AMRITA INSTITUTE OF MEDICAL SCIENCES

AMRITA SCHOOL OF MEDICINE
AMRITA CENTRE FOR ALLIED HEALTH SCIENCES

TERMS AND CONDITIONS
applicable for admissions to

M.Sc COURSES 2013

School of Medicine, Amrita Institute of Medical Sciences, AIMS-Ponekkara, Kochi – 682 041
Kerala, India, Ph: 0484 – 285 8373 / 400 8373 / 668 8373, Fax No: 0484 – 280 2020 / 2051
Email: ugadmissions@aims.amrita.edu
AMRITA CENTRE FOR ALLIED HEALTH SCIENCES
Terms and conditions
applicable for admission to MSc Courses 2013

1. CURRICULUM:
As approved by Amrita Vishwa Vidyapeetham (University)

2. FILLING UP OF APPLICATION FORM:
Application forms can be submitted as per the following:

   i)   Download from website and submit along with the application fee by way of a demand draft favouring ‘AMRITA VISHWA VIDYAPEETHAM’ payable at Kochi, for an amount of Rs.500/-

   ii) Obtain from select branches of Dhanalakshmi or Federal Bank and submit as per the following:
       a) Form must be filled in clearly and legibly using CAPITAL LETTERS.
       b) Keep with you a photocopy of the filled application for future reference.
       c) Any discrepancy in the statements or submission of incomplete or incorrectly filled forms or unclear photographs will lead to rejection of application.
       d) Candidates must ensure that results of the qualifying examination are submitted in time to enable them to attend the interview. Detailed instructions for filling up of applications forms are given under clause ‘19’ of this booklet.

3. METHOD OF SUBMISSION OF APPLICATION FORM:
   1) A bigger envelope printed with our address is provided along with the application (supplied through Bank) and you are required to use the same for submission of the application form.
   Before mailing, ensure that you have kept the following documents in the envelope:
       a) Application Form duly filled and pasted with self-attested Photograph
       b) Degree marks lists
       c) Demand Draft in case of downloaded application form
       d) Clip all the above together, keep in the
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) Self addressed and stamped envelope for receipt of Invitation for Interview.

4. CHOICE OF COURSE & APPLICATION FEES

(i) Choice of the courses:
A candidate can opt for any number of courses subject to meeting the eligibility requirements. Choice of courses shall be indicated by numbering the boxes where the first choice will be shown by number 1 and the succeeding numbers for the other choices. If no choice is indicated or no proper numbering is given, the decision of the Chairman Admissions will be final and binding.

(ii) Application Fees:
Banks will supply the form on payment of Rs 500/- and so additional payment is not required.

Downloaded Application Forms:

(i) Downloaded application forms will not have a serial number. Once the duly filled application forms along with the demand draft for the amount involved are received in the office of Admissions, a serial number will be allotted and the same will be communicated to the candidate by e-mail only. For this purpose candidates must have an e-mail ID and those who do not have e-mail ID, must create one before submitting the application form and indicate the e-mail ID at the appropriate place in the application form.

(ii) Downloaded application form should be sent along with Demand Draft for Rs.500/- (Rupees Five Hundred Only) favouring ‘Amrita Vishwa Vidyapeetham’ payable at Kochi.

Candidates who wish to receive the application number by post should enclose a self addressed post card. On the reverse of the card following details should be mentioned:
1. Name of the Candidate:
2. Course Applied For:
3. Application No.: (to be filled by Office of Admissions)

5. SELECTION PROCESS

(i) Eligible candidates will be invited for a personal interview. Selection will be made on the basis of academic scores and performance in the interview. For this purpose degree marks list is most essential. Candidates must ensure that the Mark lists are submitted at least seven days prior to the date of interview.

(ii) Expected dates and time of interview are mentioned in the terms & Conditions. It should be the responsibility of the candidate to reconfirm the date & time from the Admission office (Phone Nos: 0484 2858383/4008383/2858373/4008373)

(iii) For the purpose of receiving confirmation about the date and time of interview. Candidates are advised to submit a self addressed stamped envelope.

6. TELEPHONE NUMBERS & E-MAIL 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. 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 ID must be mentioned in the application form.

7. PUBLICATION OF RESULTS:
Institution will make every possible effort to publish the Selection list on the same day after interviews are over. Chairman's decision regarding selection will be final and binding. Selected candidates will have to make a 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.

8. CHANGE OF COURSES:

i. Candidates who have applied for more than one course will have to appear for interview in all desired courses for which he/she had submitted valid application. Candidate has the option to join any of the courses to which they have selection. However those who are in the confirmed selection list need to exercise the option to change from one course to another within two days from the last date of interview for the courses covered in these “Terms”
and get the change effected. If the candidate asks for any change after the said date, such requests will be considered only if seat is available and subject to payment of Rs 10,000/- as administrative expenses.

ii. Candidates in the waiting list will be called to join the course as and when seats become available and they will have to join the seat offered to them. Other conditions for change of course as detailed above will apply.

9. ADMISSION:
Candidates desirous of admission should report to the Chairman -Admissions on the date & time as mentioned at the last page of this booklet. While reporting for admissions, the candidate should be accompanied by one of the parents or spouse, (in case of married females) and should produce the following documents in original along with two additional sets of photocopies.

i. Degree mark list (All years)
ii. Degree certificate
iii. A document to prove the date of birth
iv. Transfer certificate from the Institution last attended.
v. Migration certificate from the University from where the candidate passed his/her Degree.
vi. A Character and conduct certificate from the Institution from where the student passed his/her degree examination mentioning the status of his/her behavioural pattern specially internms 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. Face close-up color photographs - 5 nos.
x. Demand draft for the amount which will be intimated to the candidate for his/ her admission, favoring “AMRITA VISHWA VIDYAPEETHAM”, payable at Kochi.

10. VERIFICATION OF DOCUMENTS:
All admissions are subject to verification of the original certificates and documents of the candidate. The decision of the Chairman-Admissions (Medical), Amrita Vishwa Vidyapeetham regarding the eligibility of any applicant shall be final & binding

11. PAYMENT OF FEES:
Fee details are indicated at Sl. No. 20 at Page No. 10 of these terms. Fees for the first year will have to be paid at the time of admission. Fees for the remaining years will have to be paid in the beginning of academic year or on dates announced by the Chairman-Admissions, AMRITA CENTRE FOR ALLIED HEALTH SCIENCES.

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. Students who wish to avail hostel and mess facilities may do so on payment of fees fixed for the same.
c) Annual tuition fees, and other fees are required to be paid in full by the dates which will be notified by the Principal. 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 lead to fine / and or penalty as decided by the Principal.

12. 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 10,000/- will be deducted towards administrative expenses from the fee which they have paid at the time of joining.
(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 of the University, admissions will have to be closed by 30th September 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.

(f) 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.

13. 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). Students who are hostilities 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 Video i-Pods, Mp3 Players, cameras and all such electronic gadgets inside the campus is prohibited.
e). Smoking and drinking (alcohol) are totally prohibited.
f). 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.
g). Students staying in hostel in the hospital campus should strictly follow the dress code prescribed by the hostel authorities.
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 should 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.

14. 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.

15. MEDICAL INSURANCE:

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

16. ATTENDANCE:

A minimum of 80% at Physical presence in every subject including attendance in non-lecture teaching is compulsory for appearing for the University examinations.

17. 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 M.Sc to any Institution located within the Health Sciences campus of Amrita Institute of Medical Sciences, Kochi, decision of the Medical Director / campus Operating Officer will be final and binding.

18. JURISDICTION:
Courts situated in Kochi, Kerala only will have jurisdiction over disputes if any arising in the matter of applications and or admissions to the courses covered under these “Terms & Conditions”.

19. 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 (taken after January 01, 2013) only should be used. Photo should be self attested.

(iv) Choice of Course: Indicate your course choice only by numbering (1..2..3..).

(v) Merit or Management; Darken the appropriate column.

(vi) DD No and date: applicable for only download application forms.

(vii) Name of the Candidate: Name in CAPITAL LETTERS, as it appears in your mark card of the qualifying examination. 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 Date (eg: 10)
Next Two Boxes Month (January)
Last four boxes year (1993)
Eg: Date Month Year

(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 x 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 loose your chance.

(xiv) Institution where candidate appeared Degree Examination: Write the name of the institution from where you appeared for your Degree examination.

(xv) Name of the University: Write the name of the University with month & year of passing.

(xvi) Qualifying Examination: Those who are unable to produce mark lists and degree certificate (at least provisional) at the time of interview may not be considered for admission. At any rate, results of the qualifying examination should be furnished at the time of interview.

(xvii) Percentage of Marks: If you have degree marks available with you, please mention the percentage of marks. Those who are yet to receive the results may indicate RESULT AWAITED. But the mark lists should reach the AMRITA CENTRE FOR ALLIED HEALTH SCIENCES before the scheduled interview. When Mark List is sent separately please write your name, application number & 1st choice of course on the same prominently.

(xviii) Signatures: The candidate and the Parent must sign the joint declaration.

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

(xx) 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.
20. COURSES, SEATS, DURATION, ELIGIBILITY REQUIREMENTS, EXPECTED DATE OF INTERVIEW AND FEES DETAILS

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Courses</th>
<th>No of Seats</th>
<th>Duration of the Course</th>
<th>Eligibility Conditions</th>
<th>Expected Date of Interview</th>
<th>Tuition Fees</th>
<th>Other Fees Including Caution Deposit Rs. 5,000/-</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Medical Laboratory Technology (M.Sc MLT) Biochemistry</td>
<td>2</td>
<td>2 Years Certification</td>
<td>Pass in B.Sc MLT (4 Years Regular Courses only)</td>
<td>15-07-2013</td>
<td>1,00,000</td>
<td>33,750</td>
<td>1,33,750</td>
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<tr>
<td></td>
<td>Medical Laboratory Technology (M.Sc MLT) Pathology</td>
<td>3</td>
<td>1 Year Internship</td>
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<tr>
<td>2.</td>
<td>Neuro Electro Physiology</td>
<td>4</td>
<td>3 Years Certification</td>
<td>BSc in Physics</td>
<td>20-07-2013</td>
<td>75,000</td>
<td>23,750</td>
<td>98,750</td>
</tr>
<tr>
<td>3.</td>
<td>Swallowing Disorders and Therapy</td>
<td>6</td>
<td>Internship</td>
<td>Bachelor of Audiology and Speech Language Pathology (BASLP)</td>
<td>20-07-2013</td>
<td>30,000</td>
<td>23,750</td>
<td>53,750</td>
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<tr>
<td>4.</td>
<td>Respiratory Therapy</td>
<td>2</td>
<td></td>
<td>BSc in Respiratory Therapy</td>
<td></td>
<td>75,000</td>
<td>24,650</td>
<td>99,650</td>
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<tr>
<td>5.</td>
<td>Clinical Research</td>
<td>10</td>
<td>2 Years Certification</td>
<td>MBBS/BDS/BAMS/BHMS B.Pharm/BSc Allied Health Sciences/BSc Biotechnology/ B.Sc Nursing/BSc in any Life Sciences</td>
<td>15-07-2013</td>
<td>1,00,000</td>
<td>25,250</td>
<td>1,25,250</td>
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</tbody>
</table>

** Hostel & Mess not included in the above, will be extra, which amounts to Rs.38,000 (Hostel - Rs.14,000/- ;Mess – Rs.22,000/-; Electricity & Water–Rs.2,000/-). The above dates may change depending on situation. It is the responsibility of the candidate to reconfirm the interview dates from the Admission Office. Fees mentioned above are at current levels. Management reserves the right to revise the same at any time without notice.

21. DRESS CODE

There will be a mandatory dress code for all students throughout the course. This has to be very strictly followed. Institution will supply uniforms as under:

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Groups</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a)</td>
<td>Medical Laboratory Technology</td>
<td>Shirt -3 Nos</td>
<td>Churidar Top -3 Nos</td>
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<tr>
<td></td>
<td></td>
<td>Pants -3 Nos</td>
<td>Churidar Shawl -3 Nos</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab coat -2 Nos</td>
<td>Churidar Pants -3 Nos</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Lab Coat -2 Nos</td>
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<tr>
<td></td>
<td>b) Swallowing Disorders and Therapy</td>
<td>Shirt -3 Nos</td>
<td>Churidar Top -3 Nos</td>
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<td></td>
<td></td>
<td>Pants -3 Nos</td>
<td>Churidar Shawl -3 Nos</td>
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<td></td>
<td>Lab coat -2 Nos</td>
<td>Churidar Pants -3 Nos</td>
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<td></td>
<td></td>
<td>Scrubsuit -2 Nos</td>
<td>Saree With Blouse piece -1</td>
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<td></td>
<td>c) Clinical Research</td>
<td>Shirt -3 Nos</td>
<td>Churidar Top -3 Nos</td>
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<td></td>
<td>Pants -3 Nos</td>
<td>Churidar Shawl -3 Nos</td>
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<td>Churidar Pants -3 Nos</td>
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<td></td>
<td>d) Neuro Electro Physiology</td>
<td>Shirt -3 Nos</td>
<td>Churidar Top -3 Nos</td>
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<td>Pants -3 Nos</td>
<td>Churidar Shawl -3 Nos</td>
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<td>Churidar Pants -3 Nos</td>
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<td></td>
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<td></td>
<td>Saree With Blouse piece -1</td>
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<tr>
<td>2.</td>
<td>Respiratory Therapy</td>
<td>Shirt -3 Nos</td>
<td>Churidar Top -3 Nos</td>
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<td>Pants -3 Nos</td>
<td>Churidar Shawl -3 Nos</td>
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<td>Lab coat -2 Nos</td>
<td>Churidar Pants -3 Nos</td>
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<td></td>
<td></td>
<td>Scrubsuit -2 Nos</td>
<td>Saree With Blouse piece -1</td>
</tr>
<tr>
<td>3.</td>
<td>Biostatistics</td>
<td>Shirt -3 Nos</td>
<td>Churidar Top -3 Nos</td>
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<td>Pants -3 Nos</td>
<td>Churidar Shawl -3 Nos</td>
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<td>Churidar Pants -3 Nos</td>
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<td>Saree With Blouse piece -1</td>
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### IMPORTANT DATES TO REMEMBER

| Date of Issue of Application Forms       | 5th June 2013 |
| Last date for Issue of Application Forms | 5th July 2013 |
| Last date for receipt of completed Application forms | 10th July 2013 |
| Classes Expected to Commence            | Beginning of August’13 |

### Warning

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.