

# ALL INDIA ADMISSION REQUIREMENT

1. AIPGME Admit Card
2. Rank Letter
3. Allotment Letter
4. MBBS degree certificate
5. MBBS mark sheets
6. Matriculation certificate for proof of date of birth
7. 12<sup>th</sup> Passing Certificate
8. MCI /State Medical Council Registration Certificate
9. Attempt Certificate (MBBS)
10. Internship Completion certificate
11. Migration certificate from the University from which he/she passed MBBS/DPM
12. Medical certificate of fitness from the Civil Surgeon of a Civil Hospital/ a gazetted Medical officer
13. Character certificate from the Principal of the college last attended by him/her or from the employer
14. No Objection Certificate, if applicable
15. Caste Certificate (SC/ST/OBC), if applicable
16. OBC candidate must bring latest non-creamy layer certificate in compliance of DOPT, Govt. of India not more than one year old, If unable to produce the certificate, his/her candidature will be forfeited.
17. Physically Handicapped Certificate, if applicable
18. Passport size photograph – 1 no.
19. Caution money of Rs.3000/-
20. Annexure-I (Part I and Part-II) (enclosed herewith), which is to be signed by the candidate and guardian respectively and the student is to bring both parts of the annexure at the time of admission at this Institute.
21. He/she should execute the bond in the enclosed form (not on stamped paper) and furnish the same at the time of admission. The bond should be duly signed by a First Class Magistrate (an/a Executive/Judicial Magistrate).

## **BOND PAPER**

### **1. GENERAL CONDITIONS**

- 1.1. The period of training is full time (one/two/three years, as applicable) and continuous. All students /Junior Residents shall maintain good conduct, attend their classes (including clinical, academic and didactic) 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 students /Junior Residents is strictly prohibited from undergoing any part time/ correspondence course without the written prior permission of the Director, Central Institute of Psychiatry (CIP), Ranchi. If the candidate wants to join any job or course he/she has to leave the course through proper channel after paying all the dues according to conditions laid down in this bond paper.
- 1.4. The students /Junior Residents must take no-objection certificate before applying for any job or course (part time/full time).
- 1.5. In case any students /Junior Residents 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/Junior Resident outside CIP Campus.
- 1.7. Any judicial matter will be subject to Ranchi Jurisdiction.
- 1.8. Ragging is totally banned/prohibited in this institute and anyone found guilty of ragging and /or abetting ragging is liable to be punished appropriately.
- 1.9 Medium of instruction of the course is English only.

## **2. CONDITIONS FOR ADMISSION IN THE COURSE**

- 2.1. Students/ Junior Residents must submit the bond paper (document of conditions, rules and regulations) duly signed by an/a Executive / Judicial Magistrate before joining the course.
- 2.2. Students/ Junior Residents must submit all original documents (mark sheet, certificate, migration certificate etc.) at the time of admission.
- 2.3 Health certificate (issued by Civil Surgeon of a Civil Hospital/a gazetted Medical Officer) must be submitted at the time of joining the course.
- 2.4. Character certificate issued by the Principal/ HOD / Director of 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/class one gazetted officer.
- 2.5. For joining the CIP library and Laboratory facilities, a sum of Rs. 3000/- should be submitted as caution money (fixed deposit in the favour of the Director, CIP for one / two / three years as applicable) that will be returned after one / two / three years whichever is applicable. After taking the caution money the candidate will not be eligible to avail the library and laboratory facilities.
- 2.6. Hostel facility will be provided to students /Junior Residents on request.

## **3. RULES FOR ATTENDANCE AND LEAVE**

### **ATTENDANCE**

- 3.1. Official working hour of CIP is from 8.30 AM to 5.00 PM with one hour lunch break from 1.00 PM to 2.00 PM. Candidates are supposed to sign the attendance register/biometric attendance machine four times daily i.e. between 8.30 AM to 8.45 AM and 2.00 PM to 2.15 PM for reporting in the Institute and at 1.00 PM and 5.00 PM at the time of leaving the Institute.
- 3.2. No student /Junior Resident will be permitted to sign the attendance register/biometric attendance machine beyond the above mentioned time (exception will be only official work with written permission).
- 3.3. If the student /Junior Resident fails to do so, he / she is supposed to give leave application for that day or he / she will be marked absent.
- 3.4. Students /Junior Residents are not supposed to leave the campus without written permission.
- 3.5 Students/Junior Residents, if not performing clinical duties posted in out-patient department and in-patient department, will be marked absent.

**LEAVE**

- 3.6. All leaves must be pre-sanctioned.
- 3.7 Before taking leave the candidate must inform consultants of respective unit.
- 3.8. Students may avail of maximum 30 days leave in one academic year and Junior Residents in first year 30 days and 36 days in 2<sup>nd</sup> and 3<sup>rd</sup> year respectively.
- 3.9. In case there is any Sunday or holiday in between the leave that will also be counted as leave.
- 3.10. If the student /Junior Resident doesn't report in the Institute timely, he/she will have to take leave for that day.
- 3.11. If 30/36 days leave is over and the students/ Junior Residents need any further leave, that leave will be counted as leave without scholarship/salary.
- 3.12. Medical leave will be sanctioned according to the need (medical certificate is must) and if the medical leave is beyond the permitted leave then it will be counted as leave without scholarship/salary.

**OFFICIAL LEAVE**

- 3.13. Official leave will be sanctioned to attend academic conference (if the candidate is presenting paper) seminar, workshop etc. maximum twice in one academic year (permission must be granted through proper channel).
- 3.14. Official leave will be sanctioned as academic posting outside CIP.

**Note : All leave applications should be addressed to the Director, CIP, Ranchi and student/ Junior Resident must ensure that someone else will look after his/her duty in his/her absence.**

I..... do hereby declare that I have read and understood above mentioned rules and regulations of attendance and leave properly. I will follow the same. In case I do not abide by the rules, appropriate actions may be taken against me.

**Signature of Candidate**

**Date :**

**Place :**

**Signature and stamp of the Judicial Magistrate/ Executive Magistrate**

**Date :**

**Place :**

**4. RULES FOR CIP CAMPUS**

- 4.1. Smoking and / or taking any type of addictive substance is totally prohibited in the CIP Campus.
- 4.2. Ragging is totally banned / prohibited in this institute
- 4.3. Students/ Junior Residents cannot leave the CIP Campus in working hour without taking prior written permission.
- 4.4. Maintenance of discipline will be the personal responsibility of the candidate.
- 4.5. Wasting the time in the canteen during working hour is not allowed.
- 4.6. Students/ Junior Residents must wear white apron along with their name plate.
- 4.7. Students/ Junior Residents must not provide any material to any patient personally.
- 4.8. In case any damage to hospital property is done by the candidate, he / she should replace the same or is liable to be charged.
- 4.9. Students/ Junior Residents must switch off mobile during academic programmes, classes, clinical work, and in the library.
- 4.10. Complaint regarding any matter should be addressed to the Director CIP, only through proper channel.

Violation of any of the rules will amount to disciplinary action against the candidate.

I..... do hereby declare that I have read and understood above mentioned rules and regulations of CIP Campus properly. I will follow the same. In case I do not abide by the rules, appropriate disciplinary actions may be taken against me.

**Signature of  
Candidate**

**Date :**

**Place :**

**Signature and stamp of  
the Judicial Magistrate/  
Executive Magistrate**

**Date :**

**Place :**

**5. CONDITIONS FOR APPEARING IN THE ANNUAL EXAMINATION**

- 5.1. Minimum 80% attendance in one academic year.
- 5.2. Minimum 80% class attendance (excluding sanctioned leave) in one academic year.
- 5.3. Minimum 80% attendance in academic programmes (Seminar, Case conference, Journal club, etc.) (excluding sanctioned leave) in one academic year.
- 5.4. Submission of clinical reports timely i.e. on or before 31st January for the index academic year.
- 5.5. Submission of dissertation on or before 31st December (03 months before the examination) for index academic year (for M. Phil 2<sup>nd</sup> year candidates only). Submission of Thesis/dissertation for MD (Psychiatry) or DPM degree on or before 30<sup>th</sup> September (Six months before the examination).
- 5.6. There should be no disciplinary action (suggesting disqualification for appearing in the examination) against the students/ Junior Residents.
- 5.7. According to the performance in internal / terminal examinations, posting assessments and academic programmes, grades (A, B, C, D & E) will assigned to students / Junior Residents. To appear in the annual examination students / Junior Residents should get consistently 'C' or better grades.
- 5.8. If the candidate has not passed the annual examination of the first year, he /she will not be allowed to appear in the annual examination for the second year course.

I..... do hereby declare that I have read and understood above mentioned rules and regulations for appearing in the examinations properly. I will follow the same. In case I do not fulfill the conditions, I will be liable to be declared disqualified for appearing in the examination.

**Signature of Candidate**

**Signature and stamp of the Judicial Magistrate/ Executive Magistrate**

**Date :**

**Date :**

**Place :**

**Place :**

**6. CONDITIONS FOR SCHOLARSHIP/SALARY (for internal circulation only)**

**For MD (Psychiatry) and D.P.M.:-** Selected candidates may be considered for Residency Scheme as applicable to the Central Government Institutions. The residency scheme is limited and may not be available to some candidates joining the course on seats reserved for OBC candidates. However, it may be provided subject to sanctioning of the same by the Government.

**For M.Phil and Ph.D:** Selected candidates may be considered for scholarship of Rs. 8000/- per month in the first and second year, and Rs. 9000/- per month in the third year. The scholarships are limited and may not be available to some candidates joining the course on seats reserved for OBC candidates. However, it may be provided subject to sanctioning of the same by the Government.

**For DPN:** Selected candidates may be considered for scholarship of Rs. 2500/- per month. The scholarships are limited and may not be available to some candidates joining the course on seats reserved for OBC candidates. However, it may be provided subject to sanctioning of the same by the Government.

- 6.1 Scholarship / salary is subject to satisfactory progress. After first terminal examination assessment of progress will be done on the basis of performance in internal assessment, terminal examination, ward performance, OPD work, performance in academic conferences and any other work assigned to the candidate. If the progress is not satisfactory scholarship/salary will be fully/partially withheld/cancelled till the students/Junior Residents improves his/her performance to satisfactory level. To take decision regarding scholarship/salary the progress will be monitored after every three months.
- 6.2. Any disciplinary action – No scholarship/salary for one month.
- 6.3. Non sanctioned leave – No scholarship/salary for that period.
- 6.4. Absence due to not reporting timely (if leave is not granted) – No scholarship/salary for that day.
- 6.5. Failure in annual examination- Scholarship/Salary will be withheld till the successful completion of that examination.
- 6.6. Scholarship will be provided for maximum 12 months for DPN, 24 months for M. Phil and Post-M.Phil. Ph. D. courses and for maximum 36 months for direct Ph.D. courses. Salary will be provided for a maximum of 24 months for DPM and Post DPM MD and 36 months for direct MD.
- 6.7. Decision regarding scholarship/salary (withheld/cancelled) will be taken by the Director CIP on the recommendation of the Prof. I/c.
- 6.8. Amount of scholarship/salary withheld will be released to the students /Junior Residents after successful completion of the course.
- 6.9. The students /Junior Residents cannot claim for scholarship/salary, if it is cancelled.

I..... do hereby declare that I have read and understood above mentioned rules and regulations for scholarship/salary properly. In case of violation of rules, Director, CIP or concerned committee will reserve the right to take any action against me accordingly.

**Signature of  
Candidate**

**Signature and stamp of  
the Judicial Magistrate/  
Executive Magistrate**

**Date :**

**Date :**

**Place :**

**Place:**

**7. DISQUALIFICATION FOR CONTINUING THE COURSE**

In following conditions students/ Junior Residents will be declared disqualified for continuing the course and will be expelled from the Institute and they have to return scholarship / salary with compensation (for details see 8.1 / 8.2).

- 7.1. Any type of misbehaviour with any patient / faculty member / staff /other students or residents (if it is confirmed by an enquiry committee).
- 7.2. If disqualification is suggested during any disciplinary inquiry.
- 7.3. Consecutive three failures in supplementary examinations excluding DPM/MD/ DPN courses.
- 7.4. Absence of students /Junior Residents in annual examination and next supplementary examination.
- 7.5. Consistently D or E grades during assessments.
- 7.6. Any legal action against the students /Junior Residents..
- 7.7. Taking bribe in any form during the course (if it is confirmed by an enquiry committee).
- 7.8. Engagement in political activities during the course.
- 7.9. Submitting false documents or concealing any information.
- 7.10. If the students /Junior Residents is not following rules and regulations of the Institute.
- 7.11. If the students /Junior Residents is absent from the institute for consecutive 15 days without any written information.
- 7.12. Students /Junior Residents once expelled from the institute will be disqualified to appear in any examination in CIP in future.

I..... do hereby declare that I have properly read and understood above mentioned rules and regulations for disqualification for continuing in the course. In case of violation of rules, Director CIP or concerned committee will reserve the right to take any action against me accordingly and can expel me from the Institute.

**Signature of Candidate**

**Signature and stamp of the Judicial Magistrate/ Executive Magistrate**

**Date :**

**Date :**

**Place :**

**Place :**

I..... do hereby declare that I will abide by all rules and regulations laid down in STUDENT/RESIDENT MANUAL and by the institute from time to time. In case of violation of rules, Director CIP 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/ Executive Magistrate**

**Date :**

**Date :**

**Place :**

**Place :**



## **8. CONDITIONS FOR LEAVING THE COURSE**

- 8.1. **Penalty Clause For Ph.D., M.Phil & DPN:-** 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 scholarship taken from the Institute (from joining to scholarship last drawn) with 20% compensation.
- 8.2. **Penalty Clause for MD and DPM**
- A. Students who discontinue the course within one month of admission will have to pay a penalty of ₹. 10, 000/- plus one month salary.
  - B. In respect of those who discontinue the course after one month from the date of admission and within the First Academic Year have to pay ₹. 50,000/- plus one month's salary.
  - C. Those who discontinue the course in II and III Academic Years have to pay ₹. 1, 00,000/- plus one month's salary.
  - D. Any student who leaves the course after the last date for closing the admission, he/she will be debarred to appear in this Institute's Entrance examination for PG course for the next two years.
- 8.3 Original certificates will be returned to the students /Junior Residents leaving the course through proper channel after submitting no dues certificate.
- 8.4. Original certificates will be returned only when the students /Junior Residents refunds the scholarship/salary with compensation.
- 8.5. If the students /Junior Residents doesn't refund the money within two months 15% interest will be charged.

I..... do hereby declare that I have properly read and understood above mentioned rules and regulations for leaving the course. In case I leave the course without completing it, I will refund the money with compensation within two months.

**Signature of  
Candidate**

**Signature and stamp of  
the Judicial Magistrate/  
Executive Magistrate**

**Date :**

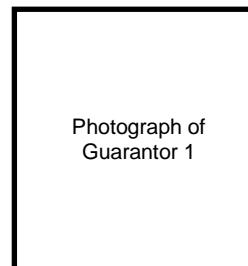
**Date :**

**Place :**

**Place :**

(Signature of two guarantors along with photographs who will refund the money if the candidate does not do so. Guarantors should sign in presence of Judicial Magistrate Executive Magistrate.)

Guarantor (i)



I..... do hereby declare that if ..... leaves the course without completion and does not repay the scholarship/salary within two months, I will refund the money with interest alongwith penalty.

**Signature of Guarantor (i)  
Full Address**

**Signature and stamp of  
the Judicial Magistrate/  
Executive Magistrate**

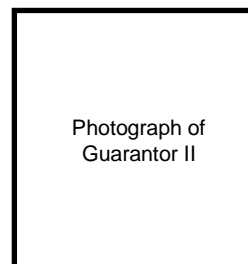
**Date :**

**Date :**

**Place :**

**Place :**

Guarantor (ii)



I..... do hereby declare that if ..... leaves the course without completion and does not repay the scholarship/salary within two months, I will refund the money with interest alongwith penalty.

**Signature of Guarantor (ii)  
Full Address**

**Signature & Stamp of  
Judicial Magistrate/  
Executive Magistrate**

**Date :**

**Date :**

**Place :**

**Place :**

## **9. RULES FOR Ph.D. CANDIDATES**

- 9.1 Progress of research work is the personal responsibility of the student.
- 9.2 Process of registration for Ph.D. will be initiated only after submission of synopsis duly signed by supervisor/ supervisors and approved by Director, CIP.
- 9.3 For direct Ph.D. students, first year is for clinical training, and registration of Ph.D. will be subject to preparation of satisfactory synopsis.
- 9.4 Institute will not be responsible for delay in the registration/progress/submission of thesis.
- 9.5 Scholarship of last month will be withheld till the award of the Ph.D. degree.
- 9.6 Students will be carrying out clinical work under supervision as per their posting.
- 9.7 The student will be assessed from time to time and continuation of the scholarship will be subject to satisfactory performance.
- 9.8 Allotment of guide/guides is according to the decision of concerned department and may be changed at any point of time as deemed necessary.
- 9.9 The Ph.D. thesis will be submitted to Ranchi University only after it is duly signed by supervisor/ supervisors and forwarded by Director.

I..... do hereby declare that I have read and understood above mentioned rules and regulations for Ph.D. candidates properly. I will follow the same. In case I do not abide by the rules, appropriate disciplinary actions may be taken against me.

**Signature of  
Candidate**

**Signature and stamp of  
the Judicial Magistrate/  
Executive Magistrate**

**Date:**

**Date:**

**Place:**

**Place:**

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I, \_\_\_\_\_  
S/o. D/o. of Mr./Mrs./Ms. \_\_\_\_\_, have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.
2. I have received a copy of the MCI Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
3. I hereby undertake that-
  - I will not indulge in any 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.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the MCI Regulations mentioned above and/or as per the law in force.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

Signature

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

\_\_\_\_\_

\_\_\_\_\_

Name:

(1) Witness:

(2) Witness:

**UNDERTAKING BY PARENT/GUARDIAN**

1. I, \_\_\_\_\_  
F/o. M/o. G/o \_\_\_\_\_, have carefully read and fully understood the law prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central/State Government in this regard as well as the MCI Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the MCI Regulations mentioned above and/or as per the law in force.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year

Signature

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

Name:

(1) Witness:

(2) Witness: