SCHOOL OF MEDICINE
AMRITA INSTITUTE OF MEDICAL SCIENCES
Health Sciences Campus

TERMS AND CONDITIONS

Under Graduate Courses

School of Medicine, Amrita Institute of Medical Sciences, AIMS-Ponekkara, Kochi – 682 041
Kerala, India, Ph: 0484 – 285 8373 / 8374 / 8375, Fax No: 0484 –280 2020 / 2051
Email: ugadmissions@aims.amrita.edu
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 Undergraduate and Post Graduate courses in
medical Sciences. These courses are conducted in its
Health Sciences campus at Kochi, Kerala, India. The Rules
and Regulations contained in this Booklet are applicable
for admissions to all the undergraduate courses. All
candidates who take admission in any of the Schools in
the Health Sciences Campus, Kochi, Kerala of Amrita are
deemed to have fully read and accepted the conditions
herein contained.

The Rules contained in this Booklet applies to all Nursing,
Allied Health Sciences UG Courses including MBBS/
BDS. UG Courses for which these Rules apply are listed
in ANNEXURE I. Mode of selection of candidates for
admissions to different courses are indicated against
the relevant courses in the said ANNEXURE.

As can be seen from ANNEXURE-I for certain courses only
ONLINE submission of application is envisaged. This can
be done by visiting web site www.aims.amrita.edu

For some of the courses, application forms can be
submitted either ONLINE or by down loading from the
website.

In both the cases application fees can be paid by net
banking, or by using Credit or Debit card. In respect of
down loaded applications payment can be made also by
using a Cash voucher which can be downloaded from
the website.

ALL BANK CHARGES WILL HAVE TO BE BORNE BY THE
CANDIDATES.

Filled up applications (in case of Down loaded) should
be submitted/send to:
Admission Coordinator,
Amrita School of Medicine,
Amrita Institute of Medical Sciences & Research Centre
AIMS-Ponekkara, Kochi, Kerala 682 041
Confirmation copy of the ONLINE applications should
reach the above address on or before the dates fixed for
the purpose.
Applications without proper payment details are likely
to be rejected.

Important

1. Management of AMRITA VISHWA VIDYAPEETHAM
reserves the right to change any of the Rules,
Regulations or conditions herein contained for the
purpose of complying with any of the Regulations
of the University Grants Commission or any other
competent authorities.
2. **Eligibility**: Broad details of eligibility for each course is mentioned in the ANNEXURE I. Besides the candidates shall go through the eligibility conditions detailed at the website as well as in the application form and ensure his/her eligibility prior to submission of the Form.

3. Permission to appear for the entrance test is no guarantee for admission. Candidates and their parents will be solely responsible to ensure their eligibility to apply. Even if a candidate is permitted to appear for the entrance examination, the Chairman Admissions reserves the right to deny admission to any candidate if he/she at any time is found ineligible for admission on any count irrespective of the fact that such ineligibility could have been detected earlier.

4. Candidates whose results of the qualifying examination are awaited could also apply for admission subject to their producing the marks details within two weeks from the date of the entrance examination. In case of selection by Interview, Marks details shall be made available at least one week prior to the date of interview.

Where Written test is fixed as a mode of selection it is mandatory for all the candidates to write the examination.

5. **Submission of application forms:**

With a view to avoid last minute rush and consequent delay in getting the Hall Ticket or interview call candidates are advised to submit the applications well in time.


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

8. **Choice of course**

   i. Where selection of candidates is on the basis of the rank secured in the Entrance Test candidates will be called for counseling on the basis of their rank numbers. Candidates will have the option to select a course according to his/her merit in the rank list and his/her choice. (for counseling procedures please see clause No.18

   ii. Where mode of selection is interview, plus two marks and performance in the personal interviews, will decide the allotment of seats.

9. (i) **Management seats**: For some of the courses and specialties few seats are available under management quota. Those interested in such seat should specifically indicate their option in the application form.

   (ii) Candidates opting for Merit seats can also indicate their choice for Management seat if they so wish.

   (iii) Application provides for three options-Merit, Management, Merit or Management. Those who want to be considered only for Merit need mark only the Merit Column. Similarly those who want to be considered for Management quota need only mark the Management column whereas those who desire to be considered for either may mark the third option “Merit or Management”.

10. (i) **Centres for examination:**

   (A) Entrance Examination for Post Basic Nursing:
   AMRITA SCHOOL OF MEDICINE,
   AIMS-PONEKKARA, KOCHI. 682 041

   (B) For MBBS/ BDS- At Centres listed in Annexure II
In case of “B” – candidate has to indicate the Examination Centre from where he/she would like to appear for the test. Requests for change of examination centers cannot be entertained due to technical reasons. While efforts will be made to allot the Centre chosen by the candidate, on account of administrative reasons it may not always be possible to allot the Centre chosen by the candidate. In such a case, the Admission Coordinator, Amrita School of Medicine reserves the right to allot a centre nearer to the one chosen by the candidate. Therefore the candidates are advised to indicate more than one choice of center in the order of preference by marking for first preference and for second preference.

If no choice of Centre is indicated the Admission Office will allot an appropriate Centre.

11. Telephone Numbers (VERY IMPORTANT)
   
   It is necessary to mention more than one telephone number for contacting the candidate or his/ her parents. Many times important messages are given through the telephones/ SMS. While the Institution will make all reasonable efforts to contact the candidate or his/ her parents, if the numbers are not reachable the candidates may lose valuable opportunities for which the responsibility will squarely rest with the candidates. Therefore candidates should ensure that two or more easily accessible numbers (which will be attended by responsible members) and email IDs are mentioned in the application. If a candidate does not have an email, in their own interest they may create one and furnish the details.

12. Hall Ticket:
   
   Hall Tickets will be issued to every eligible candidate who is required to write the Entrance examination and will be published at website two weeks prior to the date of entrance examination.

   a) Candidates may access their Hall Ticket by giving their Application number, Center, date of birth and take a colour printout which will be a valid Hall Ticket.
   
   b) There will be no hall tickets where the process of selection is personal Interview. Instruction sheets provided along with the Application Form will indicate the process of interview and candidates must follow the same.

13. 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.
   
   iii. Candidates will not be permitted to leave the examination hall till the scheduled end of the examination.
   
   iv. Candidates should leave answer sheet as well as the question booklet on the desk before leaving the examination hall. If the question booklet 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. During the examination, the invigilator will check the Admit cards to satisfy the identity of the candidate and in his/her presence.
a) Wherever specifically instructed candidates should Sign in and affix his/her thumb impression in the Room wise attendance sheet.

ix. Candidates must make their own arrangements of stay for the purpose of Entrance Examination. If candidate lives far away from the Exam Centre he/she is advised to reach the city on the previous day.

14. Syllabus for the entrance examination:
   i. Syllabus for Amrita Entrance Examination will be as per the 10 + 2 examination (CBSE).
   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.

   i. Syllabus for the Entrance examinations will vary depending on the course for which the examination is held. Broad Syllabus is listed at ANNEXURE III

15. Duration of Examination:
   i) MBBS/BDS -150 Minutes
   ii) Post Basic B.Sc Nursing - 100 minutes

16. Use of OMR Sheet for answering;
   (a) Answers will have to be marked 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 at the bottom on the Form. Failure to fill up the OMR sheets properly and completely can lead to rejection of the answer sheet.

   b. Only in case the OMR is defective a fresh one will be supplied.
   c. Candidates should indicate the answer by darkening completely the appropriate Circle in the answer sheet. Any other way of marking will be treated as invalid and no marks will be awarded.
   d. More than one answer indicated against a question will be deemed as incorrect response and no marks will be awarded for such answers.
   e. If candidate wishes to change any answer on the OMR sheet, he/she must erase completely the existing mark, and then darken the appropriate circle.
   f. Candidate must ensure that no visible mark is left after erasing the wrong answer.
   g. 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.
   h. The order of questions is not the same in all Question Booklets; the pages are jumbled. Therefore, candidates should never change their test booklet during the examination.
   i. Since computer evaluation of answer sheet is done, requests for re-checking / re-totaling / re-evaluation of answer scripts will not be entertained.

17. Publication of results:
   i. Results of every examination is likely to be published within three to four weeks from the date of the examination.
   ii. Ranks will be published at Amrita website (www.aims.amrita.edu). Candidates can access by using their Hall ticket numbers and date of birth.
   iii. Results will also be displayed on the Notice Boards in the School of Medicine.

18. Counseling & admission
   (a) Counseling and admission generally commence within two weeks from declaration of results.
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.

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

(c) 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.

(d) 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 on the basis of the ranks of candidates present at the time of allotment on the date of counseling/allocation.

(e) 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 any such appeals, decision of the Chairman-Admissions on the matter shall be final & binding.

(f) (i) Counseling by proxy is not generally permitted. In extremely exceptional cases like where the candidate is unable to report physically due to illness, or tragedies at home. Chairman Admissions at his sole discretion may permit a close relative of the candidate to attend counseling on behalf of the candidate on the basis of a written request and specific authorisation from the candidate and without precedence.

(ii) In such cases of counseling by proxy the option exercised and decision taken by the authorised person will be final and binding on the candidate and will not be opened for discussions later.

(iii) Decision of the Chairman Admissions will be final and binding on all matters relating to counseling by Proxy.

(g) 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 examination 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.


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

x. Demand draft favouring AMRITA VISHWA VIDYAPEETHAM payable at Kochi.

Amount for each course as announced at website or intimated to the candidate over phone or by letter.
ADMISSION IS LIKELY TO BE DENIED TO THOSE WHO ARE UNABLE TO PRODUCE THE CERTIFICATES IN ORIGINAL AT THE TIME OF ADMISSION

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 officer in India)

i. Passport with valid student VISA endorsed in the name of Amrita School of Medicine (For foreign nationals only).
ii. Equivalence certificate from the Association of Indian Universities, New Delhi.
iii. PIO Certificate/Card if obtained.
v. Medical Fitness certificate.
vi. Translated version of all documents, if they are not in English.
vii. 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 immediately after the registration.

h) Procedure for counseling.

i. Report at the venue least half an hour prior to the time fixed for counseling.
ii. Record the name and other particulars in the Register kept at the venue for the purpose.
iii. Hand over the Hall Ticket to the Receptionist.
iv. Remain seated till further advice.
v. If the candidate is found qualified for counseling he/she will receive a set of Forms and an empty plastic file.
vi. On receipt of the Set of Forms candidate should hand over all original certificates duly arranged in the order listed at 18 (g) above, keep in the file provided and hand over to the staff present at the waiting area.

vi. Candidate should fill the set of Forms with the help of the Staff (if necessary)
vii. After completion of the filling up of Forms the same may be handed over to the staff who will guide the candidate and parent to the counseling Officer.

19. SELECTION BY INTERVIEWS:

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

(ii) Interviews will be held on the following pattern for B.Sc Allied Health Sciences.

<table>
<thead>
<tr>
<th>First day</th>
<th>candidates with plus 2 marks</th>
<th>80 % and above (PCBE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second day</td>
<td></td>
<td>70 to 79%</td>
</tr>
<tr>
<td>Third day</td>
<td></td>
<td>60 to 69%</td>
</tr>
</tbody>
</table>

For B.Sc MRT Maths is compulsory and therefore its marks will be considered in addition to the other subjects.

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

(iii) 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.
20. Seat reservation for SC/ST candidates
   Seats will be allotted to SC/ST categories as per UGC/University norms.

21. WAITING LIST: Those who are unable to secure a seat in the first allotment but wish to be considered as and when seats become available must record their names and other details in the WAITING LIST REGISTER maintained by the Admission office, Amrita School of Medicine.

22. 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. If any time before or after admission it is found that the candidate does not meet the eligibility requirement, seat will be denied to him/her. Therefore it is the responsibility of the candidates to ensure that he/she meets all the eligibility requirements.

23. Fees per annum:
   (i) As and when decided, fee details will be displayed at the web site.
   a. Candidates admitted to any of the 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. From Second year onwards annual tuition fees, Hostel & Mess and other fees are required to be paid in full before the end of July by a) Bank transfer (b) Net banking (c) use of credit or debit card or by way of Demand draft. 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 and loss of attendance.

24. University examination Fees.
   i. University examinations will be held as stipulated in the Curriculum.
      For every University examination examination fees will have to be paid. Generally a month prior to the date of University examination dates for payment will be notified by the Principal. Such notification will contain the amount of fees to be paid, and the dates by which payment is to be effected.
   ii. First year University examination will be held in June/July of the year following the year of admission.
   iii. For certain courses Failed candidates will have to attend additional classes, appear and pass in the subsequent examination as per MCI rules. Only those students who have not less than 80% attendance (Physical presence) and 35% marks in the Internal Assessment will be eligible to appear for University Examination. Fees payable by the failed students will be notified after the announcement of results.

Hostel & Mess fee for the months the student is required to attend the classes and the other fees as applicable will also have to be paid.

25. Cancellation of admission and refunds:
   (i) MBBS/BDS
      i. For candidates who have joined the course but opt to discontinue the course any time before commencement of the course, an amount of Rs.25,000/- is payable as cancellation charges.
      ii. Those who cancel the admission after commencement of classes but before end of
September 30th will have to pay cancellation charges of Rs 50000/-

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 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.

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

e. For candidates shifting to another school/college of Amrita Vishwa Vidyapeetham transfer charges of Rs.10,000/- (Ten thousand only) will be payable. This will be in addition to the tuition, hostel, mess and other fees payable for the period during which the student continued in the course for which he/she joined. Calculations will be done in terms of clauses “b” and “c” above.

f. Those who apply for cancellation but withdraw the application for cancellation before completion of the process, will be required to pay an amount of Rs 10,000/- (Ten thousand) only towards processing charges.

g. 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.

(ii). For all other UG courses:

i. Candidates who have joined the course but opt to discontinue the course any time before commencement of the course, will have to pay an amount of Rs.10,000/- towards cancellation charges.

ii. Those who cancel the admission after commencement of classes but before end of September will have to pay cancellation charges of Rs 20,000/-

h. 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.

i. 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.

(i) As per the regulations of the Medical Council of India and Dental Council of India, 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 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.
j. 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.

k. (i) As per the regulations of the University, 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 no refunds on any account will be made.

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

a. Students are required to reside in the hostels and they will be allowed to visit their homes only on days as notified from time to time.

b. Mess will serve only Vegetarian food.

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. (Use of Laptops is permitted solely for educational purposes. Any misuse will be viewed very seriously and dealt with as decided by the Principal)

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 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 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.

27. Gurukula Scheme:
Each student will be allotted to a Teacher/Acharya who will act as his/her guardian in the Campus. The Acharya will monitor the academic performance, provide emotional support and necessary guidance and will also communicate with parents whenever necessary.

28. Student guide
Two junior students will be assigned to a senior student who will guide the juniors in academics campus life including hostel, discipline etc.

29. 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.

All Institutions are obliged to strictly adhere to the directives dated 16.05.2007 of the Hon.Supreme Court of India All Institutions will have to abide in SLP No(s) 24295 of 2006(with SLP(c) No.24296-99/2004 &W.P.(crl) No.173/2006 & SLP(C) No.14356/2005) and the recommendations by the Honourable Supreme Court of India on effective prevention of ragging in educational Institutions.

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

31. Attendance:
   Institution expects hundred percent attendance from the students. Minimum of eighty percent of attendance is necessary to be eligible to appear for the University examinations. In fact for MBBS Minimum of 80% attendance in theory as well as clinical / practical is compulsory for appearing for the University Examination. Wherever there is different requirement of attendance, details will be included in the Curriculum

32. Compulsory Internship: Where Internship is a part of the curriculum It is mandatory for the students who pass out from this Institution to do their Compulsory Internship in this Institution itself .In extremely exceptional cases the Principal may permit a student to do the internship in another Institution subject to the conditions stipulated by the Institution. Decision of the Principal will be final and binding.

33. 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 any of the Undergraduate courses of Amrita Vishwa Vidyapeetham, decision of the Medical Director / Campus Operating Officer will be final and binding.

34. Jurisdiction: Courts situated in Kochi, Kerala only will have jurisdiction over disputes if any arising in the matter of applications and or admission to the courses covered under these Terms & conditions.

35. General Instructions for Filling the Application Forms:
   (i) Where ONLINE applications are to be submitted instructions given ONLINE will have to be strictly followed.
   (ii) Where Down loaded form or any other hard copies are to be submitted instructions detailed below are required to be followed
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) Photograph: Face close up colour passport size photograph with name and date taken after 1.1.2014 only should be submitted.

(iii) Merit or Management: Indicate this choice clearly.

(iv) In case of DOWN LOADED application Form candidates should ensure that the required application fee is paid in the manner mentioned at page no.1 and details indicated clearly.

(v) Mention the address with PIN CODE correctly so that you do not miss the postal mails.

Vi. All enclosures should be attached to the application by using a paper pin or a hard clip. Do not staple nor leave the papers loose.

Submission of application: Completed Application form should reach the Office of the Admission Coordinator, Amrita School of Medicine, Amrita Institute of Medical Sciences, AIMS-Ponekkara,Kochi 682 041 before the closing hours of the last date for receipt stipulated for each course.