MVJ
MEDICAL COLLEGE &
RESEARCH HOSPITAL

INSTRUCTIONS FOR PG ADMISSION 2026-27

Note: **This manual is only for your information. There is no need to print out all the pages. Formats to be printed required pages in stamp paper. Save paper, save trees, save the environment!**

Dear Postgraduate students, and their proud parents,
Greetings from MVJ Medical College.
Congratulations on your achievement !!

The following pages contain detail instructions regarding the admission protocol that we follow at MVJ Medical College & Research Hospital. There is information in addition to that provided on the KEA website. These pertain to institution-specific procedures and requirements. Please go through the manual carefully and prepare for admission accordingly.

Admissions must be done by in-person reporting at the college. There is NO provision for online admission. The candidate must compulsorily report to the college. Admission cannot be done by anyone else representing the candidate.

The admission procedure may take roughly half a day's time, or longer, depending on the level of your preparedness.

In order to maintain ambience and avoid overcrowding at the admission venue, we request that only one parent/guardian may accompany the candidate. Only the candidate and one accompanying person will be allowed into the admission office.

Please ensure you complete all the above steps. Do not leave the venue without checking and confirming the same with the admission team.

We would like your admission day to be not a stressful one but a memorable one!!

Kindly cooperate with us

Thanks, and regards,

MVJ MEDICAL COLLEGE & RESEARCH HOSPITAL

GENERAL INSTRUCTIONS TO THE STUDENTS/PARENTS

1) The candidates are required to arrange all the **ORIGINAL DOCUMENTS** as per the KEA **CONFIRMATION SLIP** for verification. After verification of original documents the candidates are required to pay fees at accounts section and purchase admission application form.
2) After the **PAYMENT** the candidates has to be visit the admission cell to generate the admission order through online.
3) On submission of the above documents, it will be verified by the admission officer. After verification the candidate live photo will be captured.
4) The candidates are instructed to carry their Mobile Number which was uploaded during the application submission time, as the candidate will receive **OTP** for final submission to KEA online portal.
5) Once generated the admission order candidates are required take the candidate copy of the admission order.
6) Next, Candidates are required to sit at the Admission Cell located in the college reception area to fill out the admission application form and arrange all necessary documents as per the checklist.
7) Two sets of self-attested photocopies of all required documents must be arranged in the same order as mentioned in the checklist.

Stamp Paper Undertakings:

1) **All the bonds to be submitted as per the KEA brochure based on the allotment category.**
2) Formats for all bonds may be found in this manual. Only e-stamp paper of the government of Karnataka is acceptable. No other form of bond paper will be accepted.
3) While purchasing the stamp papers first party is the candidate, and second party is the MVJ Medical College and Research Hospital.
4) If you are unable to procure e-stamp paper of govt of Karnataka from your place, our admission team will assist you in preparing the undertaking at the time of admission. But report to admission office earlier in the day, as this might take couple of hours extra.

Submission of soft copies:

a) Soft copies of all documents must be sent to RGUHS and Directorate of Medical education, for approval of admission.
b) Please scan all your documents and make separate PDF of each and label them (**do NOT make single PDF containing all the documents, because each document must be uploaded into the RGUHS portal separately).**
c) Place all the PDFs in a single folder labelled with your full name.
d) The following documents to be submitted 10th Marks, 12th Marks Cards, MBBS Degree, KMC registration, MBBS Transfer Certificate, Eligibility Certificate only applicable students, KEA Rural Bond, Candidate Aadhar Card in PDF format.
e) Include in the folder, a soft copy of your passport size photograph in JPEG format, less than 45 KB).
f) Emails the folder as an attachment to **pgadmissions@mvjmc.edu.in**

Google Link to update the details of students who have reported to MVJ Medical College & Research Hospital.

https://forms.gle/9JP7suVS9tbPjQdCA

(Note: This is to be filled only after completion of admission procedure)

MVJ MEDICAL COLLEGE & RESEARCH HOSPITAL

Kolathur Post, N.H-75, Hoskote, Bangalore-562114 [Ph-08065456500]

CHECK LIST FOR POSTGRADUATE COURSE FOR THE ACADEMIC YEAR 2026-27

Seat Quota: Govt. Quota **('G')** [ ] Private quota **('P')** [ ] Others quota ('Q') [ ] NRI quota **('O')** [ ]

COURSE : _____ **Date of Reporting:** _____

I _____has submitted the following documents at the time of reporting to this institution for PG degree course for the academic year **2026-27.**

KEA CET No.: (Student WhatsApp Mob : _____)

Sl. No.	Required Photocopy of Documents (2 sets)	Received status
1	KEA Admission order (candidate- copy) & Online documents verification slip	
2	KEA Originals submitted Acknowledgment & PG NEET – 2026 score Card	
3	10th & 12th Standard Marks Card	
4	MBBS 4 year marks cards & Internship Completion Certificate	
5	MBBS Degree Certificate	
6	Karnataka Medical Council (KMC) registration certificate **(compulsory for all students)**	
7	_____Medical Council registration certificate	
8	MBBS Study Certificate	
9	MBBS Transfer Certificate **(ORIGINAL)**	
10	Linguistic Minority Certificate – Annexure as per KEA	
11	NRI ward Certificate in Annexure as per KEA	
12	RGUHS Eligibility Certificates (Applicable for other than RGUHS University students)	
13	MBBS Migration Certificate (Applicable for than RGUHS University students)	
14	Caste & Income Certificate / Kannada Medium / Rural Certificates for applicable students only	
15	Compulsory Rural Service Bond Annexure 1 & 2	
16	Admission application form with fees receipts & KEA challan receipt (college copy)	
17	Tuition Fees Undertakings (Student MVJ Format-01 & Parent Format-02)	
18	Hostel undertaking (as per MVJ Format - 03) **(applicable for hostel candidates only)**	
19	General Affidavit (as per MVJ Format - 04)	
20	Student's Aadhar Card & Student Photos – 10 Nos. Passport size	
21	Father's & Mother's PAN Card, Aadhar Card Photocopy	
22	Bank Guarantee for balance 2 years tuition fees	
23	Soft copy of documents submitted	

Candidate Signature		Parent Signature	

College Seal

Admission Officer

FEE DETAILS PG 2026-27

Seat Category	Tuition fee	Other fee payable at College (Skill Lab & Miscellaneous Fees)
NEET Govt. Quota Para Clinical NEET Govt. Quota Clinical	Rs. 1,92,027/- Rs. 7,68,108/-	Rs. 45,000/-
NEET Private Quota Para Clinical NEET Private Quota Clinical	Rs. 3,43,253/- Rs. 13,72,994/-	Rs. 45,000/-

Particulars of Other Fee	Amount
Application & Prospectus fee	Rs. 4,000/-
Hostel fee Including Mess - Single occupancy - AC Deluxe Per Year	Rs. 2,75,000/-

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..



MVJ PG FORMAT – 01

(The below mentioned details to be printed in Rs.100/- 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 by way of an AFFIDAVIT

(STUDENT)

I, _____ S/o / D/o _____aged ___ years, residing at_____ _____,

Presently at Hoskote, Bangalore Rural District, do hereby state and declare that I have sought, and have been granted, admission to the Postgraduate course at MVJ Medical College & Research Hospital (the **Institution**) for the academic year 2026-27.

1. I state that, I have read and understand all the terms and conditions governing my admission, including, but not limited to, the fees payable by me to the Institution for the entire duration of the aforesaid course. I have been communicated by College Administration about the entire Course fees payable by me to the Institution as detailed below and I have accepted the same as a pre-cursor to my obtaining admission herein.

Fees Details

Year	Amount of Tuition Fees to be paid	For the Year	Before the Due date
Second Year course	**Rs.**		
Third Year course	**Rs.**		

2. It is my unequivocal undertaking, that I shall pay the tuition fees in time, on or before the due date as notified by the Institution and accepted by me without fail.

3. I further unequivocally undertake to pay entire course fees in the event I discontinue the course for any reason without demur as I understand that Institution will be granted limited number of Medical seats and if I discontinue the course in between for any reason the seat allotted to me will remain vacant for entire course period as it cannot be given to any other student.

4. In the event of failure on my part to make timely payment of the tuition fees(during Course period) or the entire course fees (on my discontinuation of course for any reason), Institution is at liberty to hold me liable for outstanding fees or fees for the entire course, as the case may be, including for all other costs and consequences.

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

Place : **Student/Deponent**
Date :

MVJ PG FORMAT – 2

(The below mentioned details to be printed in Rs.100/- Stamp Paper – in the form of Affidavit with NOTARY 1st Party Name: Parent Name & 2nd Party Name: MVJMC&RH stamp paper to be purchased)

UNDERTAKING by way of an AFFIDAVIT

(PARENT)

I, _____S/o / D/o _____ aged ___ years, residing at_____ _____,

Presently at Hoskote, Bangalore Rural District, do hereby state and declare that my ward _____ has sought, and have been granted, admission to the Postgraduate course at MVJ Medical College & Research Hospital (the **Institution**) for the academic year 2026-27.

1. I state that, I have read and understand all the terms and conditions governing my ward's admission, including, but not limited to, the fees payable to the Institution for the entire duration of the aforesaid course. I have been communicated by College Administration about the entire Course fees payable to the Institution as detailed below and I have accepted the same as a pre-cursor to my ward obtaining admission herein.

Fees Details

Year	Amount of Tuition Fees to be paid	For the Academic Year	Before the Due date
Second Year course	**Rs.**	**2027-28**	
Third Year course	**Rs.**	**2028-29**	

2. It is my unequivocal undertaking, that I shall also be responsible along with my ward to pay my ward's tuition fees in time, on or before the due date as notified by the Institution without fail.

3. I further unequivocally undertake to pay entire course fees in the event my ward discontinue the course for any reason without demur as I understand that Institution will be granted limited number of Medical seats and if ward discontinue the course in between for any reason the seat allotted to my ward will remain vacant for entire course period as it cannot be given to any other student.

4. In the event of failure on our part to make timely payment of the tuition fees(during Course period) or the entire course fees (on discontinuation of course by my ward for any reason), Institution is at liberty to hold both of us i.e. my ward and myself liable jointly or severally for outstanding fees or fees for the entire course, as the case may be, including for all other costs and consequences.

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

Place : **Parent/Deponent**
Date :

MVJ PG FORMAT – 03

(The below mentioned details to be printed in Rs.100/- 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 they 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 students 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 herby 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 ……

MVJ PG FORMAT – 04

(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 I year Post Graduate course in the department of_____ for the academic year 2026-27 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 : _____