

GOVT. MEDICAL COLLEGE
Chhatrapati Sambhajnagar (AURANGABAD)
Maharashtra State

Instruction manual for MBBS Admission process



WELCOME

The call will be attended only for any query related to the admission process from 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(CET CELL)

All students should regularly refer MCC website for AIQ quota and the state commissioner's website for state quota admissions and get acquainted regarding rounds, Notifications, Information brochures, information bulletin, FAQs etc.

No guidance related to further rounds will be done at the institute level. The institute is only responsible for admissions.

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 Chhatrapati Sambhajanagar (MS)
(All India Quota/ State Quota)

All the selected students of NEET-UG-25 at Govt. Medical College, Chhatrapati Sambhajanagar (Aurangabad) Maharashtra State should follow the following instructions and report with all details required for admission.

Download & print this PDF file. READ CAREFULLY ALL DETAILS

1. Students should report personally for admission/ cancellation in case of upgradation. PROXY (anyone on behalf of student) will NOT be allowed for admission process/Cancellation of admission.
2. Print and fill 2 copies of the Application Form.
3. Print and fill 2 copies Holding Certificate.
4. Print and fill 2 copy of the Candidate information.
5. Print and fill 2 copies of the Admission Office Order.
6. Print and fill 1 copy of Medical Fitness in the prescribed format ONLY.
7. Print and fill out 1 copy of the Declaration: Attendance, fees & restriction of campus activities.
8. Print and fill in the 2 copies of Declaration by Student & Parents (Hostel accommodation).
9. All **original documents** enlisted in the holding certificate will be compulsorily required for admission. Additionally, student should submit **2sets of SELF ATTESTED Xerox/photocopies** of all original documents.
10. All original Documents **INDIVIDUALLY SCANED in PDF format only** will be compulsorily required during admission. Student should scan document properly through computer scanner (Size 500 kb only). **Please do not use mobile scanner for scanning documents.** Individual Original Documents should be scanned and renamed appropriately.
e.g. SSC/10th certificate after scanning should be renamed as **SSC/10th - 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. Submit Recent Passport size photos (5 copies)
14. **Kindly note.... Admission Process requires verification and approval. A student will be given Joining letters urgently. The office may require 2-3 days to complete the process.**

15. 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 Information Brochure issued by state commissioner & admission regulating authority official website www.mahacet.org and check details under Medical Education section
16. For Service Bond & Penalty read NEET-UG-2025 Information brochure as and when available on and check details on www.mahacet.org and under Medical Education section
17. The institute is responsible for only the 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 brochures/Notifications/Advisory issued by different agencies on official websites. Please don't contact the institute admission cell of institute for any such information.
18. During the admission process students & parents are advised to strictly maintain social distancing, wear mask. ONLY 1 Parent/relative will be allowed during the admission process. Any student/Parent found breaking these rules will be liable for immediate action by the admission cell authorities. **Please carry COVID-19 vaccination status.**
19. **Students are strictly advised NOT TO EDIT ANY FORMATS. All formats should be filled in by the student in his/her own handwriting.**
20. **Kindly Note: Other websites (Govt/Private) are NOT ALLOWED to display or copy this information on their personal websites. All Candidates to note, Govt. Medical College, Chhatrapati Sambhajanagar (Aurangabad) MS has NOT appointed any agency (Govt/Private) for admission process / Facilitation or guidance center.**
21. **Submit Original+ 2 sets of attested documents in a simple button file folder as below: On the folder Write your Name, Category, admission Quota & Mobile Number with a thick permanent marker.**



Sd/-
DEAN
Govt. Medical College,
Chhatrapati Sambhajanagar

All students reporting for admissions at Govt. Medical College, Chhatrapati Sambhajanagar (MS) Shall fill the Google form during reporting to the college...

This is **COMPULSORY** Click the Link and fill in the Information.

<https://forms.gle/SQG51CPWg4UKDcLZ7>

Application Form

Recent
Passport size
Photograph

Student's Name: _____

Address (In Capital): _____

Mobile No Student _____

Mobile No. Parent _____

Email ID Student _____

Email ID Parents _____

To,
The Dean,
Govt. Medical College, Chhatrapati
Sambhajinagar.(MS)

Sub: - Joining the 1st MBBS Course at Govt. Medical College,
Chhatrapati Sambhajinagar (M.S.)

Ref:- Selection letter/Allotment Letter/List by MCC/State

R/Sir,

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

Kindly get me joined as 1st MBBS student for the Academic Year 2025-2026.

Thanking you.

Yours faithfully,

Signature of candidate

(Name: _____)

	महाराष्ट्र शासन GOVT. MEDICAL COLLEGE, CHHATRAPATI SAMBHAJINAGAR. शासकीय वैद्यकीय महाविद्यालय, छत्रपती संभाजीनगर. Website: www.gmcaurangabad.com	

No.GMCCS/ACAD/UG-Admission 25-26 / /2025 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
 2025-26 at Govt. Medical College, Chhatrapati Sambhajinagar (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 the 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 (xerox)	
2	Domicile Certificate	
3	Aadhar Card (Xerox)	
4	SSC (10th) Passing Certificate	
5	HSC (10+2) Mark sheet	
6	HSC (10+2) Passing Certificate	
7	Admit card: NEET-UG-2025 issued by NTA	
8	Result: NEET-UG-2025 issued by NTA	
9	Proof of identity (PAN/ Driving License/ Passport)-Photocopy	
10	Provisional allotment letter generated online (for AI students). For state quota candidates, the Allotment letter / Selection list page.	
11	Caste Certificate (if applicable)	
12	Caste Validity Certificate (if applicable) For outside Maharashtra students (OMS) Letter from the magistrate that your state does not issue a caste validity certificate will be compulsory.	
13	Non-Creamy Layer Certificate... Valid up to 31/03/2026 (if applicable)	
14	EWS certificate (Annexure-A) by Competent Authority issued for 2025-2026 (If applicable)	
15	School Leaving OR Transfer Certificate	
16	Defence claim(D1/D2/D3): All certificates as per NEET-UG-2025 Information Brochure...(For State quota students only)	
17	PWD Certificate from Authorized Medical boards only.... (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 the competent authority of the financial year 2024-2025 (For Maharashtra candidates only- Claiming EBC for fees)	
22	Migration Certificate for outside Maharashtra state (OMS) candidates and 12 th CBSE board Maharashtra state students only	
23	Self-Education Gap Certificate (Affidavit on Rs.100/- Bond)..if applicable	
24	Orphan Certificate	
24	Hostel accommodation & Other declaration formats (compulsory for all)	
Fees Demand draft:		
D.D. No: _____ of Rs. _____ Dt. ____ / ____ /2025		
Original Document & Xerox set to be prepared exactly as per the above sequence.		

STUDENT INFORMATION
GOVT.MEDICAL COLLEGE, CHHATRAPATI
SAMBHAJINAGAR 431 001
ADMISSION FOR THE YEAR 2025-26

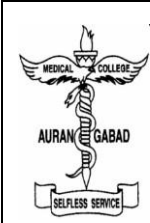
RECENT
PAN SIZE
PHOTO

1	Name of the Student as mentioned on HSCMark sheet (in Capital)	
	Guardian / Father's Full Name	
	Name of Mother	
	Full Name of the Candidate in Devanagari (Marathi/Hindi)	
2	Complete Residential Address with PIN code	
	Mobile No. of Student	
	Mobile No. of Parent	
3	E-mail Address of the Student	
	E-mail Address of the 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-2025 Roll No.	
E	NEET-UG-2025 Marks	/720
F	NEET-UG-2025 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 the Maharashtra University of Health Sciences eligibility form.Date: / /2025

Place: Chhatrapati Sambhajanagar

Signature of Candidate



महाराष्ट्र शासन
GOVT. MEDICAL COLLEGE, CHHATRAPATI SAMBHAJINAGAR.
शासकीय वैद्यकीय महाविद्यालय, छत्रपती संभाजीनगर.
Website: www.gmcaurangabad.com

No.GMCCS/ACAD/

/2025

Date:-

OFFICE ORDER

Sub: - Admission to 1st MBBS Course for the year 2025-26 Govt.
Medical College, Chhatrapati Sambhajinagar(MS)

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

With reference to the above-cited subject, you are **provisionally admitted** to the 1st-year MBBS course on / /2025 at Govt. Medical College, Chhatrapati Sambhajinagar for the year 2025-26. Your admission is subject to the following conditions:

1. You will have to pay the complete prescribed fees (Demands Draft only) during admission. Every year, it will be the Direct responsibility of the student to pay the yearly fees, Hostel Fees, etc. No reminder will be given to the student from the office regarding paying yearly fees. Any student not paying the yearly fees and dues on time will not be allowed to appear in the University examination.
2. Your admission is provisional & subject to final confirmation of eligibility from Maharashtra University of Health Sciences, Nashik.
3. Academic sessions for MBBS Courses will start as per NMC Notification. Students are advised to check NMC website.

DEAN
Govt. Medical College,
Chhatrapati Sambhajinagar (MS)

To,

Name of Students.....

Copy to : Dept./Accounts/Warden/others...

ANNEXURE - H

MEDICAL FITNESS

A candidate must be medically fit to undergo the professional course applied for. The medical fitness must be certified by a Registered Medical Practitioner in the prescribed proforma, as given below on a **Letterhead** or on this format with original seal and signature.

CERTIFICATE OF MEDICAL FITNESS	
<p>This is to certify that I have conducted clinical examination of Mr./Ms who is desirous of admission to Health Science Courses.</p> <p>He/she has not given any personal history of any disease incapacitating him/her to undergo the professional course. Also, on clinical examination it has been found that he/she is medically fit to undergo the professional course.</p> <p>Certified that he/she fulfills the following criteria.</p> <ol style="list-style-type: none"> (1) Absence of any incapacitating and /or progressive systemic disease/disorder/condition, (2) Absence of any disability of upper limb/s. (3) Absence of any major visual/ auditory disability. (4) Absence of psychosis/neurosis/mental retardation, (5) Ability to maintain erect posture, (6) Reasonable manual dexterity. <p>Though, following deviations have been revealed, in my opinion, these are not impediments to pursue a career as a Medical / Dental / Ayurved / Homeopathy / Unani / Occupational Therapy / Physiotherapy / Audiology & Speech, Language Pathology / Prosthetics & Orthotics / BSc Nursing. (Strike, which is not applicable):</p> <p>1.</p> <p>2.</p> <p>3.</p>	
Address of the Registered Medical Practitioner Date :	Signature
	Name
	Registration No.
	Seal of Registered Medical Practitioner

.....&&.....

Note:

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

DECLARATION: BY STUDENT & PARENTS

Regarding Attendance, fees & In Campus activities

I hereby declare and undertake that, as per Maharashtra University of Health Sciences, Nashik, I am required to Complete Minimum Attendance in Theory (75%) and Practical's-/ Clinics (80%) & Other compulsory assignments otherwise I will not be allowed/will not be eligible to appear in the University exams.

It will be my direct responsibility to pay the yearly fees, Hostel Fees, etc. in every financial year in the first week of April. I am being informed that No reminder will be given to the student from the office for paying yearly fees and other dues. **It is made clear that Fees should be paid as total fees. The dean or institute is not permitted to take installments of fees. If I am not able to pay the yearly fees and dues on time, I will not be allowed to appear for the University examinations and I will be responsible for the same.**

I further declare that, once I Joined as a student in this College, I will not participate in any activities outside campus, like sports, or cultural events, or leave the campus for any events/participation within the city or outside cities without official Permission from the Head of the Institute. **Any issues arising from such activities of the student without prior permission, the institute will not be responsible for the same and immediate action/Legal action will be initiated by the institute against me.**

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: _____

DECLARATION: BY STUDENT & PARENTS for HOSTEL FACILITY

(To be filled Compulsory by all students irrespective of hostel allotments)

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

We have gone through the **SOP for hostel accommodation** given in the admission Instructional manual by the institute at the time of Joining. We have clearly understood all the rules and regulations mentioned in SOP.

I (student) 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. (Put NA in fill in the blanks in case this para is not applicable)

I and my parents/Legal guardian, hereby undertake and declare that, if hostel accommodation is allotted on my request, I will abide by all the rules and regulations mentioned in the SOP for hostel accommodation. If I break any rule mentioned thereof in the SOP, I will be liable for appropriate action as per rules.

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 2025-26
Selected students are instructed to submit the DD as follows
Demand drafts to be drawn from Nationalized banks.

Fees demand draft In Favor of: Print/mention the Details on DD exactly as mentioned below without any spelling mistakes...(Errors or spelling mistakes in the DD will NOT be accepted)

“DEAN, GOVT. MEDICAL COLLEGE, Chhatrapati Sambhajinagar” (Payable at Chhatrapati Sambhajinagar)

Fees	Category	Remarks
Rs.1,65,740/-	<ul style="list-style-type: none"> AIQ: UR & Reserve (R) Sate Quota: UR (Open) & All students who are not entitled for EBC. 	All outside Maharashtra (OMS) students admitted through AIQ irrespective of category will have to pay FULL fees.
Rs. 13,640/-	<p>Reserve <u>(Applicable for candidates Onlyfrom Maharashtra state)</u></p> <p>Student should submit all required category documents as per information brochure for reservecategory fees claim.</p>	<ul style="list-style-type: none"> Only for Students of AIQ & State quota, <u>belonging to Maharashtra & from reserve category having all category documents as per information brochure</u> It will be compulsory to submit Maharashtra Domicile certificate, Castecertificate, Caste validity & NCL valid up to 31-03-2026 (NCL required for all reserve category students EXCEPT SC & ST) of Maharashtra Undertaking / receipts of proposal submitted to social welfare for required category documents <u>will NOT be considered for category Claim.</u>
Rs. 13,640/-	<p><u>For Girls Only</u> (Applicable for Maharashtra Domicile Candidates only) Students should submit all required category documents as per the information brochure for reserve category fees claim. (As per GR Dated 8-7-2024, 197-2024 and instructions Issued by Commissioner DMER on 23/08/2024)</p>	<ul style="list-style-type: none"> Eligible for Girls Students having Parent Income less than 8 lacs. The income certificate issued by the competent authority for the financial year 2024-25 will be compulsory for this claim, if not submitted then a candidate must pay full fees at the time of admission. Any undertaking for Income certificate will not be accepted.
Rs. 89,690/-	<p>EWS <u>(Applicable for candidates Onlyfrom Maharashtra state)</u></p>	<ul style="list-style-type: none"> Must have claimed and allotted EWS category in selection list. EWS certificate (Annexure-A) by Competent Authority issued for 2025- 2026 Income certificate issued by the competent authority for the financial year 2024-2025 will be compulsory for a claim. Undertaking will NOT be acceptable for EWS certificate.
Rs. 89,690/-	<p>OPEN category Only (Applicable for candidates Only from Maharashtra state - ClaimingEBC for fees)</p>	<ul style="list-style-type: none"> Eligible for Students having Parent Income less than 8 Lacs and claiming EBC. Income certificate issued by the competent authority for the financial year 2024-2025 will be compulsory for EBC claim, if not submitted then a candidate has to pay full fees at the time of admission. <u>Any Undertaking for Income certificate will not be accepted.</u>

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.
- 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.
- The demand draft will be deposited in the institute account only after cut-off date of admission process.**

Government Medical College, Chhatrapati Sambhajanagar					
Details of Fees for 1 st MBBS For the Year 2025-26					
Sr.NO.	Fees	Open Category	Reserve Category (For Maharashtra students only)	EWS & EBC (For Maharashtra students only) (GR-201805031517347613, dated 03-05-2018)	Girl's (For Maharashtra state Domicile Only) (As per GR Dated 8-7-2024, 19-7-2024 and instructions Issued by Commissioner DMER on 23/08/2024)
1	Tuition Fees	152100	0	76050	0
2	Development Fund	5000	5000	5000	5000
3	Admission Fees	1500	1500	1500	1500
4	Caution Money Deposit (CMD)	3000	3000	3000	3000
5	Library Fees	1000	1000	1000	1000
6	Library Deposit	2000	2000	2000	2000
7	Book Bank Fees	10	10	10	10
8	Gymkhana	500	500	500	500
9	Ashvamedha Fees	530	530	530	530
10	University Development fund	100	100	100	100
Total (rupees)		1,65,740/-	13,640/-	89,690/-	13,640/-
After allotment of hostel following charges will be applicable					
1	Hostel Deposit (Only once)	1000	1000	1000	1000
2	Hostel Rent (per year)	4000	4000	4000	4000
3	Electricity Charges (per year)	36	36	36	36

COMPULSORY SOCIAL RESPONSIBILITY (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 month.** Non submission of Bond does not mean that you are not bonded. **Bond service (Social responsibility service) is mandatory.** Any student who fails to submit the Bond within the stipulated time will not be eligible for appearing the University exams & also appropriate action will be initiated by the administration.
 2. **Bond Should be prepared on Rs.500/- Bond paper & Notarized.**
 3. **COMPULSORY SOCIAL RESPONSIBILITY SERVICE:** Refer NEET-UG-2023 Information Brochure (State), Page No.58, Clause 15.1 As per Government Resolution (G.R. No. MED 1007/C.R.490/07/Edu-2 dated 8th Feb 2008, G.R. No. MED 1021/C.R.128/21/Edu-2, dated 13th June 2022 Annexure – “Q”, and any other 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 and State quota through NEET UG 2023 onwards will be required to sign a social responsibility service to compulsorily serve the Government of Maharashtra or local self-government or Defense services for a period of one year, after the completion of internship.
 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.**
-

(Form of the bond to be executed for the purpose of Compulsory Social Responsibility Service to the Government after completion of MBBS degree course by a student who is major i.e. above 18 years of age or by a parent/guardian of the student who is minor i.e. below 18 years of age)

Indemnity Bond

Name of Student :-----

Admission Year : -----

Name of the College : **Government Medical college, Chhatrapati Sambhajinagar.**

Know all men by these present that Dean of Government Medical college, Chhatrapati Sambhajinagar has informed to the student and parent(s)/guardian of the student: -----(Name of the Student)about details of the terms and conditions of the Compulsory Social Responsibility Service as prescribed by the various Government Resolutions/ Orders/Notifications from time to time like:

- (i) Every admitted student should complete the MBBS Course from the college to which he/she is admitted or from any other Government/Corporation/Private Medical College in the state of Maharashtra to which he/she might have taken transfer after Ist MBBS.
- (ii) And thereafter should complete the prescribed internship and be eligible to obtain MBBS degree.
- (iii) He/she shall, if required by Government of Maharashtra, serve the Government or any Zilla Parishad or any local authority as directed by Government of Maharashtra for a minimum period of one year, on such remuneration as may be prescribed thereof by Government of Maharashtra. Alternatively, he/she, if required by the armed forces, shall serve in the Armed Forces Medical Services in any of the three Defence Services in Army, Navy or Air Forces Medical services anywhere in Indian or abroad for the minimum period of one year on such remuneration as has been prescribed thereof.
- (iv) He/she shall furnish the government a personal security bond in the prescribed form mentioning the conditions prescribed by the Government of Maharashtra to be executed by the student and if the student is below the age of 18 years, also duly executed by the Parent/Guardian.

AND WHEREAS THE STUDENT has been selected for the admission in MBBS Course for the academic year 2023-24 in the college at Government Medical college, Aurangabad. (hereinafter to as the said college).

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

- (I) The student shall, diligently prosecute and complete the MBBS course from the college to which he/she is admitted or from any other Government/ Corporation/Private Medical college in the state of Maharashtra to which he/she might have taken transfer after 1st MBBS. He/she shall strictly comply with the rules of the said college in the state of Maharashtra 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 examination for the course and undergo the prescribed internship.
- (II) The student shall, on successful completion of the prescribed internship, apply to the designated authority/authorities prescribed by the Government of Maharashtra, in the manner as prescribed within the period of thirty (30) days after successful completion of the prescribed internship. After recommendation/appointment/allotment by any of the designated authority/ appointing authority, the student shall serve in the capacity as specified in the recommendation letter/appointment order/ allotment order, for one year on such remuneration as may be prescribed thereof. The tenure of such service shall be of one year. This period shall not include unauthorized absence or any kind of leave without pay.
- (III) The student is required to serve under the provision of the bond, faithfully discharge the duties assigned to him/her by superiors with the utmost diligence and efficiency and be of good conduct and character and observe the rules for the time being in force, regulating the conduct.

- (IV) The student shall not be eligible for admission to any post-graduate course unless he/she completes the required Compulsory Social Responsibility Service as prescribed by the Government of Maharashtra from time to time.

IT IS HEREBY AGREED AS FOLLOWS:-

- (a) The student shall be handed over his/her original documents deposited with the college and other relevant original documents, only after successful completion of the Compulsory Social Responsibility Service without committing a breach of any of the above terms and conditions.
- (b) In the event of the student committing a breach of any of the above terms and conditions, his/her Maharashtra Medical Council registration shall be cancelled, or he/she will not be able to renew his/her Maharashtra Medical Council registration.
- (c) It shall be not be necessary for the Government to inform any of the students before taking any action in the event of the student committing a breach of any of the above terms and conditions.
- (d) If the student, after passing final examination and completing the prescribed term of internship as aforesaid, is desirous of joining Armed forces Medical service in any branch of the Defence Services in Army, Navy & Air Force anywhere in India or abroad shall make application in writing to DMER/ for exempting him/her from the condition of the Compulsory Social Responsibility Service. However his/her Compulsory Social Responsibility Service shall not be considered as completed unless he/she produces a documentary evidence of completing One year of service in the Armed forces Medical service.

Name of the Student :----- Signature with date
Aadhar No :-----
Address :-----

Affix latest
passport
size
photograph

Name of the parent/guardian :----- Signature with date
Aadhar No :-----
Address :-----

Affix latest
passport
size
photograph

Witness 1:

Name of the witness :----- Signature with date
Aadhar no :-----
Address :-----

Affix latest
passport
size
photograph

Witness 2:

Name of the witness :----- Signature with date
Aadhar no :-----
Address :-----

Affix latest
passport
size
photograph

NOTARY

Undertaking

(for Govt./Corporation Medical Colleges Only)

Name of the student :-----

Admission Year :-----

Name of the College :- **Government Medical college, Chhatrapati Sambhajanagar.**

I, hereby agree to give an undertaking as prescribed by Government of Maharashtra as per admission rule to the effect that if I go abroad within a period five years after completion of the MBBS course, I shall reimburse an amount of Rs.10,00,000/- (Rupees Ten Lakh Only) towards the expenditure incurred by Government on my Education.

Signed and delivered by:

IN WITNESS WHERE OF THE ABOVE NAMED

Name of the student and address

Signature with Date

Affix latest
passport
size
photograph

Sureties,

1. Signature, Name and Address (attach ID/residential proof)	Affix latest passport size photograph	2. Signature, Name and Address (attach ID/residential proof)	Affix latest passport size photograph

Witness,

1. Signature, Name and Address (attach ID/residential proof)	Affix latest passport size photograph	2. Signature, Name and Address (attach ID/residential proof)	Affix latest passport size photograph

NOTARY



RULES AND REGULATION FOR HOSTEL ACCOMODATION

**“Standard Operating Procedure”
Version: 01, Dated: 13-1-2022
Govt. Medical College, Chhatrapati
Sambhajinagar**

**Prepared by
Dr Mirza Shiraz Baig
Dy. Dean**

**Dr Bharat Sonwane
Chief Warden**

**Approved by
Dean
GMC, Chhatrapati Sambhajinagar (MS)**

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, Chhatrapati Sambhajinagar. 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 the campus as per NMC Norms. They will be provided with a 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 more than three 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.

4. PERIOD OF HOSTEL ROOM ALLOTMENT (only for UG)

- 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 a case the Institute will take immediate action for breaking the pre-defined rule. The student will be debarred temporarily for a minimum of 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 cases 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 the 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 to 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 students/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 fails 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 / misbehavior/ 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 laptops and mobiles in their rooms since the administration cannot take responsibility for the safety 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 an explanation. Such activity will be considered unlawful and further appropriate action will be initiated against such students. The decision of the Warden in this regard will be full and final.
- C. Visitors will be allowed to meet the hostellers in the common meeting hall within the allotted timelines.
- D. The hosteler will take care of 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 an 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 damage, it will be penalized at the expense of the occupants of the rooms.
- H. No drying of clothes will be permitted on the verandas or corridors, hostel terrace.
Students will not be allowed to go on hostel terraces.
- 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 debarred from the hostel. Depending on the situation, 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 punishment 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 owner's own risk.
- P. The students of the 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 with 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 authorized 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, Chhatrapati Sambhajinagar

DEAN
Govt. Medical College Chh. Sambhajinagar (MS)

DECLARATION: BY STUDENT & PARENTS for HOSTEL FACILITY
(To be filled Compulsory by all students irrespective of hostel allotments)

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

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 the 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. ***(Put NA in fill in the blanks in case this para is not applicable)***

I and my parents/Legal guardian, hereby undertake and declare that, if hostel accommodation is allotted on my request, I will abide by all the rules and regulations 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: _____

----- END of Hostel SOP-----