AMRITA SCHOOL OF PHARMACY
Terms and conditions
applicable for admission to Pharm D (Doctor of Pharmacy) Course 2013

AMRITA SCHOOL OF PHARMACY, a constituent Unit of the AMRITA VISHWA VIDYAPEETHAM a deemed University established under Section 3 of the UGC Act of 1956 conducts Pharm D course in its Health Sciences campus at Kochi, Kerala, India. Admissions to this course is made on the basis of a Rank List prepared after a national level Entrance Examination to be conducted by Amrita Vishwa Vidyapeetham.

Those candidates interested to be considered for admission to AMRITA School of Pharmacy should submit a formal application which is available on our website www.amrita.edu. Forms will also be available from select branches of Dhanalakshmi Bank and Federal Bank.

Admissions to the above course will be governed by the Rules and Regulations enumerated hereunder. All candidates who take admission in Amrita School of Pharmacy are deemed to have fully read and accepted the conditions herein contained.

VERY IMPORTANT
Management of 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:
The duration of the course shall be for Six Academic Years (Five years of study and one year internship or residency) full time with each academic year spread over a period not less than a period of two hundred working days. The period of six years duration is divided into two phases.
   Phase I – Consisting First, Second, Third, Fourth and Fifth Academic Years
   Phase II – Consisting of Internship or residency training during sixth year involving in specialty units. It is phase of training where a student is exposed to actual Pharmacy practice or clinical pharmacy service, and acquires skill under supervision so that he or she may become capable of functioning independently.

2. CURRICULUM
As approved by Amrita Vishwa Vidyapeetham (University) and in line with the directives of Pharmacy Council of India.

3. ELIGIBILITY
   a) Age limit: Shall not be less than 17 but not more than 23 as on 31st December 2013. Date of birth as recorded in the 10th standard / school leaving certificate will be taken as authentic.
   b) Qualification:
A pass in any of the following examinations:-
   i. Plus two or equivalent with not less than 50% marks in Physics, Chemistry along with either Biology or Mathematics.
   ii. D.Pharm course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act
   iii. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination.
4. TELEPHONE NUMBERS & EMAIL ID (VERY IMPORTANT)

It is advisable to mention more than one telephone number for contacting the candidate or his / her parents. Many times important messages are given through telephones and by e-mail. While the Institution will make all reasonable efforts to contact the candidate or his / her parents, if the numbers are not reachable / e-mail ID is not valid, Institution will not be responsible. Therefore candidates should ensure that two or more easily accessible numbers and a valid email are mentioned in the application.

5. DATE AND TIME OF THE ENTRANCE EXAMINATION:

Date: 09 June 2013 (Sunday)
Time: 9.30 am to 12.00 Noon
Venue: Amrita School of Medicine, Kochi, Kerala.

6. SUBMISSION OF APPLICATION

i. Download and submit along with a Demand draft for Rs 1500/- in favour of Amrita Vishwa Vidyapeetham, payable at Kochi, Kerala.

ii. Obtain from select branches of Dhanalakshmi or Federal Bank and submit.

iii. Application should reach the Admission Coordinator, Amrita School of Medicine, Amrita Institute of Medical Sciences, AIMS Ponekkara, Kochi 682 041

iv. A bigger envelope with printed address is provided along with the application (from Bank) and you are required to use the same for submission of the application form obtained from the Bank.

v. Before mailing, ensure that you have kept the following documents in the envelope:

   a) Application Form duly filled and pasted with Photograph duly attested by the candidate.

   b) Copy of Plus two marks list

   c) Proof of date of birth

   d) Demand Draft in case of Online or downloaded application forms. (on the reverse of the DD please write your name and course name).

   e) Self addressed and stamped envelope of size 21x16 cm for mailing the Hall Ticket.

Clip all the above together, keep in the envelope, paste and dispatch by speed post or a reliable courier. Can also hand deliver to the Communication Department at the ground floor of Amrita Institute of Medical Sciences, Kochi.

Ensure the application is sent at the earliest.

vii. Keep a photocopy of the filled application for future reference. This is particularly required in case you need a duplicate hall ticket.

viii. Any discrepancy in the statements or submission of incomplete or incorrectly filled forms or unclear photographs will lead to rejection of application.

7. ISSUE OF ADMIT CARD

Admit cards will be sent by post. It can also be downloaded from the website. Admit cards will be uploaded in our website (www.amrita.edu) by June 1, 2013. Candidates are advised to download the same.

a) In case a candidate is unable to download the Admit Card, he / she should contact the Admission Co-ordinator, Office of Admissions and arrange to get a duplicate card.

b) Documents to be produced for obtaining a duplicate card:

   • Photocopy of the Application submitted.
   • Copy of the Postal receipt if the application was sent by post.
   • Two Passport size face close up photographs.
   • Undertaking on the format provided by the Admission Co-ordinator.

c) Efforts to procure the duplicate Admit card from the Admission Co-ordinator, Amrita School of Medicine is the sole responsibility of the candidate.

d) No candidate will be allowed to enter the Examination Hall without valid Admit Card.

e) Candidates are advised to preserve the admit Card till allotment of seat in College. Duplicate Admit Card will not be issued after the Examination.

8. SPECIAL INSTRUCTIONS

i. Candidates will be allowed to enter the examination hall 15 minutes before commencement of the examination.

ii. Candidates will not be allowed to enter the examination hall after 30 minutes from the commencement of the examination and will not be permitted to leave the examination hall till the scheduled end of the examination.

iii. If he/she leaves any time during the examination he/she will not be allowed to re-enter the examination hall.

iv. Candidates should leave the answer sheet and the question booklet on his desk while leaving
the examination hall. If the question paper is not returned, the answer sheet will not be evaluated.

v. Candidates must bring their own pen, HB pencil, sharpener and eraser.

vi. Candidates are not allowed to bring any books, notes, mobile phone, paging device, slide rules, clark table, calculator, laptop or any other electronic gadgets to the examination hall.

vii. Candidates are not allowed to have any conversation or gesticulation or disturbance in the exam hall. Such acts of behaviour could lead to the candidate being debarred and will be sent out of the examination hall.

viii. Candidates must make their own arrangements of stay for the purpose of Entrance Examination.

9. ANSWERING THE ENTRANCE EXAMINATION

a. Use of OMR Sheet for answering;

Entrance examination will have to be answered on OMR sheets which will be supplied to the candidates in the examination hall. Before answering the questions, candidates must fill up the personal details such as (i) Hall Ticket Number (ii) Question Booklet Number (iii) Question series and also sign at the space provided on the Form. Failure to fill up the OMR sheets properly and completely can lead to rejection of your answer sheet.

Candidates need to answer 150 questions in the time duration of two and a half hours.

b. Only in case the form is defective a fresh one will be supplied.

c. Candidates should indicate the answer by darkening completely the appropriate Circle in the answer sheet.

d. Candidate should not indicate the answer in any other way (tick mark, cross, dot line etc) which are not accepted as correct answers.

e. More than one answer indicated against a question will be deemed as incorrect response, and no marks will be awarded for such answers.

f. Candidates are advised to use HB Pencil / Pen for answering. If candidate wants to change any answer, he/she must erase completely the existing pencil mark, and then darken the appropriate circle with pencil.

g. Candidate must ensure that no visible mark is left after erasing the wrong answer.

h. Candidate should not do any rough work or writing work on the Answer Sheet. All such rough work should be done in the Question Booklet itself.

i. Since computer evaluation of answer sheet is done, requests for re-checking / re-totaling / re-evaluation of answer scripts will not be entertained.

10. PUBLICATION OF RESULTS

i. Rank list is likely to be published after two weeks from the date of examination. Rank Numbers will be displayed on Notice boards in the admission office of the School of Medicine and also published in our web site www.amrita.edu. candidates can access the same by using their Hall Ticket Numbers and date of birth

ii. Result can also be obtained by contacting the admission office (Telephone numbers 0484-/2858373, 400 8373, 668 8373.

11. FEES DETAILS

<table>
<thead>
<tr>
<th>Tuition Fees</th>
<th>Other Fees</th>
<th>Caution deposit</th>
<th>Total for 1st Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One time</td>
<td>Recurring</td>
<td></td>
</tr>
<tr>
<td>I\textsuperscript{st} Year</td>
<td>Rs.1,50,000</td>
<td>Rs. 13,700</td>
<td>Rs. 5,000</td>
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<tr>
<td>I\textsuperscript{nd} Year</td>
<td>Rs.1,65,000</td>
<td>Rs. 27,900</td>
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<tr>
<td>I\textsuperscript{III} Year</td>
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<tr>
<td>I\textsuperscript{IV} Year</td>
<td>Rs. 2,00,000</td>
<td></td>
<td></td>
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<tr>
<td>I\textsuperscript{V} Year</td>
<td>Rs. 2,20,000</td>
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Hostel and Mess Fee Extra.
Fees mentioned above are at the current level and are likely to be revised without any notice.
12. ADMISSION

While reporting, the candidate should be accompanied at least by one of the parents and should produce the following documents in original along with two additional sets of photocopies.

i. Plus Two marks list.
ii. Plus Two Pass certificate. (In case of CBSE or ICSE)
iii. A document to prove the date of birth.
iv. Transfer Certificate from the Institution last attended.
v. Migration Certificate from the Board from where the candidate passed his/her Plus two.
vi. A Character and conduct Certificate from the Institution from where the student passed his/her Plus two.
vii. Medical Certificate for physical fitness and mental soundness from a medical Officer not below the rank of a Civil Surgeon or a Clinical Associate Professor of a Medical College.
ix. Recent Passport size face close-up colour photographs – 5 Nos.
x. Demand draft for the amount which will be announced in the web site or intimated to the candidate by any other means favouring AMRITA VISHWA Vidyapeetham payable at Kochi.

In addition to the above, Foreign nationals will have to produce the following documents too.

Attested copies of (attested by Consulates/Embassy of India in the respective country or a Gazetted of-ficer in India )

a. Passport with valid student VISA endorsed in the name of Amrita School of Pharmacy (For foreign nationals only).
b. Equivalence certificate from the Association of Indian Universities, New Delhi.
c. PIO Certificate/Card if obtained.
d. Overseas Citizen of India Certificate/Card if secured.
e. Medical Fitness certificate.
f. Translated version of all documents, if they are not in English.
g. Foreign nationals except overseas citizens of India will have to register with the Foreign Nationals Registrations Officer (Police Commissioner) within seven days of their arrival in India. A copy of the registration certificate should be handed over to the Admission Co-ordinator or the principal of the concerned school with a copy to the Admission co-ordinator immediately after the registration.

13. VERIFICATION OF DOCUMENTS

All admissions are subject to verification of the original certificates and documents of the candidates. The decision of the Chairman, Admissions (Medical), Amrita Vishwa Vidyapeetham regarding the eligibility of any applicant shall be final. Candidates who wish to be considered under SC / ST category may submit supporting documents for consideration.

14. CANCELLATION OF ADMISSION AND REFUNDS

a) For candidates who have joined the course but opt to discontinue the course any time before completion of the course, an amount of Rs 25,000 will be payable as administrative expenses.
b) In addition to the above such students will have to pay tuition fees, hostel, mess and other fees proportionately for the period they remained on the Rolls of the School.
c) For the purpose of calculations of proportionate recovery part of a month will be considered as a full month.
d) 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.
e) As per the existing regulations admissions will have to be closed by 31st May 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.

Candidates will be deemed to have withdrawn if he/she remains absent for more than 30 (thirty) days from the date of commencement of the classes.

15. DISCIPLINE

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

a. Ours is a hundred percent residential campus. Students are required to reside in the hostels and they will be allowed to visit their homes only on academic calendar holidays and with recommendation by the Management from time to time.
b. Only Vegetarian food will be served in the Hostel.

c. Students are not allowed to keep two-wheelers and cars in the campus.

d. Use of mobile phones, mp3 players, ipods, videos, cameras, and all such electronic Gadgets inside the campus is prohibited.

e. Smoking and drinking (alcohol) are totally prohibited.

f. There will be a mandatory dress code for all students throughout the course.

_g. 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 gentle human beings.

h. 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.

_i. Students shall observe absolute discipline in their conduct during the entire period they spend in the Institution. Failure to observe absolute discipline will invite appropriate action.

16. PREVENTIVE MEASURES AGAINST RAGGING

‘Ragging’ means doing of any act by disorderly conduct to a student of an educational Institution, which causes or is likely to cause physical or psychological harm or raising apprehension or shame or embar-rassment to that student and includes teasing or abusing or playing practical jokes or causing hurt to such students or asking a student to do any act or to perform something which such student will not in the ordinary course be willing to do.

In case, the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be refused or he/she shall be expelled from the educational Institution.

Anti-ragging committees and Anti-ragging squads will be formed to take effective measures against ragging and they will adhere to the stipulations and effectively monitor and comply with the directives.

Every student of the institution and his/her parents, or guardian is required to submit a combined under-taking at the time of registration / admission in prescribed format (which will be provided by the Institution) which is mandatory for registration/admission.

Anti ragging regulations of the University Grants Commission are forming part of the terms of admissions and are made available to all candidates and their parents for information and compliance.

17. MEDICAL INSURANCE

All students will be covered under group medical insurance scheme, within stipulated limits.

18. GURUKULA SCHEME

This is a unique scheme adopted by Amrita Vishwa Vidyapeetham. Each student will be allotted to a specific teacher (Acharya) as their local guardian who will monitor the academic performance, provide emotional support, necessary guidance and communicate periodically with the parents.

19. ATTENDANCE

Students who have attendance of not less than 80% in theory and 80 % in practical /clinical separately(as per PCI) in each subject shall be eligible for appearing the University examination.

20. 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 Pharm D course of Amrita Vishwa Vidyapeetham, decision of the Medical Director / Campus Operating Officer will be final and binding.

21. JURISDICTION:

Courts situated in Kochi, Kerala only will have jurisdiction over disputes if any arising on the matter of applications and or admission to the courses covered under the terms and conditions
22. GENERAL INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Incomplete and wrongly filled in applications are likely to be rejected. Hence candidates are advised to take extraordinary care in filling up the Form. Given below are hints to help the candidates to correctly fill up the Form.

(i) Application Form should be completed. Do not leave any column unfilled. If any column is not relevant in your case please write “NA” in answer to such column.

(ii) Do not separate the Hall Ticket and attendance sheet from the Application Form. Please submit the Forms without any damage.

(iii) Use Black ball point pen.

(iv) Space provided under “For Office use only” is meant for the use of the University Office. Hence candidates should not write anything in this space.

(v) Photograph: Face close up passport size colour photograph with name and date, taken after 01st January 2013 only should be used. All photographs should be copies of the same print. Use of dissimilar photographs is likely to result in rejection of the application.

(i) Merit or Management: Darken the appropriate column

(vii) DD No and date: This column need be filled in only if you are using a down loaded application form or submitted an online application.

(viii) Name of the Candidate: Write your full name in bold letters and as recorded in your school certificates. Do not write just the name. For example: LAKSHMI or ULLAS. Write LAKSHMI SUBRAMANIAN or UL-LAS BOSE. In other words you should easily be identifiable.

(ix) Sex: Darken the concerned box.

(x) Date of Birth:

First two boxe Date
Next Two Boxes Month
Last four boxes year
(eg:10 January 1994)

Date 10 Month 01 Year 1994

(xi) SC/ST/OBC/OEC: If you belong to any of these categories then darken the concerned box.

(xii) Name of the caste/community: If your answer to xiii above is “yes” then only fill up this column.

(xiii) Details of parents: Fill up the columns relating to Father and mother.

(xiv) Residential Address: Write the address both present (address for communication) and Permanent correctly and completely. If you are staying at the Present address for a short period, indicate the date up to which you are available in that address.

Must mention valid telephone numbers on which you or your Parents can be contacted. If we are unable to contact you on account of your furnishing wrong or invalid telephone numbers or the person attending the telephone is unable to answer properly, you may lose your chance.

(xv) Institution where you studied last: Write the name of the institution from where you appeared for your Plus two examination.

(xvi) Syllabus: Strike off whatever not applicable.

(xvii) Details of +2 marks: If you have +2 marks available with you, please mention the details of marks under the respective columns. Those who are yet to receive the results may indicate RESULT AWAITED.

When Marks List is sent separately please write your application and Hall Ticket numbers on the same prominently.

(xviii) Signatures: Both the Candidate and the Parent must sign below the joint declaration.

(xix) Date: Write the date of filling up the application.

(xx) Enclosures: Application Form should be kept first in your arrangement. Attachments should be below the Form. They should be neatly stapled to the first sheet and not to the Hall Ticket. Do not send any papers in loose condition, DO NOT SEND ANY ORIGINALS. Amrita will not be responsible for safety of the originals.

(xxi) Admit Card and attendance sheet

A) Admit Card

1. The boxes relating to Hall ticket Number and the Center allotted will be filled up by the institution. DO NOT WRITE ANYTHING IN THESE BOXES.

2. Paste (do not pin or staple) a copy of the Photograph as mentioned at Sl.No. v in these instructions.

3. Fill up your name and address correctly. Do not forget to mention the PIN number.

4. Put your signature at the space provided on the left side bottom of the Hall Ticket.

B) ATTENDANCE SHEET

1. The boxes relating to Hall Ticket Number and the center allotted will be filled up by the institution. DO NOT WRITE ANYTHING IN THESE BOXES.

2. Paste (do not pin or staple) a copy of the photograph mentioned at Sl.No. v in these instructions.

3. DO NOT SIGN THIS SHEET (Signature has to be done only in front of the invigilator in the examination hall)

After filling up the forms take a photo copy and retain for your records. This will be required if you have to ask for a Duplicate Hall Ticket.
GROUNDS ON WHICH AN APPLICATION MAY GET REJECTED

1. Age of the candidate is less than 17 or will cross 23 years as on 31st December 2013.
2. Marks lower than the minimum stipulated in the Terms & Conditions.
3. Photograph not as per specifications laid down in the application and Prospectus or unclear or no Photograph at all.
4. Incomplete and/or improper filling up.
5. Failure to enclose Demand Draft for the requisite amount in case of down loaded and online forms.
6. Application received in torn or mutilated condition.
7. Late receipt of the form (after the last date fixed for the receipt).
8. Illegible hand writing.

While filling up, the candidates should take extreme care in writing details and before posting make sure all documents required are kept correctly and properly.

IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Issue of application forms</th>
<th>22 April 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for issue of application form</td>
<td>28 May 2013</td>
</tr>
<tr>
<td>Last date for receipt of completed Application forms</td>
<td>30 May 2013</td>
</tr>
<tr>
<td>Entrance Examination</td>
<td>09-06-2013 (Sunday)</td>
</tr>
<tr>
<td>Time of Examination</td>
<td>9.30 am to 12.00 Noon</td>
</tr>
</tbody>
</table>

Warning

Candidates who wish to apply for admission to any course at Amrita Vishwa Vidyapeetham, Health Science Campus are hereby warned against possible cheating by unscrupulous agents who may promise and assure seats by extracting large sum of money from the parents/candidates. Candidates should note that there is no provision for capitation fees towards admission.