

**INSTRUCTIONS TO STUDENTS REGARDING ADMISSION PROCESS**  
**at GOVERNMENT MEDICAL COLLEGE, NAGPUR**  
**For MBBS / BPTH / BOTH / BSC Nursing / BPMT Course**

- 1) Admission to MBBS / BPTH / BOTH / BSC Nursing / BPMT shall be done only if all Original certificates are brought by the student. The student admitted to MBBS course must also submit Service Bond at the time of Admission.
- 2) The students are advised to avail Amartya Shikshan Yojana Insurance scheme by submitting DD of Rs 760 of Nationalised Bank drawn in favour of Competent Authority, MH-CET Insurance, Mumbai payable at Mumbai. Details can be obtained in student section
- 3) Students admitted to MBBS course must also submit a Indemnity Bond on Rs 500 Stamp Paper. The proforma for the same is enclosed separately.
- 4) The student is required to submit the entire ORIGINAL certificates and Two Xerox copies of each certificate at the time of Admission. All Xerox copies must be attested by Gazetted Officer. The original certificates are sent to MUHS, Nashik University for Enrollment & Eligibility and are returned by the University after TWO years. Hence students are advised to keep additional copies of certificates with them for further use.
  
- 5) The student is required to fill Admission order in 3 copies (4 copies for NEET students and for BOTH / BPTH / BSC Nursing students) and fill Form B in 1 copy. On the admission order the student SHALL NOT WRITE THE COLLEGE ROLL NUMBER.

On Form B, all the details should be written & a photograph shall be pasted.

- 6) Arrange the Certificates as per the sequence mentioned in the Form B in the following manner –
  - a) Admission Orders + Form B
  - b) Complete Set of Original Certificates
  - c) First Set of Xerox Copies of all Certificates
  - d) Second Set of Xerox Copies of all Certificates
- 7) Completely filled Admission Form along with Certificates, Demand Drafts and Service Bond shall be submitted in the Admission Section. The certificates shall be scrutinized by verifying clerk and then by Verifying Officer and then the student shall be allotted College Roll Number. The student shall be required to make the necessary entries and sign in the Admission Register against his / her College Roll number.
- 8) The Admission file shall be sent to Vice-Dean and then to Dean for Signature.
- 9) After Dean's Signature, the student shall be given cashier's copy of Admission Order. The necessary Cash fees are to be paid at the cash counter along with cashier's copy and pay-in-slip. The details of fees are given separately.

- 10) After depositing fees, the receipt shall be shown in Admission section. The receipt Number shall be entered in the office copy of Admission order and then the student shall be issued Admission Order.
- 11) The student admitted to MBBS course is required to make the Xerox copies of the Admission order and submit one copy each in departments of Anatomy, Physiology, Biochemistry and PSM. One Xerox copy may be required for making application for the hostel.  
BPTH / BOTH / BSC Nursing students shall submit one Xerox copy of Admission Order to PT School / OT School / College of Nursing respectively
- 12) Those students who need Hostel accommodation can make application in the Hostel Office (along with Xerox copy of Admission Order) and get necessary room allotment. The Hostel office is located for GIRLS at Hostel No. 1 and for BOYS at Hostel No. 4. After allotment of room in the hostel, necessary fees are to be paid in the cash section of Dean office.
- 13) The students desirous of attending Admission process of NEET or of Engineering or Other Faculties in other Institutes can apply for Bonafide Certificate in the Student Section along with fees of Rs 100.
- 14) Students who wish to continue seat allotted to them at GMC, Nagpur and NOT interested in further Health Science Admission process of DMER, Mumbai must submit STATUS RETENTION FORM before the Date prescribed by Competent Authority.
- 15) Student shall submit Character Certificate within one month of Admission. The student shall submit Undertaking in enclosed proforma for the same at the time of Admission.
- 16) The material required by the student for First year [Apron, Journals, Practical Notebooks, Dissection Instruments, Drawing Pencils, MUHS Syllabus, University Question Paper Sets etc] can be purchased from Student Co-operative Stores.
- 17) Students should read Notifications on Notice Board of Concerned Department and Notice Board of Student Section.
- 18) Student should contact student section for scholarship and follow the instructions given by the concerned clerk.
- 19) Student should contact student section in the First week of October to fill ELIGIBILITY and ENROLLMENT form of MUHS, Nashik University

Telephone No. 0712-2701580 / 2700256 / 2744671

FAX No. 0712-2744489.

# GOVT. MEDICAL COLLEGE, NAGPUR.

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### Admission Order

Ref. No. Col/37/C/D-4/

/2020.

Dated / /2020.

To,

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Subject: Admission to MBBS Course for the year 2020-2021 through Maharashtra State Quota.

Reference: Selection List from the Commisionerate, Common Entrance Test Cell, Mumbai vide, Round. \_\_\_\_\_ Dated: \_\_\_\_\_

You have been provisionally selected for admission to MBBS Course at Government Medical College, Nagpur for the year 2020-2021 on the terms and conditions mentioned in the above cited selection list from the Commisionerate, Common Entrance Test Cell Mumbai

You have been allotted Roll No. \_\_\_\_\_

**Dean,  
Govt. Medical College, Nagpur.**

Copy to:

1. Commisionerate, Common Entrance Test Cell Mumbai
2. Professor & Head, Depts. of Anatomy / Physiology / Biochemistry / PSM, G.M.C., Nagpur.
3. Cashier, G.M.C., Nagpur.

LATEST PHOTOGRAPH

## FORM-B

COLLEGE ROLL NO. \_\_\_\_\_

GOVT. MEDICAL COLLEGE, NAGPUR.

ADMISSION TO FIRST M.B.B.S/B.O.Th./B.P.Th/BPMT/  
B.Sc.NURSING COURSE FOR THE YEAR 2020-2021

A) NAME OF THE CANDIDATE

Shri/Ku. \_\_\_\_\_

EMAIL ID : \_\_\_\_\_ (Mobile .No.) \_\_\_\_\_

B) FATHER'S NAME : Shri \_\_\_\_\_

EMAIL ID: \_\_\_\_\_ (M.NO.) \_\_\_\_\_

C) MOTHER'S NAME : Mrs \_\_\_\_\_

EMAIL ID: \_\_\_\_\_ (M.NO.) \_\_\_\_\_

D) PERMENANT ADDRESS : \_\_\_\_\_

\_\_\_\_\_

ADDRESS FOR CORRESPONDANCE : \_\_\_\_\_

\_\_\_\_\_

E) DATE OF BIRTH : \_\_\_\_/\_\_\_\_/\_\_\_\_ PLACE OF BIRTH : \_\_\_\_\_

DOB IN WORDS : \_\_\_\_\_ TALUKA : \_\_\_\_\_

DISTRICT : \_\_\_\_\_ STATE : \_\_\_\_\_

F) MOTHER TONGUE : \_\_\_\_\_

G) CASTE : \_\_\_\_\_ CATEGORY : \_\_\_\_\_ RELIGION : \_\_\_\_\_

H) COLLEGE FROM WHICH H.S.C. PASSED : \_\_\_\_\_

ADDRESS OF COLLEGE: \_\_\_\_\_

HSC PASSING YEAR & MONTH: \_\_\_\_\_

I) CET APPLICATION FORM NO : \_\_\_\_\_

J) CET ROLL NO. \_\_\_\_\_

K) AIEE/MHT-CET MARKS : \_\_\_\_/\_\_\_\_ STATE MERIT LIST/ RANK . \_\_\_\_\_

L) DATE OF COUNCIELING BY DMER/DGHS : \_\_\_\_\_

M) QUOTA ALLOTTED (15%, 30%,70%, Def, PH, HA,GOI.) : \_\_\_\_\_

N) H.S.C. AGGREGATE MARKS : \_\_\_\_/\_\_\_\_ PCB \_\_\_\_/\_\_\_\_ Eng. \_

O) Nationality : \_\_\_\_\_ Country \_\_\_\_\_ Organ Donor: Yes/No

P) Scholarship : \_\_\_\_\_

Q) Sports (If represented state / District)

Name & Year : \_\_\_\_\_

PARENT SIGNITURE

STUDENT SIGNITURE

**VERIFYING OFFICER**  
**DOCUMENTS TO BE SUBMITTED :**

(Original Set +2 Sets of Xerox copies duly attested)

SR. NO.	DOCUMENT	VERIFYING CLERK	VERIFYING OFFICER	STUDENT
1.	NATIONALITY & DOMICILE CERTIFICATE			
2.	S.S.C CERTIFICATE			
3.	H.S.C MARK LIST			
4.	NEET-UG Mark List 2018			
5.	Selection letter AIEE & GOI			
6.	CASTE CERTIFICATE			
7.	CASTE VALIDITY CERTIFICATE			
8.	NON-CREAMY LAYER CERTIFICATE (For VJ,NT-1,2,3 and OBC,SBC )			
9.	COLLEGE LEAVING CERTIFICATE			
10.	PHYSICAL FITNESS CERTIFICATE			
11.	MIGRATION CERTIFICATE			
12.	GAP CERTIFICATE			
13.	DEFENCE CERTIFICATE (Certificate from Zillah Sainik Board Domicile Certificate of Parent (D-1 and D-2) Transfer Order and Joining Letter of Parent for D-3			
14.	HILLY AREA CERTIFICATE, Domicile Cert. of Parent, School Cert			
15.	UNDERTAKING FORM / JOINT UNDERTAKING			
16.	SERVICE BOND			
17.	Adhar Card			

**DECLARATION OF STUDENT**

I HAVE READ THE INSTRUCTIONS FOR STUDENTS REGARDING ADMISSION & EXAMINATION.

**SIGNATURE OF STUDENT**

**SIGNATURE OF CLERK**

**SIGNATURE OF VERIFYING OFFICER**

**SIGNATURE OF DATA ENTRY CLERK**

**DETAILS OF FEES TO BE PAID BY FIRST MBBS STUDENTS AT THE TIME OF ADMISSION TO GOVT. MEDICAL COLLEGE, NAGPUR FOR THE YEAR 2020-2021**

<b>Sr. No.</b>	<b>Particulars of Fees</b>	<b>For Open Category</b>	<b>For Reserve Categories [SC, ST, VJ, NT, OBC]</b>
01	ADMISSION FEE	Rs 1500=00 (by cash)	Rs 1500=00 (by cash)
02	TUITION FEE – ANNUAL	Rs 94400=00	NIL
03	LIBRARY FEES = ANNUAL	Rs 1000=00	Rs 1000=00
04	SCMC (Students Council of Medical College) FEES – ANNUAL (Student Welfare Rs 300/- Sports Rs 200/-)	Rs 500=00	Rs 500=00
05	ALUMNI ASSOCIATION FEE	Rs 500=00	Rs 500=00
06	GYMKHANA FEES – ANNUAL	Rs 500=00	Rs 500=00
07	DEVELOPMENT FEES	Rs 5000=00	Rs 5000=00
08	SWIMMING POOL FEES – ANNUAL	Rs 200=00	Rs 200=00
09	MUHS ASHWAMEGH FEES	Rs 250=00	Rs 250=00
10	MUHS DEVELOPMENT FUND	Rs 50=000	Rs 50=000
11	COLLEGE CAUTION MONEY – DEPOSIT	Rs 3000=00	Rs 3000=00
12	LABORATORY – DEPOSIT	Rs 500=00	Rs 500=00
13	LIBRARY – DEPOSIT	Rs 2000=00	Rs 2000=00
14	HOSTEL FEES – ANNUAL	Rs 4000=00	Rs 4000=00
<b>DD</b>	<b>FOR ALL INDIA QUOTA &amp; GOI STUDENTS [MBBS Course] : Four DD</b>		
	1) Rs 95400=00 in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, NAGPUR 2) Rs 11500=00 in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, NAGPUR 3) Rs 500=00 in favour of SCMC NAGPUR 4) Rs 500=00 in favour of ALUMNI ASSOCIATION, GMC, NAGPUR		
<b>DD</b>	<b>FOR MAHARASHTRA QUOTA STUDENTS [MBBS Course]</b>		
	<b>OPEN CATEGORY (Four DD)</b>		
	1) Rs 95400=00 in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, NAGPUR 2) Rs 11500=00 in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, NAGPUR 3) Rs 500=00 in favour of SCMC NAGPUR 4) Rs 500=00 in favour of ALUMNI ASSOCIATION, GMC, NAGPUR		
	<b>RESERVE CATEGORY (Four DD)</b>		
	1) Rs 1000=00 in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, NAGPUR 2) Rs 11500=00 in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, NAGPUR 3) Rs 500=00 in favour of SCMC NAGPUR 4) Rs 500=00 in favour of ALUMNI ASSOCIATION, GMC, NAGPUR		
	<b>EWS CATEGORY (FOUR DD)</b>		
	1) Rs. 48200/- in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, NAGPUR 2) Rs. 11500/- in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, NAGPUR 3) Rs. 500/- in favour of SCMC NAGPUR 4) Rs. 500/- in favour of ALUMNI ASSOCIATION, GMC, NAGPUR		

- Cash Fees are to be paid at the Cash Counter, GMC, Nagpur from 11.00 a.m. to 1.30 p.m. and from 2.30 p.m. to 3.30 p.m.
- Those students who want Bonafide Certificate shall pay Rs 100/- at the Cash Counter, GMC, Nagpur from 11.00 a.m. to 1.30 p.m. and from 2.30 p.m. to 3.30 p.m.
- MUHS University Enrollment and Eligibility Fees are to be paid later on as per the instructions of MUHS, Nashik
- Students of OBC,NT,VJ,SBC and Minority fees concession subject to their Scholarship/ free ship approve from Samaj Kalyan Office
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**IMPORTANT NOTICE FOR**  
**FIRST MBBS ADMISSION CANCELLATION**

All the students admitted to First MBBS course at Govt. Medical College, Nagpur for the year 2020-2021 through 15% All India CBSE Quota as well as through DMER Quota shall note that if they want to cancel their admission of First MBBS at Government Medical College, Nagpur, it shall be done **BEFORE THE CUT-OF DATE** declared by Competent Authority, so that their seat will not Lapse

Those FIRST MBBS students who cancel their admission AFTER THE CUTOFF DATE shall be liable to **pay the penalty of Rs 10,00,000/- (Rs TEN LAKHS ONLY)** to Government of Maharashtra for Lapse of that seat.

All the First MBBS students admitted to GMC, Nagpur shall execute Service bond to serve Govt. of Maharashtra for a period of **ONE** years, **failing which he / she shall pay to Govt. of Maharashtra a sum of Rs. 10,00,000 (Rs TEN LAKHS only)** for the default. Also he / she **shall NOT leave India** within a period of FIVE years from the date of obtaining the degree

# **JOINT UNDERTAKING**

(For all newly admitted students)

Name of the Student : \_\_\_\_\_

Roll No. : \_\_\_\_\_

Govt. Medical College, Nagpur

We have read Maharashtra Provision of **Anti Ragging act 1999 (Maharashtra XXI III of 1999)** and relevant instructions against ragging. We are well aware of punishment under this act.

If my son / daughter / myself have been found guilty, he shall be punished for appropriate action under the act including imprisonment for a term which may extend to two years with **fine upto Rs 10,000/-** (Rs ten thousand) or dismissal from the institute and suspension of student for various periods during inquiry period.

I am also aware of the fact that it will be mandatory for the institute to file First Information Report (FIR) to Local Police Authorities in case Victim of ragging or his / her parents / Guardian is not satisfied with the action taken by the Head of the institution or where head of the institution is of the opinion that the incident ought to be reported

Place : \_\_\_\_\_

Name & Signature of Student

Date : \_\_\_\_\_

Name & Signature of Parent

Signature of  
Member Secretary  
Anti Ragging Committee

Signature of  
Vice Dean, GMC, Nagpur

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**Note : Student shall submit this undertaking on Rs 100/- stamp paper at the earliest**



APPLICANT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Dean  
Government Medical College,  
Nagpur

Subject : Regarding nonsubmission of original certificates.

Respected sir,

I am selected for admission to MBBS / B. O. Th. / B. P. Th. / B.Sc. Nursing / BPMT Course in the year 2020-2021 at Government Medical College, Nagpur.

I have not brought the following original certificates :-

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

I hereby assure to submit the above mentioned certificates within a period of 7 days. Otherwise my admission should be cancelled.

Hence kindly admit me provisionally and oblige.

Thanking you.

Nagpur

Dated ;

Yours sincerely

( )

## **UNDERTAKING**

Name of the Student \_\_\_\_\_

Course in which Admitted \_\_\_\_\_

Roll No. \_\_\_\_\_

As per instructions given by the Competent Authority, I will submit Character Certificate / Joint Undertaking within one month of admission. Otherwise, I will face disciplinary action.

Signature of the Student \_\_\_\_\_

Place :

Date :

## **CHARACTER CERTIFICATE**

This is to certify that Mr. / Miss \_\_\_\_\_  
was the student of this college / school from \_\_\_\_\_ to  
\_\_\_\_\_. He / She has passed XII examination in the Month /  
Year \_\_\_\_\_ .

During his / her stay in this school / college, he / she has  
displayed / not displayed persistent violent or aggressive behavior or  
any desire to harm other. His / Her character was Satisfactory / Not  
satisfactory.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature of Principal

[Institute or College stamp]

*Note :- This character certificate should be submitted to GMC, Nagpur within one month from the date of joining.*

**GOVT. MEDICAL COLLEGE, NAGPUR.**

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No. Col/37/C/D-4/

/ 20,

Dated : / / 20

**BONAFIDE CERTIFICATE**

This is to certify that Mr. / Miss \_\_\_\_\_ [a bonded candidate to serve the Government of Maharashtra as per rules] has been admitted to this college for \_\_\_\_\_ course for the academic year 2020-2021 through \_\_\_\_\_ quota.

His / Her following original Certificates have been retained at this institute.

- 1) NATIONALITY & DOMICILE CERTIFICATE
- 2) S.S.C CERTIFICATE
- 3) H.S.C MARK LIST
- 4) NEET Mark List
- 5) SELECTION LETTER AIEE & GOI
- 6) CASTE CERTIFICATE
- 7) CASTE VALIDITY CERTIFICATE \
- 8) NON-CREAMY LAYER CERTIFICATE (For VJ, NT-1,2,3 and OBC,SBC )
- 9) COLLEGE LEAVING CERTIFICATE
- 10) PHYSICAL FITNESS CERTIFICATE
- 11) MIGRATION CERTIFICATE
- 12) GAP CERTIFICATE
- 13) DEFENCE CERTIFICATE (Certificate from Zilla Sainik Board  
Domicile Certificate of Parent (D-1 and D-2)  
Transfer Order of Parent for D-3
- 14) HILLY AREA CERTIFICATE, Domicile Cert. of Parent, School Cert.
- 15) UNDERTAKING FORM / JOINT UNDERTAKING
- 16) Adhar Card

**Dean,  
Govt. Medical College, Nagpur.**

## **GOVERNMENT MEDICAL COLLEGE, NAGPUR**

### **INSTRUCTION FOR STUDENTS REGARDING EXAMINATION**

**Reference : Letter from MUHS Nashik No. MUHS / S / X-1 / 40 / 9376, dated 16-9-2009.**

- 1) Internal Assessment examinations are compulsory for all the students.
- 2) Internal Assessment marks are calculated on the basis of marks scored in Internal Assessment.
- 3) The student who fails in MUHS Nashik examination can improve the Internal Assessment marks by appearing in Internal Assessment examination which will be conducted before the next MUHS Examination.
- 4) The students will have to sign sheet of Internal Assessment marks prior to examination to be conducted by the MUHS Nashik before the last date which will be notified by the Respective Departments.
- 5) If student fails to appear for any of Internal Assessment examination, he should apply for the examination within 7 days of completion of respective examination to the Chairman of Grievance Committee, GMC Nagpur (Head of the Department of Forensic Medicine and Toxicology, GMC, Nagpur) with a copy of the same to the Head of the respective department.
- 6) The students should enclose the proof of the reason of his / her absence in the respective examination. Without proof, application will be rejected.
- 7) Re-examination in case of candidate remaining absent in Internal Assessment Examination will be conducted after the Preliminary examination. If candidate remains absent for more than one Internal Assessment examination only one re-examination will be conducted.
- 8) Student should score more than 35% marks in Internal Assessment examination to qualify for MUHS examination.
- 9) Students should have more than 75% attendance in Theory and more than 80% in Practical which will be conducted during the tenure of First MBBS. Otherwise student will not be permitted to appear for MUHS examination.
- 10) If student remains absent for more than 2 days consecutively, he/she will have to bring letter mentioning reason of absence signed by the Parents / Local guardian. Otherwise he / she will not be allowed to attend remaining classes.
- 11) It will be duty of the Parents / Local Guardians to remain in touch with Heads of various departments for getting information regarding the performance of the student in Internal Assessment examination.
- 12) The students should inform the student section about change of address for correspondence, if any. Student should inform E-mail address of parents / Local Guardians to the student section and parents should check their E-mail daily regarding any notification from administration.
- 13) All the students should inform any activity which comes under "RAGGING" to the concerned officer.

By Order

**Proforma for Application for re-examination of the absent students in  
Internal Assessment examination / including post completion examination**

Name of the Student : \_\_\_\_\_

Roll No. \_\_\_\_\_ Batch \_\_\_\_\_ Semester \_\_\_\_ [1<sup>st</sup> MBBS, 2<sup>nd</sup> MBBS, 3<sup>rd</sup> MBBS]

Mobile No. / Contact Phone No. \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Name of the Exam. In which candidate remained absent : \_\_\_\_\_  
[ Theory / Practical ]

Name of the subject in which candidate remained absent : \_\_\_\_\_

Date of Examination : \_\_\_\_\_

Date of Application : \_\_\_\_\_

Reason for Absence :

Enclosure :

**Signature of Applicant**

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- 1) The student should apply within 7 days after the examination is over. This rule will be applicable from the date of notification onwards.
- 2) Application for re-examination should be addressed to the Chairman, Students Grievance Committee, Department of Forensic Medicine, Copy of which should be forwarded to the Professor and Head of the concerned department, along with the Proof of Documentary evidence for his or her absence.
- 3) Concerned HDD should forward his application at the earliest prior to the date of meeting of grievance committee with his remarks.

