

MVJ MEDICAL COLLEGE & RESEARCH HOSPITAL

Kolathur Post, N.H-75, Hoskote, Bangalore-562114 [Ph-08028060200]

CHECK LIST FOR PG DEGREE COURSES FOR THE ACADEMIC YEAR 2024-25

Seat Quota: Govt. quota (G) [] Private quota (P) [] NRI quota (Q) [] IP/MGT quota (O) []

COURSE : _____

Date of Joining : _____

I _____ has submitted the following documents at the time of reporting to this institution for PG course for the academic year **2024-25**.

All documents with 2 sets of photocopies (Student Watsup Mob No.: _____)

Sl. No.	Particulars of the Documents	Received status
1	KEA Admission Order (compulsory for all quota students)	
2	KEA documents verified acknowledgement (compulsory for all quota students)	
3	KEA original documents submitted acknowledgement. (applicable for candidates allotted through KEA only)	
4	Rural Bond Affidavit with Notary (compulsory for all quota students)	
5	SSLC / 10 th Marks Card or Birth Certificate (Original birth certificate required for those not having date of birth in 10th marks card)	
6	MBBS 4 year marks cards & Internship Completion Certificate	
7	MBBS Degree Certificate	
8	Karnataka Medical Council (KMC) registration certificate (compulsory for all students)	
9	_____ Medical Council registration certificate	
10	MBBS Transfer Certificate & Study Certificate	
11	Eligibility Certificate from RGUHS (Applicable for MBBS completed other than RGUHS University students)	
12	MBBS Migration certificate (Applicable for MBBS completed other than RGUHS University students)	
13	Sponsorship Certificate & Ward Certificate (Compulsory for NRI/Foreign candidates & those who studied abroad)	
14	National Medical Commission Eligibility certificate (Compulsory for NRI/Foreign candidates & those who studied abroad)	
15	Minority Certificates from 1 st standard to 12 th standard & Affidavit as per KEA Brochure (applicable only for Minority Association candidates)	
16	Admission application form-MVJMC&RH & Tuition Fee/Hostel Fee Receipts	
17	NEET Entrance exam admission card & rank card with marks details	
18	Income & Caste Certificate (applicable SC/ST/OBC students only)	
19	Student Passport size colour photos 10 nos. & Aadhar Card & PAN Card	
20	Student Mother's Aadhar Card & PAN Card	
21	Student Father's Aadhar Card & PAN Card	
22	Post-dated Cheques 02 Nos. of Govt. & Private quota students Bank Guarantee for balance 2 years fees for NRI/Management students	
23	Anti-ragging undertakings (MVJ Format-01 student & Parent Format-02)	
24	Tuition Fees Undertakings (MVJ Format-03 "A", Format-03 "B" & Format-03 "C")	
25	General Undertaking for all the students (as per MVJ Format - 04)	
26	Hostel undertaking (MVJ Format – 05) application for hostel students	
27	KEA Allotment order, NEET Rank Card, SSLC marks card, MBBS Degree, KMC registration Certificate, Caste Certificate (applicable students only), RGUHS Eligibility Certificate & MBBS Transfer certificate – ALL THE DOCUMENTS SCAN COPY should be sent by E-mail to college without fail - E-mail ID : pgadmissions@mvjmc.edu.in (Each document separate PDF file to be attached)	

Candidate Sign.

Parent Sign.

Case Worker

Asst. Registrar

R E G I S T R A R

FEE DETAILS PG DEGREE COURSES - 2024-25

Seat Category	Tuition fee + University Fees + KEA Processing Fees	Other fee payable at College (Skill Lab & Miscellaneous Fees)
NEET Govt. Quota Para Clinical	Rs. 2,07,777/-	Rs. 45,000/-
NEET Govt. Quota Clinical	Rs. 7,83,858/-	
NEET Private Quota Para Clinical	Rs. 3,59,003/-	Rs. 45,000/-
NEET Private Quota Clinical	Rs. 13,88,744/-	

Particulars of Other Fee	Amount
Application & Prospectus fee	Rs. 4,000/-
Hostel fee Including Mess - Single occupancy - AC Deluxe Per Year	Rs. 2,50,000/-

ACCOUNT DETAILS FOR NEFT/RTGS

Name of the Account	MVJ MEDICAL COLLEGE
SB A/c No	1349 1350 0000 0106
Name of the Bank	Karur Vysya Bank
Branch	Hoskote EC
IFSC Code	KVBL0001349

QR CODE SCANNER FOR PAYMENT THROUGH PHONE PE/GOOGLE PE/PAYTM ETC..



(The below mentioned details to be printed in Rs.50/- Stamp Paper – in the form of Undertaking to be notarized and submitted **1st Party Name: Student Name & 2nd Party Name: MVJMC&RH** stamp paper to be purchased)

[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

1. I _____ (Full Name in Block Letters)
Son / daughter of Mr./Mrs./Ms. _____
(Full Name of 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 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 regulations 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 regulations 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 the Witness 1):
Address :

Signature of Witness 2 :
(Name of Witness 2) :
Address :

(The below mentioned details to be printed in Rs.50/- Stamp Paper – in the form of Undertaking to be notarized and submitted 1st Party Name: Student Name & 2nd Party Name: MVJMC&RH stamp paper to be purchased)

[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

1. 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.
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 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.
5. I hereby undertake that my son/ daughter/ ward –
- (iv) 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;
 - (v) 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;
 - (vi) will not hurt anyone physically or psychologically or cause any other harm.
6. 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.
7. 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 the Witness 1):
Address :

Signature of Witness 2 :
(Name of Witness 2):
Address :

(The below mentioned details to be printed in Rs.50/- Stamp Paper – in the form of Undertaking to be notarized and submitted **1st Party Name: Student Name & 2nd Party Name: MVJMC&RH** stamp paper to be purchased)

UNDERTAKING BY THE STUDENT

I, _____, Aged _____,
S/o/ D/o _____ residing at
do hereby state and declare that I have sought, and have been granted, admission to
the _____ course at MVJ
Medical College & Research Hospital (the **Institution**) for the academic year.

I further state that I have read and understand the terms and conditions governing my admission, including, but not limited to, the fees payable by me to the Institution for the duration of the aforesaid course have been communicated to, and accepted by me, as a pre-cursor to my obtaining admission herein. The said terms and conditions are annexed to this undertaking as **Annexure A**.

It is my unequivocal undertaking, that I shall abide by and comply with the terms and conditions, including payment of fees in a timely manner, as determined by the Institution at all times without demur. In particular, I understand, acknowledge and accept that my admission shall, at all times, be liable to rescission by the Institution in the event that I violate the said terms and conditions, and, in particular, default in payment of the fees determined by the Institution and agreed by me as per Annexure A.

I understand, agree and do hereby declare that this Undertaking shall be binding on me and that no claim can be raised by me against the Institution in the event of a violation of the terms and conditions determined by the Institution, and in particular, any default in the payment of fees.

NAME & SIGNATURE OF THE STUDENT

PLACE :

DATE :

(The below mentioned details to be printed in Rs.50/- Stamp Paper – in the form of Undertaking to be notarized and submitted **1st Party Name: Student Name & 2nd Party Name: MVJMC&RH** stamp paper to be purchased)

UNDERTAKING BY THE PARENT

I, _____, Aged _____, S/o/
D/o/ W/o _____ residing at
do hereby state and declare that my child/ward _____ has
sought, and been granted, admission to the _____
course at MVJ Medical College & Research Hospital (the **Institution**) for the academic year
.

I further state that I have read and understand the terms and conditions governing my child/ward's admission, including, but not limited to, the fees payable to the Institution for the duration of the aforesaid course have been communicated to, and accepted by me, as a pre-cursor to my child/ward obtaining admission herein. The said terms and conditions are annexed to this undertaking as **Annexure A**.

It is my unequivocal undertaking, that my child/ward and I shall abide by and comply with the terms and conditions, including payment of fees in a timely manner, as determined by the Institution at all times without demur. In particular, I understand, acknowledge and accept that my child/ward's admission shall, at all times, be liable to rescission by the Institution in the event that we violate the said terms and conditions, and, in particular, default in payment of the fees determined by the Institution and agreed by me as per Annexure A.

I understand, agree and do hereby declare that this Undertaking shall be equally binding on me and that the Institution retains the right to initiate appropriate proceedings against in the event of any default by me and/or my child/ward of the terms and conditions of the admission, and in particular, the payment of fees. I further agree that no claim can be raised by me against the Institution in the event of a violation of the terms and conditions determined by the Institution, and in particular, any default in the payment of fees.

NAME & SIGNATURE OF THE PARENT

PLACE :

DATE :

ANNEXURE –A**The tuition fees as agreed and to be paid during the period of PG course**

Name of the Student	
Course	
Batch	<u>2024-25 batch</u>
Seat Quota	

Fees Details

SL No	Amount of Tuition Fees to be paid	For the Year	Before the Due date
1		2025-26 (Second year)	20.12.2025
2		2026-27 (Third year)	20.12.2026

Name & Signature of the Student**Name & Signature of the Parent****Place :****Place :****Date :****Date :**

(The below mentioned details to be printed in Rs.50/- Stamp Paper – in the form of Undertaking to be notarized and submitted **1st Party Name: Student Name & 2nd Party Name: MVJMC&RH** stamp paper to be purchased)

UNDERTAKING

By way of an affidavit

I, Dr. _____, S/o _____,
aged _____ years, R/at _____,
_____ do hereby
solemnly affirm and state on oath as follows:-

1. I submit that I have been admitted to 1 year Post Graduate course in the department of _____ for the academic year 2024-25 at MVJ medical College and Research Hospital, Hoskote, Bangalore Rural District.
2. I understand & have read the **Postgraduate Medical Education Regulations – 2023 NMC dated 29.12.2023.**
3. I understand that my attendance will be calculated as per the PGMER 2023 NMC guidelines.
4. I understand that I am entitled to leaves as per the PGMER 2023 NMC guidelines.
5. Female postgraduate students will be allowed maternity leave and male postgraduates students are eligible as per the rules.
6. I will be receiving the course completion certificate from college after completing the requisite days of training.
7. I understand that attendance is calculated as per the Biometric data with facial recognition. And my working hours will be from 8.00 A.M. to 6.00 P.M.
8. During the period of Postgraduate studies I have to full fill the following requirements before appearing for the final university examinations.
 - a) Synopsis & Dissertation submission (as per the RGUHS schedule & guidelines)
 - b) Present one poster presentation. OR
Paper Presentation at National/State Conference. OR
One research paper publications
 - c) DRP postings of 3 months.
 - d) Basic Course in Biomedical Research (BCBR)
 - e) Ethics Course / good clinical practice.
 - f) ACLS/BCLS
9. I undertake to maintain Logbook regularly in a proper prescribed manner in accordance with the rules and regulations of this Institution as required by the Regulations of National Medical Commission (formerly known as Medical Council of India).
10. I undertake to actively participate and be regular in all the training programmes of the Institution like Symposia, Journal Clubs, Case presentation, Practical procedures, and other programs like Mortality meetings, CME & monthly meetings.
11. I understand that I will do day/night duties as prescribed in the department.
12. I will not cause any damage to the property of the department & institution. In the event of any loss or damage is caused to the property due to any of my act, I undertake to make good the loss suffered by the Institution from my own costs and I further understand that I will be subjected to enquiry and the consequences thereon.
13. I will maintain the decorum of the Institution and good discipline at all the times of my stay in this Institution. I will not indulge in any activities like :
 - a. The consumption of Alcohol inside or outside the campus.
 - b. The consumption of Narcotic drugs and psychotropic substances.
 - c. Ragging, eve teasing and rowdy behaviour in and around the campus.
 - d. Driving without Helmet.
 - e. Performing stunts on two-wheeler which may endanger my life and those of others around me.
 - f. Any other activities or habit that may endanger my life, those of my friends and the general Public.

- g. Any activity that will tarnish the reputation of my parents and the Institution I am studying at present.
- h. I will not bring, possess, store, transfer, transport or use any of the items/things banned by the Institution in the institution.

14. I hereby undertake that I shall pay my fees on or before the due date as I am legally bound to pay the fees to the Institution in time, I further understand that any default on my part in compliance of this provision, this Institution is at liberty to stop my attendance with no equity being claimed for the absent period till fees are paid & also to take appropriate legal action for recovery of the fees under due process of Law.

15. I declare that I have been registered with Karnataka Medical Council as per the requirement under **Postgraduate Medical Education Regulations, 2023** NMC.

16. I undertake to furnish the copy of my Driving license in the event I want to use any Vehicle either two Wheeler or Four Wheeler whichever the case may be. Further I understand that this Institution is not liable for any unforeseen accidents or injuries/damages caused to me or my Vehicle while driving during the period of my Course in this Institution.

17. Further I undertake that I shall abide by all the existing rules and regulations of this Institution and shall also abide by all the rules and regulations that may be framed or amended in future which are based on the **Post Graduate Medical Education Regulations- 2023** of National Medical Commission (formerly known as Medical Council of India). In the event of any discrepancy this Institution is at liberty to take appropriate disciplinary action against me.

I swear that this is my name and signature and whatever is stated above are true and correct to the best of my knowledge, information and belief.

Identified by me

Advocate

Signature of Student / Deponent

Place : _____

Date : _____

(The below mentioned details to be printed in Rs.50/- Stamp Paper – in the form of Affidavit with NOTARY
1st Party Name: Student Name & 2nd Party Name: MVJMC&RH stamp paper to be purchased)

UNDERTAKING FOR BOYS / GIRLS HOSTEL

I, Dr/Mr/Mrs.....Son/Daughter
of.....
residing.....
.....at.....
.....Admitted as a PG/ UG student of MVJMC & RH has been provided with
boarding and lodging facility at MVJMC & RH campus. My Room no is

UNDERTAKING THE FOLLOWING:-

1. As I am fully aware of the hostel rules and regulations, I shall strictly abide by the same.
2. I also accept to abide, by any rules and regulation that may be subject to change from time to time by the management of MVJMC&RH.
3. I shall maintain strict **DISCIPLINE** in the hostel. I shall not indulge in any act of ragging in any form and I am fully aware of the consequences of ragging.
4. I shall not consume alcohol or any other alcoholic derivatives/I shall not bring Non-Veg food from outside to hostel rooms.
5. In lieu of my absence, I will not authorize or permit any other person to have mess food on my behalf.
6. I shall not store any armoury or weapon inside the hostel room (with or without license).
7. I shall not cook any food inside the hostel room.
8. Students should not screen/ print unauthorized/ unlicensed movies in the computer & common Rooms .Any violations will be dealt with severity. Punishment for the same will be decided by the authorities.
9. I am aware that No Pornographic materials will be permitted inside the hostel and the same will be confiscated & suitable action will be taken by the concerned authority.
10. While vacating the hostel, student has to submit the vacating letter and Undertaking Bond paper from the parents compulsorily.
11. If Any Room is found locked hostel authorities have the RIGHT TO BREAK & OPEN THE SAME and the cost of damage will be charged from respective students.
12. No strangers will be allowed in the hostel premises for carrying out any business, including dhobi s, cobblers / unauthorized vendors etc...

13. Any Incidents / accidents have to be reported to the warden immediately.
14. The residents timings for report back to the hostel, (PG – 9 PM, UG – 6 PM) excluding vacation.
15. No overnight guests are permitted in a student's room. No person of the opposite sex either guest or otherwise shall be permitted to enter the hostel.

MVJ MEDICAL COLLEGE & RESEARCH HOSPITAL
BOYS / GIRLS Hostel

Rules and Regulations:-

1. Every student before allotment of his accommodation in the hostel shall give an undertaking with respect to the acceptance of the rules & regulations.
2. Allotment of the hostel accommodation will be for the full academic year. In case they want to leave the hostel in the middle of the academic year, the hostel fee will not be refunded. In case they want to come back in between the year again they need to pay the whole amount as per the rules.
3. At the beginning of admission and for every year , student has to submit the following procedures to the hostel warden ...
 - Name & Parent address.
 - Guardian Address. (if students have)
 - Parents and students mobile no.
 - Email.
 Any Changes in your bio-data, details have to be strictly informed to the warden.
4. Students must always carry valid Identity Cards issued to them by the institute.
5. Rooms will be allotted at the discretion of the Warden, once allotted, mutual exchange of rooms will not be permitted. In exceptional cases, **THE CEO MADAM's** approval is needed to a written request.
6. The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep their belongings in cupboard and it should be locked at any cost. Room should be locked even when you are out for a short period.

MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE VALUABLES BELONGING TO THE STUDENTS.

7. The student should NOT remove any fittings or fixtures from their room & also from any other room and get them fitted in his / her room.
8. Resident staying in a particular room is responsible for the damages occurred in that particular occupancy room. In case of damage or loss of hostel property the cost will be recovered from the student responsible for such damage. If common property of hostel was damaged it will be collected from all the residents staying in the hostel.

9. Visitors are not allowed to stay along with the students in the hostel rooms'. Visitors have to make necessary entries in the visitor's register.
10. Visitor will be permitted to meet their ward only during holidays & during visitor timing only.
11. The hostel will normally close for holidays as declared by the institute, however the wardens will consider applications from inmates for staying in the hostel during short holidays.
12. Students who are irregular to the class and those who don't pay tuition fees / exam fees or any other fees within the scheduled time, will not be permitted to stay in the hostel.
13. Students who are not eligible to pursue the studies for the subsequent semester for lack of attendance or non-compliance of sectional requirements (as per RGUHS regulation) will not be allowed to stay in the hostel & in such cases no Boarding & lodging amount will be returned.
14. In case of any liquor bottles or cigarette trits or non-vegetarian left overs found in the hostel room a fine of Rs.2000 /- will be levied for the 1st time followed by Rs.5000/- for the second time and Rs.10000/- for the final time and thereafter the student will be dismissed from the hostel .
15. Management Reserves the Right to open and inspect any room at any time even in the absence of the occupant.
16. Parking stickers have to be obtained from the administrative office by post graduate students who wish to park two/ four wheelers inside the campus. Undertaking Stamp paper duly signed by parents has to be submitted to the administrative office.

MESS TIMINGS AND REGULATIONS.

- **Self service**
- **All Diners are expected to wear decent dresses in the dining hall.**
- **Breakfast** : **7.30 am to 9.00 am**
- **Lunch** : **12.30 am to 2.00 pm**
- **Snacks** : **4.00 pm to 5.30 pm**
- **Dinner** : **7.30 pm to 8.30 pm**

These are subjected to changes with the consent of the wardens and mess chief.

Do's and DONT's In Hostel

DO's

- Switch off lights and fan while leaving the room.
- Room and cupboard have to be locked compulsorily.
- Always keep your room neat and clean.
- Complaints of the room have to be entered in the register kept on the security table.
- Any case of theft should be report to the respective wardens immediately.
- Proper entries of gate pass and home pass have to be made in registers kept at the hostel entrance.
- Silence has to be maintained in hostel. Resident should not disturbs others.

DON'T

1. Heavy electrical appliances should not be used in hostel rooms.
2. Shouting, littering, loud music, fighting are not allowed in the hostel premises.
3. Residents should not bring day scholars to the hostel rooms.
4. Residents should not celebrate birthday parties in hostel premises.
5. Cooking, Consumption of alcohol, banned drugs, Smoking & narcotics are strictly prohibited .If noticed severe action by management authority will be taken.

MISCONDUCT OR BREACH OF ANY OF THE RULES OF THE HOSTELS WILL RENDER THE OFFENDER LIABLE TO BE FINED AND SUSPENDED FROM THE HOSTEL.

I also undertake & abide by the following condition.

Failure to pay the above, the same can be deducted from my caution deposit amount, deposited in the college accounts, I also have no objection for surprise inspection, if conducted by the management or management authorized personally.

Failure to follow the rules & regulations will be treated as in discipline and dealt with as per contact and discipline rules of College/ Hostel.

UNDERTAKING

As a Parent of Student studying in MVJ Medical College & Research Hospital, Hoskote, Dandupalya, Bengaluru and staying in hostel hereby assure and give this undertaking that I will advise my Son / Daughter to follow the rules and regulations of the Institution, behave well and maintain strict discipline in accordance with law and set an example as an obedient student till the completion of his / her course in your institution. Noncompliance of the institution rules, the management can take any decision in accordance to the law including terminating him / her from the hostel.

Signature of the Parents

Signature of the student

Date :

Date:

Signature of the Guardian

Date:

Witness:

Warden Signature

Security Signature