

**GOVERNMENT OF MEGHALAYA  
HEALTH & FAMILY WELFARE DEPARTMENT**

\*\*\*\*\*

Dated: Shillong, 8<sup>th</sup> September, 2025

**ADDENDUM**

**‘Standard Operating Procedure (SOP) for Admission to MBBS Courses  
under Central Pool Quota Allocated to the State of Meghalaya – Academic  
Year 2025–26.**

**No. Health.189/2025/48:** The Government of Meghalaya is pleased to notify the Standard Operating Procedure (SOP) for seat-allocation for the MBBS course for the Academic Year 2025–26. This SOP prescribes the procedures, timelines and responsibilities for the transparent, merit-based and legally compliant admission of candidates to the 93 first-year MBBS seats allocated to the State of Meghalaya from the following sources: Central Pool Quota (53 seats); North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS) (14 seats); Regional Institute of Medical Sciences, Imphal (RIMS Imphal) (13 seats); State of Assam (10 seats); and State of Tripura (3 seats).

The Government of Meghalaya authorizes the ‘Meghalaya State Counselling Authority for Medical Education’ (MSCAMA) to conduct centralized counselling for admissions to first year MBBS under the aforementioned seats allocated for the State of Meghalaya.

**1. PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to prescribe the procedures, timelines and responsibilities for the transparent, merit-based and legally compliant admission of candidates to first-year MBBS seats allocated to the State of Meghalaya for Academic Year 2025–26.

**2. SCOPE & APPLICABILITY**

This SOP applies to:

- Seats allotted under the Central Pool Quota by the Ministry of Health & Family Welfare, Government of India (53 seats); NEIGRIHMS (14 seats); RIMS Imphal (13 seats); the State of Assam (10 seats); and the state of Tripura (3 seats) — collectively referred to hereafter as “the allocated seats”..
- All candidates who have qualified NEET-UG 2025 and fulfil the eligibility conditions laid down by the State Government and relevant statutory authorities.
- Meghalaya State Counselling Authority for Medical Education (MSCAMA).

**3. LEGAL BASIS**

- i. Meghalaya State Reservation Policy.
- ii. Political Department Letter no. POL.97/74/174 dated 10th July 1983.
- iii. Letter No. U.14014/16/2022-ME-II [FTS No. 8169243] dated 31<sup>st</sup> July, 2025 issued by the Ministry of Health & Family Welfare, Government of India allocating 53 MBBS seats from the Central Pool Quota to the State of Meghalaya for the academic session 2025–26.

- iv. Government of Assam, Office of the Director of Medical Education letter No. DME/UG/2025/663865/11 dated 25 July 2025, reserving 10 MBBS seats in Government Medical Colleges of Assam for the State of Meghalaya for the academic session 2025–26.
- v. NEET-UG 2025 Information Bulletin issued by the National Testing Agency (NTA).

#### 4. DEFINITIONS

For the purposes of this SOP:

- **Central Pool Quota** – 53 Seats allocated by the Ministry of Health & Family Welfare, Government of India, from its Central Pool (53) for nomination of students from specific States/UTs.
- **Other Quota**- Meghalaya Quota Seats from State of Assam (10 seats), Tripura (3 seats), NEIGRIHMS (14 seats) & RIMS Imphal (13).
- **Cycle**: A round of seat allotment wherein each category gets an opportunity to pick one seat based on rotational priority.
- **DMER**: Directorate of Health Services-Medical Education & Research
- **MSCAMA**: Meghalaya State Counselling Authority for Medical Education
- **NEET Qualified** – A candidate who has secured the minimum qualifying percentile in NEET-UG as prescribed by NMC for the relevant category.

#### 5. ALLOCATION OF MBBS SEATS TO MEGHALAYA UNDER CENTRAL POOL & OTHER QUOTAS (AY 2025–26)

Sl No.	Institution Name	No. of Seats
<b>A</b>	<b>Central Pool for 34 Government Medical Colleges</b>	<b>53</b>
1	Lady Hardinge Medical College (New Delhi, Delhi)	3
2	VMMC & Safdarjung Hospital (New Delhi, Delhi)	2
3	Patna Medical College (Patna, Bihar)	2
4	Darbhanga Medical College (Leharisarai, Bihar)	2
5	Palamu Medical College (Palamu, Jharkhand)	2
6	NSCB Medical College (Jabalpur, Madhya Pradesh)	1
7	S.S. Medical College (Rewa, Madhya Pradesh)	1
8	Gandhi Medical College (Bhopal, Madhya Pradesh)	3
9	G.R. Medical College (Gwalior, Madhya Pradesh)	3
10	MGM Medical College (Indore, Madhya Pradesh)	1
11	Pt. JNM Medical College (Raipur, Chhattisgarh)	3
12	Dr. VM Medical College (Solapur, Maharashtra)	1
13	S.P. Medical College (Bikaner, Rajasthan)	1
14	Dr. S.N. Medical College (Jodhpur, Rajasthan)	2
15	K.G. Medical College (Lucknow, Uttar Pradesh)	2
16	BRD Medical College (Gorakhpur, Uttar Pradesh)	1
17	Assam Medical College (Dibrugarh, Assam)	1
18	B.S. Medical College (Bankura, West Bengal)	1
19	Lt. Shri Baliram Kashyap Memorial Medical College (Jagdalpur, Chhattisgarh)	2
20	Govt. Medical College Hospital (Chandigarh, Chandigarh)	1
21	G.S.V.M. Medical College (Kanpur, Uttar Pradesh)	1
22	J.L.N. Medical College (Ajmer, Rajasthan)	1
23	P.M.C.H. (Dhanbad, Jharkhand)	1
24	S.N. Medical College (Agra, Uttar Pradesh)	1
25	J.L.N. Medical College (Bhagalpur, Bihar)	2



Sl No.	Institution Name	No. of Seats
26	Nalanda Medical College (Patna, Bihar)	2
27	R.I.M.S. (Ranchi, Jharkhand)	1
28	Guwahati Medical College (Guwahati, Assam)	1
29	Maulana Azad Medical College (Delhi)	2
30	Chhattisgarh Institute of Medical Sciences (Bilaspur, Chhattisgarh)	1
31	Government Medical College (Aurangabad, Maharashtra)	1
32	Government Medical College (Mahasamund, Chhattisgarh)	1
33	Lt. Bisahu Das Mahant Memorial Medical College (Korba, Chhattisgarh)	1
34	Chandulal Chandrakar Smriti Medical College (Durg, Chhattisgarh)	2
<b>B</b>	<b>NEIGRIHMS, Shillong</b>	<b>14</b>
<b>C</b>	<b>RIMS, Imphal</b>	<b>13</b>
<b>D</b>	<b>State of Assam</b>	<b>10</b>
1	Assam Medical College, Dibrugarh	1
2	Gauhati Medical College, Guwahati	2
3	Silchar Medical College, Silchar	2
4	Jorhat Medical College, Jorhat	1
5	F.A.A. Medical College, Barpeta	2
6	Tezpur Medical College, Tezpur	2
<b>E</b>	<b>State of Tripura</b>	<b>03</b>
	<b>Total</b>	<b>93</b>

#### 6. SEATS RESERVATION BREAKDOWN

Sl. No	Category	Seats	Percentage	Criteria
1.	Khasi & Jaintia (incl. PwD)	37	40%	NEET score + Meghalaya ST Certificate
2.	Garos (incl. PwD)	37	40%	NEET score + Meghalaya ST Certificate
3.	UR* (incl. PwD)	14	15%	NEET score + Permanent Residential Certificate as per Govt. of Meghalaya Political Department Letter no. POL.97/74/174 dated 10th July 1983
4.	SC/OST (incl. PwD)	5	5%	NEET score + SC/OST certificate from Govt. of Meghalaya

\*UR: Unreserved

#### 7. ELIGIBILITY CRITERIA:

##### (a) Eligibility for Seats:

- i. The candidate must be from Scheduled Tribe or Scheduled Caste (including Other Scheduled Tribes and SC) of Meghalaya, holding a valid certificate issued by the competent authority in the State,  
and  
a permanent resident of Meghalaya possessing a Permanent Residential Certificate (PRC) issued in accordance with Government of Meghalaya Political Department Letter No. POL.97/74/174 dated 10<sup>th</sup> July 1983.

ii. **Academic Eligibility Criteria as per NEET Bulletin 2025:** As under –

For Admission to 1 <sup>st</sup> Year	Eligibility In Qualifying Examination, candidate should have	In NEET-Examination	Criteria for Determination of Merit / Rank
MBBS	<p>Passed in 2nd Pre-University Course/ 12<sup>th</sup> Std / Equivalent Exam with English as one of the languages and obtained a Minimum of 50% of Marks in aggregate in Physics, Chemistry, Biology or Bio-technology subjects.</p> <p>(*40% for ST/SC/OST category candidates)</p> <p>*Other eligibility criteria and conditions such as mentioned in UG-NEET-2025 Information Bulletin.</p> <p>*The ST/SC/OST eligibility criteria is applicable to Meghalaya candidates who are eligible to claim state quota seats.</p>	Declared as qualified in UG-NEET-2025	Based on UG NEET-2025 All India Rank.

iii. **Other eligibility criteria:**

- The age of the candidate shall not be below 17 years on the 31<sup>st</sup> December of the year in which the admission shall be sought for.
- The candidate should be medically fit and to be certified by a medical board constituted by the Health & Family Welfare Department, Meghalaya.

**8. DECLARATION AND VERIFICATION OF APPLICATION DETAILS**

- All entries in the application form must be filled in by the candidate with utmost care and diligence. The candidate shall be solely responsible for the correctness and accuracy of all information provided, including academic marks, category status, and enclosures uploaded or submitted.
- Candidates are hereby informed that the information furnished in the application form, including marks obtained in the qualifying examination and supporting documents, shall be subject to verification and scrutiny by the concerned authorities. If, at any stage of the admission process or during the course of study, it is found that any information or document submitted by the candidate is false, fabricated, or incorrect, then:
  - The admission shall stand cancelled forthwith, irrespective of the stage of the course at that time;
  - The candidate shall be debarred from seeking admission to any course under the State Government quota for a period of three years;
  - Appropriate legal and/or criminal proceedings shall be initiated against the candidate and, where applicable, their parents/guardian, for



submission of fraudulent ST/SC/OST and Permanent Residential Certificates and other documents.

## 9. COUNSELING PROCEDURE:

### 9.1. Meghalaya State Counselling Authority for Medical Education (MSCAMA).

Counselling will be conducted by the Meghalaya State Counselling Authority for Medical Education (MSCAMA). The structure of MSCAMA is as follows:

- |  |                  |
|--|------------------|
| 1. The Director of Health Services (Medical Education & Research)                | Chairperson      |
| 2. Addl Director, DMER   | Member Secretary |
| 3. The Director of Health Services (MI)  | Member           |
| 4. The Director of Health Services (MCH&FW)                                      | Member           |
| 5. The Addl Director of Health Services (SS), Civil Hospital, Shillong           | Member           |
| 6. The Joint Director of Health Services (SS), Ganesh Das MCH Hospital, Shillong | Member           |
| 7. The District Medical & Health Officer, East Khasi Hills District              | Member           |
| 8. *The Director, Shillong Medical College.                                      | Member           |
| 9. Principal/Dean of the concerned Medical Institute                             | Member           |

\* The Director, Shillong Medical College, shall be co-opted as a Member of the MSCAMA.

### 9.2. Screening Committee

The Screening Committee shall verify all Permanent Residential Certificates (PRCs) of applicants at least 2–3 days before the start of counselling.

All PRCs shall be mandatorily forwarded to the Deputy Commissioner of the concerned district for verification in advance. Completion of this process shall be a mandatory prerequisite for participation in counselling. The structure of the Committee is as follows:

- |  |                  |
|--|------------------|
| 1. The Director of Health Services (Medical Education & Research)                | Chairperson      |
| 2. Addl Director, DMER   | Member Secretary |
| 3. The Director, Shillong Medical College.                                       | Member           |
| 4. The Dean, Shillong Medical College.   | Member           |
| 5. The Addl Director of Health Services (SS), Civil Hospital, Shillong           | Member           |
| 6. The Joint Director of Health Services (SS), Ganesh Das MCH Hospital, Shillong | Member           |
| 7. Nominated Professors from Shillong Medical College                            | Member           |

### 9.3. Document Verification:

Candidates must appear for document verification, where they are required to submit original documents such as:

- Age Proof certificate.
- NEET Score card & Admit card.
- Permanent Residential Certificate (if applicable).

- Class 10+2 mark sheets and passing certificates.
- ST/SC certificate (if applicable).
- Passport-size photographs.

#### 9.4. Ranking of Candidates

- i. Candidates shall be ranked within their **respective categories** based on their **NEET Score**.
- ii. In case of a tie, the following criteria shall be used in order:
  - Candidate obtaining higher marks/percentile score in Biology (Botany & Zoology) in NEET, followed by,
  - Candidate obtaining higher marks/percentile score in Chemistry in NEET, followed by,
  - Candidate obtaining higher marks/percentile score in Physics in NEET.

#### 9.5. Rotational Allocation Cycles

To ensure fair access, allocation will follow a **Roster Point Rotation System**, where each cycle begins with a different category in turn:

Cycle	Order of Allocation of Seats
1	UR → Khasi/ Jaintia → Garo → SC/OST
2	Khasi/ Jaintia → Garo → SC/OST → UR
3	Garo → SC/OST → UR → Khasi/ Jaintia
4	SC/OST → UR → Khasi/ Jaintia → Garo

The Cycles shall be repeated until all seats are exhausted.

#### 9.6. Allocation Rules

In each cycle, **one seat per category** (if available) is allocated in the defined priority order-

- Each student has to indicate multiple options for the choice of colleges.
- The Colleges will be allocated in each round as per Category, NEET Ranking and availability of the College in that round.
- In case the reserved category candidate who has been selected under open category (UR), those candidates will be given the choice of exercising the option of either UR or respective category during the order/process of allocation of seat.
- Counselling shall be conducted by one team only. In each cycle, only the available seats shall be displayed for candidates to exercise their choices, and before every round of counselling a fresh seat matrix shall be prepared, reflecting only the unfilled seats from the total quota.

#### 10. BOND AGREEMENT:

All candidates allotted seats under the Central Pool Quota or Other Quota for admission to the MBBS course shall be required to execute a Bond Agreement with the



Health & Family Welfare Department (H&FWD) prior to joining the course, in accordance with the provisions of the *Bond Policy for Medical Students (UG/PG) Pursuing Academic Curriculum Under State Government Sponsorship/In-Service Quota Seats*, notified vide No. Health.231/2024/6 dated 4<sup>th</sup> March, 2025. Execution of the Bond shall be a precondition for final admission and continuation in the course.

**11. APPELLATE AUTHORITY:**

The Commissioner & Secretary to the Government of Meghalaya, Health & Family Welfare Department shall be the appellate authority in case of any dispute.

**12. GRIEVANCE COMMITTEE:**

Any dispute shall be placed before the Grievance Committee headed by the Joint Secretary to the Government of Meghalaya, H&FWD.

**13. JURISDICTION CLAUSE FOR LEGAL DISPUTES**

All legal proceedings or court cases arising out of or in connection with the counselling and admission process shall lie exclusively within the jurisdiction of the Hon'ble High Court of Meghalaya at Shillong.

**14. CONTACT INFORMATION:**

For any relevant queries, applicants may reach out to the Director of Health Services-Medical Education & Research (DME) at-

- Email ID: dmeshillong@gmail.com
- Tel No. 0364-2591510/94851 06663

Sd/-

(Dr. Rezina Ch. Marak, MCS)

Joint Secretary to the Govt. of Meghalaya,  
Health & Family Welfare Department.

**No. Health.189/2025/48-A**

**Dated: Shillong, the 8<sup>th</sup> September, 2025**

**Copy to:**

1. PS to the Hon'ble Minister i/c, Govt. of Meghalaya, Health & Family Welfare Department for kind information to the Minister.
2. PS to the Principal Secretary to the Government of Meghalaya, Health & Family Welfare Department for kind information to the Principal Secretary.
3. PA to the Commissioner & Secretary to the Government of Meghalaya, Health & Family Welfare Department for kind information to the Principal Secretary.
4. The Director of Health Services (MI/MCH&FW/Medical Education & Research).
- ✓ 5. The State Informatics Officer, NIC, Meghalaya, Shillong with a request to upload the SOP in the portal of the Health & Family Welfare Department.
6. Office copy.

By order, etc.,



Deputy Secretary to the Govt. of Meghalaya,  
Health & Family Welfare Department