

## BROCHURE FOR UG CANDIDATES DURING UG ADMISSION:

### Instructions to the UG candidates:

1. Download and fill up the Application form.(DOC1)
2. Affix the same PP photograph as used for NEET Examination, in the form wherever necessary,
3. Download DOC2 and DOC3. DOC2 is for the candidate to be filled, DONOT Put the Thumb Impression, student sign and guardian sign in advance. It is to be filled in front of the scrutiny and admission committee when told to do so.. The certificates to be submitted in Original at the Institute at the time of admission.
4. Download Anti Ragging Affidavits (DOC4), and to be made in two separate Bond Papers of Rs.50/- each (One to be signed by the student and another to be signed by Guardian).
5. Download caste affidavit (DOC5), which is to be made in Rs 50 stamp paper, in case of the candidate belonging to SC/ST/OBC categories.
6. Download Discontinuation and Rural service bonds (DOC6), to be made in two separate Bond Papers of Rs.250/- each, **signed by student {अनुसूची 5(क),} and another signed by parent {अनुसूची 5 (ख) }.**
7. Download Document authentication affidavit (DOC7) and is to be made in Rs.50 stamp.
8. Medical Certificate to be made from District / Divisional Board.(The medical examination, if required, can be done at institute level).
9. Format and Instructions for AIQ and Central Pool are to be followed as per respective guidelines.
10. Download affidavit by the student (DOC8) which is to be made in Rs.50 stamp.
11. 2 sets photocopies (Except the Affidavits) to be submitted during scrutiny.
12. Fee details are as under: (two Separate Demand drafts to be made):

Sl.No.	UG-Course	Amount	In-Favour of
1.	Tution Fee	Rs.40000/-	Autonomous Committee CIMS Bilaspur
2.	Other Fee	Rs.10000/-	DEAN CIMS BILASPUR

**ONLINE PAYMENTS ARE TO BE MADE ONLY AFTER THE SCRUTINY PROCESS AT THE INSTITUTE . IN-CASE THE ONLINE PAYMENTS ARE MADE BEFORE THE SCRUTINY PROCESS THOSE PAYMENTS WOULD BE CONSIDERED NULL-AND-VOID.**

Account Numbers for Online Payments. (for Online Payments: **Accepted after certification from PNB CIMS Campus Branch Only**):

1. Bank Name : Punjab National Bank.
2. DEAN CIMS BILASPUR – 0058020101006607
3. Autonomous Committee CIMS Bilaspur – 0058020101006722
4. IFSC CODE – PUNB0617300
5. Branch Name – PNB CIMS Campus Bilaspur.

In case of any confusions please leave the columns blank, which can be filled on reporting.

STRICT INSTRUCTIONS:

- **NO RAGGING IN THE CAMPUS “ZERO TOLERANCE POLICY IN INDIA”** - ragging is banned in the institution and anyone indulging in ragging is likely to receive deterrent punishment.
  - Ragging is a disturbing reality in the higher education system of our country. Despite the fact that over the years, ragging has claimed hundreds of innocent lives and has ruined the careers of thousands of bright students, the practice is still perceived by many as a way of ‘familiarisation’ and an ‘initiation into the real world’ for young college-going students. The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student. Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide
  - Punishment Provisions Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments:
    - Debarring from appearing in any sessional test/ university examination or withholding results
    - Suspension from attending classes and academic privileges
    - Withdrawing scholarships and other benefits
    - Suspension from the college for a period of one month
    - Cancellation of admission
    - Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
    - Suspension/expulsion from the hostel
    - Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
    - Expulsion from the institution and consequent debarring from admission to any other institution • Fine up to twenty five thousand rupees
    - Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
    - Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- All the Hostel Rules to be followed strictly.
- Disciplinary code of conduct to be followed strictly.

**BY ORDER**