

**GOVT. MEDICAL COLLEGE
JALGAON
Maharashtra State**



Welcomes

**Undergraduate students joining this
Institute for the academic year 2024-25**

Contact Number for query:(between 10:00 to 5:00 PM)

Landline Number : 0257- 2222917

INSTRUCTIONS TO STUDENTS REGARDING ADMISSION PROCESS
at GOVERNMENT MEDICAL COLLEGE, JALGAON
For MBBS Course

- 1) Admission to MBBS shall be done only if all Original certificates are brought by the student. The student admitted to MBBS course must also submit Service Bond at the time of Admission. (All documents needs to be submitted as scanned copy, separately in PDF format under 600kb in Pen drive).
- 2) The students are advised to avail Amartya Shikshan Yojana Insurance scheme by submitting DD of Rs.760/- of Nationalised Bank drawn in favour of Competent Authority, MH-CET Insurance, Mumbai payable at Mumbai. Details can be obtained in student section.
- 3) Students admitted to MBBS course must also submit a Indemnity Bond on Rs.500/- Stamp Paper. The proforma for the same in enclosed separately.
- 4) The student is required to submit the entire ORIGINAL certificates and Two Xerox copies of each certificate at the time of Admission. All Xerox copies must be attested by Gazetted Officer. The original certificates are sent to MUHS, Nashik University for Enrollment & Eligibility and are returned by the University after TWO years. Hence students are advised to keep additional copies of certificates with them for further use.
- 5) The student is required to fill Admission order in 3 copies (4 copies for NEET students) and fill Form B in 1 copy. On the admission order the student SHALL NOT WRITE THE COLLEGE ROLL NUMBER.

On Form B, all the details should be written & a photograph shall be pasted.

- 6) Arrange the Certificates as per the sequence mentioned in the Form B in the following manner –
 - a) Admission Orders + Form B
 - b) Complete Set of Original Certificates
 - c) First Set of Xerox Copies of all Certificates
 - d) Second Set of Xerox Copies of all Certificates
- 7) Completely filled Admission Form along with Certificates, Demand Drafts and Service Bond shall be submitted in the Admission Section. The certificates shall be scrutinized by verifying clerk and then by Verifying Officer and then the student shall be allotted College Roll Number. The student shall be required to make then necessary entries and sign in the Admission Register against his / her College Roll number.
- 8) The Admission file shall be sent to Vice-Dean and then to Dean for Signature.
- 9) After Dean's Signature, the student shall be given cashier's copy of Admission Order. The necessary Cash fees are to be paid at the cash counter along with cashier's copy and pay-in-slip. The details of fees are given separately.
- 10) After depositing fees, the receipt shall be shown in Admission section. The receipt Number shall be entered in the office copy of Admission order and then the student shall be issued Admission Order.
- 11) The student admitted to MBBS course is required to make the Xerox copies of the Admission order and submit one copy each in departments of Anatomy, Physiology, Biochemistry and PSM. One Xerox copy may be required for making application for the hostel.

- 12) The students desirous of attending Admission process of NEET or of Engineering or Other Faculties in other Institutes can apply for Bonafide Certificate in the Student Section along with fees of Rs. 100/-
- 13) Students who wish to continue seat allotted to them at GMC, Jalgaon and NOT interested in further Health Science Admission process of DMER, Mumbai must submit STATUS RETENTION FORM before the Date prescribed by Competent Authority.
- 14) Student shall submit Character Certificate within one month of Admission. The student shall submit Undertaking in enclosed proforma for the same at the time of Admission.
- 15) Students should read Notifications on Notice Board of Concerned Department and Notice Board of Student Section.
- 16) Student should contact student section for scholarship and follow the instructions given by the concerned clerk.
- 17) Student should contact student section in the to fill ELIGIBILITY and ENROLLMENT form of MUHS, Nashik University.
- 18) Student Instruction Form, All Office Order & Folder Files are Available in Admission Counter.



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GOVERNMENT MEDICAL COLLEGE, JALGAON.

JILHAPETH, GOVT. HOSPITAL CAMPUS, JALGAON - 425001, M.S. (INDIA)

TELEPHONE & FAX NO. 0257- 2232390

EMAIL- DEANGMCJALGAON@GMAIL.COM

No.GMCJ/ACAD/UG/1stMBBS Admiss./

/2024

Date: /

/2024

OFFICE ORDER

Sub:-Government Medical College, Jalgaon

Admission to Ist MBBS Course for the year 2024-25.

Ref:-Letter No. _____ Date:-

With reference to above cited subject, you are provisionally admitted to Ist year MBBS course on _____ / _____ /2024 at Govt. Medical College, Jalgaon under _____ Quota, _____ Category for the year 2024-25 subject to the following conditions.

1. You will have to pay prescribed fees (Demand Draft only) as per rules before joining the course.
2. You will have to obtain Eligibility Certificate from the **Maharashtra University of Health Sciences, Nashik.**
3. Your admission is provisional & subject to final confirmation from **Maharashtra University of Health Sciences, Nashik.**
4. You should report to this College as per Notifications issued by MCC/State For 2024-25
5. You have been allotted Roll No. _____

**DEAN,
Govt.MedicalCollege,
Jalgaon**

To,
Shri./Kum. _____

Govt. Medical College, Jalgaon.

FORM-B

COLLEGE ROLL NO. _____
GOVT.MEDICAL COLLEGE, JALGAON.

ADMISSION TO FIRST M.B.B.S. COURSE FOR THE YEAR 2024-2025

A) NAME OF THE CANDIDATE

Shri/Ku. _____
 EMAIL ID: _____ (Mobile.No.) _____

B) FATHER'S NAME: Shri _____
 EMAIL ID: _____ (M.NO.) _____

C) MOTHER'S NAME : Mrs _____
 EMAIL ID: _____ (M.NO.) _____

D) PERMENANT ADDRESS : _____

ADDRESS FOR CORRESPONDANCE: _____

E) DATE OF BIRTH : ___/___/___ **PLACE OF BIRTH :** _____
DOB IN WORDS : _____ **TALUKA :** _____

DISTRICT: _____ **STATE:** _____

F) MOTHER TONGUE: _____
G) CASTE : _____ **CATEGORY:** _____ **RELIGION:** _____

H) COLLEGE FROM WHICH H.S.C. PASSED : _____
ADDRESS OF COLLEGE: _____
HSC PASSING YEAR & MONTH: _____

I) NEET APPLICATION FORM NO: _____

J) NEET ROLL NO. _____

K) NEET MARKS: ___/___ **STATE MERIT LIST/RANK.** _____

L) DATE OF COUNCIELING BY DMER/DGHS: _____ **ROUND** _____

M) QUOTA ALLOTTED(15%,30%,70%,Def,PH,HA,GOI.): _____

N) H.S.C.AGGREGATE MARKS: _____/_____ **PCB** _____/_____ **Eng.** _____

O) Nationality: _____ **Country** _____ **Organ Donor:Yes/No**

P) Scholarship : _____

Q) Sports(If represented state/District)
Name & Year : _____

PARENT SIGNATURE

STUDENT SIGNATURE

VERIFING OFFICER

DOCUMENTS TO BE SUBMITTED:
(Original Set + 2 Sets of Xerox copies dulyattested)

SR.NO.	DOCUMENTS	VERIFYING CLERK	VERIFYING OFFICER	STUDENT
1.	NATIONALITY & DOMICILE CERTIFICATE			
2.	S.S.C. CERTIFICATE			
3.	H.S.C. MARKLIST			
4.	NEET-UG Mark List			
5.	Selection letter AIEE & GOI			
6.	CASTE CERTIFICATE			
7.	CASTE VALIDITY CERTIFICATE			
8.	NON-CREAMY LAYER CERTIFICATE (For VJ,NT-1,2,3 and OBC,SBC)			
9.	COLLEGE LEAVING CERTIFICATE			
10.	PHYSICAL FITNESS CERTIFICATE			
11.	MIGRATION CERTIFICATE			
12.	GAP CERTIFICATE			
13.	DEFENCE CERTIFICATE (Certificate from Zillah Sainik Board Domicile Certificate of Parent (D- 1 and D-2) Transfer Order and Joining Letter of Parent for D-3			
14.	HILLY AREA CERTIFICATE, Domicile Cert. of Parent, School Cert			
15.	UNDERTAKING FORM/JOINT UNDERTAKING			
16.	SERVICE BOND			
17.	Aadhar Card			

DECLARATION OF STUDENT

I HAVE READ THE INSTRUCTIONS FOR STUDENTS REGARDING ADMISSION & EXAMINATION.

SIGNATURE OF STUDENT

SIGNATURE OF VERIFYING CLERK

SIGNATURE OF VERIFYING OFFICER

SIGNATURE OF ONLINE VERIFYING OFFICER

**DETAILS OF FEES TO BE PAID BY FIRST MBBS STUDENTS AT THE TIME OF
ADMISSION TO GOVT. MEDICAL COLLEGE, JALGAON FOR THE YEAR
2024-2025**

Sr. No.	Particulars of Fees	For Open Category	For Reserve Categories [SC,ST,VJ,NT,]
01	ADMISSION FEE	Rs.1500=00 (by cash)	Rs.1500=00 (by cash)
02	TUITION FEE – ANNUAL	Rs.138300=00	NIL
03	LIBRARY FEES = ANNUAL	Rs.1000=00	Rs.1000=00
04	GYMKHANA FEES – ANNUAL	Rs.500=00	Rs.500=00
05	DEVELOPMENT FEES	Rs.5000=00	Rs.5000=00
06	MUHS DEVELOPMENT FUND	Rs.100=000	Rs.100=000
07	COLLEGE CAUTION MONEY – DEPOSIT	Rs.3000=00	Rs.3000=00
08	LABORATORY – DEPOSIT	Rs.500=00	Rs.500=00
09	LIBRARY – DEPOSIT	Rs.2000=00	Rs.2000=00
DD	<p align="center">FOR ALL INDIA QUOTA & GOI STUDENTS [MBBS Course]: (Two DD)</p> <p>1) Rs.138300=00 in favour of DEAN,GOVERNMENT MEDICAL COLLEGE, JALGAON</p> <p>2) Rs.12100=00 in favour of DEAN, GOVERNMENT MEDICAL COLLEGE, JALGAON</p>		
DD	<p align="center">FOR MAHARASHTRA QUOTA STUDENTS [MBBS Course]</p> <p align="center">OPEN CATEGORY (Two DD)</p> <p>1) Rs.138300=00 in favour of DEAN,GOVERNMENT MEDICAL COLLEGE, JALGAON (Whose Parent's income is above Rs.8 Lacs)</p> <p>2) Rs.12100=00 in favour of DEAN,GOVERNMENT MEDICAL COLLEGE, JALGAON</p> <p align="center">RESERVE CATEGORY (SC,ST,OBC,SBC,VJNT) (One DD)</p> <p>3) Rs.12100=00 in favour of DEAN,GOVERNMENT MEDICAL COLLEGE, JALGAON</p> <p align="center">GENERAL, EBC, EWS, SEBC CATEGORY (One DD) (For Girls)</p> <p>4) Rs.12100/-in favour of DEAN,GOVERNMENT MEDICAL COLLEGE, JALGAON</p> <p align="center">EBC,EWS,SEBC (Two DD) (For Boys)</p> <p>5) Rs,69150=00 in favour of DEAN,GOVERNMENT MEDICAL COLLEGE, JALGAON (Whose Parent's income is below Rs.8 Lacs & is domiciled of Maharashtra)</p> <p>6) Rs.12100=00 in favour of DEAN,GOVERNMENT MEDICAL COLLEGE, JALGAON</p>		

- Cash Fees are to be paid at the Cash Counter, GMC,Jalgaon from 11.00 a.m.to 1.30 p.m.and from 2.30 p.m.to 3.30 p.m.
- Those students who want Bonafide Certificate shall pay Rs.100/- at the Cash Counter, GMC,Jalgaon from 11.00 a.m.to 1.30 p.m.and from 2.30 p.m.to 3.30 p.m.
- MUHS University Enrollment and Eligibility Fees are to be paid later on as per the instructions of MUHS, Nashik
- Students of NT, VJ, SBC and Minority fees concession subject to their Scholarship/ freeship approve from Concerned Office.

IMPORTANT NOTICE FOR
FIRST MBBS ADMISSION CANCELLATION

All the students admitted to First MBBS course at Govt. Medical College, Jalgaon for the year 2024-2025 through 15% All India CBSE Quota as well as through DMER Quota shall note that if they want to cancel their admission of First MBBS at Government Medical College, Jalgaon, it shall be done **BEFORE THE CUT-OFF DATE** declared by Competent Authority, so that their seat will not go Lapse

Those FIRST MBBS students who will cancel their admission AFTER THE CUTOFF DATE shall be liable to **pay the penalty of Rs 10,00,000/- (Rs TEN LACS ONLY)** to Government of Maharashtra for Lapse of that seat.

All the First MBBS students admitted to GMC, Jalgaon shall execute Service bond to serve Govt. of Maharashtra for a period of **ONE** years, **failing which he / she shall pay to Govt. of Maharashtra a sum of Rs.10,00,000(RsTEN LACS only)** for the default. Also he/ she **shall NOT leave India** within a period of FIVE years from the date of obtaining the degree

JOINT UNDERTAKING

(For all newly admitted students)

Name of the Student : _____

Roll No.: _____

Govt. Medical College, Jalgaon

We have read Maharashtra Provision of **Anti Ragging act 1999 (Maharashtra XXI III of 1999)** and relevant instructions against ragging. We are well aware of punishment under this act.

If my son / daughter / myself have been found guilty, he shall be punished for appropriate action under the act including imprisonment for a term which may extend to two years with **fine upto Rs 10,000/-** (Rs ten thousand) or dismissal from the institute and suspension of student for various periods during inquiry period.

I am also aware of the fact that it will be mandatory for the institute to file First Information Report (FIR) to Local Police Authorities in case Victim of ragging or his / her parents / Guardian is not satisfied with the action taken by the Head of the institution or where head of the institution is of the opinion that the incident ought to be reported.

Place: _____

Name & Signature of Student

Date : _____

Name & Signature of Parent

Signature of
Member Secretary
Anti Ragging Committee

Signature of
Vice Dean, GMC, Jalgaon

Note: Student shall submit this undertaking on Rs.100/- stamp paper at the earliest

UNDERTAKING

Name of the Student _____

Course in which Admitted _____

Roll No. _____

As per instructions given by the Competent Authority, I will submit Character Certificate / Joint Undertaking within one month of admission. Otherwise, I will face disciplinary action.

Signature of the Student _____

Place :

Date:

CHARACTER CERTIFICATE

This is to certify that Mr. / Miss _____
was the student of this college/school from _____ to
_____. He / She has passed XII examination in the Month/
Year _____.

During his / her stay in this school / college, he / she has
displayed / not displayed persistent violent or aggressive behavior or
any desire to harm other. His / Her character was Satisfactory / Not
satisfactory.

Date : _____

Place : _____

Signature of Principal

[Institute or College stamp]

Note:- This character certificate should be submitted to GMC, Jalgaon within one month from the date of joining.



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GOVERNMENT MEDICAL COLLEGE, JALGAON.

JILHAPETH, GOVT. HOSPITAL CAMPUS, JALGAON - 425001, M.S. (INDIA)

TELEPHONE & FAX NO. 0257- 2232390

EMAIL- DEANGMCJALGAON@GMAIL.COM

No.GMCJ/ACAD/UG/1st MBBS Admiss./

/2024

Date: / /

/2024

BONAFIDE CERTIFICATE

This is to certify that Shri/Kum. _____ is admitted in this college on / /2024 to I st MBBS course for the Academic Year 2024-25. His/her following **ORIGINAL CERTIFICATES** are retained in this College. (*Sets to be prepared in the following sequence*)

Sr.No.	Original Documents Required	Available YES/No
1	Nationality Certificate OR Valid Passport	
2	Domicile Certificate	
3	Aadhar Card (Photocopy)	
4	SSC (10th) Passing Certificate	
5	HSC (10+2) Marksheet	
6	HSC(10+2) Passing Certificate	
7	Online Admit card NEET –UG - 2024	
8	Selection letter (College Allotment Printout)	
9	Online NEET-UG-2024 MarkSheet	
10	Caste Certificate	
11	Caste Validity Certificate /Foroutside Maharashtra students (OMS) Letter from magistrate that your state does not issue caste validity certificate... COMPULSARY	
12	Non Creamy Layer Certificate...Valid up to 31/03/2025	
13	School Leaving OR Transfer Certificate	
14	Defense Certificate (for D1, D2, D3...(for State quota students only)	
15	Physically Handicapped Certificate....If applicable	
16	MKB Certificate.....(for State quota students only)	
17	Hilly Area Certificate.....(for State quota students only)	
18	Medical Fitness Certificate in prescribed Performa	
19	Migration Certificate...for OMS candidates only	
20	Self-Education Gap Certificate (Affidaviton Rs.100/-Bond)	
21	Other	
Demand Drafts of Fees as applicable.		
Tuition Fees D.D.No:	Rs. Dt. / / 2024	
Other Fees:D.D. No:	Rs. Dt. / / 2024	
Admission Reciept Rs.1500/- No.		
(Please write-down YES/No carefully)		

To,
Shri./Kum. _____
Govt. Medical College, Jalgaon

DEAN
Govt. Medical College, Jalgaon

GOVERNMENT MEDICAL COLLEGE, JALGAON

INSTRUCTION FOR STUDENTS REGARDING EXAMINATION

Reference: Letter from MUHS Nashik No.MUHS/S/X-1/40/9376, dated 16-9-2009.

- 1) Internal Assessment examinations are compulsory for all the students.
- 2) Internal Assessment marks are calculated on the basis of marks scored in Internal Assessment.
- 3) The student who fails in MUHS Nashik examination can improve the Internal Assessment marks by appearing in Internal Assessment examination which will be conducted before the next MUHS Examination.
- 4) The students will have to sign sheet of Internal Assessment marks prior to examination to be conducted by the MUHS Nashik before the last date which will be notified by the Respective Departments.
- 5) If student fails to appear for any of Internal Assessment examination, he should apply for the examination within 7 days of completion of respective examination to the Chairman of Grievance Committee, GMC Jalgaon (Head of the Department of Forensic Medicine and Toxicology, GMC, Jalgaon) with a copy of the same to the Head of the respective department.
- 6) The students should enclose the proof of the reason of his / her absence in the respective examination. Without proof, application will be rejected.
- 7) Re-examination in case of candidate remaining absent in Internal Assessment Examination will be conducted after the Preliminary examination. If candidate remains absent for more than one Internal Assessment examination only one re-examination will be conducted.
- 8) Students should score more than 50% marks in Internal Assessment examination to qualify for MUHS examination.
- 9) Students should have more than 75% attendance in Theory and more than 80% in Practical which will be conducted during the tenure of First MBBS. Otherwise student will not be permitted to appear for MUHS examination.
- 10) If student remains absent for more than 2 days consecutively, he/she will have to bring letter mentioning reason of absence signed by the Parents / Local guardian. Otherwise he / she will not be allowed to attend remaining classes.
- 11) It will be duty of the Parents / Local Guardians to remain in touch with Heads of various departments for getting information regarding the performance of the student in Internal Assessment examination.
- 12) The students should inform the student section about change of address for correspondence, if any. Student should inform E-mail address of parents / Local Guardians to the student section and parents should check their E-mail daily regarding any notification from administration.
- 13) All the students should inform any activity which comes under "RAGGING" to the concerned officer.

By Order

**Proforma for Application for re-examination of the absent students in
Internal Assessment examination/including post completion examination**

Name of the Student: _____

Roll No. _____ Batch _____ Semester _____ [1stMBBS, 2ndMBBS, 3rdMBBS]

Mobile No./ Contact Phone No. _____

Mailing Address : _____

Name of the Exam. In which candidate remained absent: _____
[Theory/Practical]

Name of the subject in which candidate remained absent: _____

Date of Examination: _____

Date of Application: _____

Reason for Absence:

Enclosure:

Signature of Applicant

-
- 1) The student should apply with in 7 days after the examination is over. This rule will be applicable from the date of notification onwards.
 - 2) Application for re-examination should be addressed to the Chairman, Students Grievance Committee, Department of Forensic Medicine, Copy of which should be forwarded to the Professor and Head of the concerned department, along with the Proof of Documentary evidence for his or her absence.
 - 3) Concerned HDD should forward his application at the earliest prior to the date of meeting of grievance committee with his remarks.