

## **Guidelines for Reporting at AIIMS Bathinda for MBBS Admission-2026**

Please read the instructions provided by Medical Counselling Committee (MCC), regarding the process of reporting and taking admission from the website of MCC. As per the MCC schedule you are required to report at AIIMS, Bathinda to complete the process of Admission for MBBS Course.

All candidates should report as per below mentioned timeline:

| Date                      | Time                                |
|---------------------------|-------------------------------------|
| As per Instruction of MCC | 9.00 AM to 4.00 PM (Monday-Friday)  |
|                           | 9:00 AM to 1 PM (Saturday)          |
|                           | <b>(Except Sunday and Holidays)</b> |

Candidates should report to **Dean Office, Admin Block, AIIMS Bathinda** as per date and time specified above. In our endeavor to ensure smooth conduct of admission process at AIIMS, Bathinda, it is advised that the student must read the following instructions carefully before Admission.

## **MANDATORY REQUIREMENT OF DOCUMENTS (IN ORIGINAL) DURING ADMISSION**

- Admit Card** of Exam issued by NTA
- NEET/NTA Scorecard – original print (not photocopy)**
- Provisional Allotment Letter** issued by MCC.
- Date of birth Certificate** OR high school / higher secondary Board examination pass certificate showing date of birth.
- Identity Proof (Aadhar card/Election card/Passport or any other identity proof)** issued by the government of India
- Certificate of 10<sup>th</sup> Examination**
- Certificate of having passed the 10+2 examination** showing the subjects in the examination.
- Mark sheet of 10+2 examination** issued by the Board from which the candidate passed.
- Migration certificate** from the University/Board last attended
- Online generated **Relieving letter** (through MCC portal) from the institute/college admitted to, in the 1<sup>st</sup> round of counselling (If applicable)
- Caste Certificate** showing that you belong to **Schedule Caste/ Scheduled Tribe/ OBC**



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA**  
ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ  
**An Autonomous Institute under PMSSY, MoHFW, Govt. of India**

**ACADEMIC CELL**



(NCL)/ EWS category (Applicable only if have claimed in your application that you belong to that category) as per the prescribed format issued by the Government of India (Annexure C, D & E). For validity period of OBC- NCL/EWS certificates candidates are advised to visit MCC website regularly)

12. **PwD** Certificate from designated Disability Centers as per MCC guidelines. (in the Format as per **Annexure F**)
13. **1 (one) set of photocopies** of the above documents (self-attested).
14. Recent Passport size photograph (front facing) **5 copies**
15. **The forms attached as Annexures A to H have to be submitted in the physical form at the time of reporting.**
16. **STUDENT INFORMATION SHEET: (Annexure-A)**
17. **UNDERTAKING BY THE CANDIDATE (Annexure-B)**
18. **DECLARATION BY THE CANDIDATE (Only for OBC candidates) (Annexure-C)**
19. **DECLARATION BY THE CANDIDATE (Only for EWS candidates) (Annexure-D)**
20. **SCHEDULED CASTE AND SCHEDULED TRIBE CERTIFICATE (Only for SC/ST candidates) (Annexure-E)**
21. **Hostel UNDERTAKING (Annexure- H 1,2,3,4)**
22. **HOSTEL:** It is mandatory for students to stay in the hostel during the tenure of the course. Rooms will be allotted on sharing basis. The General Rules and Regulations for Residential UG Hostels is as under  
[AIIMS Bathinda Hostel Rules and Regulations.pdf](#)
23. **MEDICAL EXAMINATION** of the candidate will be conducted ONLY at AIIMS Bathinda.
24. **Anti-Ragging AFFIDAVIT (Annexure G on Stamp Paper of Rs 50/-) to be filled by the candidate and the parent/guardian**
25. **ANTI RAGGING REGISTRATION** Selected candidates shall register himself/herself in the website <https://www.antiragging.in> / <https://amanmovement.org> , take a printout and submit the self-attested printout to Academic Section with 7 days.



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26. **Admission fee Rs. 5856/-** (Five thousand, eight hundred fifty-six only) to be deposited in cash. Fee details are **provided in this booklet (Annexure L)**

**IMPORTANT: Annexures A-K (provided as attachment, as applicable) MUST be duly filled up and signed before submission at the time of admission.**

**IMPORTANT:**

- Please note the Institute shall not reimburse any expenditure incurred by you because of travel and maintenance in connection with your joining the Institute.
- **Candidates should complete the reporting formalities and the details of the commencement of classes and joining of hostels will be updated on the website. Kindly check the website regularly for further information.**
- Hostel allotment for all the students will be done at the same time one week before the commencement of classes.
- All candidates are advised to report at the Institute well before last date of reporting to avoid any inconvenience.

**Sd/-**

**Dean Academics**

**AIIMS Bathinda**

Rank No. \_\_\_\_\_

Annexure A

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ACADEMIC SECTION**

|    |                                                                 |                                                                                                                                                                                                                                         |
|----|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Name of the Course                                              |                                                                                                                                                                                                                                         |
| 2  | Name of the student in English (in Capital letter)              |                                                                                                                                                                                                                                         |
| 3  | Name of the Student in Hindi                                    |                                                                                                                                                                                                                                         |
| 4  | Father's Name<br>Occupation<br>Mother's Name<br>Occupation      |                                                                                                                                                                                                                                         |
| 5  | Date of Birth                                                   |                                                                                                                                                                                                                                         |
| 6  | Full Permanent / Mailing Address                                |                                                                                                                                                                                                                                         |
| 7  | Nationally                                                      |                                                                                                                                                                                                                                         |
| 8  | Religion                                                        |                                                                                                                                                                                                                                         |
| 9  | State of Domicile                                               |                                                                                                                                                                                                                                         |
| 10 | SC / ST / OBC / General / EWS                                   |                                                                                                                                                                                                                                         |
| 11 | Telephone No. Mobile No. Including STD Code. If any             |                                                                                                                                                                                                                                         |
| 12 | E-mail ID                                                       |                                                                                                                                                                                                                                         |
| 13 | Certificate submitted by the candidate at the time of admission | <div>i. _____</div> <div>ii. _____</div> <div>iii. _____</div> <div>iv. _____</div> <div>v. _____</div> <div>vi. _____</div> <div>vii. _____</div> <div>viii. _____</div> <div>ix. _____</div> <div>x. _____</div> <div>xi. _____</div> |

**Name and signature of the candidate**

\_\_\_\_\_

Name and signature of the Verifying Officer

\_\_\_\_\_

RANK NO. \_\_\_\_\_

Annexure B

## CHECK LIST OF DOCUMENTS FOR MBBS COURSE AT AIIMS, BATHINDA SESSION (2026-2027)

| COURSE                                                                   | M.B.B.S (2026-2027) |
|--------------------------------------------------------------------------|---------------------|
| ALLOTMENT LETTER ISSUED BY MCC                                           |                     |
| ADMIT CARDS OF EXAM ISSUED BY NTA                                        |                     |
| RESULT / RANK LETTER ISSUED BY NTA                                       |                     |
| DATE OF BIRTH CERTIFICATE (IF METRIC CERTIFICATE DOES NOT BEAR THE SAME) |                     |
| CATEGORY (GEN. / OBC / SC / ST / EWS)                                    |                     |
| WHETHER PWBD (YES / NO)                                                  |                     |
| SIGNATURE OF CANDIDATE                                                   |                     |
| CURRENT EMAL ID                                                          |                     |
| MOBILE NUMBER                                                            |                     |

**FOR OFFICIAL PURPOSE NOT TO BE FILLED BY CANDIDATE**

This is to certify that the above-named candidate has produced the following documents in original at the time of Verification.

| Sl No | Particulars / Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Checked<br>(  ) | Query / Remarks |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------|
| 1.    | Allotment letter issued by MCC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                    |                 |
| 2.    | Admit Cards of Exam issued by NTA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |                 |
| 3.    | Result / Rank letter issued by NTA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                    |                 |
| 4.    | X <sup>th</sup> Passed /Birth Certificate<br>(Eligibility: Born on or before 31/12/2009 are eligible)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                    |                 |
| 5.    | (XII <sup>th</sup> ) Class certificate and Marks sheets<br><b>Subject: English, Physics, Chemistry &amp; Biology</b><br>(Marks Obtained _____ out of _____ = _____ %)<br>Minimum Marks: 60% for Gen./OBC/EWS Category<br>:50% for SC/ST Category<br>:45% for PwD                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                    |                 |
| 6.    | Migration Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                    |                 |
| 7.    | <b>SC/ ST*/OBC**/EWS</b><br><b>*ST Certificate: Valid certificate issued by the designated authority.</b><br><b>Income Certificate: Valid certificate for FY 2025–26 showing total annual parental income from all sources does not exceed ₹6.00 Lakhs.</b><br><b>**OBC/EWS certificate should be valid as per the list of OBC, Central Govt. He/she does not belong to persons/section (Creamy Layer) EWS &amp; certificate should not be older than one year on date of first end of seat allocation as notified by MCC i.e. from 1<sup>st</sup> April, 2026 (inclusive) to 18<sup>th</sup> August 2026 (the start of reporting of Round- 1 of MBBS counselling schedule as notified by MCC).</b> |                                                                                                    |                 |
| 8.    | Disability Certificate issued form a duly constituted and authorized Medical Board as mentioned in the UG Information bulletin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                    |                 |
| 9.    | Hostel forms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                    |                 |
| 10.   | Anti-Ragging Pledge and Affidavit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |                 |

Above mentioned original certificate verified by:

Signature of Verifying Officer: \_\_\_\_\_

Name of Verifying Officer : \_\_\_\_\_

(Please collect one set of photocopies of all the above mentioned documents as applicable)

Date

**UNDERTAKING**

I, \_\_\_\_\_ Son/daughter of Sh. \_\_\_\_\_

have qualified & secured (Rank) \_\_\_\_\_ in NEET Entrance Examination 2026.

I certify that all my Original Certificates (i.e., 10<sup>th</sup> Passed / Age proof, 12<sup>th</sup> Passed Marks Sheet and Scheduled Caste (SC)/ Scheduled Tribe (ST) / Other Backward Class (OBC)/ EWS and PwBD Certificate are genuine. If any certificate/ declaration is found to be false, then my candidature may be treated as cancelled at any time during the course.

Name \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

Address: \_\_\_\_\_

Email I.D. & Mobile Number \_\_\_\_\_

Place: Bathinda

Date:

Declaration / undertaking not signed by Candidate will be rejected.

Thumb Impression

## Annexure C

### **DECLARATION / UNDERTAKING – FOR OBC-NCL CANDIDATE ONLY**

I, \_\_\_\_\_ son/daughter of Sh. \_\_\_\_\_  
Village / Town / City \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ community which is recognized as a backward class by  
the Government of India, Ministry of Social Justice and Empowerment, for purpose of  
reservation in services and have submitted the OBC-NCL certificate in the prescribed format.

I do not belong to the person/ sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the Government of India, Department of Personnel and Training office  
Memorandum No.36012/22/93. Estt. (SCT) dated 08.09.1993, Office Memorandum No.  
36033/3/2004 Estt. (Res) dated 09.03.2004, Office Memorandum No. 36033/3/2004 Estt.  
(Res) dated 14.10.2008 and further modification vide Memorandum No. 36033/1/2013 Estt.  
(Res.) dated 27.05.2013.

I have submitted OBC-NCL certificate as per the prescribed format. In case the above  
information furnished by me is found incorrect at the later stage, my admission/ appointment  
may be cancelled.

Name \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Email I.D. & Mobile Number \_\_\_\_\_

Place:

Bathinda

Date:

Declaration/undertaking not signed by Candidates will be rejected.



**Prescribed format for OBC-NCL Certificate:**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town \_\_\_\_\_ in \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*. Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_ \$

Dated:

Seal

\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.



**DECLARATION / UNDERTAKING – FOR EWS CANDIDATE ONLY**

I, \_\_\_\_\_ Son/daughter of Sh. \_\_\_\_\_

Village / Town / City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ hereby declare that I belong to the Economically Weaker Section, as per instructions laid down by the Government of India for purpose of obtaining reservation in Services/education as per orders contained in Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training Office Memorandum No.36029/1/2019-Estt.(Res) dated 19/01/2019.

It is also declared that since the gross annual income\* of my family\*\* is below Rs. 8 lakh (Rupees EightLakh only) for the financial year. My family does not own or possess any of the following assets\*\*\*.

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000sq. ft and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. I, \_\_\_\_\_ belong to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Schedule Tribe and Other Backward Classes (Central List)

I have submitted Income and asset certificate as per the prescribed format. In case the above information furnished by me is found incorrect at the later stage, my admission/ appointment may be cancelled.

Name \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email I.D. & Mobile Number \_\_\_\_\_

Place:

Bathinda

Date:

Declaration/undertaking not signed by Candidates will be rejected.

**Prescribed format for Economically Weaker Sections (EWS) Certificate****FORM-GEN-EWS**

Government of .....  
 (Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

1. This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_

Recent Passport size  
 attested photograph  
 of the applicant

**The income and assets of the families as mentioned  
 would be required to be certified by an officer not  
 below the rank of Tehsildar in the States/UTs.**

\* **Note1:** Income covered all sources i.e. salary, agricultural, business, profession, etc.

\*\* **Note2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\* **Note3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**PROFORMA FOR SCHEDULED CASTE AND SCHEDULED TRIBE CERTIFICATE**

Form of certificate as prescribed in M.H.A., O.M., No. 42/21/49-N.G.S. dated the 28.1.1952, as revised in Dept. of Per- & A.R. letter No. 36012/6/76-Est. (S.CT), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

**CASTE CERTIFICATE**

This is to certify that Shri/Smt./Kum.\* ----- son/daughter\* of ----- of village/town\*-----in district/Division\*-----of the State/Union Territory\* ----- belongs to the----- Caste/ Tribe which is recognized as a Scheduled Caste/Scheduled Tribe\*under:

- The Constitution (Scheduled Caste) Order, 1950
- The Constitution (Scheduled Tribe) Order, 1950
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribe) (Union Territories) Order, 1951

1. (as amended by the Scheduled Caste and Scheduled Tribe Lists (Modification) order, 1956, the Bombay Re- organization Act, 1960, the Punjab Re- organization Act, 1966, the State of Himachal Pradesh Act, 1970 the North Eastern Areas (Re- organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976).

- The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- The Constitution (Dadra and Nagar Haveli) Scheduled Caste Order, 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962.
- The Constitution (Puducherry) Scheduled Caste Order, 1964
- The Constitution (Uttar Pradesh) Scheduled Tribes, Order, 1967.
- The Constitution (Goa, Daman & Diu) Scheduled Caste Order, 1968.
- The Constitution (Goa, Daman & Diu) Scheduled Tribes, Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste Order, 1978.
- The Constitution (Sikkim) Scheduled Tribes Order, 1978.

2. Applicable in the case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/Union Territory Administration:

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe\* certificate issued to Shri/Smt\*-----

-----father/mother of Shri/Smt/Kum\* - -----of village/town\* -----

----- in District/Division\* -----of the State/Union Territory\*----- who belongs to the ---

-----caste/tribe which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* -----

---issued by the ----- (name of prescribed authority) vide their No----- date -----

3. Shri\*/Smt.\*/Kum\* -----and/or his/her\* family ordinary reside (s) in village/town\* -----of the State/Union Territory of -----.

Signature

Place----- State/Union Territory

\*\* Designation-----

Date----- (With seal of Office)

\* Please delete the words which are not applicable.

- Please quote specific Presidential Order.
- Delete the paragraph which is not applicable.

\*\* Should be signed by the Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

## CERTIFICATE OF DISABILITY FOR NEET ADMISSIONS

(As per MCI Gazette Notification No. MCI-18(1)/2018-Med./187262 dated 5th Feb, 2019/14th May, 2019 for admission to Medical Courses in All India Quota)

Certificate No:

Certificate Date:

|                                                        |  |                      |  |            |
|--------------------------------------------------------|--|----------------------|--|------------|
| Name of the Designated Disability Certification Centre |  |                      |  | PHOTOGRAPH |
| This to certify that Dr. / Mr. / Ms.                   |  |                      |  |            |
| Age                                                    |  | Son/ Daughter of Mr. |  |            |
| NEET Roll No.                                          |  | Rank No.             |  |            |

### Has the following Disability

| Disability Details |                 |                    |                      |              |
|--------------------|-----------------|--------------------|----------------------|--------------|
| Sr. No.            | Disability Type | Type of Disability | Specified Disability | Disability % |
| 1                  |                 |                    |                      |              |

**Conclusion:** Based on quantification of Disability the Disability of candidate is between 40- 80%. Hence, the candidate is eligible to pursue medical education and also eligible to claim PwD reservation.

The Disability Certification Board certifies that the candidate is Eligible for admission in Medical/ Dental courses and to avail 5% PwD reservation as per the NMC/ MCI Gazette Notification.

Eligible for PWD Quota, Eligible for Medical/Dental Course

Functional competency with the aid of **Assistive devices** in case of **Locomotor\*/ Visual\*/ Hearing\* Impairment**, if any. \_\_\_\_\_

Sign &amp; Name:

Assistant Professor  
Neurology

Sign &amp; Name:

Associate Professor  
Orthopedics

Sign &amp; Name:

Associate Professor  
Medicine

**Disclaimer:** This Certificate is Provisional and will be verified by the allotted college authorities at the time of admission. The candidate may be subjected to diagnostic test to specify the level of disability again at the allotted college in case of any ambiguity. The certificate may be cross verified by the admitting college from the Disability Board from where the certificate has been issued. Hence, the Designated Disability Boards and the candidates are advised to preserve the records for any future reference. The Disability Certificate is valid for this academic session only.

**ANTI RAGGING AFFIDAVIT**

**(Notarized affidavit by student on minimum Rs. 50/- stamp paper)**

I..... S/o/D/o of Mr./Mrs.....

Resident of..... being

admitted to MBBS course in AIIMS Bathinda for Academic Year 20...., do hereby undertake that:

- 1) I am fully aware of all rules and regulations of institute that has already been brought to my knowledge and undertake to abide by them in addition to those rules as may be brought to my knowledge from time to time in future.
- 2) I will be regular and punctual to all classes (theory/practical) and I am fully aware that obtaining less than prescribed attendance may disqualify me from attending exam. In case of medical reasons or other unavoidable circumstances, I will submit leave application along with supporting documents to Dean Office at time of resuming my classes.
- 3) I will conduct myself in a highly disciplined and decent manner both inside and outside campus failing which appropriate disciplinary action can be taken against me as per rules and regulations of Institute.
- 4) I will not be directly or indirectly involved or indulged in any form of ragging inside and outside campus at any point of time. I am fully aware that ragging in any form is an offence punishable under law and institute reserves all rights (without any liability for compensation) to take any disciplinary/corrective action to curb any such act of ragging including but not limited to suspension or rustication in addition to reporting to police for lodging a FIR as per Supreme Court's ruling in Petition No. 656/1998. I undertake to indemnify institute for any direct/indirect claims as may arise out of any such act of ragging.
- 5) I will not create or get involved in any form of violation, disturbance or unlawful activity at any time. In case, I am found indulging in any unlawful activity (including Ragging), which requires legal action against me by law enforcing authorities, I shall extend full cooperation to Institute, until matter is finally decided and disposed of.
- 6) I shall not do anything that may put me and other people's safety and security at risk. I shall be solely liable in event of receiving injuries from venomous animals, huge water bodies in and nearby campus, access to restricted areas by disregarding safety instructions/norms. I shall immediately report to concerned authority any unsafe procedure, accident or injury without any delay.
- 7) I have handed over original copies of my all my educational certificates to institute. I understand that my original certificates, after having opted for a confirmed seat will be retained by institute for the entire Academic Session. The same will not be returned to me before completion of course and any premature demand in this



aspect will require me to compensate the institute for losses incurred by AIIMS due to such midstream departure.

8) I also undertake that at time of counselling for a confirmed seat, I am not pursuing any MBBS course at present anywhere in India or abroad. I am aware that if it is found at any later stage, that I have given a false undertaking, my candidature/ registration will be cancelled without any liability for compensation upon institute.

9) No surety bond / undertaking of any kind is in force with Government or any other institute that restricts or may disqualify/disentitle me at any stage from joining/continuing MBBS course in this institute.

### **ACKNOWLEDGEMENT**

I have carefully read and understood above points and will remain liable for suitable action of institute in case of breach of any of them.

**Deponent**

Date:

Place:

(Signature of student)

I have carefully read all contents of this affidavit, and documents referred therein and hereby undertake that my ward will follow them in words & spirit.

**(Signature of Parent/Guardian)**

Name of Parent/ Guardian: Date:



**HOSTEL ADMISSION FORM**

**Instructions:**

Fill this form in BLOCK letters only.

Academic Year : 2026-27  
 Session : General  
 Degree Type : Undergraduate  
 Course : MBBS

Selected Under CATEGORY: SC/ ST/ OBC/EWS/General

1. Name .....

2. Father's Name .....

3. Mother's Name .....

4. Gender .....

5. Date of Birth : Day ..... Month ..... Year .....

6. Correspondence Address

.....

.....

Student Mobile No. .... E- Mail id.....

7. Permanent Home Address.....

.....

Affix recent passport  
size photograph

**Parent/Guardian Mobile No:**

Mob No of Father:

Mob No of Mother.....

Mob. No. of Guardian.....

E-Mail.....

8. Nationality: .....

9. Religion.....

10. State of Domicile: .....

11. Details of Entrance Exam:

a. Name .....

b. Roll No. in examination .....

c. Rank (overall rank): .....

d. Category Rank (If applicable) .....

e. Percentile/Percentage Marks .....

12. Aadhar No. ....

13. **Previous Medical History:** Any underlying disease like Hypertension/ Diabetes /Hemoglobinopathies Please mention if any other: .....

14. Family History

| Relation | Name | Age | Educational Status | Occupational Status | Monthly Income | Remarks |
|----------|------|-----|--------------------|---------------------|----------------|---------|
| Father   |      |     |                    |                     |                |         |
| Mother   |      |     |                    |                     |                |         |

|                                                                                  |                                                                                                                                                                                                                                                           |                                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <p align="center"><b>ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA</b><br/> <b>MANDI DABWALI ROAD, BATHINDA, PUNJAB – 151001</b><br/> <b>ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ, ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ</b><br/> <b>ACADEMIC CELL</b></p> |  |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

|                            |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|
| Siblings<br>1.<br>2.<br>3. |  |  |  |  |  |  |
| Any other                  |  |  |  |  |  |  |

**Declaration:**

- I certify that particulars given in the application are correct and if any of them is found to be incorrect, the Institution's decision shall be final and binding on me.
- Certify that all my Originals Certificates presented and submitted at time of admission (i.e., 10th Passed/Age proof, 12th Passed Marks Sheet and Scheduled Caste/Scheduled Tribe (SC/ST)/Other Backward Class (OBC) are authentic. If any found false, then my candidature may be treated withdrawn/cancelled at any time during the course.
- I also certify that I have read all the rules and regulation given in institute's code of conduct document and will abide to all the rules and regulation. In case of any lapse in this regard, the competent authority may take due disciplinary action.

**Signature of Applicant**

Date:

I undertake that I have read all the rules and regulations pertaining to the admission, hostels, examination, anti-ragging given in the institute's Code of Conduct Document and my ward will abide by these rules and regulations. In case of any lapse, competent authority has full rights to take due disciplinary actions in this regard.

**Signature of Parent/ Guardian**

**(Annexure H 2)**

**UNDERTAKING**

**Usage of high voltage appliances**

I .....S/D/o.....

hereby give undertaking that I will not use high voltage consumption electric appliances (e.g., heater, AC) in the hostel.

If found to do the same, I am solely responsible for it. It will be considered as a violation of hostel rules and strict disciplinary action will be taken against me according to the rules and regulations of the institute.

Signature of student

Signature of Parent

Date:

Date:

**(Annexure H 3)**

**UNDERTAKING**

**Regarding damage to hostel property**

I ..... S/D/o.....

hereby give undertaking that in case of any damage to hostel property due to my direct or indirect involvement, the cost of the same will be recovered from me within ten days. I will be solely accountable for my involvement in any mischief of this kind.

Failing which, strict action will be taken by the institute authorities as per the rules of the institute.

**Signature of Student**

**Signature of Parent/Guardian**

**(Annexure H 4)**

## UNDERTAKING

### **Regarding non usage of motorized vehicles**

I ..... S/D/o.....

hereby give undertaking that I will not possess nor use any motorized vehicle (two-wheeler/four-wheeler) during my stay at the campus of AIIMS Bathinda as per the institutional norms. In case of found possession of any motorized vehicle the student will be fined (monetary and/or suspension).

No degree of leniency will be tolerated in this regard and strict action will be taken by the institute authorities for those flaying the rules.

**Signature of Student**

**Signature of Parent/Guardian**

**Date:**

**Date:**



### RULES FOR STUDENTS' MESS

- Provisional Mess charges will be Rs. 3400 in advance at time of joining then Rs 3400 per month at quarterly basis. The charges are subject to change with time as per the decision of the Mess Committee.
- One-month advance payment will be made by each hosteller as security to the licensee, which will be refundable at the time of leaving the institute when no dues will be made.
- Mess will be common for all hostellers under the control of the Mess Committee.
- Cooking is not allowed in hostel rooms.
- All the meals should be taken in dining room at proper timing.
- Room service of food is not allowed. No one is allowed to take any mess utensils outside the dining hall or to take meals in her own utensils.
- While coming to mess, hostellers must be properly dressed up.
- Food will be served from the serving window. No one is allowed to enter the kitchen area.
- Wastage of food, water and electricity is not allowed.
- Students are not allowed to create any kind of indiscipline in mess.
- Hostellers are required to pay mess charges to the contractor by the 5<sup>th</sup> of every month.
- **Mess timings:**
  - Breakfast:            7:00 AM – 8:00 AM**
  - Lunch:                12:30 PM – 2:00 PM**
  - Teatime :             5:00 PM - 6:00 PM**
  - Dinner :              8:00 PM to 9:30 PM**

\*Mess timings may change as required.

I have read code and conduct & rules and regulation carefully and now I am completely aware about them and will follow them sincerely.

**Signature of Student**

**Name:**

**Date:**

**Signature of Parent/Guardian**

**Name:**

**Date:**

### **CODE AND CONDUCT FOR THE STUDENTS COLLEGE RULES AND REGULATIONS**

All the students are required to comply with the College Rules and Regulations:

- Dress Code –**Full sleeve apron of White color** is mandatory while attending lectures and practical.
- **Regular and punctual attendance** in all class activities like lectures, demonstrations, practical's, clinical teachings, tutorials, tests etc. College activities like clinical meetings, conferences, guest lectures, seminars as well as sports, cultural activities etc. is mandatory.
- As per regulations, no student shall be allowed to appear in the Annual Examination of the concerned subject if his/her attendance falls short of 75% of the total theory teaching in a subject. Similarly in practical, hospital posting and bed side clinical areas etc. attendance should not fall short of 75% of the total sessions (irrespective of any kind of absence or leave).
- Students, whose conduct and academic standards will not be satisfactory, shall not be allowed to appear in the Final Professional Examination or to hold any office in the college or in extra-curricular organizations.
- Attendance at the college examinations and marks obtained in these will be taken into consideration in making the internal/academic assessment.
- Emergency duties can be made mandatory in the evening as and when required by Institute.
- Leave of absence from the classes must be taken from concerned HOD.
- Illnesses and minor ailment must be reported to the Warden/Housekeeper or concerning HOD as early as possible.
- A candidate must ensure to fulfill all the prescribed requirements related to curricular, co-curricular and extracurricular activities to be eligible to appear in the final Professional examination.
- **The following are strictly forbidden in the institution:**
  1. The possession or use of alcoholic beverages or delinquency under the influence of alcohol.
  2. Possession or use of addictive or hallucinogenic drugs.
  3. Gambling.
  4. Possession or use of firearms or any lethal weapon.
  5. Loitering around, especially under the influence of alcohol or other intoxicants.
  6. Any activity that is punishable under the law.

**Signature of Student**

**Signature of Parent/Guardian**

**CODE AND CONDUCT FOR THE STUDENTS (Cont.)**

- Ragging of the first-year students, particularly when they are admitted afresh to this college, is illegal and completely forbidden. It is punishable with fine, rustication or even expulsion from the college and also with prosecution. Ragging is defined, amongst others, as "Display of disorderly conduct, an act causing physical or psychological harm or causing apprehension of fear or shame or embarrassment." The definition also includes, "Teasing, abusing, threatening, playing practical jokes or asking a student to perform something the student, in the ordinary course, would not do". It further includes causing injury, degrading and humiliating a fellow student and causing distress of mind or spirit. The institute has **“ZERO TOLERANCE TO ANY KIND OF RAGGING ACTIVITY”**
- Students are not allowed to paste notices within the institution without prior written permission from the office of the Dean Academics. They are also forbidden to communicate with any outside authority directly. All such communications must be submitted through the office of the Sub Dean/Dean Academics. Any student infringing this rule is liable to be suspended.
- Students must pay for all damages caused by them to books and any other college & Hospital property & undertake to keep the Institute indemnified against all third-party claims/damages that may arise due to any act or omission of the student.
- The college does not hold itself responsible for debts incurred by the students.
- **Disciplinary Action:**
  1. All irregularities, neglect of duties, breach of rules and indiscipline are to be brought to the notice of the Dean. In consultation with the senior staff members and administrative authority shall deal with any serious offence, for which an adverse entry in the student's personal file / record register may be made and penalty imposed. Penalty could be either written or a verbal warning, fine, suspension and / or removal as an office bearer of any organization and / or removal / expulsion from the college. Competent authority reserves rights to remit/waive the penalty imposed on the student at any stage in special circumstances.
  2. The decision of the Governing Board in all disputes would be final and binding on the student.

**Signature of Student**

**Signature of Parent/Guardian**

**Annexure K-1**

**LIBRARY RULES FOR STUDENTS**

**General Information: -**

**The below-mentioned rules and regulations are subject to periodical reviews and revisions:**

1. All members should carry their library ID card.
2. All members should abide by the library timings displayed on the board
3. Books will be issued only to those who have library membership card without it books will not be issued.
4. Maximum of 2 books per student can be issued for 10 days and if required, then these will be reissued for next 10 days after physical verification by the concerned officer at library. If book/s not returned by the due date a fine of INR 5 per day will be charged.
5. Members must replace the book if lost or damaged or pages torn, with the latest edition
6. Members are required to keep their bags/belongings at the entrance
7. There will be a complete section for referral books to study in the library only Books which are – Single Copy, Out of Print, Vintage books
8. Issue of Books to the department Library will be made on a requisition duly signed by the head of the department
9. Cell phones and other electronic communication devices must be turned off or placed in mute or vibrate mode upon entering the AIIMS library.
10. Any eatables are not permitted in the library premises.
11. Academic work in the libraries is the priority. Mutilation and theft of library materials are serious offences. Offenders will be penalized and payment must be made to cover all damages, marking in books, journals strictly prohibited. Offenders will be expelled from using library in future.
12. Please make sure to be prepared for any checking of belongings by all readers at the security counter of the reading hall.

13. Chairs and tables and other library equipment, fittings and furniture may not be marked, defaced, disarranged.
14. Users should not place their feet on chairs or tables
15. Notices, handouts or related material only be displayed in the library with the permission of the Librarian
16. There will be a Complaint Register, and it should be reviewed by the Librarian and brought to the notice of the OIC, Central Library.
17. Feedback box/suggestion box will be kept for improving quality of library services
18. Users who violate these policies will be asked to show their AIIMS ID cards to AIIMS library staff member. It is the duty of the users to inform library in charge if anyone is found involved in any suspicious activity in the library premises.
19. The library will keep a record of the violation. Repeat violators will be reported to the OIC, Central Library or to the Competent authorities. Library privileges may also be suspended.

**Signature of Student**

**Signature of Parent/Guardian**

## Annexure K-2

### **LIBRARY RULES AND REGULATIONS**

- Keep your library and its premises clean.
- Mobiles must be switched off in the library.
- All library members are not allowed to carry his/ her property in the issue room.

#### **Timing & Holidays:**

- General timings-
  - Monday to Friday- 9.00 AM – 10:00 pm
  - Saturday- 9:00 AM- 6:00 pm
  - Sunday and Holidays- 9:00 AM to 5:00 pm
- Issue and Return- Monday to Saturday (not on Sundays and Gazetted Holidays)- **9:00 AM to 5:00 PM**
- Computer and Internet – Computer and internet facility is available in library as per general library timings
- **Holidays** – Library will remain closed on national holidays (Republic Day/Independence Day/Mahatma Gandhi Jayanti) and Dr BR Ambedkar Birthday, Holi, Janmashtami, Dusshera, Diwali, Guru Nanak Birthday, Christmas day

#### **Facilities available:**

- E resources are available round the clock via log in by institutional id/remote access.
- Computer and Internet facility is available as per the general library timings.
- All relevant hard copies of MBBS Books/journals are available.
- Photocopier machine facility is available in the library on payment basis
- Antiplagiarism software is available for project/research work

#### **Borrowing facilities:**

- The renewal of books is permissible only when the item is brought back to the library physically, at the discretion of the issuing staff, based on “Reservation” for the item from other members.
- If necessary, the library can call back books issued to members at any time.

- If book/s not returned by the due date a fine of INR 5 per day will be charged.
- No book will be issued further, and the student will be debarred from utilizing library facilities.

**For lost Books/ Bound/ Bound Journals/ Current Journals:**

If a book/journal issued is lost, the student must replace it with the same edition/latest edition/pay the cost of latest edition.

**For Damaged- Books/ Bound Journals/ Current Journals:**

Members are liable to replace the damaged document if there is tearing of pages/tearing of bindings/Underlining/Any other considered liable by the library staff.

**Signature of Student**

**Signature of Parent/Guardian**



### Fee structure of MBBS Course in AIIMS Bathinda

Each candidate selected for admission to UG MBBS course (Nine semesters) will have to pay the following fees and dues:

| Sr. No. | Fee Details     | Amount Payable (in ₹)                                            |
|---------|-----------------|------------------------------------------------------------------|
| 1.      | Academic Fee    | 1628/-                                                           |
| 2.      | Hostel Fee      | 2728/-                                                           |
| 3.      | Hostel Security | 1000/- (Refundable)                                              |
| 4.      | Mess Security   | 500/- (Refundable)                                               |
|         | <b>Total</b>    | <b>5856/- (Rupees Five thousand eight hundred and fifty-six)</b> |

**Fees are subject to revision**

# **All India Institute of Medical Sciences Bathinda**

## **General Rules and Regulations (Residential UG Hostels)**

### **Allotment of Room**

- a. Hostel allotment will be done after confirmation of student's admission in the Institute. The students will report to the Dean (Academics) after completion of all formalities of admission. The Dean (Academics) will allot the hostel rooms to the students. At the time of admission of a student into the hostel and the beginning of every year, each resident is required to submit a duly completed Personal Data Form. Local Guardian's address and phone number. The email of the student and parent should also be provided. Any change of address/telephone number of the parent / local guardian, at any point in time, must be intimated to the hostel office in writing.
- b. The Hostel administration will generally provide suitable furniture for each occupant. On arrival, a student will report to the junior warden and will take possession of the room after signing the inventory of the furniture, electrical, and other items in the room.
- c. Residential warden will submit the joining report of students to Dean (Academics) through the hostel superintendent.
- d. Room once allotted to a student for an academic year (once in a year) will not be changed, except on special situations with the permission of Warden.
- e. The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.
- f. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the warden/ Superintendent immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.
- g. Before vacating the rooms, all the installations should be handed over intact, in addition to the furniture to the warden. The student should fill up the Room Vacating Slip in duplicate and take no dues slip from the Dean (Academics)/HS.

### Code of conduct (for UG students)

- a. Ragging is strictly prohibited as per the relevant directives of the Hon'ble Supreme Court. Any Student found involved in ragging shall be suitably punished including FIR with the Police and expulsion from the Hostel and Institute.
- b. Every student shall maintain a high standard of discipline, have respect for the Institute, and conduct himself in a dignified manner.
- c. Student shall not do any such thing which may cause the disturbance in studies or may be deemed vulgar in any way.
- d. All residents are required to always carry their valid Identity Cards issued to them by the Institute.
- e. The rooms, common areas, and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- f. Rooms are allotted to each student on his/her responsibility. He/she should see to the upkeep of his/her room, hostel, and its environment.
- g. Students should bring to the notice of the warden any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets, or other areas in hostel premises.
- h. Students should cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this Purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- i. The students should not see/project unauthorized/illegal movies in their rooms. Any violation will be dealt as per the legal provisions of the country.
- j. Students are not permitted to keep any firearm (even licensed).
- k. Students are not allowed to leave the station without prior permission of DHS/HS.
- l. Students are required to vacate their rooms as and when required.
- m. HS/DHS is authorized to open any locked room in case of an emergency.
- n. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
- o. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the appropriate authority.

- p. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Assistant warden, failing which he/she will be charged a penal rent as decided by the appropriate authority.
- q. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- r. In the hostel premises following are strictly prohibited –
  - a. Smoking
  - b. Consumption of alcoholic drinks/drugs.
  - c. Gambling
  - d. Intimidation or violence
  - e. Willful damage to property
  - f. Entering the hostel premises in intoxicated state.
  - g. Shouting and using abusive language in their hostel or in other hostel premises and campus.
  - h. Employing unauthorized persons for personal work such as washing clothes etc. inside the hostel.
  - i. Cooking in room.
  - j. Substance abuse will be dealt with as per prevailing law of the land.
  - k. Electrical appliances are not allowed as per the approved list.
- s. Room services are strictly prohibited. However, a sick diet may be served in room after getting permission from Warden.
- t. Residents should not participate in any anti-national, antisocial, or undesirable activity on or outside the campus.
- u. The use of electrical appliances such as Air conditioners, fridge, immersion heaters, electric stove /heaters are not allowed in the rooms. Such appliances, if found a fine will be imposed. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.
- v. When the students go out of their room they should switch off all the electrical/electronic appliances and keep them locked. Violation will attract suitable penalties and punishment as decided by authorities.
- w. In case any student must stay out of hostel for a day or more for any reason, he/she has to inform the warden and take his permission.

- x. UG students are not permitted to leave the hostel premises in the Summer session (March-September) 11 pm to 5 am; and in the Winter session (October-February) 10 pm to 6 am. However, in some circumstances, if they want to do so, they should take prior written permission of hostel wardens with proper justification for the same. Residential warden will maintain the records of such events and report such events to the superintendent for further action. Violation of this rule may lead to disciplinary action including expulsion from the hostel.
- y. **Hostel Students must enter AIIMS CAMPUS before 9:00 PM.** This rule is intended to ensure the safety and well-being of all residents.
- z. Mass movements/vacating the hostels is not permitted without an official order.
- aa. Implementation of gate pass policy for hostel students as per the laid down rules.
- za. Water should be conserved, if any leakage should be reported to hostel authorities.
- zb. In case of a medical emergency, the residential warden needs to be informed urgently.
- zc. If any student is found to have issues in adjustment with other students or because of any diseases or any other condition which may be harmful to others during his/her stay in the hostel may be expelled from the hostel and may be sent to their parents and will not be allowed to stay in the hostel until he/she provides an undertaking/ certificate from the parents for safety.

### Additional Rules for Girls Hostel

The Following rules in addition to the rules given above will be in force in girls' hostels:

- a. If any girl student must go to the town for any work, she must write the purpose, place, time of leaving, and time of return in the register with the security guard on duty. She must return to the hostel as per given time schedule. In case a further delay is anticipated, she must seek prior permission from the Hostel Superintendent.
- b. A girl student must enter all the columns in the register regarding participation in curricular activities and extracurricular beyond the working hours of the Institute.
- c. A girl Student must submit the names and addresses of the local guardians with their signature, if any, duly authorized by the parents (or authorized guardian as per declaration in the admission form) in the prescribed form available with the warden.
- d. For late night stay at local guardians' residence or night halt, prior written permission of the Superintendent must be obtained. In addition, the local guardian must submit a letter stating that the student had stayed with them.
- e. Prior permission of the warden must be taken by the girl student for leaving to their homes. If she has to board a train/flight at odd hours, she needs to coordinate with the residential warden to facilitate for the same.
- f. No male person will be allowed inside the Girl's Hostel. Close family relatives (family, brother) can meet their ward in the visitor's room **up to 7:30 pm**
- g. Other visitors may meet the Girl student outside the gate of the girls hostel up to 7:30 pm.  
with the permission of the Hostel Warden.
- h. Permission must be taken from the Dean/HS regarding stay of a female relative in the Girls' Hostel.
- i. Modification or addition of rules may be made and communicated as and when necessary.

### Guests and Visitors

- a. Subject to availability of proper accommodation facility, the guest of a resident maybe permitted, with the prior written approval by the Superintendent to stay in the guest house.
- b. No overnight guests are allowed in a student's room without permission of the Superintendent.
- c. Male students/visitors are not allowed inside the girls' hostel, immediate male family members can meet the female students in the visitor's room after seeking warden's permission and making proper entry at the hostel gate.
- d. Female visitors are not allowed in boys' hostels; however, lady family members may be allowed to visit a student in the visitors' room in the hostel between 9.00 a.m. to 7.00 p.m. with prior permission from the Warden.
- e. Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.
- f. Restriction on Visitors: No visitors are allowed in the students' rooms unless there is a medical reason. This rule is intended to maintain a quiet and disturbance-free environment for all residents of the hostel.



## Disciplinary Measures

### **Disciplinary Proceedings**

1. All hostel residents/guests and visitors must follow the law of the land and the rules and regulation of the institution. Failure to comply may invite proceedings or actions as deemed necessary.
2. All acts of indiscipline shall be investigated based on the complaint received.
3. Any individual who is aggrieved because of indiscipline in the hostels can make a complaint or report in writing to the hostel superintendent.
4. Complaints received by the Executive Director, Dean or any other competent authorities may be forwarded to the hostel superintendent for necessary action.
5. The superintendent of hostels may take contingency of any act of indiscipline brought to his/her notice or observed by him/her and treat this as a complaint even if a written complaint or report is not available. All complaints or reports shall be investigated by the superintendent of hostel, or a committee constituted by him/ her of competent authorities for this purpose.
6. For free and fair investigation, the hostel superintendent may seek the help of any individual/ individuals whose expertise is considered necessary.
7. The hostel superintendent and or the committee constituted thereof may summon any individual or witnesses for examination or recording versions while investigating cases of indiscipline.
8. All deliberations should be confidential.
9. The report may be forwarded to the competent authorities if necessary.
10. Anyone accused of indiscipline shall have full right and liberty to defend himself/herself without bias or prejudice.
11. Disciplinary actions shall be complied with on recommendation of the hostel superintendent, Dean or Director of the institute after appropriate procedure and approvals.
12. Any fine/penalties implemented regarding damaging to any property in hostel premises must be cleared by taking 'No Dues Certificate' from Dean's office and submit to the Exam section for appearing in any upcoming examination.
13. Daily Night attendance will be taken in the hostel in **Summer at 11 pm and in Winter at 10 pm** for UG students. Night attendance is mandatory for all students. This is to ensure their safety and accountability. In case any student is absent without prior information, strict disciplinary action will be taken.
14. Restriction on Driving Motor Vehicles: Driving of motor vehicles is not allowed for UG hostel students. If any student is caught driving, strict action will be taken against them. This rule aims to ensure the safety of students and prevent any potential accidents.

### **Acts of indiscipline and disciplinary actions:**

These rules will apply to the hostlers, residents, guests, and visitors. Only a tentative list not in any order of severity is provided. The list is neither complete nor exhaustive and additional actions may be recommended time to time. One or more actions can be taken concurrently after or on filing of criminal or civil complaints by the institution with law enforcement agencies.

**The list is as follows-**

| <b>S. No.</b> | <b>Acts of Indiscipline</b>                                                                                                  | <b>Disciplinary action</b>                                                                                                                                                                                                                                                                                                 |
|---------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1             | All acts contrary to the prevailing laws of the land including criminal and antinational acts                                | 1. As per the rule of land<br>2. Expulsion or rustication from the institution permanently or for a varying period                                                                                                                                                                                                         |
| 2             | Ragging in any form                                                                                                          | As per Supreme Court guidelines.                                                                                                                                                                                                                                                                                           |
| 3             | Use of hostel premise for acts considered immoral                                                                            | 1. Cancellation of allotment<br>2. Expulsion or rustication from the institution permanently or for a varying period<br>3. Adverse entries into academic files                                                                                                                                                             |
| 4             | Subletting, subtenancy, or allowing unauthorized to stay in the hostel without prior permission from the competent authority | 1. Cancellation of allotment<br>2. Expulsion or rustication from the institution permanently or for a varying period                                                                                                                                                                                                       |
| 5             | Contravening allotment rules including exchange of room, shifting of furniture fixtures, and furnishing without permission   | 1. Cancellation of allotment<br>2. Expulsion or rustication from the institution permanently or for a varying period                                                                                                                                                                                                       |
| 6.            | Damage/ Lost to hostel property movable/immovable                                                                            | 1. Fine/ recovery in consultation with the engineering section/ store<br>2. Imposition of fine that may be variable or commensurate with damage wherever applicable. (e.g. three times the cost of damaged property)<br>3. Directive to submit a letter of apology<br>4. Letter to parents/ guardian as and when necessary |
| 7             | Vandalism, graffiti, pasting of posters that may damage hostel wall and display                                              | 1. Fine up to Rs- 5000/-<br>2. Imposition of fine that may be variable or commensurate with damage wherever applicable ( e.g. three times the cost of damaged property)<br>3. Personal apology and regret over incidents to aggrieved hosteller/ resident<br>4. Letter to parents/ guardian as and when necessary          |

|    |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | Physical harm or abuse to anyone on the hostel premises                                                                                                                                                                              | <ol style="list-style-type: none"> <li>1. Suspension from attending classes.</li> <li>2. Indication of in-disciplined behavior in reference letters from the institution.</li> <li>3. Letter to parents/ guardian as and when necessary</li> </ol>                                                                                                                                                                                             |
| 9  | Abuse and misbehavior with anyone in the hostel premises based on gender, religion, caste, social group or any other reason                                                                                                          | <ol style="list-style-type: none"> <li>1. Expulsion or rustication from the institution permanently or for a varying period</li> <li>2. Suspension from attending classes</li> <li>3. Adverse entries in academic files</li> <li>4. Indication of indiscipline behavior in reference letters from the institution</li> <li>5. Letter to parents/ guardian as and when necessary.</li> </ol>                                                    |
| 10 | Creating nuisance and making noise to disturb others                                                                                                                                                                                 | <ol style="list-style-type: none"> <li>1. Fine up to Rs. 5000/-</li> <li>2. Directives to submit an apology letter</li> <li>3. Personal apology and regret over incidents to aggrieved hosteller/ resident</li> </ol>                                                                                                                                                                                                                          |
| 11 | Partying or similar activities or other congregations without necessary permission                                                                                                                                                   | <ol style="list-style-type: none"> <li>1. Expulsion or rustication from the institution permanently or for varying period</li> <li>2. Restriction from entry into the hostel or mess for varying period.</li> <li>3. Suspension from attending classes.</li> <li>4. Adverse entries into academic files</li> </ol>                                                                                                                             |
| 12 | Consumption use or peddling of illicit substances                                                                                                                                                                                    | <ol style="list-style-type: none"> <li>1. Cancellation of allotment</li> <li>2. Expulsion or rustication from the institution permanently or for a varying period</li> <li>3. Adverse entries into academic files</li> </ol>                                                                                                                                                                                                                   |
| 13 | Drinking alcohol and causing nuisance in the hostel                                                                                                                                                                                  | <ol style="list-style-type: none"> <li>1. Fine up to Rs. 5000/-</li> <li>2. Expulsion or rustication from the institution permanently or for a varying period</li> <li>3. Imposition of fine that may be variable or commensurate with damage wherever applicable (e.g. three times the cost of damaged property)</li> <li>4. Directives to submit an apology letter</li> <li>5. Letter to parents/ guardian as and when necessary.</li> </ol> |
| 14 | Engaging in risky behavior including cooking and causing fire hazards, storing of hazardous material, dangerously driving vehicles within campus, causing health hazards by stagnating water without informing hostel officials etc. | <ol style="list-style-type: none"> <li>1. Fine up to Rs. 1000/- first time</li> <li>2. Fine up to Rs. 5000/-</li> <li>3. Expulsion or rustication from the institution permanently or for a varying period</li> <li>4. Adverse entries in academic files</li> <li>5. Directive to submit a letter of apology</li> </ol>                                                                                                                        |
| 15 | Unauthorized use of hostel facilities                                                                                                                                                                                                | <ol style="list-style-type: none"> <li>1. Fine up to Rs. 5000/-</li> </ol>                                                                                                                                                                                                                                                                                                                                                                     |

|    |                                                                                                             |                                                                                                                                                                                                                                                             |
|----|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | including use of appliance that are not permitted.                                                          | 2. Imposition of fine that may be variable or commensurate with damage wherever applicable (e.g. three time the cost of damaged property).<br>3. Directives to submit letter of apology                                                                     |
| 16 | Not clearing payments and dues in time                                                                      | 1. As per rules which may be changed from time to time<br>2. Imposition of fine that may be variable or commensurate with damage wherever applicable ( e.g. three times the cost of damaged property)<br>3. Eviction from hostel                            |
| 17 | Concealing, misleading or providing incorrect information while applying for hostels.                       | 1. Cancellation of hostel allotment.<br>2. Expulsion or rustication from the institution permanently or for a varying period<br>3. Adverse entries in academic files<br>4. Indication of in-disciplined behavior in reference letters from the institution. |
| 18 | Disrespect to authority and functioning of institutional offices and officials in the course of their duty. | 1. Report to Dean/ Executive Director<br>2. Directives to submit letter of apology<br>3. Any other action recommended by the institution                                                                                                                    |
| 19 | Violation of hostel rules and regulations as indicated in the previous sections both overt and implied.     | 1. Cancellation of hostel allotment<br>2. Expulsion or rustication from the institution permanently or for a varying period                                                                                                                                 |
| 20 | Keeping pets, feeding stray animals                                                                         | 1. Cancellation of hostel allotment<br>2. Expulsion or rustication from the institution permanently or for varying period                                                                                                                                   |
| 21 | Unauthorize absence from the hostel for a long period                                                       | Cancellation of hostel allotment without option for re-allotment                                                                                                                                                                                            |
| 22 | Any other act of behavior considered to be a form of indiscipline                                           | As appropriate                                                                                                                                                                                                                                              |

- Any act which is punishable under IPC will be taken care by Law enforcement agencies.
- It must be noted that in those instances wherein the act of indiscipline cannot be attributed to a single individual. Collective responsibility shall be fixed and disciplinary action may be recommended against several individuals or hostellers/ residents of one or more wings or even the entire hostel.
- Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel/rustication from the institute.

## Mess Rules

### **For Institutional Mess**

- a. Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.
- b. Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise, they will be deemed to be present and charged accordingly.
- c. Students are not permitted to the dining room in the mess without signing the Joining Register or after signing the Leaving Register.
- d. Lunch/Dinner will be served on a buffet basis.
- e. The quantity of food will be unlimited except in the case of special items.
- f. Non-vegetarian items will be served as extra on specified days of the week.
- g. Mess rebate is admissible to the residents of Hostels on the following grounds:
  - a. Approved Study Holidays and Semester Vacation declared by the Institute.
  - b. Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
  - c. Period of absence due to serious illness requiring hospitalization, subject to the production of the medical certificate, in genuine cases.
  - d. Any other valid reason with prior permission of the Hostel Superintendent
- h. Application for mess rebate should be made in the prescribed form and it should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgment may be obtained from the Mess Supervisor for having applied for mess rebate.
- i. In addition, students applying for mess rebate should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.
- j. Minimum fixed charges will be applicable to the students applying for mess rebate. Such permission should be obtained from the senior warden and the Mess Supervisor be intimated well in advance of the absence.
- k. Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the concerned specialist at the time of their leaving.
- l. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess rebate should be submitted within the next 3 days.
- m. No student can claim mess rebate unless he/ she had intimated his / her absence in advance by applying for mess rebate in the prescribed form and signed the Mess Leaving Register at the time of his/ her leaving the mess.
- n. At the time of joining the mess after availing mess rebate, the students should sign the Joining Register kept in the mess.

- o. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- p. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
- q. Students on no account whatsoever will be permitted to take food outside the mess unless arranged by appropriate authority. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- r. No food will be served in the rooms of the hostel for any student unless permission from the assistant warden to the effect that the students' condition requires the food to be served in their rooms.
- s. No parties or any other types of activities are not allowed in the mess without permission of Dean (Academics).
- t. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- u. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners. A separate billboard would be available for the residents to stick their bills.
- v. All students shall interact with the mess staff in the dining hall in a courteous manner.
- w. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- x. If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the assistant warden/mess supervisor to arrange for the same at the mess.
- y. The guest rates for the hostel mess will be decided by the Mess sub- committee and are subject to revision from time to time.
- z. The mess timings are as follows and the students should adhere to these

Timings:

- Breakfast : 7:00 AM to 8:00 AM
- Lunch : 12:30 PM to 2:00 PM
- Teatime : 5:00 PM to 6:00 PM
- Dinner : 8:00 PM to 9:30 PM

#### **For Co-operative mess-**

- a. The mess will be managed by a mess committee of students only.
- b. Students should inform the hostel superintendent about their committee and standard operative procedure.
- c. The information about the service provider and terms and conditions of the tender should be informed to hostel Superintendents.
- d. Information and document related to Identity of workers in the mess should be given to Hostel Superintendents.
- e. Hostel committee should submit the monthly statement of expenditure and expenses along with

number of members to the Hostel Superintendent.

- f. The hygiene and quality of the food should be maintained and the same may be verified by hostel superintendents time to time.
- g. The equipment provided from the Institute should be maintained by the serviceprovider and he must hand over them in working condition at his contract termination.
- h. The service provider must pay the charge for electricity, water and space to if applicable.