RULES & REGULATIONS

applicable for admissions to

POST GRADUATE
SUPER SPECIALTY COURSES
(DM / MCh)
Admission to Post graduate super specialty courses (DM/MCh) in various disciplines at Amrita School of Medicine is based on a National level entrance test and subsequent counseling conducted by Amrita Vishwa Vidyapeetham. The entrance examination is governed by the rules and regulations specified by the Medical Council of India and AMRITA VISHWA VIDYAPEETHAM, the University.

VERY IMPORTANT

Management of the AMRITA VISHWA VIDYAPEETHAM reserves the right to change any of the conditions enumerated herein for the purpose of complying with any of the regulations of the University Grants Commission or any other competent authorities.

1. DURATION OF THE COURSE

Three years from the date of commencement of classes.

2. ELIGIBILITY

a) Candidates who have not crossed the age of 35 years as on 31st December 2014 are eligible to apply. Date of birth as recorded in the 10th standard / School leaving certificate will be taken as authentic. Management reserves the right to grant relaxations in age limit in cases where the candidate possesses qualification higher than the minimum eligibility requirements or has exceptional work experience.

b) Should have passed MD / MS degree or DNB in not more than two attempts. The MD/MS degree should be from a recognized Medical College included in the Schedules to the Indian Medical council Act, 1956. In both cases, permanent registration either from the Medical Council of India or any of the state Medical Council is necessary.
3. SPECIALITIES

DM Specialties

<table>
<thead>
<tr>
<th>Medical Super Specialties</th>
<th>Eligibility</th>
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<tr>
<td>Cardiology</td>
<td>MD/DNB General Medicine / MD/DNB Pediatrics / MD/DNB Respiratory Medicine</td>
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<tr>
<td>Pulmonary Medicine</td>
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<tr>
<td>Gastroenterology</td>
<td>MD/DNB General Medicine</td>
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<tr>
<td>Nephrology</td>
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<tr>
<td>Neurology</td>
<td>MD/DNB General Medicine / MD/DNB Pediatrics</td>
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<tr>
<td>Endocrinology</td>
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<tr>
<td>Medical Oncology</td>
<td>MD/DNB General Medicine / MD/DNB Pediatrics / MD/DNB Radiotherapy</td>
</tr>
<tr>
<td>Pediatric Cardiology</td>
<td>MD/DNB Pediatrics</td>
</tr>
<tr>
<td>Cardiac Anaesthesia</td>
<td>MD/DNB Anaesthesia</td>
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</tbody>
</table>

MCh Specialties

<table>
<thead>
<tr>
<th>Surgical Super Specialties</th>
<th>Eligibility</th>
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</thead>
<tbody>
<tr>
<td>Cardio Vascular Thoracic Surgery</td>
<td></td>
</tr>
<tr>
<td>Gastro Intestinal Surgery</td>
<td></td>
</tr>
<tr>
<td>Neuro Surgery</td>
<td>MS/DNB General Surgery</td>
</tr>
<tr>
<td>Pediatric Surgery</td>
<td></td>
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<tr>
<td>Plastic Surgery</td>
<td></td>
</tr>
<tr>
<td>Urology</td>
<td></td>
</tr>
<tr>
<td>Head and Neck Surgery</td>
<td>MS ENT / MS General Surgery / MCh Plastic &amp; Reconstructive Surgery / MCh Surgical Oncology / MCh Neuro Surgery</td>
</tr>
</tbody>
</table>

4. METHOD OF SUBMISSION OF APPLICATIONS

Registration can be done only ONLINE (web site www.aims.amrita.edu).

a. While mailing confirmation sheet, copies of the following documents shall accompany the application form:

i. MBBS Pass/Degree Certificate from the concerned University.

ii. Marks sheets of the University Examinations for the whole of MBBS Course.

iii. Certificate from the Principal of the college confirming Medical Council of India recognition of the Medical College from where the candidate passed his/her MBBS degree. Alternatively a self attested print out from the website to show the recognition details may be attached.
iv. MD / MS or DNB Pass certificate.

v. Registration certificate of MBBS/ MD/MS or DNB from the MCI or State Medical council.

vi. Post Internship: Professional experience and Post MD / MS or DNB professional experience (give details of designation, institution, nature of work, duration etc.), list of publications in reputed professional journals, list of papers presented at national/ international conferences.

vii. Attempt Certificate – MBBS and MD / MS or DNB.

viii. A document to prove the date of birth.

b. Candidates who are applying for DM- paediatric Cardiology; DM-Cardiac Anaesthesia and Mch - Head and Neck surgery will be required to pay an additional amount of Rs. 1,000/ (Rupees one thousand only) per registration. For more details: See the conditions given in the website (Refer: “How to apply” in web site: aims.amrita.edu/ school-of-medicine/mch.php) for submission of the application form.

c. Furnishing of false information or suppression of material information in the application form will entail disqualification and shall render the candidate unfit for admission. If ineligibility is detected at any stage, the candidature/admission will be treated as cancelled and no further correspondence in this regard will be entertained. Further, intimation in this regard will be sent to MCI/State Medical Council, concerned for necessary action.

d. Those who are in employment / service should submit their application through the concerned employer or should submit the No Objection Certificate from the employer.

5. METHOD OF SELECTION

Written test is mandatory for all the candidates. There will be separate tests for

a) DM courses, M.Ch Courses / DM Cardiac Anaesthesia, Paediatric Cardiology. M.Ch Head and neck Surgery

b) Selection is based on the candidate's performance in the entrance examination and subsequent counseling.

The question will be single response objective type. For each question, four suggested responses will be given as choices A, B, C and D of which only one will be the most appropriate answer and the candidate has to select and mark the appropriate response. Each answer with correct response will be awarded 3 (THREE) marks.

- There is no provision for rechecking / re-evaluation of the answer sheets and no query in this regard will be entertained.

- Seats will be offered on the basis of rank secured in the entrance examination.

6. APPLICATION FORM COMPLETE IN ALL RESPECTS SHOULD BE SENT TO:

Amrita School of Medicine,
The Admission Coordinator,
Amrita Institute of Medical Sciences,
AIMS Ponekkara. P. O,
Kochi – 682 041., KERALA.

a) Last date for receipt of the application form along with relevant copies of certificates / mark sheet in the Office of Admissions on or before 12th June 2014.

b) Keep a photocopy of the application form and payment details for your reference.

c) Any discrepancy in the statements or submission of incomplete or incorrectly filled application forms or photographs not as per norms will lead to rejection of application.

d) It will be the responsibility of the candidate to ensure that correct address is filled in the application forms.

7. TELEPHONE NUMBERS & E MAIL ID

It is necessary to mention valid telephone / mobile numbers & e mail ID for contacting the candidates or his / her parents or spouse. Many times important messages are given through
the telephones / e mail. While the Institution will make all reasonable efforts to establish telephonic contacts if the numbers are not reachable / e mail ID is not valid, Institution will not be responsible

8. HALL TICKET

Hall ticket will be uploaded at the web site www.aims.amrita.edu by 14.06.2014.

a) In case a candidate is unable to download the Hall Ticket, he / she should contact the Admission Co-ordinator, Office of the Admissions.

b) No candidate will be allowed to enter the Examination Hall without valid Hall Ticket.

c) Candidates are advised to preserve the Hall Ticket till allotment of seat in College.

9. DATE OF EXAMINATION: 21.06.2014 (Saturday)

10. DETAILS OF EXAMINATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Duration</th>
<th>No. of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM Pediatric Cardiology</td>
<td>1.30 PM to 4.30 PM</td>
<td>3 Hours</td>
<td>200</td>
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<tr>
<td>DM Cardiac Anesthesia</td>
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<tr>
<td>M.Ch Head &amp; Neck Surgery</td>
<td>9.30 AM to 12.30 PM</td>
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<tr>
<td>DM all other Specialities</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>M.Ch other than Head &amp; Neck Surgery</td>
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</table>

11. CENTRE FOR EXAMINATION: Examination will be conducted in the AMRITA SCHOOL OF MEDICINE, Amrita Institute of Medical Sciences, AIMS Ponekkara, Kochi, Kerala- 682041

12. CONDUCT OF EXAMINATION

a) Candidates should report at the examination centre 30 minutes before the commencement of the examination. No candidate will be allowed to enter the examination hall 30 minutes after the commencement of the examination.

b) Candidates should not carry any textual material, printed or written, bits of papers or any other material except the Hall Ticket (without envelope) inside the hall. If a candidate is found to be copying/conversing with other candidates / to have in his / her possession papers, notes or books, he / she shall be disqualified from appearing this Examination according to the nature of offence and its intimation will be sent to the MCI/State MC and the concerned Medical college for necessary action.

c) Candidates shall maintain silence and attend to their papers only. Any disturbance in the examination hall shall be deemed as misbehavior and the candidate shall forfeit the right to continue to write the examination. The decision of the Chief Superintendent shall be final and conclusive.

d) Do not carry mobile phones, ipods, mp3 players, pagers, calculators or any such electronic gadgets while coming to the Examination Hall. These are strictly prohibited in the Examination Hall. If any one happens to bring any of these items the same should be deposited outside the examination hall solely at the risk of the candidate.

13. DECLARATION OF RESULTS

Results of the written test and interview are expected to be announced in around 2 to 3 weeks from the date of the entrance examination.

a. Results will be published at Amrita website www.
aims.amrita.edu and displayed on notice boards in the admission office of the School of Medicine.

b. The institute will not intimate the individual unsuccessful candidates regarding the result of entrance test and no correspondence on this subject will be entertained.

c. There is no provision for rechecking / revaluation of the answer sheets and no query in this regard will be entertained.

14. FEES DETAILS:

Fee details are given in website. Refer admission page.

15. ADMISSION

a. While reporting for admission, please carry all the certificates / documents in original as listed below:

1. Hall Ticket of Amrita Entrance Examination
2. MBBS and MD/MS or DNB Pass / Degree Certificate from the concerned University
3. Registration certificate (which includes Post Graduate Qualification) from the MCI or State Medical council
4. Character and conduct certificate
5. Transfer Certificate from the Institution last studied
6. Migration certificate from the University last attended
7. Passport size colour photographs – 5 numbers
8. **No Objection Certificate or relieving order after resignation from the employer if the candidate is employed.**
9. Attempt Certificate – MBBS and MD / MS or DNB issued by the Principal of the College where the candidate had studied.
10. A document to prove the date of birth
11. a. Demand Draft for an amount of rupees five lakhs favouring “AMRITA VISHWA VIDYAPEETHAM” PAYABLE AT KOCHI/ERNAKULAM. Differential amount between the actual fees and rupees five lakhs has to be paid within one week from the date, of admission. If the candidate fails to pay the balance fee amount within the said date, the admission is likely to be cancelled and the seat will be allotted to another candidate.

b. These original documents will have to be submitted to the Admission Office and will be kept with the institution till completion of the course.

16. STIPEND

Stipend of Rs.14,000 + Night Duty Allowance of Rs.12,000/- per month will be paid throughout the duration of the course.

17. ATTENDANCE & LEAVE

a. All the 365 days of the year are working days for post graduate residents.

b. Residents should earn 80% attendance for each year of the course separately.

c. The resident will be permitted to avail casual leave for 20 days in the academic year. However, he/she is not permitted to take leave more than 10 days at a stretch. The resident will also be eligible for leave by medical certificates (subject to verification by medical board) and other “leave under exceptional circumstances”, for example: **maternity leave**, recommended by the head of the department and sanctioned by the Head of the institution subject to a maximum of 72 days per year inclusive of Sundays and Holidays without affecting the training programme. They are not eligible for any casual leave during that academic year.

d. No stipend will be paid during the above leave period of 72 days. Any leave over and above 72 days in a year (20% of 365 days of the year) availed by the candidate will have to be compensated by adequate extension of the duration of the course. Any other leave will entail extension of the course.
e. Those residents who are required to do extended durations will have to pay additional fees.

f. No stipend will be paid during the extension period. If the candidate is unauthorizedly absent for more than 10 days, he / she will be terminated from the course and liquidated damages will be levied.

g. All PG residents are eligible for one day weekly off. This will be decided by the Head of the Department concerned without affecting the routine functioning of the department.

h. Those residents who miss university examination can appear only in the next university examination which will normally be held within six months from the date of the earlier examination or as per specific directives of the Medical Council of India.

If a resident avails hospital holiday, his weekly off will be proportionately reduced.

18. PUNCHING

Punch In is mandatory for all PG Residents. While normally Punch In shall be not later than 07.30 AM, Punch out shall be at the time of leaving the hospital, but not earlier than 07.30 PM on the same day. In case of Doctors who are on duty / or assigned night duty, their report about inability to punch out on the same day should be sent to the Medical HR and Principal’s Office through their concerned HODs. They shall punch out at the time they leave the hospital.

19. METHOD OF TRAINING

a) Training will be not totally hospital based. It will be community based as per MCI regulations. As per MCI, Post Graduate Medical education regulations, 2000 “The training of PG students shall involve learning experience derived from or ‘targeted to’ the needs of the community.” It shall be necessary to expose the students to community based activities.

b) Generally Residency programme with graded responsibility would be followed in the respective department. The curriculum and syllabus of each department is available separately.

c) Training will also include training for a maximum period or three months in the out reach hospitals of AMRITA Institute of Medical Sciences located at Andaman, Nicobar, Lakshadweep or any other places of the Union of India.

d) Peripheral posting and Medical Camp for all PG residents is compulsory.

20. CANCELLATION OF ADMISSION AND REFUNDS

a) Fees once paid will not be refunded under any circumstances

b) If any resident discontinues the studies before the completion of the course, he / she will be liable to pay an amount of Rs.20 lakhs as liquidated damages to Amrita School of Medicine. In case any stipend has been received, the same also need to be refunded. In such cases all certificates will be issued only after payment of the said amount.

c) In addition to the above such residents will have to pay tuition fees, hostel, mess and other fees proportionately for the period they remained on the Rolls of the School.

d) For the purpose of calculations of proportionate recovery part of a month will be considered as a full month.

Those who leave on any day from 1 to 15 will have to pay the charges as applicable for half month and those who leave from 16th to 31st will have to pay for the full month.

e) Subject to the above conditions for those who leave the course after commencement of classes, but before closure of admissions, tuition fees will be refunded, provided the Institution could fill the vacancy.
f) As per the regulations of the Medical Council of India admissions will have to be closed by 30th September of the year of admission. After closure of admissions, the seat if vacated cannot be filled up, such seats will go vacant for the entire duration of the course. Therefore those who leave the course after the closure of admissions will have to pay liquidated damages equivalent to the tuition fees for the remaining period of the course.

21. DISCIPLINE

The colleges, hospitals and hostels are parts of Mata Amritanandamayi Math, the parent trust and therefore, rules and regulations as prescribed should be strictly followed.

a. Generally PG students will be required to reside in the hostels
b. Smoking and alcoholic drinks are totally prohibited.

c. Students are expected to dress up neatly and decently. Jeans, Baggies T-Shirts and the likes are not permitted to be worn inside the campus.

d. There will be regular value oriented classes/discussions in the campus. Students are advised to participate in these programmes. This is an institution meant for higher learning and the objective is not only to impart education but also to build the character of the students and transform them into better human beings.

e. A student handbook will be issued at the time of admission which will contain all the rules and regulations in detail. The students shall strictly abide by them.

f. Students are expected to observe absolute discipline in their conduct during the entire period they spend in the institution. Failure to observe absolute discipline will invite appropriate action.

22. SERVICE BOND

Depending on the necessity for staff in a particular speciality, the management reserves the right to insist for a Service Bond for one year from those who completes the course successfully.

23. SETTLEMENT OF DISPUTES

In case of any dispute in the interpretation of any of the conditions included in this booklet or in any other matter related to admission to DM/MCh of Amrita Vishwa Vidyapeetham, decision of the Medical Director will be final and binding.

24. JURISDICTION

Courts situated in Kochi, Kerala only will have