging Squad and duty roster specifically for this purpose would be deployed to make **surprise visits in sensitive areas**, including canteen, and other vulnerable places.

The Anti-Ragging Committee shall report to Monitoring Committee VMRF(DU) in order to achieve the objectives of these Regulations.

STUDENT ROLE:

1. The students have to necessarily wear the ID cards.
2. A movement register for students will be maintained at the main gate of all hostels to record the details pertaining to the entry and exit.
3. No student should leave the hostel premises without necessary permission.

ACCOUNTABILITY:

1. Confidence building measures namely appointment of counsellors, allocating One Senior student advisor for a group of 10 students; joint sensitization and orientation program for 'freshers' and 'seniors' which will be addressed by the Dean/principal; make provisions for faculty members to dine with the hostel residents.
2. Anti-Ragging Committee and Anti-Ragging Squad at the level of the Institutions to be monitored by a committee at the university level.
3. The wardens must be accessible at all hours and therefore it is imperative and mandatory that they, be available on telephone and other modes of communication.

Similarly, the telephone numbers of the other important functionaries - Heads of institutions, faculty members, members of the anti-ragging committee should also be widely disseminated for the needy to get in touch or seek help in emergencies.

- A copy of the prospectus distributed to each student at the beginning of each academic session for obtaining an undertaking not to indulge or abet ragging, shall contain the blueprint / links to regulatory norms of prevention and methods of redressal.
- It is ensured that each hostel would possess a full-time residential warden/supervisors.

PROCEDURE FOR FILLING ONLINE AFFIDAVIT:

Why to do?

1. As per the directives of the apex commission, UGC norms it is mandatory for every student and his/her parents to submit an anti-ragging affidavit during the time of admission.
2. All the relevant contact details of the students would be collected from the affidavits and documented accordingly as per the order of the Hon'ble Supreme Court of India.

How to do?

This is a simple three-step procedure

- Step 1:** Log on to www.antiragging.in. Click on the button – Fill affidavit.
- Step 2:** Click on affiliated college and fill in the information as desired and submit the completed form. (Fill College Directors name as Dr Rakesh Sehgal; College ph no: 0413 - 2611245 & 0413 - 2611246; College land line no: same as college ph no.; details of course: UG; Name of the course: MBBS; No of students: 150; Current year of study: 2023-24; Nearest Police station: Kirumampakkam)
- Step 3:** On successful submission, you will receive reference number in your registered mail. Downloaded affidavit and share the same to www.vpstudentaffairsoffice@avmc.edu.in.

(Please note: You need to create an email id before you login. In case, your parents do not have an email/Mobile/Landline Phone number you can give the details of those whom you trust. If you make a mistake while submitting the form you can start afresh and submit the information again. Providing correct details is the pre-requisite for effective redressal of complaints to the office of the Dean/Vice Principal related to ragging for necessary filing of records and facilitate easy retrieval of the same.

IMPORTANT LINK:

To read all necessary regulations related to Ragging use the link: www.antiragging.in and the same information can also be viewed under Grievance redressal section of our university website: <https://vmrfdu.edu.in>

ANTI – RAGGING COMMITTEE

The Anti-Ragging committee for the year 2024-25 has been reconstituted with the following Members. Their tenure is for a period of one year.

Committee Designation	Name	Academic Designation	Cell Number	Email ID
Chairperson	Dr. Rakesh Sehgal	DEAN	9578941414	dean@avmc.edu.in
Members	Dr. Satish Korah Kuruvila	Medical Superintendent	9994186940	ms@avmc.edu.in
	Dr. T. Rajan	Vice Principal, Admin	7708110875	vp@avmc.edu.in
	Dr. K.Kavitha	HOD, Microbiology	7904702850	kavitha.kanniyan@avmc.edu.in
	Dr. S. Deepa	HOD, OBG	8248877376	deepa.shanmugam@avmc.edu.in
	Dr. Arunachalam D	DMS	7667703232	arunachalam.dhakshinamoorthy@avmc.edu.in
	Dr. Manju M	HOD, Biochemistry	9444057180	manju.madhavanpillai@avmc.edu.in
	Dr. R. Latha	Vice Principal, Academics	9894155330	vpacademics@avmc.edu.in
	Dr. Anusheela	Warden (Ladies Hostel)	9791567267	anusheela.howlader@avmc.edu.in
	Dr. Navin Puttum	Warden (Brahmaputra Hostels)	9176183029	navinputtum.venkat@avmc.edu.in
	Dr. Sucindar M	Warden (Krishna Hostel)	7904848554	sucindar.mullainathan@avmc.edu.in
	Dr. Ashwyn Anand Nelson	Deputy Warden (Krishna Hostels)	9971661144	ashwynanand.nelson@avmc.edu.in
	Dr. R.R. Kumar	Student Welfare Officer	9443024890	studentaffairscenter@avmc.edu.in
	Mr. L. Perumal	Deputy Registrar	99449 73167	perumalavmc@gmail.com
	Inspector of Police	Kirumampakkam, Puducherry	0413-2611143	kirps.pon@nic.in
	Tasildar cum Executive Magistrate	Bahour, Puducherry	0413-2633453	talukbah.pon@nic.in
	Mr. P.Sivaprakash	Advocate, Puducherry	9884023110	prakashlawfirm@gmail.com
	Mr. Sivaraman	News Agency Daily Thanthi	9994118787	sivaraman8787@gmail.com
	Ms. Mahima	Fourth year student	9941012222	mahima.jayaraman@avmc.edu.in
	Mr. Bharathichandran	Third year student	7845208749	bharathichandran446@gmail.com
	Mr. V. Jayaraman	Parent	9884235685	jayaramanghnc@gmail.com
Mrs Saraswathi R	Parent	9080453140	saraswathichandran1632@gmail.com	
Member Secretary	Dr. Lakshmi Jatiya	Vice Principal (SA)	7667703232	vpstudentaffairs@avmc.edu.in

ANTI – RAGGING SQUAD

The Anti-Ragging squad for the year 2024-25 has been reconstituted with the following Members.

Committee Designation	Name	Academic Designation	Mobile No.	e-mail ID
Chairperson	Dr. Rakesh Sehgal	Dean	9578941414	dean@avmc.edu.in
Members	Dr. D. Arunachalam	DMS	7667703232	dms1@avmc.edu.in
	Dr Ashwyn Anand Nelson	Deputy Warden (Krishna Hostels)	9971661144	ashwynanand.nelson@avmc.edu.in
	Dr. Jawahar R	HOD Pathology	9994475313	jawahar.ramasamy@avmc.edu.in
	Dr. R. Latha	Vice Principal, Academics	9894155330	vpacademics@avmc.edu.in
	Dr. Anusheela	Warden (Ladies Hostels)	9791567267	anusheela.howlader@avmc.edu.in
	Dr. Navin Puttum	Warden (Brahmaputra Hostels)	9176183029	navinputtum.venkat@avmc.edu.in
	Dr Sucindar M	Warden (Krishna Hostel)	7904848554	sucindar.mullainathan@avmc.edu.in
	Dr. R. R. Kumar	Students Welfare Officer	9443024890	studentaffairscenter@avmc.edu.in
	Mr Saravana Kumaran	Chief Librarian	8667080240	saravanakumaran.subramani@avmc.edu.in
	Mr. L. Perumal, Non-Teaching	Deputy Registrar	9944973167	perumal.lakshmanan@avmc.edu.in
Mr. John Peter	Hospitality Manager	7994895994	johnpeter.joseph@avmc.edu.in	
Member Secretary	Dr. Lakshmi Jatiya	Vice Principal (Students Affairs)	9443203232	vpstudentaffairs@avmc.edu.in

8. JURISDICTION

In respect of all matters relating to or arising out of this prospectus for candidates, the jurisdiction shall lie in Salem court only.

REGISTRAR