

Date: 24/12/2024

**Important Instruction for Post Graduate Students Batch - 2024**

**College Reporting**

- As per the instructions of Admission Committee for Professional Post-Graduate Medical Courses, Gujarat State, <http://www.medadmgujarat.org/pg/home.aspx>, all the admitted students are required to report at the concerned help center to avail admission order specifying Gujarat Adani Institute of Medical Sciences as admitted Institute.
- After the Help Centre reporting, students shall report at GAIMS with Original Admission Order for College joining & Hostel allotment.
- All PG Students admitted till 2<sup>nd</sup> Round and who will not participate in further Rounds, shall join the Institute at the latest by 26/12/2024. Hostel shall be allotted to students who do not wish to change the college in subsequent counselling (As the security deposit is non-refundable).

Reporting Time	Monday to Friday	10:30 AM to 01:00 PM 3:00 PM to 05:00 PM
	Saturday	10:30 AM to 01:00 PM

- **All PG Students shall submit undertaking duly notarized on Rs. 300/- Stamp paper as per enclosed Format. (Enclosure - 1)**
- **Students shall click on the link below to join GAIMS PG Batch 2024 WhatsApp group:**
- <https://chat.whatsapp.com/KNk7S65stl0JvNB1AR3YBy>

**All the queries related to joining to be put in the WhatsApp group.**

For any reporting related query, please contact: **Academics Department: 9601785059**

**STUDENT INFORMATION FOR  
Hostel Accommodation Facility (Batch 2024)**

As per the prevailing GAIMS Hostel Administration Policy

Hostel room shall be allotted only after fulfilling all the formalities and payment of accommodation charges. Accommodation charges shall be paid for one full term i.e., six months.

- ❖ **Hostel Fees Charges for six months: ₹ 55,000/-**
- ❖ **Students shall deposit a refundable security deposit of ₹ 50,000/- that will be refunded at the end of the course (after deduction of Hostel Maintenance & Damage Charges).**
- ❖ **Students shall pay the fees through Demand Draft in favor of "Gujarat Adani Institute of Medical Sciences" Payable at Bhuj OR QR Code available at college.**
- **Hostel Fees once paid shall not be refunded, only security deposit shall be refundable as per prevailing policy.**

**For any Hostel related query, please contact: Mr Dharmesh Panchal: 9099991404**

**Note: Accommodation charges once paid shall not be refunded.**

**Important Instruction for Post Graduate Students**

- All the admitted students are required to report at the Institute between – 10:30 AM to 01:00 PM & 3:00 PM to 05:00 PM
- Students are required to bring Demand Draft in the name of “GUJARAT ADANI INSTITUTE OF MEDICAL SCIENCES” payable at Bhuj for Hostel deposit fees ₹ 55,000/- 1<sup>st</sup> term and security deposit ₹ 50,000 at the time of joining.
- Hostel room shall be allotted only after fulfilling all formalities and payment of fees as well as security deposit.

**Following documents to be submitted in the original:**

Sr.	Particulars
1	Admission Order
2	Original Document Submission to ACPGMC Receipt
3	Fee Receipt
4	Free Fee Receipt Card (For Reserve Category-if Applicable)
5	4 Passport Size Photographs

**Self-Attested copies of following documents [2 sets]:**

Sr.	Particulars
1	10th Mark sheet
2	12th Mark sheet
3	School Leaving Certificate
4	MBBS Degree Certificate
5	MBBS Mark sheet [1st, 1 <sup>st</sup> Ind, 1 <sup>st</sup> Part I and II]
6	MBBS Passing Certificate
7	12 Months Internship Completion Certificate
8	Migration Certificate
9	Attempt Certificate
10	NEET PG Mark sheet
11	Provisional / Permanent registration of Gujarat Medical Council/ MCI
12	Cast Certificate in case of SC/ST/SEBC Candidate
13	Non- Creamy Layer Certificate for SEBC candidate.
14	Physical Disability Certificate (Only for PH Category Students)
15	Address Proof (Copy of: Passport, Electricity Bill, BSNL Landline Bill, DL)
16	AADHAR CARD
17	PAN CARD
18	EWS Certificate
19	PG Resident Undertaking as per Enclosure – 01

For more details, contact: **Academics Department: 9601785059**

For Hostel Accommodation details, contact: **Mr. Dharmesh Panchal – 9099991404**

**Student's Information Form – PG**

**Note: Please Fill Form in Capital Letters only**

PG Course Name : \_\_\_\_\_ Date of Admission: \_\_\_\_\_

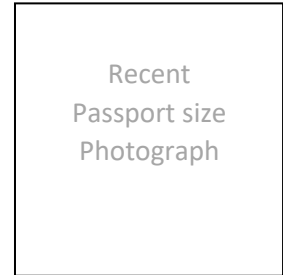
State/Govt. Quota  Management Quota  NRI Quota  University Quota

Student's Name : \_\_\_\_\_

SURNAME FIRST NAME FATHER'S NAME

Father's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_



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

District : \_\_\_\_\_ Pin Code: \_\_\_\_\_

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

Residence Phone : \_\_\_\_\_ Self Mobile : \_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Father's Mobile : \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Mother's Mobile : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Gender : \_\_\_\_\_

Blood Group : \_\_\_\_\_ Cast Category : \_\_\_\_\_

Admission Category : Open / EWS / SEBC / SC / ST / PH / Other

Council Registration No. UG : \_\_\_\_\_

Name of the Council registered with : \_\_\_\_\_

Percentile Score of NEET PG : \_\_\_\_\_

All India Rank : \_\_\_\_\_ State Merit No : \_\_\_\_\_

Category Merit : \_\_\_\_\_ University Merit : \_\_\_\_\_

**For Office Use Only**

Hostel Facility : \_\_\_\_\_ (Yes) / (No) Hostel Charges: \_\_\_\_\_

Payment Mode : DD / Cheque / Online Allotted Room no : \_\_\_\_\_

Reported to Institute on : \_\_\_\_\_

Executive Name : \_\_\_\_\_ Sign & Date: \_\_\_\_\_

Head Academics Name: \_\_\_\_\_ Sign & Date: \_\_\_\_\_

**PG Resident Undertaking**  
**(Duly notarized on Rs. 300 Stamp Paper)**

**Enclosure - 01**

I, \_\_\_\_\_(s/o)/ (d/o) \_\_\_\_\_

Age: \_\_\_\_\_, residing at \_\_\_\_\_

\_\_\_\_\_ enrolled / admitted for  
MD/MS \_\_\_\_\_ program /course at Gujarat Adani Institute  
of Medical Sciences (GAIMS), Bhuj, hereby solemnly undertake that,

1. All information / documents given at the time of application / counselling / joining are true and correct. If anything is found to be incorrect or false or misguiding at any time, I understand that my admission shall be cancelled, and I may be prosecuted. I also understand that I shall not be eligible to apply in future and I shall abide by the rules of GAIMS.
2. I am aware that MD/MS \_\_\_\_\_ (course) is of 3 years. I am also aware that the entire course fees payable to the Gujarat Adani Institute of Medical Sciences, Bhuj is Rs. \_\_\_\_\_/-, i.e., Rs. \_\_\_\_\_/- per term.
3. I have read and understood the **GAIMS Fees Policy** and I hereby undertake to abide by its rules and regulations.
  - i. I further undertake to deposit the tuition fees, hostel fees, late fees (if any) and any other fees in time as notified from time to time by GAIMS.
  - ii. I also understand that I shall have to deposit late fees due to late payment of tuition fees and/or hostel fees as shown in tables below.

<b>Period of Late Payment of Tuition Fees (From the last date as notified in the Fees Circular)</b>	<b>Late fees*</b>
Up to 15 days	₹ 500/day
16 to 30 days	₹ 1000/day
31 to 45 days	₹ 1500/day
46 to 60 days	₹ 2000/day
61 to 75 days	₹ 2500/day
76 days till the date of payment of the due Fees.	₹ 5000/day

\* As per GAIMS Fees Policy version 03

For students receiving **scholarship**, the late payment charges will be as below:

<b>Period of Late Payment of Tuition fees (From the date of receipt of scholarship amount)</b>	<b>Penalty Amount</b>
Up to 7 days	Nil
8 to 15 days	₹ 200 / day
16 days till the date of payment of the due Fees	₹ 300 / day

<b>Period of Late Payment of Hostel Fees (From the date as notified in the Fees Circular)</b>	<b>Late Fee Charge</b>
Up to 1 month	₹ 100/ per day
Beyond 1 month & till date of Payment of the due fees	₹ 200/ per day

- iii. I also understand that tuition fees, hostel fees, late fees or any other fees shall not be waived under any circumstances.
- iv. I undertake to regularly visit the institutes website [www.gaims.ac.in](http://www.gaims.ac.in) and / or Notice board for Fees Circular to abide by the timeline for payment of Tuition Fees and Hostel Fees and shall not wait for last day for payment of tuition fees and hostel fees.
4. I have read and understood **GAIMS Hostel Administrative Policy** and undertake to abide by its rules and regulations and shall submit separate undertaking at the time of applying for availing hostel accommodation.
5. I understand that the **hostel fees** (₹ 55,000/- per term and ₹ 50,000/- security deposit), if not paid in time i.e., as per institute's circular (last date of tuition fees/hostel fees payment), the amount due on me for hostel fees (including the late fees charges) shall be deducted from my stipend.
6. I am aware that if I do not return the book/books borrowed from the **library** within stipulated time (14 days), I will be charged according to the following slabs:

<b>Period of Late Deposit</b>	<b>Charges</b>
Up to 15 days	₹ 50 / day
Beyond 15 days & up to 30 days	₹ 100 / day
Beyond 30 days & up to the date of return of the book/s	₹ 200 / day

7. I also understand that GAIMS Fees Policy & GAIMS Hostel Administration policy may amend from time to time, and I shall abide by the rules and regulations of the prevailing policies.
8. I undertake that I shall not participate in any kind of **strike** or any kind of anti-institutional activity. I am also aware that if I participate in any type of strike, then disciplinary action would be taken against me, that can be either or all of the below:
  - a. Strike days will be counted as absent days which may affect my attendance and/or performance and may lead to ineligibility to appear in University Examination.
  - b. Stipend will be deducted for the number of days of strike.
  - c. Term will be extended for the number of days of strike.
9. I will not indulge in any form of **Ragging** (as per University Grant Commission (UGC) / National Medical Commission regulations) and I along with my parents shall submit the online undertaking accordingly on UGC website and copies of both undertakings will be submitted along with this undertaking.
10. I undertake that to avail the benefits of **health insurance** as per the policy of the institute, I shall disclose my health insurance details to the institute.
11. I have completely read and understood **GAIMS PG Leave Policy** (in accordance with prevailing NMC regulation) and undertake to abide by its rules and regulations.
  - a. I shall do daily institute's biometric punching as well as NMC AEBAS punching while entering and leaving workplace for marking of attendance, on the basis of which my stipend will be processed,
  - b. I shall avail and submit Casual Leave & Academic Leave with prior approval of HOD and Chief or Additional Medical Superintendent / Dean.
  - c. I shall submit copy of approved leaves regularly on or before 25<sup>th</sup> of each month to HR department for processing of stipend.

- d. If the copy of approved leave is not submitted in prescribed time limit, then it will be considered as Leave without Pay (LWP).
  - e. The leave will be sanctioned/ rejected depending on the work exigencies without assigning any reason at the sole discretion of the Head of the Department / Chief or Additional Medical Superintendent.
12. If period of leave / LWP / absence is extended beyond permitted duration, I understand that my period of training shall be extended proportionately, and I am aware that I may not be allowed to appear in final year university examination due to this reason and I will not object for the same.
13. I also undertake that I will submit the **feedback** on time as and when asked for, failing which I may not be allowed to sit in examinations/be promoted to the next phase.
14. I solemnly promise to refrain from any kind of **substance abuse** in the College and/or Hostel premises during my entire stay at GAIMS, and I am fully aware of the related Zero tolerance policy which allows the GAIMS Management to penalise me to the extent of termination.
15. I understand that it is not advisable to leave the course after joining GAIMS and before completion of program. I am also aware that if any student, for whatsoever reason, wants to leave the course in between the tenure of the course and due to that vacancy arises, which is not permitted to fill with another student, then it will result into a loss of opportunity for another student as well as a loss of course fee to GAIMS. However, if for any reason, I decide to leave the course before completion of the three years, I am aware that below actions shall be taken against me, and I have no objection and undertake to comply with:
- i. I shall be liable to pay the tuition fees for complete 3 years / 6 terms.
  - ii. I also understand that in case I leave the course mid-way, all my deposited amount, tuition fees and university fees will be forfeited, and I will have no claim on it.

- iii. In addition to above 15 (i) and 15 (ii), I shall also be liable to pay financial **penalty** as below:

Stage	Anatomy Physiology Pathology Microbiology	Other subjects
Leaving PG course after joining GAIMS and before completion of 12 months.	₹ 10,00,000/-	₹ 5,00,000/-
Leaving PG course between 12 to 24 months of joining GAIMS.	₹ 20,00,000/-	₹ 10,00,000/-
Leaving PG course between 24 to 36 months of joining GAIMS.	₹ 30,00,000/-	₹ 15,00,000/-

- iv. Further, I am also aware that No Objection Certificate, Migration Certificate, Eligibility Certificate, Experience Certificate, or any other certificate / document shall only be issued after completion of all formalities and payment of Fees / Penalties as mentioned in clause 3 above and submission of No Dues Certificate duly signed by all concerned departments, and I shall not force the institute in any manner.

16. I am aware of the following **eligibility criteria for university examination**:

- f. Timely *thesis* submission
- g. At least one of the following:
  - i. *Poster* presentation at national/zonal/state conference of my specialty
  - ii. *Podium* presentation at national/zonal/state conference of my specialty
  - iii. One *research paper* published/accepted in same specialty journal as 1<sup>st</sup> author
- h. Course in *research methodology* (Basic Course in Biomedical Research)
- i. Course in *Ethics* (Good Clinical/Laboratory Practice)
- j. Course in cardiac life support skills (BLS/ACLS)
- k. *District Residency Program* (DRP) completion
- l. *E-logbook*



m. I undertake to submit my research proposal with due approvals from scientific research committee and institutional ethics committee before end of 1<sup>st</sup> term or date as notified by GAIMS, for timely submission to the affiliated University.

If not submitted in time financial penalty of ₹ 500/- per day up to delay of 10 days and ₹ 1000/- per day thereafter shall be paid by me or shall be deducted from my stipend.

n. I understand that if I fail to comply with the above regulatory requirements specified by National Medical Commission, New Delhi I shall not be allowed to appear in the final examination of the postgraduate course in which I am enrolled.

17. I shall submit all original documents to the Academic Department of GAIMS.

18. I understand that all my **original documents** shall remain with GAIMS until I successfully complete my postgraduate residency programme and I shall have no objection for the same.

19. I undertake to follow the regulations for residency programme framed and as amended from time to time by the Government of Gujarat / National Medical Commission / affiliated University / any other regulatory body including GAIMS.

20. I will submit the Migration Certificate, if applicable, to affiliated University within 2 Months from date of admission. If not submitted in time, then Rs. 100/- per day shall be paid by me or shall be deducted from my stipend.

21. I shall submit **medical fitness certificate** issued by the competent authority along with this undertaking.

22. In case I am found to be guilty of any **misconduct** then I will abide by the decision taken by the disciplinary committee / institutional administration.

23. I understand that it will be my responsibility to apply for any scholarship that I am eligible to.

24. I shall abide with all rules and regulations prevailing at the time with all additions, amendments, modification, deletions of National Medical Commission, Government of Gujarat, affiliating University and GAIMS.

25. I am aware and I undertake that in the event of breach of any of the conditions of this Undertaking and/or failure on my part to pay the applicable tuition fees / hostel fees / penalties (if applicable), GAIMS is entitled to undertake the appropriate legal proceedings against me, for including, but not limited to, recovering remaining tuition fees / penalties. Furthermore, I agree and confirm that in the event when GAIMS is constrained to resort to legal proceedings for any reason whatsoever, I shall be bound to pay all costs that would be incurred to GAIMS for pursuing the said legal proceedings.

<b>Full Name of Candidate</b>		
<b>Admitted in PG Course</b>		
<b>Permanent Address</b>		
<b>Mobile Number</b>		
<b>Email ID</b>		
<b>Place: Date:</b>	<b>Signature of Candidate</b>	
<b>Witness 1</b>	<b>Full Name: Address:</b>	<b>Signature</b>
<b>Witness 2</b>	<b>Full Name: Address:</b>	<b>Signature</b>

**Notary:**