



**INSTRUCTION FOR CANDIDATES SEEKING ADMISSION AT AIIMS, BHUBANESWAR**

The Director, faculty and staff congratulate the students who will be obtaining admission in All India Institute of Medical Sciences (AIIMS), Bhubaneswar. It will be our endeavor to ensure that, their transition from/to AIIMS, Bhubaneswar is hassle free. It is advised to read the following instructions carefully before Admission.

**Programme Schedule for Admission Process of MBBS, Batch 2026 (1<sup>st</sup> Round Reporting/Joining)**

| <b>Admission &amp; Reporting</b>                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date: 22-08-2026 to 31-08-2026, (Time: 09:30 AM to 01:00 PM &amp; 2:00 PM to 5:00PM)</b><br><b>Venue: Academic Section, Administrative Building, AIIMS Bhubaneswar.</b><br><b>Note: All Saturday, Sunday and Holidays falling between 22-08-2026 to 31-08-2026 are working days.</b> |

**MANDATORY REQUIREMENT OF DOCUMENTS (IN ORIGINAL) DURING ADMISSION**

**1. Exam and Counselling related**

- Application Form/Confirmation Page of NEET.
- NEET/NTA Scorecard - original print from Medical Counselling Committee (MCC).
- NTA Admit card - original print.
- Provisional Seat Allotment Letter from MCC.

**2. Eligibility and category related**

- Certificate from the Board from which he/she passed the 10th/High School/Higher Secondary Examination, showing his/her date of birth.
- Certificate & Mark sheet from the Board from which he/she passed the 10+2 or equivalent Examination showing that he/she has secured 60% or more marks (50% in case of SC/ST Candidates & 45% for persons with Benchmark Disability) in aggregate in English, Physics, Chemistry and Biology.
- Migration Certificate from the University/Board last attended by him/her.

**3. Applicable only to candidates belonging to Scheduled Caste/Tribe/OBC/EWS/ OPH Category:**

- SC/ST Certificate issued by the competent authority. Community should be clearly mentioned in the certificate.
- OBC-NCL Certificate issued by the competent authority. The sub-caste should tally with the central list of OBC. OBC candidates should not belong to the creamy layer. OBC-NCL certificate must be in the prescribed format. (The OBC-NCL certificates issued from 01 April 2025 (inclusive) to the start of reporting of Round-1 of MBBS counselling as notified by (MCC) will be considered valid for admission for NEET (UG) 2026. Candidate should bring both OBC & NCL certificates for reporting.
- EWS Certificate issued by the competent authority. The EWS certificates issued from 01 April 2025 (inclusive) to the start of reporting of Round 1 of MBBS counselling as notified by (MCC) will be considered valid for admission for NEET (UG) 2026.
- Disability Certificate issued from prescribed authority showing that he/she belongs to Persons with Benchmark Disability Category along with the medical assessment from the designated medical assessment centers/boards by the MCC, if applicable.

**4. 2 (two) sets of photocopies of the above documents (self-attested).**

**5. Current Passport size photograph (front facing) 4 copies.**

**6. Original Bank Draft worth Rs. 5856/- (Five thousand, eight hundred fifty-six only) in favor of AIIMS, Bhubaneswar Academic Fund (A/c No. 557810110001482, IFSC Code- BKID0005578). (Please write your Name, Mobile No., All India Rank and e-mail ID (IN CAPITAL LETTERS) at the reverse of the Bank Draft.)**

**7. Additional documents to be brought by the candidate during Counselling:**

- CANDIDATE INFORMATION SHEET: (Appendix-A)
- APPLICATION FOR IDENTITY CARD: (Appendix-B)
- AFFIDAVIT FOR PARENT / GUARDIAN on non-judicial stamp paper worth Rs.10.00: (Appendix-C)
- AFFIDAVIT BY THE STUDENT: on non-judicial stamp paper worth Rs.10.00: (Appendix-D)
- UNDERTAKING BY THE CANDIDATE (Appendix-E)
- UNDERTAKING (HOSTEL) & HOSTEL FORM BY THE CANDIDATE (Appendix-F&G)
- DISCIPLINARY RULES FOR HOSTEL (Appendix-H)

**8. Laboratory Tests: Reports of X-Ray chest (PA view), Random Blood Sugar, Urine Analysis, Blood Group and Rhfactor done from a Government or NABL accredited laboratory.**

**IMPORTANT: Documents in para-7 MUST be filled up completely and duly signed before submission. The respective formats are attached as appendices.**

**HOSTEL:** It is mandatory for students to stay in the hostel during the tenure of the course. Students should arrange the items like water jug, tumbler, plastic bucket, Mug, Pillow, Bed Sheets, two locks to ensure a comfortable stay.

**IMPORTANT:** Please note the Institute shall not reimburse any expenditure incurred by you because of travel and maintenance in connection with your joining the Institute

**Note: 1. Students taking admission to the MBBS course at AIIMS Bhubaneswar should bring their belongings, as hostel stay is mandatory after admission.**

**2. Those Students who join MBBS Course at AIIMS, Bhubaneswar, his/her Original certificates will be retained and the same will not be returned to the candidate before completion of the course.**

**3. Candidates are advised to keep a check on the AIIMS Bhubaneswar website for further updates.**

**Registrar**



**CANDIDATE INFORMATION SHEET**  
**PLEASE FILL UP THE FORM IN CAPITAL LETTER ONLY**

**NAME: (In CAPITAL LETTERS with Prefix SHRI. /MS/MRS./DR):**

|             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| First Name  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Middle Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Last Name   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|                   |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------|-----|----|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Date of Birth     |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gender            |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Marital Status    | Yes | No | (Please Tick the Box in Yes/No) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Religion          |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Caste             |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mother Tongue     |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Birth Place       |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Category          |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Allotted Category |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AIR No.           |     |    |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| Identification of the disability Type (Please Tick in the box) |             |                       |                       |                |                      |        |
|----------------------------------------------------------------|-------------|-----------------------|-----------------------|----------------|----------------------|--------|
| Differently abled                                              | Yes         | No                    | If 'Yes' Give Details |                |                      |        |
| Differently able percentage                                    |             |                       |                       |                |                      |        |
| Hearing Impairment                                             | Low -Vision | Loco Motor Disability | Mental Retardation    | Mental illness | Leprosy Cured Person | Others |
|                                                                |             |                       |                       |                |                      |        |

|                      |                      |                          |                          |
|----------------------|----------------------|--------------------------|--------------------------|
| Qualifying exam Name | Qualifying Exam Date | Qualifying Exam Roll No. | Qualifying Exam Regd. No |
|                      |                      |                          |                          |

|         |         |           |         |         |
|---------|---------|-----------|---------|---------|
| Subject | Physics | Chemistry | Biology | English |
| Mark    | / ( )   | / ( )     | / ( )   | / ( )   |

|                            |  |
|----------------------------|--|
| Mark (UG-NEET)             |  |
| Percentile (Up to 2 digit) |  |

|               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Father's Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mother's Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Address for Correspondence:**

|                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| House No.      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| STREET         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Locality       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AT / PO        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Police Station |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| District       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pin 'code      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Email ID: (In CAPITAL LETTERS)**

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Candidate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Father    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mother    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Permanent Address:**

|                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| House No.      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| STREET         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Locality       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AT / PO        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Police Station |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| District       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pin 'code      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Aadhaar Card No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pan Card No.     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Telephone Numbers (Mobile / Landline):**

|           | Mobile |  |  |  |  |  |  |  |  |  |  |  | Landline |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--------|--|--|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|--|--|
| Candidate |        |  |  |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Father    |        |  |  |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Mother    |        |  |  |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |

|                               |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
|-------------------------------|--------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|--|--|
| Guardian Name                 |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
|                               |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Relationship with Guardian    |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Address for correspondence    |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
|                               |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| House No.                     |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| STREET                        |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Locality                      |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| AT / PO                       |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Police Station                |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| District                      |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| State                         |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Pin code                      |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Telephone Numbers             | Mobile |  |  |  |  |  |  |  |  |  | Landline |  |  |  |  |  |  |  |  |  |  |  |
|                               |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
| Email ID: (In Capital Letter) |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |
|                               |        |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |

Signature of Parent / Guardian

Signature of the student



**Sl.No.: UG/PG/SR-NA/JR-NA/PhD/**

**APPLICATION FOR IDENTITY CARD**  
**(PL FILL UP THE FORM IN CAPITAL LETTER ONLY)**

*Paste a recent  
Passport size  
Color Photo-  
Graph with  
Background White*

**Name: (In CAPITAL LETTERS with Prefix SHRI. /MS./MRS./DR)**

|              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| First Name:  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Middle Name: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Last Name:   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Designation :

Department :

Date of Joining : 











  
DD MM YYYY

Date of Birth :

DD (Admin.)/AO (Admin.)

**Signature of the Applicant**  
(With Black Ink)

Mark of Identification:



Blood Group:

Mobile No.:

**Email ID: (In CAPITAL LETTERS) :**



**Permanent Address (CAPITAL LETTERS):**

|       |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------|----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| AT    | :: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PO    | :: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Via   | :: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PS    | :: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dist. | :: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State | :: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       | :: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Date of Issue :

**E-HRMS ID:**

For Library use only:



**AFFIDAVIT (For Parent / Guardian)**

1. I, \_\_\_\_\_ (full name of parent/guardian), \_\_\_\_\_ father/mother/guardian of, (Student Name) \_\_\_\_\_, Regd. No. \_\_\_\_\_ having been admitted to \_\_\_\_\_ have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009( hereinafter called the Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
  2. I have in particular perused clause 3 of the Regulations and am aware as to what constitutes ragging.
  3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
  4. I hereby solemnly aver and undertake that: -
    - (a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
    - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
  5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
  6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging and further affirm that in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of deponent

Name:

Address:

Telephone / Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) \_\_\_\_\_ on this the (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year) 20 \_\_\_\_\_.

Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) 20 \_\_\_\_\_  
(year)

OATH COMMISSIONER

**AFFIDAVIT BY THE STUDENT**  
**(on a minimum of 10/- Non-Judicial stamp papers)**

I, \_\_\_\_\_  
 S/O, D/O of Mr. /Mrs. \_\_\_\_\_  
 Resident of \_\_\_\_\_

1. Do hereby solemnly affirm and declare as under:
2. That I am a citizen of India
3. That I have completed 17 years of age on \_\_\_\_\_ / will be completing 17 years of age on \_\_\_\_\_.
4. That, I am joining as a student of MBBS/B.Sc. (Nursing)/B.Sc. (Hons) Paramedical at All India Institute of Medical Sciences (AIIMS) Bhubaneswar.
5. That I have gone through the contents and fully understood the AIIMS, Regulations/ Directives for Ragging and Anti-Ragging Measures in accordance with the AIIMS, Bhubaneswar Office Order on curbing the menace of Ragging to be followed by all the students of AIIMS.
6. I hereby solemnly affirm that:
  - I will not indulge or involve myself in any untoward behavior or act that may come under the definition of ragging.
  - I will not participate in or abet or propagate ragging in any form.
  - I will not hurt anyone physically or psychologically or cause any other harm to any other student.
7. I have fully understood that, if found indulging or guilty of any aspect of ragging within or outside AIIMS campus. I may be punished as per the provisions of the AIIMS Regulations/ Directives mentioned above and /or as per the law in force for which, I will be solely responsible and shall not claim any compensation.

**Deponent**

Signature of Parent

VERIFICATION: verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
 20\_\_\_\_.

That the above affidavit is true and correct.

Name:

Address:

Telephone / Mobile No.:

Signature of Parent

**UNDERTAKING BY THE CANDIDATE**

I, \_\_\_\_\_ S/O, D/O

Of Mr. /Mrs. \_\_\_\_\_ have

Passed MBBS Entrance Examination held on \_\_\_\_\_.

I certify that all my Original Certificates (i.e 10th Passed/Age Proof, 12th Passed Marks Sheet & Certificate and Scheduled Caste/Scheduled Tribe (SC/ST) Other Backward Classes (OBC) are authentic. If anything found false, then my candidature may be treated as withdrawn/cancelled at any time during the course.

Name: \_\_\_\_\_ Signature

Of the candidate: \_\_\_\_\_ Address:

\_\_\_\_\_  
\_\_\_\_\_



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR-19.

## HOSTEL FORM (FIIL UP WITH CAPITAL LETTER)

1. HOSTEL NAME..... DATE OF OCCUPYING .....
2. STUDENT'S NAME.....
3. STUDENT'S E-MAIL ID (MANDATORY).....
4. DATE OF BIRTH..... SEX.....
5. MOBILE NUMBER.....
6. FATHER'S NAME.....MOBILE NUMBER: .....
7. FATHER'S E-MAIL ID (MANDATORY).....
8. MOTHER'S NAME.....MOBILE NUMBER.....
9. MOTHER'S E-MAIL ID .....
10. PERMANENT ADDRESS: -  
 AT.....POST OFFICE.....  
 VIA/LAND MARK.....  
 DISTRICT..... STATE.....  
 PIN CODE..... LAND LINE NUMBER.....
11. LOCAL GUARDIAN'S NAME, RELATION AND ADDRESS (IF AVAILABLE) : .....  
 .....  
 .....
- CONTACT NUMBER: ..... LANDLINE NUMBER... ..
12. ROOM ALLOTTED: .....
13. I HAVE BEEN PROVIDED WITH A COPY OF HOSTEL RULES AND REGULATIONS ☐
14. DEPARTMENT .....
15. DO YOU HAVE ANY HEALTH PROBLEM? (YES / NO) IF YES, PLEASE MENTION .....

SIGNATURE OF STUDENT

SIGNATURE OF WARDEN

SIGNATURE OF DHS

SIGNATURE OF CHIEF HOSTEL SUPERINTENDENT



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR -19.**

**HOSTEL HANDOVER FORM**

NAME OF THE HOSTEL .....

DATE.....

ROOM NO.....

| SL.NO | FURNITURE AND ACCESSORIES | QUANTITY |
|-------|---------------------------|----------|
| 1     | WOODEN/IRON COT           |          |
| 2     | MATTRESS                  |          |
| 3     | TABLE                     |          |
| 4     | CHAIR                     |          |
| 5     | ALMIRAH (CUB-BOARD)       |          |
| 6     | IRON ROD IN CUB-BOARD     |          |
| 7     |                           |          |

| SL.NO | ELECTRICAL FIXTURE         | QUANTITY |
|-------|----------------------------|----------|
| 1     | CEILING FAN WITH REGULATOR |          |
| 2     | TUBE LIGHT                 |          |
| 3     | CEFTL (SHADOW LIGHT)       |          |
| 4     | EXHAUST FAN                |          |
| 5     | WASH BASIN                 |          |
| 6     | MIRROR                     |          |
| 7     | COAT HOOK                  |          |

***All above items handed over to hostel office in good working conditions.***

Signature of Student :.....

Signature of Warden

## **UNDERTAKING**

I

\_\_\_\_\_

MBBS/Intern/Md/Ms/Dm/Mch/Jr/SR/B.Sc.Nursing/M.Sc.Nursing/Paramedical student  
Batch....., AIIMS, Bhubaneswar, do hereby undertake the following: -

1. I have read and understood the hostel rules and regulations. I affirm that I will abide by the same and any modifications/amendments made thereto.
2. I acknowledge that the Institute's competent authority and hostel committee have the authority for taking punitive actions against me, as deemed appropriate, for violation and/or non-compliance of the same.
3. I will vacate the hostel within 10 days after my course is completed.
4. I understand my Certificates of course completion others will be given to me only after I vacate my hostel room.
5. Students (MBBS/B.Sc. Nursing/B.Sc. Paramedical) will be provided double occupancy hostel rooms.

Date -

Full Signature of student

**DISCIPLINARY RULES FOR THE STUDENTS OF HOSTELS**

**The following rules shall apply to both MALE and FEMALE students residing in the hostels violation of any rule will make them liable to disciplinary action including expulsion from the hostels and also from institution.**

1. Every student must remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
2. A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. In special circumstance, if the student wants to stay outside the hostel prior permission must be taken from the Dean's office, unless they clear the dues, they shall not be allowed to take professional examinations. Further, he/she may be expelled from the halls of residence and /or messes.
3. The admission into hostel is valid up to commencement of academic programme.
4. Room furniture, electrical fitting etc., are required to be maintained by the students in good condition.
5. Residents shall occupy the rooms only after allotment is made by the Hostel Warden concerned. Change of room may be permitted in exceptional cases, provided it is deemed necessary/justified by the Warden. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels Residents found guilty of such violation of the hostel rules shall be expelled from the hostels without any further enquiry.
6. No parent or guardian of a student is permitted to stay in the hostel.
7. All boarders except residents/interns on duty shall not remain absent from the hostel during night between 9.30 PM to 6.00 AM without prior permission from chief warden. Permission to stay absent should be sought well in advance (at least three days before planned absence). Immediate permission will be granted by the Chief warden in case of emergencies only. All boarders are mandatorily required to carry on their identity card whenever they move in or out of the campus.
8. Visitors are not permitted in the hostel after 7.30 pm. However, in special cases, prior permission of chief warden must be obtained to stay beyond these hours.
9. Boarders are not permitted to leave the headquarter without permission from the chief warden. Permission for the same should be sought at least 3 days before date of departure from the headquarter. Hostel students who leave hostel without the application and prior permission shall be deemed to be missing and their parent/guardian or even the police authorities may be intimidated.
10. Any hostel student harboring any unauthorized person(s) will be expelled from the hostel immediately.
11. Boarders of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Chief Warden. Permission should be sought from Dean (Academic) /Registrar if group of more than 5 students together are to leave the hostel premises on holidays for the purpose of excursion or picnic. However, for any accident or fatality that may occur during picnic/excursion, the repressibility does not lie with the institute or Hostel authorities.
12. No resident of the hostel is permitted to take any article/utensils etc., outside the hostel/mess premises and even to his/her room.
13. No association of students on the basis of region, caste or creed is permitted.
14. No secret activities or meetings are permitted on the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Warden.
15. Residents shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the residents and on the campus.
16. No hostel inmate shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.
17. Keeping of lethal weapons like sticks, rods, chains etc. in the hostel rooms is strictly prohibited.
18. The hostel cannot be considered as the hiding place for miscreants. The police authorities may enter the campus and detain anyone depending upon the severity of the offence.
19. Students of MBBS first year are kept segregated in the initial 3 months to prevent incidents of ragging. Other MBBS hostel boarders are not permitted to interact with these students during this period. In an event there arises a need to interact for example: participation in various competitive events like sports, debates, dances etc. permission should be sought three days prior to the event.
20. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostel and /or from the institute or both by the appropriate authority.
21. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
22. The consumption or storage or supply of liquor, cigarette or any sort of intoxicant or drugs is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also prohibited.

23. Medical facilities are provided at the AIIMS Hospital for routine health problems.
24. In case a student falls sick, he /she should contact immediately the Warden.
25. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. if there is any complaint or suggestion to be made, it shall be made to the warden concerned.
26. A hostel student will be completely responsible for all his possessions including his/her laptop/computer/Electronic gadgets, etc., The institute will not be responsible for any loss incurred.
27. No one should use the belongings of other students without their consent.
28. Boarders will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But if persons who cause the damage are unknown, the cost of repairing it as may be assessed by the hostel authorities, will be distributed equally among all the students of such group or association as may be found responsible.
29. Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank or in the post office or at any other safe place.
30. They should lock their rooms properly when they go out for their bath, mess etc. Each room-mate must keep a key of the door lock of his room, particularly in the case of double triple seated rooms.
31. Junior & Senior Residents are permitted to install 1-ton AC in their room only after obtaining permission from Engineering department. Only cloth iron & tea maker may be allowed for the junior and senior residents.
32. Fans and lights must be switched off when the students leave their room. Light must be switched off Positively when they go to bed. In case it is noticed that fans/light are on the locked the room, a heavy penalty will be imposed for wasting the costly energy sources.
33. Every student residing in the hostel must dine in the Hostel messes only. Individual/ group cooking in the rooms is forbidden. if found, they will be expelled from hostel or fined.
34. Playing music and videos etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates, any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made along with imposition of heavy fine.
35. The room of any student in the hostel can be inspected at any time by the warden or any authorized member of the institute staff or district police officials. Inmates are advised to keep their ID cards with them and Produce it on demand.
36. Block Volunteers /mess volunteers will be selected on merit or as desired by the Warden from among the Block/mess students to assist him/her in the supervision of hostel block/mess and in enforcing discipline. Every hostel inmate shall co-operate with him/her in the act of discharging his/ her duties.
37. Hostel inmates are requested to maintain their surrounding neat and clean.
38. Students should not break open or try to break open the occupied / vacant room of the hostels, any damage done to the hostel property will have to be borne by all the residents of the hostel, in cases where the culprit cannot be identified.
39. Inmates should not keep fire crackers on any occasion inside the hostel or within the premises of the hostel without prior permission from the competent authority.
40. Inmates are prohibited from writing slogans, or any writing obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on student/group of students indulging in such writings.
41. All the hostellers are to note that electrical /carpentry /plumbing complaints should be given in writing to Warden In charge (maintenance) or written in the complaint register available in the hostel office. In case the complaint is not attended to or there is any difficulty, the student can contact the chief Warden.
42. Female visitors and girl students are not permitted to visit the men's hostel any time and in special circumstance, prior permission is required from the competent authority.
43. Pets are not allowed in the hostel premises.
44. There should be a CCTV surveillance at the entrance of hostel.
45. Relevant orders issued from time to time by respective authorities for hostel MESS to be followed.
46. Hostel inmates who wish to keep motor vehicles should submit to the hostel authorities-
  - (a.) A copy of driving license,
  - (b.) A copy of Registration certificate of their vehicle and
  - (c.) A bond signed by the parent & the student IF the vehicle is not registered in their name which states that the vehicle belongs to the parent/guardian. Motor vehicles which belong to inmates or their parents or guardians only will be permitted to be parked inside the hostel.
47. AIIMS Bhubaneswar is a No Smoking zone, smoking within AIIMS is not permitted and appropriate disciplinary action will be taken against rule violators.
48. **FOR WOMAN STUDENTS:**
  - (a.) Male visitors (which include father/brother/Guardians) are not permitted any time inside the women's hostel.
  - (b.) In the case of the women's hostel, lady visitors are not permitted after 7:30 p.m.