

Guidelines for Reporting at AIIMS Bathinda for MBBS Admission-2023

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	9.30 AM to 4.00 PM (Except Sunday and Holidays)

Candidates should report to **Dean Office, Admin Block, AIIMS Bathinda** as per date and time specified above. In our endeavour 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

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



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ, ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ
ACADEMIC CELL



15. **STUDENT INFORMATION SHEET: (Annexure-A)**
16. **UNDERTAKING BY THE CANDIDATE (Annexure-B)**
17. **DECLARATION BY THE CANDIDATE (Only for OBC candidates) (Annexure-C)**
18. **DECLARATION BY THE CANDIDATE (Only for EWS candidates) (Annexure-D)**
19. **SCHEDULED CASTE AND SCHEDULED TRIBE CERTIFICATE (Annexure-E)**
20. **Hostel UNDERTAKING (Annexure- H 1,2,3,4)**
21. **MEDICAL EXAMINATION** of the candidate will be conducted ONLY at AIIMS Bathinda.
22. **Anti Ragging AFFIDAVIT (Annexure G on Stamp Paper of Rs 50/-) to be filled by the candidate and the parent/guardian**
23. **ANTI RAGGING REGISTRATION** Selected candidates shall register himself/herself in the website <https://www.antiragging.in> / <https://amanmovement.org> , take a print out and submit the self-attested printout to Academic Section with 7 days.
24. **Admission fee Rs. 5856/-** (Five thousand, eight hundred fifty-six only) to be deposited in cash. Fee details are **provided in this booklet.**

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

HOSTEL: It is mandatory for students to stay in the hostel during the tenure of the course. Rooms will be allotted on sharing basis.

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.

Dean
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 Occupation Mother's Name Occupation	
5	Date of Birthday	
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	i. _____ ii. _____ iii. _____ iv. _____ v. _____ vi. _____ vii. _____ viii. _____ ix. _____ x. _____ xi. _____

Name and signature of the candidate

Name and signature of the officer in charge

RANK NO. _____

Annexure B

CHECK LIST OF DOCUMENTS FOR MBBS COURSE AT AIIMS, BATHINDA SESSION (2023-2024)

COURSE	M.B.B.S (2023-2024)
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 EMAIL 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 (✓)	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 th Passed /Birth Certificate (Eligibility: Born on or after 01/01/2006 are NOT eligible)		
5.	(XII th) Class certificate and Marks sheets Subject: English, Physics, Chemistry & Biology (Marks Obtained _____ out of _____ = _____ %) Minimum Marks: 60% for Gen./OBC/EWS Category :50% for SC/ST Category :45% for PwD		
6.	Migration Certificate		
7.	SC/ ST/OBC*/EWS *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 & certificate should not be older than one year on date of first end of seat allocation as notified by MCC from 1st April, 2022 (inclusive) and start of reporting of Round- 1 of MBBS counselling		
8.	Disability Certificate issued from a duly constituted and authorized Medical Board as mentioned in the News bulletin.		
9.	Hostel forms and affidavit		
10.	Anti-Ragging Pledge and Affidavit		

Above mentioned original certificate verified by:

Signature of duty staff: _____

Name of staff : _____

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

Date : _____

UNDERTAKING

I, _____ Son/daughter of Sh. _____

have qualified & secured (Rank) _____ in NEET Entrance Examination 2023.

I certify that all my Original Certificates (i.e., 10th Passed / Age proof, 12th Passed Marks Sheet and Scheduled Caste (SC)/ Scheduled Tribe (ST) / Other Backward Class (OBC)/E.W.S. 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

DECLARATION / UNDERTAKING – FOR OBC 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 for purpose of reservation in services as per orders contained in Department of Personnel and Training office Memorandum No.36012/22/93. Estt. (SCT) dated mentioned in Column 3 of the Scheduled to the above referred Office Memorandum dated 08.09.1993, which is modified vide Department of Personnel and Training Office Memorandum No. 36033/3/2004 Estt. (Res) dated 09/03/2004 and further modification vide Memorandum No. 36033/1/2013 Estt. (Res.) dated 27.05.2013.

In case the above information furnished by me is found incorrect in 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.

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 his/her family** is below Rs. 8 lakh (Rupees EightLakh 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 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. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Schedule Tribe and Other Backward Classes (Central List)

In case the above information furnished by me is found incorrect in 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.

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.

Annexure F

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 & Name:

**Assistant Professor
Neurology**

Sign & Name:

**Associate Professor
Orthopedics**

Sign & 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.

Annexure-G

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



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA

ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ

Mandi Dabwali Road, Bathinda, Punjab- 151001

Academic Cell



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:



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ
Mandi Dabwali Road, Bathinda, Punjab- 151001
Academic Cell



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)
	Total	5856/-



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

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. Maximum of 2 books per student can be issued for 10 days and if required, then these should be reissued after physical verification by the concerned officer at library. As fine, INR 10 per day for first week and INR 50 per day from subsequent week will be charged
4. Members must replace the book if lost or damaged or pages torn with the latest edition
5. The reserved book must be collected within a day or two of the receipt of intimation, failing which the reservation is deemed to be cancelled
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.

Users should not place their feet on chairs or tables

14. Notices, handouts or related material may only be displayed in the library with the permission of the Librarian
15. There will be a Complaint Register and it should be reviewed by the Librarian and brought to the notice of the Chief Librarian., at present to Prof. in charge library
16. Feedback box/suggestion box will be kept for improving quality of library services
17. 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.
18. The library will keep a record of the violation. Repeat violators will be reported to the Dean of Students office or to the Office of The Director. Library privileges may also be suspended.

Signature of Student

Signature of Parent/Guardian



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, Janmastami, 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.
- Hostel fine if the books not returned timely **Rs. 10/book per day, after 10 days from the due date. Subsequently, after 10 days - Rs 50/day.**

No book will be issued further and the student will be debarred from utilizing library facilities



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ
Mandi Dabwali Road, Bathinda, Punjab- 151001
Academic Cell



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



HOSTEL RULES

Each hosteller shall be responsible for following faithfully, the following rules.

- Student will be allotted a room in a hostel as and when available **ONLY on sharing basis**.
- No student shall keep any unauthorized person (male/female) in the room. If a hosteller is found to have a person in his/her room, he/she will be liable for disciplinary action including immediate suspension.
- Hostel allotment procedure will be decided by Hostel Committee as per the direction and approval of administration. Once the hostel room is allotted, no change of room will be permitted. Change of room will be permitted only in special circumstances, provided it is deemed necessary/justified by Hostel Committee and depending upon availability of rooms.
- No student should change or exchange room themselves. Unauthorized occupation of any room or exchange of room shall be treated as serious violation of disciplinary rules of the hostels.
- The hostel occupants are prohibited from writing any slogans or any writings, disfiguring, obscene drawings, on the hostel walls and rooms.
- The room of any student can be inspected at any time by the warden or any authorized member from the institute staff. The inmates should keep their rooms presentable.
- The hostel occupants should not leave headquarter without prior permission of the Hostel Warden. Hostel occupant who leaves hostel without application and prior permission from the concerned authorities shall be deemed to be missing and their parents/guardian or even the police authorities may be intimated.
- While leaving headquarter (during leave or vacation), the student should apply for permission in writing in advance stating the reason for leaving. The student shall mention the address of destination, phone number and expected date of return to the hostel.
- No hosteller is allowed to shift furniture from one room to another.
- Hostellers are responsible for cleanliness & good upkeep of rooms. Every Saturday, rooms will be inspected by faculty / Warden.
- Any damage to room or furniture should be reported to Warden.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ
Mandi Dabwali Road, Bathinda, Punjab- 151001
Academic Cell



- No hosteller will remain absent from hostel without written permission of Warden/Faculty In charge/Provost of Hostel.
- Every hosteller should make entry in the departure register before leaving the hostel during night pass or outing.
- Students can be allowed to use own air cooler in hostel room.
- Hostel attendants are under control of the Warden/Faculty In charge of Hostel. No personnel are to be sent out for personal work without permission of the Warden/ Faculty In charge of Hostel.
- Hostellers are advised not to keep valuables, cash or gold jewellery in the hostel. Authorities will not be responsible for any loss and no complaint will be delt by authority of institute in this regard.
- No intoxicants / alcoholic drinks are allowed in the hostel.
- No one is allowed to use abusive language in hostel.
- Visiting the hospital without duty or illness is not allowed.
- Students are not allowed to conduct meetings/strikes in hostel. In case any student is found guilty, she will be expelled from College & Hostel.
- Students are not allowed to use loud music and making any kind of loud noise in hostel.
In case any student is found guilty, she will be expelled from the Hostel or College or from Both.

Where a student has left the hostel, for whatever reason without clearing his dues to the hostel, the College Administration may recover the outstanding dues from the caution money. In case the amount exceeds the amount of the deposit, the college authority can withhold the issue of Character certificate, provisional degree certificate, internship certificate till the balance of the outstanding dues is paid by the student.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ
Mandi Dabwali Road, Bathinda, Punjab- 151001
Academic Cell



- **Ragging is strictly forbidden.**
- All students must present to the hostel warden for attendance.

Attendance timings:

Morning: 7AM or 8 AM (Scheduled from time to time)

Evening: In winters: 9.30 PM

In summers: 10.00 PM

- Electric appliances like heaters, irons, TVs and electric rods are NOT allowed in room. If found guilty, the concerned Hosteller will be fined Rs.500/- per item in addition to confiscation of such item.
- Hostel gate will be locked at **10.00 PM in summers** and **9.30 PM in winters**.
- Hostellers may submit passport size photographs of three family members/relatives who will be visiting the hosteller. No other than these three family members/ relatives will be allowed to meet the hosteller.
- The room of any hosteller is liable to be inspected by the authorities including Warden, and Housekeeper at any time of day or night.
- No motorized two wheelers & four-wheeler vehicle are permitted for the students in campus. Students may use bicycles as transportation mode inside campus.
- If any motorised vehicle is possessed by student, it will be confiscated by administration.
- No student should remain in the hostel rooms during the college scheduled time-table hours unless and until they are genuinely sick.
- The student may handover the room door key to the warden/ house keeper when any maintenance work is required in room. However, students must keep their belongings under lock & key because institute authority will not be responsible in case of any loss in such circumstances.

Note: The Institute is just adjacent to the high way. The students are advised not to go for the cycling or walking on highway, especially after dusk, to avoid untoward incidents.

Signature of Student

Signature of Parent/Guardian



RULES FOR VISITORS to Hostel

- No male / female visitor is allowed in the rooms.
- **Visiting time will be only Saturday 2.00 PM to 6.00 PM and on Sunday from 8.00 AM to 6.00 PM on other days visitors will not be allowed to meet the students in hostel.**
- Visitors will make the entries in visitor register and will take permission from the Warden/Housekeeper to meet the student in the visitors' room only.
- Only those visitors can visit, who are authorized by parents of respective student.

RULES FOR SICK STUDENTS

- Sick students must inform the Warden/Housekeeper about the need of any special diet before 9.00 am.
- Sick leave form can be obtained from the Warden/Faculty In charge after explaining the sickness to the Warden/Housekeeper. Sick leave form must be submitted to HOD after getting consultation from AIIMS, Bathinda. Only consultants of AIIMS, Bathinda will be competent to grant sick leave and no other medical certificate will be entertained.
- Warden/Housekeeper will visit the rooms of sick students. If there is any problem, the students can consult faculty warden/ class co-ordinator at any time.

RULES FOR LEAVE/ OUT STATION PASS

- Student will be given the out station pass during vacations/ holidays or a leave with special request from student/ parents with proof of valid reason of leave through warden to class co-ordinator; to take a final permission from Dean Office, AIIMS, Bathinda.
- Students may avail day time outing on Sundays from 10 AM to 4 PM with the due permission from the warden after recording in movement register. These students must report back to the hostel before 4PM, otherwise they will be liable for disciplinary action.
- Student will not be allowed to visit the home of their classmates or their friends.

Signature of Student

Signature of Parent/Guardian

Annexure- H 1

Hostel Admission Form

Instructions:

Fill this form in BLOCK CAPITAL letters only.

Academic Year : 2023-24
 Session : General
 Degree Type : Under Graduate
 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

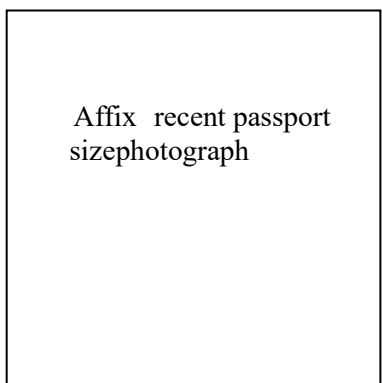
6. Correspondence Address

.....

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

7. Permanent Home Address.....

.....



Parent/Guardian Mobile No:

Mob No of Father:

Mob No of Mother.....

Mob. No. of Guardian.....

E-Mail.....

8. Nationality:

Religion.....

9. State of Domicile:

10. Details of Entrance Exam:

a. Name

b. Roll No. in examination

c. Rank (overall rank):

d. Category Rank (If applicable)

e. Percentile/Percentage Marks

11. Aadhar No.

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

12. Family History

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

Siblings						
1.						
2.						
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

UNDERTAKING (Annexure H 2)

Usage of high voltage appliances

IS/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:

UNDERTAKING (Annexure H 3)

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

Date:

Date:

UNDERTAKING (Annexure H 4)

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 STUDENT'S 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 5th of every month.
- **Mess timings:**
 - Breakfast: 7 AM – 9AM**
 - Lunch: 1 PM – 2 PM**
 - Dinner: 7.30 PM – 10.00 PM**

*Mess timings may change as.

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

Signature of Parent/Guardian

Name:

Name:

Date:

Date: