AMRITA VISHWA VIDYAPEETHAM
(University estd. under section 3 of UGC Act 1956)
A multi campus university with ‘A’ grade accreditation by NAAC
Amrita Institute of Medical Sciences A super specialty tertiary care hospital accredited by ISO 9001-2008, NABL & NABH

Rules and Regulations
applicable for admissions to
Post Graduate Courses - 2014

AMRITA SCHOOL OF MEDICINE, a constituent Unit of the AMRITA VISHWA VIDYAPEETHAM a Deemed University established under Section 3 of the UGC Act of 1956 conducts Post Graduate courses in Medical, Surgical, Nursing and Allied Health Sciences in its Health Sciences campus at Kochi Kerala, India. Selection for admissions is based either on Common Entrance Examinations or personal interview. Course details, duration, eligibility etc are given in Annexure I & II.

Application forms are available at AMRITA web site: www.aims.amrita.edu.

Entrance examination/interviews and admissions for the above courses will be governed by:
(a) The Rules and Regulations enumerated hereunder.
(b) Application form,
(c) Instructions for submission of application supplied along with the application form
(d) Conditions for admissions to Courses in Amrita Vishwa Vidyapeetham published by the Amrita Vishwa Vidyapeetham – the University and the School of Medicine from time to time.

All candidates who seek admission and get admitted in any of the Schools in the Health Sciences campus of Amrita at Kochi are deemed to have fully read and accepted the conditions contained in the above referred documents.

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. Submission of application form:

Application Fee remittance
Steps to be followed for the submission of Applications are explained under “Instructions for submission of ONLINE applications”.

i) Application fee can be paid by way of a Demand draft favouring “AMRITA VISHWA VIDYAPEETHAM” to be payable at Kochi or Ernakulam or pay to any branches of DHANALXMI Bank by using a Cash Voucher. The cash voucher can be downloaded from website aims.amrita.edu.

*Note: The cash voucher is not available in the branches and it is important for candidates to take a print out of the cash voucher before approaching the branch for remittance*

Application Fee is non-refundable and no correspondence on the subject will be entertained.

BANK CHARGES IF ANY WILL HAVE TO BE BORNE BY THE CANDIDATES.

Confirmation copy of ONLINE application should be submitted/send to:

Admission Coordinator,
Amrita School of Medicine,
Amrita Institute of Medical Sciences & Research Centre
AIMS-Ponekkara, Kochi.Kerala 682 041

ii) List of documents to be submitted along with the confirmation sheet (Refer Annexure 1)

*Applications without proper payment/ documents listed in annexure 1 are liable to be rejected.*

While the conditions contained herein are common to all the PG Courses, special conditions and instructions as applicable to each course will be provided along with the application for each course.

2. Time limit for submission of application forms:

Time limit for submission of application form is stipulated in [our website aims.amrita.edu](http://aims.amrita.edu).

In order to avoid last minute rush and consequent delay in receipt of HALL TICKET candidates are advised to ensure that the applications are submitted well within time and in any case much before the last date.
3. Keep a photocopy of the application confirmation copy for future reference.

4. **Employed candidates**: Those who are in service of any Organisation should submit the applications through their Heads of Organisation with an endorsement to the effect that in case of selection the candidate will be released promptly for joining the course.

5. **Telephone Numbers**

   It is necessary to mention more than one telephone number for contacting the candidate or his / her parents. Many times important messages/ SMS are given through the 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 (and not normally switched off) numbers and email ID are mentioned in the application. Those who do not have an email id are advised to create one which will be to their own benefit.

6. **Mode of selection:**

<table>
<thead>
<tr>
<th>Name of the Course</th>
<th>Mode of selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDS,MD/MS-PG Diploma, MSc(Nursing)</td>
<td><strong>ENRANCE EXAMINATION</strong></td>
</tr>
<tr>
<td>All other Post graduate courses</td>
<td>Marks secured in UG courses and Personal interview</td>
</tr>
</tbody>
</table>

   *Where Entrance examination is fixed as the mode of selection it is mandatory for all the candidates to write such examination. Securing minimum qualifying marks only will make the candidates eligible for consideration for admission.*

   (ii.). Candidates desirous of being considered in the management quota should indicate their choice in the application.

7. **(i) Scheme of examination & allotment of seats.**

   a) Syllabus for the Entrance examinations will vary depending on the course for which the examination is held. (Annexure III)

   b) For general information Subjects for the examination and marks distribution in respect of each course will be available under the special instructions attached along with each course.

   c) Test will be objective type. Each MCQ will consist of a stem and four options, labeled A, B, C and D. Only one of the options is correct and for each correct response one mark will be awarded. There will be no negative marks.
8. HALL TICKETS

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

b). Hall Tickets are expected to be uploaded ten days prior to the date of examination. In case any candidate could not download the Card for any technical reasons he/she may contact the Admission Office and collect the Card.

c). Documents to be produced for seeking the Hall Ticket from the Admission Office directly:
   i. Photocopy of the application confirmation page generated by the admission portal.
   ii. Copy of the Postal receipt if the application was sent by post.
   iii. ID card of the Candidate.
   iv. Undertaking on the format which will be provided by the Admission Co-ordinator.

d) Efforts to procure the Hall Ticket either original or duplicate from the Admission Co-ordinator, Amrita School of Medicine is the sole responsibility of the candidate.

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

9. Centre for examination:

Amrita School of Medicine: Kochi, Kerala-682041

Time of the examination :  9.30 a.m – 12.30 p.m
Dates of examination are notified in the Instruction for each course.

10. Conduct of examination

a) Examination will be conducted on dates announced for each examination. (Refer Annexure V)

b) 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 commencement of the examination.

c) 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 in the current Examination and the next one or two such Examinations according to the nature of offence and its intimation will be sent to the Regulatory Bodies such as MCI/State MC and the concerned Medical College for necessary action.

d) 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.

e) Bringing of mobile phones, ipods, mp3 players, pagers, calculators or any such electronic gadgets to the Examination hall is prohibited.. 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.

f) For any reason if the date or time of the examination is changed such change will be notified at website and the Admission Office will strive to communicate the message by SMS.
11. Declaration of results:

a. Results of the Entrance examinations will normally be published within three weeks and results of interview within three days. These 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. There is no provision for rechecking/revaluation of the answer sheets and no query on the subject will be entertained.

12. Counseling and admission

1. Counseling and admission generally commence within two weeks from declaration of results.

2. Dates of counseling will be published at the web site. Candidates are therefore advised to keep visiting website www.aims.amrita.edu for updates on counseling.

3. No separate call letters or messages will be sent. Candidates desirous of admission should report to the Chairman (Admissions – Medical) on the date / time and place announced at the web site.

4. Admissions will be made strictly on the basis of availability of seats. As soon as the seats are filled admissions will be closed. Mere reason that a candidate was present on the date of counseling will not confer any right on him/her for a seat.

5. Interested candidates should report at least half an hour before the time allotted on the dates for the concerned rank numbers. Seat allotment will be done for the candidates present at time fixed by the Chairman, Admissions.

6. Admissions will be on the basis of the ranks of candidates present at the time of allotment on the date of counseling/allotment.

7. If a candidate arrives late for counseling and seats get allotted to subsequent rank holders, he/she will have no right over the seats allotted to lower rank holders. Failure to report in time on the date fixed for counseling can result in a candidate forfeiting his/her chance for admission. In the event of appeals, decision of the Chairman-Admissions on the matter shall be final & binding.

13. Verification of documents

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

i. Hall ticket of Amrita Entrance Examination if applicable
ii. Marks list of all years of the Qualifying examination
iii. Degree certificate. (At least provisional) If one convocation is over after the candidate has passed the examination the University degree certificate
iv. Attempt certificate as per format provided.- (Annexure—IV)
v. Internship completion certificate.
vi. Experience certificate if applicable
vii. Relieving Order or NO OBJECTION certificate from the employer if the candidate is employed.
viii. Character and conduct certificate from the Head of the Institution last attended
ix. A document to prove the date of birth.
x. Transfer Certificate from the Institution last attended.
xii. Migration certificate from the University from where the candidate secured his last degree.
.14. **Returnable documents** listed below will be returned to the candidates only at the time of their leaving the Institution.

a. Pass/Degree Certificate from the concerned University.
b. Marks sheets of the University Examinations for the whole of the qualifying course.
c. Registration certificate from the concerned Regulatory Bodies such as MCI/ State Medical council/State Dental council/ State Nursing Council etc.
d. Document to prove the date of birth.(Plus Two mark list ,Birth certificate or Passport)

15. **Selection by interviews:**

1. Where selection is based on interviews the same will take place in the Health Science Campus, at Kochi, Kerala. Tentative dates of Interviews are indicated in the instructions for filling up the application. If there is any change in dates of interview the same will be published at our website and the Office will strive to intimate the candidate by SMS or by email.

2. If seats are still available further dates of interview will be announced.

3. Normally selection list after the interview will be published within three days after completion of interviews. Along with the interview results the date on which selected candidates are required to report for admission will also be announced. On the dates fixed for each Branch, selected candidates should take admission.

16. **Fees:**

The fee details are available in our website aims.amrita.edu
At the time of counseling candidates should bring with them payments as under:

**MD/MS/PG Diplomas and MDS:** Demand Draft for Rupees five lakhs favouring Amrita Vishwa Vidyapeetham, payable at Kochi or Ernakulam. Those who are allotted seats shall make spot payment of the said amount as a token of acceptance of the seat. Balance amount of fees should be paid within fifteen days thereafter. Failure to make payment within the permitted time limit may result in forfeiture of the seat and its allotment to the next eligible candidate.

**Other courses** fees will be announced at the website along with the counseling / admission schedules.

17. **Attendance & leave**

i). A Minimum of 80% Attendance In each Academic Year Is compulsory. Students availing long leave will be able to appear for the examination only after additional six months/ one year as the case may be.

ii) Those students who are required to do extended durations will have to pay additional fees for the extended sessions. In case a student is required to do more than one session to complete the attendance requirement, fees payable will be as under:

a. first additional session : Same rate of fees at which the student was admitted.

b. Second additional session onwards : Fees of the new batch if the same is higher than the above

iii) Those students 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 Regulatory Bodies if any..
18. Method of training

(a) Training will be not totally hospital based. It will be community based and as per rules of the Regulatory Bodies. For eg..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 therefore 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 of 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.

19. Cancellation of admission and refunds

(A). MDS; MD/MS; PG Diplomas :

For candidates who have joined the course but opt to discontinue the course any time before commencement of the course, an amount of Rs.50,000/- (INR Fifty thousand) is payable as cancellation charges.

Those who cancel the admission after commencement of classes but before end of May will have to pay cancellation charges of Rs 100000/- (INR One Lac )Cancellation under this clause will also be subject to the conditions detailed at “a “to” e” below

a) 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.

b) Those who leave on any day from 1st to 15th 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.

c) Subject to the above conditions, for those who leave the course after commencement of classes but before closure of admissions proportionate amount of tuition fees will be refunded provided the Institution could fill the vacancy.

d) If the amount paid by a student at the time of admission is insufficient to cover the above charges, the student will have pay the balance amount also after receipt of which only all certificates will be released.

e) As per the regulations of the Medical Council of India and Dental Council of India, admissions will have to be closed by 31st May, of the year. Therefore those who wish to discontinue the studies shall give a Notice of cancellation at least by 20th May which alone will enable the Institution to fill up the seat. If such a notice is not given and the seat remain unfilled the outgoing student has to pay liquidated damages equivalent to the tuition fees for the remaining period of the course. All certificates including the Transfer Certificate (if applicable) will be released only after receipt of the payment due to the Institution.

(B). MSc(Nursing); MSc(Allied Health Sciences), MHA :

All conditions spelt out at “A” above are applicable. However the cancellation charges mentioned at 19 (A) - (i) and (ii) will be Rs 15,000/ and 25,000/-respectively.

a) Admissions will have to be closed by 30th September, of the year. Therefore those who wish to discontinue the studies shall give a Notice of cancellation at least by 20th September, which alone will enable the Institution to fill up the seat. If such a notice is not given and the seat remains unfilled the outgoing student has to pay liquidated damages equivalent to the tuition fees for the remaining period of the course. All certificates including the Transfer Certificate (if applicable) will be released only after receipt of the payment due to the Institution.
20. 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. Generally PG students will be required to reside in the hostels.
b. Smoking and consumption of 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 hospital/Schools.
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. 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.

21. SERVICE BOND

The management reserves the right to insist for a Service Bond for one year from those who completes the course successfully.

22. 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 admissions covered by the Rules contained herein decision of the Medical Director, Amrita Institute of Medical Sciences will be final and binding.

23. Jurisdiction

Courts situated in Kochi, Kerala only will have jurisdiction over disputes if any arising on the matter of application and or admission to the courses covered in these Rules and Regulations.

WARNING

Candidates who wish to apply for admission to any of 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 fee towards admission.
## Annexure I

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course</th>
<th>Duration of the course</th>
<th>Eligibility Conditions</th>
<th>Mode of Selection</th>
<th>List of documents to be submitted along with Application form**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>MSc MLT</strong> (Pathology, Biochemistry &amp; Microbiology)</td>
<td>2 Years + 1 Year Internship</td>
<td>Pass in BSc MLT(4years Regular courses only)</td>
<td></td>
<td>Degree certificate, Mark sheet, Experience certificate if any</td>
</tr>
<tr>
<td>2</td>
<td><strong>MSc Neuro Electro Physiology</strong></td>
<td>3 Years + 6 Months Internship</td>
<td>BSc with Physics as main or subsidiary with not less than 50 % marks.</td>
<td></td>
<td>Degree certificate, Mark sheet, Experience certificate if any</td>
</tr>
<tr>
<td>3</td>
<td><strong>MSc Swallowing Disorders and Therapy</strong></td>
<td></td>
<td>Bachelor of Audiology and Speech Language Pathology(BASLP)</td>
<td></td>
<td>Degree certificate, Mark sheet, Experience certificate if any</td>
</tr>
<tr>
<td>4</td>
<td><strong>MSc Respiratory Therapy</strong></td>
<td></td>
<td>BSc in Respiratory Therapy</td>
<td></td>
<td>Degree certificate, Mark sheet, Experience certificate if any</td>
</tr>
<tr>
<td>5</td>
<td><strong>MSc Clinical Research</strong></td>
<td>2 Years</td>
<td>MBBS / BDS / BAMS / BHMS / B.Pharm / BSc.Allied Health Sciences / BSc Biotechnology / Bsc Nursing / BSc in any Life Sciences</td>
<td></td>
<td>Degree certificate, Mark sheet, Experience certificate if any</td>
</tr>
<tr>
<td>6</td>
<td><strong>MSc Biostatistics</strong></td>
<td></td>
<td>Graduates in Statistics / Mathematics with paper in Statistics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Only photocopies of the certificate to be sent and not originals.

*Allied Health Sciences : Courses listed from Sl.No.1 to 6 are totally job oriented hospital based professional courses. At present, "AMRITA VISWA VIDYAPEETHAM" the University is the only Regulatory Body for these courses and there is no separate registration available with any other bodies.
### IMPORTANT DATES

For Interview: Selection is based on Marks in the qualifying examination and Interview. There is no entrance examination for Allied Health Sciences courses.

<table>
<thead>
<tr>
<th>M.Sc Allied Health Sciences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLT, Biostatistics &amp; Clinical Research</strong></td>
<td><strong>Respiratory Therapy, Swallowing Disorders and Therapy, Neuro Electro Physiology</strong></td>
</tr>
<tr>
<td>Commencement of Online registration</td>
<td>09.06.14 (Monday)</td>
</tr>
<tr>
<td>Last date of registration</td>
<td>26.07.14 (Saturday)</td>
</tr>
<tr>
<td>Last date of receipt of confirmation Sheet</td>
<td>30.07.14 (Wednesday)</td>
</tr>
<tr>
<td>Date of Interview</td>
<td>07.08.14 (Thursday)</td>
</tr>
</tbody>
</table>

Note: If there is any change in dates of interview the same will be published in our website and intimated to candidate by SMS or by email.