

GOVT. MEDICAL COLLEGE

Chhatrapati Sambhajnagar (AURANGABAD)

Maharashtra State

Instruction manual for PG 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.

POST GRADUATE- ADMISSIONS PROCESS
Government Medical College, Chhatrapati Sambhajnagar (Aurangabad) (MS)
(All India Quota/ State Quota/ In Service Quota)

All the selected students of NEET-PG-2024 at Govt. Medical College, Chhatrapati Sambhajnagar (Maharashtra) 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 Application Form,**
3. **Print and fill 2copies Holding Certificate**
4. **Print and fill 2copyof Candidate information.**
5. **Print and fill 4 copies of 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 **2 sets of SELF ATTESTED photocopies** of all original documents.
10. All original Documents **Individually SCANNED in PDF format only** will be compulsory required during admission. Student should scan document properly through computer scanner (Size 500 kb only). **Please do not use mobile for scanning documents.** This submission will be mandatory during admission process. 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:** ONLY demand draft (DD) of desired fees will be accepted. 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 if required will be taken at the time of admission (within the rules thereof)
13. Submit Recent Passport size photos (5 copies)
14. **Kindly note.... Admission Process requires verification and approval. No student will be given Joining letters urgently on the same day. The office may require 2-3 days for signatures & 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-PG-2024 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 must follow discipline. **Do not try for undue influences for getting your work done earlier.** We are committed to taking care of all students and we will strictly follow sequence. 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.
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 admission information brochure on their personal websites. All Candidates to note, Govt. Medical College, Chhatrapati Sambhajnagar (Aurangabad) Maharashtra has NOT authorized any person/appointed any agency (Govt/Private) for the admission process / Facilitation or as guidance center. Student/Parents will be totally responsible for any such matters related to fake admission activities with such unauthorized person/agency.**
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.**

SIMPLE BUTTON FOLDER



All students reporting for admissions at Govt. Medical College, Chhatrapati Sambhajnagar (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/R2q8MG1Amqn41rgw7>

Application Form

**Recent
Passport size
Photograph**

Student's Name: _____

Address (In Capital): _____

Mobile No Student _____

Mobile No. Parent _____

Email ID Student _____

Email ID Parent _____

Date:

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

Sub: - Joining as J.R.-1 in the subject of _____
Through NEET PG All India/State Quota /In service Quota seat allotment.

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

R/Sir,

I the undersigned Dr. _____ (Full Name in Capital) have
been selected for post graduate Degree course in the subject of _____ as per
the allotment letter/ Selection List Dated _____ (Copy attached)

Kindly enroll me in your college as JR-1 in the subject of _____ for the
academic year _____ .

Thanking you.

Yours sincerely,

(Dr. _____)

| | |
|---|--|
|  | <p>महाराष्ट्र शासन</p> <p>GOVT. MEDICAL COLLEGE, CHHATRAPATI SAMBHAJINAGAR.</p> <p>शासकीय वैद्यकीय महाविद्यालय, छत्रपती संभाजीनगर.</p> <p>website:www.gmcaurangabad.com</p> |
|---|--|

No.GMCCS/ACAD/ PG admission 24-25/ /2024 Date:-

ORIGINAL DOCUMENTS HOLDING CERTIFICATE

Received following original documents from Dr. _____ admitted for post-graduation in the Subject of _____ on / / at Govt. Medical College, Aurangabad admitted through All India/State /In-Service state quota.

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 MD/MS & Compulsory Bond service.

| Sr.No. | Original Documents Required | Available: Yes/No |
|--|---|-------------------|
| 1 | Aadhar Card (Xerox Copy) | |
| 2 | Nationality Certificate or Valid Indian Passport (Xerox) | |
| 3 | Domicile Certificate | |
| 4 | S.S.C.(10 th) Passing Certificate | |
| 5 | H.S.C (10+2) Passing Certificate | |
| 6 | NEET PG Mark Sheet | |
| 7 | NEET PG Admit Card | |
| 8 | NEET PG Allotment Letter/List | |
| 9 | MBBS Passing Certificate | |
| 10 | MBBS Degree Certificate | |
| 11 | Internship Completion Certificate | |
| 12 | Registration Certificate of MBBS from State medical council/MCI | |
| 13 | Caste Certificate (If applicable) | |
| 14 | Cast Validity (If applicable) | |
| 15 | Non-Creamy layer Certificate valid up to 31-03-2025 (NCL) (If applicable) | |
| 16 | MBBS College Leaving Certificate (T.C.) | |
| 17 | Attempt Certificate of MBBS from Principal/DEAN | |
| 18 | Gazette for Change in Name (If applicable) | |
| 9 | Migration Certificate issued by respective University (If applicable) | |
| 20 | Self-Education Gap Certificate after completion of Internship (If applicable) | |
| 21 | Medical Fitness Certificate in prescribed format only | |
| 22 | PWD Certificate from authorized Medical Boards ONLY (If applicable) | |
| 23 | First to Final year MBBS Mark Sheets | |
| 24 | For state quota Bond Release Certificate/Bond Break payment Govt. receipt (if applicable) | |
| 25 | NOC/Relieving letter from health department for Inservice state quota students. (This will be Compulsory for In-service candidates) | |
| 26 | Other letter if any required will be taken during admission | |
| 27 | Hostel accommodation & declaration formats (compulsory for all) | |
| Tuition Fees Demand Draft: | | |
| D.D.No. | of Rs. | Dated: |
| Original Document & Xerox set to be prepared exactly as per the above sequence. | | |

Copy to: Student/Accounts

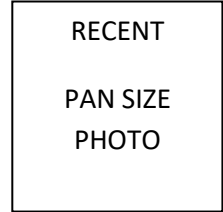
DEAN
Govt. Medical College, Chh. Sambhajinagar

CANDIDATE INFORMATION

GOVT. MEDICAL COLLEGE, CHHATRAPATI SAMBHAJINAGAR-431 001

Post Graduate Admission _____ Year

Admission quota: _____ Subject: _____

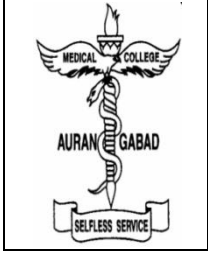


| | | |
|----|--|---------------------------|
| 1 | Name of the Student (In Capital words) English Marathi | SURNAME NAME FATHER NAME |
| 2 | Guardian / Father's Full Name | |
| 3 | Name of Mother | |
| 4 | Place & Date of Birth | Place DOB: |
| 5 | Residential Detail Address: | |
| 6 | State to which candidate belongs | |
| 7 | Telephone No. With Code (Residential) | |
| 8 | Mobile No. | Student: Parent : |
| 9 | Email id | Student: Parent: |
| 10 | Aadhar No | |
| 11 | Voter ID No | |
| 12 | Blood Group | |
| 13 | Mark of Identification (Two) | 1. 2. |
| 14 | Quota of admission (AI/State/In Service) | |
| 15 | NEET Rank | |
| 16 | Percentile score of NEET PG | |
| 17 | Category: UR (Open)/SC/ST/VJ/NT-1/NT-2/NT-3 / OBC/EWS/other | |
| 18 | Caste & Sub caste | |
| 19 | MMC/NMC registration No | Valid from _____ to _____ |
| 20 | State Medical Council Name | |
| 21 | MBBS College name | |
| 22 | MBBS passing year | |
| 23 | Marks Obtained in MBBS | Marks = /out of = % = |
| 24 | Internship Completed Date | |
| 25 | Name of XII th (10+2) Board | |

Date : / /

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/NEET PG/admission-order/

/ 2024

Date:-

OFFICE ORDER

Sub: - **Govt. Medical College, Chhatrapati Sambhajinagar**

Through NEET PG All India/State /In service Quota seat allotment

Ref: - 1) Allotment Letter No/Selection List dated: _____

2) G.R.No.MED/10/96/Edu., Mantralaya, Mumbai, date 31/01/1996.

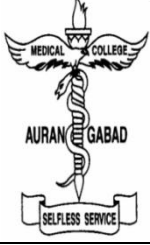
Dr. _____ from _____ University is provisionally selected for the Post Graduate (JR-I) admission in the subject of _____ by Competent Authority of All India/ State/In service quota admissions for the academic year _____. The Admission is subject to the condition that he/she is not registered for any post-graduate course anywhere at present.

1. Your terms will be counted from the date of joining.
2. As per NMC norms you will have to undergo 36 months for Degree to be eligible for PG University examination. No other equitable exemption will be granted to appear the university examination. Such type of undertaking will have to submit at the time of joining the course to the concerned head of Departments.
3. You are also informed that your selection is provisional and subject to the final eligibility confirmation of Maharashtra University of Health Sciences (MUHS) Nashik based on your documents submitted.
4. **Private practice or any kind is not permitted during the period of post-graduate course.**
5. You are directed to report to concerned department Professor & Head after admissions.
6. After Cut-off date every student shall submit Corporate Social responsibility (Service Bond) within 1 month, failing which the student will not be allowed to appear University exams.
7. As per the information brochure issued by the State commissioner of Maharashtra for the current academic year, under the clause of Penalty & Bond, non-completion of Junior residency tenure & for lapse of seat, student must pay an amount of Rs.20,00,000/- (twenty lacs). Original documents & admission cancellation after cut-off date will be done only after paying penalty amount.
8. Govt. of Maharashtra hereby prohibits "strike" in the essential services specified in the schedule hereto appended from the date of this order.

DEAN

Govt. Medical College, Chhatrapati Sambhajinagar.

Copy to : Student/Prof & HOD/Accounts/Warden/others...



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

UNDERTAKING-NEET-PG ADMISSIONS

(ONLY FOR AIQ: Online admission Process)

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

Name & Sign Witness

(Name & Sign of candidate with date)

Contact No.:

Contact No.:

Place:-

Date:-

FEES: ONLY Demand Draft will be acceptable

For NEET PG Admission in the current year :Selected students are instructed to submit the DD as follows, Demand drafts to be drawn from Nationalized banks only(errors or spelling mistakes in the DD will NOT be accepted)

One (1) term fee (Degree/Diploma)

FULL requisite fees DD on the day of admission.

APPLICABLE FOR: All India & State quota candidates ONLY

| Sr.No | Fees | Amount |
|-------|-----------------------------|-------------------|
| 1 | Tuition Fees | 138300 |
| 2 | Admission Fees | 1500 |
| 3 | Development Fees | 5000 |
| 4 | Caution Money Deposit | 4000 |
| 5 | Library Deposit | 2000 |
| 6 | Library Fees | 1000 |
| 7 | Gymkhana Fees | 500 |
| 8 | Ashwamedh Fees | 318 |
| 9 | University Development Fees | 100 |
| | Total | 1,52,718/- |

**DD Name: DEAN, GOVT. MEDICAL COLLEGE, CHHATRAPATI SAMBHAJINAGAR (MS)
(Payable at Chhatrapati Sambhajinagar(MS))**

Note:

- **At any cost cash / Cheque will not be accepted.**
- The demand draft will be deposited in the accounts only after confirmation of the admission/status retention by the students.
- If applicable and students are allotted another college in subsequent rounds of AI/State quota, then the DD(s) will be refunded back to the student. All such students will be required to pay cancellation of admission fees of Rs.1500/- as cash in the cash section& submit the original receipt for getting your original documents from CET CELL, GMC, Chhatrapati Sambhajinagar.
- **Kindly note that the fee in different heads is dependent up on the instructions given by the state government from time to time. Any new additions/changes will be done accordingly. It will be mandatory for all students to comply with such changes or notifications from the institute.**

FEES: ONLY Demand Draft will be acceptable

For PG Admission in the current year :Selected students are instructed to submit the DD as follows, Demand drafts to be drawn from Nationalized banks only (errors or spelling mistakes in the DD will NOT be accepted)

APPLICABLE FOR: IN-SERVICE STATE candidates ONLY

| Sr.No | Fees | Amount |
|-------|-----------------------------|-----------------|
| 1 | Admission Fees | 1500 |
| 2 | Development Fees | 5000 |
| 3 | Caution Money Deposit | 4000 |
| 4 | Library Deposit | 2000 |
| 5 | Library Fees | 1000 |
| 6 | Gymkhana Fees | 500 |
| 7 | Ashwamedh Fees | 318 |
| 8 | University Development Fees | 100 |
| | Total | 14,418/- |

**DD Name: DEAN, GOVT. MEDICAL COLLEGE, CHHATRAPATI SAMBHAJINAGAR (MS)
(Payable at Chhatrapati Sambhajinagar(MS))**

Note:

- **At any cost cash / Cheque will not be accepted.**
- The demand draft will be deposited in the accounts only after confirmation of the admission/status retention by the students.
- If applicable and students are allotted another college in subsequent rounds of AI/State quota, then the DD(s) will be refunded back to the student. All such students will be required to pay cancellation of admission fees of Rs.1500/- as cash in the cash section & submit the original receipt for getting your original documents from CET CELL, GMC, Chhatrapati Sambhajinagar.
- **Kindly note that the fee in different heads is dependent up on the instructions given by the state government from time to time. Any new additions/changes will be done accordingly. It will be mandatory for all students to comply with such changes or notifications from the institute.**

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of _____ Dr. _____ who is desirous of admission to medical postgraduate courses.

He/she has not given any personal history of any disease incapacitation him/her to undergo the professional course. Also, on clinical examination it has been found that he/she is medically fit to undergo the medical postgraduate course (NEET PG) in the academic Year _____

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.

Address of the Registered Medical Practitioner

Signature

Name

Registration No.

Seal of Registered Medical Practitioner

Date:

..... ✂ ✂

Note:

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

Undertaking for Caste Validity Certificate
(Applicable Only for SEBC and OBC State Admissions)

Ref: 1) शासन निर्णय क्रमांक-संकीर्ण-2024/प्र.क्र.75/आरक्षण-5, दिनांक: 22-7-2024

2) शासन निर्णय क्रमांक-संकीर्ण-2024/प्र.क्र.75/आरक्षण-5, दिनांक: 05-9-2024

I, Dr _____ age _____ have been admitted to postgraduate medical course in the subject of _____ at Government Medical College Chhatrapati Sambhajnagar (Aurangabad) Maharashtra on _____ (Date of admission) for the year 2024-25.

I hereby submit this undertaking furnish the **caste validity certificate within 6 months of admission** to the PG course, non-submission of caste validity certificate within 6 months of admission shall lead to termination of my admission.

I shall be the only concerned person responsible for such an event.

Date:

Place:

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
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 80% Attendance in each term (1 term is of 6 months...total terms 6 terms=36 months) failing which I am not eligible to appear in the University exams.

As per automatically NMC norms I will have to undergo 36 months for Degree to be eligible for PG University examination. No other equitable exemption will be granted to appear the university examination.

It will be my direct responsibility to pay the yearly fees, Hostel Fees, etc. I am being informed that No reminder will be given to the student from the office for paying yearly fees and other dues. 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 PG 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 in other cities without official Permission from the Head of the department/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/Gaurdian: _____

Address: _____

Mobile Number: _____

Email address: _____

DECLARATION: BY STUDENT & PARENTS for HOSTEL FACILITY

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

I, Dr _____ is admitted for _____ PG 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 the 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/Guardian: _____

Address: _____

Mobile Number: _____

Email address: _____

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** of admission **within one month** after the admission process. Non submission of Bond does not mean that you are not bonded. Any student who fails to submit the Bond within the stipulated time will not be eligible to appear in the University PG exams. Appropriate action will be initiated against all such candidates.
2. As per the information brochure issued by the State commissioner of Maharashtra for the current academic year, under the clause of Penalty & Bond, non-completion of Junior residency (JR) tenure & for lapse of seat, student has to pay an amount of Rs.20,00,000/- (twenty lacs).
(All rules & regulations mentioned in the information brochure issued by the state commissioner will be applicable to all admissions in the Maharashtra state irrespective of admission Quota....for further details read NEET-PG-2024 information brochure available on www.mahacet.org under Medical Education section

BOND FORMAT attached below: On Rs.500/- Stamp Paper

Bond / Affidavit (Notarized)
(Applicable for All India/State PG Students)

Name of Student :

Permanent Address :

.....

Course : M.D. /M.S. in

Admission Year :

I the undersigned postgraduate student at **Government Medical College, Chhatrapati Sambhajnagar (Aurangabad) Maharashtra State** hereby submit an undertaking that I will serve the Government of Maharashtra / Corporation / Defense service for a period of **ONE YEAR** after completion of Post Graduate Course, failing which, I will have to pay **Rs, 50,00,000/- (Rs. Fifty Lac Only)** for the default as per rules thereof /any changes from time to time as per the instructions of the State Govt.

I am required to complete my residency tenure (3 years in case of Degree or 2 years in case of Diploma). If I fail to complete my residency tenure and or opt out of PG course **after cutoff date**, I am liable to pay penalty of Rs.20,00,000/- (Rs. Twenty lacs Only) [Non completion of Junior residency tenure Rs.10,00,000/- + Lapse of seat Rs.10,00,000/-] for the default as per rules thereof /any changes from time to time as per the instructions of the State Govt.

Date:

Place:

In witness where of the above Named.

Name of the students & Address

(Signature of Student)

Sureties (Excluding parents)

1. Name &Address : _____

(Signature)

2. Name &Address : _____

(Signature)

Witness:

1. Name &Address : _____

(Signature)

2. Name &Address : _____

(Signature)

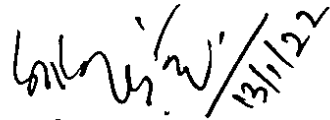
I also undertake that, any changes in the policy Decision of the state regarding compulsory Corporate Social responsibility services (Service Bond) will be applicable to me and the same WILL BE ACCEPTABLE by me.



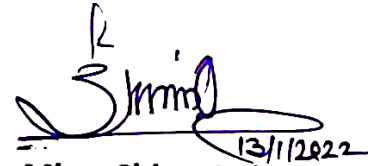
RULES AND REGULATION FOR HOSTEL ACCOMODATION

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

Prepared by


13/1/22

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


13/1/2022

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

Approved by


13-1-2022

Dean
Govt. Medical College, Aurangabad

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

1. ADMISSION TO HOSTEL:

- (i) Admission to the hostel shall be limited to the students of MBBS, MD/MS & M.Ch/DM of the Govt. Medical College, & Hospital, 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 students' 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) Hostelite having more than 2 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 anymanner 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, Chhatrapati Sambhajinagar. **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 hostelers 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. Hostelite 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 Hostelite 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 Hostelite 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 the Hostels of GMC, Chhatrapati Sambhajinagar.

**DEAN
Govt. Medical College
Chhatrapati Sambhajinagar (Aurangabad)**

DECLARATION: BY STUDENT & PARENTS for HOSTEL FACILITY

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

I, Dr _____ is admitted for _____ PG course in the academic year _____ at Govt. Medical College, Chhatrapati Sambhajnagar (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 the 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/Guardian: _____

Address: _____

Mobile Number: _____

Email address: _____

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