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

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

PROSPECTUS - DM in CARDIOLOGY COURSE (3 Years)

Session: 2015-16

Includes admission details for the DM in Cardiology Course of NEIGRIHMS
AT A GLANCE

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Activity</th>
<th>Scheduled Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of opening the Online Registration of applications in the NEIGRIHMS website <a href="http://www.neigrihms.gov.in">www.neigrihms.gov.in</a></td>
<td>9th June, 2015 (Tuesday)</td>
</tr>
<tr>
<td>2.</td>
<td>Closing date of Online Registration of applications in the NEIGRIHMS website <a href="http://www.neigrihms.gov.in">www.neigrihms.gov.in</a></td>
<td>30th June 2015 (Tuesday)</td>
</tr>
<tr>
<td>3.</td>
<td>Date of Entrance Examination (Stage – I) at Shillong only</td>
<td>5th July, 2015 (Sunday)</td>
</tr>
<tr>
<td>4.</td>
<td>Results of the entrance test (Stage – I)</td>
<td>6th July 2015</td>
</tr>
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<td>5.</td>
<td>Stage II- Departmental clinical / practical/ lab based assessment</td>
<td>7th July, 2015 (Tuesday)</td>
</tr>
<tr>
<td>6.</td>
<td>Commencement of the Session</td>
<td>1st August, 2015</td>
</tr>
</tbody>
</table>

Announcement of Results: The results will be displayed on the Notice Board of Examination Cell, NEIGRIHMS, Shillong and in the internet at the Institute’s website www.neigrihms.gov.in

Examination Fees: Rs.3000/- (Rupees Three Thousand Only) plus charges as applicable to be paid by Credit Card/ Debit Card or by Bank Challan through any Branch of Bank of Baroda, available in the Institute website.

NOTE: The candidates are advised to read the Prospectus and Help Manual before starting online registration and ensure that no column is left blank.

- Reporting Time: 9:30 AM.
- Entry to Exam Hall closes at: 10:30 AM.
- Duration of Examination: 90 minutes (10.30 AM to 12.00 Noon
- Candidates will be permitted to leave the hall only at 12:00 Noon

Help line No. 18002100151

Important telephone numbers:

- Office of the Director, NEIGRIHMS: +91 364-2538013, 2538003 (Fax)
- Office of Dean, NEIGRIHMS: +91 364-2538029
- Examination Cell: +91 364-2538092 (PAVX – 224/225)

Mailing address: examcellneigrihms@gmail.com

1. INTRODUCTION:

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

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

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

2. AIMS AND OBJECTIVES OF THE INSTITUTE:

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

i. **Medical Education & Human Resource Development**: Center of Excellence for Medical Education to generate Health Manpower in Specialty, Super-speciality Medical Departments and Paramedics, Designed as a Postgraduate Medical Institute with 35 Postgraduate Departments on the line of PGIMER, Chandigarh and AIIMS, New Delhi. Allied medical courses like Post graduate courses of Nursing, Pharmacy and others are in the process now.

ii. **User Friendly Patient Care System with State-of-Art Technology**: As an Apex Referral Hospital with 500 beds to provide quality Health Care to the people of North Eastern Region.

iii. **Central Research Organization with Primary and Advanced Research Facilities**: Looking after the Regional needs and collaborating with other National and International agencies.

iv. **Health Consultancy Service in Regional and Central Health Schemes**: The Institute being the first of its kind of Postgraduate Health Institute in this Region, taking up the responsibility of an apex Co-ordination Center to guide the Health Policies of North Eastern Council and also to co-coordinating with the Central Government Plans and Programmes of health care.

3. NAME OF THE COURSE AND NUMBER OF SEATS:

The Super specialty (Post doctoral) course available for the session 2015-16 is **DOCTOR OF MEDICINE (DM) IN CARDIOLOGY**:

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Specialty</th>
<th>General Seats</th>
<th>North East Open Seat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Cardiology</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

4. DURATION OF THE COURSE:

The period of training for obtaining these degrees shall be 3 (three) completed years including the examination period.

5. AFFILIATION:

The Degree is affiliated to the North Eastern Hill University (NEHU), Shillong.
6. BASIC ELIGIBILITY:

i. **EDUCATIONAL QUALIFICATION:** A Candidate must possess a degree in **MD or DNB in Medicine or Paediatrics** from a University recognized by the Medical Council of India (MCI).

   Note: The Candidates who are likely to complete 3 years requisite tenure and degree by 31st May, 2015, may also apply. However, the candidates who complete their 3 years requisite tenure after 31st May, 2015 are not eligible to take up this examination.

ii. **AGE LIMIT:** 35 years as on 31st May, 2015.

iii. **NATIONALITY:** Application must be a Resident Indian National to be eligible for the open seat and must be a Permanent Resident / Domicile of one of the 8 (eight) Northeastern states of India Sikkim to be eligible for the NE Open Seat.

7. PROCEDURE OF REGISTRATION:

Online Prospectus, Registration Forms and Application Forms are available w.e.f. 9th June, 2015 (Tuesday) in the NEIGRIHMS website at [www.neigrihms.gov.in](http://www.neigrihms.gov.in). (No Printed Hard copy will be made available)

i) A candidate seeking admission to the Entrance Examination is required to apply online for Registration in the prescribed Application Form available at [www.neigrihms.gov.in](http://www.neigrihms.gov.in) the link "Click to Apply for DM in Cardiology ENTRANCE TEST- 2015" and follow the instructions given therein carefully step by step.

ii) The fee for Online Registration includes the Examination Fees for Entrance Examination is Rs. 3000/- (non-refundable) plus charges as applicable. The candidate is required to go through the prospectus and guidelines carefully and acquaint himself/herself with all requirements with regard to filling of the online Application Form.

iii) It will be the responsibility of the candidate to ensure that correct address, email address and mobile number is entered in the Application Form.

iv) **Status of Admit Card:** The Admit Card will be available and may be downloaded from NEIGRIHMS website [www.neigrihms.gov.in](http://www.neigrihms.gov.in) after the Online Application is submitted successfully. In case the status of a candidate’s Admit Card is not available on website, he/she should immediately call the Help line No* and give his full particulars of the Registration Form. (*Help line No will be made available in the Institute’s website shortly)

Important:

i. Candidate should follow the Instructions carefully and to fill in the online Application Form taking utmost care as given on the website. The guidelines for online registration and filling up of Application Form are available as separate document on the website.

ii. The Institute will not be responsible for faulty communication due to incorrect address given by the applicant in the Application Form. For detail see the guidelines available in website [www.neigrihms.gov.in](http://www.neigrihms.gov.in).

iii. Incomplete Registration Form will be summarily rejected and no correspondence will be entertained in this regard.

iv. **Admission of candidates to Entrance Examination is provisional, subject to their being eligible for admission to DM course.**

v. If ineligibility of a candidate is detected at any stage, before or after the entrance examination/declaration of result, his/her candidature will be summarily rejected.

vi. **The centre once allotted will not be changed under any circumstances.** No correspondence in this regard will be entertained

vii. In case any candidate is found to have furnished false information or certificate etc. or is found to have withheld or concealed any material information in his/her application, he/she will be debarred from admission.

N.B.: Refer to the instructions given in **guidelines** before uploading.

*Any candidate found to be impersonating will be liable to be prosecuted as per Indian Penal Code.*
The prescribed amount of **Application Fee**, i.e. **Rs. 3000/- (Three Thousand Only)** plus charges as applicable should be deposited through Credit card/Debit card to "NEIGRIHMS MBBS ACCOUNT". Candidates are advised to retain a printout copy of the online Application Form and the proof of payment of Fee and also download the Hall Ticket/Admit Card.

**NOTE:** It will be the responsibility of the candidates to ensure to provide correct address in the Application Forms

**9. UPLOADING OF THE SOFT COPY AND SCANNED DOCUMENTS:**

Candidates are to **upload the scanned documents** mentioned below:

a. Photograph (in appropriate place of Application Form)
b. Scanned Signature of the candidate (in appropriate place of Application Form)
c. Domicile/Permanent Residential Certificate valid for the year 2015, from the competent authority (i.e. District Commissioner of the state or any Government authorized Official) certifying that he/she is Domicile/Permanent resident of either of the 8 (eight) North eastern states of India including Sikkim
d. Age proof: High School Certificate/Secondary School Certificate/Admit Card of 10th or 10+2 Exams issued by the Board/University showing the date of birth/Birth Certificate of the applicant issued by the competent Government authority.

e. Certificates: Pass Certificate/Provisional Pass Certificate where the candidate has already cleared the qualifying examination.
f. Mark Sheets: where available
g. Or Course Completion certificate, if the candidate completed his tenure by 31st May 2015 and result is yet to be declared.

**10. METHOD OF SELECTION:**

Selections of DM in Cardiology Course will be made through a two stages performance evaluation:

**Stage I:** Written test carrying 80 marks of 90 minutes duration. The question paper will consist of 50 Theory based Multiple Choice Questions (MCQs) and 30 clinical/practical/lab based Short Answer Questions (SAQs)/MCQs. Each correct (MCQ) answer will be awarded 1 mark and each wrong (MCQ) answer will be awarded one-fourth (-1/4th) negative mark. More than one answer will be treated as wrong answer and awarded negative mark. Zero mark will be given for questions not answered.

**Stage II:** Out of the candidates who secured 50 Percentile marks or above in the written test (Stage – I), candidates in 5 times the number of seats advertised will be called for department clinical/practical/lab based assessment (carrying 20 marks). Out of these candidates called for departmental assessment, 50% will be from general category and 50% will be from North East open category.

**Selection will be made during counseling entirely on the basis of merit in the combined Stage I and Stage II of the entrance examination.**

**Note:**

i. Candidates should come prepared to appear in the departmental clinical/practical/lab based assessment on 7th July, 2015 onwards if he/she are called for the Stage II examinations.

ii. The result of stage-I will be displayed on the Notice Board of the Examination Cell, NEIGRIHMS on the next day of the Entrance Examination, i.e. 6th July, 2015 and also in the Institute website. No individual intimation will be sent/telephone. Result will not be published in any Newspapers, either local or national.
iii. Candidates who fail to attend on both the stages mentioned above will not be eligible for admission.

10. ADMIT CARDS:

i) Admit card for the Entrance Examination will be available for download for the candidates whose applications are submitted successfully after Application submission process is completed.
ii) The admit card will contain name and date of birth as typed by the candidate in the application, photo and Signature image as uploaded by the candidate;
iii) Request for rectification / change of any other details in the Hall ticket/ Admit Card details shall not be considered under any circumstances.
iv) No candidate will be allowed to appear for the Entrance Examination unless he / she hold the authentic Admit Card/Hall ticket downloaded from the website of NEIGRIHMS.

11. CENTRE OF EXAMINATION:

The entrance examination will be conducted at Shillong only and the centre of examination will be shown in their respective Admit cards.

12. DOCUMENTS TO BE VERIFIED BEFORE STAGE –II EXAM:

a) From North Eastern States: Candidates applying for this category required to submit Domicile / Permanent residential Original Certificate valid for the year 2015 from the District Collector / District Commissioner / District Magistrate / Sub – Divisional Officer (Civil) or any State Government authorized official equivalent to the said ranks, proving his / her genuine domicile / permanent resident among one of the 8 (eight) North Eastern States of India including Sikkim attested by a Gazetted Officer.

b) Who are employed: original copy of the signed undertaking that he/she has informed their employer about the submission of the application to NEIGRIHMS.

13. EMPLOYED CANDIDATES:

NEIGRIHMS does not have any objection if the candidates in employment submit their applications direct i.e. they are not required to submit their applications through proper channel. However, all such candidates should inform their employer in writing that they are applying for this entrance examination. They should also sign the undertaking alongwith the application form that they have informed their employer about the submission of the application to NEIGRIHMS. If any communication is received from their department / office withholding permission to the candidate’s appearing at the entrance examination / admission to the said course, the candidature / admission of the candidate will be cancelled, and no further correspondence in this regard will be entertained.

14. IMPORTANT INFORMATION:

i. North Eastern States Reserved Category: Candidates who are Permanent Resident or Domicile of the 8 (eight) North Eastern States of India including Sikkim are eligible under this category. A duly filled in application form must be submitted alongwith a Domicile / Permanent residential Certificate valid for the year 2015 from the District Collector / District Commissioner / District Magistrate / Sub – Divisional Officer (Civil) or any State Government authorized official equivalent to the said ranks,
proving his / her genuine domicile / permanent resident among one of the 8 (eight) North Eastern States of India including Sikkim.

ii. **Sponsored Candidates**: No seat of DM Cardiology in NEIGRIHMS for the session 2015-16 is reserved for sponsored candidates who are permanent employees of any Central / State Government / Armed Forces/ or Public Sector Undertaking / Autonomous Body.

iii. **Foreign Nationals**: Foreign Nationals will not be considered for the “DM in Cardiology Seats in NEIGRIHMS” for the Session 2015-16.

**15. EMOLUMENTS:**

Candidate selected for the post of Senior Resident and will be paid emoluments as applicable to the post Rs. 18750 + Rs. 6600 GP + NPA and usual allowances as admissible under the rules of Govt. of India's Residency Scheme.

**16. LEAVE:**

1<sup>st</sup> year: 24 days; 2<sup>nd</sup> year: 30 days; 3<sup>rd</sup> year: 36 days.

**17. INTERNAL ASSESSMENT:**

Internal assessment/progress report shall be evaluated periodically by the faculty members of the concerned department on the theoretical knowledge and practical skills of a candidate. The Head of the Department will send such an internal assessment/progress report of each candidate on regular basis i.e. six monthly and send to the Dean, Academic Section for official records. The weightage of the internal assessment/progress report i.e. 25% marks of the candidate will be added in his/her final examination.

**18. DISSERTATION:**

Every candidate will be required to (a.) submit a dissertation or (b.) furnish proof of having undertaken research of high order which may be in the form of a manuscript of an original article fit for publication or already accepted by an approved journal or (c.) present evidence of having published papers of research value in the subject concerned in journals recognized by the Institute for this purpose. All these should have been done during the period of training at the Institute.

*Note: The registration of those candidates who do not submit the dissertation at least three months prior to the commencement of the examination will not be eligible to appear in the final Examination.*

**19. WHAT IF ANY DISCREPANCY NOTICED:**

a) Discrepancy, if any in the date and time of the entrance examination mentioned in the prospectus, admit card etc., should be immediately brought to the notice of the examination section, NEIGRIHMS. Complaints received after the examination will not be entertained. In case any discrepancy is found in the information provided in the various documents, the date provided on the application form will be considered as final for all purposes.

b) It will be the responsibility of the candidate to ensure that correct address and email ID in the application form is filled. The institute shall not be responsible for any miscommunication due to incorrect address and email ID given by the applicant on the application form or non- receipt for any reasons.
c) Change, if any, in the address should be immediately intimated to this office. Candidates should also ensure that any communication sent at the previous address is redirected to him/ her at the new address.

d) If a candidate is at any stage found to have provided false information / certificate or is found to have withheld or concealed some information in his/her application form, he / she will be debarred from admission, his / her residency will be terminated with immediate effect.

e) If ineligibility is detected at any stage, candidature / admission of the candidate will be cancel without any notice.

f) Candidates must not obtain or give or attempt to obtain or give irregular assistance of any kind during the examination; this will entail expulsion and cancellation of candidature for the examination. The admission of the candidate will be cancelled and appropriate criminal /civil proceedings will be initiated against the candidates, if at any stage of the examination the candidate is found to have secured admission by using any unfair means.

g) The institute will not intimate the individual unsuccessful candidates regarding the result of entrance test. No correspondence in this regard will be entertained. **However, the marks of individual candidate will be available on institute website on completion of the admission process.**

h) There is no provision for re-checking / re-evaluation of the answer sheets and no query in this regard will be entertained.

i) The decision of the **Director of the Institute** shall be final in the matter of selection of candidates for admission to various courses and no appeal will be entertained in this regard.

j) Selected candidates must join the course on the date stipulated in the letter of selection, failing which the selection / admission shall stand cancelled / withdrawn.

k) The selection candidates will have to submit the original Permanent Registration Certificate at the time of joining.

l) Each candidate selected for admission shall have to pay the fee / dues within the prescribed period failing which his/ her admission shall be cancelled.

m) Private practice in any form during the course is prohibited. The period of training is strictly full time and continuous.

n) The rules are subject to change in accordance with the decision of the institute taken from time to time.

o) The disputes, if any with regard to admission process and the entrance examination, etc. will be subject to the legal Jurisdiction at Shillong.

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20. **MEDICAL EXAMINATION:**

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

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

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21. **HOSTEL ACCOMMODATION:**

The Senior Residents (Post Doc.) may be provided Hostel accommodation subject to availability.
22. FEES AND OTHER DUES:

**i. FEES:** Each candidate selected for admission will have to pay the following Course duration Fees and dues per year:

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<thead>
<tr>
<th>No.</th>
<th>Fee Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1.</td>
<td>Registration Fee</td>
<td>Rs. 110/-</td>
</tr>
<tr>
<td>2.</td>
<td>Enrolment Fee</td>
<td>Rs. 75/-</td>
</tr>
<tr>
<td>3.</td>
<td>Tuition Fees</td>
<td>Rs. 1500/-</td>
</tr>
<tr>
<td>4.</td>
<td>Laboratory Fee</td>
<td>Rs. 900/-</td>
</tr>
<tr>
<td>5.</td>
<td>Hostel Rent</td>
<td>Rs. 720/- Per Annum</td>
</tr>
<tr>
<td>6.</td>
<td>Hostel Security</td>
<td>Rs. 1000/- (Refundable)</td>
</tr>
<tr>
<td>7.</td>
<td>Electricity</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td>8.</td>
<td>Gymkhana</td>
<td>Rs. 40/-</td>
</tr>
<tr>
<td>9.</td>
<td>Caution money</td>
<td>Rs. 1000/- (Refundable)</td>
</tr>
<tr>
<td>10.</td>
<td>Health Care</td>
<td>Rs. 1000/-</td>
</tr>
<tr>
<td>11.</td>
<td>Library Fee</td>
<td>Rs. 100/-</td>
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</tbody>
</table>

**Total of Rs. 7020/- (Rupees Seven Thousand and Twenty Only)**

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

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

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

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

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

23. INSTITUTE LIBRARY:

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

24. ENTRANCE EXAMINATION AND PROCEDURE:

1. Entrance examinations will be held for admission of DM I Cardiology course of NEIGRIHMS for the session 2015-16.
2. Centre of examination will be Shillong, Meghalaya, India
3. Eligibility criteria for admission shall be as per clause no. 8 as above.
4. The entrance examination will be held on **5th July 2015 (Sunday) at 10:30 A.M** and the venue will be intimated at the time of issue of Admit Card.
5. No documents or enquiries shall be entertained at the examination centre. Institute will allow only those candidates to appear for the entrance test who have valid Admit Cards in their possession.
6. Candidates will appear in the entrance test at Shillong at their own expenses and no TA/DA is admissible to them for the purpose.
Questions: Written test carrying 80 marks of 90 minutes duration. The question paper will consist of 50 Theory based Multiple Choice Questions (MCQs) and 30 clinical/practical/lab based Short Answer Questions (SAQs)/MCQs. Each correct (MCQ) answer will be awarded 4 mark and each wrong (MCQ) answer will be awarded one-fourth (-1/4th) negative mark. More than one answer will be treated as wrong answer and awarded negative mark. Zero mark will be given for questions not answered. The examination will be conducted in English medium only.

A merit list of the candidates in the Entrance Test will be displayed on the Institute Notice Board, Director's Block, NEIGRIHMS, Mawdiangdiang, Shillong– 18 on the day of Written Test in the evening.

Out of the candidates who secured 50 Percentile marks or above in the written test (Stage – I), candidates in 5 times the number of seats advertised will be called for department clinical / practical / lab based assessment (carrying 20 marks) to be held on 7th July 2015. Out of these candidates called for departmental assessment, 50% will be from general category and 50% will be from North East open category.

Candidates will be called for counseling to be held on 8th July 2015 for admission from the merit list of the entrance Examination (combined Stage I and Stage II). List of candidates called for counseling will be made available at the Notice Board of Examination Cell, NEIGRIHMS on 7th July 2015 (evening)

Results of all the candidates appeared in entrance examination will be available at the Institute's website once the admission process is over.

Selection will be made during counseling entirely on the basis of merit in the combined Stage I and Stage II of the entrance examination.

25. INSTRUCTIONS OF ENTRANCE EXAMINATION:

i. The Examination Halls will be opened at 9-30 a.m., 1 (one hour) before the commencement of the Examination. Candidates are requested to find out the Hall/computer lab allotted against their Roll Number from the sitting plan placed outside the Centre of Examination beforehand. Sitting/Computer Lab arrangements will be made according to the Roll Numbers allotted to each candidate as per the Admit cards already issued. Candidates are expected to be seated in their allotted seats by 10:00 a.m. Candidates who do not report in time are likely to miss some of the general instructions to be announced in the Examination Hall.

ii. Candidates will be subjected to thorough frisking before being allowed into the Hall at the stipulated time. Candidates must show on demand, the Admit card for admission into the Examination Hall. A candidate who does not possess the Admit card issued by the NEIGRIHMS shall not be allowed to enter the Examination Hall under any circumstances.

iii. No candidate will be allowed to enter the examination Hall after 10-30 a.m.

iv. The CBT based Entrance Test will start exactly at 10-30 a.m. and an announcement to this effect will be made by the Invigilator.

v. During the examination time the invigilator will check Admit card of the candidates to satisfy himself/herself about the identity of each candidate. If subsequently, found that the candidate appeared was impersonating, then he/she shall be liable for penal consequences under IPC.

vi. If a candidate is found appearing in the Entrance Test from a seat or room other than the one allotted to him/her, then his/her candidature shall stand cancelled.

vii. CANDIDATES ARE NOT ALLOWED TO CARRY ANY TEXTUAL MATERIAL, PRINTED OR WRITTEN, BITS OF PAPER, ENVELOPE OR ANY OTHER MATERIAL EXCEPT THE ADMIT CARD INSIDE THE EXAMINATION HALL.

viii. Pens, calculators, slide rules, log tables, geometry box, electronic digital watches with facilities of calculator, cellular phones, pagers or any other electronic gadgets are not allowed inside the Examination Hall.

ix. Carry only the Admit card inside the Hall; even the envelopes of the Admit card are not allowed.

x. No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave his/her seat or the Examination Room until the final bell is rung. Candidates should not leave the Hall without handing over the Answer Sheets to the Invigilator on duty.
xi. **BLACK-BALL-POINT PEN WILL BE PROVIDED IN THE HALL BY THE INVIGILATOR.**

xii. Drinking Water will be provided at the Examination centre.

xiii. Smoking in the Examination Hall during the examination hours is strictly prohibited. Tea, coffee, cold drinks or snack is not allowed to be taken by the candidates into the Examination Hall during the examination hours.

xiv. A bell will be rung at the beginning of the Examination at 10:30 a.m. and at the closing time the display will disappear in the Computer Screen automatically.

xv. A candidate must sign in the Attendance Sheet at the appropriate place and affixed the left thumb impression against the appropriate column of the Attendance Sheet. Failure to comply with this requirement will lead to the annulling of his candidature without any prior intimation. **ANY CANDIDATES FOUND TO BE IMPERSONATING WILL BE LIABLE TO BE PROSECUTED AS PER INDIAN PENAL CODE.**

xvi. For those who are unable to appear on the Schedule Date of Examination for any reason, the examination shall not be held again by the NEIGRIHMS under any circumstances.

xvii. **UNFAIR MEANS:**

During the course of Examination, if a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as **UNFAIR MEANS (U. F. M.)** and debarred from taking this examination permanently in future. The unfair means include:

a) having in possession papers, books, notes, electronic devices or any other material or information relevant to the examination in the paper concerned

b) giving or receiving assistance directly or indirectly of any kind or attempting to do so

c) writing questions on the Admit card/answer on any material other than the answer book given by the Centre Supervisor for writing answers;

d) tearing of any page of the Question Booklet etc.,

e) contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;

f) taking away the answer sheet/answer book out of the examination hall/room;

g) smuggling out Question Paper or its part or smuggling out answer books/answer sheet or part thereof;

h) Threatening any of the officials connected with the conduct of the examination or threatening any of the candidates.

i) using or attempting to use any other undesirable method or mean in connection with the examination

xviii. Candidates should ensure before leaving the Examination Hall that they have handed over the Answer Sheet/Question Booklet to the invigilators on duty. In case, the candidate does not hand over the Answer Sheet/Question Booklet and take away the same with him/her, this shall amount to use of unfair means practices and accordingly his/her case shall be dealt with.

xix. The candidate will check and ensure that the question book contain as many number of pages as are written on the top of the cover page: During the period of the examination candidate shall not remove any page(s) from the Test – Booklet/Question Paper/Answer Book and if any page(s) is/are found missing from these, he/she/ will be proceeded against for use of unfair means and shall also be liable for criminal action.

xx. The process of conduct of examination will be video graphed.

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### CODE OF CONDUCT FOR STUDENTS AT NEIGRIHMS:

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

1. All powers relating to discipline and disciplinary action are vested in the Director.

2. The Director May delegate all such powers, as he/she deems proper to the Dean and to such other persons as he/she may specify on his behalf.

3. Without prejudice to the generality of power to enforce discipline under the Rules. The following shall amount to acts of gross indiscipline:-
a) Physical assault for threat to use physical force against any member of the teaching or non-teaching staff of a Department/ Centre of NEIGRIHMS for any other persons within the premises / Campus of NEIGRIHMS.

b) Carrying or use or threat of use of any weapon.

c) Violation of the status, dignity and honor of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.

d) Any practice, whether verbal or otherwise, derogatory to women.

e) Any attempt at bribing or corruption in any manner.

f) Willful destruction of institutional property.

g) Creating ill-will or intolerance on religious or communal grounds.

h) Causing disruption in any manner of the functioning of the NEIGRIHMS, Shillong.

i) Regarding ragging the directive of Supreme Court will be followed strictly. It is as under: “As per direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or rusticated from the Institution and shall also be liable to fine which may extend to Rs. 10,000/- . The punishment may also include cancellation of admission suspension from attending the classes, withholding/withdrawing fellowship/ scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution.”

4. Without prejudice to the generality of his /her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/ her appropriate. The Director may in exercise of his/her powers aforesaid order or direct that any student or students.

a) Be expelled.
b) Be, for a stated period: be not for a stated period, admitted to a course or courses of study in NEIGRIHMS
c) Be fined with a sum of rupees that may be specified.
d) Be debarred from taking any examination(s) for one or more semesters.
e) Withhold the result of the student(s) concerned in the Examination(s) in which he /she or they have appeared be cancelled.
f) Be prohibited for appearing or completing any examination for any unfair means like copying taking notes, mobiles or any other electronic gadgets inside the examination halls.

5. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and several authorities of the NEIGRIHMS who may be vested with the authority to exercise discipline under the Acts, the Statues, the Rules and the rules that have been framed there under by competent authorities of NEIGRIHMS.

(II) Prohibition of and Punishment for Ragging:

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of NEIGRIHMS and also outside the NEIGRIHMS Campus.

2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this rules.

3. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which :

a) Involve physical assault or threat or use of physical force.
b) Violate the status, dignity and honour of women students.
c) Violate the status; dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes And Other Backward Castes.
d) Expose students to ridicule and contempt and affect their self-esteem.
e) Entail verbal abuse and aggression, indecent gesture and absence behaviour.

4. The Director, Dean, Hostel Superintendent and Faculty of NEIGRIHMS shall take immediate action on any information of the occurrence of ragging.

5. Notwithstanding anything in Clause (4) above, the Dean or any other Faculty member/ or authority may also suo moto enquire into any incident of ragging and make a report to the Director of the identity of those who have engaged and the nature of the incident.

6. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.

7. On the receipt of a report under clause (5) & (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Director shall direct or order rustication of a student or students for a specific number of semester.

8. The Director may in other cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study as NEIGRIHMS, departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.

9. In case where students who have obtained degree(s) of NEIGRIHMS are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the NEIGRIHMS.

10. For the purpose of this Rules, abetment to ragging will also amount to ragging.

(iii) Anti Sexual Harassment Monitoring Committee:
A statutory committee, comprising of members from the teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing and redressal.

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

1. NEIGRIHMS reserves the right to make changes in the information provided in this Prospectus based on directives from competent authorities. This cannot be quoted for any sanction.
2. Notwithstanding the information given in this Prospectus of NEIGRIHMS, has the ultimate right to decide on any issue as per its Rules and Regulations.
3. For any up-to-date information including changes in the datelines, seat matrix, etc., CANDIDATES may check the Institute website www.neigrihms.gov.in from time to time.
ANNEXURE – I

INSTRUCTIONS FOR FILLING UP THE ONLINE REGISTRATION & APPLICATION FORM

ANNEXURE – II

UPLOADING OF PHOTOGRAPH, SIGNATURE AND DOCUMENTS BY CANDIDATE

A recent Passport size Coloured Photograph image of the candidate should be uploaded in the space indicated in the online Application Form. The candidate is also required to upload an image of his/her full signature in the space provided below the photograph.

Signature should be on white background. Photo and Full Signature must be in jpg format. Size of Photo should not be more than 80 KB and Size of Full Signature should not be more than 10 to 80 KB.

EXAMPLE OF PHOTOGRAPH:

1. Photographs MUST be snapped on or after 1st January 2015
2. The photograph must be snapped with a placard and the placard should be held by the candidates indicating name of candidate and date of taking of photograph. In case name and date are written on the photograph after taking it (superimposition) the application form will be rejected.
3. The name and date on the photograph must be clearly visible and legible.
4. Photograph should NOT have cap or goggles. Only Spectacles are allowed.
5. Application not complying with these instructions or with unclear photographs will be rejected.
6. Keep a few identical photographs in reserve for use at the time of Entrance Examination/Admission if required.
7. EXAMPLE OF SIGNATURE:

(jpg format in white background, size 10 to 80 KB)

Procedure to reduce the image size of Photo, Other Documents and Signature (if original is more than the specified size above)

➢ Open image with Microsoft Office Picture Manager
- Select edit picture
- Select compress pictures
- Select compress for web pages or e-mail messages
- Click **OK**
- **Save**

The image can be uploaded