MASTER IN MEDICINE IN FAMILY MEDICINE
2017

Phone: +91 (416) 2285601
Mob No: 9790311199, 9790311188
Website: http://courses.cmcdestedu.org
Email: info@cmcdistedu.org

The purpose of this bulletin is to provide essential details and help candidates complete their application process for the Master in Medicine in Family Medicine course beginning Aug 2017.

PLEASE GO THROUGH THIS CAREFULLY BEFORE FILLING THE FORM.

ADMISSION TIME TABLE - 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th April 2017</td>
<td>Start accessing online application form</td>
</tr>
<tr>
<td>1st May 2017</td>
<td>Last date for submission of online application forms</td>
</tr>
<tr>
<td>5th June 2017</td>
<td>Announcement of Results on the website (Step 1)</td>
</tr>
<tr>
<td>7th June 2017</td>
<td>Last Date for acceptance of offer of admission by email (Step 2)</td>
</tr>
<tr>
<td>30th June 2017</td>
<td>Last date for submission of all related documents and course fee payment (Step 3)</td>
</tr>
<tr>
<td>1st August 2017</td>
<td>Course Begins</td>
</tr>
</tbody>
</table>

* Dates are subject to change
1. **INTRODUCTION TO THE COURSE:**

The M. Med in Family Medicine is a two-year distance-learning course offered through the Dept. of Distance Education at Christian Medical College, Vellore and provisionally affiliated to the Tamil Nadu Dr. M.G.R Medical University.

2. **ELIGIBILITY CRITERIA**

- Candidates must possess a valid MBBS degree
- Candidates must possess a valid MCI/State Medical Council registration
- The course is open to Indian Citizens currently residing in India only.

*Note: Those who have enrolled previously for the PGDFM (Post Graduate Diploma in Family Medicine) offered by CMC are not eligible to apply for this course (M.MED in Family Medicine), irrespective of their completion status.*

3. **SELECTION PROCESS**

- Upto 40% of the seats in the course will be reserved for women
- Upto 50% of the seats will be reserved for sponsored candidates (Refer Section 4 of this bulletin)
- The seats will be allotted area wise as given below

<table>
<thead>
<tr>
<th>Category</th>
<th>Zone</th>
<th>States and Union Territories</th>
<th>No. of seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>East and North East</td>
<td>Arunachal, Assam, Meghalaya, Manipur, Mizoram, Nagaland, Sikkim, Tripura, Orissa, West Bengal, Andaman</td>
<td>Up to 24</td>
</tr>
<tr>
<td>B</td>
<td>North and Central</td>
<td>UP, Uttarakhand, Madhya Pradesh, Chhattisgarh, Bihar, Jharkhand, J&amp;K, Himachal, Delhi, Haryana, Punjab</td>
<td>Up to 26</td>
</tr>
<tr>
<td>C</td>
<td>West</td>
<td>Goa, Maharashtra, Gujarat, Daman &amp; Diu, Rajasthan, Lakshadweep</td>
<td>Up to 20</td>
</tr>
<tr>
<td>D</td>
<td>South</td>
<td>AP, Telangana, Karnataka, Kerala, Tamil Nadu, Puducherry</td>
<td>30</td>
</tr>
</tbody>
</table>

**Weightage in selection will be given to the following:**

- A. Sponsored Candidates
- B. Those who have served or are serving in areas of need
- C. Those who were/are in Government Service
- D. Those who are currently in active clinical practice.
4. CATEGORIES:

Category A:
Sponsored Categories:
All sponsored candidates must work for a **minimum period of one year** between 1st August 2017 to 31st July 2019 in one of the hospitals listed below (Categories 01 to 03):

01 – Hospitals under Sponsoring bodies and churches of CMC Vellore Council **(See Annexure II)**
02 – Hospitals under Christian Organisations/institutions not mentioned in 01
03 – Hospitals under Catholic Organisations/institutions

(***This must be supported by a letter from the head of the Hospital/institution as per the format given in Annexure I***)

Category B:
Areas – of – need Categories:

(***See details in Annexure III.***

**This must be supported by a letter from the head of Hospital/Institution as per the format given in Annexure III**)

04 - Sponsored Candidates presently working / have worked in specified states and/or Government/Quasi Government (including Armed Forces etc.) institutions and/or with Registered NGO hospitals.
05 – Non-sponsored Candidates presently working / have worked in specified states and/or Government /Quasi Government (including Armed Forces etc.) institutions and/or with Registered NGO hospitals.

06 – Open Category (None of the above)

Note: A candidate can choose more than one category if eligible. For eg. A sponsored candidate eligible under 01 category may also be eligible for 04 category if the hospital that he/she is working in or has worked in the past is situated in an area of need. Such candidates will have to provide 2 supporting documents (one for sponsorship and another for areas of need).

5. COURSE FEES

The Course Fee for the M. Med in Family Medicine is Rs. 98000. This fee can be paid in 2 installments.

**FEE BREAKUP**

<table>
<thead>
<tr>
<th>NO</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Material Cost (Printed material, videos)</td>
<td>32,200/-</td>
</tr>
<tr>
<td>2</td>
<td>Online material</td>
<td>25,000/-</td>
</tr>
<tr>
<td>3</td>
<td>Course cost</td>
<td>31,400/-</td>
</tr>
<tr>
<td>4</td>
<td>University fees</td>
<td>9,400/-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Installment</th>
<th>Fees Per Installment</th>
<th>Deadline to receive each Installment</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Installment</td>
<td>Rs. 68,000</td>
<td>7th June 2017</td>
</tr>
<tr>
<td>II Installment</td>
<td>Rs. 30,000</td>
<td>30th August 2017</td>
</tr>
</tbody>
</table>

Fees can also be paid in one installment of 98,000/-
**Please note:** As per the University norms, candidates who have completed MBBS abroad will have to pay an **additional fee** of Rs.12,500 toward University Registration.

* **Revised fee structure 2017**

6. **APPLICATION PROCESS**

6.1. **ONLINE APPLICATION PROCESS**
Application for the M. Med in Family Medicine is available online in the college admissions webpage from 5th **April 2017** to 1st **May 2017** and is to be submitted with a basic application fee of Rs.1000/-

**Modes of Payment**

The application fee can be paid by any one of the methods given below:

1. **Online payment:** Use a credit / debit card / net banking
   When using a credit / debit card, if the transaction is not successful but the amount is debited from your account, please wait for 48 hours. The transaction is likely to be completed during this period. **If the transaction is not completed after 48 hours, please get back to us**

**N.B.:** **THE INFORMATION PROVIDED ON THE APPLICATION FORM WILL BE TAKEN AS FINAL. NO CHANGES WILL BE PERMITTED.**

**FOR ANY CLARIFICATIONS, PLEASE CONTACT THE DISTANCE EDUCATION DEPT OFFICE**
Email : info@cmcdistedu.org
Phone : +91 (416) 2285601, 9790311199, 9790311188

The Coordinator
2017 M.Med Application
Dept. of Distance Education, Christian Medical College
3/1, Arni Road
VELLORE – 632001, TAMIL NADU

The other supporting documents should reach the office at the above-mentioned address on or before 1st **May 2017**. These include:

1. **Sponsorship Letter** *(see Annexure I for format) – IF APPLICABLE*
2. **Letter to support work in ‘Area of need’** *(see Annexure III for format) – IF APPLICABLE*
7. ANNOUNCEMENT OF RESULTS
The list of 100 selected Candidates will be put up on the Website on 5th June 2017. The selection results can be accessed from the following link:
http://results.cmcdist.edu.org
The Selected Candidates will proceed to STEP 2.

8. ADMISSIONS - STEP 2
ACCEPTANCE OF OFFER OF ADMISSION

Selected candidates will receive a selection letter by email. The selected candidates are required to confirm their joining of the M. Med in Family Medicine program via email before 5 PM on 7th June 2017.

If a selected candidate fails to confirm before the deadline, his/her candidature will be cancelled and the seat will be allotted to the next wait-listed candidate.

9. ADMISSIONS - STEP 3
CERTIFICATE VERIFICATION STAGE

9.1. SUBMITTING SOFT COPIES OF CERTIFICATES FOR SCREENING
All selected candidates will be required to submit scanned copies of the certificates listed. Certificates numbered 1 to 8 are mandatory for all candidates. In addition, certificates numbered 9 to 14 should be submitted in special situations as described below.

Mandatory documents to be submitted by all selected candidates at the time of admission before June 30th 2017:

The following certificates have to be submitted by all M. Med selected candidates
1. MBBS Certificate – Only the MBBS Degree Certificate finally issued by the University will be accepted.
   Provisional MBBS Degree Certificate will not be accepted.
2. Final year MBBS Mark Sheet
3. MCI/ State Medical Council Registration for MBBS
4. Internship Completion Certificate or CRRI Certificate
5. Certificate of Date of Birth - 10th Std or 12th Std Mark sheet or Birth Certificate
6. Consolidated Work Experience Certificate
7. Conduct Certificate
8. Blood Group Certificate – This can be obtained from a hospital or a Blood testing center
9. **PG Certificates of MCI recognized courses** – Candidates who have completed a MCI recognized PG course should submit their PG certificates

10. **MCI/ State Medical Council registration certificate for MCI recognized PG courses** - Candidates who have completed a MCI recognized PG course should submit their PG registration certificate

11. **Community Certificate** – Candidates who belong to SC/ST/BC/OBC/MBC should submit their community certificate

12. **Name Change Gazette** – Candidates who have officially changed their name after MBBS completion should submit the Name Change Gazette issued by the State Government. Marriage certificates & Affidavits will not be accepted as name change certificate.

13. **MCI Screening test Certificate** – Candidates who have completed their MBBS abroad should submit the MCI Screening Test Certificate

14. **Translation of degree certificate** – Candidates whose MBBS certificates are in hindi or any other language need to provide an English translation of the degree certificate

On receipt of the softcopies, CMC will verify these and the candidates will be contacted if there are any discrepancies. Only if the submitted softcopies meet the stipulated requirements will CMC pass the candidate to the Original Certificates verification stage.

**9.2. ORIGINAL CERTIFICATE VERIFICATION STAGE**

To complete the process of registration with the MGR University through CMC, candidates will be required to submit their original certificates to CMC by courier or in person before July 31st 2017. CMC will hold the original certificates for a period of 2 to 4 months, until the University registration process is completed. The original certificates will then be returned by courier or can be collected in person once the university registration process is complete.

**Selected Candidates are expected to comply with these procedures till the University Registration is complete.**

Candidates who are not able to submit the required certificates within the stipulated time will forfeit their candidature.

**10. CONTACT DETAILS**

Phone : +91 (416) 2285601                                      Website: [http://courses.cmedistedu.org](http://courses.cmedistedu.org)

Mob No: 9790311199, 9790311188                                   Email : info@cmedistedu.org

**ADDRESS:**

The Coordinator  
2017 M.Med Application  
Dept. of Distance Education, Christian Medical College  
3/1, Arni Road  
VELLORE – 632001, TAMIL NADU
ANNEXURE I
(For Sponsored Candidates only - Category A)

I. Criteria for sponsorship

All sponsored candidates must work for a **minimum period of one year** between 1st August 2017 to 31st July 2019 in one of the hospitals listed below (Categories 01 to 03):

01 – Hospitals under Sponsoring bodies and churches of CMC Vellore Council *(See Annexure II)*
02 – Hospitals under Christian Organisations/institutions not mentioned in 01
03 – Hospitals under Catholic Organisations/institutions *(This must be supported by a letter from the head of the Hospital/institution as per the format given in Annexure I)*

II. Format of Certification to be filled by the Head of the Hospital/Institution for sponsored candidates (to be issued on the hospital/institution letterhead)

This is to certify that_____________________________________________________,

(Name of Candidate)

CMC Application No: ______________________, son/daughter of ______________________

has undertaken to work in our hospital for a minimum period of 1 year during the period from 1st August 2017 to 31st July 2019. The hospital management takes the responsibility to intimate CMC Vellore regarding the completion of the same as well as any breach in the completion of this service obligation.
ANNEXURE II

List of sponsoring bodies and churches of the CMC Vellore Council (Category 01):

1. Andhra Evangelical Lutheran Church
2. Arcot Lutheran Church
3. Assemblies of God in North India
4. Baptist Church of Mizoram
5. Chaldean Syrian Church of the East
6. Christian Assemblies in India
7. Christian Service Society of the Bengal-Orissa - Bihar Baptist Convention
8. Church of North India, Nagpur Diocese
9. Church of North India Synod - The Synodical Board of Health services
10. C.S.I. Coimbatore Diocese
11. C.S.I. Diocese of Dornakal
12. C.S.I. Kanyakumari Diocese
13. C.S.I. Karimnagar Diocese
14. C.S.I. Karnataka Diocese Inter Diocesan Medical Board
15. C.S.I. Krishna - Godavari Diocese
16. C.S.I. Madras Diocese
17. C.S.I. Madhya Kerala Diocese
18. C.S.I. Madurai-Ramnad Diocese
19. C.S.I. Medak Diocese
20. C.S.I. North Kerala Diocese
21. C.S.I. Rayalaseema Diocese
22. C.S.I. South Kerala Diocese
23. C.S.I. Tiruchy-Tanjore Diocese
24. C.S.I. Tirunelveli Diocese
25. C.S.I. Vellore Diocese
26. Council of Baptist Churches in North East India
27. Council of Christian Hospitals
28. Eastern Regional Board of Health Services
29. Emmanuel Hospital Association
30. Evangelical Lutheran Church in Madhya Pradesh
31. Gossner Evangelical Lutheran Church
32. India Evangelical Lutheran Church
33. Inter Ashram Fellowship
34. Jeypore Evangelical Lutheran Church
35. Khasi Jaintia Presbyterian Church Synod
36. Kolhapur Church Council
37. Malankara Jacobite Syrian Orthodox Church
38. Malankara Orthodox Syrian Church Catholicate of the East
39. Marathi Mission
40. Mar Thoma Syrian Church of Malabar
41. Mennonite Medical Board of the Mennonite Church in India
42. Methodist Church in India
43. Mizoram Presbyterian Church Synod
44. North Bank Baptist Christian Association
45. Poona Christian Medical Association
46. Salvation Army South Eastern India Territory
47. Salvation Army South Western India Territory
48. Salvation Army Western India Territory
49. Samavesam of Telugu Baptist Churches
50. Southern Asia Division of Seventh Day Adventists
51. Tamil Evangelical Lutheran Church
52. U.P. Regional Board of Health Services
53. The Leprosy Mission
54. Christoffel Blinden Mission
55. C.S.I. Jaffna Diocese
56. International Mission Board, Southern Baptist Convention
57. South East Asia Union Mission of SDA Singapore
58. United Mission to Nepal
59. Christian Medical College, Vellore
60. College of Nursing, CMC
61. Undergraduate College Sponsorship for Christians
ANNEXURE III

I. Definition of “Areas of need”:

Areas – of – need Categories:

04 - **Sponsored Candidates** who belong to one or more of the following categories:

<table>
<thead>
<tr>
<th>Category Sub-type</th>
<th>Description of the area of need</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 A</td>
<td>Sponsored Candidates presently working / have worked in these specified states: Arunachal Pradesh, Assam, Meghalaya, Manipur, Mizoram, Nagaland, Sikkim, Tripura, Odisha, Andaman &amp; Nicobar Islands, Uttar Pradesh, Uttarakhand, Madhya Pradesh, Chhattisgarh, Bihar, Jharkhand, Jammu &amp; Kashmir, Himachal Pradesh, Rajasthan, Lakshadweep</td>
</tr>
<tr>
<td>04 B</td>
<td>Sponsored Candidates presently working / have worked in Government /Quasi Government (including Armed Forces etc.)</td>
</tr>
<tr>
<td>04 C</td>
<td>Sponsored Candidates presently working / have worked Registered NGO hospitals (includes NGOs working with need-based health spheres such as HIV home care, palliative care, geriatrics, disabilities etc. or involved in tribal /rural work/work in slums)</td>
</tr>
</tbody>
</table>

05 - **Non-Sponsored Candidates working in area of need** who belong to one or more of the following categories:

<table>
<thead>
<tr>
<th>Category Sub-type</th>
<th>Description of the area of need</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 A</td>
<td>Non-sponsored Candidates presently working / have worked in Government /Quasi Government (including Armed Forces etc.) hospitals/institutions.</td>
</tr>
<tr>
<td>05 B</td>
<td>Non-sponsored Candidates presently working / have worked with Registered NGOs (includes NGO hospitals and other need-based health spheres such as HIV home care, palliative care, geriatrics, disabilities etc. or involved in tribal /rural work/work in slums)</td>
</tr>
</tbody>
</table>

**Letter from head of Hospital to be provided as per format given below:**

II. Format of Certification to be filled by the Head of the Hospital / Institution for work in areas of need (to be issued on the Hospital / Institution letterhead) for **Category B**

This is to certify that ________________________________________________,

(Name of Candidate)

CMC Application No: ______________________, son/daughter of ______________________

has worked/ is working in this hospital/ institution from _______________ to _______________.

One paragraph about the hospital, its vision, mission, infrastructure and details of the type of work done by the hospital to be included.