

GOVT. MEDICAL COLLEGE
AURANGABAD- Maharashtra State
Instruction manual for MBBS Admission process



WELCOME

Contact details for query: (between 11:00 AM to 4:30 PM ONLY)

1. For any query, please call during 11:00 AM to 5:00 PM.

Landline number (CET CELL):

Direct Number: (0240) 2402429

EPBX Number: (0240) 2402412, 2402413, 2402414, 2402415 and ask for extension No.322

DON'T CALL ON THE PERSONAL NUMBER OF DEAN / NODAL OFFICER notified on mcc website; it is given for administrative use by mcc / DMER ONLY.

MBBS ADMISSIONS PROCESS
Government Medical College Aurangabad (MS)
(All India Quota/ State Quota)

All the selected students of **NEET-UG-2021** who has been allotted seat at **Govt. Medical College, Aurangabad (Maharashtra)** should follow following instructions and accordingly report with all details required for admission process.

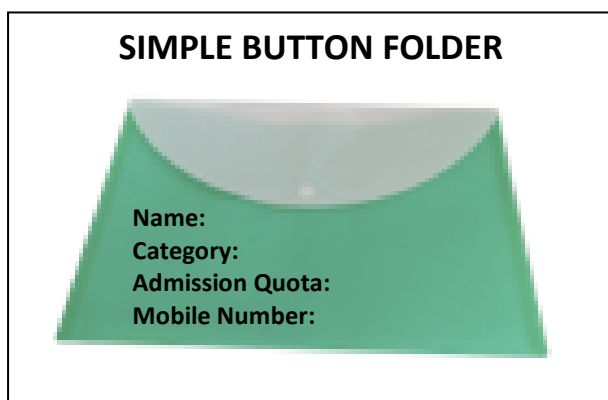
1. **Download & print this PDF file. READ CAREFULLY ALL DETAILS**
2. **Student should report personally for admission / admission cancellation in case of upgradation. PROXY will not be allowed for admission process/Cancellation of admission.**
3. **Print and fill 2 copies of Application Form.**
4. **Print and fill 2copies Original document Holding Certificate.**
5. **Print and fill 1copyof Candidate information.**
6. **Print and fill 4 copies of Admission Office Order.**
7. **Print and fill 1 copy of Medical Fitness in the prescribed format ONLY.**
8. **Print and fill 2 copies of Declaration for hostel accommodation.**
9. All **original documents** enlisted in the holding certificate will be compulsorily required for admission. Additionally, student should submit **2 sets of SELF ATTESTED Xerox/photocopies** of all original documents.
10. All original Documents **INDIVISUALLY SCANED in PDF format only** will be compulsorily required during admission. Student should scan document properly through computer scanner (Size 500 kb only). **Please don't use mobile scanner for scanning documents.** Individual Original Documents should be scanned and renamed appropriately.

e.g. Nationality certificate after scanning should be renamed as **Nationality-Name of Student.**

Prepare Folder and rename it with Name of the student, keep all scan documents in this folder for submission during admission. **Scan documents will be accepted only in Pen Drive.**

11. Fees: Demand draft (DD) of complete fees will be required during admission process. Kindly note that DD should NOT have any errors/spelling mistakes in the name of DD as desired. **Error/spelling will not be acceptable, such DD will be rejected. No cash/online transactions will be acceptable.**
12. Other Letters/undertakings if required will be taken at the time of admission if permissible within the rules thereof.

13. **Kindly note.... Admission Process requires verification and approval. No student will be given Joining letters urgently. The office may require 2-3 days to complete the process.**
14. **Students are advised to read details of admission process in information brochure/FAQs/other notifications available on mcc website. For state admissions (Maharashtra state) refer state commissioner & admission regulating authority official website (www.mahacet.org).**
15. **For Service Bond & Penalty read NEET-UG-2021 Information brochure available on www.mahacet.org**
16. **The institute is responsible for only admission process. We will not be available/responsible to guide any students for further rounds or rules & regulations of All India/State. The student should read information brochure/Notifications/Advisory issued by different agencies on official websites. Please don't contact institute admission cell for any such information's.**
17. **During admission process students & parents are advised to strictly maintain social distancing, wear mask, should have Arogya-setu app installed on mobiles and use sanitizers. Any student found breaking these rules will be liable for legal actions as per the instructions from the Govt. Please carry COVID-19 vaccination status**
18. **Students are strictly advised NOT TO EDIT ANY FORMATS. All formats should be filled by student in his/her own handwriting.**
19. **Kindly Note: Other website (Govt/Private) is NOT ALLOWED to display this information on their personal websites. All Candidates to note, Govt. Medical College, Aurangabad(MS) has NOT appointed any agency (Govt/Private) for admission process / Facilitation or guidance center.**
20. **Submit all documents in a simple button folder as below:
On folder Write your Name, Category, admission Quota & Mobile Number with thick permanent marker.**



Sd/-
DEAN
Govt. Medical College, Aurangabad

STUDENT INFORMATION
GOVT.MEDICAL COLLEGE, AURANGABAD 431 001
ADMISSION FOR THE YEAR 2021-22

RECENT
PAN SIZE
PHOTO

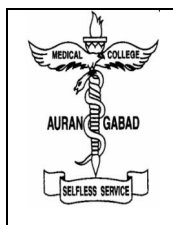
1	Name of the Student as mentioned on HSC Mark sheet (in Capital)		
	Guardian / Father's Full Name		
	Name of Mother		
	Full Name of the Candidate in Devanagari (Marathi/Hindi)		
2	Residential Address with PIN code		
	Mobile No. of Student		
	Mobile No. of Parent		
3	E-mail Address of Student		
	E-mail Address of Parent		
4	a) Date of Birth		
	b) Place of Birth		
5	Aadhaar No.		
6	Gender (Male /Female)		
7	Date of Admission		
8	Category: SC/ST/VJ/NT-1/NT-2/NT-3/OBC/OPEN/EWS		
	Caste		
	Sub-Caste		
	Category of Admission		
9	Domicile State (belongs to which state)		
10	Academic Record		
A	S.S.C. Year of Passing:		
B	Name of the HSC/10+2 Board		
C	Marks Obtained in H.S.C. (10+2)		
	Name of Board in HSC Exam		
	(E) English: Marks Obtained	/100	
	(P) Physics: Marks Obtained	/100	
	(C) Chemistry: Marks Obtained	/100	
	(B) Biology: Marks Obtained	/100	
	Total marks (Phy+Chem+Bio)	/300 (P+C+B)	
D	NEET-UG-2021 Roll No.		
E	NEET-UG-2021 Marks	/720	
F	NEET-UG-2021 AIR No.		
11	Blood Group		
	Mark of Identification (two)	1) 2)	
	Guardian/Father's Occupation		
12	*Willingness about organ donation after Accidental Death.	Yes / No	

* As per Maharashtra University of Health Sciences eligibility form.

Date: / /2022

Place: AURANGABAD

Signature of Candidate



महाराष्ट्र शासन
GOVT. MEDICAL COLLEGE, AURANGABAD.
शासकीय वैद्यकीय महाविद्यालय, औरंगाबाद.
Website: www.gmcaurangabad.com

No.GMCA/ACAD/UG-Admn. /

/2022

Date:-

ORIGINAL DOCUMENTS HOLDING CERTIFICATE

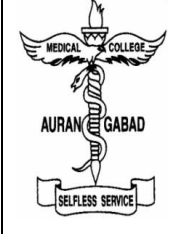
Received following original documents from Miss / Mr _____
admitted through All India quota /State quota to 1st MBBS course on _____ for the academic year
_____ at Govt. Medical College, Aurangabad (Maharashtra)

This Certificate is the Proof that all original documents as below are submitted by the student to the institute. Once admitted original documents will not be given to student. Original documents will be retained by the institute till the student completes MBBS & Compulsory Bond service.

Sr.No.	Original Documents Required	Available YES/No
1	Nationality Certificate OR Valid Passport	
2	Domicile Certificate	
3	Aadhar Card (Photocopy)	
4	SSC (10th) Passing Certificate	
5	HSC (10+2) Mark sheet	
6	HSC (10+2) Passing Certificate	
7	Admit card NEET-UG-2021 issued by NTA	
8	Result NEET-UG-2021 issued by NTA	
9	Proof of identity (PAN/ Driving License/ Passport)-Photocopy	
10	Provisional allotment letter generated on-line (for AI students). For state quota candidates, Allotment letter / Selection list page.	
11	Caste Certificate (if applicable)	
12	Caste Validity Certificate (if applicable) For outside Maharashtra students (OMS) Letter from magistrate that your state does not issue caste validity certificate will be compulsory.	
13	Non-Creamy Layer Certificate... Valid up to 31/03/2022 (if applicable)	
14	EWS certificate (Annexure-A) by Competent Authority issued after 31/03/2021 (If applicable)	
15	School Leaving OR Transfer Certificate	
16	Defense claim(D1/D2/D3): All certificates as per NEET-UG-2021 Information Brochure...(For State quota students only)	
17	Physically Handicapped Certificate.... (If applicable)	
18	MKB: Disputed area certificate, Mother tongue certificate, SSC/HSC from MKB area.... (For State quota students only)	
19	Hilly Area Certificate....(for State quota students only)	
20	Medical Fitness Certificate in prescribed Performa	
21	Income certificate issued by competent authority of financial year 2020-2021. (For Maharashtra candidates only- Claiming EBC for fees)	
22	Migration Certificate for outside Maharashtra state (OMS) candidates only	
23	Self-Education Gap Certificate (Affidavit on Rs.100/- Bond)..if applicable	
24	Hostel accommodation declaration (compulsory for all)	
Tuition Fees Demand draft:		
D.D. No: _____ of Rs. _____ Dt. ____ / ____ / ____		
Other Fees: D.D. No: _____ of Rs. _____ Dt. ____ / ____ / ____		
Original Document & xerox sets to be prepared exactly as per above sequence.		

Copy to: Student/Accounts

DEAN
Govt. Medical College, Aurangabad



महाराष्ट्र शासन
GOVT. MEDICAL COLLEGE, AURANGABAD.
शासकीय वैद्यकीय महाविद्यालय, औरंगाबाद.
Website: www.gmcaurangabad.com

No.GMCA/ACAD/

/2022

Date:-

OFFICE ORDER

Sub: - Admission to 1st MBBS Course for the year 2021-22
Govt. Medical College, Aurangabad

Ref: - Letter No. _____ Date:-
(Selection letter/List)

With reference to above cited subject, you are provisionally admitted to 1st year MBBS course on / /2022 at Govt. Medical College, Aurangabad for the year 2021-22. Your admission is subject to the following conditions:

1. You will have to pay complete prescribed fees (Demands Draft only) during admission and every year within timelines.
2. You will have to obtain Eligibility Certificate from the **Maharashtra University of Health Sciences, Nashik.**
3. Your admission is provisional & subject to final confirmation of eligibility from Maharashtra University of Health Sciences, Nashik.
4. You should report to this College as per Notifications issued by mcc/State for 2021 -22

D E A N,
Govt. Medical College,
Aurangabad (MS)

To,
Mr./Miss. _____
Govt. Medical College, Aurangabad.

Application for admission

**Recent
Passport size
Photograph**

Address (In Capital) :- _____

Mobile No. Student :- _____

Email Address of Student :- _____

Mobile No. Parent :- _____

E-mail Address of Student :- _____

Phone No. (Res.) :- _____

Date: :- / /2022

To,
The Dean,
Govt. Medical College,
Aurangabad.(MS)

Sub: - Joining in 1st MBBS Course at Govt. Medical College, Aurangabad (M.S.)

Ref:- Selection letter/List : (printout attached)

R/Sir,

I the undersigned Mr./Miss (Full Name in Capital) _____
_____ has been selected for 1st MBBS
Course in Govt. Medical College, Aurangabad as per the Selection letter of All India / State list.

Kindly enroll me in your college as 1st MBBS student for the Academic Year 2021-2022.

Thanking you.

Yours faithfully,

Signature of candidate
(Name: _____)

UNDERTAKING-NEET-UG ADMISSIONS 2021-22

(Online admission Process)

ONLY FOR ALL INDIA CANDIDATES

I the undersigned hereby confirm that the data submitted during joining (1st / 2nd /subsequent rounds) for MBBS through the online process was done in my presence and with my full consent. It will be my full responsibility to thoroughly check the data before final submission.

Name & Sign Witness

(Name & Sign of candidate with date)

Contact No.:

Contact No.:

Place:-

Date:-

DECLARATION: BY STUDENT & PARENTS
HOSTEL FACILITY (If applied/allotted)

I, _____ is admitted for _____ course in the academic year _____ at Govt. Medical College, Aurangabad (Maharashtra).

I and my parents/Legal guardian have gone through the SOP for hostel accommodation given in the admission manual at the time of Joining. We have clearly understood all rules and regulations mentioned in SOP.

I hereby declare that I am suffering from _____ disease(s) and on treatment. I am receiving following _____ drugs for my disease element since _____ days/Months/Years. I also declare that I am not hiding any information related to my health issues.

We, hereby undertake and declare that, if hostel accommodation is allotted, I will abide with all the rules and regulation mentioned in the SOP. If I break any rule mentioned thereof in the SOP, I will be liable for appropriate action.

Signature of Student with date

Name of Student: _____

Address: _____

Mobile Number: _____

Email address: _____

Signature of Parent/Legal guardian with date

Name of Parent/Legal Guardian: _____

Address: _____

Mobile Number: _____

Email address: _____

FEES: To be submitted as Demand Draft Details (DD)

For M.B.B.S. Admission in the year 2021-22
Selected students are instructed to submit the DD as follows
Demand drafts to be drawn from Nationalized banks
(Errors or spelling mistakes in the DD will NOT be accepted)

Fees demand draft In Favor of:

DEAN, GOVT. MEDICAL COLLEGE, AURANGABAD. (Payable at Aurangabad)

Fees	Category	Remarks
Rs. 1,17,260/-	UR /OPEN & Reserve (R) from All India quota.	All outside Maharashtra (OMS) students admitted through AIQ irrespective of category will have to pay complete fees.
Rs. 13,360/-	<p><u>Reserve (Applicable for candidates Only from Maharashtra state)</u></p> <p>Student should submit all category documents for category claim. Undertaking / receipts of proposal submitted to social welfare for category documents will NOT be considered for category documents.</p>	<ul style="list-style-type: none"> All Students of AIQ & State quota, belonging to Maharashtra & from reserve category. It will be compulsory to submit Maharashtra Domicile certificate, Caste certificate, Caste validity & NCL valid up to 31-03-2022 (NCL required for all reserve category students of Maharashtra EXCEPT: SC & ST) for fees claim. Undertaking will NOT be acceptable for Category documents. Refer information brochure of state for further details.
Rs. 65,310/-	<u>EWS (Applicable for candidates Only from Maharashtra state)</u>	<ul style="list-style-type: none"> Must have claimed and allotted EWS category in selection list. EWS certificate (Annexure-A) by Competent Authority issued after 31/03/2021 will be required. Undertaking will NOT be acceptable for EWS certificate.
Rs. 65,310/-	<u>OPEN category Only (Applicable for candidates Only from Maharashtra state - Claiming EBC for fees)</u>	<ul style="list-style-type: none"> Eligible for Student having Parent Income less than 8 Lacs claiming EBC for fees. Income certificate issued by competent authority of financial year 2020-2021 will be compulsory for claim. Undertaking for Income certificate will not be accepted.

Note:

- Please Note cash/cheque/Online transaction will NOT be accepted.**
- Changes in fees structure as per the instructions of state Govt will be applicable from time to time.
- The demand draft will be deposited in the institute account only after cut-off date of admission process.**
- If students are allotted another college in subsequent rounds of All India / state, DD will be refunded back to the student. All such students will be required to pay an amount of **Rs.1500/- cash** (admission cancellation fees) to be paid in cash section of institute & receipt to be deposited in CET CELL.
- If required, further instructions regarding fees will be given during admission process.

Government Medical College, Aurangabad				
Details of Fees for 1 st MBBS For the Year 2021-22				
Sr.NO.	Fees	Open Category	Reserve Category (For Maharashtra students only)	EWS & EBC (For Maharashtra students only) (GR-201805031517347613, dated 03-05-2018)
1	Tuition Fees	103900	0	51950
2	Development Fund	5000	5000	5000
3	Admission Fees	1500	1500	1500
4	Caution Money Deposit (CMD)	3000	3000	3000
5	Library Fees	1000	1000	1000
6	Library Deposit	2000	2000	2000
7	Book Bank Fees	10	10	10
8	Gymkhana	500	500	500
9	Ashvamedha Fees	250	250	250
10	University Development fund	100	100	100
Total (rupees)		1,17,260/-	13,360/-	65,310/-
After allotment of hostel following charges will be applicable				
1	Hostel Deposit (Only once)	1000	1000	1000
2	Hostel Rent (per year)	4000	4000	4000
3	Electricity Charges (per year)	36	36	36

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of Mr/Miss _____ who is desirous of admission to medical MBBS courses.

He/she has not given any personal history of any disease incapacitation him/her to undergo the professional course. Also, on clinical examination it has been found that he/she is medically fit to undergo the MBBS course in the academic Year 2021-22.

1. Absence of any incapacitating and / or progressive systematic
2. disease/disorder/condition.
3. Absence of any disability of upper limb/s.
4. Absence of any major visual/auditory disability,
5. Absence of psychosis/neurosis/mental retardation.
6. Ability to maintain erect posture.
7. Reasonable manual dexterity.

Address of the Registered Medical Practitioner

Signature

Name

Registration No.

Seal of Registered Medical Practitioner

Date:

.....✂✂.....

Note:

- ✓ A candidate must be medically fit to undergo MBBS courses applied for. The medical fitness must be certified by registered medical practitioner in the above prescribed format ONLY.
- ✓ **If the candidate has claimed PWD seat & allotted a PWD seat:** He / She must submit additionally the current academic year RECENT Physical handicapped certificate (PWD) issued by the authorized agencies only as per the instructions of competent authorities of All India/State quota for the current academic year in information brochures/Notifications/Advisory.

SERVICE BOND

To be submitted ONLY after final confirmation of admission/after cut-off date.

Note :

1. It will be the total responsibility of the student to submit the service bond **after final confirmation/Cut-off-date** of admission **within one week**. Non submission of Bond does not mean that you are not bonded. Bond service is mandatory. Any student who are failing to submit the Bond within the stipulated time will not be eligible for appearing the exams & also appropriate action will be initiated by the administration.
 2. **Bond Should be prepared on Rs.500/- Bond paper & Notarized.**
 3. As per Government Resolution (G.R. No. MED 1007/CR-490/07/Ed-2 dated 8th Feb 2008 and any G.R issued in this regard from time to time), candidates joined against the seats of Government/Municipal Corporation colleges for admission to MBBS/BDS Courses either through GOI nominee, All India quota through NEET UG 2020 will be required to sign a bond to serve the Government of Maharashtra or local self-government or Defense services for a period of one year, after the completion of internship, failing which he/she will be required to pay Non Refundable Rs.10,00,000/- (Rupees ten lacs only) for the default as penalty.
 4. Additionally, he/she will be required to sign an undertaking to the effect that he/she will not leave India within a period of five years from the date of obtaining the degree, otherwise he/she will have to pay Non-Refundable Rs. 10,00,000/- (Rs. Ten lacs only) as penalty.
 5. **PENLTY FOR LAPSE OF SEAT (MBBS/BDS COURSE):** As per Government Resolution No. CET 3516/CR 169/Edu-2 dated 13/04/2017, Any candidate responsible for lapse of MBBS/BDS seat will have to pay Non-Refundable a penalty of Rs.10,00,000/- (Rupee Ten Lacs Only). This penalty is applicable to all those candidates who do not join during last round or cancel a seat after last round of admission. This penalty is also applicable to any candidate resigning a seat after cut-off date for MBBS/BDS course or also fails to complete the course, irrespective of admission quota of the candidate.
-

Indemnity Bond to be submitted by the candidates completing MBBS course from Government Aided and Private Unaided Medical Colleges. (For Candidate admitted from academic year 2018 & onwards)

Ref.:- 1. Medical Education and Drugs Department resolution No.MED1016/case No.345/16/Edu, New Mantralaya Mumbai- 400001 Dated 5th Jan.2018.
2. NEET UG Information Brochure of the Academic year 2021-22

Preamble: - The Rule-Bond for Private Unaided MBBS Courses of NEET UG Information Brochure 2018-19 and onwards read as under:

Bond for Private Unaided MBBS Courses: As per Government Resolution No. MED 1016/C.R.345/16/Edu-2 Dated 05/01/2018 (As Per Annexure Q). The Government is providing reimbursement Scholarship to following group of constitutional reserve category candidate(s) admitted in Government Aided/Private Unaided Medical (MBBS) College(s) in the state of Maharashtra.

- The candidate availing reimbursement / scholarship will have to do one-year bond service as medical officer in rural difficult and tribal area of Maharashtra.
- This Bond condition will be applicable from academic year 2018-19 to all such candidate admitted for MBBS course in Government Aided/ Private Unaided Medical college of Maharashtra.
- The Candidate who are not availing reimbursement of fees/ scholarship, the said bond service is not applicable.
- The aforesaid bonded candidate, if fails to comply the bond condition, the he /she will have to return all the amount with interest to the Government of Maharashtra. The condition applicable to bonded candidate passing MBBS from Government Medical college (as mentioned in rule no 14.1) will also to applicable to bonded candidate of Government Aided/ Private Unaided Medical College.
- The allotment of bond service will be implemented by Directorate of Medical Education Research, Mumbai and Directorate of Health Services, Government of Maharashtra.
- The following Government Departments are reimbursing the fee or providing scholarship to respective category of Candidate.

Sr. No.	Department	Category
01	Tribal Welfare Department	Schedule Tribe
02	Social Justice and Special Assistance Department	Schedule Caste
03	Vimukta Jati, Nomadic Tribes, Other Backward Class and Special Backward Class Welfare Department	VJ, NT-1, NT-2, NT-3, SBC and OBC
04	Medical Education & Drug Department	Economically weaker Section

Name of the Student:_____

Admission Year:_____

Name of the College:_____

Form of the bond to be executed for the purpose of compulsory service to the Government after completion of MBBS degree course by a student who is major i.e. above 18 years of age, by a guardian of student who is minor i.e. below 18 year of age. Admitted to the MBBS degree course with two Sureties.

Know all men by these present that I _____
informed to student and father and guardian of student _____
jointly and each of us severally heard and firmly bound by the Governor of Maharashtra exercising the executive referred to as the Government in the sum of amount in Rupees received by candidate through Scholarship/ reimbursement till completion of MBBS Course to be paid to the Government on demand together with interest rate of 15 percent per annum from the date of demand till payment for which payment will and truly to be made. I DO HEREBY JOINTLY and each of us severally, firmly bind ourselves, our sureties, our respective heirs, executors, administrators and legal representative by these presents. Signed this- _____ day of _____ where as the Government aided/ Private Medical college in the state Maharashtra for the Bachelor of Medicine and Surgery Degree course hereinafter referred to as the Health Science course viz (i) Every student admitted shall complete the MBBS Course from the college to which he/she is admitted or from any other Government Aided Medical College/ Private Unaided Medical college in the State of Maharashtra to which he/she might have taken transfer admission.

(ii) and thereafter duly completed the prescribe internship and obtain MBBS degree, (iii) he/she shall if required by the Government of Maharashtra or any Zilla Parishad or any local authority as directed by the State Government for a minimum period of one year on such remuneration as may be prescribed there of or with alternative in the Armed Forces so required or the students so desired serve in the Armed Forces Medical Services in any of the three Defense services in army, Navy or Air Forces Medical services anywhere in India or abroad for a minimum period of one year on such remuneration as has been prescribed there of (iv) he/she shall furnish to the Government a personal security bond in the prescribed form for the sum of amount in Rupees received by candidate through Scholarship/ reimbursement till completion of MBBS course to be executed by the Guardian along with two sureties who have been certified as solvent by any of authorities specified in the said Rules. AND WHEREAS THE STUDENT has been selected for the admission to the MBBS course as from the academic year 20__20__ in the college at _____ (hereinafter referred to as the said college)

NOW THE CONDITION OF THE ABOVE WRITTEN BOND ARE THAT: -

(I) The student shall diligently completed the MBBS course at the said college in the state of Maharashtra and strictly comply with the rules of the said college in the state of Maharashtra which the student thereafter joins on transfer at the end of the 1st year examination and shall be of good conduct and character and attend the college regularly and shall complete the course and thereafter duly pass the prescribed the University examinations for the course and undergo the prescribed internship.

(ii) The student shall on passing the said examination and after undergoing internship for such period and at such institution as may be prescribed, within period of _____-days submit application to the Director of Health Services (hereinafter referred to as DHS). Any time such notice by D.M.E.R./D.H.S. the student shall serve the Government/ Zilla Parishad/ Local Authority/ Central Government Organization located in the State of Maharashtra (Except Defense Services) for one year in such grade as may be prescribed therefore and to the event of the student being called upon to serve the Government /Zilla Parishad/ Local authority/ Central Government Organization located in the State of

Maharashtra (Except Defense services) the student shall appear before the concerned selection board for an interview. If the student is selected by the selection board, he/she serve the Government /Zilla Parishad/ Local authority/Central Government Organization located in the State of Maharashtra (Except Defense services) for a minimum period of one year on such remuneration as may be prescribed in such scale of payment not below that of a class II officer for MBBS graduate in Government Medical Service of the student. If required by the armed forces or he/she desired to serve in the armed forces the tenure of such compulsory service shall not be less than one year.

(iii) The student shall during the period he/she is required to serve under the provision of the Bond, faithfully discharge the duties assigned him/her superiors with the almost diligence and efficiency and be of good conduct and character and observe the rules for the time being in force regulating the conduct or unless duly certified by a competent medical authority absent himself/ herself from his/her duties without obtaining the proper permission of subsequent conformation from Government by its authorized officers.

IR IS HEREBY AGREED AS FOLLOWS: -

(a) In the event of the student committing a breach of any of the above terms and condition the whole of the said sum of amount in Rupees received by candidate through Scholarship/reimbursement till completion of MBBS Course shall become forthwith payable by the students Guardian and either of the sureties jointly and severally and the Government may, without prejudice to any other rights and remedies of the Government recover the same from the students and/ or either of the sureties jointly and serially at the discretion of the Government from cost and / or recurring income and / or arrears of the land revenue and for any immovable property.

(b) In the event of the student committing a breach of any of the above terms and conditions the whole of the said sum of amount in Rupees received by candidate through Scholarship/ reimbursement till completion of MBBS Course shall become forthwith payable by student Guardian and either of the sureties jointly and severely and the Government may without prejudice to any other right and remedies or the Government recover the same from the student and or

either or the sureties jointly and severally at the discretion of the Government from cost or recurring income and /or arrears of the land revenue and any immovable property.

(c) If the student before or after entering into Government service, become ineligible of initial appointment or continuation in Government Services by his own behavior contradictory he/she render himself/himself liable to pay to Government in addition to the said bond amount penalty for breach of agreement as may be decided by the concerned government officer and such amount will be recovered from the student/Guardian/Either of sureties as the absolute discretion of the Government.

(d) It shall not be necessary for the Government to inform any of the students before suing the Guardian or either of the sureties for recovering the amount due hereunder.

(e) The liability of the sureties hereunder or either of them shall not be impaired or discharged by reason of time being granted or any forbearance act or omission on the part of the Government or any person authorized by him, of any indulgence being shown to the student or the guardian or of the happening of any event or circumstance which is law would discharge a surety.

(f) The internship completed certificate will be issued by the Dean, of the College. I KNOW that I have to apply and complete Bond service in State of Maharashtra (Except Defense services) as prescribed in Government resolution Dated 05/01/2018.

(g) Government shall not bear and pay the stamp duty if any on this bond.
IN WITNESS WHERE OF THE ABOVE NAMED.

Name of the students & Address

(Signature of Student)

Sureties

1. Name and Address

Signature

2. Name and Address

Signature

Witness

1. Name and Address

Signature

2. Name and Address

Signature

NOTARY

(Attach the sureties and witness residential proof)



RULES AND REGULATION FOR HOSTEL ACCOMODATION

“Standard Operating Procedure”
Version: 01... 13-1-2022(Pages:1-8)
Govt. Medical College, Aurangabad

Prepared by

Dr Bharat Sonwane
Chief Warden
Govt. Medical College,
Aurangabad (MS)

Dr Mirza Shiraz Baig
Dy Dean (UG & PG)
Govt. Medical College,
Aurangabad (MS)

Approved by

Dean
Govt. Medical College, Aurangabad

These rules shall apply to all inmates (present and future) of the hostels attached to the Govt. Medical College, & Hospital, Aurangabad.

1. ADMISSION TO HOSTEL:

- i) Admission to the hostel shall be limited to the students of MBBS, MD/MS & M.Ch/DM of the Govt. Medical College, & Hospital, Aurangabad. Other courses running in the Institute will not be provided with any hostel facility.
- ii) Those desiring admission to the hostel shall apply in the prescribed form available in the office/ obtainable from the rector.
- iii) Admission to the hostel shall be given based on merit. For MBBS student's preference shall be given to outside students first followed by Local students.
- iv) For PG students, it is compulsory to stay in campus as per NMC Norms. They will be provided with hostel facility within the available resources.

2. ALLOTMENT OF HOSTEL ROOMS:

- i) Getting accommodation in hostels will not be the right of the students. Depending upon the availability of rooms, the student will be allotted accommodation facility on sharing basis either as 1:3, 1:2 or 1:1.
- ii) The allotment in the various rooms shall be distributed under the supervision of warden. No student will be given direct allotment by the office section.
- iii) The students should take possession of the room allotted to them within one week of the allotment failing which their allotment will stand cancelled.
- iv) Students shall occupy the room allotment and they shall not transfer or change their rooms with prior written permission of the warden. Any such adjustments by the students shall be considered as illegal and disciplinary action will be taken against all such cases.

3. Eligibility for continuation of accommodation to the hostel:

- i) Hosteler having two or more attempts will not be considered for hostel continuation of accommodation in the hostel.
- ii) The allotment of rooms rests finally at the Dean's decision who may refuse allotment for a probable reason or may remove any student from the hostel at any times as a disciplinary measure.
- iii) **Any student who is not appearing for exams, have more than 4 attempts throughout the course will be removed from the hostel.**

4. PERIOD OF ALLOTMENT:

- i) The accommodation in the hostel shall be reallocated once a year i.e., every 2 academic terms (1 year).
- ii) **It will be mandatory for all students to follow the reshuffling procedure as and when initiated. The students who are not following the instructions will be removed from the hostel with immediate effect.**
- iii) No one shall imagine that the allotted room will remain with the student till he/she completes the course.
- iv) The reshuffling process of Hostel rooms will be the discretion of warden with approval of Dean.

5. PAYMENT OF RENT / CHARGES:

- i) All the students residing in the hostel shall pay the rent of the room and other charges for extra amenities such as Mess deposit, etc.
- ii) Yearly hostel fees shall be paid by the student within the stipulated period. No separate notice will be issued by the institute for paying the hostel fees.
- iii) Any student not paying the regular hostel fees irrespective of reasons will not be allowed to stay in the hostel and all such students will be considered as defaulters.
- iv) For appearing every exam, the student shall obtain NOC from fees section regarding the hostel fees. Those having pending dues will not be allowed to sit in exams till the dues are cleared. Any academic loss due to this action will be the responsibility of student.

6. POSSESSION OF THE ROOMS, FURNITURE AND FIXTURES ETC:

- i) On taking possession of the room the student will make a list of the items (cot, table, chair, cupboard, rack, fan etc.) present in his/her room and submit it to the warden within 10 days of the final allotment for the term.
- ii) At the time of vacating the room the warden will verify the list again present in the room. There will be recovery from the student for the item which is found short/less or damaged.

7. PERMISSION FOR STAYING OUTSIDE:

- i) The main gate of the hostel will be closed at 10.00 pm for boys' hostel & 9:00 PM for Girl's hostel and open at 6.30 am.
- ii) If a student of the hostel wants to stay out of the hostel at night, he must obtain written prior permission from the warden/rector.
- iii) Any student not taking permission to note that, this will be informed to your parents immediately and the institute will not be responsible for issues arising thereof. Moreover, in such case the Institute will take immediate action for breaking the pre-defined

rule. The student will be debarred temporarily for minimum 5 to maximum 15 days. No communications in this regard will be considered for reply/action by the office.

- iv) Breaking the rule again will lead to permanent removal from Hostel.

8. MEDICAL AID:

- i) All case of sickness shall be immediately reported to the warden by the student himself/herself, if possible, otherwise by the room partner or any student who may have become cognizant of the fact. On receipt of such information administration shall take appropriate action.
- ii) The information of illness should also be given to parents immediately by student/Room Partner. The parents or local guardians should come urgently take their ward's care.
- iii) Parents should regularly be in touch with their health status/issues. If a student/Parent is hiding any information of health issues & health problems, they will be fully responsible for any issues arising because of hiding information. The administration will initiate appropriate action against such student/Parents/Guardian for not giving/hiding the important information regarding health issues.

9. CANCELLATION OF ALLOTMENT:

A student residing in the hostel shall be liable to vacate his/her allotment in the hostel in the following circumstances:

- i) If he/she fail to take possession and occupy the room within seven days of allotment.
- ii) If he/she does not pay his/her hostel fees as specified form the Govt. from time to time.
- iii) If he/she is found guilty of gross indiscipline / misbehaviour / Unlawful activities. The decision of warden in such cases will be full and final.
- iv) If a student because of illness is unable to take themselves or is mentally unstable or may cause harm to oneself or others.

10. GENERAL TERMS AND CONDITIONS:

- A. The students should not as far as possible keep valuable especially laptops and mobiles in their rooms since the administration cannot take responsibility for the safely of their belongings. Students are also advised not to keep the cash more than the barest minimum. In case their personal valuables are stolen, damaged or misused in any manner the administration will not be responsible for the same.
- B. The hostel is strictly meant for students (MBBS/MD-MS/DM-M.Ch) of GMC, Aurangabad. No outsider/other person/parents/relatives will be allowed to stay in the hostel under any circumstances including emergency. Any student breaking this rule will be immediately dismissed

from the hostel without any chance of giving explanation. Such activity will be considered as unlawful and further appropriate action will be initiated against such students. The decision of Warden in this regard will be full and final.

- C. Visitors will be allowed to meet the hostelers in the common meeting hall within the allotted timelines.
- D. The hosteler will take care to all facilities provided with the rooms. Shall switch off lights, fan etc. when not in use.
- E. Hosteler shall not interfere/temper with any electric fittings/switchboard, etc. provided in the hostel. Every room has limited facility of electrical supply, additional electricity appliances if installed by the students will increase the load of electricity and may trigger short circuit. If this happens and it leads to damage to Govt property, immediate legal action will be initiated against such students including permanently removing from hostels. **Personal Refrigeration, TV, Air conditioners (AC)/Induction cookers/water Heaters/other electronic devices are strictly prohibited in the hostel rooms/Corridors.**
Using electrical extension cords of any type leading to increase in load on an electric point is prohibited.
- F. The hosteler shall maintain utmost cleanliness of the hostel rooms and corridors. He/she shall not use corridor and wash basins for cleaning utensils and shall dispose of any waste in a decent manner by using dustbins provided for the purpose. Action will be initiated if irregular activities are captured.
- G. Defacing walls fixtures or furniture is strictly prohibited. For any damages, it will be penalised at the expenses of the occupants of the rooms.
- H. No drying of clothes will be permitted on the verandas or corridors.
- I. Students should maintain the discipline and peace in the hostel. Any activity causing disturbances to the inmates of the hostel should be avoided and is strictly prohibited in the hostel. Disturbance / nuisance / Playing DJ / Loud music in any form will be dealt seriously and those involved will permanently be debarred from the hostel. Depending on the situations if required even suspension / rustication from the college / Lawful action as may be applicable will be initiated by the administration.
- J. Midnight parties /Gathering /New-year celebrations/ get-together/ any other celebrations is strictly prohibited in the hostel rooms and premises.
- K. Students are Strictly not allowed to go to the terrace of hostel for any reason.

- L. Smoking/consumption of alcoholic drinks/use of prohibited narcotic substances within the hostel rooms/ premises is strictly forbidden and prohibited. Any student found in an inebriated state or in possession of alcohol and narcotics will be immediately suspended/rusticated from the hostel and college. Moreover He/she will be facing lawful action also.
- M. Ragging in any form is strictly prohibited. Any student found guilty of ragging will face punishments as per the NMC guidelines and amendments issued from time to time.
- N. The student should submit problems if any regarding hostel in writing to the Hostel Warden.
- O. Motor bikes/cars are not permitted in the hostel premises. Students can use them at their own risk. Any damage/loss of the vehicle is not the responsibility of administration. Parking of vehicles inside hostel building/Corridors/Rooms is strictly prohibited. Parking should be done outside hostel at owners own risk.
- P. The students of hostel will have to do entries in the register before leaving the hostel or going to hometown. Again, entry shall be done after coming back from leave.
- Q. If a hosteler is leaving the hostel without initiation /permissions will have to face the punishments as may be applicable. If the rooms are found locked for more than 2 months, the said room(s) shall be opened following the legal procedure without intimation to the student.
- R. Once you are allotted hostel, all students to note that, without necessary permissions of Dean (applied through proper channel), the student(s) shall not plan any activities in hostel or hostel premises / Local or outside Trips / gatherings in hostel / New year celebrations / other celebrations of any kind involving other hostelers either by force or choice. Any activities leading to disturbances to other hostel inmates will be strictly prohibited and if notified to concerned authorities, it will be dealt seriously. All students involved in such unwarranted activities will be immediately debarred from the hostel. Moreover, any legalities arising because of such activities of the students, the onus of responsibility and legal proceeding will be the responsibility of student(s).

S. All students shall compulsorily follow security check(s) by appointed security personnel / Wardens /Assistant wardens / any authorised person by Dean (if required)

ADDITIONS/AMENDMENTS: The administration shall reserve the right to modify or delete the rules as deemed fit from time to time.

11. PUNISHMENT:

If any of the rules started above are violated by any student or students and if any act against the interest of the property or inmates is resorted to, the student or students concerned shall be fined, suspended, rusticated and or dismissed by the Dean at his/her discretion.

Following disciplinary actions will be taken against the offence specified:

Particulars	Action
Submitting false documents	Blacklisted, non-eligible in future, handing over the student to the police
Non-payment of fees	Cancelling the allotment.
Physical aggression/ any type of violence.	Suspension for one month or more as per the decision of warden.
Smoking, use of alcohol and narcotic prohibited substances.	Permanent expulsion from the hostel, Expulsion from the college.
Stealing	Permanent expulsion from the hotel.
Midnight parties /Gathering /New-year celebrations/ get-together/ any other celebrations, etc.	Suspension for one month or more as per the decision of warden. Compulsory fine of Rs. 2000/- per person involved in the activity.
Hosting an outsider / parents / relatives / any other person, etc (As per Clause.No.2 in General terms)	Permanent Expulsion from hostel.
Mutual exchange of room	Permanent expulsion / temporary Expulsion for a term or more as per the decision of warden.
Ragging (As per NMC Guidelines)	Appropriate action as per the clauses of NMC norms.
Personal Refrigeration, TV, Air conditioners (AC) / Induction cookers / water Heaters / other electronic devices are strictly prohibited in the hostel rooms/Corridors.	Expulsion from hotel for 2 terms or more as per the decision of warden. Additional charges will be levied against student after enquiry.

Wish you all a happy and peaceful stay at Hostels of GMC, Aurangabad

**DEAN
Govt. Medical College
Aurangabad (MS)**

DECLARATION : BY STUDENT & PARENTS

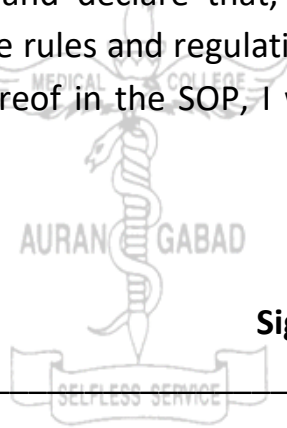
HOSTEL FACILITY (If applied/allotted)

I, _____ is admitted for _____ course in the academic year _____ at Govt. Medical College, Aurangabad (Maharashtra).

I and my parents/Legal guardian have gone through the SOP for hostel accommodation given in the admission manual at the time of Joining. We have clearly understood all rules and regulations mentioned in SOP.

I hereby declare that I am suffering from _____ disease(s) and on treatment. I am receiving following _____ drugs for my disease element since _____ days/Months/Years. I also declare that I am not hiding any information related to my health issues.

We, hereby undertake and declare that, if hostel accommodation is allotted, I will abide with all the rules and regulation mentioned in the SOP. If I break any rule mentioned thereof in the SOP, I will be liable for appropriate action.



Signature of Student with date

Name of Student: _____

Address: _____

Mobile Number: _____

Email address: _____

Signature of Parent/Legal guardian with date

Name of Parent/Legal Guardian: _____

Address: _____

Mobile Number: _____

Email address: _____