A multi campus university with ‘A’ grade accreditation by NAAC

SCHOOL OF MEDICINE
AMRITA INSTITUTE OF MEDICAL SCIENCES
Health Sciences Campus

TERMS AND CONDITIONS
applicable for admissions to

* POST BASIC B.Sc NURSING - 2011

* Subject to approval from competent authorities.

School of Medicine, Amrita Institute of Medical Sciences, AIMS-Ponekkara, Kochi – 682 041
Kerala, India, Ph: 0484 – 285 8036 / 8037 / 5651 / 8383, Fax No: 0484 –280 2020 / 2051
Email: ugadmissions@aims.amrita.edu
“Children should be taught the art of relaxation, how to be at ease. If they don’t feel relaxed, how can they learn? Without relaxation, no real learning is possible. This is the first lesson that clearly needs to be understood. It is very important that parents & teachers understand this before they ask the children to do something.”

-AMMA
Admission to Post Basic B.Sc Nursing in Amrita Institute of Medical Sciences is based on marks secured in General Nursing and Midwifery examination and a personal Interview conducted by Amrita Vishwa Vidyapeetham. The university admissions will be governed by rules and regulations laid down by Amrita Vishwa Vidyapeetham.

**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.

### DURATION / CURRICULUM

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Curriculum</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Basic Bsc. Nursing</td>
<td>Two years Plus One year Compulsory service at Amrita Institute of Medical Sciences.</td>
<td>As approved by Amrita Vishwa Vidyapeetham (University) and is in line with the directives of the Indian Nursing Council.</td>
<td>Pass in Plus Two with Science (Physics, Chemistry And Biology) and pass in General Nursing &amp; Midwifery with not less than 55% marks.</td>
</tr>
</tbody>
</table>

### 2. INTERVIEW

Interview is likely to be held on **29 May 2011 (Sunday)**.

**Venue:** Amrita School of Medicine, AIMS, Ponekkara, Kochi, Kerala. Pin:682041

Management of AMRITA VISHWA VIDYAPEETHAM reserves the right to change the date of interview if necessary. It shall be the responsibility of the candidate to reconfirm the date of interview from the Office of Admissions, Amrita Vishwa Vidyapeetham.

* Subject to approval from competent authorities.
3. FILLING UP OF APPLICATION FORMS
Detailed instructions for filling up of Application forms are given under clause 22 of this booklet.

4. MAILING OR DELIVERY OF THE APPLICATION
i) Application may be submitted in the printed envelop provided along with the application form

ii) Before mailing, ensure that you have kept the following documents in the bigger envelope:

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

b) Plus two marks list (to be stapled to the application form).

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

d) Clip all the above together, keep in the bigger envelope, paste and despatch 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.

e) Ensure the application is sent at the earliest. In any case the from must reach the office on or before 21 May, 2011.

5. Form must be filled clearly and legibly in CAPITAL LETTERS.


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

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

9. 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.

10 CENTRE OF INTERVIEW:
School of Medicine
Amrita Institute Of Medical Sciences
AIMS ,Ponekkara P.O
Kochi-682 041

11. INTERVIEW & ADMISSION
a) Counseling and admission will commence within one week from the date of announcement of results.

b) Selected candidates will be required to make a non-refundable spot payment of Rs 20000/- initially which will be adjusted in the tuition fees. Failure to make this payment may result in forfeiture of the seat.

c) Admissions will be made strictly on the basis of availability of seats. As soon as the seats are filled admissions will be closed.

d) Interested candidates should report at the time and candidate fixed for interview.

e) 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. GNM 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 examinations mentioning the status of his/her behavioural pattern specially in terms
as to whether the student displayed persistent violent or aggressive behaviour or any desire to harm others.

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.

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

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

x. Demand draft for the amount which will be announced in the web site or intimated to the candidate favoring AMRITA VISHWA VIDYAPEETHAM payable at Kochi.

12. VERIFICATION OF DOCUMENTS

Admission will be subject to verification of the original certificates and documents which shall be produced at the time of admissions. 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 may submit supporting documents for consideration.

13. FEES PER ANNUM:

<table>
<thead>
<tr>
<th>Fee per Year</th>
<th>Other Fees</th>
<th>Caution deposit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>Hostel Fees</td>
<td>Mess Fees</td>
<td>One time</td>
</tr>
<tr>
<td>Rs.1,00,000</td>
<td>Rs.12,000</td>
<td>Rs.30,000</td>
<td>Rs.19,800</td>
</tr>
</tbody>
</table>

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

a. 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.

b. 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.

c. Delayed payments will attract fine / and or penalty as decided by the Principal.

d. There will be University examinations at the end of every academic year.

14. CANCELLATION OF ADMISSION AND REFUNDS

a. Candidates who have joined the course but opt to discontinue before commencement of classes, Will forfeit the amount of Rs 20000/- which they made as spot payment after interview

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.25,000 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.(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.

15. DISCIPLINE

The colleges, hospitals and hostels are parts of Mata Amritanadamayi 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, mp3 players, ipods, videos, 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.

j. Ragging is a criminal offence and is prohibited by law of the land. If any student is found to have involved or indulged in any incident of ragging he/she will be summarily expelled from the institution. Such student will be liable to pay to the institution all the loss that the institution may have to suffer on account of such expulsion. Decision of the principal with regard to expulsion, loss and recovery will be final and binding on the student. Where the circumstances warrant, the Principal may also report incidences of ragging to the Police also for appropriate action.

Mere presence at the scene of ragging amounts to abetment of Ragging and is liable for punishment.

Relevant extracts of UGC rules relating to anti ragging, are supplied along with this document.

16. MEDICAL INSURANCE

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

17. GURUKULA SCHEME

This is a unique scheme adopted by AmritaVishwa 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.

18. ATTENDANCE

Student must have a minimum of 80% attendance (irrespective of the kind of absence) in theory and practical separately in each subject to be eligible to appear for the University Examination. However, the students should have 100% attendance in each of the practical areas before admitting to the next year.

19. SERVICE BOND

Selected Candidates shall execute a Bond to serve in any of the Hospitals or Medical Schools under the management of Mata Amritanandamayi Math for a period of One (1) year after successful completion of their Course.

20. SETTLEMENT OF DISPUTES

In case of any dispute in the interpretation of any of the conditions included in this booklet relating to admission to Post Basic B. Sc Nursing course or 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.

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 this Prospectus.

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 of the candidate and date, (taken after January 01, 2011) 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.

(vi) Photograph should be self attested.

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

(viii) Merit or Management: Darken the appropriate column

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

(x) 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.

(xi) Sex: Darken the concerned box.

(xii) Date of Birth:

First two boxes       Date       (eg: 10)
Next Two Boxes       Month       (May)
Last four boxes       Year       (1982)


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

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

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

(xvi) 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.

**xvii) Qualifying Examination:** Write the GNM course subjects and total marks for each year.

**xviii) Experience:** write the experience details & name of the institution

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

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

**xxi) Enclosures:** Application Form should be 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. University will not be responsible for safety of the originals.

<table>
<thead>
<tr>
<th>IMPORTANT DATES TO REMEMBER</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue of application forms from: APRIL 1, 2011</td>
<td>Candidates who wish to apply for admission to all the courses at Amrita Vishwa Vidyapeetham, Health Sciences 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</td>
</tr>
<tr>
<td>Last Date for issue of Application: May 05, 2011</td>
<td></td>
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<tr>
<td>Last date for receipt of completed Application forms: May 21, 2011</td>
<td></td>
</tr>
<tr>
<td>Interview Date: May 29, 2011 (Sunday)</td>
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</tbody>
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