



The Director, Faculty and staff congratulate you on obtaining admission to the prestigious All India Institute of Medical Sciences (AIIMS), Bhubaneswar. It will be our endeavour to work hard to ensure that, the transition from school / College to AIIMS, Bhubaneswar is hassle free. The students are advised to read the following instructions carefully so as to ensure the Admission Process:-

**Programme for Admission Process of MBBS, B.Sc(Hons.) Nursing, B.Sc(Hons.)
Paramedical – Batch 2019**

Sl. No.	Course	Nodal Officer	Venue / Time	Reporting Date & Starting of Academic Programme
1	B.Sc(Hons.) Nursing	Dr. Asha P Shetty, Principal College of Nursing	Mini Auditorium, College of Nursing, AIIMS, Bhubaneswar. (09:00 A.M. to 04:00 P.M.)	31 st July 2019
2	B.Sc(Hons.) Paramedical	Dr. Gaurav Chhabra, Sub Dean(Paramedical)		
3	MBBS	Dr. P.R. Mishra Vice Dean (SA)	Lecture Theatre – 1, AIIMS, Bhubaneswar. (09:00 A.M. to 04:00 P.M.)	13 th August 2019

Mr. B.B Mishra, Registrar, AIIMS, Bhubaneswar will co-ordinate the admission process.

Please note the Institute shall not reimburse any expenditure incurred by you on account of travel and maintenance in connection with your joining the Institute.

Please make bank draft in favour of “AIIMS, Bhubaneswar” payable at Bhubaneswar for Admission Fees and **submit the same to the officials of AIIMS, Bhubaneswar present in the admission counter at AIIMS, Bhubaneswar at the time of reporting.** (please write your Name, Mobile No., Rank No. & E-mail ID (**IN CAPITAL LETTER**) at the back of the Bank Draft.) Please collect the money receipt.

Sl.No.	Course	Admission Fees	Mess Fees
1.	MBBS	Rs. 5,856/-	<ul style="list-style-type: none">Rs. 20,280/- (@ Rs. 3380/- per (Jan & June) month for six months) This is to be paid twice a year in Advance for entire duration of the course including Internship. Any excess amount will be adjusted in the subsequent semester.Rs. 1, 170/- to be paid for three months only (@ Rs. 390/- Per Month) towards serving food in the respective place of stay for 1st year students (Boys & Girls).
2.	B.Sc (Nursing)	Rs. 3,165/-	
3.	B.Sc (Paramedical)	Rs. 5,000/-	

Note:

All the students (MBBS, B.Sc(Hons.) Nursing & B.Sc (Hons.) Paramedical Courses) are advised to get X-Ray chest PA view as well as test Blood Sugar, Urine routine Analysis, Blood Group & RH factor done from a Government/reputed laboratory before reporting at AIIMS, Bhubaneswar and submit that report on the date of reporting (All these test should be done within last 30 days of reporting at AIIMS, Bhubaneswar).

All the students (MBBS, B.Sc(Hons.) Nursing & B.Sc(Hons.) Paramedical courses) are advised to properly fill up the **CANDIDATE INFORMATION SHEET**(attached) before reporting at AIIMS, Bhubaneswar including Parents Details, Mobile / Landline Phone Number, Email ID, Local Guardian / Guardian from nearby state for any immediate information in case of urgency).

1. You have to go through the instructions for Anti Ragging Policy & disciplinary rules in the Hostels (Attached).
2. You are required to furnish affidavit by you and parents/guardian, declaration form, undertaking (details are available at AIIMS, Bhubaneswar website).
3. You are required to bring the following **certificates and documents in original** at the time of joining (Please ignore, if already submitted):
 - a) Certificate of having passed the 10+2 or equivalent examinations, showing the subjects offered by you in the examination.
 - b) Date of birth Certificate / Certificates from the board from which you passed the high school / higher secondary examination showing your date of birth.
 - c) Certificates / Mark sheet from the Board from which you passed the 10+2 or equivalent examination.
 - d) Migration certificate & Transfer certificate from the University / Board last attended by you.
 - e) Certificate from the prescribed authority on the prescribed form as happened in the prospectus showing that you belong to Schedule /Caste/ Scheduled Tribe/Orthopaedic Physically Handicapped Category (Applicable only if have claimed in your application that you belong to Scheduled Caste/Scheduled Tribe/ Orthopaedic Physically Handicapped Category).
 - f) Declaration of the Candidates with regard to other Backward Class and Creamy Layers (Applicable only if you claimed in your application that you belong to other Backward Classes(OBC)).
 - g) Current Passport size photograph (front pose) 5 copies.
 - h) Allotment letter in original issued from Counselling at AIIMS, New Delhi.
 - i) 2 (two) sets of photocopy of the above documents attested by the Gazetted Officers.
 - j) AIIMS, New Delhi admit card and rank card.
4. **Hostel** – It is mandatory for student to stay in the hostel during the tenure of the course after the admission process is over. Students are advised to bring /arrange following useful items of their own to ensure a comfortable stay:

- i. Utensil like water jug, tumbler/jar, plastic bucket, Pillow, Bed Sheets.
- ii. Two locks (One each for the main door and the Almirah).
- iii. Mess Fees: Rs. 3,380/- per month for six months i.e Rs. 20,280/- for regular meal only (Breakfast, Lunch, Dinner) which to be paid twice a year at the time of admission and next on or before 25th January, 2020.

5. **Dress Code –**

- a) Please bring 2 Doctor's apron at the time of admission.
- b) Wearing a white Doctor's Apron is mandatory during the classes and academic activities.
- c) The specification Doctor's Apron is as follows:
 - i. Full sleeves.
 - ii. Length covering 2/3rd of the thigh with two front lower pocket sand one left side chest pocket.
- d) Dress code for students during college hours and academic activities is formal. Sneakers, Slippers, Jeans, T-shirts are not allowed during working hours.

Sd/-
Dean
AIIMS, Bhubaneswar

AFFIDAVIT BY THE STUDENT
(on Rs. 10/- Non-Judicial stamp papers)

I, _____

S/O, D/O of Mr. /Mrs. _____

Resident of _____

1. Do hereby solemnly affirm and declare as under:
2. That I am a citizen of India.
3. That I have completed 17 years of age on _____ / will be completing 17 years of age on _____.
4. That, I am joining as a student of MBBS/B.Sc(Nursing)/B.Sc(Hons) Paramedical at All India Institute of Medical Sciences (AIIMS) Bhubaneswar.
5. That I have gone through the contents and fully understood the AIIMS, Regulations/ Directives for Ragging and Anti-Ragging Measures in accordance with the AIIMS, Bhubaneswar Office Order on curbing the menace of Ragging to be followed by all the students of AIIMS.
6. I hereby solemnly affirm that:
 - I will not indulge or involve myself in any untoward behaviour or act, that may come under the definition of ragging.
 - I will not participate in or abet or propagate ragging in any form.
 - I will not hurt anyone physically or psychologically or cause any other harm to any other student.
7. I have fully understood that, if found indulging or guilty of any aspect of ragging within or outside AIIMS campus. I may be punished as per the provisions of the AIIMS Regulations/ Directives mentioned above and /or as per the law in force for which, I will be solely responsible and shall not claim any compensation.

Deponent

Signature of Parent

VERIFICATION: verified at _____ on this _____ day of _____ 2019.

That the above affidavit is true and correct.

Name:

Address & Contact No.:

Deponent

Signature of Parent

AFFIDAVIT (By the Parent / Guardian)

(On Rs. 10/- Non- Judicial stamp paper)

1. I, _____(full name of parent/guardian),
father/mother/guardian of,(Student Name)_____ Regd.
No. _____ having been admitted to _____ have received
a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009(hereinafter called
the Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2. I have in particular perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and
administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or
passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that:-

(a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the
Regulations.

(b) My ward will not participate in or abet or propagate through any act of commission or omission that may be
constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the
regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law
for the time being in force.

6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on
account of being found guilty of abetting or being part of a conspiracy to promote, ragging and further affirm that in case the
declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone / Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and
nothing has been concealed or misstated therein.

Verified at (Place)_____on this the (day) of _____(month) _____(year) 20_____.

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____(day) of _____(month)20_____(year)

OATH COMMISSIONER

DECLARATION BY THE CANDIDATE

I, _____

Son/Daughter of Sh. _____

Village/Town/City _____

District _____

State _____, hereby declare that I belong to the Government of India for the purpose of reservation in service as per orders contained in Department of Personnel and training Office Memorandum No. 36012/2293.Estt.(SCT) dated) / 08.09.1993. It is also declared that I do not belong to persona / section (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08-09-1993.

Name: _____

Signature of the Candidate: _____

Address: _____

UNDERTAKING BY THE STUDENT

I, _____

S/O, D/O of Mr./Mrs. _____

have passed MBBS Entrance Examination held on _____.

I certify that all my Original Certificates (i.e 10th Passed/Age Proof, 12th Passed Marks Sheet & Certificate and Scheduled Caste/Scheduled Tribe (SC/ST) Other Backward Classes(OBC) are authentic. If anything found false, then my candidature may be treated as withdrawn/cancelled at any time during the course.

Name: _____

Signature of the candidate: _____

Address: _____

ANTI-RAGGING POLICY FOR STUDENTS

As per direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities and determined not to allow any form of ragging. Therefore, at the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and several authorities of the AIIMS, Bhubaneswar, who may be vested with the authority to exercise discipline under the Acts, the status, the Rules and the rules that have been framed there under by Competent Authority of AIIMS, Bhubaneswar.

Prohibition and Punishment for Ragging:

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of AIIMS and also outside the AIIMS Campus.
2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this rules.
3. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior residents is brought to bear on students freshly enrolled or students who are, in any way , considered junior or inferior by other students and includes individual or collective acts or practices which:
 - a. Involve physical assault or threat or use physical force
 - b. Violate the status, dignity and honour of women students
 - c. violate the status; dignity and honour of students belonging to the scheduled castes, schedule tribe and other backward castes
 - d. Expose students to ridicule and contempt and affect their self-esteem
 - e. Entail verbal abuse and aggression, in-decent gesture and absence behaviour
4. The Director, Dean, Hostel Superintendent and faculty of AIIMS, Bhubaneswar shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause(4) above, the Dean, or any other Faculty member/ or authority may also suo moto enquire into any incident of ragging and make a report to the Director of the identity of those who have engaged and the nature of the incident.
6. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority, disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Director shall direct or order rustication of a student or students for a specific number of semesters.
8. The Director in case of ragging may or Direct that any student or students be expelled for a period, from departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared /cancelled.
9. For the purpose of the Rules, abetment to ragging will also amount to ragging.
10. In case of any discrepancy between these rules and Government of India Policy the GOI policy will prevail.

By Authority

Director/Dean
AIIMS, Bhubaneswar

DISCIPLINARY RULES FOR THE STUDENTS IN THE HOSTELS

The following rules shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will make them liable to disciplinary action including expulsion from the hostels and also from institution.

1. Every student must remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
2. A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. In special circumstances, if the student wants to stay outside the hostel prior permission must be taken from the Dean's office. Unless they clear the dues, they shall not be allowed to take Professional Examinations. Further, he/she may be expelled from the halls of residence and/or messes.
3. The admission into hostel is valid up to commencement of academic programme.
4. Room furniture, electrical fittings etc., are required to be maintained by the students in good condition.
5. Residents shall occupy the rooms only after allotment is made by Hostel Superintendent. Change of room may be permitted in exceptional cases, provided it is deemed necessary/ justified by the Hostel Superintendent. Un-authorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels. Residents found guilty of such violation of the hostel rules shall be expelled from the hostels without any further enquiry.
6. No parent or guardian of a student is permitted to stay in the hostel.
7. Male students shall not remain absent from their hostels during night between 9.30 PM to 6.00 AM without the prior permission of the Warden. Corresponding timings for the women's hostel are 8.30 PM to 7.00 AM even with prior permission. In case of any emergency, they should take written permission from the Warden. The students are required to carry their identity cards with them when they move inside the campus.
8. Visitors are not permitted in the hostel after 7.30 PM. However, in special cases, prior permission of Hostel Superintendent must be obtained to stay beyond these hours.
9. Hostel Students shall not leave the headquarters without prior permission of the Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimidated.
10. Any hostel student harbouring any un-authorized person(s) will be expelled from the hostel immediately.
11. The inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Hostel Superintendent. However, for any accident or fatality that may occur during picnic/ excursion, the responsibility does not lie with the Institute or Hostel Authorities.
12. No resident of the hostel is permitted to take any article/ utensils etc., outside the hostel/mess premises and even to his/her room.
13. No association of students on the basis of region, caste or creed is permitted.
14. No secret activities or meetings are permitted on the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Hostel Superintendent.

15. Residents shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the residents and on the campus.
16. No hostel inmate shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden of concerned Hostel.
17. Keeping of lethal weapons like sticks, rods, chains etc., in the hostel rooms is strictly prohibited.
18. The hostel cannot be considered as the hiding place for miscreants. The police authorities may enter the campus and detain anyone depending upon the severity of the offence.
19. Ragging of any kind is an offence and the student found guilty will severely be punished as per G.O.I. rules. The students are advised not to indulge in such activities.
20. Students who have finished the course work but yet to pass some examination will not normally be given accommodation in the hostels. Similarly, students who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will not be given accommodation in the hostels.

The proper framing of rule is required in this regard and it will be decided by the Competent Authority.

21. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the Institute or both by the appropriate authority.
22. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
23. The consumption or storage or supply of liquor or any sort of intoxicant is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also prohibited.
24. Medical facilities are provided at the college dispensary for routine health problems.
25. In case a student falls sick, he/she should contact immediately to the Warden/ Hostel Superintendent.
26. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden/Hostel Superintendent.
27. A hostel student will be completely responsible for all his possessions including his/her Laptop/Computer / Electronic gadgets, valuables items etc., the Institute / Hostel will not be responsible for any loss incurred.
28. No one should use the belongings of other students without their consent.
29. Boarders will be personally and collectively responsible for any loss/ damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups as may be found responsible.
30. Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank or in the post office or at any other safe place under their own custody.
31. They should lock their rooms properly when they go out for their bath, mess, class etc., Each roommate must keep a key of the door lock of his/ her room, particularly in the case of double/ triple seated rooms.
32. Each student shall use only one tube-light not exceeding 40 watts. Use of all un-authorized electrical appliances such as heaters etc., is strictly prohibited and these will be confiscated and the

concerned student will be penalised. However, usage of computer and printer in the hostel room will be allowed with prior permission from the Warden/ Superintendent.

33. Fans and lights must be switched off when the students leave their rooms. Light must be switched off positively when they go to bed. In case, it is noticed that fans/ lights are on the locked room, a heavy penalty will be imposed for wasting the costly energy sources.
34. Every student residing in the hostel must dine in the hostel messes only. Individual / group cooking in rooms is forbidden. If found, they will be expelled from hostels or fined.
35. Playing music and videos etc., inside the rooms is strictly prohibited as it causes disturbances to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made along with imposition of heavy fine.
36. Every inmate of the hostel shall pay the mess bill and other charges before the stipulated date of every month, failing which fines will be imposed as per rules and regulations.
37. The room of any student in the hostel can be inspected at any time by the Warden or any authorised member of the Institute staff or district police officials. Inmates are advised to keep their ID Cards with them and show them on demand.
38. Block volunteers/ Mess volunteers will be selected on merit or as desired by Warden/ Hostel Superintendent from among the Block/ Mess Students to assist him/ her in the supervision of hostel block/ mess and in enforcing discipline. Every hostel inmate shall co-operate with him/ her in the act of discharging his/ her duties.
39. Hostel inmates are requested to maintain their surroundings neat and clean.
40. Students should not break open or try to break open the occupied/ vacant rooms of the hostels. Any damage done to the hostel properly will have to be borne by the concerned student if identified or by all the residents of the hostel.
41. Inmates should not use fire crackers on any occasion inside the hostel or within the premises of the hostel without prior permission from the Competent Authority.
42. Inmates are prohibited from writing slogans, or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/ group of students indulging in such writings.
43. All the hostellers are to note that electrical/ carpentry/ plumbing complaints should be given in writing to Warden In charge (Maintenance) or written in the complaint register available in the hostel office. In case the complaint is not attended to or there is any difficulty, the students can contact the Chief Warden.
44. Female visitors and girl students are not permitted to visit the Boys Hostel any time and in special circumstances, prior permission is required from the competent authority.
45. Pets are not allowed in the hostel premises.
46. There should be a CCTV surveillance at the entrance of hostel.

FOR WOMEN STUDENTS:

- Male visitors (visitors mean parents/ Guardians) are not permitted any time into the Women's Hostel.
- In the case of the women's hostel, Lady visitors are not permitted after 7.30 PM.
- All Girl students must be present in their rooms before 7.30 PM. Girl students must take prior permission from the concerned Warden/ Chief Warden for leaving the campus in case of urgent necessities only. They must enter their movements in the Register provided while going out and reporting in (after obtaining permission from the concerned Warden). Students leaving the hostel without prior permission will be viewed very seriously and will invite expulsion from the rooms and or from the Institute.
- A consent from the parents and local guardian may be taken.

