

	Gujarat Adani Institute of Medical Sciences	Department	Academics (Administration)
		Effective Date	1 st November, 2024
		Version	03
GAIMS FEES POLICY		Policy Number	4016

OBJECTIVE: To make the students honor their obligation for timely payment of their fees and other charges and to avoid any disciplinary action.

APPLICABILITY: This policy is applicable to all students studying in GAIMS.

1. Fees will be applicable as decided by the Fee Regulatory Committee – Medical, Gujarat State.
2. Fees will be collected on semester basis only (half of the annual fees)
3. The fees policy consists of regular tuition fees, hostel fees, late payment charges and repeater fees.

I: REGULAR TUITION FEES

1. The fees for UG and PG students will be collected as per the orders of Fee Regulatory Committee - Medical, Government of Gujarat as notified from time to time.
2. Timeline of submission of applicable fees for various courses is to be proposed by Academics department in consultation with Accounts department after receiving notification / circular / public notice for that UG/PG batch from NMC or Admission Committee or regulatory body in below format,

Details	For UG/ PG Medical Course
Date of Issue of circular for deposit of applicable fees every year	
Last date of fees submission without penalty every year	
Late payment charges beyond last date of fees submission (refer point III below)	

3. The advance tuition fees and/or advance accommodation charges will be refunded in case of demise of a student (as per the approved NFA No. GAIMS/Dean/NFA/Student-Death/2023, dated 27.07.2023).

II. HOSTEL FEES & DEPOSIT (Refer to the Hostel Administration Policy of GAIMS)

1. Hostel fees will be decided by management as per the prescribed rules and notification/circular will be issued as per approved timeline.
2. The hostel facility at GAIMS is provided on chargeable basis to UG students, UG interns and PG students.
3. Hostel fees are to be paid regularly, in advance for the whole term of six months as per institutes circular issued by Academics Department and there will be no refund if a student vacates the hostel mid term.

	Gujarat Adani Institute of Medical Sciences	Department	Academics (Administration)
		Effective Date	1 st November, 2024
		Version	03
GAIMS FEES POLICY		Policy Number	4016

4. For UG Students and Interns, hostel fees is inclusive of mess charges.
5. A non-interest bearing security deposit will be deposited prior to Hostel allotment by UG students/interns and PG students as per the applicable Hostel Administration Policy of GAIMS.
6. Hostel fees are subject to upward revision every year, which will be applicable to all hostel occupants.

III. LATE PAYMENT CHARGES

Objective of collecting late payment charges is to make student deposit their applicable fees in time to streamline administrative work.

1. Late deposit of Regular Tuition Fees

- i. Students who are not paying their Tuition Fees in full or part amount as per the stipulated timeline, a late fee will be charged as below:

Period of Late Payment (From the last date as notified in the Fees Circular)	Govt. Quota Students for UG only	Management / NRI Quota UG students	Govt / Management / NRI Quota PG Students
Up to 15 days	₹ 100/day	₹ 500/day	
16 to 30 days	₹ 200/day	₹ 1000/day	
31 to 45 days	₹ 300/day	₹ 1500/day	
46 to 60 days	₹ 400/day	₹ 2000/day	
61 to 75 days	₹ 500/day	₹ 2500/day	
76 days till the date of payment of the due Fees.	₹ 1000/day	₹ 5000/day	

- ii. Following actions shall be initiated against the UG and PG students who fail to pay the tuition fees in the stipulated time period as notified in the fees circular:

- a. Accounts department will share the names of students who have not paid the tuition fees in the stipulated time period (30 days) to Academics department.
- b. Academics department will conduct regular follow-up with students and parents through email, SMS, WhatsApp and other means of communication and ensure that pending fees gets paid (including late payment charges).
- c. On 46th day from due date, if the tuition fees (full or part) or late payment charges (full or part) are not paid by the concerned students then the Academics department will initiate disabling of biometric punch of respective student/s with the approval from Dean, GAIMS.

	Gujarat Adani Institute of Medical Sciences	Department	Academics (Administration)
		Effective Date	1 st November, 2024
		Version	03
	GAIMS FEES POLICY	Policy Number	4016

- d. Academics department to communicate to examination department and HoDs of that phase to ensure that those students whose biometric punching has been disabled are not allowed to attend classes, clinics & other academics sessions.
- e. Examination department to confirm from Academics department regarding the status of students whose attendance was blocked, or any fees is pending, before filling of university examination forms and/or collection of examination fees.
- f. If at the time of filling of university examination forms and/or collection of examination fees student has failed to pay the tuition fees, (including late payment charges) or his/her attendance is below the minimum requirement, he/she shall not be allowed to fill university examination form and no examination fees to be collected from him/her. Examination department will share the list of students who are eligible to appear in university examinations to the Accounts department after approval from Dean office.
- g. The College reserves the right to withhold grades, transcripts, degrees/diplomas, and other services.
- iii. If any PG student fails to deposit the tuition fees in the stipulated time period as notified in the fees circular, then the institute reserves the right to withhold his/her stipend till he/she clears payment of tuition fees including late payment charges.
- iv. For those students belonging to SC/ST category:
 - a. If the students are not eligible to receive any scholarship, the rules will continue to be the same for payment of fees as stated above. However, if the student receives scholarship through government agencies, then the delay in payment of fees will be allowed (with condonement of delayed period of payment) until he /she receives the payment (realization of cheque) in his/her account or Institute receives the payment directly on behalf of students.
 - b. However, if the student does not pay within 7 days of receiving scholarship in his / her account, then he/she has to bear the late payment charges as shown below:

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

- v. For those students belonging to MYSY category, they have to pay tuition fees as per schedule along with non- SC/ST category students.

	Gujarat Adani Institute of Medical Sciences	Department	Academics (Administration)
		Effective Date	1 st November, 2024
		Version	03
GAIMS FEES POLICY		Policy Number	4016

2. **Late Deposit of Hostel Fees** (Refer to the Hostel Administration Policy of GAIMS)

- i. **UG Students/ Interns** who have opted to stay at GAIMS Hostels and are not paying Hostel Fees in time, a late fee will be charged as below:

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

- a. If the student fails to pay hostel fees within a month, then the chief warden/warden shall issue notice to student to vacate the room within 1 week and recover hostel fees along with late fees until the date of vacating the room from hostel security deposit.
- b. The chief warden UG/PG shall initiate actions for vacating the room in coordination with Head Operations, Head Security, Head Academics and Dean.
- ii. **For PG Students:** The hostel fees, if not paid in time i.e. as per institute's circular (last date of tuition fees/hostel fees payment), the amount due to them for hostel fees shall be deducted from their stipend.

3. **Late Payment of University Examination Fees**

Students will have to pay University examination fees as per the schedule given by the university. If she/he does not pay examination fees in time, then late payment charges, as decided by the University, will be applicable and she/he is bound to pay the same. Payment of university examination fees is prerequisite for appearing in university examination.

4. **Late deposit of books/Journal/any other study material of Library**

- i. Students/ Interns who do not return the book/books borrowed from the library within stipulated time (7 days for Students & 14 days for Interns) will be charged according to the following slabs:

Period of Late Deposit	Charges
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

- ii. If the book is lost by the student, then he/she has to pay the cost of the latest edition of the said book/s including the applicable late deposit charges.

	Gujarat Adani Institute of Medical Sciences	Department	Academics (Administration)
		Effective Date	1 st November, 2024
		Version	03
GAIMS FEES POLICY		Policy Number	4016

- iii. Further, if the book is torn or not kept in good condition, charges may be recovered from the students on sole discretion of the Librarian.
5. In case the cheque is returned unpaid by the bank for any reason whatsoever, cheque dishonored charges of ₹ 250/- plus applicable taxes will be levied on the concerned student.
 6. All parents / students are requested to take note of this policy and are requested to pay their fees on time to avoid any inconvenience. No request on any ground whatsoever will be entertained in this regard.
 7. There is no provision of "Late Fee Waiver", and no such application will be entertained.

IV: REPEATER FEES POLICY

Repeater Tuition Fees will be levied as per the guidelines of FRC.

Reference: - FRC letter no: MCE/1004/Fee-Adm(Med.)/H .Retd.R.S./Committee/ J dated 16/06/2004 with subject: Approval for fees in Self-Finance, Medical/Dental/Physiotherapy/Homeopathy, Colleges.

Repeater tuition fees will be applicable for Phase-1 MBBS students and Phase-3 Part-2 MBBS students from 3rd attempt onwards, calculation of which will be done as below:

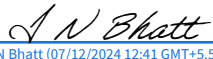


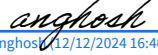



- 25% of the fees shall be collected from the repeater students proportionate to the **Phase**, divided by the number of subjects in the applicable **Phase**.
e.g. if the fees for the course is ₹ 8,70,000/- for a given year and there are 3 or 4 subjects – 25% fees to be collected which will be calculated as ₹ 8,70,000/- divided by number of subjects further divided by semester. This amount shall be multiplied by the number of subjects in which the student reappears for the examination.
 - **Calculation for Phase-1 MBBS**
 - 25% of ₹ 8,70,000/- which would come to ₹ 2,17,500/- p.a. divided by 3 (i.e. no. of subjects) which would then come to ₹ 72,500/- i.e. ₹ 36,250/- per semester/subject.
 - **Calculation for Phase-3 Part-2 MBBS**
 - 25% of ₹ 8,70,000/- which would come to ₹ 2,17,500/- p.a. divided by 4 (i.e. no. of subjects) which would then come to ₹ 54,375/- i.e. ₹ 27,188/- per semester/subject.
- Repeater fees will be levied when the period of study is extended beyond the scheduled tenure of the **Phase**.
- The student will not be promoted to Phase-2 or Internship, as applicable, till he/she pays the repeater tuition fees. The said fees will be paid for every attempt (beyond 2nd attempt) till he/she clears the respective subject in the university examination.

	Gujarat Adani Institute of Medical Sciences	Department	Academics (Administration)
		Effective Date	1 st November, 2024
		Version	03
GAIMS FEES POLICY		Policy Number	4016

- The list of students who will appear in examination beyond 2nd attempt shall be provided by the Examination Department to the Academics Department within 7 working days of the declaration of the result. The Academics Department shall calculate the repeater tuition fees amount as per this policy and send the same to the Accounts Department within 7 working days from the date of the intimation received from the Examination Department. The Accounts Department shall intimate the Academics Department regarding fees collection status at weekly interval. The Academics Department will then promote the student to the next Phase/Internship.
- The students should pay the repeater tuition fees within 30 days of the letter issued by the Institute.
- Late Repeater Tuition Fees after 30 days - ₹ 200 per day till the date of payment of Late Repeater Tuition Fees.

The rules and guidelines as mentioned in the policy above are subject to change from time to time. It is understood that amendment / change in the above policy is applicable to all students. All previous policy will be set aside, and updated rules will be applicable from its effective date.

The Institute holds the right to initiate legal action against defaulters of this policy.

 <small>I N Bhatt (07/12/2024 12:41 GMT+5.5)</small>		 <small>Sagnik Roy (12/12/2024 16:35 GMT+5.5)</small>	 <small>anghosh (12/12/2024 16:46 GMT+5.5)</small>	 <small>Mayur (20/12/2024 18:20 GMT+5.5)</small>
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