

PROSPECTUS FOR MD (Hom) COURSE 2016-2019



NATIONAL INSTITUTE OF HOMOEOPATHY

**(An Autonomous Organisation)
Ministry of AYUSH
Govt. of India**

*Affiliated to
The West Bengal University of Health Sciences,
Kolkata*

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MISSION:

The mission of National Institute of Homoeopathy is to foster excellence in Homoeopathic Medical Education and Research, to educate and train Undergraduate, Postgraduate students and research scholars of Homoeopathy in accordance with highest professional standards and ethical values unfettered by the barriers of nationality, language, culture, plurality, religion and to meet the healthcare needs of the community through dissemination of knowledge and service.

VISION:

National Institute of Homoeopathy, Kolkata, aspires to be India's most energetic and responsive organisation, offering unparalleled educational opportunities in Homoeopathy for learner community seeking the highest quality undergraduate, postgraduate, and continuing personal or professional enrichment in higher education and selected professions that will lead to formation of scholarly community serving the nation by advancing, sharing and applying knowledge, and by facilitating the development of thoughtful, creative, adaptable, contributing and humane citizens.

GOALS:

1. To facilitate accessible and affordable quality education that leverages the students with scholarly and professional skills and moral principles in global perspective;
2. To augment both faculty and student research addressing basic and regional problems;
3. To integrate a national and international perspective into our fundamental five-fold missions of teaching, research (Patient Care) training and consultancy;
4. To cultivate adoption of ethics, morality, healthy practice in professional life by installing habit of continual learning;
5. To explore for knowledge and wisdom in order to build a wealth of academic resources indispensable for a sustainable development to accomplish the status of a leading research-intensive institute; and to engage in transferring of knowledge to the community in order to strengthen and elevate the community potential, and to increase the competitiveness of India in Homoeopathy at the global level.

OBJECTIVES:

1. To promote and develop Homoeopathy;
2. To produce graduates and postgraduates in Homoeopathy;
3. To conduct research on various aspects of Homoeopathy;
4. To provide medical care through Homoeopathy to the suffering humanity;
5. To provide and assist in providing health care services and facilities for research, evaluation, training, consultation and guidance related to Homoeopathy;
6. To conduct experiments and develop patterns of teaching in undergraduate and postgraduate education on various aspects of Homoeopathy.

QUALITY STATEMENT:

In order to meet the challenges of the knowledge era and to keep up with the pace of knowledge explosion in Higher Education, the National Institute of Homoeopathy is committed to inculcate and sustain the quality in all the dimensions of Homoeopathic Education viz. teaching, learning, research, providing service to suffering humanity, catering to the regional and global needs.

SAY NO TO RAGGING

Statutory Information:

During the previous academic year (2015-2016)

No. of Complaints received – Nil

No. of Complaints closed – Nil

This UGC Regulations dealing with ragging and punitive action for the same may carefully be read and understood.

What Constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other students;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student; with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other students.

Administrative action in the event of ragging: -

The Institution shall punish a student if found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/Withdrawing scholarship/fellowship privileges.
 - iii. Debarring from appearing in any test/examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the Institution for period ranging from one to four semesters.
 - ix. Expulsion from the Institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c. An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. In case of an order of an Institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - ii. In case of an order of a University, to its Chancellor,
 - iii. in case of an Institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the Institution, as the case may be.

Students in distress owing to ragging related incidents can access National Anti-Ragging Help

Line (UGC Crisis Hotline) 24x7 Toll Free Number* 1800-180-5522 & (helpline@antiragging.in)

Contact Details of ANTI-Ragging Committee

Sl.No.	Name of the Member	Designation	Command
1	Prof. (Dr.) S.K.Nanda	Professor	1st In Command M: 9433185409 drnandask@gmail.com
2	Dr. Abhijeet Shee Burman	Reader	M: 9433392108
3	Dr. Usha Uchhat	Reader	
4	Dr. N. Priyadarshini	Medical Officer	
5	Dr. Lokanath Behera	Lecturer	2nd In Command M: 9477747610 lokanath.behera@yahoo.in
6	Dr. K.Vijayay Ananth	Lecturer	M: 9748206294 vjananth74@gmail.com
7	Dr. Swapan Paul	Lecturer	9830148968
8	Dr. Gobind Narayan Gupta	Lecturer	3rd In Command M: 9163197805 dr.gn05gu(2ta@gmail.com)
9	Dr. Vir Abhimanyu Singh	PGT15th Batch	
10	Dr. Priyanka Debnath	PGT15th Batch	
11	Ms. Hujaiifa	Final BHMS	
12	Sh. Umesh Singh	Final BHMS	

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SECTION - 1

1.1 INTRODUCTION

The National Institute of Homoeopathy was established on 10th December, 1975, in Kolkata, as a Central Government Autonomous Organisation of national importance, under the Ministry of AYUSH, (previously Dept. of AYUSH, Ministry of Health and Family Welfare) Govt. of India. All Central Government rules with regard to service matter are applicable at the NIH *mutatis mutandis*. The Institute has comprehensive facilities for Teaching, Research and Patient care. The Institute aims at the following points:

1. To develop patterns of teaching in Undergraduate and Postgraduate education, so as to demonstrate a high standard of medical education in homoeopathy to achieve competitive excellence.
2. To bring together in one place educational facilities of the highest order for the training of personnel in homoeopathy.
3. To attain self-sufficiency in Undergraduate and Postgraduate Medical Education in homoeopathy to meet the country's needs for competent homoeopathic physicians and homoeopathic medical teachers.
4. Serving the society through education, empowering the youth to develop high levels of intelligence, emotional and spiritual quotient through scientific and professional knowledge thereby creating unlimited opportunities.
5. Outstanding patient care by providing service to the suffering individuals and providing better opportunity for learning the clinical aspects of homoeopathy.
6. Developing qualitative research in homoeopathy by which the students will develop an insight in further progress of the system of homoeopathy.
7. The growth of this science with professional and social support that is appropriately positioned to take on the burden of disease amongst the rural and the tribal poor, the urban slum and the under privileged, the diseased in the mind and in the body.

1.2 COURSES

The Institute is conducting the Degree Course in Homoeopathy viz., Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) and Post-Graduate Course viz., Doctor of Medicine in Homoeopathy [M.D (Hom)] courses. These courses are recognized by the Central Council of Homoeopathy. The Institute is affiliated to The West Bengal University of Health Sciences, Kolkata for both these courses.

1.3 MANAGEMENT

The Chief Executive Officer of the Institute is the Director. A Governing Body constituted by the Ministry of AYUSH, Govt. of India, controls the functions of the Institute. The President of the Governing Body is the Union Minister (I/C), M/o AYUSH, Govt. of India. The regular activities of the Institute are monitored by the Ministry of AYUSH Govt. of India, on behalf of the Governing Body.

1.3.1. GOVERNING BODY

Sl. No.	Names / Designation	Post
1.	Union Minister (I/C) M/o AYUSH, Govt. of India	President
2.	Minister of Health & Family Welfare, Govt. of West Bengal	Vice-President
3.	Secretary, M/o AYUSH, Govt. of India	Member
4.	Joint Secretary, Ministry of AYUSH, Govt. of India	Member
5.	Joint Secretary & Financial Adviser to the Govt. of India, Ministry of Health & Family Welfare.	Member
6.	Secretary, Department of Finance, Govt. of West Bengal	Member
7.	Joint Secretary, Department of ISM, Govt. of West Bengal.	Member
8.	Vice-Chancellor, University of Calcutta or his nominee.	Member
9.	Three members to be nominated by the Govt. of India for a period of three years from amongst eminent Homoeopaths attached to the Homoeopathic Medical Colleges or Research Institutes or Organizations.	Member
10.	Three members to be nominated by the Govt. of India for a period of three years from amongst eminent Homoeopathic Practitioners who have contributed to the development of Homoeopathy.	Member
11.	Adviser (Homoeopathy), Govt. of India.	Member
12.	Director, National Institute of Homoeopathy, Kolkata.	Member-Secretary

1.3.2 STANDING FINANCE COMMITTEE

Sl. No.	Names / Designation	Post
1.	Joint Secretary, Ministry of AYUSH, Govt. of India	Chairman
2.	Joint Secretary & Financial Adviser to the Govt. of India, Ministry of Health & Family Welfare.	Member
3.	Secretary Deptt.of Health & Family Welfare/ Director of Homoeopathy, Govt. of West Bengal	Member
4.	Secretary, Dept. of Finance, Govt. of West Bengal	Member
5.	Two experts in Homoeopathy amongst the members of Governing Body to be nominated by the Chairman	Member
6.	One member of the faculty of NIH not below the rank of Professor to be nominated by the Director of the Institute.	Member
7.	Director, National Institute of Homoeopathy, Kolkata.	Member-Secretary

1.4 ADMINISTRATIVE SET UP

a) Director	Prof. (Dr.) S. K. Nanda
b) Administrative Officer I/c	Dr. Lokanath Behera
c) Academic In-charge	Dr. Lokanath Behera
d) Dy. Med. Suptt. In-charge	Dr. U. K. Mondal

1.5. CAMPUS

The National Institute of Homoeopathy is located in one of the most planned and developed areas of Salt Lake in the city of Kolkata. It is functioning in its own campus, situated on a plot of land measuring about 16 acres at Block-GE, Sector-III, Salt Lake, Kolkata - 700106. The new Academic & Library Block (G+7 floors) of with all facilities has been operational, in the same campus. A well-built 100-bed hospital is also situated within the campus. The hospital is being expanded from its present bed strength of 100 to 250.

For undergraduate students Boys' hostel [(UG) (300 accommodation)], Girls' hostel (112 accommodation) and an auditorium with 500 seating capacity are available in the campus. Quarters for Residential Medical Officers are also available in the campus.

The residential campus of the Institute is located on a plot of land measuring about 10 acres at JC Block, Salt Lake, Kolkata-700098, which is in close vicinity to the main campus. An International Hostel with all modern facilities for accommodating students from abroad, separate PG hostels for boys and girls and 23 residential quarters for the employees of the Institute are also available in the same campus. One guest house is also located in the same campus.

Herb Garden stretched over a land area about 25 acres at Kalyani (about 60 km. from Kolkata) is maintained by the Institute, envisaged for acclimatising exotic species of plants, and to build a repository of authentic specimens of medicinal plants for use by students and researchers.

SECTION – 2

2.1 HOSPITAL SERVICES

Hospital is an integral part of this academic Institute. Patients suffering from different ailments are provided service at out-patient departments. Serious patients requiring admission for treatment are admitted to the in-patient department; which also aid the undergraduate students, postgraduate students and research scholars for their clinical study, training and practice. The Out-patient and In-patients Departments of this Institute cater medical service to the patients at a nominal cost.

2.1.1 OUT-PATIENT DEPARTMENT

Departments of Materia Medica, Organon of Medicine & Homoeopathic Philosophy and Repertory, clinics of other departments like Surgery, Obstetrics & Gynaecology, Medicine, Ophthalmology, ENT, Paediatrics, Dentistry, Physiotherapy and Dermatology are in service.

These are supported by investigation facilities through Clinical Pathology, Radiology, Ultrasonography, ECG and Biochemistry investigations.

2.1.2 IN-PATIENT DEPARTMENT

The Institute is presently providing indoor facilities through 100 bed hospital among which 10 beds are earmarked for Surgery and 10 for Maternity. As this is an academic institution, patients suffering from different ailments are admitted for treatment purpose as well as for clinical training of the undergraduate and postgraduate students.

The hospital has an operation theatre. Apparatus/instrument, such as pulse oxymeter, diathermy, endoscopic machine, instrument for laparoscopic surgery, Echocardiogram, TMT machine, ECG and X-ray etc., have been installed. The hospital has a labour room and also undertakes antenatal and postnatal care to the mother and child. Six bedded Paediatrics unit is available for the purpose. Hospital expansion to 250 beds is in progress.

2.2 SPECIAL CLINICS

- PAEDIATRICS
- SKIN
- EYE
- DENTAL
- ENT
- PHYSICAL MEDICINE

2.3 HOSPITAL MANAGEMENT

S No	NAME OF THE DOCTOR	DESIGNATION	QUALIFICATION
1.	Dr. Ujjal Kumar Mondal	RMO, Dy. Medical Superintendent In-Charge	DMS, Dip.NIH, MD (Hom)
2.	Dr. Lalith Singh	RMO	BHMS, MD (Hom)
3.	Dr. T. Austin Jose	RMO	BHMS, MD (Hom)
4.	Dr. P. Sharma	MO	BHMS, MD (Hom)
5.	Dr. T. K. Sarkar	MO	B.Sc., BHMS, MD (Hom)
6.	Dr N. Priyadarshini	MO	BHMS

2.4 PERIPHERAL MEDICAL SERVICES

Every year the Institute sends medical team to Gangasagar Mela during Makar Sankranti in South 24 Parganas district (W.B.) to provide homoeopathic treatment on the spot to ailing pilgrims from all over the country. One peripheral OPD at Kalyani in Nadia district (WB) is running in full swing. The Institute organises school health programme regularly.

SECTION-3

3.1 LIBRARY & INFORMATION SERVICES

Library & Information Service Division was established in 1978 to act as an aid for the development of research and training in Homoeopathy. It has the necessary infrastructure and facilities including electronic information systems to meet the requirement of all students/researchers/faculty members of the Institute and enthusiasts from outside also. Internet service facility is also available in this division. Selective Dissemination (SDI) service, Reprography, Binding, Photography, Ideography etc., are also provided.

The book collection of the library is currently 21,705 inclusive books of Book Bank. Homoeopathic Text books (10,500), reference homoeopathic books (640), allied books (990) and other allied text books are (6461) available. The number of books available in the Book Bank is 3,009. There are some rare homoeopathic books numbering nearly 75, some of them published in the nineteenth century; received 30 complimentary books. There are nearly 1,102 bound Medical Journals. The Institute subscribes for 20 periodicals regularly and 21 complementary Journals. The Institute is provided with LAN facility along with Broadband Internet connection. Through this, the services rendered by different departments were improved, and now it is possible to share the same with outside world. A cybercafé is available for the students.

3.2 PUBLICATION

The Institute publishes a quarterly bulletin on subscription basis incorporating scientific articles by the faculty members, post-graduate trainees, Interns and distinguished guest authors. The Bulletin has the International Scientific Serial Number (ISSN 0972-6276).

SECTION-4

4.1 SEMINARS AND WORKSHOPS

A well-equipped Seminar Hall is available for holding seminars and clinical workshops. The different departments are conducting regular weekly seminars on important topics and clinical case presentations where the post graduate trainees, Interns and faculty members take active participation. Time to time special seminars/workshops is being conducted where some eminent teachers/homoeopaths from different parts of country present their views and share their experiences with the postgraduate trainees and faculty members. Weekly journal clubs are conducted by various teaching departments.

The Institute conducts Reorientation Training Program and CME program from time to time in different subjects of Homoeopathy.

SECTION-5

5.1 TEACHING ACTIVITY

Since December 1987, the Institute has been conducting regular degree course in Homoeopathy viz. Bachelor of Homoeopathic Medicine & Surgery (BHMS) affiliated to the University of Calcutta. Students from 16th batch BHMS onwards have been admitted under The West Bengal University of Health Sciences.

From the session 1998 –1999 the Institute is conducting Post Graduate Course viz. Doctor of Medicine in Homoeopathy [M. D. (Hom.)] in three subjects namely in Materia Medica, in Organon of Medicine & Homoeopathic Philosophy and in Repertory affiliated to the University of Calcutta. From 6th batch, 2004-2005 onwards, the Course is affiliated to The West Bengal University of Health Sciences. MD (Hom) in Practice of Medicine and in Paediatrics have been introduced from 2009-10 and MD (Hom) in Homoeopathic Pharmacy has been introduced from 2010-11. Both BHMS and MD (Hom) courses are as per the Central Council of Homoeopathy regulations.

5.2 TEACHING FACULTY

SUBJECT	Sl. No	FACULTY MEMBER	DESIGNATION	QUALIFICATIONS
ANATOMY	1.	Dr. Gautam Ash	Professor	HMS, MD (Hom)
	2.	Dr. K Vijay Ananth	Lecturer	BHMS, MD (Hom)
Physiology & biochemistry	3.	Dr. Ajoy Kumar Choudhury	Reader	MBBS, MD
	4.	Dr. Shishir Kumar Singh	Lecturer	BHMS, MD (Hom)
Homoeopathic pharmacy	5.	Dr. Dilip Panakkada	Professor	B.Sc., BHMS, MD (Hom)
	6.	Dr. Gitasri Pal	Reader	BHMS, MD (Hom)
	7.	Dr. Manoharan Raja	Lecturer	BHMS, MD (Hom)
Organon of medicine & homoeopathic philosophy	8.	Dr. Subhas Singh	Reader	BHMS, MD (Hom)
	9.	Dr. Indrani Chakrabarti	Lecturer	BHMS, MD (Hom)
	10.	Dr. Gobind Narayan Gupta	Lecturer	BHMS, MD (Hom)
	11.	Dr. Syed Afsar Ali	Lecturer	BHMS, MD (Hom)
Materia Medica	12.	Dr. Abhijit Chattopadhyay	Professor	BHMS, M.D (Hom)
	13.	Dr. Usha Uchat	Reader	BHMS, MD (Hom)
	14.	Dr. Chintamani Nayak	Lecturer	BHMS, MD (Hom)
	15.	Dr. Pratima Pal	Lecturer	BHMS, MD (Hom)
	16.	Dr. Swapan Paul	Lecturer	BHMS, MD (Hom)
Pathology	17.	Dr. Kumaravel V.	Lecturer	BHMS, MD (Hom)
Forensic medicine & toxicology	18.	Dr. Samir Kumar Nanda	Director	BHMS, MBA, MD (Hom)
	19.	Dr. Avijit Shee Burman	Reader	BHMS, MD (Hom)
Practice of medicine	20.	Dr. Debasis Basu	Professor	MBBS, PhD (Med)
	21.	Dr. Gautam Pal	Lecturer	BHMS, MD (Hom)
	22.	Dr. Subhash Chaudhary	Lecturer	BHMS, MD (Hom)
Community medicine	23.	Dr. Prasanta Rath	Lecturer	BHMS, MD (Hom)
Case taking & repertory	24.	Dr. Lokanath Behera	Lecturer	BHMS, MD (Hom)
	25.	Dr. Jitendra Kumar	Lecturer	BHMS, MD (Hom)
Pediatrics'	26.	Dr. Gautam Ash (additional charge)	Professor	BHMS, MD (Hom)
Obstetrics & gynecology	27.	Dr. Ompriya Mishra	Lecturer	BHMS, MD (Hom)
Surgery	28.	Dr. Ram Krishna Ghosh	Lecturer	BHMS, MD (Hom)

SECTION-6

6.1 ABOUT MD (Hom) COURSE

M.D. (Hom) is a **full time regular course of three years' duration**, affiliated to The West Bengal University of Health Sciences. It is regulated by the Central Council of Homoeopathy. Details of the subject & number of seats are as under:

S No	SUBJECT	No of Seats
1	Homoeopathic Materia Medica	09
2	Organon of Medicine and Homoeopathic Philosophy	09
3	Case Taking & Repertory	09
4	Practice of Medicine	03
5	Paediatrics	03
6	Homoeopathic Pharmacy	03

Total number of seats are 36, out of these 02(two) seats are reserved for candidates of Bay of Bengal Initiative for Multi Sectoral Technical & Economic Co-operation (**BIMSTEC**) countries nominated by Indian Council for Cultural Relations, Ministry of External Affairs, Azad Bhavan, Indraprastha Estate, New Delhi. If no candidate is sponsored by ICCR from BIMSTEC countries, these seats will remain vacant. No other candidate shall be admitted against those seats.

From the academic session, 2015-2016 (PG Session 2015-2018, Batch 17th) onwards Six (06) seats are earmarked for the Central Government Nominees (CGN). These seats are to be filled up by Central Government Nominees, nominated from the *Deficient States* through the Govt. of India. Such nomination shall be guided by the *Revised Guidelines for Central Nomination to PG course, Govt. of India*, notified by Ministry of AYUSH, Govt. of India, vide letter No. F. No. R. 12013/02/2016-E&C (PG) dated 28-07-2016; available in the Ministry website <http://ayush.gov.in/sites/default/files/pg.pdf>

The Institute follows Central Government Reservation policy, prevalent at the time of admission.

6.2 GUIDES FOR MD (Hom)

CCH approved list of Examiners /Guides as communicated by The West Bengal University of Health Sciences to this institute from time to time shall act as Guide/Examiner for the M.D.(Hom) Examinations.

6.3 RULES FOR ADMISSION TO MD (Hom) COURSES

Please see The West Bengal University of Health Sciences **Website: www.thewbuhs.org**

6.4 CONDITION OF ADMISSION

1. Admission to M.D. (Hom.) Course at NIH is subjected to acceptance of Rules and Regulations of the Institute mentioned in this Prospectus.
2. The candidates, after being qualified in the All India Entrance Examination conducted by

“The West Bengal University of Health Sciences”, Kolkata whose names are forwarded by the said University, after counselling, are required to report to the Director, National Institute of Homoeopathy, Kolkata.

3. The Director, National Institute of Homoeopathy, Kolkata, shall verify the correctness of documents. On his satisfaction he shall direct the candidates to deposit all required fees etc., immediately.
4. **The original certificates submitted shall not be returned to the candidates till the course is completed.**
5. Candidates selected to various courses shall be full time students. Service holders will have to apply for study leave and are required to produce the orders wherein such leave has been sanctioned to them, from the competent authority within three months of joining the course.
6. Physically Challenged candidates are not eligible for the course. The definition of “Physically challenged” will be in pursuance of the correspondence of both Medical Council of India as well as Central Council of Homoeopathy as under:
 - a. Disability between 50% to 70% i.e. locomotor disability of lower limbs vide letter No. MCI-34(1)(Gen.)/2009-Med./2569 dated 21-04-2009
 - b. Blind (including colour blind), deaf and/or dumb candidates shall not be allowed for admission in the course; vide Homoeopathy (Degree Course) B.H.M.S. Regulations (as amended from time to time).

6.5 CERTIFICATE AND DOCUMENTS TO BE SUBMITTED

The original certificates submitted will be retained by the Institute till the candidate successfully completes the M.D. (Hom) course. Candidates are required to keep sufficient nos. of attested photocopies of the documents preserved with themselves for future use/reference and record.

1. AADHAAR CARD
2. Nationality Certificates or Photocopy of the valid passport/ Domicile Certificate / Birth Certificate duly attested by Dean /Principal of previous institution attended.
3. WBPGHAT Admit Card / University selection letter.
4. Xth standard, admit card, pass certificate and mark sheet.
5. XIIth standard admit card, Pass certificate and mark sheet.
6. Conduct Certificate from the head of the institution last attended.
7. Transfer (College Leaving) Certificate from the institution last attended.
8. All Mark sheets of the qualifying examination.
9. Passing / Degree Certificate of qualifying examinations.
10. Internship Completion Certificate.
11. Attempt Certificates of all examination from head of the institution last attended.
12. Caste Certificate **(if applicable)**.
13. OBC Caste Certificate indicating validity, issued after 31-03-2014.
14. Non-Creamy layer validity Certificate for DT/VJ, NT-1, NT-2, NT-3, OBC **(if applicable)**.

15. Valid Registration Certificate from West Bengal Board of Homoeopathy or Central Council of Homoeopathy.
16. Migration Certificate issued by the respective University, **(if applicable)**.
17. Self Educational GAP Affidavit by student (applicable if the GAP is more than six months after completion of qualifying degree).
18. Medical Fitness Certificate/Orthopaedically challenged Certificate; (The definition of "Physically challenged" will be in pursuance of the correspondence of both Medical Council of India as well as Central Council of Homoeopathy as under:
 - a. a. Disability between 50% to 70% i.e. locomotor disability of lower limbs vide letter No. MCI-34(1)(Gen.)/2009-Med./2569 dated 21-04-2009
 - b. Blind (including colour blind), deaf and/or dumb candidates shall not be allowed for admission in the course; vide CCH Homoeopathy (Degree Course) B.H.M.S. Regulations (up to 17-06-2005) Part – III and amended therefrom.
19. Undertaking for not having taken admission to MD (Hom) Course on earlier occasions.
20. Four recent passport size (3.5 cm X 4.5 cm) coloured photographs and four stamp size photographs all duly attested, Polarized and computer generated photographs are not acceptable.
21. Anti-ragging affidavit as prescribed by the University Grants Commission in its website, www.ugc.ac.in/oldpdf/ragging/gazzetaug2010.pdf
22. Any other relevant document.

Note: *The above certificates and testimonials (two sets) self-attested are to be submitted at the time of admission.*

Candidates already in Government Service selected to MD (Hom) courses at NIH shall have to apply for study leave and are required to produce the orders where in such leaves has been sanctioned to them, from the competent authority to the Director, NIH at the time of admission.

6.6 A candidate who is not registered with the West Bengal Council of Homoeopathy or Central Council of Homoeopathy shall have to obtain Registration with West Bengal Council of Homoeopathy or Central Council of Homoeopathy within one month of admission to the PG course.

6.7. PRIVATE PRACTICE/PART TIME EMPLOYMENT

No Postgraduate student enrolled to the MD (Hom) course at NIH shall pursue another course of study (Regular and/or through Correspondence) run by any other College/ Board/University simultaneously. He/She shall not indulge in any kind of private practice/ coaching or consultation practice and/or shall not accept any part-time/full-time employment in private or Govt. organisation during perusing his/her studies in this Institute. He/She shall not attend any private clinics run by any other doctor any time during the course and/or involve in any type of fee sharing practices. If anyone is found during pursuing MD (Hom) course at NIH, indulged in private practice/consultation practice/undertaking any part/full time employment or to have joined any other course or to be attending any private clinic and/or involved in any type of fee sharing practices, he/she shall face the disciplinary/legal action as decided by the Director, even up to termination of his/her studentship.

SECTION-7

7.1. INSTITUTE REGULATIONS

Candidates are required to follow the rules and regulations of the Institute by word and spirit and should abide by the regulations of the University. This Institute shall not entertain application/representation/letter signed collectively addressed to the authority. No correspondences/communication in the way of letters /complaints individually or collectively shall be sent to the higher authority directly without proper prior permission of HOD/ Director. He/She shall not meet collectively/individually any political person(s)/give interview to any media or invite any media personnel to the Institute premises without the proper prior knowledge of the Director/Institute Authority. Any student infringing this rule shall be dealt with appropriate disciplinary action as decided by Director, NIH. They shall obey the instruction of Academic In-charge/Deputy Medical Superintendent/other faculty members during their training along with instruction of their respective HODs and other Departmental In-charges.

1. English shall be the only medium of instruction and examination.
2. The period of training of Doctor of Medicine in Homoeopathy [MD (Hom)] shall be of three years (full time) duration in the department concerned.
3. Since the Postgraduate seats are limited in NIH, the candidates who have already obtained MD (Hom) qualification from The West Bengal University of Health Sciences or any other University of India recognized by the HCC Act, 1973 shall not be eligible for admission in the MD (Hom) course in this Institute.
4. He/She shall be given graded responsibility in the management and treatment of patients entrusted to his/her care.

7.2 ATTENDANCE & LEAVE

Students are not allowed to remain absent unauthorized; this will attract disciplinary action. Strict adherence to the internet utilization policy is binding on all students. Strict adherence to the rules of signing the daily attendance both in academic section and hospital section is must. Anybody found violating the rules or doing any malpractice shall be dealt with appropriate administrative action as may be decided by the authority. All candidates must be punctual in attending academic activities and clinical duties as assigned by the Institute authority.

7.2.1 Leaves of Postgraduate Trainees:

Availing the leave cannot be treated as matter of right. **The Postgraduate students are eligible for 23 days leave in an academic year.** The leave shall be sanctioned for not more than 03 days at a time. The balance of leave in a year, if any, shall not be carried forward to next academic year. Un-authorized leave for more than ten days consecutively, including Sundays and holidays in any time during the continuation of the MD (Hom) course at NIH in an academic year will be treated as discontinuation of the course unless the student satisfies the Director within a week thereafter by assigning valid reasons for such absence; inviting necessary departmental and administrative action against the concerned Post Graduate Trainee. The number of days of leave is subject to modification/change. Maternity leave is not allowed as per CCH Regulations.

7.3 CANCELLATION OF STUDENTSHIP

The Director NIH, Kolkata may at any time before completion of the Postgraduate course either by his own motion or on receipt of complaint from any person, after due and proper enquiry and after giving the person one-week time from the date of the receipt of the show cause notice to submit written explanation and/or a personal hearing, order the cancellation of admission to the Postgraduate course. If in the opinion of the Director, any candidate had furnished false, fabricated/tampered documents or incorrect information and/or is found to have concealed/suppressed or withheld any information at the time of admission to this Institute or on later dates shall be dealt with as per law. Practice of unfair means during continuing the training would lead to serious consequences including legal proceedings. If the Director/HOD understands that the candidate is involved in any activity that affects the image/reputation of the Institute or any misconduct with faculties/seniors/staff/patients and/or putting signature for someone other than himself/herself in the attendance register or arranging someone to put signature on behalf of himself/herself in his/her absence in the attendance register in hospital or in the department, appropriate administrative and legal action will be initiated against the candidate. At the same time tampering of any official documents shall attract the same penalty. Any other action that may be considered appropriate by the Director of the Institute shall also be taken against him/her, which may include criminal prosecution. The admission shall be automatically cancelled without any notice or any compensation in lieu thereof, irrespective of the stage at which the error is discovered. Any student either individually or collectively if found indulge in any activity which affects the normal administrative/academic or patient care activities shall be liable for cancellation of studentship.

7.4 TRAINING

1. The training shall be based on the Homoeopathy (Post Graduate Degree Course) M.D. (Hom), 1989 notification issued by the CCH & the amendment made up to March, 2012 and the syllabus adopted by The West Bengal University of Health Sciences, Kolkata. All rules prescribed by CCH & the WBUHS with respect to Dissertation project based study shall be strictly adhered to.
2. The period of training of MD (Hom) course under The West Bengal University of Health Sciences at National Institute of Homoeopathy shall be of 3 years duration, after full registration including one year of Rotatory House-Job-ship. It is a **full time course**. The course is divided into two terms, i.e. MD (Hom) Part I and MD (Hom) Part II, each of 1 ½ years duration.
3. The emphasis for PG training should be **on service oriented training and not on didactic lectures**. The candidates should participate in seminars, group discussion, clinical meetings/ case discussion and journal clubs. Postgraduate training should be on guided discussion session/exposition where **sensitivity training, training in the use of language & logic, communication skills and application of clinical experience would be the focus**. The candidate should be required to write a dissertation with detailed commentary which would provide him/her with necessary background of training in research methods and techniques along with the art of writing research papers and learning and making use of library.
4. Clinical exposure will be arranged at the various OPD and IPD setups of NIH. Postgraduate Trainees (PGTs) shall be given intensive training in classical practical knowledge along

with critical study of the subject concerned. The learner will be guided and supervised in the Science and Art of Case Taking, Case Recording, Processing, Case Analysis, Repertorisation, Diagnosis (Nosological as well as Miasmatic), Prognosis and Totality of symptoms as well as Treatment of the individual case. Each Postgraduate trainee has to attend the Out Patient Department in the morning session regularly. In the second half of the day he/she shall be available in the concerned department for pursuing academic activities as directed by HOD/Guide/Academic- in- charge.

5. To fulfil the objective of the Institute the PGTs have to participate in the research projects, such as; Extra Mural Research /Clinical Research/Pure Research/ Collaborative Research etc., carried out by NIH independently or in association with any other organisation as decided by the Director, NIH. They have to acquire knowledge about the methods and techniques of research work done in the respective fields.
6. **Every Post Graduate Trainee shall maintain a work diary/log book and record their daily academic and clinical activities.** Log-book shall be provided by the Institute on payment of prescribed fee. The logbook shall be certified by the Head of the Department/Guide concerned under whom he/she has undergone training. The Head of the Department/ Guide shall scrutinise the work diary/log book once in a week. On successful completion of the training, the candidate should summarise the contents and get the work diary/log book certified by the Head of the Department/Guide. The work diary/log book should be submitted for further scrutiny and evaluation to the academic section one month before the commencement of University Examinations.
7. Each Postgraduate trainee will be assigned with graded responsibility which he/she has to comply with.
8. Library work is to be performed under guidance. Strict adherence to the Library rules and library utilization policy is binding on all students.
9. Periodic and final evaluation is a distinctive Policy of the Postgraduate training program at NIH.

SECTION-8

8.1 STIPEND

1. AADHAAR CARD/NUMBER is mandatory for disbursement of Stipend through DBTS.
2. Stipend may be paid by the Institute as per the order of the, Department of AYUSH, Govt. of India from time to time, to the students who are regular in attendance and show good progress every month in their academic pursuit. In-Service Candidates shall not be paid stipend, if they draw leave salary or salary.
3. The stipend is payable after verification of attendance, overall performance and on recommendation of satisfactory progress by the Head of the Department and Academic In-Charge/Hospital authority.
4. Students are discouraged from discontinuing the course at any time after the commencement of the same. **Every PGT on admission must execute a bond (Notarized) on non judicial stamp paper of ₹ 100/ in the form specified in Annexure-I; abiding to study and complete the course and that in case he/she fails or leaves the course or if his /her admission is cancelled by the Institute before completion for any reason, he/she shall have to pay ₹ 1, 00,000/- (Rupees One lakh only) and return the total amount of stipend received by him /her from the Institute.**

SECTION –9

9.1 FEES, DEPOSITS AND OTHER PAYMENTS

All the selected candidates shall pay the admission fee, course fee, deposits etc. as per rule in force. All selected candidates shall pay the following fee in the form of crossed demand draft drawn on any nationalized Bank in favour of Director, National Institute of Homoeopathy, payable at Kolkata on the day of admission. Details of fees to be paid as follows:

Details of fees	Amount payable at the beginning of each session		
	1 st Year MD (Hom)	2 nd Year MD (Hom)	3 rd Year MD (Hom)
Admission Fees	₹ 2,500.00	–	–
Caution Deposit	₹ 10,000.00	–	–
Bulletin fee (for three years)	₹ 1,200.00	–	–
Payable Yearly			
Course Fees (@₹ 2,500.00 per month)	₹ 30,000.00	₹ 30,000.00	₹ 30,000.00
Library	₹ 1,200.00	₹ 1,200.00	₹ 1,200.00
Departmental fees	₹ 2,500.00	₹ 2,500.00	₹ 2,500.00
Total	₹ 47,400.00	₹ 33,700.00	₹ 33,700.00

Hostel rent is payable at the time of admission to the Hostel:

Hostel Rent @ ₹ 1,500.00 per month	₹ 18,000.00	₹ 18,000.00	₹ 18,000.00
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NOTES

1. The above fees are liable for revision and such revision shall be applicable for all. Institute has the right to modify/increase the fees from time to time.
2. The mess expenses and establishment charges as levied by the Hostel Committee constituted from amongst the students are to be borne by the inmates of the hostel apart from the above fees.
3. The fees and other charges including hostel rent once paid shall not be refunded even if a student leaves the Institute for any reason. No correspondence in this matter shall be entertained.
4. The caution deposit shall be refunded to the students without any interest on request when he/she finally leaves the Institute after studies. He/She after the completion of the course could claim for the balance of caution money, if any, after deduction of the charges due, subject to getting clearance from Head of the Department/ In-Charge of the Department, store section, library, hostel in-charge, accounts section and hospital etc. Students must preserve their original fees deposit receipts carefully for cancellation against the refund of the deposit money.

5. The **prescribed annual/term fees shall have to be paid by the candidate(s) at the beginning of every academic year.** Failure to pay the annual fees before the stipulated date shall invite penalty @ ₹ 100/- per day as late fine.

SECTION-10

DISCIPLINE AND DUTIES:

Discipline is essential for every Institute. Hence the following rules are set to guide what can, should or must be done or not to be done to maintain discipline in the Institute by the student(s). **All students shall comply with the Rules, Regulations and general discipline of the Institute**, failing which appropriate administrative and/or legal action shall be initiated against the concerned student(s). Even it may lead to expulsion of the student(s) from the Institute without any further notice or any compensation in lieu thereof.

1. Students are expected to behave with dignity and decorum and in conformity with the discipline of the Institute. Students shall strive at all costs to preserve the ethos of the Institute and promote its image and status by their performance, behaviour and conduct.
2. All the candidates shall furnish particulars (name/address/contact telephone number(s)/Email ID etc) of their father/ legal guardian for official correspondence and of local guardian to whom Institute will contact in case of any emergency or as and when required. In case there is any change in addresses, they shall inform in writing to the Academic Section immediately for modification in the office records.
3. Students shall dress decently and present themselves neat and tidy, whether inside or outside the Institute. Outfit, distracting the attention of others is strictly prohibited. **Students must wear neatly pressed washable Doctor's Apron in the laboratory and in the hospital in OPD/IPD.** He/she must carry the identity card and should be always displayed on the Apron and students shall be equipped with their own, stethoscope and other accessories according to the subject of study.
4. Ragging in any form is strictly prohibited in the Institute. Ragging is a cognizable and punishable offence. Broadly speaking Ragging is "Any disorderly conduct whether by words spoken or written or by an act of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which, such student shall not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student" . As per order of the Hon'ble Supreme Court of India, "[Writ Petition (Civil) No.656 of 1998 passed and order in 2001], any one indulging in ragging individually or collectively is likely to be punished appropriately and the punishment may include expulsion from the institute, suspension from the institute or classes for a limited period or fine with public apology. The punishment shall also take the shape of:
 - i. Cancellation of admission
 - ii. Suspension from attending classes and academic privileges
 - iii. Withholding/withdrawing scholarships or other benefits

- iv. Debarring from appearing in any test/examination or other evaluation process
 - v. Debarring from participating or representation in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from hostel
 - vii. Expulsion from the Institute and consequently debarring from admission to any other Institute.
 - viii. Withholding results
 - ix. Suspension or expulsion from hostel or mess and the like
 - x. Rustication from the Institute for period ranging from six months to two years
 - xi. Collective punishment: When the person committing or abetting the crime of ragging is not identified, the Institute shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers. Legislation governing ragging or any provisions in the Statute/Ordinances shall be brought to the notice of the students/parents seeking admissions. College leaving / course completion certificate issued by the Institute shall have an entry apart from that of general conduct and behaviour whether the student had participated in ragging and/or was punished for ragging.”
5. **Each student at the time of first admission to the Course and subsequently after promotion to next year must submit anti-ragging affidavit as prescribed by the University Grants Commission in its website, www.ugc.ac.in/oldpdf/ragging/gazetaug2010.pdf and online registration of the anti-ragging affidavit at www.antiragging.in.**
6. No student shall indulge in any act of sexual harassment of any women. Sexual harassment means and includes such unwelcome sexually determined behaviour (whether directly or by implications) as behaviours (whether directly or by implication) as:-
- (i) Physical contacts and advances;
 - (ii) A demand or request for sexual favour;
 - (iii) Sexually –coloured remarks;
 - (iv) Showing pornography;
 - (v) Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.
- A student found guilty of sexual harassment shall be liable to receive the following Penalties:
- (1) Warning (2) Written apology (3) Bond of good behaviour (4) Debarring entry into a hostel/campus (5) Suspension for a specified period of time (6) Withholding results (7) Debarring from examinations (8) Expulsion from the course (9) Denial of admission.
7. Students shall refrain from disfiguring the walls and furniture, and from other objectionable practices. Postering, damaging and/or destroying the property of the Institute either wilfully and/or negligently by any student shall attract severe punishment and penalty of repairing of damage caused by the student concerned. The Director/Institute authority may also impose collective fine on students to make good the loss.
8. Students shall refrain from any form of indiscipline and misbehaviour/misconduct leading to unbecoming of members of the medical profession.
9. Regular and punctual attendance in academic and patient care related activities is compulsory. Every postgraduate trainee shall at all times maintain devotion to duty.

Habitual late attendance/non availability in place of posting in time and leaving the place of posting before time is viewed as conduct unbecoming of members of the medical profession and disciplinary action may be taken against such a postgraduate trainee as decided by the Academic I/C/Director. It is also added that punctuality in attendance is to be observed by a postgraduate trainee at all levels. As per the University ordinance, no candidate shall be permitted to appear in any of the examination of the programme of The West Bengal University of Health Sciences, until and unless he/she puts in minimum attendance in the Institute/concerned department. **Students, whose progress and conduct are not satisfactory, will not be allowed to stay/continue his/her study in this Institute.** Recommending a student's application to appear for any Scholarship/Stipend/award/fellowship University examination shall depend upon his/her satisfactory conduct, academic progress and required attendance.

10. Students shall not be permitted to attend class other than their own, without the special permission of concerned faculty.
11. **The students are not allowed to use cell phone in the class/library/laboratory/administrative office/OPD/IPD/seminars as ring tone of incoming calls from mobile phone distracts the attention of other students as well as the normal functioning of class and administration/seminar/patient care.**
12. Any breach of discipline shall be suitably dealt with. Serious lapses of discipline and conduct shall render the student's name liable to be struck off from the roll of the Institute. If, in the opinion of the Director, a student is not likely to be benefitted by his/her continuing in the Institute or if his/her continuance is considered to be detrimental to the best interest of the Institute, the Director may order such a student to leave the Institute. All fees paid by the student shall be forfeited. The Director's decision in this regard shall be final.
13. Students shall not remain absent from duty/classes, other academic and clinical activities without the prior permission of the Academic In-charge/Director. Such absence without leave shall lead to loss of term. Unauthorised absence or irregularity; habitual late coming; disobedience or objectionable behaviour of any kind shall result in expulsion of the student from the Institute.
14. A student absenting from the Institute without proper prior permission from appropriate authority of the Institute for more than 10 consecutive days inclusive of Sunday shall be liable to have his / her name removed from the rolls, unless the student satisfies the Director within a week thereafter by assigning valid reasons for absence.
15. Possession and/or use of alcoholic beverages; firearms / combustible articles/explosives or any lethal weapons and/or possession/use of hallucinogenic drugs and smoking in the Institute/hostel/ hospital premises are strictly prohibited. Possessing/using any addictive agent or narcotic substances in any form; gambling and loitering around; especially under the influence of alcohol is strictly prohibited within the institute premises. Chewing gum, bubble gum, pan, pan masala or ghutkha and spitting on the wall/floor are also strictly prohibited in the Institute premises, anyone found violating them shall be dealt suitable punishment; it may even result in expulsion of the candidate from the Institute without any further notice.

16. Care shall be taken to keep the surroundings clean. Waste paper and litter should be confined to dustbin.
17. No Society, Union and/or Association of the students shall be formed in the Institute and no outsider shall be invited to address a meeting without the specific permission of the Director.
18. In the Institute for any debates and other meetings, the chair shall be taken by a responsible person approved previously by the Director and the subject of the debate shall have to be approved by the Director.
19. It is imperative for students to volunteer themselves for Drug Proving. They shall do so under the supervision of senior faculty members.
20. Postgraduate student(s) shall be assigned to function as a guide in clinical meetings and journal clubs under the supervision of senior faculty members.
21. It is imperative for a Post Graduate student to take active part in Medical camps organised on holidays and/or on weekdays, Research projects/Community health services/Drug proving and contribution of articles to Institute bulletin etc under supervision of senior faculty members of this Institute and/or under any individual authorised by Director for the said purpose. No compensatory off shall be claimed/ allowed for such assignment.
22. PGTs could be called for duty at any time of the day and night to attend cases, which require immediate medical care.
23. The hostel and mess shall have its own rules and regulations which shall be strictly adhered to. Every student shall observe rules and general discipline of the Institute failing which his/her name is liable to be removed from the Institute rolls. At the time of admission to the Institute, the students and their parents/ legal guardian shall sign a declaration that his/her child/ward shall abide by all the rules and regulations of the Institute.
24. Students shall not leave the Institute/hostel premises without proper prior permission from the Director NIH and shall not involve in any activity which is detrimental to the interest of the Institute and/or bring disgrace for the Institute and its authorities, shall not affect his/her studies or studies of other students, at the same time shall not be dangerous to his/her life and/or to the life of any member of this Institute.
25. The candidates shall clear all the dues before filling the application form for University examinations, failing which the forms shall not be submitted to the University. Academic certificates, like bonafide certificate etc., shall be issued only after the receipt of 'No Dues Certificate' from the In-charge of the respective sections.
26. Any complaints or communications regarding the Institute shall be addressed to the Director, NIH only. No application/letter signed collectively addressed to the authority shall be entertained by this Institute. No correspondence/communication in the way of letters /complaints individually or collectively shall be sent to the higher authority directly without prior permission of HOD/Director. He/she shall not meet any political person(s)/give interview to any media or invite any media personnel to the institute premises without proper prior knowledge of the Director/Institute Authority. Any student infringing this rule shall be dealt by appropriate disciplinary action as decided by Director.

27. The Institute attaches equal importance to punctuality, conduct, discipline and studies. Parents and students shall have to extend their fullest co-operation by adhering to the code of conduct formulated by the Institute from time to time. Each trainee shall at all times maintain devotion to his/her assigned academic and clinical duty; and do nothing which is unbecoming of a medical student.
28. Students shall not interfere in any way with the studies of other students. They shall be polite to fellow students and workers of the Institute. Misbehaviour with any of the staff members (teaching or non-teaching) of the Institute shall be dealt seriously.
29. Every student on admission shall get an identity card, which he/she shall produce whenever demanded. The identity card shall have to be surrendered after completion of course for getting clearance from the Academic section on course completion.
30. For all legal matter/ legal proceedings in respect of any matter(s) claiming or disputes arising out of rule/provisions of this Institute, it can be initiated only at Kolkata (West Bengal) and Courts at Kolkata which shall have sole and extensive jurisdiction.
31. Students shall use only refined and decent language in the Institute premises. They shall not shout and disturb the silence and decorum of the institute.
32. Strict adherence to the internet utilisation policy shall be binding for all students.
33. All admissions in this Institute shall be provisional. The Director may at any time before completion of the post graduate course either by his own motion or on the application of any person after due and proper enquiry and after giving the person one week time from the date of the receipt of the show cause notice to submit written explanation and or a personal hearing, order the cancellation of admission to the MD (Hom) course. If in the opinion of the Director, such candidate who had furnished false, fabricated/tampered documents or incorrect information and/or is found to have concealed or withheld any information at the time of admission to this Institute and/or on later dates, shall be dealt with as per law. Practice of unfair means during any part of the training would lead to serious consequences including legal proceedings. If Director/Departmental Head understands that the candidate is involved in any activity that can affect the image/reputation of the Institute or any misconduct with faculties/seniors/staff/patients and/or putting signature for someone other than himself/herself in the attendance register or arranging someone to put signature on behalf of himself/herself in his/her absence in the attendance register in the class/during performing duty in hospital/department, appropriate disciplinary/legal action will be initiated against the candidate. At the same time tampering any official documents shall attract the same penalty. Any other action that may be considered appropriate by the Director of the Institute shall also be taken against him/her which may include criminal prosecution. The admission shall be automatically cancelled forthwith irrespective of the stage at which the error is discovered.
34. The Institute shall not hold itself responsible for debts incurred by the students and getting involved in illegal/immoral activities. Any student(s) found getting involved in such illegal/immoral activities shall be dealt with by appropriate disciplinary action as deemed fit.
35. The Institute cannot stand as guarantee for any kind of loan provided by anyone to any student of the NIH. Loans sanctioned to any student, and recovery therefrom is the

- sole and complete liability of the loan providing authority. Institute will not entertain any correspondence in this regard.
36. Function/parties shall not be arranged by the students without permission. For all functions/parties (within and/or outside Institute/hostel premises) involving members from both hostels/college, permission shall be obtained from the Director through the Hostel In-charge/Academic In-charge. A senior member of the staff shall be present at all such functions/parties. The function/parties shall be over by 09.00 p.m. loud music and unwanted noise shall have to be strictly prohibited in the Institute premises as it will cause inconvenience to the patients staying at in-patient department and inhabitants of the neighbouring private and Govt. residential colonies.
 37. The Institute library has many books on various subjects and the student may borrow books from the library as per library rules. Strict discipline shall be maintained within the library. No one shall carry any bag/packet/personal belongings/books inside the library and at the same time shall not damage the library books or take away books/journals without proper permission from appropriate authority of the Institute library. At the same time each library user shall take care so that others do not get distracted from their studies in the library due to his /her activities inside the library or within reading room. *Any damage caused to books/journals/property of the Library by the PGTs/students shall be dealt seriously.*
 38. **The academic section will cater to the various academic needs of the students between 2.00 p.m. to 4.00 p.m. on working days only.**
 39. The fees and other charges including hostel rent once paid shall not be refunded even if a student leaves the Institute for any reason. No correspondence in this matter shall be entertained.
 40. The prescribed fees for the term shall be paid at the beginning of every academic session. Failure to pay the term/annual fees on or before the stipulated date shall invite suitable financial penalty.
 41. No Postgraduate student is allowed use the roof top of the Institute and hostel buildings or climb/use any portion of the building which may cause any life threat for the individual student.
 42. Candidates are required to follow the rules and regulations of the Institute by word and spirit and should also abide by the regulations of the University. They shall obey the instruction of the Director/Academic In-charge/Deputy Medical Superintendent/ other faculty members during their training along with instruction of their respective HODs and other Departmental/Section In-charge. Any student infringing this rule shall be dealt by appropriate disciplinary action as decided by Director, NIH.
 43. No candidates individually and/or collectively interfere and/or prevent the normal functioning of academic activity; general administration and/or functioning of hospital (OPD/IPD) affecting patient care. If anybody attempts to violate this, appropriate administrative and/or legal action shall be initiated against the concerned student(s), and even it shall extend to termination of studentship from this Institute.
 44. Candidates from BIMSTEC countries sponsored by ICCR admitted for MD (Hom) course in this Institute shall not be permitted to indulge in any activities or otherwise which are detrimental to the interest of this Institute and against the law of the land. Any

- student infringing this rule shall be dealt with appropriate legal and disciplinary action as decided by Director, NIH.
45. Breakage register is maintained by the different departments and Hostel In-charge. Student can claim the refund of balance amount from the caution money after the completion of the course. The balance of caution money, if any, after deduction of the charges due shall be refunded and the refund shall be made on completion of course, subject to clearance from respective HOD/In-charge.
 46. Student who passes out after completion of the course can claim the refund of caution money within one year from the date of passing and has to produce the original receipt issued by accounts section of this Institute at the time of admission, failing which no application shall be entertained except in special circumstances beyond the control of the candidates. At the time of refund of caution money, a candidate shall be required to produce a 'No Dues Certificate' in prescribed proforma available with the Academic Assistant. Caution money shall be refunded only after completion of MD (Hom) Course.
 47. Every student shall familiarise himself/herself with the rules and regulations laid down by the Institute and also formulated and announced by the Director, NIH from time to time.
 48. In all matters, whether covered or not in the existing rules, the decision of the Director, NIH shall be final.
 49. The rules are subject to change in accordance with the decision of the Institute from time to time. The Director, NIH reserves the right to make any addition to or omission from or alteration in the above rules and regulations including fee structure without prior notice.
 50. **Admission to the MD (Hom) course in this Institute shall be treated as consequential of acceptance of rules and regulations mentioned above which was thoroughly read and understood by the student and also his/her father/legal guardian.**

10.2 GENERAL RULES OF THE HOSTEL

1. Institute is having its own hostel building for both boys and girls. Allotment of seats shall be made only on availability basis. Institute reserves the right to refuse hostel accommodation to any candidate. The residents of the hostel shall follow the hostel rules strictly as given below.
2. The students at the time of admission to the hostel shall show the receipt (s) of the hostel fee and room rent paid to the Hostel In-charge to his/her satisfaction and unless and until it is done, the occupancy of any accommodation within hostel shall not be allowed.
3. Every candidate seeking admission to the Institute hostel shall make an application in duplicate at the beginning of the academic session in the prescribed application form available with the Hostel In-charge.
4. Seats in Hostel are allotted on the basis of the criteria / procedure laid down by the authorities from time to time. The Hostel In-charge shall allot the seats to the students (depending on the size of the room) as per his/her discretion. In the event of any dispute/problem, the decision of the authority shall be final. No change of room shall

be allowed after its allotment and any change shall be made as per the discretion of the Hostel In-charge.

5. **No claim for single room or preference for room or roommate shall be considered.**
6. All out-station candidates, at the time of admission shall furnish particulars [name/address/contact telephone number(s)] of their local guardians to whom Institute shall contact in case of emergency or otherwise intimation could be sent whenever the parents/legal guardian could not be contacted. **The local guardian must be a responsible person; he/she shall not be any faculty/employee of this Institute and/or any student who is pursuing his/her studies in this Institute or in any other Institute.** Students joining the Institute from Foreign Countries/outside States/ Union Territories shall be given preference in allotment. The allotment to the local candidates shall be considered on merit basis in each case by the Institute authority.
7. Hostel inmates shall maintain the notified hostel/mess timings. No food shall be served after such announced timing. No food shall be provided to be consumed inside the hostel rooms. The boarders shall take the food in the dining hall of the hostel only. Dining in the hostel mess (meals) shall be compulsory for all boarders. Cooking in the hostel by hostel inmates is strictly prohibited and under no circumstance private preparation of food in their respective rooms is permitted. Anyone found violating this rule shall be penalised accordingly. They shall also have to abide by any other orders issued by the authority of this Institute as regard to hostel rules from time to time.
8. Silent hours of the hostel shall be maintained between 9 pm to 7 am. During this time there must be perfect silence in the hostel. During study hours of the hostel in the evening, no one is allowed to enter any room other than the allotted one and/or shall not disturb study of any other student.
9. Indulgence in any misconduct, violence or ragging collectively or individually in any form shall render themselves liable to cancellation of their allotment as well as disciplinary action as deemed fit.
10. Students shall be responsible for cleanliness of their rooms and their personal belongings, bathrooms, corridors and surrounding areas and other areas of common use; and particular attention shall be given to flushing. It shall be ensured that water is not splashed all over the bathrooms; and rooms are kept neat and clean. Students shall not throw litter in the areas surrounding the hostel. Waste materials, waste paper and litter shall be consigned to dustbin placed inside the hostel for this purpose.
11. Each boarder shall check the furniture and electrical fittings in his/her room at the time of occupation and take over the furniture and fittings in writing which shall be returned at the time of vacating the room. Residents shall be held fully responsible for any loss or damage to the electrical fittings and furniture etc., in their room(s). Any loss or damage shall be borne by concerned boarder as assessed by the Stores Officer/ Hostel In-charge.
12. **No electrical /civil alteration in the room shall be allowed.** Use of heater/tape recorder/refrigerator/any other electrical devices and unauthorised electrical gadgets

- shall not be permitted in the rooms. Any tampering with electrical fixtures shall be treated as wilful damage to the hostel property. Accordingly, necessary disciplinary action against the candidate shall be taken as decided by the Institute authority.
13. All lights and fans shall be switched off before leaving the room, failing which fine shall be imposed for each item found to be switched on, when the room is locked.
 14. Hostel Inmates in their own interest are advised not to keep any expensive items/gold jewellery or any other valuable commodity with them in their rooms. They shall take due care of their belongings and deposit money in the Bank. Authority shall not be responsible for any loss / theft etc. of any articles/belongings of the boarders by any means. Students shall keep their belongings locked and shall lock their rooms when they go out. Any loss of property shall be reported to the Hostel In-charge immediately. However, the hostel authorities shall not be responsible for any loss of properties of the inmates.
 15. Each boarder shall sign in the attendance between 07.30 -08.00 pm under supervision of the Monitor/Monitress. Attendance Register will be available with the security personnel posted at hostel gate that could be checked by the Institute authority as and when required.
 16. Hostel inmates shall render themselves liable to cancellation of their allotment, without calling for further explanation, if found, absent from hostel unauthorisedly or attendance in the hostel is found poor.
 17. Hostel inmates shall intimate the Monitor/Monitress /Hostel In-charge prior to their absence. Room keys shall be handed over to the Hostel In-charge while going on vacation/leave.
 18. Subletting the room shall not be allowed. In case of subletting, the allotment of the room shall be cancelled forthwith and at the same time a penal rent of @ ₹ 200/- per day shall be charged from the student from date of allotment.
 19. **Guests/visitors shall not be allowed to stay within the hostel premises** or enter inside the room of the inmates. No student shall bring guests/visitors to his/her room. Guests shall be allowed to visit the students only during specified visiting hours, notified from time to time. Unauthorised persons/salesmen or outsiders shall not allowed to enter the hostel premises. **No student shall permit any stranger / friend / relative / unauthorised person to stay in his / her room** even for a short period and if found so, shall be liable for serious action against him/her including expulsion from the hostel. Any unauthorised person found inside the hostel premises shall tantamount to **trespassing** and criminal proceedings shall be initiated against that individual as per law of the land.
 20. Every student before admission to the hostel shall give an undertaking that he/she shall not keep any unauthorised person in his/her room; and that if he /she is found keeping such a person, he /she shall be liable for disciplinary action.
 21. Registers shall be maintained in the Visitors' Room. All particulars of the guests and visitors shall be entered in the register including names, addresses, whom to visit, purpose of visit, and statement of check in and checkout timings etc. Institute authority will carry out surprise checks to ascertain that no visitors/parents have entered and stayed in the hostel unauthorisedly.

22. The Institute reserves the right to deny entry into the hostel to visitors if their visit is likely to disturb the peace and law and order situation of the hostel.
23. Students should live decently in the hostel so as to cause no disturbance to the neighborhood. If any complaint is received from neighbors, the authority will take strict action against the concerned student(s).
24. **The inmates shall reach the hostel within stipulated time** i.e. 07.00 pm. He/ She must sign the register on entry, kept for the purpose, mentioning the cause of delay if he/she comes late or cause of going out after the prescribed timing, which will be checked periodically. Outings and shopping must be intimated to the concerned authority and prior proper permission must be obtained with statement of check out and check in timings, failing which appropriate disciplinary action shall be initiated against the concerned student(s).
25. No inmate of the hostel shall be absent from the hostel without the written permission of the Hostel In-charge. Hostel inmates wishing to visit friends or relatives allowed by the parents, even on holiday, shall obtain the prior written permission of the Hostel In-charge well in advance. On such days, the student must return to their hostel before 07:00 pm. Hostel inmates wishing to absent themselves from the hostel after closing time of gate (07.00 p.m.) except on duty, shall obtain permission from the Hostel In-charge stating where they will be going and when they shall be back in the hostel. If the rule is not observed by the hostel inmates, the consequences and responsibilities are entirely of the parents.
26. Girls' hostel is out of bound for all male students. No male student shall visit the Girls' hostel. At the same time Boys' hostel is out of bound for all female students. No female student shall visit the Boys' hostel.
27. Every student admitted to the hostel shall maintain discipline. All disputes/ misunderstandings that might occur are to be settled amicably. Under any circumstances, when a student/ group of students face any difficulty in the inter-personal relationship which cannot be settled mutually, it shall immediately be reported to the Hostel Monitor/Monitress who shall try to settle the problem, failing which the matter would be referred to Hostel In-charge. Under no circumstances, students shall resort to physical assault amongst themselves or with others.
28. Each student shall leave the hostel early to reach the class in time. No student shall stay back in the hostel during college hours except on study leave. Those who have fallen sick may, however, stay back in the hostel with written permission of the concerned Physician/ Medical Officer/RMO of NIH stating that he/she required bed rest.
29. A Hostel Committee shall be formed each year where a Monitor/Monitress shall be selected by all boarders. One representative from each batch selected by the concerned batch shall be member of the Committee deal the entire matter of the hostel mess and their problems in consultation with Hostel In-charge. Boarders shall share the duties in running their mess economically and keeping their hostel clean. The Hostel Committee shall check the furniture and electrical fittings available in the dining hall and the rooms kept for common uses at the time of taking over the charge from the previous Committee and take over the furniture and fittings in writing which shall be returned at the time of dissolution of the said Committee. The Committee shall be held fully responsible for any loss or damage to the electrical fittings; furniture etc., in these room(s). Any loss or

- damage shall be borne by the boarders as assessed by the Stores Officer/Hostel In-charge. Students shall not waste food or water. Wastage and lavishness are to be avoided.
30. Defacing and sticking papers on the wall and doors of the hostel is strictly prohibited. No students shall spit on the walls, corners and/or damage the floor. The boarders of respective rooms shall be held responsible for any such activity in and around their rooms. The boarders shall not remove any property from the dining room, common room or the visitors' room to their own rooms. Each boarder has to take care that the corridors of the hostel are clean for free movement and no two wheelers are parked or no items shall be kept there by which it could cause inconvenience for inmates for free movement in case of any emergency.
 31. Students shall use only refined and decent language in the hostel premises. They shall not shout and disturb the silence and decorum of the hostel and mess.
 32. Students shall be responsible for all hostel property individually and collectively. Any loss to hostel property shall be recovered from the persons responsible for such loss.
 33. Problems with the cooks, mess boys etc or cooking should be brought to the notice of the Hostel In-charge immediately. Students are not permitted to take any direct measures. The kitchen, dining hall shall have to be kept in clean and hygienic condition. **Mess shall not be divided on any basis.**
 34. None of the inmates shall create any disturbance or nuisance for the fellow inmates by rushing about in the staircases/corridors and playing Radios/TV/VCDs/DVD Player/Stereos/ Noisy Games/ Musical Instruments etc. which are likely to disturb other students at study hours and late hours during the night.
 35. Boarders shall make their rooms available for repair, maintenance and for inspection by Hostel In-charge/Institute authority whenever necessary.
 36. Boarders shall treat their fellow boarders, college staff, hostel staff with dignity and decorum.
 37. No meeting or gathering of the residents for political purposes shall be allowed to be held inside the hostel. Only the person, who has been duly allotted accommodation in the hostel, shall have the right to use the particular room allotted to him/her.
 38. Parent /legal guardian are expected to produce a list of probable visitors of the student with specimen signature and photographs of the probable visitor along with those of their own. If parent / guardian are not able to produce this immediately on admission they are expected to send it to the Hostel In-charge at the earliest. In case of female students, nobody other than those authorised by the parent/guardian, shall be allowed to meet the candidate. Only persons from the authorised list who bring letter from the parent / guardian shall be permitted to meet her.
 39. The students must hand over the room allotted to him/her at the end of the academic year in the same condition in which it was taken over by him/her.
 40. Illness and minor ailment must be reported to the Monitor/Monitress/Hostel In-charge as early as possible.
 41. Each boarder shall be supplied with one cot, one reading table, one chair and one rack or shelf for keeping books. Tube-light and fans as per requirement will be provided by the Institute. The students shall bring his/her own beddings and clothes and any other article for his/her personal use during his/her stay in NIH hostel.

42. The Institute shall provide hostel accommodation only for the duration of the course i.e. exactly 36 months from date of joining. After completion of the course duration, the boarder must vacate the hostel. At the same time fine will be imposed for number of days he/she overstayed at the rate of ₹ 200/- per day after completion of the MD (Hom) course. The period of overstay in the hostel shall be indicated in the course completion certificate. Plea like delay in University examinations will not be considered. **Clearance Certificate shall be issued to the boarder only after taking over the possession of the vacant seat allotted to him/her along with room key.** In case of failure to vacate the room, Hostel In-charge will issue the eviction order and will get it vacated in presence of Administrative Officer and Security Officer of NIH and no Clearance Certificate shall be issued.
43. Outdoor and indoor games will be permitted in the hostel as decided by Hostel Committee in consultation with Hostel In-charge without disturbing the discipline of the hostel and study of other boarders. Playing cards or playing roller skates are strictly prohibited in the hostel. Anyone found doing this be dismissed from Institute Hostel.
44. All the residents shall have their identity cards issued by the Institute and stamped (indicating he/she is a boarder) on joining the hostel and he/she shall produce the same on demand. The residents shall produce the same at the time of entering or coming out from the hostel to the security personnel appointed by the Institute at the hostel gate.
45. All hostel representatives and monitor/monitress must ensure that proper discipline is being maintained by their fellow boarders in the hostel and/or no visitor(s) has/ have entered or are staying in the hostel premises. They should also ensure that no boarder reprimands any hostel, mess and college employees working in the hostel. Such cases should be immediately informed to the Hostel In-charge for proper action. Any student who has been found guilty of violating these rules and regulations shall be liable to punishment to the extent of termination of his/her studentship of this Institute.
46. The Hostel In-charge /Institute authorities, in the interest of Hostel/Institute, reserves all rights to direct/ issue order to any boarder or all the boarders to vacate the hostel or cancel the accommodation of the students with immediate effect without disclosing/ mentioning any reason thereof. However, the discretion will be used judiciously.
47. The Director, NIH reserves the rights of making any addition to or omission from or alteration in the above hostel rules and regulation without prior notice which shall be made applicable for all residents of the hostels. In all matters related to hostels, whether covered or not in the existing rules, the decision of the Director, NIH shall be final.
48. **Getting accommodation in the Hostel of this Institute shall be treated as consequential to acceptance of all the rules and regulations mentioned above which was thoroughly read and understood by the student and also by his/her father/legal guardian.**

SECTION-11

Indiscipline / Misconduct: Any act/conduct/behavior or any short of violation/defiance of any instructions/regulations of the Institute shall be construed as misconduct. The definition of misconduct is not exhaustive but inclusive of any act which, according to the authority is contrary to the standard norms, regulations, and discipline of the Institute.

ANNEXURE - 1
BOND BY STUDENT

[To be executed by all the candidates provisionally selected for admission to MD (Hom) Course (Session 2016-2019) on ₹ 100/- Non Judicial Stamp Paper; NOTARISED]

Know All Men that, Iaged.....
S/O, D/O, W/O.....
Resident of.....
PS..... District.....State of

provisionally selected for Postgraduate Degree in MD (Hom) Course 2016-2019 in the subject of at National Institute of Homoeopathy, Block-GE, Sector-III, Salt Lake, Kolkata, 700 106 on the..... Day of, do hereby undertake to complete the said course as per the requirement of the University/Institute. In the event of my leaving the studies in between at any point during the course without completion of the course I bind myself to National Institute of Homoeopathy, Kolkata, for payment to the National Institute of Homoeopathy of a sum of ₹ 1, 00,000/- (Rupees One lakh only) over and above refund of the entire amount received as stipend up to that date.

Date:

Full Signature of the candidate

Station:

Signed by the above bounden in presence of:

WITNESS

SURETIES

1. Signature:

1. Signature:

Name and address in full

Name and address in full

2. Signature:

2. Signature:

Name and address in full

Name and address in full

N.B: Witness and Sureties should be preferably by Permanent Gazetted Officers or individuals having landed properties in their name or individuals in full time permanent service with PAN.

ANNEXURE-2

MEDICAL CERTIFICATE

(To be filled in, not below the rank of Civil Surgeon/Chief District Medical Officer of a District General Govt. Hospital, to be submitted by the candidate at the time of counselling/admission)

Signature of the applicant (in full) _____

Does the applicant to the best of your judgment suffer from any defect of vision?

Yes/No

Can the candidate to the best of your judgment readily distinguish the pigmentary colours?

Yes/No

I do hereby certify that I have personally examined Dr. _____

Son/Daughter/Wife of Mr. _____

resident of Village/Town _____ PS _____

District _____ State _____

whose signature is given above, a candidate for admission to MD (Hom) course at National Institute of Homoeopathy, Kolkata and cannot discover that he/she has any disease, constitutional affection of bodily infirmity expect _____

I do consider/do not consider this a disqualification for admission to MD (Hom.) course at National Institute of Homoeopathy, Kolkata. His/her age according to his/her own statement is _____ years and as per his/her appearance he/she is about _____ years.

Marks of Identification:

i.

ii.

Place-

Civil Surgeon/Chief District Medical Officer

Date-

Name and designation, official seal

Note: 'Persons with disabilities' as defined by MCI, i.e., 50-70% loco-motor disability involving the lower limb(s) only. Blind including colour blind, deaf & dumb candidates are not eligible for the Course as per CCH norms.

N.B- Words not applicable may be scored through.



**ANNEXURE-3
PROFORMA**

**Application for Hostel accommodation at
National Institute of Homoeopathy, Kolkata (Boys'/Girls')**

To
The Director,
National Institute of Homoeopathy,
Block – GE, Sector- III, Salt Lake,
Kolkata – 700 106

**Affix recent
identifiable
colour
Photograph
(3.5cm x 4.5cm)
size photograph
& sign across.**

Sub: Application for hostel accommodation at National Institute of Homoeopathy, Kolkata
Sir,

I would like to inform you that, I have been provisionally selected and admitted in the MD (Hom) Course, Session - 2016-19 in this Institute in the Department of
Therefore, I request you to kindly provide me an accommodation in the Gents' / Ladies' Hostel. My particulars are given below for your kind consideration.

1. Full Name of the Candidate (in Block Letters) :
[As it appears on your educational certificate]
2. Date of Birth (Christian era in figure and word) :
Day _____ Month _____ Year _____
3. Age as on date :
4. Religion :
5. Session :
6. Blood Group :
7. Name of the Father/Guardian :
8. Permanent Address :
with Telephone No.
9. Address for Correspondence :
Telephone/Mobile No./E-mail
10. Name of Local Guardian :

11. Address of Local Guardian _____ :
with Telephone No. _____
12. Name and address of any individual(s) with whom the student is permitted by the parents to meet/stay for short period with permission of the Hostel In-charge.
- a) Name _____
Relationship: _____
Address with Telephone No: _____
- b) Name _____
Relationship: _____
Address with Telephone No: _____
13. Name and address of one person responsible to the parents, to whom an intimation could be sent whenever the parents/legal guardian could not be contacted:
- Name: _____
Relationship: _____
Address with Tel. No & Email-ID _____

I, Dr. _____ aged _____ yrs. _____
S/D/W of Shri _____
resident of _____
PS _____ District _____
State _____ PIN _____

provisionally admitted MD (Hom) course for the session 2016-2019 at National Institute of Homoeopathy, Block-GE, Sector-III, Salt Lake, Kolkata-700106 do hereby declare that the information furnished above are true to the best of my knowledge. I also declare that I shall not indulge in any such activity which is detrimental to the interest of the Institute. I shall not keep any unauthorised person(s) with me in my room in the hostel.

I have read and acquainted myself with the rules and regulations framed by the Institute authority. I also do hereby affirm that I shall be abide by all the rules & regulations of the hostel, which may be modified from time to time by the authorities. I am aware that if I fail to observe these rules I shall be compelled to leave the hostel.

I do hereby affirm that I have read and understood the full content and implications of the aforesaid declaration. This undertaking is being made on my own volition, in sound Mind and Health and without any undue influence, coercion, force and/or compulsion.

Signature of the Applicant (in full)

Signature of the parent /

Legal Guardian with date.

I, _____

address _____

PIN _____ agree to act as local guardian of the above mentioned student.

Date _____

Signature of the Local Guardian.

(For office use only)

Received on: _____ Issued on Room No.: _____

Loan Note Sent on _____ Loan sanction on: _____

Furniture Issued Date: _____ Hostel Boys'/Girls' _____

Signature of inventory holder: _____ Clearance issued on: _____

Signature of Hostel In-Charge

ANNEXURE - 4

Form of Caste Certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe Category in support of claim

Form of caste certificate as prescribed in MHA OM No. 42/21/49-NSG dated 28-01-1952 as revised in the Department of Personnel & AR letter No.36012/6/76- Esst. (SCT) dated 29-10-1977, to be produced by a candidate belonging to Scheduled Caste and Scheduled Tribe Category in support of his claim.

This is to certify that Shri/Smt.*/Kumari* Son/daughter* of of village/town* in District/Division of the State/Union Territory* belongs to the Cast/Tribe* which is recognised as a Scheduled Caste/Schedule Tribe* under:

The Constitution (Scheduled Castes) Order, 1950.

The Constitution (Scheduled Tribes) Order, 1950.

The Constitution (Scheduled Castes)(Union Territories) Order, 1951.

The Constitution (Scheduled Tribes)(Union Territories) Order, 1951.

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Regions (reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

*=The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*= The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

*=The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*=The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*=The Constitution (Pondichery) Scheduled Castes Order, 1964;

*=The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

*=The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*=The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

*=The Constitution (Nagaland) Scheduled Tribes Order, 1970;

*=The Constitution (Sikkim) Scheduled Castes Order, 1978;

*=The Constitution (Sikkim) Scheduled Tribes Order, 1978;

*=The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

*=The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

*=The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

*=The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

*=The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991;

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shree/Smt..... father/mother* residing in District / Division* of the State/Union Territory* Who belong to the Caste/Tribe* which is recognised as a Scheduled Castes/Scheduled Tribes in the State/Union Territory*

Issued by the, dated.....

3. Shri/Smt.*/Kumari* and/or* his/her* family ordinarily reside(s) in village/ town* District/Division* of the State/Union Territory* of

Signature.....

Designation.....

(with official seal)

Place

State/Union Territory

Date.....

Note – The term Ordinarily resides used here will have the same meaning as in *Section 20* of the *Representation of the Peoples Act, 1950*.

* Please delete the words, which are not applicable.

The para 2 is applicable in areas when the caste certificate has been issued by the competent authority in the State/Union Territory in which the applicant is residing after migration.

That a Caste/Tribe certificate should necessarily contain information about:

- (a) Name of the person
- (b) Father's name
- (c) Permanent place of residence
- (d) Name of the Caste/Tribe
- (e) Constitutional order under which the caste/tribe has been notified
- (f) Signature of issuing authority along with the designation, seals and date

Authorities who can issue a caste/Tribe certificate are :

- 1) District Magistrate/ Additional District Magistrate/ Collector, Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- 2) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar.

Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

ANNEXURE – 5

**Form of OBC Certificate to be produced by the candidates belonging to OBC
Category circulated vide No. 36036/2/2013 – Estt. (Res.) dated 30-05-2014,
Department of Personnel and Training, Ministry of Personnel, Public
Grievances & Pensions, Govt. of India.**

This is to certify that Shree/ Smt./ Kumari _____ son/ daughter of
_____ of village/ town _____ district/ division
_____ belongs to _____ community
which is recognized as a backward class under the Government of India, Ministry of Social
Justice and Empowerment Resolution No. _____ dated _____*.

Shree/ Smt./ Kumari* _____ and/or his/her family ordinarily reside(s)
in the District/ Division of _____ State/ Union Territory.

This is also certified that she/ he does not belong to the persons/ selections (Creamy Layer)
mentioned in the Column 3 Schedule to the Government of India, Department of Personnel &
Training O.M. No. 36012/22/93- Estt. (SCT) dated 08-09-1993**

District Magistrate
Deputy Commissioner, etc.

Dated

Seal:

*-The authority issuing the certificate may have to mention the details of the Resolution of the Govt.
of India, in which the caste of the candidate is mentioned as OBC

** - As amended from time to time

Note: - The term ordinarily resides used here will have the same meaning as in *Section 20* of the
Representation of the Peoples Act. 1950.

Community which is recognized as Backward class:

- 1) Resolution No. 12011/68/93-BCC dated 10-09-1993 published in the *Gazette of India, Extra-Ordinary, Part – I Section – I, No. 186 dated 13-09-1993.*
- 2) Resolution No. 12011/9/94-BCC dated 19-10-1994 published in the *Gazette of India, Extra-Ordinary, Part – I Section – I, No. 163 dated 20-10-1994.*

- 3) Resolution No. 12011/7/95-BCC dated 24-05-1995 published in the *Gazette of India, Extra-Ordinary, Part – I Section – I, No. 88 dated 25-05-1995.*
- 4) Resolution No. 12011/96/93-BCC dated 09-03-1996
- 5) Resolution No. 12011/44/96-BCC dated 06-12-1996 published in the *Gazette of India, Extra-Ordinary, Part – I Section – I, No. 210 dated 11-12-1996.*
- 6) Resolution No. 12011/13/97-BCC dated 03-12-1997
- 7) Resolution No. 12011/99/94-BCC dated 11-12-1998
- 8) Resolution No. 12011/68/93-BCC dated 27-10-1999
- 9) Resolution No. 12011/88/98-BCC dated 06-12-1999 published in the *Gazette of India, Extra-Ordinary, Part – I Section – I, No. 270 dated 06-12-1999.*
- 10) Resolution No. 12011/36/99-BCC dated 04-04-2000 published in the *Gazette of India, Extra-Ordinary, Part – I Section – I, No. 71 dated 04-04-2000.*
- 11) Resolution No. 12011/44/99-BCC dated 21-09-2000 published in the *Gazette of India, Extra-Ordinary, Part – I Section – I, No. 210 dated 21-09-2000.*

Authorities who can issue OBC certificate are:

- 1) District Magistrate/ Additional District Magistrate/ Collector, Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- 2) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar
Sub-Divisional Officer of the Area where the candidate and/or his/her family normally resides.

**DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATES IN ADDITION
TO THEIR OBC CERTIFICATE**

ANNEXURE – 6

I, Shree/ Smt./ Kumari/ _____ son/ daughter of

_____ residing at _____, district/
division _____ State/ Union Territory of _____

do hereby declare that, I belong to the _____
caste/ community; which is recognized as Other Backward Class by the Govt. of India, for the
purpose of reservation in service/ education as per the Order contained in the Department of
Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India
O.M. No. 36012/22/93- Estt. (SCT) dated 08-09-1993**.

It is also declared that I do not belong to the persons/ selections (Creamy Layer) mentioned in
the Column 3 Schedule to the Government of India, Department of Personnel & Training O.M.
No. 36012/22/93- Estt. (SCT) dated 08-09-1993** and modified by the Department of
Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India
O.M. No. 30633/3/2004 Estt. (Res.) dated 09-03-2004 and 14-03-2008 and **O. M. No. 36033/
1/2013 Estt. (Res.) dated 27-05-2013.**

ANNEXURE – 7

FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE PHYSICALLY CHALLENGED CANDIDATES

Name & Address of the Institute / Hospital

Certificate No. _____ Date: _____

This is to certify that Shree/ Smt./Kumari _____ daughter/ son of Shree/ Smt./Kumari _____, aged about _____ years, sex _____ identification marks(s) a) _____ b) _____ is suffering from permanent disability of the following category:

_____ brief description of the disability _____

Affix here recent colour photograph of the candidate clearly showing the face with affected portion of the body duly attested by the chairperson of the Medical Board.

This is a permanent disability and the extent of his/her disability works to _____percentage.

Full Signature of the Candidate

Signature of the Civil Surgeon/
Chairman of the Medical Board

Name: _____

Place: _____

Office Seal _____

Note: - 'Physically Challenged' means 'Persons with disabilities' as defined by MCI, i.e., 50-70% locomotor disability involving the lower limb(s) only. Blind including colour blind, deaf & dumb candidates are not eligible for the Course as per CCH norms.

ANNEXURE – 8
ANTI-RAGGING AFFIDAVIT

As per the University Grants Commission (UGC) regulations and directives from the Hon'ble Supreme Court of India, both the student seeking admission to any course in NIH and his legal guardian are required to submit duly **notarized affidavit typed on ₹ 10/- non judicial Stamp paper**. The affidavit is to be submitted on the day of admission to the course and subsequently at the beginning of each academic year. This affidavit must be submitted along with the acknowledgement receipt of the on-line affidavit submitted at the UGC website www.antiragging.in. The text of the affidavit is mentioned below:

ANTI-RAGGING AFFIDAVIT BY STUDENT

1. I, _____ Son/daughter of _____, having been admitted to National Institute of Homoeopathy, Kolkata, have received a copy of the UGC Regulations on curbing the menace of ragging in higher Educational Institution, 2009 [herein after called as "The Regulations"] carefully read and fully understood the provisions contained in the said regulations.
2. I have, particular perused the *Clause 3* of The Regulations and I am aware as to what constitutes ragging.
3. I have also, in particular, perused the *Clause 7 & 9.1* of The Regulations and fully aware of the penal and administrative action that is liable to be taken against me in case I am found abetting ragging, actively or passively or being a 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 may be 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 action 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 the account of found guilty of, abetting or being a 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.

VERIFICATION

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

Place: _____ Signature of the Deponent

Date: _____ Address:

Telephone No. _____ Email ID

Solemnly affirmed and signed in my presence on this the _____ day of _____ month of _____ year after reading contents of this affidavit.

Oath Commissioner

ANNEXURE – 9

ANTI-RAGGING AFFIDAVIT BY PARENT/LEGAL GUARDIAN

1. I, _____ father/ mother/ legal guardian of _____, having been admitted to National Institute of Homoeopathy, Kolkata, have received a copy of the UGC Regulations on curbing the menace of ragging in higher Educational Institution, 2009 [herein after called as “The Regulations”] carefully read and fully understood the provisions contained in the said regulations.
2. I have, particular perused the *Clause 3* of The Regulations and I am aware as to what constitutes ragging.
3. I have also, in particular, perused the *Clause 7 & 9.1* of The Regulations and fully aware of the penal and administrative action that is liable to be taken against my ward in case she/he is found guilty of or abetting ragging, or actively or passively or being a 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 the account of found guilty of abetting or being a 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.

VERIFICATION

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

Place: _____ Signature of the Deponent

Date: _____ Address: _____

Telephone No. _____ Email ID _____

Solemnly affirmed and signed in my presence on this the _____ day of _____ month of _____ year after reading contents of this affidavit.

Oath Commissioner

ANNEXURE – 10

{To be executed by all the candidates provisionally selected for admission to MD (Hom) Course (Session 2016-2019) typed on ₹ 10/- Non-Judicial Stamp Paper; and shall be NOTARISED}

PROFORMA FOR EDUCATIONAL GAP AFFIDAVIT

I, Dr. _____, wife/daughter/son of Sh. _____
_____, aged about _____ years, residing at _____
_____, District _____, State of _____

do solemnly affirm that

1. That I have completed one year compulsory rotatory Internship prescribed by Central Council of Homoeopathy as a part of 5 1/2 years BHMS Degree Course from _____ to _____ at _____
2. That after completion of my Internship I was engaged in _____
_____ (nature of activity undertaken during the period) till the date of this affidavit.
3. That I have not been awarded with M.D.(Hom.) Degree so far from any University in India till the date of this affidavit.

Signature of the deponent
Address

Date:

Place:

Oath Commissioner

ANNEXURE – 11

PROFORMA FOR UNDERTAKING BY THE STUDENT

{To be executed by all the candidates provisionally selected for admission to MD (Hom) Course (Session 2016-2019) typed on ₹ 10/- Non-Judicial Stamp Paper; and shall be NOTARISED}

Each student seeking admission to MD (Hom) course at National Institute of Homoeopathy and his/her parent/legal guardian are required to submit the undertaking on the day of admission to the course. I do hereby undertake and declare as follows:

1. I, _____ Son/daughter of _____, having been recommended for admission to National Institute of Homoeopathy, Kolkata, have received a copy of the prospectus of National Institute of Homoeopathy and I have carefully read and fully understood the discipline and duties and General Rules of the Institute as well as Hostel, described in the prospectus [herein after referred as Regulations of the Institute]
2. I have understood what constitutes misconduct and /or indiscipline as mentioned in the Regulations of the Institute.
3. I have made myself aware of the penal and administrative action that may be taken against me in the event I am found abetting indiscipline and / or misconduct, actively or passively or being a part of a conspiracy to promote indiscipline and /or misconduct.
4. I do hereby undertake that
 - i. I will not indulge in any behavior or act that may be constituted as indiscipline and/or misconduct.
 - ii. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as misconduct and/or indiscipline with reference to Regulations of the Institute.
 - iii. I individually or collectively will not interfere or prevent the normal functioning of academic activity; general administration or functioning of hospital (OPD/ IPD) affecting patient care.
5. I do hereby affirm that, if found guilty of any misconduct and/or indiscipline, I would be liable for punishment according to Regulations of the Institute without prejudice to any other action that may be taken against me as available under the law of the land.
6. I do hereby declare that I have not been expelled or debarred from admission in any Institution in the country on the account of found guilty of any misconduct and /or indiscipline, abetting or being a part of a conspiracy to promote, indiscipline by any authority/Institute of the country and I further affirm that, in case if at any point of time during my study it is found that I have declared falsely or that the declaration contains any untrue statement, my admission shall automatically stand cancelled.

7. I do hereby affirm that I have read and understood the contents, purports and implications of the aforesaid declaration. This undertaking is being made out of own volition, in sound Mind and health and without any undue influence, coercion, force and/or compulsion.
8. The statements made in the aforesaid paragraphs are true to the best of my knowledge and belief.

Date:

Place:

Signature of the deponent

Address: Permanent & Correspondence

Telephone No. Landline / Mobile

Email ID

Confirmed and agreed to and witnessed by

1.

2.

Signature of the Guardian

ANNEXURE – 12

PROFORMA FOR UNDERTAKING BY PARENT / LEGAL GUARDIAN

{To be typed on a ₹ 10/- Non-Judicial Stamp Paper; and shall be NOTARISED}

1. I, _____ father/ mother/ legal guardian of _____, having been admitted to National Institute of Homoeopathy, Kolkata, have received a copy of the prospectus, carefully read and fully understood the discipline and duties and General Rules of the Hostel [herein after referred as Regulations of the Institute]
2. I have, in particular understood what constitutes indiscipline and/or misconduct with reference to the Regulations of the Institute.
3. I have also made myself fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found to be abetting indiscipline and /or misconduct actively or passively or being a part of a conspiracy to promote indiscipline and or misconduct.
4. I do hereby undertake that
 - i. My ward will not indulge in any behavior or act that may be constituted as misconduct and /or indiscipline with reference to the Regulations of the Institute.
 - ii. My ward will not participate or abet or propagate through any act of commission or omission that may be constituted as indiscipline and /or misconduct with reference to the Regulations of the Institute.
 - iii. My ward individually and/or collectively will not interfere and/or prevent the normal functioning of academic activity; general administration and/or functioning of hospital (OPD/IPD) affecting patient care.
5. I do hereby declare that if my ward is found to be undisciplined he is liable for punishment according to Regulations of the Institute, without prejudice to any other action that may be taken against him/her under law of the land for the time being in force.
6. I do hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on the account of found guilty of abetting or being a part of a conspiracy to promote misconduct and/or indiscipline; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
7. I do hereby affirm that I have read and understood the full contents, purports and implications of the aforesaid declaration. This undertaking is being made out of own volition, in sound mind and health and without any undue influence, coercion, force and/or compulsion.
8. The statements made in the aforesaid paragraphs are true to the best of my knowledge and belief.

Place:
Date:

Signature of the Deponent
Address:
Telephone No. Land line/Mobile
Email ID