

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. (All documents needs to be submitted as scanned copy, separately in PDF format under 600kb in Pen drive)
- 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, Kolhapur payable at Kolhapur. 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 in 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
- 20) **EVERY ADMITTED CANDIDATE MUST SUBMIT A PEN DRIVE CONTAINING PDF OF ALL REQUIRED DOCUMENTS UNDER 400 KB AND EVERY CERTIFICATE SHOULD BE SCANNED SEPARATELY AND NAMED.**

Telephone No. 0712-2701580 / 2700256 / 2744671

FAX No. 0712-2744489.

GOVT. MEDICAL COLLEGE, NAGPUR.

शासकिय वैद्यकिय महाविद्यालय, नागपुर.

Admission Order

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

/2024.

Dated / /2024.

To,

Subject: Admission to MBBS Course for the year 2024-2025 through Maharashtra State / AI UG / GOI Quota.

Reference: Selection List from the Competent Authority Round. _____ Dated:

You have been provisionally selected for admission to MBBS Course at Government Medical College, Nagpur for the year 2024-2025 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. Professor & Head, Depts. of Anatomy / Physiology / Biochemistry / PSM, G.M.C., Nagpur.
2. 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 2024-2025

- 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

VERIFING 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			
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.	Aadhar Card			

DECLARATION OF STUDENT

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

SIGNATURE OF STUDENT**SIGNATURE OF CLERK****SIGNATURE OF VERIFYING OFFICER**

IMPORTANT NOTICE FOR
FIRST MBBS ADMISSION CANCELLATION

All the students admitted to First MBBS course at Govt. Medical College, Nagpur for the year 2024-2025 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. 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

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

DETAILS OF FEES TO BE PAID BY FIRST MBBS STUDENTS AT THE TIME OF ADMISSION TO GOVT. MEDICAL COLLEGE, NAGPUR FOR THE YEAR 2024-2025

Sr. No.	Particulars of Fees	For Open Category	For Reserve Categories [SC, ST, VJ, NT, OBC, EBC, EWS, SEBC,]
01	ADMISSION FEE	Rs 1500=00 (by cash)	Rs 1500=00 (by cash)
02	TUITION FEE – ANNUAL	Rs 138300=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	GYMKHANA FEES – ANNUAL	Rs 500=00	Rs 500=00
06	DEVELOPMENT FEES	Rs 5000=00	Rs 5000=00
07	SWIMMING POOL FEES – ANNUAL	Rs 200=00	Rs 200=00
08	MUHS ASHWAMEGH FEES	Rs 250=00	Rs 250=00
09	MUHS DEVELOPMENT FUND	Rs 50=000	Rs 50=000
10	COLLEGE CAUTION MONEY – DEPOSIT	Rs 3000=00	Rs 3000=00
11	LABORATORY – DEPOSIT	Rs 500=00	Rs 500=00
12	LIBRARY – DEPOSIT	Rs 2000=00	Rs 2000=00
13	HOSTEL FEES – ANNUAL	Rs 4000=00	Rs 4000=00
DD	<p align="center">FOR ALL INDIA QUOTA & GOI STUDENTS [MBBS Course]: THREE DD</p> <p>1) Rs 139300=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</p>		
DD	<p align="center">FORMAHARASHTRA QUOTA STUDENTS [MBBS Course]</p> <p align="center">OPEN CATEGORY (THREE DD)</p> <p>1) Rs 139300=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</p> <p align="center">ALL RESERVE CATEGORY INCLUDING (FEMALE CANDIDATE EWS, EBC, SEBC, OBC)</p> <p align="center">(THREE DD)</p> <p>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</p> <p align="center">EWS EBC, SEBC MALE CANDIDATES (THREE DD)</p> <p>1) Rs 70150=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</p> <p align="center">NOTE:- HOSTEL FEES TO BE SUBMITTED AFTER ALLOTMENT OF HOSTEL.</p>		

- Admission fees Rs. 1500/- in Cash 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
- OBC, NT, VJ, SBC and Minority fees concession subject to their Scholarship/ free ship approval from Samaj Kalyan Office.

APPLICANT : _____

To,

The Dean
Government Medical College,
Nagpur

Subject : Regarding nonsubmission of original certificates.

Respected sir,

I am selected for admission to MBBS / BPMT Course in the year 2024-2025 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

Yours sincerely

Dated ;

()

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.

शासकिय वैद्यकिय महाविद्यालय, नागपुर.

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

/24,

Dated : / / 2024

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 2024-2025 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 50% 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 ____ [1st MBBS, 2nd MBBS, 3rd 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

- 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.

Name of NEET with year :: NEET-UG- (2024 - 025)

Percentile of NEET ::

Name of Subject ::

SML/Rank No.(state & AIR)::

Marks (out of) ::

Category/Caste/Sub-caste:: **Open / Reserve -**

Caste Validity Cert. No. ::
Date of Issue(if Applicable)

Caste Validity Done By ::
(District/Authority)
(Issuing Authority)

Full Name of Student ::

Full Name of Student in **Marathi:**

Mother Name ::

Date of Birth ::

Nationality :: **INDIAN /** _____

DOMICILE STATE :: _____

Address :: _____

Mobile No. ::

Aadhar No. ::

E-mail ID ::

1)D. D. No. _____ , Dt. / / , Amt. _____ , _____ Bank

2)D. D. No. _____ , Dt. / / , Amt. _____ , _____ Bank

3)D. D. No. _____ , Dt. / / , Amt. _____ , _____ Bank

Govt. Receipt No. _____ , Dt. / / , for Rs.1500/-

Govt. Receipt No. _____ , Dt. / / , for Rs. _____ /-

ANNEXURE "H" MEDICAL FITNESS

A candidate must be medically fit to undergo the professional course applied for. The medical fitness must be certified by a Registered Medical Practitioner in the prescribed proforma, as given below on a **Letterhead** or on this format with original seal and signature.

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of Mr./Ms who is desirous of admission to Health Science Courses.

He/she has not given any personal history of any disease incapacitating him/her to undergo the professional course. Also, on clinical examination it has been found that he/she is medically fit to undergo the professional course.

Certified that he/she fulfills the following criteria.

- (1) Absence of any incapacitating and /or progressive systemic disease/disorder/condition,
- (2) Absence of any disability of upper limb/s.
- (3) Absence of any major visual/ auditory disability.
- (4) Absence of psychosis/neurosis/mental retardation,
- (5) Ability to maintain erect posture,
- (6) Reasonable manual dexterity.

Though, following deviations have been revealed, in my opinion, these are not impediments to pursue a career as a Medical / Dental / Ayurved / Homeopathy / Unani / Occupational Therapy / Physiotherapy / Audiology & Speech, Language Pathology / Prosthetics & Orthotics / BSc Nursing. **(Strike, which is not applicable):**

1.
2.
3.

Address of the Registered Medical Practitioner	Signature
	Name
	Registration No.
	Seal of Registered Medical Practitioner
Date :	