Terms and Conditions

applicable for admissions to

B.Sc Optometry Course - 2011

School of Medicine, Amrita Institute of Medical Sciences, AIMS-Ponekkara, Kochi – 682 041
Kerala, India, Ph: 0484 – 285 8037 / 8383 / 5651, Fax No: 0484 – 280 2020 / 2051
Email: ugadmissions@aims.amrita.edu
Terms and Conditions applicable for admissions to
B.Sc Optometry Course - 2011

Amrita Vishwa Vidyapeetham
(University estd. under section 3 of U.G.C. Act 1956)
A multi-campus university with ‘A’ grade accreditation by NAAC
Amrita Institute of Medical Sciences

Admission to the above course at Amrita Vishwa Vidyapeetham is based on the marks obtained in the qualifying examination and a personal interview. This course is conducted in the Amrita Vishwa Vidyapeetham, in its Health Sciences Campus at Kochi, Kerala.

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 / CURRICULUM

<table>
<thead>
<tr>
<th>S. No</th>
<th>Course</th>
<th>No of Seats</th>
<th>Duration</th>
<th>Curriculum</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>B.Sc Optometry</td>
<td>10</td>
<td>Three Years plus one year internship</td>
<td>As approved by Amrita Vishwa Vidyapeetham (University)</td>
<td>(a) First Class in Plus two (+2) with, Physics, Chemistry, Biology or Bio-Technology &amp; English (b) Diploma in Optometry.</td>
</tr>
</tbody>
</table>

In respect of Diploma holders in Optometry direct admission to second year on Lateral Entry basis can be considered

Date of birth as recorded in the 10th standard / school leaving certificate will be taken as authentic.

3. Selection Process:
Selection will be based on marks obtained in the +2 examination & a personal interview.
Date and time of interview will be communicated to the candidates separately.
4. Cost of Prospectus/Application will not be refunded under any circumstances.

5. **FILLING UP OF APPLICATION FORMS**
   
   Detailed instructions for filling up of Application forms are given under clause 23 of this booklet.

6. **MAILING OR DELIVERY OF THE APPLICATION**
   
   i. The envelope printed with our address is provided along with the application and you are required to use the same for submission of the application form.

   ii. 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) Plus two marks list to be enclosed in the application form/Diploma Certificate and mark list whichever applicable.

   c) Demand Draft in case of Online or down loaded application forms.

      (On the reverse of the DD please write your name & course opted)

   d) 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, Kerala.

   e) Ensure the application is sent at the earliest.

      In any case the form must reach the office on or before June 30, 2011.

7. Form must be filled clearly and legibly in **CAPITAL LETTERS**.

8. Keep a photocopy of the filled application for future reference.

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

10. Photograph: Paste your recent (taken after 1.1.2011 only) passport size face close up color photograph with date of photograph.

11. **Venue of Interview:**

    Amrita School of Medicine,
    AIMS Ponekkara, Kochi – 682 041
    Phone: 0484 285 8383 /285 8374

12. **TELEPHONE NUMBERS (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. While the Institution will make all reasonable efforts to contact the candidate or his / her parents, if the numbers are not reachable Institution will not be responsible. Therefore candidates should ensure that two or more easily accessible numbers and email ID if available are mentioned in the application.

13. **PUBLICATION OF RESULTS:**

    Selection list is expected to be published within a week from the date of interview. List will be displayed in the Office of Admissions. Selected candidates should report for admission on the dates intimated to the Candidates for admission.

    Chairman’s decision regarding selection will be final and binding.

    a. Selected candidates will have to make a non-refundable spot payment of Rs 20,000/-(twenty thousand only) which will be adjusted towards first year tuition fees. Balance fees will have to
be paid on the date of admission which will be intimated to the candidates.

14. ADMISSION

(a) No separate call letters will be sent. Candidates desirous of admission should report to the Chairman-Admissions, on the date & time intimated.

(b) 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. Mark List of Diploma in Ophthalmic Assistant or equivalent qualification in case of Lateral Entry.

iii. Plus Two Pass certificate. (In case of CBSE or ICSE)/

iv. A document to prove the date of birth.

v. Transfer certificate from the Institution last attended.

vi. Migration Certificate from the Board from where the candidate passed his/her Plus two.

vii. A Character and conduct certificate from the Institution from where the student passed his/her plus two examination mentioning the status of his/her behavioral pattern specially in terms as to whether the student displayed persistent violent or aggressive behavior or any desire to harm others.

viii. 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. Community certificate in case of SC/ST candidates.

x. Recent Passport size face close-up colour photographs – 4 Nos.

xi. Demand draft for the amount of Tuition and other fee, favouring AMRITA VISHWA VIDYAPEETHAM payable at Kochi.

15. VERIFICATION OF DOCUMENTS

All admissions are subject to verification of the original certificates and documents produced by the candidates. The decision of the Chairman-Admissions (Medical), Amrita Vishwa Vidyapeetham regarding the eligibility of any applicant shall be final.

a. Candidates who wish to be considered under SC/ST category shall submit caste issued by the competent authorities for consideration.

b. Candidates admitted to any of the above courses must remit the tuition and other fees at the time of admission by way of demand draft. Request for extension of time for payment of fee will not be considered.

c. Annual tuition fees, Hostel & Mess and other fees are required to be paid in full by the dates which will be notified by the Principal. Normally the fees payment will be in the beginning of July every year. Dates will be notified on the Notice Boards and the students are expected to intimate their parents in time. No individual Notices will be issued. IGNORANCE OF NOTICE WILL

NOT BE ACCEPTED AS AN EXCUSE FOR DELAY IN PAYMENT.

d. Delayed payments will attract fine / and or penalty as decided by the Principal.
16. FEES PER ANNUM:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Course</th>
<th>Fees per year</th>
<th>Other Fees</th>
<th>Caution deposit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tuition Fees</td>
<td>Hostel Fees</td>
<td>Mess Fees</td>
<td>One time</td>
</tr>
<tr>
<td>a.</td>
<td>B.Sc Optometry</td>
<td>Rs.38,500</td>
<td>Rs.10,000</td>
<td>Rs.20,000</td>
<td>Rs.11,450</td>
</tr>
</tbody>
</table>

Fees mentioned above are at the current level and are likely to be revised without any notice.

17. CANCELLATION OF ADMISSION AND REFUNDS

a. For candidates who have joined the course but opt to discontinue before commencement of classes, an amount of Rs.10,000 will be deducted towards administrative expenses from the fee which they have paid at the time of joining.

b. For Candidates opting to discontinue the study within a period of one week of commencement of classes, 75% of tuition fee will be refunded, while 25% of the tuition fee or Rs.20,000 whichever is higher, will be retained as administrative charges. After this period but before one month, 50% of tuition fees alone will be refunded. After a period of one month no Tuition fee will be refunded. In all these cases unutilized portion of the other fees will be refunded after proportionate deduction.

c. For candidates shifting to another School/College of Amrita Vishwa Vidyapeetham deductions will be restricted to 50% of the amount otherwise recoverable.

d. (i) As per the existing regulations of the University, admissions will have to be closed by 30 September, 2011. If any student intends to discontinue the studies on or about this date, it will be necessary for such student to give a notice in writing to the Chairman-Admissions, Amrita School of Medicine, Amrita Vishwa Vidyapeetham Health Sciences Campus, Kochi-682 041, at least by 20 September, 2011. In such cases, rules of recoveries shall be as per clause (b) above. The notice should have been received by the Chairman-Admissions or by his representative authorised to receive such a notice.

(ii) If any student discontinues the studies after the last date for withdrawal as mentioned in the preceding paras or fails to give Notice as stipulated therein he/she will be liable to pay the tuition fees for the entire course period. In such cases, all certificates including the transfer certificate will be issued only after payment of all dues including tuition fees for the entire course is made.

(iii) 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.

18. 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. Ours is a hundred percent residential campus. Students will be required to reside in the hostels and they will be allowed to visit their homes only on days as decided 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, video-ipods, cameras, laptops 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 better human beings.

h. A student hand book 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 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.

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 embarrassment 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 undertaking 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, Medical Council of India, and Dental Council of India are forming part of the terms of admissions and are made available to all candidates and their parents for information and compliance.

19. MEDICAL INSURANCE

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

20. ATTENDANCE

A minimum 80% attendance is compulsory for appearing for the university examinations.

21. SETTLEMENT OF DISPUTES

In case of any dispute in the interpretation of any of the conditions included in this booklet relating to admission to B.Sc Optometry Course
to any of the Institution located within the Health Sciences Campus of Amrita Institute of Medical Sciences at Kochi, decision of the Medical Director /Campus Operating Officer will be final and binding.

22. **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 this Prospectus.

23. **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) Use Black ball point pen.

(iii) **Photograph:** Face close up passport size colour photograph with name of the candidate and date, (taken after January 01, 2011) only should be used.

IV) **Choice of Course:** Indicate your choice by numbering the boxes in the order of preference.

v) **Merit or Management:** Darken the appropriate column

vi) **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.

vii) **Name of the Candidate:** Write your full name in capital letters and as recorded in your school certificates.

Do not write just the name. For example: LAKSHMI or ULLAS. Write LAKSHMI SUBRAMANIAN or ULLAS BOSE. In other words you should easily be identifiable.

viii) **Sex:** Darken the concerned box.

ix) **Date of Birth:**

First two boxes \[ \text{Date} \] (eg: 10)
Next Two Boxes \[ \text{Month} \] (January)
Last four boxes \[ \text{Year} \] (1993)

Eg: \[ \text{Date} \ 1 \ 0 \ \text{Month} \ 0 \ 1 \ \text{Year} \ 1 \ 9 \ 9 \ 3 \]

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

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

xii) **Details of parents:** Fill up the columns relating to Father and mother.

xiii) **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.

xiv) **Institution where you studied last:** Write the name of the institution from where you appeared for your Plus two/Diploma examination.
xx) **Syllabus:** Strike off whatever not applicable.

xxi) **Details of +2 / Diploma marks:** If you have +2/Diploma 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. But the marks list should reach the School of Medicine on or before 05.06.2011.

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

xxii) **Signatures:** The candidate and the Parent must sign the joint declaration.

xxiii) **Date:** Write the date of filling up the application.

xxiv) **Enclosures:** Application Form should be first in your arrangement. Attachments should be below the Form. Do not send any papers in loose condition. DO NOT SEND ANY ORIGINALS. University will not be responsible for safety of the originals.

### IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Issue of application forms</th>
<th>16 May 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last for issue of application form</td>
<td>24 June 2011</td>
</tr>
<tr>
<td>Last date for receipt of completed application forms</td>
<td>30 June 2011</td>
</tr>
</tbody>
</table>

**Date of Interview**

**B.Sc. Optometry:** 11 July 2011

**REGULAR CLASSES EXPECTED TO START**

**Second week of August 2011**

### Warning

Candidates who wish to apply for admission to any of the courses at Amrita Vishwa Vidyapeetham, Healthcare Campus are hereby warned against possible cheating by unscrupulous agents who may promise and assure seats by extracting large sums of money from the parents/candidates. This institution hereby refutes all such misleading and false promises by such people. Candidates should note that there is no provision for Capitation fee towards admission.