

**PROFORMA FOR COLLEGE- INFORMATION REGARDING FEE, BOND-CONDITIONS ETC.
(FOR POST-GRADUATE COURSES FOR ACADEMIC SESSION 2013-14)**

NAME OF THE GOVT. MEDICAL COLLEGE/INSTITUTE, INSTITUTE OF MENTAL HEALTH AND HOSPITAL, AGRA STATE UTTAR PRADESH CODE NO. _____ AGRA.

1. Date of start of session : May 2013
2. Annual fee for AIQ candidates : Rs. 42, 000/- (As per U.P. Gov. G.O. No. 2240/71-3-10-328/91 dated 20 Aug 2010)
Consolidated amount to be paid at the time of admission:
3. Stipend paid to MD/MS/PG Diploma/MDS students: Rs. 15600 + G.P. Rs. 5400 per month
(Specify clearly if any P.G. courses are Non-stipendary against the subject in Annexure-I also) (Allowances as per U.P. Govt. Rule)
4. (A) Hostel facility for male students Yes
(B) Hostel facility for female students Yes
(C) Monthly hostel dues Rs. 500/- P.M Electricity Charges
5. Name of Dean/Principal/Director Prof. Sudhir Kumar
Tele Nos. (i) Office: 0562-2602650
Mob: 9412255889
E-mail address: imhh.agra@gmail.com
Fax No. 0562-2602649
6. Name of Secretary (Medical Education/Health) Mr. J.P. Sharma
Office address (0522) 2616648
Tel No./Fax No. (0522) 2238699
7. Name of Director Medical Education Dr. K.K. Gupta
Official address (0522) 2287653
Tel No./Fax No. (0522) 2288193
8. Bond if any, (A) Indicate the terms & conditions Yes Enclosed
(B) Copy of Bond/Agreement Perormma (to be enclosed)

Note: Any additional State Condition shall not be applicable to 'All India Quota' candidates. As per Supreme Court directions it is not open to any State to fix any additional eligibility criteria in cases of candidates who fall under the All India Quota vide its order dated 27/07/01 in I.A. No. 9-13 in Civil Appeals 1944/93.

9. The amount of fee to be reimbursed on re-allocation of Seat to the candidates in 2nd / 3rd Round of PG counseling. 90 %
10. Website address of the College Site: www.imhh.org.in
11. Any other relevant information:-



Signature of Principal/Dean/Director

Name: Dr. (Prof.) Sudhir Kumar

Designation: Director & CEO

Date: 25-01-2013

Official Seal

निदेशक

मानसिक स्वास्थ्य संस्थान एवं चिकित्सालय

आगरा

BOND PAPER

1. GENERAL CONDITIONS

- 1.1. The period of training is full time (three/two years) and continuous. All candidates shall maintain good conduct, attend their classes, seminar/case conference and other academic activities regularly and abide by the regulations of the Institute.
- 1.2. Private practice in any form while undergoing the course is prohibited.
- 1.3. The candidate is strictly prohibited from undergoing any part time/correspondence course without prior permission of the Director, Institute of Mental Health and Hospital, Agra. If the candidate wants to join any other job or course he/she has to leave the course through proper channel after paying all the dues.
- 1.4. The candidate must take no-objection certificate before applying for any job or course (part time/full time).
- 1.5. In case any candidate is found to have supplied false information or certificate etc. or is found to have withheld or concealed some information, he/she will be debarred from continuing the course and will face appropriate action initiated against him/her by the Institute.
- 1.6. The Institute will not own any responsibility for the misconduct of the student out side IMHH, Agra campus.
- 1.7. Any Judicial matter will be subject to Agra Jurisdiction.
- 1.8. Medium of instruction of the course is English only.

2. CONDITIONS FOR ADMISSION IN THE COURSE

- 2.1. Students must submit the bond paper (document of conditions, rules and regulations) duly signed by a Judicial Magistrate before joining the course.
- 2.2. Students must submit all original documents (marksheet, certificate, migration certificate etc.) at the time of admission.
- 2.3. Health certificate (issued by Chief Medical Officer, Agra) must be submitted at the time of joining the course.
- 2.4. Character certificate issued by the Principal/HOD/Director of the institute last attended should be submitted. In case, the candidate is unemployed and is not pursuing any course at any institute currently, he/she should submit a character certificate issued by a Judicial Magistrate and a class one gazetted officer. .
- 2.5. For joining the IMHH, Agra library, a sum of Rs. 5000/- should be submitted as caution money that will be returned without interest at the time of leaving the institute or after three years whichever is later and on submission of no dues certificate from library. After taking away the caution money the candidate will not be eligible to avail the library facilities.
- 2.6. A caution money of Rs. 5000/- must be deposited for laboratory facilities and Rs. 5000/- for hostel. Rules for caution money will be same as for the library.

2.7. Hostel facility will be provided to candidates. Which is compulsory.

3. ATTENDANCE

- 3.1 Official working hours of IMHH is from 8.00 AM to 4.00 PM with one hour lunch break from 1.00 PM to 2.00 PM. Candidates are supposed to sign the attendance register two times daily i.e. at 8.00 AM and 2.00 pm for reporting in the Institute.
- 3.2 No candidate will be permitted to sign the attendance register beyond the above mentioned time (exception will be only for official work with prior written permission).
- 3.3 If the candidate fails to do so, he/she is supposed to give leave application for that day or he/she will be marked absent.
- 3.4 Candidates are not supposed to leave the campus without written permission.

4 LEAVE-

- 4.1. All leaves must be pre-sanctioned.
- 4.2. Before taking leave the candidate must inform consultant of respective unit..
- 4.3. Only 20 days leave in a calendar year excluding one day weekly off is admissible. You may be allowed an academic leave of 14 days across the three year training programme to attend conferences/seminars only. In exceptional cases like prolonged illness or any meritorious grounds, the leave across the training programme may be clubbed together. Any other leave other than the above is not permissible and shall lead to the extension of the course..
- 4.4. Academic leave will be sanctioned to attend academic activities viz. conference (if the candidate is presenting a research paper), seminar, workshop etc. maximum twice in one academic year (permission must be granted through proper channel).
- 4.5. Official leave will be sanctioned as academic posting outside IMHH, Agra

Note: All leave application should be addressed to the Director/HOD and student must ensure that some one else will look after his/her duty in his/her absence.

5. RULES FOR CAMPUS

- 5.1. Smoking and/or taking any type of addictive substance is totally prohibited in the IMHH, Agra campus.
- 5.2. Student can not leave the IMHH, Agra campus without taking prior written permission.
- 5.3. Maintenance of discipline will be personal responsibility of the candidate.
- 5.4. Wasting the time during working hour is not allowed.
- 5.5. Students must wear white apron along with their identity card and must carry personal necessary medical tools for proper examination of patients under their care e.g. stethoscope, torch, neurology examination kit, tape, hammer, T fork, notebook etc.
- 5.6. Students must not provide any material to any patient personally.

- 5.7. In case any damage to hospital property is done by the candidate, he/she should replace the same or is liable to be charged.
- 5.8. Students must switch off mobile during academic programmes, classes, clinical work and in library.
- 5.9. Complaint regarding any matter should be addressed to the Director, IMHH, Agra only through proper channel.

5.10. Violation of any of the rule will amount to disciplinary action against the candidate which may include discontinuation of training course/termination for the session.

6. Attending Academic Activities

- 6.1. Minimum 90% daily attendance in one academic year.
- 6.2. Minimum 90 % class attendance (excluding sanctioned leave) in one academic year.
- 6.3. Minimum 90 % attendance in academic programmes (Seminar, Case Conference, Journal Club, Clinical meetings etc.) excluding sanctioned leave in one academic year.
- 6.4. Timely submission of Log Book i.e. on or before 15th June and 15th December for the index academic year.
- 6.5. There should be no disciplinary action or any other (suggesting disqualification for appearing in the examination) against the student.
- 6.6. According to the performance in internal/terminal examinations, clinical posting assessments and academic programmes, grades (A,B,C,D and E) will be assigned to students. To appear in the annual examination students should get consistently 'C' or better grade.

7. DISQUALIFICATION FOR CONTINUING THE COURSE

In following conditions students will be declared disqualified for continuing the course and will be expelled from the Institute and they will have to return stipend salary with compensation (for details section-7)

- 7.1 Any type of misbehaviour with any patient/faculty member/staff (if it is confirmed by the concerned committee).
- 7.2 If disqualification is suggested during any disciplinary inquiry.
- 7.3 Consistently D or E grades during assessments.
- 7.4 Any legal action against the candidate.
- 7.5 Taking bribe in any form during the course (if it is confirmed by the concerned committee).
- 7.6 Engagement in political/ union or any activity which in view of IMHH authorities has been against the interest of the institution (IMHH) during the course.
- 7.7 Submitting false documents or concealing any information.
- 7.8 If the candidate is not following rules and regulations of the Institute.
- 7.9 If the candidate is absent from the institute for consecutive 10 days without any written information.
- 7.10 Candidate once expelled from the institute will be disqualified to appear in any examination in IMHH, Agra.

8. LEAVING THE COURSE

- 8.1. In case the candidate wants to leave the course without completing it, he/she should inform one month prior to the leaving date and he/she will have to return the stipend/salary taken from the Institute (from joining to stipend last drawn) with 20 % compensation or Rs. 1.5 lac whichever is more.
- 8.2. Original certificate will be returned to the candidate leaving the course through proper channel only.
- 8.3. Original certificates will be returned only when the candidate refunds the stipend with compensation.
- 8.4. If the candidate does not refund the money within 30 days from the date of application, a 15 % interest will be charged.

I do hereby declare that I have properly read and understood above mentioned rules and regulations and I will also abide by all rules and regulations laid down by the institute from time to time. In case of violation of rules, Director, Institute of Mental Health and Hospital, Agra or concerned committee will reserve the right to take any disciplinary action against me accordingly.

Signature of Candidate

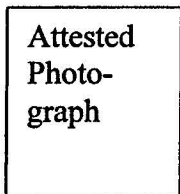
Signature and stamp of the Judicial Magistrate

Date:

Date

Place :

Place:



(Signature of one guarantors along with photographs and address proof who will be responsible to refund the money if the candidate does not do so. Guarantor should sign in presence of Judicial Magistrate.)

Guarantor

I do hereby declare that if leaves the course without completion and does not repay the stipend and compensation within 30 days from application, I will refund the due money with interest.

Signature of Guarantor

Signature and seal of Judicial Magistrate

Full address

Date:

Date

Place :

Place :