GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF MEDICAL EDUCATION & RESEARCH
HIMACHAL PRADESH

PROSPECTUS
FOR ADMISSION TO
DIPLOMA COURSE IN DENTAL HYGIENISTS
DIPLOMA COURSE IN DENTAL MECHANICS
AT
H.P. GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA
HIMACHAL DENTAL COLLEGE & HOSPITAL, SUNDERNAGAR, MANDI
BHOJIA DENTAL COLLEGE & HOSPITAL, (BUDH) BADDI, SOLAN
HIMACHAL INSTITUTE OF DENTAL SCIENCES PAONTA SAHIB, SIRMOUR

SESSION 2016-18

Price at the HP, GDC, College counter:
For General Category: Rs. 500/-
For SC/ST/OBC/IRDP: Rs. 400/-
Category

Price by post: Rs.550/-
Price by post: Rs.450/-
# IMPORTANT TENTATIVE DATES AND INSTRUCTIONS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of sale of Prospectus</td>
<td>10th August, 2016</td>
</tr>
<tr>
<td>2</td>
<td>Last date receiving requests for prospectus by post</td>
<td>31st August, 2016</td>
</tr>
<tr>
<td>3</td>
<td>Last date for receipt of Application Form at Principal, H.P. Govt. Dental College &amp; Hospital, Shimla</td>
<td>9th September, 2016</td>
</tr>
<tr>
<td>4</td>
<td>Date of displaying the merit list (Category wise) on the college Notice Board and official website of HP,GDC, Shimla and DME&amp;R, HP Shimla</td>
<td>16th September, 2016</td>
</tr>
<tr>
<td>5</td>
<td>Date of 1st counseling at H.P. Govt. Dental College &amp; Hospital, Shimla</td>
<td>19th September, 2016</td>
</tr>
<tr>
<td>6</td>
<td>Last date of joining the allotted Course/College after 1st counseling.</td>
<td>26th September, 2016</td>
</tr>
<tr>
<td>7</td>
<td>Date of 2nd counseling at H.P. Govt. Dental College &amp; Hospital, Shimla</td>
<td>29th September, 2016</td>
</tr>
<tr>
<td>8</td>
<td>Last date of joining the allotted Course/College after 2nd counseling.</td>
<td>5th October, 2016</td>
</tr>
<tr>
<td>9</td>
<td>Commencement of academic session</td>
<td>10th October, 2016</td>
</tr>
<tr>
<td>10</td>
<td>(i) Last date to which student can be shifted one dental college to another dental college against the vacancy in order of merit-cum-choice of college.</td>
<td>6th October, 2016</td>
</tr>
<tr>
<td></td>
<td>(ii) Last date up to which student can be admitted the vacancies arising due to any reason from the waiting list in order of merit-cum-choice of college.</td>
<td>10th October, 2016</td>
</tr>
</tbody>
</table>

Application form along-with required documents/certificates and Fee is to be sent so as to reach on the following address on or before the prescribed date as mentioned in the Prospectus to:  

**The Principal, H. P. Government Dental College & Hospital, Shimla-171001**

# IMPORTANT INSTRUCTIONS

Please read the following instructions carefully:

1. Prospectus will be available at the **H.P. Government Dental College & Hospital, Shimla-171001**
2. The application forms are required to be submitted complete in all respects. Incomplete/late submitted application forms will be summarily rejected.
3. No application/representation beyond the provisions of the prospectus shall be entertained or replied to.

For more detail please visit college Website: [www.hpgdcshimla.org](http://www.hpgdcshimla.org)
OBJECTIVE

DENTAL HYGIENISTS / DENTAL MECHANICS:

They are primary health care professionals who are given responsibility by the Dentist so that he/she can help the Dentist to render Dental care.

Dental Hygienist:

Dental Hygienist is a licensed primary health care professional, oral health educator and clinician who provides preventive, educational and therapeutics services supporting total health for the control of oral diseases and the promotion of oral health. He/She shall work under the supervision of Registered Dental Surgeon.

Dental Mechanic:

Dental Mechanic means a person who makes or repairs denture and Dental appliances. He/She shall restrict his/her activities to purely Mechanical laboratory work at the instance of the Registered Dental Surgeon.

Their utilization leads to increase in the amount of dental services that can be rendered. An addition of one properly trained personnel considerably increases the amount of services which the Dentist can provide. The basic principle lies in the assistance rendered to the Dentist by providing an extra pair of hands to enable him to work more effectively and efficiently.
1. INTRODUCTION AND INFORMATION REGARDING COLLEGE

The Director Medical Education & Research, H.P. on the terms and conditions as approved by Government, for admission to the Diploma Courses in Dental Hygienists/Dental Mechanics which are available in H. P. Government Dental College & Hospital, Shimla-1, Bhojia Dental College & Hospital, Bhud, Baddi, Distt. Solan (HP) and Himachal Dental College & Hospital, Sundernagar, Distt. Mandi (HP), Himachal Institute of Dental Sciences, Paonta Sahib, Distt. Sirmour (HP) located in the State of Himachal Pradesh.

The H.P. Government Dental College & Hospital, Shimla-1 is affiliated to the Himachal Pradesh University, Shimla and recognized by the Dental Council of India and the Ministry of Health & Family Welfare, Govt. of India, New Delhi, with intake capacity of 60 BDS seats. The admissions are made to the Dental Hygienists & Dental Mechanics Diploma Courses as recognized by Dental Council of India and permitted by Government of Himachal Pradesh.

The Himachal Dental College & Hospital, Sunder Nagar, Distt. Mandi(HP) is a Privately managed Dental College, affiliated to the Himachal Pradesh University, Shimla and recognized by the Dental Council of India and the Ministry of Health & Family Welfare, Govt. of India, New Delhi, with intake capacity of 60 BDS seats. The admissions are made to the Dental Hygienists & Dental Mechanics Diploma Courses as recognized by Dental Council of India and Government of Himachal Pradesh.

The Bhojia Dental College and Hospital Budh, Baddi, Distt. Solan (HP) is a privately managed Dental College, affiliated to the Himachal Pradesh University, Shimla and recognized by the Dental Council of India and the Ministry of Health & Family Welfare, Govt. of India, New Delhi, with intake capacity of 60 BDS seats. The admissions are made to the Dental Hygienists & Dental Mechanics Diploma Courses as recognized by Dental Council of India and Government of Himachal Pradesh.

The Himachal Institute of Dental Sciences, Paonta Sahib, Distt. Sirmour (HP) is a privately managed Dental College, affiliated to the Himachal Pradesh University, Shimla and recognized by the Dental Council of India and the Ministry of Health & Family Welfare, Govt. of India, New Delhi, with intake capacity of 100 BDS seats. The admissions are made to the Dental Hygienists & Dental Mechanics Diploma Courses as recognized by Dental Council of India and Government of Himachal Pradesh.

2. DURATION OF COURSES IN THE COLLEGE:

1. DIPLOMA COURSE IN DENTAL HYGIENISTS : 2 Years
2. DIPLOMA COURSE IN DENTAL MECHANICS : 2 Years
3. **COLLEGEWISE COURSES AND TOTAL NUMBERS OF SEATS:**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the College</th>
<th>Name of the Course</th>
<th>Total No. of Seats</th>
<th>State Quota Seats</th>
<th>Mangt. Quota Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>H. P. Govt. Dental College &amp; Hospital, Shimla</td>
<td>Dental Hygienists</td>
<td>20</td>
<td>20</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dental Mechanics</td>
<td>20</td>
<td>20</td>
<td>---</td>
</tr>
<tr>
<td>2</td>
<td>Bhojia Dental College &amp; Hospital, Bhud (Baddi) Nalagarh, Distt. Solan (HP)</td>
<td>Dental Hygienists</td>
<td>10</td>
<td>05</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dental Mechanics</td>
<td>10</td>
<td>05</td>
<td>05</td>
</tr>
<tr>
<td>3</td>
<td>Himachal Institute of Dental Sciences, Paonta Sahib, Distt. Sirmour (HP)</td>
<td>Dental Mechanics</td>
<td>10</td>
<td>05</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dental Hygienists</td>
<td>10</td>
<td>05</td>
<td>05</td>
</tr>
<tr>
<td>4</td>
<td>Himachal Dental College &amp; Hospital, Sundernagar, Distt. Mandi (HP)</td>
<td>Dental Mechanics</td>
<td>10</td>
<td>05</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>90</td>
<td>65</td>
<td>25</td>
</tr>
</tbody>
</table>

**STATUS OF THE COLLEGES:**

1. H.P. Govt. Dental College & Hospital, Shimla : Recognized by DCI
2. Himachal Dental College & Hospital, (Pvt.) Sundernagar, Distt. Mandi (HP) : Recognized by DCI
3. Bhojia Dental College & Hospital, (Budh) Baddi, (Pvt.) Distt. Solan (HP) : Recognized by DCI
4. Himachal Institute of Dental Sciences Paonta Sahib(HP) : Recognized by DCI

**CATEGORY AND INSTITUTION-WISE DISTRIBUTION OF SEATS FOR GOVT. STATE QUOTA FOR DENTAL HYGIENIST DIPLOMA COURSE FOR THE ACADEMIC SESSION 2016-17**

1. **H.P. Government Dental College and Hospital, Shimla-1**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Gen</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>7</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Ward of Ex. Service Man</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Children/Grand Father of Children of Fri. Ft.</td>
<td>-</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Physically Handicapped</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>IRDP</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>11</td>
<td>5</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

2. **Bhojia Dental College & Hospital (Budh) Nalagarh, Distt Solan (HP)**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Gen</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

3. **Himachal Institute of Dental Sciences Paonta Sahib, Distt Sirmaour (HP)**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Gen</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ward of Ex. Service Man</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>IRDP</td>
<td>-</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>3</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
**CATEGORY AND INSTITUTION WISE DISTRIBUTION OF SEATS FOR GOVT. STATE QUOTA FOR DENTAL MECHANIC DIPLOMA COURSE FOR THE ACADEMIC SESSION 2016-17**

1. **H.P. Government Dental College and Hospital, Shimla-1**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Gen</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>5</td>
<td>4</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Ward of Ex. Service Man</td>
<td>2</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Children/Grand Father of Children of FF</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>IRDP</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>11</td>
<td>5</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

2. **Himachal Dental College & Hospital Sunder Nagar, Distt Mandi (HP)**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Gen</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Ward of Ex. Service Man</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>IRDP</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
</tbody>
</table>

3. **Bhojia Dental College & Hospital (Budh) Nalagarh, Distt Solan (HP)**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Gen</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>IRDP</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

4. **Himachal Institute of Dental Sciences Paonta Sahib, Distt Sirmaour (HP)**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Gen</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Ward of Ex. Service Man</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Physically Handicapped</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>IRDP</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
</tbody>
</table>

**DEFINATIONS OF:**

I. **Bonafide Himachali:** The certificate of Bonafide Himachali issued during the year concerned of the admission and issued by the competent authorities will be acceptable as per Appendix -1.

II. **Ex-servicemen:** Ex-servicemen means retired personnel of three wing forces i.e Army, Air Force and Navy and issued by the competent authorities will be acceptable as per Appendix -5.

III. **IRDP/Antodaya:** As declared by the Himachal Pradesh Govt. notifications and issued by the competent authorities will be acceptable as per Appendix-3.

IV. **Physically Handicapped:** The certificate of Physically Handicapped issued by the competent authorities will be acceptable as per Appendix -9.
4. **ELIGIBILITY CONDITIONS:**

(i). **FOR STATE QUOTA SEATS:**
Children of Bonafide/Domicile Himachali’s will only be eligible to apply for competing for admission to Dental courses available in Dental Colleges.

(ii). **FOR MANAGEMENT QUOTA SEATS (Only in Private Dental Colleges):**
Under this Quota there will be no domicile conditions both Himachali and Non-Himachali interested candidates can apply, subject to fulfillment of minimum educational qualification and age, etc. First preference will be given to the Bonafide Himachali’s.

5. **AGE & EDUCATIONAL QUALIFICATION:**

(i) **AGE:** A candidate should already have completed at least 17 years of age as on 31-12-2016 and must not have completed 30 years of age, should be medically fit to pursue the course. However, a relaxation of 5 Yrs. on the upper age limit shall be available for SC/ST/OBC/PH Categories. The application of candidates who do not fulfill the age requirement will be summarily rejected. Date of birth as recorded in the Matriculation/Higher Secondary Certificate/Indian School Certificate will only be valid.

(ii) **Educational Qualification:**
The candidate must have passed 10+2 examination from H.P. Board of School Education with science subject (i.e.) Physics, Chemistry and Biology with minimum 40% marks for General category candidates and 35% marks in case of SC/ST/OBC Categories provided that the candidate has qualified the subject of English as an elective subject in the above examination or two years intermediate or equivalent course from the recognized School Board, pre-university/Intermediate Board in India.

6. **MODE OF SELECTION:-**

a) **For Govt. & Sate Quota seats:-**
1. The selection of the candidates to be admitted to Dental Hygienist and Dental Mechanic courses shall be strictly on the merit basis of the marks obtained in the 10+2 examinations. The candidates shall be given option to choose the course and institution purely on the merit of candidates in respective categories. In case of tie in case of order of merit, the inter-se ranking of the candidates shall be decided on the basis of total marks obtained in PCB (Physics, Chemistry and Biology) and thereafter in order of merit in Biology Physics Chemistry and English in 10+2 examination.
2. In the event of sufficient numbers of candidates not being available under reserved category viz SC/ST/OBC/IRDP the seat will then transfer to the other reserved category. Even if the reserved category still remains un-filled, the same shall be filled from the general category.

b) **For Management Quota seats:-**
The management quota seats will be filled at the level of respective management of concerned institution strictly on the basis of merit in 10+2 qualifying examination. For this purpose each institution shall make wide publicity in the newspapers by way of issue of advertisement and will conduct counseling on the notified date in the presence of representative from the Department of Medical Education and Research Shimla, HP.
7. **METHOD OF SELECTION FOR ADMISSION**

7.1 The admission to the Dental Hygienists/Dental Mechanics courses shall be **purely on the merit basis of 10+2 marks**.

7.2 The merit shall be determined on the basis of aggregate of marks obtained in 10+2 examination in Biology, Chemistry and Physics. The inter-se ranking of the candidates obtaining equal marks shall be according to marks obtained by the candidates in Biology, Chemistry and Physics. Even if, there is tie in inter-se ranking after exhausting the above procedure then the candidates(s) older in age will be given preference.

7.3 The merit will be declared/displayed on the website/Notice Board of H.P. Govt. Dental College & Hospital, Shimla-1.

7.4 Merit list will be prepared for each category of the candidates i.e. General and those belonging to Scheduled Caste/ Scheduled Tribes/OBC /Wards of Ex-servicemen and IRDP/Antodaya.

7.5 If the candidates are not available from the reserved categories then the seats will be filled from the General category.

8. **COUNSELLING**

8.1. There will be system of allotting the available subject in order of merit drawn category wise by the scrutiny committee and complete the admission process within the specified period by conducting counseling.

8.2. The counseling will be held **in H. P. Govt. Dental College & Hospital, Shimla in the Conference Hall, Ground Floor**.

8.3. The final eligibility of the candidate will be determined by the Counseling Committee after verification of the Original documents.

8.4. The candidate not reporting for 1st round of counseling as per schedule will forfeit their claim for admission without any further notice. No further opportunity will be given. Hence, appearance in the 1st round of counseling is mandatory for consideration of subsequent counseling. The candidates must remain in touch with the website/authority regarding the second counseling schedule.

8.5. The candidates who do not bring required original certificate(s) at the time of counseling will be rejected without any notice.

8.6. No TA/DA is admissible to the candidates for appearing in counseling.

8.7 **No separate call letter will be sent to the candidates for attending the Counseling. They must bring in all original Certificates for Verification by counseling committee as mentioned in the Prospectus.**

8.8 In case candidate is unable to attend the counseling in person, he/she advised to authorize the person to attend counseling on his/her behalf the following format:

**AUTHORITY LETTER**

I hereby declare that Mr/Ms/Mrs.____________________
Son/daughter of Sh._______________________________________
eexercise my consent for choice for admission to Dental Hygienist/Dental Mechanics courses on___________ on behalf of me and whose photograph is affixed in the box.

<table>
<thead>
<tr>
<th>Signature of Nominee</th>
<th>Signature of the candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. **MEDICAL EXAMINATION**

9.1. Medical fitness will be pre-condition for admission to any course. The selected candidates will be called for Medical Examination on their own expenses.

9.2. The standard of physical fitness will be as prescribed in Appendix -8 if declared unfit he/she will not be admitted in the College.

9.3. If the selected candidates do not join the college by the stipulated date and complete the Medical Examination etc. as laid down in the prescribed form he/she will not have any claim for the allotted seat, which will then be offered to the next candidate on the merit list.

10. **ANNUAL FEE FOR EACH COURSE:**

<table>
<thead>
<tr>
<th>H.P. Govt. Dental College and Hospital, Shimla</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Tuition Fee (Non- Refundable)</td>
</tr>
<tr>
<td>Security (Refundable)</td>
</tr>
<tr>
<td>Himachal Dental College &amp; Hospital, Sundernagar, Mandi /Bhojia Dental College &amp; Hospital (Budh) Nalagarh, Solan /Himachal Institute of Dental Sciences, Paonta Sahib, Sirmour</td>
</tr>
<tr>
<td>Tuition Fee (For State Quota seat)</td>
</tr>
<tr>
<td>Tuition Fee (For Management quota seat)</td>
</tr>
<tr>
<td><strong>Other charges</strong></td>
</tr>
<tr>
<td>Admission Fee &amp; registration fee (Full Course)</td>
</tr>
<tr>
<td>Security (Refundable)</td>
</tr>
<tr>
<td>Library Security (Refundable)</td>
</tr>
<tr>
<td>Annual Charges (Medical Fund Rs.500+ Student Fund Rs.1000+Diaplated Fund Rs.500+Amalgamated Fund Rs.1000/-, Library charges Rs.500/-, Continuation Fee Rs.1000/-)</td>
</tr>
</tbody>
</table>

**NOTE:**

10.1 Fee and other charges once paid will be refund in the event of shifting of the students from one institution to other institution; it will be adjusted/refunded in all Govt. and private institution provided such shifting take place within the stipulated last date of admission i.e. before 30th September.

10.2 The refund of security must be claimed with in three years of the date of completion/discontinuation of the course, failing which the amount will be forfeited.

10.3 The fee should be deposite by 15th of the month of September every year, it become payable without late fee up to the last day of the month, with late fee of Rs.100/- per day will be charged up to maximum of fifteen days. After 15 days the name of the candidate who does not pay the dues, shall be removed from the roll of College. For re-admission a sum of Rs.2000/- will be charged as re-admission fee. Such a candidate will have to repeat the period of his/her training for which he/she remained off the rolls.

11 **RAGGING:**

Every student of the college is informed that under the order of the Supreme Court of India and Hon’ble High Court of H.P. ragging is completely prohibited. If any student found involved in ragging will be summarily expelled from the College and legal proceeding under criminal
law shall be initiated against him/her as per Anti Ragging Ordinance issued by H.P. Government and filled the online Anti Ragging affidavit.

12 **MIGRATION:**
No migration will be allowed to students from Pvt. Dental College to the H.P. Govt. Dental College & Hospital Shimla.

13. **GENERAL DISCIPLINARY RULES**
Following rules will be taken into consideration while granting internal assessment in various examinations by the Head of the Department.

13.1 **ATTENDANCE:**
1. Every student is required to attend punctually at the hours notified for lecture and practical classes and required to have minimum prescribed period of training as well as minimum 75% of Theory & clinics etc. in each subject as per DCI rules.
2. A student who is late may not be allowed to enter the lecture theatre and practical hall. If the students do not attend classes continuously for 3 months without information/valid reason, his/her admission will stand cancelled.

13.2 **EXAMINATION:**
There shall be two examination one the Primary Examination at the end 1<sup>st</sup> year and Second is the Final diploma examination at the end of 2<sup>nd</sup> academic year by the concerned College August/September and supplementary in the month of Feb./March.

13.3 **RESULT:**
Candidate who fails in the examination will be allowed to re-appear in the subsequent supplementary examination. In case the candidate does not pass all the subjects even in supplementary examination, he/she shall not be promoted to the next higher class.

13.4 **LEAVE:**
No leave will be granted when examination is due. Student must not leave the station without the permission of the concerned Head of the Department as well as Principal.

13.5 **HOSTEL:**
No hostel facility will be provided in the H. P. Govt. Dental College, Shimla. Students will have to make their own arrangements to stay. Hostel fees for private Dental colleges will be according to their norms.

13.6 **LIBRARY:**
There is a library maintained by the college for the students/staff. The member of the library shall abide by the library rules, approved by the Principal, from time to time, available with the college library.

13.7 **SYLLABUS & METHOD OF TRAINING:**
Syllabus shall be subject wise prescribed for each academic year as approved by the Dental Council of India. Any change/amendments in the rules and regulations made by the Govt./College as the case may be, shall be binding on the students.

**The Director, Medical Education & Research, H.P. Shimla reserves all rights and discretion to take decision regarding any changes the rules & regulations.**
FORM OF CERTIFICATE OF BONAFIDE HIMACHALI IN RESPECT OF
THE FATHER OF THE CANDIDATE.

Certified that Shri _______________________________ Father/Guardian of
Shri/Kumari(Name of the candidate)______________________________
Occupation ___________________resident of village________________
Post Office_________________________Tehsil_____________________
District ________________________ Himachal Pradesh is a bonafide Himachali.

(i) Having his permanent home in Himachal Pradesh; or

(ii) A Government employee residing in H.P. for a period of 20 years of
above; or

Having his permanent home in Himachal Pradesh but living outside
Himachal Pradesh on account of his occupations

Certified that I have satisfied myself on all facts documentary evidence
forwarded by the candidates parents to the best of my ability and
knowledge and found the same to be correct.

Place___________ Signature ___________________
Date___________ *Designation with seal of office of
Certificate issuing authority

Seal of the Court.

* The certificate (Form given above) should be signed by Sub-
Divisional Magistrate/Executive Magistrate (Tehsildar) of the area
concerned to which the father/guardian of the candidates belong. It
should be signed and not countersigned.

NOTE:
1. Certified in respect of guardian will be accepted if candidates
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...
3. The certificate should be fresh on the year in which admission is
applied for.
4. Doubtful certificate will be got verified through the intelligence
source and if found wrong, will render the student liable to
expulsion and suitable legal action at any stage of course.
CERTIFICATE OF BELONGING TO SCHEDULED CASTES AND SCHEDULED TRIBES.

This is to certify that Shri/Kumari ________________________________
son/daughter/adopted son/daughter of Shri__________________________
village_______________________PostOffice_____________________________
Tehsil_______________________District______________________________
Himachal Pradesh belongs to the_______________________________
Community(community must be indicated) which is recognised as Scheduled Caste/Tribe for Himachal Pradesh under the constitution (Scheduled Caste )(Union Territories) order,1951,and as amended from time to time
As such Shri______________________________ and /or his family ordinarily reside(s) in the______________________________District of Himachal Pradesh.

Place___________ Signature ______________________
Date___________ *Designation with seal of office of
Certificate issuing authority

Seal of the Court.

* The certificate (Form given above) should be signed by Sub-Divisional Magistrate/Executive Magistrate (Tehsildar) of the area concerned to which the father/guardian of the candidates belongs. It should be signed and not countersigned.

NOTES:

1 The certificate should be fresh on the year in which admission is applied for.
2 Doubtful certificate will be got verified through the intelligence source and if found wrong, will render the student liable to expulsion and suitable legal action.
CERTIFICATE FORM FOR THE IRDP/ANTODAYA CATEGORY.

This is to Certify that ___________________________________________
son/daughter of _________________________________resident of village
__________________________Post Office ______________________________ Gram Panchayat
Tehsil _______________ District _________________________ Himachal Pradesh
according to BPL Survey ______________ (Year) belong to the Below poverty Line
family and is registered in Gram Panchayat _________________________ survey
list and his/her IRDP/Antodaya code No. ____________. This certificate is
issued on_______________.

Place___________  Signature ________________
Date___________  *Designation with seal of office of
                  Certificate issuing authority

NOTES:
1. The certificate as given above may be issued after verification from
   records.
2. The certificate should be fresh within six months in which year
   admission is applied for.
3. Doubtful certificate will be got verified through the intelligence source
   and if found wrong, will render the student liable to expulsion and
   suitable legal action.
APPENDIX -4

FORM FOR CERTIFICATE FOR THE OTHER BACKWARD CLASSES.

This is to Certify that ____________________________ son/daughter of ____________________________ resident of village ____________________________

Post Office ____________________________ Tehsil ____________________________

District ____________________________ Himachal Pradesh belongs to the___________ Community which is recognized as other Backward class in Himachal Pradesh by the State Government vide Notification No. ____________________________ Date ____________

Sh/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/section (Creamy layer) mentioned in the Schedule.

Place___________ Signature ______________________

Date___________ *Designation with seal of office of Certificate issuing authority

Seal of the Court.

* The certificate (Form given above) should be signed by Sub-Divisional Magistrate/Executive Magistrate (Tehsildar) of the area concerned to which the father/guardian of the candidates belongs. It should be signed and not countersigned.

NOTES:

1. The certificate as given above may be issued after verification from Revenue Records. Certificate issued by other authority will not be valid.
2. The certificate should be fresh on the year in which admission is applied for.
3. Doubtful certificate will be got verified through the intelligence source and if found wrong, will render the student liable to expulsion and suitable legal action.
APPENDIX -5

FORM CERTIFICATE TO BE PRODUCED BY THE WARDS OF EX-SERVICEMEN WHO ARE BONAFIDE RESIDENTS OF HIMACHAL PRADESH.

This is to Certify that Shri__________________________________________
Father/Mother of Shri/Kumari_________________________ (Name of the candidate)
resident of village________________________ Post office________________________
Tehsil________________________ District____________________ of Himachal Pradesh was a member of Defence Services. He served____________________as
________________________________________ (Rank) in __________________________
(Bntl./Regiment) and was/is bonafide resident of Himachal Pradesh.

Place___________ Signature of the Officer (with stamp)
Date___________

NOTES: The certificate (form as given above) should be signed by the Secretary, state/district Soldiers and Airmen’s board.
CERTIFICATE OF CHARACTER TO BE SUBMITTED BY THE STUDENT

CHARACTER CERTIFICATE

Certified that Mr/Mrs./Miss__________________________
S/O, D/O ________________________________________ is 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 ____________________ behavior.

Signature
Principal/Class-I Gazetted Officer
(With Seal)

Place____________
Dated ____________
**APPENDIX - 8**

**MEDICAL CERTIFICATE OF FITNESS SUBMITTED BY THE STUDENT AT THE TIME OF ADMISSION**

Name of the Candidate __________________________  Father Name __________________________

Date of birth __________________________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Standard of Physical fitness</th>
<th>Observation of Medical Officer conducting Medical Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>EYES:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) The minimum vision in person in possession of both eyes should be 6/12, 6/18 with or without glasses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) There shall be no fundus disease adversely affecting the vision</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>EARS:</strong> The hearing power shall be as to enable a candidate to use his stethoscope effectively</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Blood Pressure:</strong> (Normal)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Heart:</strong> (No organic disease)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Lungs:</strong> (No organic disease)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Liver, Spleen Kidney and lymphatic glands:</strong> (No permanent abnormality)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Nervous System:</strong> (Candidate should be normal &amp; be mentally sound)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Urine:</strong> (Should be free from albumen or sugar)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Extremities</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Any one with bad deformity or any absent limb shall be debarred.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) There shall be no deformity of lower Limbs &amp; spine to hinder normal locomotion.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>Every candidate should have X-ray screening of chest to exclude pulmonary cardiology.</strong></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><strong>Female candidate should be examined by the Gynecologists to exclude any organic disease.</strong></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>Blood Group:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Candidate____________

Place: __________  Registered Medical Officer (Signature with seal)

Date: __________
APPENDIX -9

FORM OF CERTIFICATE TO BE PRODUCED BY THE PHYSICALLY HANDICAPPED

1. CR.NO._______ Ortho OPD NO. _______ Disability Certificate No. ___

2. Name of the Candidate ___________________________________________

3. Name of the Father ______________________________________________

4. Permanent Address ______________________________________________

5. Locomotory Disability of lower limbs with percentage:
   i) 50% to 70% _____________________________________________________
   ii) 40% to 50% ___________________________________________________

Certified that the above named person is permanent physically handicapped with the Locomotory disorder and that who with disability of lower limbs between ( %_______________________)

CHAIRMAN
Medical Board
Name & Designation

MEMBER
Medical Board
Name & Designation

MEMBER
Medical Board
Name & Designation

6. Name & Place of Medical Board _______________________________________

7. Date of issuance ___________________________________________________

NOTES:
   1. The Disability Certificate should be issued by duly constituted and authorized State Medical Board/Central Govt. Hospital. The Medical Board must comprise of at least one expert/specialist from the speciality of Orthopedics.
   2. The Disability Certificate from Medical Board should be having been issued within three months prior to presenting his/her application for seeking admission in any medical course by claiming the benefit of the reservation.
   3. Doubtful Certificate will be got verified through the intelligence source and if found wrong will render the student liable to expulsion and suitable legal action.
<table>
<thead>
<tr>
<th></th>
<th>Name of the Dental College &amp; Hospital</th>
<th>Telephone Numbers</th>
<th>Fax Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director Medical Education &amp; Research, HP, Shimla-9</td>
<td>0177-2620733, 2624895</td>
<td>0177-2624895</td>
</tr>
<tr>
<td></td>
<td>Principal, H. P. Govt. Dental College &amp; Hospital, Shimla-1</td>
<td>0177-2658838, 2652562</td>
<td>0177-2651483</td>
</tr>
<tr>
<td>3</td>
<td>Principal, Himachal Dental College &amp; Hospital, Sundernagar, Distt. Mandi(HP)</td>
<td>01907-267183, 267163</td>
<td>01907-266093</td>
</tr>
<tr>
<td>4</td>
<td>Principal, Bhojia Dental College &amp; Hospital,(Budh) Baddi, Distt. Solan(HP)</td>
<td>01795-244721, 246921</td>
<td>01795-246231</td>
</tr>
<tr>
<td>5</td>
<td>Principal, Himachal Institute of Dental Sciences, Paonta Sahib, Distt. Sirmour (HP)</td>
<td>01704-223298</td>
<td>01704-223726</td>
</tr>
</tbody>
</table>