

Information brochure

Instructions to parents and students who have been allotted MBBS seats in AIIMS

Madurai Campus after Round 3 of seat allotment by MCC

Dear students and parents,

Congratulations on provisional allotment of MBBS seat in AIIMS Madurai!

Please download and read this document carefully. Read the AIIMS Madurai MBBS prospectus for the academic year 2024-25 carefully and thoroughly.

Candidates should report for admission in-person.

Candidates should come along with their parents or guardian for the admission process.

All India Institute of Medical Sciences, Madurai, an Autonomous Institute of National Importance is one of the new AIIMS and apex healthcare Institutes established by the Ministry of Health and Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY).

Students who have been allotted seats at AIIMS Madurai should report to the venue mentioned below to complete the admission process.

REPORTING VENUE FOR ADMISSION TO MBBS COURSE:

**Board room (Room no 518)
5th floor, Faculty Block
Temporary campus of AIIMS Madurai:
Government Ramanathapuram Medical College
Kadampa nagar, Ramanathapuram
Tamil Nadu - 623503**

Map link: <https://maps.app.goo.gl/HUMsR3QsMg8za2PL9>

**#Reporting Dates: 14th to 19th October 2024
(Monday to Friday)
Reporting Time: 9.15 AM**

Please stay updated by regularly checking the MCC website and the AIIMS Madurai website for any announcements regarding the change in reporting dates for admission.

Academic Section – Enquiry

Shri. Aghilan, Registrar, AIIMS Madurai.

Phone: 9843298529; Email: registrar.aiimsmadurai@gmail.com

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The candidates along with their parents/Guardian should report in person to the following address for the admission process by 9: 15 AM

Reporting site:

Map link: <https://maps.app.goo.gl/HUMsR3QsMg8za2PL9>

Please report to the waiting room (Board Room-Room no 518, 5th floor), where the authority concerned will guide you through the admission process.



Receive medical board examination checklist from the respective person



Complete the biochemical tests by appointed medical board members by AIIMS Madurai

(Coordination by Mr Jesuran)



Certificate verification by admission board members



Medical Examination by appointed medical board members.

Note: Kindly ensure that you have signatures in all the required places in the medical examination check list.



Submission of academic and hostel fees DD

Signature in the list of certificates submitted in original to the institute

(Mr. Aghilan, Registrar)



Signature in undertakings by both students and parents/guardian

(Dr. Arumuganathan S, Dr. Praveena Daya A and Mr. Manhal)



Kindly confirm all the procedure is over with the admission committee chairperson

(Dr. Ramesh Bannaravuri)



Final signature by Faculty in-charge

(Academics & Overall Administration) - Dr. Ganesh Babu CP



Admission procedure is considered to be complete only if you have received an admission order. Kindly make sure to receive the admission order before leaving the station.

Coordinator of students – Mr. Nirmal/Mr. Manoj

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Note: Any delays in the admission process due to the student's side—such as late reporting, delays in obtaining a Demand Draft, or any other delays from students or parents—will not be accommodated. The admission process will only take place during official working hours (9 AM - 5 PM). If the process is not completed within these hours due to such delays, it will continue on the next working day. In such cases, parents or guardians are responsible for arranging accommodation, food, and other necessities

Admissions to the MBBS course are subject to the verification of certificates and medical examination and payment of fees on reporting for admission at AIIMS Madurai.

Candidates reporting to the admission venue after 11:00 AM on a given day will have to return on the next day for admission. To ensure completion of admission procedures on time, candidates are advised to report on the above-mentioned dates and avoid reporting on the last date of reporting. The candidates **MUST** carry a valid photo ID proof & seat allotment order with them all the time.

- **AIIMS Madurai will not be responsible for delay in the candidate's arrival.**
All the candidates are therefore, advised to make suitable arrangements to reach on time.
- **Travel allowance will not be provided by the institute.**
- **Students and parents are responsible for arranging their own food, refreshments, and accommodation**

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Documents to bring during admission

The candidates should bring the following at the time of admission within the stipulated time period, failing which, admission will be denied:

- **All the certificates in original (as given in the list below)**
 - **One set of self-attested photocopies of all the certificates**
 - Six Passport size recent color photographs
1. Identity proof (as mentioned in the NTA NEET 2024 Information Bulletin – Aadhar card).
 2. Admit Cards of Exam issued by NTA.
 3. Result/ Rank letter issued by NTA.
 4. Provisional allotment letter generated on-line.
 5. Proof of Date of Birth (Birth Certificate or X Std. Certificate).
 6. Pass Certificate of the qualifying examination.
 7. Statement of marks of the qualifying examination.
 8. Character and Conduct Certificate from the Head of the Institute last studied.
 9. In case of Other Backward Classes/ Scheduled Caste/ Scheduled Tribe, a Community Certificate, recently obtained from the competent authority – (as mentioned in the NTA NEET 2024 Information Bulletin)
 10. Economically Weaker Sections (EWSs) candidates should produce the required Income & Asset Certificate as (as mentioned in the NTA NEET 2024 Information Bulletin)
 11. Transfer Certificate / Migration Certificate from the Head of the Institution last studied.
 12. Medical Certificate from the authorized centers as listed in the NTA NEET 2024 Information Bulletin in case of PwBD Candidate.
 13. **1st dose of Hepatitis B vaccination certificate. (Please ensure that the name, designation, and registration number of the medical officer signing the document are clearly stated)**
 14. Take printout of the affidavits and undertakings uploaded in the AIIMS Madurai website (<https://aiimsmadurai.edu.in>). Kindly sign and bring the documents

After the admission process is complete, the student's original certificates will be retained by AIIMS Madurai. These will be returned in person if the student is allotted another institute in subsequent counselling. If the student continues with AIIMS Madurai, the certificates will only be returned at the end of the course.

Important Note:

- **OBC-NCL, EWS, PwBD certificates should be same as that submitted to NEET exam.**
- **If the certificates are in a language other than English, an English translation of the certificate attested by a Gazette Officer should be produced.** Failure will lead to delay in admission process.
- **Please verify that the student's name is consistent across all original certificates. To correct the discrepancies is the responsibility of the student**
- Failure to produce any of the required certificates in the original and their photocopies during verification will lead to forfeiture of the allotted seat. No additional time or opportunity will be provided for producing the certificates.

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Fees & Other Payments

The following fees should be paid by the candidates through **Demand Draft** taken in favour of “**AIIMS Madurai**”. Kindly mention **payable at Puducherry**. Submit the DD once you are deemed medically fit by the Medical Board of the Institute.

Fee once paid will NOT be refunded under any circumstances.

Note: To avoid delays in the admission process, you are advised to obtain a Demand Draft (DD) from your location before arriving for the admission procedure.

Fees to be paid before reporting for admission:

Academic & Other Fees	Amount in Rs	Hostel & Other Fees	Amount in Rs
Registration Fee	25	Hostel fee	990
Caution money	100	Gymkhana Fee	220
Tuition Fee	1350	Pot Fund	1320
Laboratory Fee	90	Electricity Charges	198
Student Union Fee	63	Mess Security (One time, Refundable)	500
		Hostel Security (one time, Refundable)	1000
Total	1628	Total	4228

Fees are subject to revision. Fees paid are for the entire course.

- The above payment is to be made through Demand Draft separately for Academic (1628/-) and hostel (4228/-).
- Please note that online, Cards, Cheques, etc. will not be accepted under any circumstances.
- **Other annual fee, Examination fees and mess food fees structure will be intimated later.**

All the candidates are expected to stay in the hostel premises. Separate hostel for boys and girls is available. (Kindly go through hostel rules document for further details)

Fee once paid cannot be refunded under any circumstances. Admission cannot be claimed based solely on fee payment.

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Procedures to be done before reporting for admission

1. Read the AIIMS Madurai prospectus thoroughly.
2. Take DD for academic fess and hostel fees separately before coming for admission process.
3. Keep the required original certificates and documents as listed above in the given order in a file.
4. Keep one self-attested photocopies of all the original certificates
5. Hepatitis vaccination first dose certification
6. Take printout of the affidavits and undertakings and sign and bring the documents
 - a. Anti ragging undertaking by parent and student.
 - b. Substance abuse undertaking.
 - c. Hostel rules and regulations undertaking
 - d. ID card application
 - e. Student code of conduct and honor code

Commencement of classes:

- Classes may begin immediately following the 3rd round of admissions.
- Candidates are **advised to be prepared to move into the AIIMS Madurai hostel**, as staying in the hostel is mandatory.
- Please **bring all necessary materials for hostel accommodation**.
- The exact date for the commencement of classes will be announced on the AIIMS Madurai website.
- Be sure to check the website regularly for updates.
- Inaugural session and address by the Executive Director: As per MCC schedule.
- Foundation course and Phase I MBBS classes from: As per MCC Schedule.
- Attendance in Foundation Course is mandatory. No leave of any kind will be permitted during this period

Important note:

- AIIMS Madurai reserves the right to make changes in the information provided in this document based on the directives from the competent authority & Government of India. This cannot be quoted for any sanction.
- For all up-to-date information including changes in the admission process, please check AIIMS Madurai website <https://aiimsmadurai.edu.in>, JIPMER website <https://jipmer.edu.in/aiims-madurai> and MCC website <https://mcc.nic.in/#/home> from time to time.

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How to reach Ramanathapuram?

- You can reach Ramanathapuram by road or rail.
- The nearest airport is at Madurai. which is 130 km by road from Ramanathapuram.
- Public transports (buses) are available from Madurai to Ramanathapuram every half an hour.



Map link: <https://maps.app.goo.gl/HUMsR3QsMg8za2PL9>

Instructions for students requesting relieving from the institution:

1. Submit your allotment letter specifying your admission to the new institution.
2. Draft a letter addressed to The Executive Director, AIIMS Madurai, explaining the reason for seeking relief from the institution. The letter should be written by the parent and signed by both the parent and the student.
3. If the request for relieving is due to **upgradation to another institution, please note that fees paid to AIIMS Madurai will not be refunded**, in accordance with the institute's policy.
4. If you wish to be **relieved for any reason other than upgradation, a penalty fee of ₹10,000** must be paid via Demand Draft (DD) made in favor of "AIIMS Madurai." Please ensure the DD is **payable at Puducherry**.
5. To prevent delays in the relieving process, it is recommended that you obtain the Demand Draft from your location before arriving for the admission procedure.