



Christian Medical College, Ludhiana

Guidelines for elective students

Application procedure

1. Candidates planning to come for an elective posting should apply to **The Principal, Christian Medical College** for information regarding availability of placements.
2. All applications for elective placements will to be forwarded to the Medical Council of India (MCI) for approval. **It is essential to have the approval of the MCI before start of the elective posting.**
3. The application should contain the following enclosures:
 - (i) Application form of MCI-10 duly completed (The form can be downloaded from MCI website.)
 - (ii) Nonrefundable fee of Rs.6000/- (payable to Christian Medical College, Ludhiana) is required to obtain the necessary permission from the MCI. Applications cannot be processed by CMC until receipt of Demand Draft or electronic payment along with the completed application.
 - (iii) Curriculum Vitae, Resume or a complete bio-data of the student.
 - (iv) A letter of recommendation and permission from Concerned Sponsoring Authority/Dean (Organization/College/University) for elective posting at CMC, Ludhiana stating that the student is permitted to undertake his/her elective posting at Christian Medical College, Ludhiana, with the details of duration of the elective posting and the areas (subjects) to be covered.

Kindly note that response from the MCI takes around 3-4 months and placement cannot be confirmed until the permission is granted.

4. Fee applicable for elective posting –

- I. MCI fee (Nonrefundable) -INR Rs.5000/-
- II. CMC processing fee (postal charges (Nonrefundable) -INR Rs.1000/-
- III. *Tuition/Training Fee for 4 weeks (Nonrefundable) -INR Rs.6000/-
- IV. After that per week -INR Rs.1500/-
- V. Hostel Fee for 4 weeks -INR Rs.1500/- (liable to change without prior notice)
- VI. Food expenses -Actual expenses incurred.

5. Accommodation will be arranged as available in the College premises with prior information on payment. Students are advised not to stay off campus and no responsibility can be taken by the Administration if the students chooses to.
6. The following items are essential during the elective placement – a doctors white coat, 2 Passport sized photographs, your institutional ID and a stethoscope.

7. The documents from the student's parent institution that need to be endorsed by CMC with respect to their elective placement should be submitted in the Office of the Principal CMC, on arrival to ensure their completion to return the same to your parent institution.
8. The office staff, the Principal/Dean and the Vice Principal (UG) may be contacted for any help/requirements during the stay on following mobile numbers:

Dr. Jeyaraj Durai Pandian- Principal 9915784750

Principal/Dean

Contact details for Principal Office:

Email: cmcprincipal@gmail.com

Fax: 91-161-2610856

Phone: 91-161-2115376, 2115377, 2115378

Website: <http://cmcludhiana.in>

General Information for Medical Electives at CMC Ludhiana

Christian Medical College (CMC) Ludhiana is a large teaching hospital, and a tertiary referral center of repute, situated in the state of Punjab in North West India. It has given over 120 years of distinguished service to the community.

1. **Climate:** The climatic conditions may be difficult in Ludhiana from around mid-May to mid-August (very hot: over 100 to 135 degrees Fahrenheit) and from then until early October (hot and damp: over 100oF and 90% humidity). Those unused to such conditions should avoid these periods.
2. **Application timeframe:** Candidates contemplating an elective placement at CMC Ludhiana should apply at least six months before the proposed date of placement to allow CMC time to complete formalities with the relevant authorities in India.
3. For an elective period to be a worthwhile part of training it should preferably be undertaken during the 4th or 5th years of training and should last a minimum of one month and longer if possible.
4. **Application fees:** The Medical College has a Facilitation fee of Rs.6000/- for placements of up to four weeks. An additional fee of Rs.1500/week for periods of over four weeks to be paid on approval of the application by the Medical Council of India and before the student arrives at the College. This fee covers expenses incurred by the institution to facilitate elective placement and includes costs such as transport to the community, administration, etc. This does not include hostel and food expenses which should be paid directly to CMC (see below). The Facilitation Fee should be paid along with the application form.
5. Students who have family living in Ludhiana/Punjab may deposit the fee through them.

6. **Accommodation:** Accommodation will be arranged as available in the College premises with prior information on payment. Students are not encouraged to stay off campus and no responsibility can be taken by the Administration if the students chooses to. Indian culture is such that students always reside in separate hostels although they may study together in the library and have combined recreational activities.
7. The accommodation in one of the medical students' guest room (L.N. Rao Guest Room) currently costs Rs.1500 per month + Rs.1000/ week if longer with minimum charge of Rs.1000/- for a short stay. Hostel fees should be paid by candidates at the commencement of the elective placement. Food charges, either in the mess or in the hostels, are on a pay as you eat system, but coupons are available for the hospital canteen.
8. **Candidates must clear their accounts before leaving the hostel.**
9. **Clothing:** Please remember to respect cultural differences and bring appropriate clothing to wear – long trousers or any other dress considered acceptable in the Indian cultural setting. Students are also advised not to wear valuable jewellery.
10. **Discipline:** All students accepted for elective placements at CMC are required to maintain the discipline of the College and this includes seeking permission from the Principal for periods of absence.
11. **Requirements:** The following essential items are required during the elective placement – a doctors white coat, 2 passport sized photographs, their institutional ID, and a stethoscope.
12. **Elective posting Report:** The candidates will have to write a report of their elective placement and submit it to The Principal, Medical College before leaving Ludhiana with a copy of this to the Friends of Ludhiana office, UK or to the offices of their sponsoring agencies in other countries. The Principal will send a report of their visit from his perspective in consultation with the concerned departments.
13. The trainees will be expected to pay a courtesy visit to the Director of the Institution whilst they are in Ludhiana, but that need not be seen as an onerous duty - they will enjoy meeting and interacting with him. The candidates accepted by the College for their elective placement should liaise with the Principal's office regarding their travel plans. **It may be a good idea to arrive in Ludhiana on a working day** as it facilitates initial orientation and arrangements for stay for candidates.

Dr. Jeyaraj Durai Pandian
Principal/Dean

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