

Department of Health and Family Welfare
Dadra and Nagar Haveli and Daman and Diu

Shri Vinoba Bhave Institute of Allied Health Sciences, Silvassa

Bachelor of

Occupational Therapy

**Science in Medical Radiology &
Imaging Technology**

Physiotherapy

**ADMISSION
PROSPECTUS**

2022-2023

HELP LINE 104

SHRI VINOBA BHAVE
INSTITUTE OF ALLIED HEALTH
SCIENCES PROSPECTUS
(2022-2023)

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1. ADMISSION PROCESS FOR BACHELOR OF OCCUPATIONAL THERAPY, B.Sc. IN MEDICAL RADIOGRAPHY AND IMAGING TECHNOLOGY AND BACHELOR OF PHYSIOTHERAPY

Fees for application form and Prospectus for Shri Vinoba Bhave Institute of Allied Health Sciences.	Rs. 500/- for General/EWS/OBC Rs.300/- for SC/ST Categories
Mode of fees payment	ONLINE ONLY
Prospectus and application form available online from	21/11/2022
Official websites	www.vbch.dnh.nic.in , www.dnh.gov.in and www.daman.nic.in
Last date of receipt of online application	30/11/2022
Computer Based Entrance Test	04/12/2022 (Sunday) 11.00 am to 1.00 pm (Students must report to the examination center at 09:00 am for biometric attendance)
Examination Centers	Silvassa, Daman, Vapi, Surat and Diu.
Declaration of Merit List	05/12/2022
Certificate Verification & *First Counseling	06/12/2022
Classes commences from	15/12/2022

Note: *If Covid19 Pandemic restriction exists the counseling may be done through online.

Help desk Support

Telephone numbers: 9909650020/E-mail address: svbips.sil@gmail.com (Technical Query)

Telephonic and e-mail support will be available between 9am to 5pm on working days till the last date of receipt of online application.

[Note: One set of self-attested hard copy of duly filled online application form along with all relevant documents to be submitted at Dr. APJ Abdul Kalam Government Institute campus, Institute of Paramedical Sciences, Silvassa, Dokmardi, Silvassa.

2. ABOUT OUR INSTITUTE:

Shri Vinoba Bhave Civil Hospital, Silvassa earlier known as Cottage Hospital was started in the year 1952 with minimum OPD services and Indoor facility. This hospital after renovation is named as “Shri Vinoba Bhave Civil Hospital, Silvassa, and rededicated to the people on 01/07/1999. It is a 316 bedded multi-specialty hospital which caters the health needs of population in Dadra & Nagar Haveli and surrounding areas of Gujarat and Maharashtra. The hospital is being upgraded to 650 bedded teaching hospitals.

Directorate of Medical and Health Services had started Vocational Para Medical courses in Union Territory of Dadra and Nagar Haveli with affiliation to BSS – ‘Bharat Sevak Samaj’ in the year 2018.

This year the Department of Health and Family Welfare, has decided to start Shri Vinoba Bhave Institute of Allied Health Sciences for Bachelor degree in paramedical courses with affiliation from Veer Narmad South Gujarat University, Surat.

Details of the courses are as below:

Sr.No	Course Name	No. Seats	Duration
1	Bachelor of Occupational Therapy	20	4 years & 6 months
2	B.Sc. in Medical Radiology and Imaging Technology	20	4years
3	Bachelor of Physiotherapy	20	4 years & 6 months

Allied health professions are health care professions distinct from nursing, medicine and pharmacy. They work in health care teams to make the health care system function by providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the patients they serve.

3.1 VISION

To recognize ourselves in the leadership position among the best center for excellence, in education, training, practice and research to meet the challenges pertaining to the human health.

3.2 MISSION

Allied Health Sciences course is to prepare students to contribute to a global society and a diverse workforce as productive, responsible and engaged citizens and as well-educated health care professionals. This is accomplished by improving teaching, research and

service student-centered, culturally rich and dynamic learning atmosphere. The institution extends its mission on quality improvement through systematic assessment and evaluation of program outcomes.

3.3 OUR MOTTO

“Service with Humanity”

4. CORE VALUES

- **Patient centered care:** Provide holistic care recognizing individual patients’ preferences, values and needs, that is compassionate, coordinated, age and culturally appropriate safe and effective care.
- **Professionalism:** Demonstrate accountability for the delivery of standard-based as per the Council standard that is consistent with moral, altruistic, legal, ethical, regulatory and humanistic principles.
- **Teaching & Leadership:** Influence the behavior of individuals and groups within their environment and facilitate establishment of shared goals through teaching and leadership.
- **System-based practice:** Demonstrate awareness and responsiveness to the context of health care system and ability to manage resources essential to provide optimal quality of care.
- **Health informatics and Technology:** Use technology and synthesize information and collaborate to make critical decisions that optimize patient outcomes.
- **Communication:** Interact effectively with patients, families and colleagues fostering mutual respect and shared decision making to enhance patient satisfaction and health outcomes.
- **Teamwork and Collaboration:** Function effectively within inter disciplinary teams, fostering open communication, mutual respect, shared decision making, team learning and development.
- **Safety:** Minimize risk of harm to patients and care providers through both system effectiveness and individual’s performance.
- **Quality improvement:** Use data to monitor the outcomes of care processes and utilize improvement methods to design and test changes to continuously improve the quality and safety of health care system.

- **Evidence based practice:** Identify, evaluate and use the best current evidence, coupled with clinical expertise and consideration of patient's preferences, experience and values to make practical decision.

5. AIM & OBJECTIVES

- ❖ Provide the profession and community with trained qualified technologist & therapist.
- ❖ Provide education a comprehensive program that promotes problem solving, critical thinking and communication skills in the clinical environment.
- ❖ Demonstrate quality patient care skills including professionalism and ethical behaviors as specified in the code of ethics.
- ❖ Graduate students with specific skills necessary to be competent entry level.
- ❖ Demonstrate the knowledge attribute and appropriate skills in monitoring the health programme and orient to provide preventive and rehabilitative services.
- ❖ Recognize intrinsic values of people irrespective of culture, beliefs and economic status.
- ❖ Participate in research studies and identify correct evidence based strategies in treatment of patients.
- ❖ Take appropriate responsibilities in the role of leader, supervisor and manager in various situations.

6. DETAILS ABOUT THE INSTITUTE OF ALLIED HEALTH SCIENCES ADMISSION PROCESS:

6.1 ADMISSION REQUIREMENTS

- ❖ Both Male & Female candidates of Indian origin are eligible.
- ❖ The minimum age of admission shall be 17 years and the maximum age limit shall be 35 years on 31st December of the year in which admission is sought.
- ❖ Candidate shall be medically fit.
- ❖ Married candidates are also eligible for admission.
- ❖ Students shall be admitted once in a year.
- ❖ Candidate should appear for the computer-based entrance test conducted by the competent authority.

6.1.1 Minimum Educational Qualification:

- ❖ Candidates who have passed the qualifying 12th standard examination (10+2) with Science and must have obtained a minimum of 50% aggregate marks in Physics, Chemistry and Biology taken together and passed in English individually and 5% relaxation for SC and ST category.
- ❖ Candidates are also eligible from State, Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government having Science subjects and English only.
- ❖ English is a compulsory subject in 10+2 for being eligible for admission to Allied Health Sciences.

6.1.2 RESERVATION OF SEATS:

The Percentage of Seats shall be reserved for the candidates who are Domicile of Dadra & Nagar Haveli and Daman & Diu falling under the following categories as under:-

Sr.No.	Name of Reserved Category	Daman & Diu	Dadra & Nagar Haveli
1	Scheduled Castes	3%	2%
2	Scheduled Tribes	9%	43%
3	Other Backward Classes	27%	5%
4	Economically Weaker Section	10%	10%

- (i) A candidate seeking admission on reserved seat shall be required to produce a Certificate of inclusion in the concerned category, provided that the candidate belonging to Other Backward Classes shall be required to produce a certificate to the effect of non- inclusion in Creamy Layer in addition to the caste certificate from competent authority.
- (ii) No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the U.T. Administration of Dadra & Nagar Haveli and Daman & Diu as the case maybe.
- (iii) No certificate to the effect of non-inclusion in Creamy Layer shall be valid, unless it is duly stamped, signed and issued by the authority empowered by the U.T. Administration of Dadra & Nagar Haveli and Daman & Diu as the case may be. Such certificates should have validity as per prevailing Rules & Regulations of UTs.
- (iv) If a candidate fails to submit the certificates as required by Rule and Regulation within the stipulated time, his/her candidature shall be considered for admission under unreserved category.
- (v) If a candidate of reserved category gets admission on unreserved seat on merit basis in common / unreserved category, he/she may be given admission on the unreserved seat according to

his/her preference.

(vi) The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate issued to him/her by the authority empowered by U.T. Administration of Dadra & Nagar Haveli and Daman & Diu in this behalf. In case the caste certificate is found to be invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has already been granted admission, such admission shall be cancelled. Admission of such candidate may be continued in case of availability of vacant unreserved seats, subject to the condition of eligibility of merit.

(vii) After granting admission to all the candidates of reserved categories on respective reserved seats, the reserved category seats remaining vacant shall be transferred to the unreserved category seats.

(viii) If sufficient number of candidates is not available to fill up the seats reserved for SC, the same seats will be filled-up by ST candidates. Similarly, if the sufficient number of candidates is not available to fill-up the seats reserved for ST, the same seats will be filled-up by SC candidates. Thereafter, in case of non-availability of suitable candidates of SC / ST, the same seats will be filled-up from merit list of General category. Similarly, if sufficient candidates are not available to fill the seats reserved for OBC, then said seats will be filled in by merit list of General Category.

a. Reservation for ST/SC/OBC Candidates

(i) The Reserved Policy for ST/SC/OBC as decided by the U.T. Administration of Dadra & Nagar Haveli and Daman & Diu shall be eligible for their claim on the reserved seats as per Reservation Roster prepared by the Administration.

(ii) Reserved Category applicants who are migrants to this Union Territory of Dadra & Nagar Haveli and Daman & Diu shall not be eligible for their claim on the seats reserved for ST/SC/OBC.

(iii) The pattern of the Reservation for Dadra & Nagar Haveli as mentioned in Reservation Roster is as per the Regional Reservation policy followed in the U.T. of Dadra & Nagar Haveli and Daman & Diu. The above reservation will be given as per the Roster prepared by this U.T. Administration.

(iv) A Non-creamy layer certificate, in case of the applicant belonging to OBC category, issued by the competent authority of Dadra and Nagar Haveli and Daman & Diu, as the case may be after 31st March 2022.

b. Reservation seats for Physically Disabled Candidates:

Five percent of total seats shall be reserved for Physically Disabled Candidates, in accordance with the provisions of the Persons with Disabilities (THE RIGHTS OF PERSONS WITH DISABILITIES) ACT, 2016. A candidate with disability shall have to submit certificate of disability issued and duly signed by the Civil Surgeon. (Explanation- “person with disability” means a person suffering from not less than forty percent of any disability as certified by a competent medical authority.)

c. Reservation for Economically Weaker Section

- i. Ten percent of total seats shall be reserved for Students belonging to Economically Weaker Section for admission to paramedical course.
- ii. A candidate claiming admission against Economically Weaker Section Students category shall require to submit documentary evidence from competent Authority of Dadra and Nagar Haveli and Daman & Diu, as the case may be after 31st March 2022.

7. ADMISSION PROCEDURE

Online application form and Prospectus will be available from 21/11/2022 to 30/11/2022 in the official websites of DNH & DD (www.vbch.dnh.nic.in , www.dnh.gov.in and www.daman.nic.in)

7.1.1 DOCUMENTS REQUIRED FOR FILLING THE ONLINE APPLICATION FORM

Scanned documents to be uploaded along with the application form.

- a. Matriculation mark sheet and Passing Certificate of high school which mentioning the date of birth.
- b. Mark sheet and passing certificate of (10+2) or an equivalent 12 years schooling from a recognized board or University
- c. Recent color passport size photograph of the applicant.
- d. Signature of the applicant
- e. Domicile certificate obtained from the Mamlatdar of DNH & DD.
- f. The dependent certificate for the guardianship issued by the Mamlatdar of DNH and DD for claiming the guardianship of the applicant/candidate.
- g. Caste certificate obtained from the Mamlatdar of DNH & DD.
- h. Non creamy layer certificate for OBC candidate obtained during the current Financial Year after (1st April 2022) from the Mamlatdar of DNH & DD.
- i. Disability certificate for physically handicapped candidates (obtained from a duly constituted and authorized Medical Board of the State or Central Govt. Hospitals / Institutions.)
- j. Certificate from the head of educational institute (s) stating five (5) years of study period (8th to 12th standard) to be eligible for first priority and three (3) years , undertaken in any recognized School in DNH & DD.
- k. Candidates from EWS Quota should have recent EWS Certificate sanctioned from the Mamlatdar of DNH & DD after 31st March 2022.

7.1.2 INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM

- Before applying, candidates are advised to go through the admission instructions given there in the website carefully and then fill in the online application form and upload the required documents mentioned in the application form.
- Candidates may also call the helpline number **104** for any queries related to the filling of application form.
- Applications will be accepted only through **online mode**. The last date for receiving online application is **30/11/2022**.
- **Last Date for Online Application: 30/11/2022**
- Institute will not be responsible for any delay in the online applications uploaded by the candidates. Therefore, candidates are advised to submit their application on time.
- If a candidate is found to have furnished false information or certificate or to have concealed some information in his/her application, his/her candidature for admission stands cancelled.
- Incomplete or unsigned applications will be summarily rejected and those applications will not be entertained and no correspondence will be made in this regard.
- **No request shall be entertained for change in category (General, EWS, SC, ST, and OBC) after the submission of online application.**

7.1.3 COMPUTER BASED ENTRANCE TEST (PROCEDURE FOR SELECTION OF CANDIDATES):

1. The seats will be filled strictly based on the merit list on the basis of marks secured in the computer-based entrance test and according to the priority.
2. The computer- based entrance test will be held at specified centers of: **Silvassa, Daman, Diu, Surat and Vapi.**
3. List of the candidates and their computer-based entrance test center's will be displayed on the department websites five days before the scheduled date of computer-based entrance test.
4. Admit Card for the computer-based entrance test can be downloaded from the website five days before the scheduled date of computer-based entrance test by using login id and password.
5. No assistance will be given to the candidates on the day of computer-based entrance test.
6. Students who do not know how to / who wants to practice computer-based entrance test may take up a mock test which will be available in the department's web sites. The students need to use their login id and password for writing mock test.

7.1.4 SCHEME OF COMPUTER BASED ENTRANCE TEST

- (a) The Scheme of computer-based entrance test is as under: One paper of two (02) hours duration and consisting of five parts containing objective type (Multiple Choice) questions in the following subjects:

Part	Subject	Marks
A	Physics	20
B	Chemistry	20
C	Biology	20
D	General Knowledge	20
E	English	20
TOTAL		100

- (b) The general standards of computer-based entrance test will be based on 11 and 12th that is 80% of questions related to PCBE subjects and 20% of General knowledge.

7.1.5 SELECTION CRITERIA:

- Both Male and Female candidates should be of Indian origin.
- The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought. The maximum age limit for admission shall be 35 years.
- Admission of the candidate is purely based on the merit list on the basis of computer-based entrance test and priority. Minimum qualifying marks for entrance test shall be 50th percentile for General, 45th Percentile for General EWS, 40th Percentile for SC/ST/OBC.
- The candidate must be medically fit except those who have applied under physically handicapped category and must submit a medical fitness at the time of admission.
- The allotment of seats will be made in the following order of priority:

➤ First Priority

Applicants who have Domicile certificate or Applicant whose parent have Domicile Certificate or Applicant whose Guardian have Domicile Certificate (In Case Father and Mother are not alive), specifically the domicile Certificate of U.T. of DNH& DD issued by the Mamlatdar.

The applicant should have continuously studied for at least 5years,i.e., from Class 8th to 12th in any of the recognized school of **U.T. of Dadra & Nagar Haveli, Daman and Diu.**

➤ Second Priority

If the seats remain vacant after the allotment to the first priority applicants, the application falling in the following condition will be considered in second priority:

Applicants who have Domicile certificate or Applicant whose parent have Domicile Certificate

or Applicant whose Guardian have Domicile Certificate (In Case Father and Mother are not alive), specifically the domicile Certificate of U.T. of DNH & DD issued by the Mamlatdar and the applicants have studied from any recognized educational institution.

➤ **Third Priority**

If the seats remain vacant even after allotment to the First and Second priority applicants, then all the other eligible applications received on merit as per computer-based entrance test marks from other States and UT's will be considered in the third priority.

Note:

- i. In case Father and Mother are not alive, Domicile Certificate of the Guardian will be valid. The Mamlatdar, of Dadra & Nagar Haveli, Daman and Diu will issue the necessary Domicile Certificate to Guardian.
- ii. The dependent certificate issued by the Mamlatdar, **of Dadra & Nagar Haveli, Daman and Diu** will have to be attached to the application in case of those who are claiming the guardian ship of the applicant/candidate. In that case Domicile Certificate of the said Guardian will also have to be produced.
- iii. The **Certificate for SC/ST/OBC/EWS** should be obtained from Mamlatdar, **Dadra & Nagar Haveli and Daman and Diu.**
- iv. The benefits of reservation for SC/ST/OBC/EWS shall be given to only those applicants/candidates whose parent has Domicile of DNH and DD.
- v. Any attempt on the part of candidate to influence the department directly or indirectly will be treated as unfair means resulting in disqualification of candidature.
- vi. In case of any dispute, the same shall be settled within the jurisdiction of DNH and Daman.

7.1.6. MODE OF SELECTION

1. The counseling committee comprising of:
 - a. Principal, Shri Vinoba Bhave Institute of Allied Health Sciences, Silvassa
 - b. Principal, Institute of Paramedical Science, Daman
 - c. Professor, Vinoba Bhave Institute of Allied Health Sciences, Silvassa
 - d. Associate Professor, Shri Vinoba Bhave Institute of Allied Health Sciences, Silvassa
 - e. Assistant Professor, Shri Vinoba Bhave Institute of Allied Health Sciences, Silvassa
 - f. Assistant, DMHS, DNH and DD
 - g. Mamlatdar, DNH and DD
2. Merit list shall be prepared on the basis Computer Based Entrance Test marks and as per priority and category mentioned above.

3. All the applications will be considered in the general category in the first instance. In case the applicant fails to get admission in the general category, h i s / her application will be considered in the reservation category (SC/ ST/ OBC/EWS/PH) for which he/she has applied.

4. In case of two or more candidates obtain equal marks in the Computer Based Entrance Test, their merit will be determined in order of preference as under:

- i. Candidates obtaining higher marks in the subjects Physics, Chemistry, Biology(PCB) of 10 +2 standard board examination or any equivalent examinations shall be placed higher for merit, falling which,
- ii. Candidates obtaining higher marks in the subject Biology of 10+2 or equivalent examinations, falling which,
- iii. Candidates obtaining higher marks in the subject Physics of 10+2 or equivalent examinations, falling which,
- iv. Candidates obtaining higher marks in the subject Chemistry of 10+2 or equivalent examinations, falling which,

(Note: The above mentioned 10+2 standards board examination in the above para (i) to (iv) states that for CBSE/ ICSE applicants, it is the marks obtained in the final year examination while for GHSE applicants, the aggregate of the marks obtained in the 3rd and 4th semesters will be considered.)

- v. Candidate obtaining higher percentage of marks (aggregate) in standard X (SSCE), falling which,
- vi. Candidate who are older in age.

(Note: Incase the applicant appears for these subjects in second attempt and clears, then the marks secured in the second attempt only will be considered.

- Any attempt on the part of candidate to influence the department directly or indirectly will be treated as unfair means resulting in disqualification of candidature.
- In case of any dispute, the same shall be settled within the jurisdiction of DNH and DD.
- No individual intimation will be sent to the non-selected candidates.

7.1.7 ALLOCATION OF SEATS

The roster points from 1 – 10 for each course is done for Dadra & Nagar Haveli and Daman & Diu

50% seats are allocated to DNH and 50% seats are allocated to Daman & Diu

As per the Reservation Roster Points :-

Sr.No.	Course	DADRA AND NAGAR HAVELI						DAMAN & DIU					
		ST	SC	OBC	Gen	EWS	Total	ST	SC	OBC	Gen	EWS	Total
1	Bachelor of Physiotherapy	3	0	0	6	1	10	0	0	2	7	1	10
2	Bachelor of Occupational Therapy	3	0	0	6	1	10	0	0	2	7	1	10
3	B.Sc. in Medical Radiology and Imaging Technology	3	0	0	6	1	10	0	0	2	7	1	10

- The seats will be allocated from the first priority to third priority.
- If the candidates not available for the reserved category of the first priority, seats of the same category will be filled from the next priority.
- If sufficient numbers of candidates are not available to fill-up the seats reserved for ST, the same seats would to be filled-up by SC candidate and vice-versa. Thereafter, in case of non-availability of suitable candidates of SC/ST, the same seats will be filled-up from merit list of General category.
- Similarly, if sufficient candidate are not available to fill the seats reserved for OBC and then said seats will be filled-up by merit list candidates from General category.
- Similarly, if sufficient candidate are not available to fill the seats reserved for EWS and then said seats will be filled-up by merit list candidates from General category.
- If first & second category seats reserved for DNH is not filled then it can be filled by candidates of Daman & Diu and vice-versa.

7.1.8 CERTIFICATE VERIFICATION AND COUNSELING DETAILS

Certificate verification

- List of the provisionally eligible candidates will be displayed on department websites and institutions notice board.
- Each candidate is responsible to see the provisional selection list put up on the institutions notice board and departmental websites.
- The provisionally selected candidate has to appear with all the original documents at the time of certificate verification. If the candidate fails to submit/ bring original documents during certificate verification, their candidature stands cancelled.

Waiting List

- It is the list of candidates who will be selected based on the availability of vacant seat(s). The list will be prepared and will be displayed on department's websites and institutions notice board. The candidate has to attend the counseling and report the Institute office on the date and time mentioned.

7.1.9 INSTRUCTIONS FOR PROVISIONAL SELECTED CANDIDATES

The date and time for the provisional selected candidates to report to the institute office will be intimated once counseling process gets completed. The candidate and their parent/guardian need to report to the institute office during office time (9 am – 5 pm) and pay the fees and submit their original documents, failing which his/her selection will be treated as cancelled and seat will be offered to the next candidate on the waiting list.

Classes will be commencing from 15th December 2022.

DETAILS OF FEES AND OTHER DUES (PER ANNUM)

Sr.No	Particular	Fees per Year (Rs.)		Non – domicile
		For Domicile of DNH& DD		
		SC/ST	General	
1	Tuition Fees	Rs.5,000	Rs.7500	Rs.20,000
2	Security / caution money (interest fees refundable after successful training)	Rs.5,000	Rs.5,000	Rs.5,000
3	Registration Fee (only at the time of admission)	Rs.500	Rs.500	Rs.500
4	Examination Fees (per annum)	AS PER UNIVERSITY		
5	University Fees	AS PER UNIVERSITY		
Total		Rs. 10,500	Rs. 13,000	Rs. 25,500

- Students welfare fund will be collected separately as per student committee norms.

Note: No fees will be refunded to the students after the enrollment at VNSGU, Surat in case of Termination / Discontinuation / Furnishing the False Certificate/ Non eligibility from competent authority.

INSTRUCTIONS FOR JOINING THE COURSE

- The period of training is strictly full time and ordinarily continuous.
- **Joining Time:**

Classes will be commencing from 15th December 2022.

The date of joining the Institute will be intimated once counseling process is completed. The provisionally selected candidates must join their respective Institute on the said date. No extension in joining shall be granted. **The selection of those candidates who fail to join by the stipulated date shall automatically stand cancelled and no correspondence shall be entertained.** The institutes take no responsibility of intimating for cancellation of seats.

- **Medical Examination**

- Medical fitness will be pre-condition for admission for all candidates.
- The candidates who claimed to be medically fit will be also medically examined by a Medical Board, constituted by the Institutes to determine their medical fitness.
- **Candidates with 40% -50% of lower extremity disability:**
 - i. A disability certificate duly constituted and authorized by the Medical Board of the State or Central Govt. Hospitals / Institutions need to be uploaded along with the online application form and has to be produced before the Certificate Verification Committee.
 - ii. The candidate should also appear before an Institutional Medical Board and obtain a valid Disability Certificate prior to admission.
 - iii. The suitability of the candidate against his/her disability will be assessed against the patient safety norms for due certification by the Institutional Medical Board.
 - iv. The decision of the Institutional Medical Board is final in this regard.

- **The admission is provisional, subject to the approval by Veer Narmad South Gujarat University, Surat.**

- **The selected candidates will have to submit the following Original documents/ certificates:-**

- a. Matriculation mark sheet and passing certificate of high school.
- b. Mark sheet and passing certificate of (10+2) or an equivalent 12 years schooling from a recognized board or University.
- c. Recent Color Passport Size Photograph with the name printed at the foot end (10)
- d. Transfer Certificate / Institute Leaving certificate
- e. Migration Certificate for students who are not from Gujarat Education Board
- f. Caste Certificate

- g. Recent Non-Creamy Layer Certificate for OBC candidates
- h. Domicile Certificate
- i. The dependent certificate for the guardianship issued by the Mamlatdar, of DNH and DD for the applications claiming the guardianship of the applicant/candidate.
- j. EWS Certificate (If Applicable)
- k. Photo identity proof. (Aadhar Card)
- l. Medical Certificate (Annexure 1)
- m. Disability Certificate (if applicable)
- n. Candidates Bank Account Details
- o. Certificate from the head of educational institution/s stating five (5) years of study period (8th to 12th standard) to be eligible for first priority, undertaken in any recognized school in DNH and DD.
- p. The candidates as well as their parent at the time of admission of the students to the Institutes will be required to furnish an undertaking in the form of an affidavit that the candidate will not indulge in any form of ragging and will not participate in any kind of misconduct with fellow students. **(Annexure 2A and 2B).**
- q. The students and the parent also need to submit an undertaking that they will not indulge in any form of misconduct with teachers and other staff of Institute and Hospital during their entire period of training. **(Annexure 3A and 3B).**

8. RULES AND REGULATIONS TO BE OBSERVED IN THE INSTITUTE

Shri Vinoba Bhave Institute of Allied Health Sciences prepares its graduates to become exemplary citizens by adhering to code of ethics and professional conduct at all times in fulfilling personal and professional obligations.

1. Every student admitted to the allied health science course shall have to follow rules and regulations.
2. Students are accountable for their behavior to the authorities in institute, clinical posting and co-curricular activities.
3. All the disciplinary decisions taken by the management will be final.
4. Students must assemble in the Institute campus for the prayer sharp at 8.45 am everyday.
5. Students are required to be regular and punctual for the class. Students are expected to be in the class at least 5 minutes before the commencement of the period.
6. Students should maintain perfect order and strict silence inside the lecture hall.
7. Movement outside the class room in between lectures should be minimum and for valid reasons only.
8. Loitering around the corridors during classes and attending other classes are not allowed.
9. Students should maintain silence in the class, clinicals, library, reading room and in the corridors. Students should make every effort to take care of the Institute and hospital property and help in maintaining the same. They should not write on the white board, smart board, scribble on tables, chairs, walls etc.
10. Students are not allowed to come directly to the principal office without permission of

the class coordinator, until there is any emergency.

11. If the students have any problem, they should inform the class representative and the class representative will intimate it to the class coordinators and if not resolved by class coordinator, coordinator will intimate to the principal. The students should not by-pass the above-mentioned channel. In case of urgent/serious issues the exception is accepted.
12. A student is not allowed to receive gift or gratuity of any sort at any time from the patient or their relatives.
13. Students are required to maintain ethical and professional behavioral standards in both inside and outside the Institute, hospital and community premises.
14. Each student is responsible for the proper handling and safe custody of any apparatus or equipment that he/she may be using in different labs, clinicals or classroom. Misuse or negligence will result in replacement of the particular item by the candidate. Any willful damage done to the property of the Institute or hospital will be treated as breach of discipline.
15. Students are not allowed to paste notices within the institution's premises without any prior written permission from the Office of the Principal.
16. Students are forbidden to communicate without professional reason with any person outside the authority without permission from the Office of the Principal.
17. Any student who damages the reputation of the Institute in any way is liable to be expelled. If any student discontinues the course, he/she shall clear all dues before leaving the Institute. If he/she fails to clear the dues, his/her original certificates will be retained and will be returned once the dues are cleared by the student.
18. Violating the rules will be dealt seriously. If necessary, the required action will be taken by the authorities, depending upon the seriousness of the violation of rules extending to dismissal from the institute.
19. The Institute provides transport facilities for student's field work but whenever this is not feasible, they have to use public transport at their own expenses.
20. When students are posted outside DNH and DD for field experience / field work, expenses shall be borne by the students.
21. Rules are subject to change.

9. DRESS CODE:

The students are expected to attend Institute well-dressed on all working days

1. Student has to wear separate uniform for clinical and classes as approved by the institute.
2. Hair must be put up neatly. Jewels, ear rings, painted fingernails, threads and bracelets on hands etc. are not allowed. Students must be neat and tidy at all times.
3. Students are required to carry their identity cards during Institute hours, clinical and whenever they are going out and must produce whenever it is asked by the concerned authority.
4. Students are encouraged to wear simple and decent dress suitable for an academic environment during the co - curricular activities.
5. Hair should be neat & tidy – No hair styles & Beard allowed for boys.
6. Revealing cloths are not allowed.
7. Only formal foot wares are allowed.

10. ATTENDANCE REQUIREMENTS:

1. Regular and punctual attendance in all class activities like lectures, demonstrations, and practical, clinical teaching, tests etc. is compulsory. Regular Institute time is 9:00 am – 5:00 pm. Students should participate in all Institute activities like clinical meetings, conferences, guest lectures, seminars as well as sports and cultural activities etc.
2. A candidate must have 100% attendance in each of the practical areas before the completion of the course.
3. As per the VNSGU Surat, regulations, no student shall be allowed to appear in the annual examination of the concerned subject if his/her theory and practical attendance is less than 80% of the total sessions.
4. Permission for leave or absence from the classes must be taken from the class teacher and Principal.
5. In case of illness, permission shall have to be obtained from the Principal to remain absent from studies.
6. The students should not be absent / take leave without prior permission from the Class teacher and Principal. Any unauthorized absenteeism will be viewed seriously and liable for disciplinary action.
7. If the student is unable to return on time after vacation due to illness, it is mandatory to submit the valid Medical Certificate.
8. If a student is in need to leave the Institute or hospital in the middle of a day, for any emergency, he/she should get it sanctioned from the class teacher and principal, and a letter to that effect must be produced from the parent or guardian.

11. ACADEMIC STANDARDS

1. Students should attend all tests and show good academic progress.
2. Regularity in writing tests and satisfactory performance of students in tests are essential for permitting the students to appear for the university examination at the end of the academics.
3. Besides the curricular activities, the students are expected to participate in all extracurricular activities such as sports and cultural events.

12. DISCIPLINE OF THE STUDENTS

1. Identity Card is mandatory during Institute and Clinical timings.
2. Rules and regulation in relation to students' discipline will be enforced effectively to maintain discipline and to keep up the decorum of the Institute.
3. Students should abide by the rules and regulations of the Institute and Hospital strictly.
4. Ragging or any other form of indiscipline will invite strict disciplinary action from the authorities.
5. For any kind of misbehavior by a student or group of students with staff or creating disturbances in classroom / Institute premises, strict disciplinary action will be taken. A student expelled on disciplinary grounds will not be readmitted to this Institute.
6. The use of mobile phones in Institute and hospital premises is strictly prohibited.
7. If any student found using liquor or narcotics on hospital duty, Institute or in institute

premises, he/she will be suspended from the institute for a specific period or be expelled from the institution.

8. Possession of weapons, explosive and other objectionable material in Institute will result in being expelled from the Institution. Breakage of the articles in the laboratory will be replaced by the student if it is due to his/her negligence.
9. Taking active part in politics will result in being expelled from the Institution.
10. Student reporting for hospital duty or entering the Institute premises in a scruffy appearance is liable for disciplinary action.
11. Ragging is a criminal offense and is strictly prohibited in the Institute premises. Any student/students involved in such activities will be immediately expelled from the institution. Both junior and senior students are required to maintain cordial relationship with each other and a disciplined atmosphere in the Institute campus.
12. Students shall be answerable for bringing any friends/relatives etc. to the Institute during regular classes, functions etc. without the permission of the concerned authorities.

13. Annexure

Annexure-I

Medical Fitness Certificate

It is certified that I have carefully examined Ms./Mrs. _____
age _____ daughter/son/spouse of _____ and further
certify that he/she has good physical and mental health and free from any disability likely to
interfere in his/her undergoing in Shri Vinoba Bhave Institute of Allied Health Sciences.
He/She has no abnormality in the heart and lungs and history of mental disease or epileptic fits.
His/Her major test results are as under:-

A	Height
B	Weight
C	Pulse
D	B.P
E	Urine
F	Blood- Hb
G	Vision
H	Hearing and discharge
I	Chest
J	Abdomen
K	Menstruation
L	Vaccination
M	Congenital defects if any:

H/o any Medication taking:

H/o any mental illness:

Place:

Date:

Signature of Medical Officer
(Stamp with Designation)

(Medical Council Registration No.)

ANNEXURE -2A
Anti-Ragging Affidavit
AFFIDAVIT BY THE STUDENT

1. _____ (full name of student with admission/registration/enrolment number) D/o / W/o S/o ., Mr/Ms/Mrs.____, having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and cause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
5. 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.
6. 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 for the time being in force.
7. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ days of _____ month of _____ year.

Signature of the deponent Name:

VERIFICATION

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

Verified at _____ (Place) on this the _____ (Day) of _____ (Month) _____ (Year)

Signature of the deponent

Solemnly affirmed and signed in my presence on this the _____ (Day) of _____ (Month) _____ (Year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE -2B

Anti-Ragging Affidavit

AFFIDAVIT BY PARENT / GUARDIAN

1. Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, Ms./Mrs./Mr. _____ (full name of student with admission/registration/ enrolment number, having been admitted to _____ (name of the Institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and cause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - I. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - II. 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.
6. 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.
7. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ days of _____ month of _____ year.

Signature of the deponent

Name:

Address:

Telephone/Mobile No.

VERIFICATION

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

Verified at (place) _____ on this the (day) _____ of (month) _____,

(year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE-3A

A. UNDERTAKING and DECLARATIONS by Candidate:
(Need to be submitted during admission.)

1. I _____ hereby undertake, if I take admission I will follow the rules and regulations given by the Institute authority as long as I will be the student of Institute. I will not do anything which is against the rules and regulations as listed anywhere where I will be designated to perform my duties.
2. I hereby declare that I have not been debarred from appearing for any examination during my school/Institute period which is held by the Government or any Statutory Examination Authority in India.
3. I hereby declare that the Shri Vinoba Bhave Institute of Allied Health Sciences, will not be held responsible for any accident/injuries if occurred during the entire period of my course.

Signature of the Candidate:

Place: _____

Date: _____

Signature of the Father/Guardian/Husband Signature of the Candidate

Place: _____

Date: _____

ANNEXURE-3B

PARENT/GUARDIAN'S UNDERTAKING

(To be submitted at the time of admission)

If my daughter/wife/Son Ms./Mrs/Mr. _____ creates any problem or interfere to orderly governance of the institution or cause any indiscipline, we shall be held responsible for the same.

Place: _____

Date: _____

Signature of the Parent/Guardian/Husband