

# OFFICE OF THE CONTROLLER OF EXAMINATIONS

## Aligarh Muslim University, Aligarh.

### IMPORTANT INSTRUCTIONS For MBBS / BDS Courses 2020-21

Candidates offered admission at A.M.U., Aligarh are required to report in person for Admissions at Dean's Office, Faculty of Medicine, AMU, Aligarh on the given Date and Time mentioned in the M.C.C. website ([www.mcc.nic.in](http://www.mcc.nic.in)) alongwith following **Original** Documents:

1. **Admit Cards of NEET (UG) 2020 exam issued by National Testing Agency (NTA)**
2. **Result/ Rank letter of NEET (UG) 2020 issued by NTA**
3. **Class 10th Certificate**
4. **Date of Birth Certificate (if Metric Certificate does not bear the same)**
5. **Marks Sheet/ grade sheet of qualifying examination (Senior Secondary School Certificate along with SIX Self attested photocopies).**

**Note:** (i) The candidate who possess the Internet downloaded marksheet/gradesheet of qualifying examination may be considered for provisional admission/counselling (wherever applicable) to the course concerned if the same is attested by the Controller / Registrar / Issuing Authority of the concerned University / Board.

(ii) The candidate who do not possess the marksheet /gradesheet of qualifying examination on account of (a) its non-issuance by the concerned Board/University, or, (b) result of qualifying examination not declared formally, may be considered for provisional admission/counselling (wherever applicable) to the course concerned provided their Statement of Marks detailing the marks / grade obtained in each subject separately including total aggregate marks and percentage in a Confidential Sealed Cover on official stationary are received directly from the issuing authority of the concerned University / Board / Institution in the name of Controller of Examinations, AMU for its approval by the Vice Chancellor atleast one (01) day before the date of admission. The one day period will be counted excluding the day of admission. Statement of Marks issued/ verified / attested by the School / College or any person other than the issuing authority shall not be accepted.

Such a candidate shall give an undertaking on prescribed Proforma (as given in Appendix IV) to submit the Original Marksheet/Grade Sheet of the qualifying examination in the Office of the Dean, Faculty of Medicine to submit the same by **December 07, 2020** (Applicable for admission against 1<sup>st</sup> and 2<sup>nd</sup> round of counselling. However, in the final Mop Up round no admission will be given without Original Marksheet.

If any discrepancy is found in the examination result of the aforesaid candidate or the original Marksheet/Grade sheet is not submitted by the stipulated time, the University reserves the right to cancel his/her admission.

6. Ten (10) Passport size photograph (same as affixed on the application form.)
7. Provisional allotment letter generated on-line
8. Proof of identity (Aadhar/ PAN/ Driving License/ Passport).
9. NRI/ OCI candidates are required to submit the following documents:
  - a) Copy of the passport of sponsorer
  - b) Sponsorship affidavit (stating that sponsorer is ready to bear the expenses for the whole duration of study)
  - c) Relationship Affidavit (Relation of Candidate with the sponsorer)
  - d) NRI certificate/Employment certificate attested by Indian Embassy
  - e) The NRE Bank Account Number in India with copies of relevant valid document(s) duly attested by the concerned bank from which payment is to be made

**Note:**

1. It is preferable for NRIs Sponsored Candidates to furnish both the Relationship affidavit and Sponsorship affidavit from the same country where from NRI/Employment Certificate duly attested by the embassy has been obtained.
  2. Relationship affidavit is not required if Father of the candidate is the sponsorer.
10. SC/ST Certificate issued by the competent authority (in the standard format as specified in the prospectus/information bulletin of NEET) and it should be in English or Hindi language. Sub caste should be clearly mentioned in the certificate. In case the certificate is in regional language the candidate should carry attested translated copy of the certificate in English/ Hindi.
  11. OBC certificate issued by the competent authority. The sub- caste should tally with the Central List of OBC. The OBC candidates should not belong to Creamy Layer to claim OBC reservation benefit. The OBC certificate must be in the standard format as mentioned in the prospectus/ Information Bulletin of NEET.
  12. Medical Fitness Certificate on prescribed Format (**available on our website**).
  13. Transfer / Migration and Character Certificate from the Institution last attended (if not enrolled at AMU). If the Certificate(s) is/are not available, the candidates may give an undertaking on the prescribed format to submit the same in a month's time from the date of admission.
  14. Name Removal Certificate from the rolls of the concerned Faculty / College / Institution (if already enrolled to any full time course of study in any institution), if applicable.
  15. Undertaking before the Vice-Chancellor, AMU, Aligarh on plain paper regarding Compulsory 75% Attendance in each Subject / Course / Paper as per MCI / DCI norms.
  16. **Affidavits on simple plain paper** – one on the candidates behalf and the other on behalf of the candidates parents / guardian regarding not to indulge in ragging. The sample format of these Affidavits are available on the website [www.amucontrollerexams.com](http://www.amucontrollerexams.com)
  17. Admission fee of R. 45,540/- (for MBBS) and Rs. 40,290/- (for BDS) in the form of Cash/ Demand Draft in the favour of Finance Officer, AMU, Aligarh, to be paid at the time of admission .Refund of fee to upgraded/leaving candidates will be made as per the existing rules of the University by the Finance Office, AMU.
  18. No candidate shall be admitted unless he/she has completed all the eligibility requirements at the time of admission.
  19. Hostel Accommodation is not guaranteed. Students allotted a Hall of Residence will have to pay three months Dining Hall Charges at the time of room allotment.
  20. TWO Self-addressed envelopes bearing postage stamps worth **Rs. 22/-** each (to be submitted in the Office of the Provost of Hall of Residence / NRSC allotted).

**IMPORTANT RULES FOR FILLING UP SEATS RESERVED FOR PERSONS WITH DISABILITY (PHYSICALLY CHALLENGED)**

**FOR MBBS / BDS (Faculty of Medicine)**

1. The 05% reservation shall be inclusive in the total annual intake of seats (sanctioned) **not over and above the intake.**
2. **Eligibility Criteria for admission in respect of Disability:** As per Right of Persons with Disabilities, Act, 2016.

## **21. Certification of Disability :**

The qualified disabled candidates seeking admission in Faculty of Medicine, AMU will get themselves certified at one of the under mentioned Disability Assessment Boards:

1. Vardhman Mahavir Medical College & Safdarjang Hospital, Ansari Nagar (Ring Road), New Delhi.
2. All Indian Institute of Physical Medicine and Rehabilitation, (for Locomotor Disability only), Mumbai.
3. Institute of Post Graduate Medical Education & Research, Kolkata.
4. Madras Medical College, Chennai.
5. Grant Government Medical College, J.J. Hospital Compound, Mumbai, Maharashtra.
6. Goa Medical College, Goa.
7. Government Medical College, Thiruvananthapuram, Kerala.
8. SMS Medical College Jaipur, Rajasthan.
9. Govt. Medical College and Hospital, sector 32, Chandigarh.
10. Govt. Medical College, Agartala State Disability Board, Agartala.
11. Institute of Medical Sciences Banaras Hindu University, Varanasi
12. AIIMS, Nagpur, Maharashtra

**Note: Candidates are required to fill up the following downloadable application form and other necessary proformas.**

## **UNDERTAKING BY THE STUDENT**

1. I, \_\_\_\_\_, (full name of student), Test Roll No \_\_\_\_\_ Enrolment No. \_\_\_\_\_, Faculty No. \_\_\_\_\_, Son / Daughter of Mr./Mrs. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (Name of the Course) at Aligarh Muslim University have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"- available at <https://www.ugc.ac.in/page/Ragging-Related-Circulars.aspx>) 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 me in case I am 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) I will not indulge in any behavior or act that maybe constituted as ragging under clause 3 of the Regulations.

b) I 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, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal actions that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have 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, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ Day of \_\_\_\_\_ Month of \_\_\_\_\_ Year

\_\_\_\_\_  
Signature of deponent

Name \_\_\_\_\_

### **VERIFICATION**

Verified that the contents of this Undertaking 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)

\_\_\_\_\_  
Signature of deponent

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

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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



## **UNDERTAKING BY THE PARENT/GUARDIAN**

1. I Mr./Mrs \_\_\_\_\_, (full name of the parent/guardian) father/mother/guardian of Mr./Ms. \_\_\_\_\_, (full name of student), Test Roll No. \_\_\_\_\_ Enrolment No. \_\_\_\_\_, Faculty No. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (name of the course) at Aligarh Muslim University, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"- available at <https://www.ugc.ac.in/page/Ragging-Related-Circulars.aspx>) 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 maybe 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 actions that may be taken against me 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, I am aware that the admission of My ward is liable to be cancelled.

Declared this \_\_\_\_\_ Day of \_\_\_\_\_ Month of \_\_\_\_\_ Year

\_\_\_\_\_  
Signature of deponent

### **VERIFICATION**

Verified that the contents of this Undertaking 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)

\_\_\_\_\_  
Signature of deponent

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

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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

## Undertaking before the Vice-Chancellor, AMU, Aligarh

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

student of Class \_\_\_\_\_ bearing Roll No. \_\_\_\_\_

Enrolment No. \_\_\_\_\_ do hereby solemnly undertake that:

1. I understand that I have to attend minimum 75% of the classes to be held in each subject / paper,  
I have / will opt in the above course of studies.
2. I shall keep a record of Classes I have attended in each subject and discrepancy, if any, between the attendance records notified by the Department / Faculty and the classes I have attended, shall be reported to the Dean of the Faculty concerned in writing within 3 working days from the date of display of attendance.
3. In case attendance is not displayed on or before 7<sup>th</sup> day of each month, I shall report the matter to the Vice-Chancellor at [attendance.amu@gmail.com](mailto:attendance.amu@gmail.com)
4. In case I do not report the discrepancy in writing within stipulated time, it will be assumed that the records displayed by the Department / Faculty were correct.
5. In case I miss classes because of my participation in any activity formally organized by the University / Department / Centre, I shall intimate in writing to Vice-Chancellor seeking allowance for such participation 3 days prior to event. Such application shall be duly forwarded by the Chairman of the Department / Dean of the Faculty / Principal of College / Director or Coordinator of Centre. I agree that I shall not seek any ex post facto approval for condonation of attendance.
6. I understanding that the allowance of 25% attendance is available to me for all kinds of absence that may include, but not restricted to illness, social functions, family problem and any other reason whatsoever.
7. I undertake that I shall not approach any officer / authority of the University directly or indirectly in case my classroom attendance is less than 75% in each subject even by a decimal and I shall not be allowed to write examination in that / those paper(s) / subject(s) in the current semester.
8. I understand that in the above situation, I shall have to attend the classes in the next session as and when the subject / paper concerned shall be taught.
9. In the likely event of clash in the timetable in attending classes of the backlog papers, either I shall opt for the available subject(s) which may fit in the timetable or I shall have to attend classes in the next year. I understanding that it will result in the loss of one academic session.

I \_\_\_\_\_ S/D/o \_\_\_\_\_

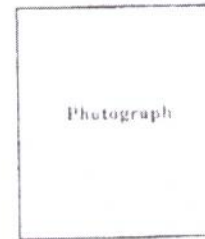
student of Class \_\_\_\_\_ bearing Roll No. \_\_\_\_\_ Enrolment No. \_\_\_\_\_

\_\_\_\_\_ solemnly affirm that I have understood the contents from para 1 to 9 and agree to abide by them.

**Dated :** .....

**Signature of Candidate**

(MEDICAL CHECKUP FORM)  
MBBS/BDS COURSE



Dated: \_\_\_\_\_

Full Name (in Capital) : .....

Father's Name : .....

Permanent Address : .....

Date of Birth (in words) : .....

(in figure) : .....

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By Physician:

General Examination:

Appearance	Weight	Height
Skin	Pulse	
Anemia	B.P	
Jaundice		
Oral Cavity		
Lymph Nodes		
Nails		
Spine		
C.V.S.		
Respiratory System		
Abdomen		
C.N.S.		
X-ray Chest (PA view)		

Remarks

Fit/Unfit

Signature  
(with Seal & Date)

By Ophthalmologist:

V/A  
using/not using glasses  
Color vision  
Fundus

Remarks

Fit/Unfit

Signature  
(with Seal & Date)

Countersigned by C.M.O./M.O./Incharge, Govt. Hospital  
(with Seal & Date)