

INFORMATION BROCHURE REGARDING REPORTING & ADMISSION PROCEDURE FOR MBBS COURSES – NEET UG 2021 SESSION

Congratulations on allotment of MBBS seat at AIIMS Bilaspur (H.P.). Please download and read this document carefully. The reporting dates and time for the admission process will be as follows

28th February – 5th March 2022 from 10 AM to 4 PM.

Candidates should report by 10 AM.

Admission Venue: Tutorial Room 1, Ground floor, Admin & Academic Block.

IMPORTANT: Vaccination certificate is MANDATORY (Candidates should have received both the doses of vaccine against the corona virus or be in the waiting period for the second dose).

CLASSES ARE STARTING FROM 2ND MARCH 2022
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FOR CANDIDATES WHO CHOOSE TO OPT FOR MOP-UP ROUND

Documents to be brought along (1 set of Photocopies)

FOR CANDIDATES WHO ARE ALREADY ADMITTED

Report to the hostel office, Ground floor, PG Boys Hostel. Mr Balwant Singh (7018942416/9736898722)

FOR CANDIDATES WHO CHOOSE TO ACCEPT THE SEAT

Documents to be brought along (Original + 3 sets of Photocopies) *duly filled if applicable

Annexure I

On the day of reporting:

- a) Report to the Admission venue and submit the Admission Form along with Allotment letter from MCC to the Security Personnel at the Gate.
- b) Upon being summoned, produce a copy of vaccination certificate and enter the hall and be seated. Only the candidate is permitted to enter the Admission Hall.
- c) You will be called at certificate verification desks inside the hall. Please produce documents no. 3 to 17 along with 4 passport-size photographs. These documents and photographs will be retained by the admission team. In addition, Aadhaar card in original will be verified and returned to the candidate. The photocopies of it will be retained.
- d) After successful certificate verification, a receipt of documents will be issued to the candidate.
- e) Candidate will also be provided a form for Medical Examination.
- f) Move to the Hostel Desk and submit the Documents No. 19 to 22 along with 2 passport-size photographs. Aadhaar card in original will be verified and returned to the candidate. The photocopies of it will be retained.
- g) After successful verification, student shall be provided room inventory letter, Hostel Undertaking which needs to be submitted to the Hostel Office by end of the Next day of admission.

- h) Proceed for Medical Examination to the AYUSH Block. The duly signed Medical Examination report should be submitted to the admission team. MEDICAL EXAMINATION WILL NOT BE CONDUCTED ON SATURDAYS.

FEES STRUCTURE

S. No.	Academic & Other Fees	Amount (In Rs.)	Hostel & Other Fees	Amount (In Rs.)
1.	Registration Fee	25.00	Hostel Rent	990.00
2.	Caution Money	100.00	Gymkhana Fee	220.00
3.	Tuition Fee	1350.00	Pot Fund	1320.00
4.	Laboratory Fee	90.00	Electricity Charges	198.00
5.	Student Union Fee	63.00	Mess Security (Refundable)	500.00
6.			Hostel Security (Refundable)	1000.00
Total (A)		1628.00	Total (B)	4228.00
GRAND TOTAL (A + B)				Rs. 5856/-

Refund:

On vacating the hostel, Hostel and Mess Security will be refunded after adjusting for damages or dues.

HOSTEL ACCOMMODATION

Hostel and Mess is compulsory.

Facilities available in hostel rooms: Double sharing accommodation with cot, a small storage cupboard, Study table, and study chair. Things that may be brought by the students: mattress, pillow, bed sheet, pillow cover, buckets, mug, and personal items etc.

ADDITIONAL INFORMATION:

Location of the admission venue:

Tutorial hall 1 is located in the Ground floor of Admin & Academic Block, AIIMS Bilaspur (H.P.)

(<https://goo.gl/maps/7LssLEbcxtVzzxCdA>).

Outlets for taking print-out:

It is advisable to get all the annexures printed out from your hometown. Currently there are no facility for printing is located within the campus or nearby.

Location of hostels:

PG Married hostel for Girls and UG Boys Hostel for Boys are located in Residential Area of the Campus.

Facilities parents or accompanying persons:

No waiting area is allocated. Accompanying persons and parents are not allowed inside the Admin & Academic Block (with the exception of PwD candidates who require assistance).

There is no provision of accommodation for accompanying person in the campus. Paid meals can be availed in the Mess on prior intimation to mess manager.

Bank Account

It is advised for Candidates to open a Bank Account with State Bank of India, AIIMS Bilaspur for any future transactions with the institute.

APPENDIX I

List of certificates to be submitted at the time of admission:

- 1) Provisional allotment letter: Issued by MCC
- 2) Admission Form (Annexure 1)
- 3) Demand Draft of Rs. 5856/- in favour of Director, AIIMS Bilaspur, payable at Bilaspur
- 4) Identity proof (as mentioned in the NTA NEET Information Bulletin)
- 5) Admit Cards of Exam: Issued by NTA.
- 6) Result/ Rank letter: Issued by NTA.
- 7) Proof of Date of Birth (Birth Certificate or X Std. Certificate).
- 8) Pass Certificate: Of the qualifying examination.
- 9) Statement of marks: Of the qualifying examination.
- 10) Character and Conduct Certificate from the Head of the Institute last studied.
- 11) For Other Backward Classes: Valid Non-Creamy Layer OBC certificate
- 12) For Scheduled Caste/ Scheduled Tribe, a Community Certificate, recently obtained from the competent authority – (as mentioned in the NTA NEET Information Bulletin)
- 13) For Economically Weaker Sections (EWSs) candidates: They should produce the required Income & Asset Certificate as (as mentioned in the NTA NEET Information Bulletin)
- 14) For PwBD candidates: Medical Certificate from the authorised centres as listed in the NTA NEET Information Bulletin.
- 15) Transfer Certificate: Issued from the Head of the Institution last studied.
- 16) Migration Certificate
- 17) ID card Application Form (Annexure 2)
- 18) Aadhar card
- 19) Hostel Admission Form (Annexure 3)
- 20) Anti-ragging Undertaking by the Student (Annexure 4) on Rs. 20/- Stamp paper & notarized
- 21) Anti-ragging Undertaking by the Parents (Annexure 5) on Rs. 20/- Stamp paper & notarized
- 22) COVID-19 Undertaking (Annexure 6) on Rs. 10/- Stamp paper & notarized
- 23) Hostel Undertaking (Annexure 7)
- 24) 6 sets of Passport-size Photographs

Annexure 1



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
BILAPUR, HIMACHAL PRADESH-174001**

ACADEMICS SECTION

AFFIX
TWO PHOTOS
HERE

Application No: _____

DATED: _____

To,
THE DEAN (ACADEMICS),
AIIMS BILASPUR, HP- 174001

SUB: APPLICATION FOR ENROLLMENT IN MBBS AT AIIMS BILASPUR

Dear Sir/Madam,

I have been provisionally allotted MBBS seat at AIIMS Bilaspur. It is requested that I may be enrolled as MBBS student at AIIMS Bilaspur subject to verification of documents.

My brief particulars are below:-

1. Name of the student (in block letters) _____

2. MCC Allotment Letter No: _____
3. NEET Entrance Examination Registration No: _____
4. Category: GEN / OBC / SC / ST / EWS / PwD
5. Date of Joining: _____
6. Father's Name: _____
7. Mother's Name: _____
8. Date of Birth: _____ Gender: _____
9. Mobile no: _____ Parent's Mobile no : _____
10. E mail _____ Parent's Email _____

11. Aadhar card No: _____

12. Permanent address (with PINCODE) & Tel no:

DECLARATION

A. I agree to abide by the rules and regulations of the Institute, in force and updated from time to time. I, further state that I will abide by all such orders as may be issued from time to time by the competent authority. I understand that any violation of institutional rules & regulations will attract Disciplinary proceedings against me.

Yours faithfully,

(For Official Use)

1. Allotted Roll No. _____

2. Fees Receipt No. _____ dated _____

Signature of MBBS Co-ordinator

Signature of Dean (Academics)



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BILASPUR (H.P.)

अखिल भारतीय आयुर्विज्ञान संस्थान, बिलासपुर (हि. प्र.)

Application Form for ID Card / पहचान पत्र हेतु आवेदन प्रपत्र

Paste Photo Here
(Attested by HOD)
यंहा फोटो लगाए
(विभागाध्यक्ष द्वारा सत्यापित)

1. Name of the applicant (In Capital Letters) :
आवेदक का नाम (स्पष्ट अक्षरों में) :
2. Father's/Husband's Name :
पिता/ पित का नाम :
3. Course/ अध्ययन :
:
4. Roll No./ पंजीकरण संख्या :
:
5. Year of Admission :
एडमिशन का वर्ष :
6. Date of Joining/शामिल होने की तिथि :
:
7. Blood group/रक्त समूह :
:
8. Present Address/वर्तमान पता :
:

9. Date of Birth/जन्मतिथि :
:
10. Contact Number/दूरभाष नंबर :
:
11. Emergency Contact Number :
आपातकालीन दूरभाष नंबर :
12. Mark of Identification/पहचान का चिन्ह :
:
13. Aadhar Number/आधार नंबर :
:

Reason for Issue/ जारी करने का कारण

- a) ☐ New Admission/ नई एडमिशन
- b) ☐ Change in Address/ पते में परिवर्तन
- c) ☐ Loss/ गुम हो गया
- d) ☐ Mutilation/ कट-फट गया
- e) ☐ If any (Specify)/ यदि कुछ और (विस्तृत)

I hereby declare that the particulars furnished above are true & correct./ मैं अतद्वारा घोषणा करता हूँ की ऊपर दिए गए सारेविवरण सत्य एवं सही है।

Certified that I have not received/in possession of any ID card from any other department of AIIMS Bilaspur./ प्रमाणित किया जाता है की मैंने संस्थान के किसी अन्य विभाग से कोई पहचान पत्र प्राप्त नहीं किया है/ मेरे पास नहीं है।

Signature & Stamp of Forwarding Authority
विभागाध्यक्ष / अग्रेषण करने वाले प्राधिकारी के हस्ताक्षर एवं मुहर
Note/टिपणी:

Signature of Applicant/ आवेदक के हस्ताक्षर
Dated/ दिनांक:

- 1) Passport size photograph and signature to be affixed on the ID card need to be submitted separately.
- 2) In case of loss or mutilation, duplicate ID card will be issued after payment of Rs. 500/-. Police complaint to be attached in case of loss of ID card.
- 3) It is compulsory to fill column No. 1, 3 & 4 in Hindi language also.

OFFICE USE

1) Colour of Identity Card/पहचान पत्र का रंग	:	
2) Roll No./ पंजीकरण संख्या	:	
3) ID Card No./ पहचान पत्र नंबर	:	

Annexure 3



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
BILAPUR, HIMACHAL PRADESH-174001**

HOSTEL SECTION

AFFIX
TWO PHOTOS
HERE

Application No: _____

DATED: _____

To,
THE CHIEF PROVOST,
HOSTEL SECTION
AIIMS BILAPUR, HP- 174001

SUB: APPLICATION FOR ALLOTMENT OF HOSTEL ACCOMODATION

Dear Sir/Madam,

I have joined as M.B.B.S student at AIIMS Bilaspur. It is requested that I may be allotted hostel accommodation in the AIIMS Hostel.

My brief particulars are below:-

1. Name of the student (in block letters) _____

2. AIIMS Entrance Examination Registration No: _____
3. Enrollment No.: _____
4. Date of Joining: _____
5. Father's Name: _____
6. Mother's Name: _____
7. Date of Birth: _____ Gender: _____
8. Aadhar card No: _____
9. Mobile no: _____ Parent's Mobile no : _____
10. E mail _____ Parent's Email _____
11. Permanent address & Tel no:

12. Local Guardian name and address:

13. Name of the person to be contacted in emergency: _____

Relationship with that person: _____

14. Guardian's telephone no: _____

15. Guardian E mail: _____

The application should be forwarded through proper channel along with copy of Admission Order attached.

DECLARATION

A. I agree to abide by the hostel rules and regulations, in force, regarding the allotment of Hostel Accommodation and the use of the hostel room. I, further state that I will abide by all such orders as may be issued from time to time by the superintendent of Hostels and on his behalf by an appropriate authority.

Yours faithfully,

(For Official Use)

1. Allotted Room No. _____

2. Security Deposit Receipt No. _____ dated _____

3. Fees Receipt No. _____ dated _____

Signature of Hostel warden

Signature of Chief Provost, Hostel Section

FORM I

[See sub-clause (a) of clause (i) and sub-clause (a) of clause (ii) of sub-regulation (2) of regulation 7]

FORMAT OF UNDERTAKING BY THE STUDENT

I _____ (Full Name in Block Letters) _____ Son/ Daughter of Mr./Mrs./Ms. _____
 _____ (Full Name in Block Letters) _____ admitted to the course of _____
 _____ (Name of Course) _____ with Admission No. _____
 at _____ (Name of College / Institution) _____ affiliated to
 _____ (Name of University) _____ have received a copy of the National Medical Commission (Prevention and Prohibition of Ragging in Medical Colleges and Institutions) Regulations, 2021 (hereinafter referred to as the said regulations).

2. I have carefully read and fully understood the provisions in the said regulations.

3. I have particularly perused the provisions of regulations 3 and 4 of the said regulations and have fully understood what constitutes “ragging”.

4. I have also in particular perused the provisions of Chapter IV and read and understood the administrative and penal actions that may be taken against me in case I am found guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

5. I hereby undertake that—

- (i) I will not indulge in any behaviour or act that may come under the definition of ragging as may be constituted under regulation 3 of the said regulations;
- (ii) I will not participate in or abet or propagate ragging in any form included but not limited to those that may be constituted under regulation 3 of the said regulations;
- (iii) I will not hurt anyone physically or psychologically or cause any other harm.

6. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the said regulations or as per the applicable laws for the time being in force.

7. I also declare that I have never been found to be guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging and have never been punished in any manner for these offences and further affirm that if this declaration is incorrect or false, my admission is liable to be cancelled / withdrawn.

Signed on this the _____ day of _____ month of _____ year.

Signature

Name:

Address:

Tel/ Mobile No:

Signature of Witness 1:

(Name of Witness 1):

Address:

Signature of Witness 2:

(Name of Witness 2):

-----Address:

FORM II

[See sub-clause (b) of clause (i) and sub-clause (b) of clause (ii) of sub-regulation (2) of regulation 7]

FORMAT OF UNDERTAKING BY PARENT / GUARDIAN OF THE CANDIDATE/STUDENT

I _____ (Full Name in Block Letters) _____ Father / Mother/ Guardian of
 Mr./Mrs./Ms. _____ (Full Name of Student in Block Letters) _____ admitted to the course of _____ (Name
 of Course) _____ with Admission
 No. _____ at _____ (Name of College /Institution) _____ affiliated to _____
 _____ (Name of University)

_____ hereby declare that I have received a copy of the National Medical Commission (Prevention and Prohibition of Ragging in Medical Colleges and Institutions) Regulations, 2021 (hereinafter referred to as the said regulations).

2. I have carefully read and fully understood the provisions in the said regulations

8. I have particularly perused the provisions of regulations 3 and 4 of the said regulations and have fully understood what constitutes “ragging”.

9. I have also in particular perused the provisions of Chapter IV and read and understood the administrative and penal actions that may be taken against my son/ daughter/ward in case he /she is found guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

10. I hereby undertake that my son/ daughter/ ward —

- (i) will not indulge in any behaviour or act that may come under the definition of ragging as may be constituted under regulations 3 and 4 of the said regulations;
- (ii) will not participate in or abet or propagate ragging in any form included but not limited to those that may be constituted under regulations 3 and 4 of the said regulations;
- (iii) will not hurt anyone physically or psychologically or cause any other harm.

11. I hereby agree that if my son/ daughter/ ward is found guilty of any aspect of ragging, he/ she may be punished as per the provisions of the said regulations or as per the applicable law for the time being in force.

12. I also declare that he/she has never been found to be guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging and have never been punished in any manner for these offences and further affirm that if this declaration is incorrect or false, his/her admission is liable to be cancelled /withdrawn.

Signed on this the _____ day of _____ month of _____ year.

Signature

Name:

Address:

Tel/ Mobile No.

Signature of Witness 1:

(Name of Witness 1):

Address:

Signature of Witness 2:

(Name of Witness 2):

-----Address:

Annexure 6

To,

The Director
AIIMS, Bilaspur

SUB : DECLARATION/ UNDERTAKING BY STUDENTS REGARDING COVID-19

I, Mr./Ms. _____ S/o or D/o Sh. _____ student
admitted to AIIMS Bilaspur in 2021 Batch do hereby solemnly and sincerely declare and confirm
as under:

1. That I am aware about the seriousness of Corona Virus, COVID-19 disease and its after effects on human health and society at large. I am also aware of all types of precautions and remedies to take care of myself and my family from COVID-19 disease and these has also been explained to me in detail by the administration of the Institute.
2. That I shall abide by the SOP drafted by the COVID Management Committee of AIIMS Bilaspur for containment of COVID-19 within the Institute Campus. I shall also consent to undergo 7 days of quarantine in Hostel rooms on reporting to the Institute as mandated by the COVID Management Committee of AIIMS Bilaspur. I have read the Guidelines issued in this regard and will abide by the same.
3. That I shall maintain & keep minimum social distance as advised by Government of India during my stay in the Institute including at Classrooms, Hostels, Mess etc and shall wear face cover/ face mask at all the time within and outside of the Institute campus.
4. That I shall keep myself in good health, and keep minimum social distance as advised by Government of India from my other fellow Students while coming to Academic block and going to hostel and mess and shall abide by all rules and advisories of the Government of India in relation to protection from COVID-19 disease.
5. That I shall inform the appropriate authority immediately if any symptom of disease including temperature, cough and cold if noticed or felt by me at any time or if am aware that anyone of my class fellow is exhibiting any symptoms such as fever, cough and cold.
6. That I have downloaded Arogya Setu app on my mobile phone and shall keep my mobile phone Bluetooth in On position at all the time.
7. That in case I am found to be in default or contravention of any of the instructions, safety measures etc. as enumerated above and as explained to me by the competent authorities, Institute Administration has the right to take appropriate action against me.

Signature & Name of Parents/Guardian

Signature & Name of Student

Date:

Date:

Annexure 7

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BILASPUR (HP)
HOSTEL SECTION

Undertaking by the Resident/Student

I, _____ son/daughter of Dr/Sh/Smt./Ms. _____
hereby give the undertaking that I shall,

- 1) Abide by the rules and regulations of the hostels during my stay.
- 2) Conduct myself in a manner in keeping with the rich tradition of this institute.
- 3) I will keep the hostel room physically occupied. If found unoccupied/ subletted the allotment will be cancelled.
- 4) I will not sub-let or have proxy or dummy room-mate in the hostels. Otherwise action as deemed fit may be initiated against me.
- 5) I am aware that a student who is rusticated or has completed the study-term is not permitted to stay in hostel.
- 6) I am aware that, an absence from the Hostel beyond one week without permission, will lead to cancellation of allotment.
- 7) I am aware that if a student is found occupying the hostel room but staying elsewhere, the room allotment will be forfeited and a suitable penalty will be levied on the student.

If the accommodation is found subletted then occupant will be charged market rent of the hostel room according to the Estate Section Rules from the date of allotment. The penalties like cancellation of allotted accommodation, debarment from hostel allotment for the whole period of tenure and further disciplinary action by the Academic Section will be initiated. It is further explained that even his/her parents, brother, sister, relatives & friends will not be allowed in room and none other than spouse and children in married accommodation. In case of emergency/requirement of the residents/students will have to take written permission from the Chief Provost of the Hostel Section.

Use of air-conditioners and other heavy duty electrical appliances are strictly prohibited in the Hostels.

I understand that in the event of breaking any rules, I may be liable for punishment including eviction from the hostel.

Name & Signature of the occupant with date: _____

Designation of the occupant: _____

Department: _____

Mobile No.: _____

E-mail ID: _____

For Under-Graduate Students

Name & Signature of the Parents/Guardian: _____

Phone No./Mobile No. of Parents/Guardian: _____

E-mail ID: _____

Date: _____