

**NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH AND  
MEDICAL SCIENCES, MAWDIANGDIANG, SHILLONG**

***Prospectus for Entrance Examination and admission to the PG (MD/MS) COURSES  
Session: 2014-15***



**Prospectus & Application Form available online and downloadable from the  
NEIGRIHMS website [www.neigrihms.nic.in](http://www.neigrihms.nic.in)**

**Availability of Online Application Form and Prospectus  
*27<sup>th</sup> March 2014 – 11<sup>th</sup> April, 2014***

**Last date of submission of Online Application Form (Online mode only)  
*11<sup>th</sup> April, 2014***

**Date of Entrance Examination  
*22<sup>nd</sup> April, 2014 (Tuesday)***

**Date of 1<sup>st</sup> Counseling  
*29<sup>th</sup> April, 2014 (Tuesday)***

**AT A GLANCE**

<b>Course: Postgraduate (MD/MS) Session: 2014-15</b>	
Availability of Prospectus cum Application Form in Internet	<b>27th March 2014 to 11th April, 2014</b>
<b>Last date of submission (online only)</b>	<b>11<sup>th</sup> April, 2014 (Friday)</b>
Issue of Admit Card and Status of Application Form	15 <sup>th</sup> April onwards, 2014
<b>Date of Entrance Examination</b>	22 <sup>nd</sup> April, 2014 (Tuesday)
Results of the written entrance test	The written test result will be declared within 24 hours of the conclusion of entrance examination
1 <sup>st</sup> Counseling	29 <sup>th</sup> April, 2014
Commencement of the Session	1 <sup>st</sup> May, 2014

**IMPORTANT TELEPHONE NUMBERS:**

1. Office of the Director, NEIGRIHMS: +91 364-2538013
2. Office of Dean, NEIGRIHMS: +91 364-2538029
3. Examination Cell: +91 364-2538092 (PAVX – 224/225)

Examination Fee: **Rs.3000/-** (Rupees Three Thousand) Only

Prospectus and Online Application form is downloadable from the Institute website at [www.neigrihms.nic.in](http://www.neigrihms.nic.in)

Mailing address – [examcellneigrihms@gmail.com](mailto:examcellneigrihms@gmail.com)

**WARNING**

1. *Ragging is banned in the NEIGRIHMS. If any incident of ragging comes to the notice of the authority, candidates will be expelled from the College.*
2. *Any attempt on the part of the Candidate to influence directly or indirectly the selection process will be treated as a disqualification."*



*"Ad Scientia Et Vita" - Towards Knowledge and Life*

## 1. INTRODUCTION:

**North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong, Meghalaya** is an Autonomous Institute established by Government of India in 1987 under the Meghalaya Registration of Societies Act 1983. The then Prime Minister Late Rajiv Gandhi dedicated the Institute to the memory of Late Indira Gandhi, former Prime Minister for her commitment to the welfare and affection for the people of North Eastern Region. It has now been designed as a Postgraduate Medical Institute in the lineage of AIIMS, New Delhi and PGIMER, Chandigarh. NEIGRIHMS has been the First and the only Postgraduate Medical Institute in the North Eastern Region and third in the country established by Ministry of Health and Family Welfare, Government of India.

NEIGRIHMS is a **Centre of excellence** in Medical Education & Human Resource Development by providing quality Medical Education to generate Health Manpower in various Branches in the field of medicine including providing Undergraduate, Post-graduate, Nursing and allied profession; an excellent centre in patient care services and an open referral hospital to provide specialized health care to the people of North East India along with the advanced research facilities.

The Institute is also being established as an apex co-ordination center to guide the Health Care Programmes of North Eastern States and North Eastern Council and also to co-ordinate the plan and programmes of Government of India on Health care.

## 2. AIMS AND OBJECTIVES OF THE INSTITUTE:

NEIGRIHMS is established on a modular system on four pillars of Health Programmes.

- 1) **Medical Education & Human Resource Development:** Center of Excellence for Medical Education to generate Health Manpower in Specialty, Super-specialty Medical Departments and Paramedics, Designed as a Postgraduate Medical Institute with 35 Postgraduate Departments on the line of PGIMER, Chandigarh and AIIMS, New Delhi. Allied medical courses like Post graduate courses of Nursing, Pharmacy and others are in the process now.
- 2) **User Friendly Patient Care System with State-of-Art Technology:** As an Apex Referral Hospital with 500 beds to provide quality Health Care to the people of North Eastern Region.
- 3) **Central Research Organization with Primary and Advanced Research Facilities:** Looking after the Regional needs and collaborating with other National and International agencies.
- 4) **Health Consultancy Service in Regional and Central Health Schemes:** The Institute being the first of its kind of Post Graduate Health Institute in this Region, taking up the responsibility of an Apex Co-ordination Center to guide the Health Policies of North Eastern Council and also to co-coordinating with the Central Government Plans and Programmes of health care.

### 3. NAME OF THE COURSE AND NUMBER OF SEATS:

**M.D/ M.S. Courses: NEIGRIHMS will conduct Entrance Examinations to fill up the seats available for Open Northeast (NE) category including the seats reserved for the students passing MBBS from NEIGRIHMS only. They are of 3 (three) years duration. No exemption will be given to any candidate. The candidate joining M.D. / M.S. degree course shall be called Junior Resident (PG). The academic session will commence on **01/05/2014 (Thursday)**. The number of seats available in each specialty for the session 2014-15 is shown below:**

Code	SPECIALITIES*	Total Seats**	50% All India Quota seats	Open North Eastern (NE)
01	Anatomy	2	1	1
02	Anaesthesiology	4	2	2
03	Community Medicine	2	1	1
04	General Medicine	2	1	1
05	General Surgery	2	1	1
06	Microbiology	3	2	1
07	Obst. & Gynaecology	2	1	1
08	Ophthalmology	2	1	1
09	Pathology	3	2	1
10	Paediatrics	2	1	1
11	Pharmacology	2	1	1
12	Radio diagnosis	2	1	1
Grand Total		28	15	13

*Note: The number of specialties\* and vacancies\*\* where indicated are provisional and may be reduced/increased subject to obtaining necessary approvals from Ministry of Health and Family Welfare, Government of India.*

- Of the total seats, 50% will be "All India Quota seats" and the remaining 50% of the seats will be for Open North east Category [of which 50% (i.e. 25% of overall seats)] will be reserved for students passing MBBS from NEIGRIHMS].
- Entrance Examination will be conducted by NEIGRIHMS to fill up the seats available for **Open NE** including the seats reserved for the students passing MBBS from NEIGRIHMS only.
- Selection will be made entirely on the basis of merit in the Entrance Examination. Candidates securing a **percentile less than 50** in the Entrance Examination shall not be considered for admission and their names will not be included in the merit list and waiting list.

### 4. BASIC ELIGIBILITY:

- Nationality:** Applicant must be a Resident Indian National
- Permanent Resident/Domicile of one of the 8 (eight) North-eastern states of India including Sikkim to be eligible for Northeast open category seats.
  - Bonafide student of NEIGRIHMS (irrespective of domicile status)** to be eligible for admission in to the seats reserved for the students passing MBBS from NEIGRIHMS.
- Educational:** The candidates must possess MBBS Degree recognized by the Medical Council of India and must have completed the **compulsory** period of **One Year Internship** training on or before **31<sup>st</sup> March 2014**. Candidates who complete their Internship after **30<sup>th</sup> April 2014** are not eligible to appear in this examination. Every student, selected for admission to postgraduate courses shall possess recognised MBBS degree or equivalent qualification and should have obtained permanent Registration with the Medical Council of India, or

any of the State Medical Councils or should obtain the same within one month from the date of his admission, failing which the admission of the candidate shall be cancelled.

- (d) Candidates who have obtained MBBS or equivalent degree from a foreign country will have to produce the proof of passing the qualifying examination held by the Medical Council of India (MCI) and also their registration with MCI. However, he/she must complete **compulsory one Year Internship** and obtain full registration with MCI by 30<sup>th</sup> April 2014.
- (e) **The candidates who have already done/are pursuing MD/MS in any subject at the time of counselling shall not be considered for admission to MD/MS courses at NEIGRIHMS. If it is found at a later stage that the candidate has given false undertaking at the time of counselling, his/her candidature/registration shall be cancelled.**

#### 5. PROCEDURE TO GET APPLICATION FORM:

Prospectus & Application form is available and downloadable w.e.f. **27<sup>th</sup> March, 2014 to 11<sup>th</sup> April, 2014** from the NEIGRIHMS website at [www.neigrihms.nic.in](http://www.neigrihms.nic.in). Candidates downloading the Prospectus cum Application form may refer to the procedure of payment available at Clause 6. (c) Below. Please note that Prospectus and application form will not be made available for sale as hard copy.

**Note: No request for sending the Prospectus cum Application form by post will be entertained**

#### 6. SUBMISSION OF APPLICATION FORM AND PROCEDURE OF PAYMENT:

- (a) Submission of application form will be **online mode only** and candidate will have to register for entrance examination in the online submission site available at the Institute website [www.neigrihms.nic.in](http://www.neigrihms.nic.in).
- (b) Candidates must send a **Print out copy** of his/her application form to **The Examination Cell, Director's Block, NEIGRIHMS, Mawdiangdiang, Shillong-793018, Meghalaya by speed post/ by hand.**  
Before registering and applying, candidates are advised to read the Prospectus and the instructions given in the online submission process guidelines carefully. **(Note: NEIGRIHMS will not take any responsibility for non-receiving/late received of application forms).**
- (c) **Procedure of payment:** Candidates can download the **Fee Payment Challan** available and downloadable along with the Prospectus cum Application Form from the Institute website [www.neigrihms.nic.in](http://www.neigrihms.nic.in). Fees payment can be made by one of the following options:
- i. **OPTION 1:** Candidates can deposit the Fees of Rs. **3, 000/- (Rupees Three Thousand)** only through the downloaded Challan at any Branch of Bank of Baroda in India. Bank Challan Form can be downloaded from the website. Candidates will have to enclose the "NEIGRIHMS copy" of the challan along with the printed copy of the application form by speed post or by hand. Candidates are advised to retain the Candidate's copy of the Challan. **"NEIGRIHMS copy to be despatched by post as described in clause 9. (e) [OPTION 1 : RECOMENDED]**
  - ii. **OPTION 2:** Candidates may also deposit the Application Fee through National Electronic Funds Transfer (NEFT) from any nationalized bank in India at the Institute Account: (1). Name of the Account: **"NEIGRIHMS MBBS ACCOUNT"** (2). Account Number: **"3027020000005"** (3). IFSC: **"BARBOMAWDIA"**. Candidates will have to enclose the Original copy of the counterfoil along with the printed copy of the application form by speed post or by hand. Please retain the photo copy of the counterfoil.
  - iii. **Applications submitted without the examination fee shall be summarily rejected.**
- (d) It will be the responsibility of the candidate to ensure that correct information is provided in the Application Form regarding Name, DOB, Address, Category, Contact No., email address and domicile status etc.
- (e) Incomplete applications in any respects will be summarily rejected and no correspondence/queries will be entertained in this regard.
- (f) **If a candidate is at any stage found to have provided false information/certificate or is found to have withheld or concealed some information in his/her application form, he/she will be debarred from admission, his/her residency will be terminated with immediate effect.**
- (g) If ineligibility is detected at any stage, candidature/admission of the candidate will be cancelled without any notice.

- (h) The decision of the **Director, NEIGRIHMS** shall be final in the matter of selection of candidates for admission to various courses and no appeal will be entertained in this regard.

#### 7. ADMIT CARD:

Candidates will be able to download their admit cards by logging in to the online form submission site from **15<sup>th</sup> April, 2014** onwards as per instructions therein.

#### 8. CENTRE OF ENTRNCE EXAMINATION:

The entrance examination will be conducted at Shillong only and the centre of examination will be notified later.

#### 9. DOCUMENTS TO BE ENCLOSED:

**Candidate must send a Print out copy of his/her application form to The Examination Cell, Director's Block, NEIGRIHMS, Mawdiangdiang, Shillong-793018, Meghalaya by speed post/ by hand.**

**Follow the following procedure:**

- (a) Take a print out after online submission of application.
- (b) Candidate must freshly sign in the candidate signature box
- (c) Candidate must affix his/her left thumb impression in the thumb impression box.
- (d) Endorsement to be signed by a Gazetted Officer.
- (e) **Enclose the documents mentioned below:**
  - i) **"NEIGRIHMS copy (original)"** of the Bank Challan as proof of payment.
  - ii) High School/Secondary School Certificate issued by the Board / University showing the date of birth of the applicant.
  - iii) Pass Certificate / Provisional Pass Certificate of the qualifying examination MBBS
  - iv) Mark sheets of MBBS 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> (Part – I and Part – II) MBBS Professional Examinations.
  - v) Internship Completion Certificate / Certificate from the Head of Institution on College that the candidate will be completing the Internship by **30<sup>th</sup> April 2014** .
  - vi) Permanent/ Provisional Registration Certificate within the validity period issued by MCI / State Medical Council.
  - vii) The candidates must submit a Domicile/ Permanent Residential Certificate valid for the year 2014, from the competent authority (i.e District Commissioner of the state or any Government authorized Official) proving that he/she is Domicile/Permanent resident of one of the 8 (eight) Northeastern states of India including Sikkim
  - viii) **No Objection Certificate:** In case of the candidates who have joined elsewhere in PG course have to bring **NOC** from the concerned College/ Institution for joining PG Course at NEIGRIHMS.

Incomplete applications in any respects will be summarily rejected and no correspondence/queries will be entertained in this regard.

#### 10. CANDIDATES WHO ARE EMPLOYED:

Candidates who are employed may also register and apply and submit their applications. However, all such candidates should inform in writing that they are applying for a "NO OBJECTION CERTIFICATE" (NOC) from their employer. However, a "NO OBJECTION CERTIFICATE" (NOC) must be produced at the time of counseling by the qualified candidates. Otherwise he/she will not be eligible for the counseling.

#### 11. STATUS OF ELIGIBILITY:

Status of the Application forms received by NEIGRIHMS during the stipulated time i.e. **27<sup>th</sup> March 2014 to 11<sup>th</sup> April 2014** and the list of eligible candidates to sit in the entrance examination shall be made available on or before **15<sup>th</sup> April** onwards in the Application submission site of the Institute website [www.neigrihms.nic.in](http://www.neigrihms.nic.in)

## 12. ENTRANCE EXAMINATION AND SELECTION PROCEDURE:

1. Entrance Examination will be conducted by NEIGRIHMS to fill up the seats available for Open NE category **including** the seats reserved for the students passing MBBS from NEIGRIHMS only.
2. Centre of examination will be Shillong, Meghalaya, India
3. Eligibility criteria for admission shall be as per sl no. 4 as above.
4. The entrance examination will be held on **22<sup>nd</sup> April, 2014 (Tuesday) at 10.00 A.M** onwards and the venue will be mentioned in the admit cards.
5. No documents or enquiries shall be entertained at the examination centre. Institute will allow only those candidates to appear in the entrance examination who have valid Admit Cards in their possession.
6. Candidates will appear in the entrance test at Shillong at their own expenses and no TA/DA is admissible to them for the purpose.
7. **Questions:** The entrance examination will consist of one paper of **3 hours** duration containing **200 multiple choice questions (MCQs)** covering all the subjects of MBBS level. The questions will be single best response objective type. Each answer with correct response shall be awarded **4 (four)** marks. **1 (one) mark will be deducted for each wrong response. Zero mark will be awarded for the questions not answered.** More than one answer indicated against a question will be deemed as incorrect response and will be negatively marked.
8. The examination will be conducted in English medium only.
9. A merit list of the candidates in the Entrance Test will be displayed on the Institute Notice Board, Director's Block, NEIGRIHMS, Mawdiangdiang, Shillong- 18 and also be made available in internet at <http://www.neigrihms.nic.in> **within 24 Hours of the Entrance Examination.** No correspondence regarding results will be issued to individual candidate.
10. Candidates will be called for counseling to be held on **29<sup>th</sup> April 2014** for admission from the merit list of the entrance Examination in order of merit already published. List of candidates called for counseling will be made available in internet at <http://www.neigrihms.nic.in> and Notice Board of Examination Cell, NEIGRIHMS.
11. Results of all the candidates appeared in entrance examination will be available at the Institute's website once the admission process is over.
12. Selection will be made during **counseling** entirely on the basis of merit in the **entrance examination** and the choice of subject will be given on the basis of marks and rank obtained in the entrance examination.

## 13. INTER SE MERIT:

In case of two or more candidates obtaining equal marks in the Entrance Examination, their inter-se merit shall be determined for the mark of the Entrance Examination as follows:

- a. Number of attempts in passing all the MBBS subjects. Candidates passing in single attempts/less number of attempts will be preferred.
- b. In case of same number of attempts, candidate obtaining higher percentage of the marks in the final MBBS Examination (comprising of Medicine, Surgery, Obs. & Gynae. and Pediatrics)
- c. If the final MBBS marks are equal then according to age, the older one will get preference over the younger one.

## 14. METHOD OF COUNSELING:

- (a) Candidates have to appear for the counseling at the Office of the **Director, NEIGRIHMS, Shillong** on their own expenses.
- (b) The candidates in order of merit in the entrance examination will be called for counseling in order of merit and can exercise their choice of subject according to availability of seats. In case of absentee, the next candidate in merit will be considered. Counseling will be held as per schedule given under '**AT A GLANCE**'.
- (c) Candidates must bring the **original certificates** i.e.
  - i). High School/Secondary School Certificate issued by the Board / University showing the date of birth of the applicant.
  - ii). Pass Certificate / Provisional Pass Certificate of the qualifying examination MBBS from the Head of the Institution

- iii). Mark sheets of MBBS 1<sup>st</sup>, 2<sup>nd</sup> and Final MBBS (Part-1 and Part-2) Examinations.
  - iv). Internship Completion Certificate / Certificate from the Head of Institution on College that the candidate will be completing the Internship by **30<sup>th</sup> April 2014**.
  - v). Permanent/ Provisional Registration Certificate within the validity period issued by MCI / State Medical Council.
  - vi). The candidates must submit **a Domicile/ Permanent Residential Certificate valid for the year 2014 from the competent authority (i.e District Commissioner of the state or any Government authorized Official)** proving that he/she is Domicile/Permanent resident of one of the 8 (eight) Northeastern states of India including Sikkim (except for the students of NEIGRIHMS).
  - vii). **No Objection Certificate:** In case of the candidates who have joined elsewhere in PG course have to bring a **"No Objection Certificate (NOC)"** from the concerned College/ Institution for joining PG Course at NEIGRIHMS.
  - viii). Original **"Candidate's copy"** of the Bank Challan as proof of payment.
- (d) Any candidate (Indian citizen) who has taken admission elsewhere or employed in India or abroad and have deposited all their original certificates with that concerned College / Institution will be allowed to attend **the first counselling at NEIGRIHMS subject to the condition that he/ she provide the documentary evidence from the said college.** A seat purely on **provisional basis will be offered depending upon the availability of a seat at his / her rank and the choice exercised by the candidates.** They have to submit their original documents before the date of second counselling or by 10:00 am on the date of second counselling for consideration of their admission during the second counselling along with other candidates called for second counselling on the following terms and conditions, failing which his/her seat will stand automatically cancelled.
- No candidate will be allowed to attend the counseling without original certificates as mentioned above.**
- (e) Candidates will have the right to choose any one of the available seats in the discipline of his/ her choice **at his/ her turn** as per merit at the time of counselling and the same will be allotted to him/ her. The selected candidates shall undergo a medical examination by the Board appointed by the Institute and if found medically fit will join the course after paying the fees by the date stipulated in the selection letter. He/ She is required to join immediately and no extension under any circumstance will be granted. The PG (MD/MS) courses session 2014-15 starts on **01/05/2014**.
  - (f) Any candidate called for counselling on the notified date(s) does not mean that the allotment of a seat will be made to him/her. This shall depend upon the availability of a seat at his/her rank and the choice exercised by the candidate, once he/she appears for counselling.
  - (g) The candidates, who will not appear for counselling in person on notified date(s) or who decline the available seats for allotment or those who will not join the allotted seat by the last date of joining, shall forfeit the claim for a seat.
  - (h) Candidates, who have been admitted, must join the concerned department on the date mentioned in the selection letter. If they do not join, they shall forfeit all their claims for a seat and fees deposited will not be refunded.
  - (i) Those candidates who fail to report for **1<sup>st</sup> Counselling will not be considered for 2<sup>nd</sup> Counselling.**
  - (j) While reporting for admission, candidates must bring all the relevant certificate/ documents, in original. These original documents will be kept with the institute till his/ her completion of the course.
  - (k) Candidate participating in the counselling process are required to maintain proper decorum/ discipline at the time of counselling.
  - (l) In case of any dispute arising out of the allocation of a seat at the time of the counselling, the decision of the **Director, NEIGRIHMS** will be final.
  - (m) All disputes pertaining to the allocation of seats in various subjects by counselling will be **subject to the jurisdiction in the Shillong High Court, Shillong, Meghalaya.**

## 15. ALLOCATION OF SEATS:

Allocation of seats will be purely on the basis of merit, i.e. the rank they obtained in the Entrance Test. Counseling will be held in the Administrative Block, NEIGRIHMS, Shillong on 29/04/2014 from 10.00 A.M. (1<sup>st</sup> counseling) onwards. **Counseling will not carry any marks.** The certificates and fulfillment of other eligibility criteria shall be checked. The order of counseling and allotment of seats will be first for the **Open NE Seats**, followed by the rostering of seats reserved for NEIGRIHMS students (Alternating with open NE Seats)

## 16. FIRST COUNSELING:



**First Counseling to be held on 29/04/2014 (Tuesday) from 10.00 A.M**

- (i) Counseling will be in order of merit.
- (ii) A candidate, who has taken a seat in the subject of his /her choice, will not be allowed to change the subject.
- (iii) All candidates who have taken a confirmed seat shall deposit the fees on the same day after the Counseling is over. If they fail to deposit the fees, and / or do not join after depositing the fees then they would lose the seat allotted to them and such candidates will not be eligible for second counseling.
- (iv) Only a candidate who has come for 1<sup>st</sup> counseling will be eligible for the second counseling if any seat falls vacant thereafter in that order of merit.

**Second Counseling (if required) to be held on 15/05/2014 (Thursday) from 10.00 A.M**

**Third and Final Counseling (if required): 30<sup>th</sup> May 2014 (Friday):** In case during the counseling 50% NEIGRIHMS students seats remains vacant, then these seats shall be made available to the Open NE category

**17. ORIGINAL CERTIFICATES:**

The original certificates of the candidate, who opts for a seat and deposits his fees, will be retained by the Institute. The same will not be returned to the candidate before completion of the course. After admission/counseling, if he/she does not want to join the course, the certificates will be returned to them after they have deposited a sum of **Rs. 50,000/- (Rupees fifty thousand only)**. After joining the course if he/she wants to leave the course mid-term, the certificates will be returned only after deposit of **Rs. 50,000/- (Rupees fifty thousand only)** in addition to the Bond Money as in *Clause 17*.

**18. DUTIES AND RESPONSIBILITIES:**

- i. All the PG students admitted will be considered as Junior Resident (PG). Duties and responsibilities of Junior Residents (PG) will be fixed by the Institute from time to time. They will be required to perform such work as may be needed in the legitimate interest of patient care in the hospital.
- ii. **All candidates joining the post graduate training programme shall work as full time residents during the period of training, attending not less than 80% (eighty percent) of the training during each calendar year and given full time responsibility, assignments and participation in all facets of the educational process.**
- iii. Private practice in any form during the course is prohibited. The period of training is strictly full time and continuous.
- iv. Any gross misconduct during MD/MS course on the part of the Junior Resident (PG) may invite disciplinary action as deemed fit.

**19. BOND:**

- a) Each Junior Resident (PG) will be on continuous service for a period of three years and will be required to execute a bond on a non-judicial stamp paper of Rs. 20/-. Copy of language of the bond to be executed can be collected/ obtained from the Dean's Office, NEIGRIHMS. The bond, duly completed in all respects, shall be required to be submitted at the time of joining.
- b) If any candidate who joins the MD/MS course and leaves the said course before the expiry of one year of joining, he/she shall be liable to pay a sum of Rs. 3 lakhs (Rupees three lakhs only) and any candidate who joins the PG course and leaves after one year of joining, shall be liable to pay a sum of Rs. 7 lakhs (Rupees seven lakhs only) as way of compensation/losses incurred by the NEIGRIHMS due to such mid-term departure.

**20. EMOLUMENTS AND LEAVE:**

The Postgraduate students are eligible for leave as follows:-

**First Year Junior Resident: 30 days in a completed academic year**

**Second and Third Year Junior Resident: 36 days in a completed academic year**

The leave that is not availed during a year cannot be carried over to the subsequent year or encashed. Junior Residents are not entitled to any other leave except that mentioned above. Residents who do not put in 80% attendance in each academic year will not be eligible to write the examination at the scheduled time. If he/she has availed leave of any kind (sanctioned or otherwise) and lacks attendance of 80%, he/she will be allowed to write the exam after putting in extra period of Residency Service. No emoluments shall be paid during the extension period.

## 21. FEES AND OTHER DUES:

Registration Fee :	Rs. 110/-
Enrolment Fee :	Rs. 75/-
Tuition Fees :	Rs. 1500/-
Laboratory Fee :	Rs. 900/-
Hostel Rent:	Rs. 720/- (Per Annum)
Hostel Security :	Rs. 1000/- (Refundable)
Electricity :	Rs. 500/-
Gymkhana :	Rs. 40/-
Caution money :	Rs. 1000/- (Refundable)
Health Care :	Rs. 1000/-
Library Fee :	Rs. 100/-
<b>Total</b> :	<b>Rs. 6945/-</b>

**\*Fee Structure may be changed**

**\* Mess Fee will be decided by the Mess Committee based on actual monthly expenditure**

**Note 1:** The Hostel Security deposit and Caution Money are refundable.

**Note 2:** Fees and other charges including hostel rent once paid shall not be refunded in any case and no correspondence will be entertained in this connection. However, the caution money will be refunded to those candidates who do not join the course. The caution money must be claimed within one year after completion of the course only after receipt of the "No Dues Certificate", failing which it will be forfeited.

**Note 3:** The fees are to be paid at the time of admission.

**Note 4:** The above fees are subject to revision at the discretion of the Institute/Government of India and candidates are required to pay such tuition fees as may be prescribed by the Institute/Government of India from time to time.

## 22. SUBMISSION OF THESIS PROTOCOL:

The Junior Residents (PG) registered for MD/MS course shall be required to get his/her plan of thesis protocol approved by his/her department head **within 6 months of enrolment**, and submit it to the Academic Section. **If a candidate fails to submit the thesis protocol within the prescribed period, his/her registration will stand cancelled.** The last date of submission of thesis protocol for the students registered for MD/MS degree will be 31<sup>st</sup> October.

## 23. MEDICAL EXAMINATION:

Candidates selected for admissions, will have to undergo Medical Examination by a Medical Board, consisting of faculty members of the Institute. If, in the assessment of Medical Board, a candidate is found medically unfit, he/she will not be admitted.

In the matter of selection, the decision of the Director of the Institute shall be final.

#### 24. HOSTEL ACCOMODATION:

The Junior Residents (PGs) may be provided Hostel accommodation subject to availability.

#### 25. INSTITUTE LIBRARY:

The Institute Library is well stocked with all important medical books and journals. Other facilities include photocopying and internet. Books and periodicals are loaned to bonafide members for a specific period of time.

#### 26. INSTRUCTION OF ENTRANCE EXAMINATION:

- i. The Examination Halls will be opened at 9:00 a.m., 1 (one hour) before the commencement of the Examination. Candidates are requested to find out the Hall/Room Number allotted against their Roll Number from the sitting plan placed outside the Centre of Examination beforehand. **Sitting arrangements will be made according to the Roll Numbers allotted to each candidate as per the Admit cards already issued. Candidates are expected to be seated in their allotted seats by 9:30 a.m.** Candidates who do not report in time are likely to miss some of the general instructions to be announced in the Examination Hall.
- ii. Candidates will be subjected to thorough frisking before being allowed into the Hall at the stipulated time. Candidates must show on demand, the Admit card for admission into the Examination Hall. A candidate who does not possess the Admit card issued by the NEIGRIHMS shall not be allowed to enter the Examination Hall under any circumstances.
- iii. **No candidate will be allowed to enter the examination Hall after 10 a.m.**
- iv. The Entrance Test will start exactly at 10 a.m. and an announcement to this effect will be made by the Invigilator.
- v. During the examination time the invigilator will check Admit card of the candidates to satisfy himself/herself about the identity of each candidate. If subsequently, found that the candidate appeared was impersonating, then he/she shall be liable for penal consequences under IPC.
- vi. If a candidate is found appearing in the Entrance Test from a seat or room other than the one allotted to him/her, then his/her candidature shall stand cancelled.
- vii. **CANDIDATES ARE NOT ALLOWED TO CARRY ANY TEXTUAL MATERIAL, PRINTED OR WRITTEN, BITS OF PAPER, ENVELOPE OR ANY OTHER MATERIAL EXCEPT THE ADMIT CARD INSIDE THE EXAMINATION HALL.**
- viii. Pens, calculators, slide rules, log tables, geometry box, electronic digital watches with facilities of calculator, cellular phones, pagers or any other electronic gadgets are not allowed inside the Examination Hall.
- ix. **Carry only the Admit card inside the Hall; even the envelopes of the Admit card are not allowed.**
- x. No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave his/her seat or the Examination Room until the final bell is rung. Candidates should not leave the Hall without handing over the Answer Sheets to the Invigilator on duty.
- xi. **BLACK-BALL-POINT PEN WILL BE PROVIDED IN THE HALL BY THE INVIGILATOR.**
- xii. Drinking Water will be provided at the Examination centre.
- xiii. Smoking in the Examination Hall during the examination hours is strictly prohibited. Tea, coffee, cold drinks or

snack is not allowed to be taken by the candidates into the Examination Hall during the examination hours.

- xiv. A bell will be rung at the beginning of the Examination at 10 a.m. and at the closing time at 1.00pm. The candidate must stop marking the responses/writing answers when the closing bell is rung.
- xv. A candidate must sign in the Attendance Sheet at the appropriate place and affixed the left thumb impression against the appropriate column of the Attendance Sheet. Failure to comply with this requirement will lead to the annulling of his candidature without any prior intimation. **ANY CANDIDATES FOUND TO BE IMPERSONATING WILL BE LIABLE TO BE PROSECUTED AS PER INDIAN PENAL CODE.**
- xvi. **For those who are unable to appear on the Schedule Date of Examination for any reason, the examination shall not be held again by the NEIGRIHMS under any circumstances.**
- xvii. **UNFAIR MEANS:**  
 During the course of Examination, if a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as **UNFAIR MEANS (U. F. M.)** and debarred from taking this examination permanently in future. The unfair means include:
- a) having in possession papers, books, notes, electronic devices or any other material or information relevant to the examination in the paper concerned
  - b) giving or receiving assistance directly or indirectly of any kind or attempting to do so
  - c) writing questions on the Admit card/answer on any material other than the answer book given by the Centre Supervisor for writing answers;
  - d) tearing of any page of the Question Booklet etc.,
  - e) contacting or communicating or trying to do so with any person, other than the Examination Staff , during the examination time in the examination centre;
  - f) taking away the answer sheet/answer book out of the examination hall/room;
  - g) smuggling out Question Paper or its part or smuggling out answer books/answer sheet or part thereof;
  - h) Threatening any of the officials connected with the conduct of the examination or threatening any of the candidates.
  - i) using or attempting to use any other undesirable method or mean in connection with the examination
- xviii. Candidates should ensure before leaving the Examination Hall that they have handed over the Answer Sheet/Question Booklet to the invigilators on duty. In case, the candidate does not hand over the Answer Sheet/Question Booklet and take away the same with him/her, this shall amount to use of unfair means practices and accordingly his/her case shall be dealt with.
- xix. The candidate will check and ensure that the question book contain as many number of pages as are written on the top of the cover page: During the period of the examination candidate shall not remove any page(s) from the Test – Booklet/ Question Paper/ Answer Book and if any page(s) is/are found missing from these, he/she/ will be proceeded against for use of unfair means and shall also be liable for criminal action.
- xx. The process of conduct of examination will be videographed.

## 27. CODE OF CONDUCT FOR STUDENTS AT NEIGRIHMS, SHILLONG:

### (I) Maintenance of Discipline among students of the NEIGRIHMS:

1. All powers relating to discipline and disciplinary action are vested in the **Director**.
2. The Director May delegate all such powers, as he/she deems proper to the Dean and to such other persons as he/she may specify on his behalf.
3. Without prejudice to the generality of power to enforce discipline under the Rules. The following shall amount to acts of gross indiscipline;-
  - a) Physical assault for threat to use physical force against any member of the teaching or non-teaching staff of a Department/ Centre of NEIGRIHMS for any other persons within the premises / Campus of NEIGRIHMS.
  - b) Carrying or use or threat of use of any weapon.
  - c) Violation of the status, dignity and honor of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
  - d) Any practice, whether verbal or otherwise, derogatory to women.
  - e) Any attempt at bribing or corruption in any manner.
  - f) Willful destruction of institutional property.
  - g) Creating ill-will or intolerance on religious or communal grounds.
  - h) Causing disruption in any manner of the functioning of the NEIGRIHMS, Shillong.
  - i) Regarding ragging the directive of Supreme Court will be followed strictly. It is as under: "As per direction of the Honourable Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or rusticated from the Institution and shall also be liable to fine which may extend to **Rs. 10,000/-**. The punishment may also include cancellation of admission suspension from attending the classes, withholding/withdrawing fellowship/ scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution."
4. Without prejudice to the generality of his /her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/ her appropriate. The Director may in exercise of his/her powers aforesaid order or direct that any student or students.
  - a) Be expelled.
  - b) Be, for a stated period: be not for a stated period, admitted to a course or courses of study in NEIGRIHMS
  - c) Be fined with a sum of rupees that may be specified.
  - d) Be debarred from taking any examination(s) for one or more semesters.
  - e) Withhold the result of the student(s) concerned in the Examination(s) in which he /she or they have appeared be cancelled.
  - f) Be prohibited for appearing or completing any examination for any unfair means like copying taking notes, mobiles or any other electronic gadgets inside the examination halls.
5. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and several authorities of the NEIGRIHMS who may be vested with the authority to exercise discipline under the Acts, the Statues, the Rules and the rules that have been framed there under by competent authorities of NEIGRIHMS.

**(II) Prohibition of and Punishment for Ragging:**

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of NEIGRIHMS and also outside the NEIGRIHMS Campus.
2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this rules.
3. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which :
  - a) Involve physical assault or threat or use of physical force.
  - b) Violate the status, dignity and honour of women students.
  - c) Violate the status; dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
  - d) Expose students to ridicule and contempt and affect their self-esteem.
  - e) Entail verbal abuse and aggression, indecent gesture and absence behaviour.
4. The Director, Dean, Hostel Superintendent and Faculty of NEIGRIHMS shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Dean or any other Faculty member/ or authority may also *suo moto* enquire into any incident of ragging and make a report to the Director of the Identity of those who have engaged and the nature of the incident.
6. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. On the receipt of a report under clause (5) & (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Director shall direct or order rustication of a student or students for a specific number of semester.
8. The Director may in other cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study as NEIGRIHMS, departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.
9. In case where students who have obtained degree(s) of NEIGRIHMS are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the NEIGRIHMS.
10. For the purpose of this Rules, abetment to ragging will also amount to ragging.

**(iii) Anti Sexual Harassment Monitoring Committee:**

A statutory committee, comprising of members from the teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing for any redressals.

**(iv) Unauthorized absence of students:**

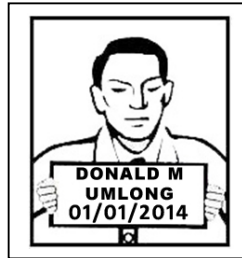
Unauthorized absence of students will be informed to the Students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the Academic Section to these students. Thereafter the action of cancellation of the registration of the concerned will be decided by the Dean/Director, NEIGRIHMS.

**1. PHOTOGRAPH:**

- (a) 1 (one) recent clear colour passport size photographs with light background in **jpg format and maximum size 35 KB** to be uploaded with the online application form. Black & White / Polaroid photographs are **NOT** acceptable.
- (b) Photographs **MUST** be snapped *on or after 1<sup>st</sup> January`2014*.
- (c) **Photographs must be taken with name of the candidate (as per example below).**

**EXAMPLE:****IMPORTANT:**

- (i) The photograph must be snapped with a placard, while the placard is being held by the candidates indicating name of candidate and date of taking of photograph. In case name and date are written on the photograph after taking it (superimposition) the application form will be rejected.
- (ii) The name and date on the photograph must be clearly visible and legible.
- (d) Photograph should **NOT** have clicked wearing cap or goggles. Only Spectacles are allowed.
- (e) Photograph **NOT TO BE ATTESTED**.
- (f) Application not complying with these instructions or with unclear photographs will be rejected.
- (g) Keep a few identical photographs in reserve for use at the time of Entrance Examination/Admission if required.

**2. SIGNATURE:**

A scanned copy of candidate's signature in **jpg format with a maximum size of 30 KB** must be uploaded with the online application form. Candidates will have to be ready with signature before starting the process of filling up of online application form:

**EXAMPLE:**

Donald M. Umlong

**GUIDELINES TO FILLING UP OF ANSWER SCRIPTS**

1. The Answer Sheet will have two parts - **Part I and Part II**. Part I contains information about the candidate, instructions and example for filling up of Part II during Entrance.

The following columns are to be filled by the candidate in **Part I**.

**Roll Number:** Write your Roll Number Here: E.g. 1001

1	0	0	1
---	---	---	---

**Name of Candidate** Write your Name here: E.g. DONALD M UMLONG

D	O	N	A	L	D		M		U	M	L	O	NG						
---	---	---	---	---	---	--	---	--	---	---	---	---	----	--	--	--	--	--	--

**Signature of Candidate**

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2. Part II of the Answer Sheet contains the following columns which are to be filled up neatly and accurately by the Candidate: Test **Booklet Code**, **Roll Number**, **Test Booklet Number** and **Columns 001 to 200**.

**Writing of particulars and responses:**

**Roll Number:** For example, if you're Roll Number 1312 filling in as below:

**ROLL NUMBER**

1	3	1	2
⊙	⊙	⊙	⊙
●	①	●	①
②	②	②	●
③	●	③	③
④	④	④	④
⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨



**Test Booklet:** For example, if your Test Booklet No. is 1312, then fill in as below.

1	3	1	2
①	①	①	①
●	①	●	①
②	②	②	●
③	●	③	③
④	④	④	④
⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨

**Test Booklet Code:** Each test booklet has been assigned a code. For example your Test Booklet Code is D, fill in as the following:

A
B
C
●

**Write of Responses:** Each column corresponds to the serial number of question in the test booklet. For each question, there are four options which correspond to the four responses, only one of which is correct or most appropriate. A candidate is required to indicate the correct answer to the question by darkening the appropriate circle(s) completely.

**3. Correct way of marking answer options:** The correct way of marking options is given below. For example, if the answer is **D** for question No. **025**, mark as below:

025.

A	B	C	●
---	---	---	---

**4. Changing an Answer:** Answer options once marked cannot be changed. So, be careful while marking any answer option.

**IMPORTANT INSTRUCTIONS:**

- Use **Black ball-point pen** only for darkening the appropriate answer option and filling the form.
- Mark should be dark and should fill the space provided for filling of the answer option.

- c. There will be four alternatives for each question numbering **1 to 200**. The candidate will indicate His/her response to the question by darkening the appropriate option completely.
- d. Please do not fold the answer sheet and make any stray marks on it.
- e. Booklet Codes as filled up in the booklet will be accepted as final for the purpose of evaluation. In case the booklet code is left blank or more than one booklet code is indicated on the answer sheet, it will be deemed as incorrect booklet code and answer sheet will not be evaluated.
- f. The candidate will not do any rough work on the answer sheet.