

# **NIZAM'S INSTITUTE OF MEDICAL SCIENCES**

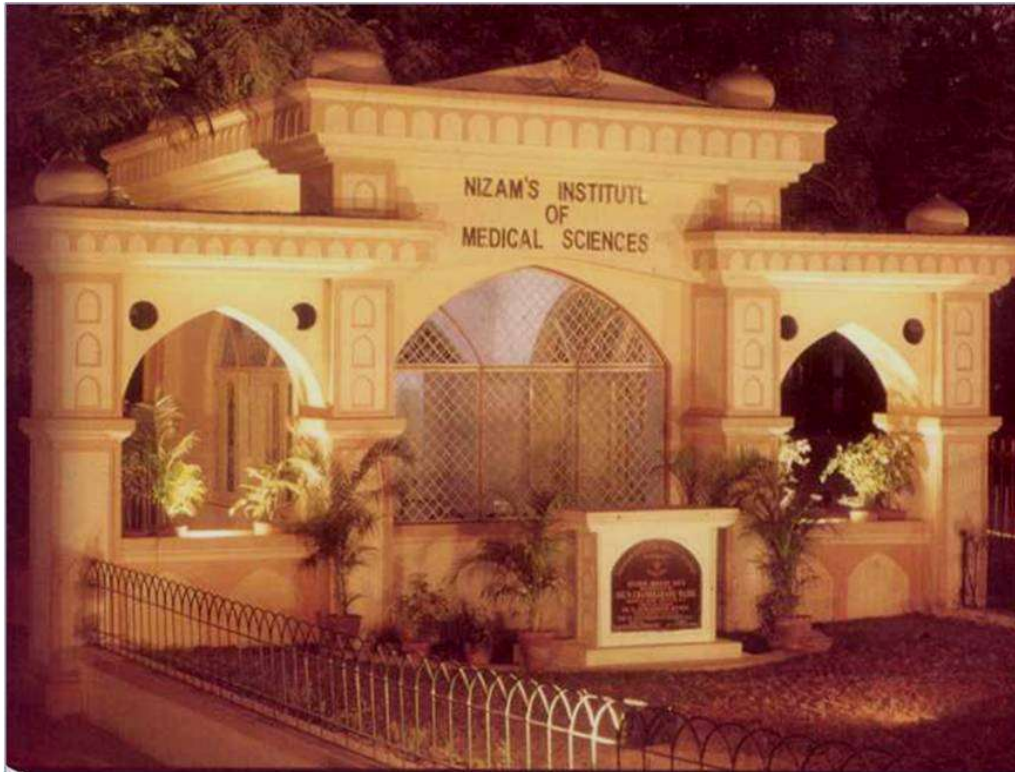
**(A University Established Under the State Act)**

**PUNJAGUTTA:: HYDERABAD-500 082::TELANGANA STATE**



**NIMSET-MHM-2021**

**Prospectus for Admission into  
Master in Hospital Management Course**



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## At A Glance

1	Availability of online Application on website	28-09-2021
2	Last date for submission of online application	16-10-2021
3	Last date for submission of hard copy of application	20-10-2021
4	Issue of Hall Tickets through candidates login account	02-11-2021
5	Date of Entrance Examination	06-11-2021
6	Display of provisional Results on website	09-11-2021
7	Deadline for re-counting of OMR sheets	4.00 PM of 10-11-2021
8	Display of merit list of eligible candidates on website	12-11-2021
9	Display of eligible candidates for provisional selection	12-11-2021
11	Date of admission process/provisional selection	20-11-2021
12	Date of admission, payment of fee and submission of Original certificates and bond	will be notified later
13	Commencement of classes	29-11-2021
14	Closure of admissions	31-12-2021

## I. Notification

Applications are invited from eligible candidates of Telangana State for admission into Master in Hospital Management course for the year 2021.

## II. Number of seats, duration of course and entry qualification required:

Name of the Course	Duration	Entry Qualification	No. of Seats
Master in Hospital Management	2 years + (6 months compulsory internship)	Any graduate in Medical/Non-Medical courses	20

III. **Age:** The minimum age for admission shall be 20 years completed and should not be more than 30 years as on 31<sup>st</sup> December 2021. Upper age limit is relaxable by 3 years in the case of SC & ST candidates.

## IV. Statutory Reservations for SCs., STs., & BCs:

- a) Rule of reservation for Scheduled Castes, Scheduled Tribes and Backward Class candidates, i.e.15%, 6% and 29% (BC-A 7%, BC-B 10%, BC-C 1%, BC-D 7%, BC-E 4%) respectively will be followed by taking the total number of seats.
- b) Candidates claiming reservations under SC/ST/BC categories shall submit a permanent social status certificate issued by the competent authority of Government of Telangana as per the format prescribed at Annexure V.
- c) There shall be 5% reservation for differently-abled (Physically Handicapped-PH) with loco motor disability of 50 to 70% confined to lower limbs. The candidates shall be selected on horizontal basis among general and reserved categories. In case of temporarily disabled persons, the PH certificate should be issued, within 3 months prior to presenting his/her application for seeking admission by claiming the benefit of reservation, by the Medical Board Vide G.O.Ms.No.109 Women's Development Child Welfare and Labour Department dated 15-06-1992. The Medical Board constituted by the NIMS will scrutinize/verify the disability candidates and candidates claiming reservation under PH for confirmation of eligibility.
- d) **BC-E reservation:** There shall be 4% reservation under BC-E as per memo No.19392/A2/2007 dated 29-11-2007. The BC-E certificate based on G.O.Ms. No.23, Backward Classes Welfare (C2), dated 7<sup>th</sup> July, 2007 should be obtained from Mandal Revenue Officer/Tahsildar on or after 7<sup>th</sup> July, 2007. Admission under BC-E category is subject to condition of further orders issued either by Government of Telangana/Andhra Pradesh or High Court of Judicature at Hyderabad for the States of Telangana and Andhra Pradesh/Hon'ble Supreme Court of India.

**NOTE:**

- i. The seats reserved for Scheduled Tribes shall be made available to Scheduled Castes and Vice-versa, if qualified candidates are not available in the category. If qualified candidate belonging to Scheduled Castes and Scheduled Tribes communities are not available the left over seats reserved for them shall be treated as un-reserved seats and shall be filled by the qualified candidates of General Pool.
- ii. If qualified candidates belonging to backward class of a particular group are not available, the leftover seats shall be adjusted for the candidates of next group. If qualified candidates belonging to backward classes are not available to fill up the seats reserved for them, the left over seats shall be treated as un-reserved and shall be filled up with qualified candidates of General Pool.
- iii. If qualified candidates belonging to differently abled (PH) are not available, the leftover seat/seats shall be treated as un-reserved and shall be filled up with qualified candidates of General Pool.

**V. Local Area Reservations:**

Admissions to 85% of the seats shall be reserved in favour of the local candidates of Telangana State in relation to local area as provided in Telangana Educational Institutions (Regulation of Admission) order, 1974 and subsequent amendments.

The Non local candidates are eligible for 15% unreserved seats only. The local candidates of Telangana State are also eligible for 15% unreserved seats along with 85% seats reserved for local area.

**VI. Local Area**

The part of the State comprising the districts of Adilabad, Bhadradi Kothagudem, Hyderabad, Jagtial, Jangaon, Jayashankar Bhupalpally, Jogulamba Gadwal, Kamareddy, Karimnagar, Khammam, Kumarambheem Asifabad, Mahabubabad, Mahabubnagar, Mancherla, Medak, Medchal-Malkajgiri, Nagarkurnool, Nalgonda, Nirmal, Nizamabad Peddapalli, Rajanna Sircilla, Ranga Reddy, Sangareddy, Siddipet, Suryapet, Vikarabad, Wanaparthy, Warangal, Hanmakonda, Mulugu, Narayanpet and Yadadri Bhuvanagiri shall be regarded as local area for the purposes of admission.

**VII. Local Candidates**

A candidate for admission shall be regarded as local candidate in relation to a local area:

- i) If he/she studied in an Educational Institution or Educational Institutions in such local area for a period of not less than 4 consecutive academic years ending with

the academic year in which he/she appeared or as the case may be first appeared in relevant qualifying examination.

- ii) The applicant who claims to be local candidate shall produce study certificate/s issued by the Head of the Educational Institution/s concerned indicating the details of the year/s in which the candidate has studied in educational institution in such local area for a period of the less than 4/7 consecutive years as the case may be ending with the academic year in which he/she appeared or as the case may be first appeared.
- iii) The status for local and non-local candidate will be decided as per the rules and regulations laid down in GOP No.646 dated 10th July, 1979 followed by Presidential Order, 1974.

#### VIII. Application Procedure:

1. The Online application registration, Notification and instructions to fill the application is available at NIMS website: [www.nims.edu.in](http://www.nims.edu.in) from 11.00 AM on 28-09-2021 till 5.00 PM of 16-10-2021 and last date for submission of hardcopy of application is 20-10-2021.

**The candidates are advised to read carefully the prospectus/instructions before proceeding to fill the online application form in NIMS website: [www.nims.edu.in](http://www.nims.edu.in)**

2. Incomplete Online and hand-written application forms are liable to be rejected.
3. An amount of Rs.1100/- (Rupees one thousand and one hundred only) towards application fee should be remitted through payment gateway provided using a credit card or a debit card issued by the banks in India or through Internet banking. **Application fee is non-refundable even if the application is summarily rejected.**
4. The duly signed hard copy of the online application of the candidate shall be submitted to the Associate Dean, Academic-2, 2<sup>nd</sup> floor, Old OPD Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad 500 082 on or before 5.00 PM of 20-10-2021 along with all the documents mentioned in the annexure I .
5. The online application will not be considered without submission of hard copy of online application duly signed along with required documents/certificates as prescribed. No further correspondence shall be made in this matter.
6. The applications received after the prescribed date and time shall not be considered. The Institute will not be responsible for non-receipt of application or delay in postal transit.

7. An acknowledgement will be sent to the respective candidate by sms / e-mail or to the login account after receipt of the hard copy of Application. Those who have not received acknowledgement of the application shall contact in the office of Associate Dean, Academic 2 Section (Phone No.040-23489189) within 10 days from the date of submission of hard copy of application. No further correspondence shall be entertained in this matter after 10 days from the date of submission of application
8. The applications of in-service candidates should be forwarded by the appointing authority. The in-service candidates are required to submit Service Certificate and No Objection Certificate in original from the Appointing Authority at the time of submission of application.
9. All candidates who are employees in the State of Telangana and Central Government under takings, Public Sector Corporations, Local Bodies, Universities and other similar quasi-public Institutions should submit their hard copy of the applications along with No Objection Certificate from the appointing authority as per perform prescribed at Annexure-IV. The selected candidates should submit relieving order along with original certificates at the time of admission.
10. Any candidate of reserved category, if at all, fails to submit the certificate of social status along with application, his/her candidature will be assumed as Open Category (OC).

**IX. Entrance Test:**

1. The entrance examination shall be conducted at the venue, date and time specified by the Institute in Hall Ticket.
2. Hall Ticket needs to be downloaded from NIMS website by logging with registration number and password on the prescribed date. The Institute is not responsible for not obtaining web based Hall Tickets. No correspondence in any other matter shall be made. No candidate will be allowed to appear for the entrance examination unless he/she holds the Hall Ticket.
3. Candidates appearing for entrance examination will not be paid any travelling allowance.
4. The selection shall be by an entrance examination consisting of 100 multiple choice questions (MCQs). The duration of the examination will be 2 hours. The medium of examination is English. The distribution of questions will be as follows:
  - a) Related to Health Sciences - 40 marks
  - b) Related to Administration - 10 marks

- c) Related to Computer Sciences - 10 marks
- d) General Knowledge - 15 marks
- e) Related to testing of IQ - 15 marks
- f) Related to English - 10 marks

5. The candidates shall qualify in entrance examination by securing 40% marks in case of OCs and BCs and 30% of marks for the candidates belonging to Scheduled Caste and Scheduled Tribe categories. Candidates indulging in malpractice during the entrance examination will be disqualified and their hall-tickets shall be confiscated. The marks of such candidates will not be displayed.
6. All requests for re-counting have to be made within the stipulated time along with the copy of the hall-ticket and payment of Rs.1,500/- (Rupees one thousand and five hundred only) by paying cash in the NIMS Cash Counter in person. Request for re-counting of the OMR answer sheet of the entrance examination shall not be entertained beyond the time and date as stipulated by the institute. Request for re-counting must be submitted to the Associate Dean, Academic-2, 2nd floor, Old OPD Block, NIMS, Hyderabad 500 082.

**X. Method of Selection:**

1. Selection will be made based on the performance of the candidates at the entrance examination.
2. Candidates shall be ranked in the order of merit based on the marks obtained in the entrance examination. In case of **equality of marks** in entrance examination, the following criteria will be adopted to resolve the ties:
  - a) Marks obtained in the subject of Health Sciences in entrance examination
  - b) Candidate elder in age will be placed higher in the merit list
3. The total marks obtained by the candidates in the entrance examination will be displayed on NIMS website: [www.nims.edu.in](http://www.nims.edu.in) as per the prescribed date mentioned in prospectus.

**4. Fee Structure:**

1	Admission Fee	One Time	Rs. 5,000/-	<b>Non Refundable</b>		
2	Security Deposit	One Time	Rs. 1,000/-	<b>Refundable</b>		
	<b>Description</b>	<b>Periodicity</b>	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>	<b>3<sup>rd</sup> Semester</b>	<b>4<sup>th</sup> Semester</b>
3	Tuition Fee	Semester	Rs.26,250/-	Rs.26,250/-	Rs.26,250/-	Rs.26,250/-
4	Library Fee	Semester	Rs. 1,000/-	Rs. 1,000/-	Rs. 1,000/-	Rs. 1,000/-
5	Examination Fee	Semester	Rs. 1,500/-	Rs. 1,500/-	Rs. 1,500/-	Rs. 1,500/-
			Rs.34,750/-	Rs.28,750/-	Rs.28,750/-	Rs.28,750/-

**Note:** The admission, tuition and other fee once paid is not refundable under any circumstance.



5. The statutory reservation rules as prescribed and the distribution of seats among un-reserved and local candidates as per the provisions made in GOP No. 646 dated 10th July, 1979 will be followed during selection of the candidates.
6. **Admission Process:** Candidates have to report for provisional selection in person on the specified date and time with the Hall Ticket, admission & medical fee and original certificates. They should sign in the attendance register within the stipulated time, failing which the candidate shall not be permitted for provisional selection during admission process. Further he/she forfeits the right to admission and the seat shall be offered to the next candidate in the merit list. No request for postponing the date of admission process or appearance at an earlier date shall be entertained. The candidates recommended for provisional admission are required to pay an amount of Rs.8,500/- (Rupees eight thousand and five hundred only) towards admission and medical fee immediately. The remaining fee shall be paid at the time of admission. In case the candidate does not, for any reason, report for admission within the specified period, the admission and medical fee will be forfeited.
7. For in-service candidates who are pursuing studies and who cannot deposit the original certificates at the time of admission process have to bring Xerox copies of the original certificates duly attested by the controlling authorities of the institution. They shall also produce a certificate from the institution that they have no objection to the candidate's admission to the MHM course and in the event of selection of the candidate to the course he/she shall be relieved immediately. Failure to submit the original certificates shall render the candidate ineligible for admission

**XI. Admission:**

1. All those candidates who are selected for admission have to submit the Original Certificates at the time of admission and undergo medical examination. After medical fitness is cleared, the remaining semester and other fee has to be paid by the candidate. Failure to submit the required certificates or the payment of fee shall render the candidate forfeit the seat and such seat shall be allotted to the next candidate in the merit list.
2. The selection of each student will be subject to medical fitness. The medical fitness will be decided by the Medical Board appointed by the Institute. The decision of the Medical Board shall be final.
3. In all matters relating to selections and admissions, the decision of the Institute shall be final and binding on the candidates and selection cannot be questioned after admissions are closed.
4. All the candidates joining the course shall execute a bond in the prescribed form on a non-judicial stamped paper of Rs.100/- value along with two sureties (parents/Guardian) to ensure completion of the prescribed period of course or in

default to pay the bond amount of Rs.25,000/- and shall also have to refund the amount if any received as stipend up to that date to NIMS. The format of the bond to be executed may be seen in Annexure II. The candidates who resign the course under this clause shall not be considered for any other course on the basis of merit during the same academic year. The course imparted prior to resignation shall not be counted for any other purposes. In the case of in-service candidates they have to execute a bond to satisfy the study leave rules of NIMS.

5. The original certificates submitted by the candidates shall not be returned to the candidates till they complete their course of study and appear for the final examination or on fulfilling condition (4) above.
6. No individual correspondence will be made for selection/admission. Candidates are requested to follow the instructions/information stated in prospectus and at website: [www.nims.edu.in](http://www.nims.edu.in) as per the scheduled programme mentioned in prospectus. The candidates are required to visit website regularly.
7. Institute is not responsible for any unforeseen events preventing the candidate from reaching for admission and the candidate will be considered absent under such circumstances.

## **XII. After Admission:**

1. **Joining into Course-** The selected candidate shall join the course by the date prescribed. In case the selected candidate does not report by the date, the next candidate in the order of merit will be selected in his/her place. No. extension of time will be entertained.
2. **Filling of Vacant Seats-**The admission stands closed by the prescribed date and the course shall commence from the notified date. Due to unforeseen reasons if a seat falls vacant within the period of closure of admissions, the candidate next in order of merit as per rules will be considered for admission. Resultant vacancies shall be filled by the candidates belonging to the same category as those who vacated the corresponding seat.
3. **Change of Schedule-**Institute reserves the right to change the schedule after due notification.
4. **Discipline & Conduct-**The student shall maintain strict discipline during the period of study/training programme in terms of conduct rules of the NIMS. Violation of the conduct rules will result in the cancellation of the admission of the candidate apart from invoking the terms and conditions of the bond. The candidate shall not resort to any strikes during period of their study in dereliction of their duties or air their views criticizing the policies of the institute either before the print or electronic media or anywhere. All students shall adhere to the institutional rules and violation of rules will be viewed seriously.

5. **Full time course** - The courses are full time and the candidate shall be full time student. No private practice or consultation is allowed during the period of course. The candidate shall not register for any other degree or diploma course concurrently while pursuing the present course.
6. **Attendance**- All the candidates joining the course shall work as 'full time students' during the period of training and shall attend not less than 80% (eighty percent) of the imparted training during each academic year including assignments, assessed full time responsibilities and participation in all facets of the educational process". In case, the student is not fulfilling the above condition, he/she shall undergo extra training for the period covered by the absence and continue the training until the next examination.
7. **Eligibility for continuation of the course and appearance in the examination** - Candidates found to be ineligible at any stage of examination will not be permitted to appear in the examination. In an unlikely event of any ineligible candidate appearing and/or being successful in the examination the results/candidate of such candidate shall be cancelled and/or are deemed to be cancelled.
8. **Duties and responsibilities** -The institute shall fix duties and responsibilities of students from time to time. They will be required to pursue such works as may be needed in the legitimate interest of patient care in the hospital.
9. **Maintenance of Record Book** -All selected candidates must maintain a logbook recording their day-to-day academic activities, which are to be submitted to the Director through Proper Channel once in six months.
10. **Period of completion of the course** -The candidates must complete the final examination within a period of 8 years from the date of admission to the course, failing which the candidate will be required to re-register for course after getting himself/herself selected for the course.
11. **Change of Schedule** -Institute reserves the right to change the schedule after due notification.

**XIII. Leave:**

- a. The candidates are eligible for 30 days leave for an academic year and they can avail not exceeding 10 days (including public holidays/weekly offs) at a time. If a candidate is absent for more than 20 days without sanction of leave he/she shall be treated as deemed to have discontinued as per the rules. However, a candidate will be eligible for sick leave recommended by the Medical Board constituted by the institute.
- b. Women students can avail maternity leave up to 180 days only once in their course of study and the study period will be extended to the extent of Maternity Leave availed.

The candidate shall not be eligible to appear in the Institute examination till the completion of study period (Duration of Course).

- c. If a candidate absent for more than 30 days without sanction of leave, he/she shall be treated as deemed to have discontinued the course and bond amount shall be recovered.
- d. The leaves of the students shall maintained by the concerned department.

**XIV. Break of Study and Readmission –**

- i) If a student is absent continuously for a period of 91 days or more but less than one year, the student can seek permission for re-admission into the course. Candidate shall apply in the prescribed format by paying requisite fee in favor of “Director, NIMS” payable at Hyderabad and forwarded with the recommendation of the Dean to the Executive Registrar, Nizam’s Institute of Medical Sciences.
- ii) Discontinuation of the course for more than one year will lead to cancellation of the seat and re-admission into the course is not permitted.

**XV. Discontinuation of the course -** If any candidate discontinues the course at any time or is relieved on his/her request for any reason, the fee paid will not be refunded. In addition, he/she shall have to pay a penalty as indicated below:

- i) A candidate who discontinues the course after completion of admission process shall have to pay a penalty of Rs. 25,000/- (Rupees twenty five thousand only). In case of discontinuation of the course during Compulsory Internship period, the candidate has to remit the stipend received if any till such period in addition to the penalty amount mentioned.
- ii) After closure of admission and before completion of compulsory Internship, a candidate can seek his/her original certificates after depositing Rs. 25,000/- (Rupees twenty five thousand only) or submitting a bank guarantee towards an equivalent amount which will be refunded or returned after returning the certificates.
- iii) Candidates are permitted to discontinue the course under the following conditions without any penalty.
  - a) Illness certified by the Medical Board of the Institute
  - b) Failing in three attempts in any examinations conducted by the Institute.

**XVI. Examinations:**

The candidates will have to appear for such examinations as prescribed by the Institute from time to time. No student shall be allowed to appear for examinations unless he/she has paid the examination fee and other fee due payable to the Institute.

**XVII. Commencement of Course and Closure of Admissions:**

Commencement of course and closure of admissions shall be as per Institute/University guidelines. The duration of the course shall be calculated from the date of commencement of the course without any reference to the date of joining of any individual.

**XVIII. Termination of training and dismissal:**

A candidate admitted to the course shall be liable for dismissal at any time before the completion of the course on account of negligence, failure to attempt to the prescribed studies and duties, insubordination, misconduct or any other offences amounting to moral turpitude on the part of the candidate which in the opinion of the Head of the Institute makes it undesirable to continue the candidate in the Institute.

**XIX. Anti-Ragging Act:-**

Ragging is prohibited in the Educational Institutions as per Andhra Pradesh Prohibition of Ragging Act.No.26 of 1997, dated 21-08-1997 or any guidelines issued by either of Government of Telangana State or Government of India and any amendments made from time to time.

If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution.

**XX. Sexual Harassment Act:** To provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto under the Act shall be applicable during the course period under the Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal Act 2013).

**XXI. Powers of Dean:**

Notwithstanding anything contained in these rules, the Dean of the Faculty of the Institute may at any time before completion of the course either on his own motion or on the application of any person after due and proper enquiry and after giving the person 2 weeks' time from the date of receipt of the show cause notice to submit the written explanation and on personal hearing order the cancellation of admission to the course, if in his/her opinion, such candidate has furnished incorrect particulars/or false information in the application or in the document attached thereto or in the statements made either before the authority in charge of admissions or the Dean or any other manner. Against any such order of the Dean, the appeal shall be with the Director, NIMS, Punjagutta, Hyderabad.

Sd/-  
DIRECTOR

MHAM-2021

## ANNEXURE I

**List of documents along with hardcopy of application, duly signed and submit in a sealed cover by post or in person :**

1. Self attested true copy of Marks Memos of Degree
2. Self attested true copy of Provisional/final degree certificate
3. Self attested true copy of Transfer certificate / Migration certificate of degree
4. Self attested true copy of study and conduct certificate for 7years (9th class to Degree) immediately preceding the qualifying exam from the Head of Institutions.
5. Self attested true copy of X class marks memo
6. Self attested true copy of Social Status Certificate as applicable (Candidates belongs to BC-E category and claiming against reservation seat, please note that the certificate issued by the MRO/Tahsildar should be dated on or after 7<sup>th</sup> July 2007)
7. Service certificate and No Objection Certificate from the appointing authority in original (in case of in-service candidates)
8. Self attested true copy of Differently-abled (Physically Handicapped) certificate where applicable. In case of temporarily disabled persons, the PH certificate should be issued, within 3 months prior to presenting his/her application for seeking admission by claiming the benefit of reservation, by the Medical Board vide G.O. Ms. No. 109 Women's Development Child Welfare and Labour Department dated 15-6-1992.

***NOTE: The candidates are required to submit self attested clearly visible Xerox copies of all certificates.***

***Please note the following:***

- Application will be summarily rejected if any of the above documents are not enclosed
- Any person found submitting false certificate will be prosecuted as per law
- Do not fold the application
- Do not staple or tag application with other documents
- The applications are preferably to be sent by Indian Postal Department. NIMS is not responsible for any postal delay for the receipt of the hard copy of the online application along with documents/certificates after the prescribed closing date.

**Annexure - II**

**SPECIMEN FORM OF BOND TO BE EXECUTED BY A CANDIDATE  
JOINING MASTER IN HOSPITAL MANAGEMENT COURSE  
(Non- Judicial Stamped paper Rs.100/-)**

This Bond is executed on this \_\_\_ day of \_\_\_\_\_ 2021 by Mr/Ms. \_\_\_\_\_ S/o/D/o \_\_\_\_\_ R/o \_\_\_\_\_ hereafter called as "STUDENT" in favour of the Executive Registrar, Nizam's Institute of Medical Sciences (NIMS), Punjagutta, Hyderabad hereafter called as the " NIMS Institute".

WHEREAS the said student selected for the course of \_\_\_\_\_ in the NIMS for the year 2021.

WHEREAS the NIMS Institute has prescribed/stipulated the condition in admission prospectus that the student selected for course have to Execute bond for Rs.25,000/- (Rupees twenty five thousand only) in favour of the Executive Registrar, NIMS promising that he will complete the course. In case of cancellation/discontinuance of the said course by the student will be liable to pay the said bond amount and the amounts received if any from the NIMS by way of stipend etc.,

WHEREAS the student selected has agreed to the said conditions and executing this bond. The bond will come into force from date of admission.

This Bond is executed in the presence of the following witness.

(Signature of the student) \_\_\_\_\_

Witness 1 }  
                  } with full name and permanent address  
Witness 2 }

We, the Parents/Guardian,

1) \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

working as \_\_\_\_\_

2) \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

working as \_\_\_\_\_, we hereby stand as sureties to the Bond executed by Mr/Ms.

\_\_\_\_\_ in favour of Executive Registrar, NIMS, Punjagutta, Hyderabad . We undertake the liability of the above bond amount to an extent of bond amount as well as the stipend received by the student / executor of the Bond. If the student / executor of the said bond fail to discharge his obligations under the said bond, we will pay the said amount as and when the NIMS demand.

The Sureties are signed this bond in the presence of the following witness on this day \_\_\_\_\_ of \_\_\_\_\_ 2021.



Witness: 1 }  
} with full name and  
} permanent address  
}

Sureties: 1

Witness: 2}

Sureties: 2

The following documents of the sureties (parents/Guardian) are required to submit along with Bond:

- a) Copy of Pan Card
- b) Copy of Aadhar Card

MHFM-2021

## Annexure – III

### List of Original Certificates to be submitted at the time of admission:

1. Provisional/Final Degree Certificate
2. Marks Memos of Degree
3. Transfer certificate / Migration certificate of Degree
4. Bonafide and conduct certificate for 7years (9th class to Degree) immediately preceding the qualifying exam from the Head of Institutions.
5. 10<sup>th</sup> class marks memo
6. Social Status Certificate as applicable (Candidates belongs to BC-E category and claiming against reservation seat, please note that the certificate issued by the MRO/Tahsildar should be dated on or after 7<sup>th</sup> July 2007)
7. Fees to be paid as mentioned in prospectus
8. Relieving order from the appointing authority (in case of in-service candidates)
9. Bond as prescribed in Annexure – II
10. Differently-abled (Physically Handicapped) certificate where applicable. In case of temporarily disabled persons, the certificate should be issued, within 3 months prior to presenting his/her application for seeking admission by claiming the benefit of reservation, by the Medical Board vide G.O. Ms.No.109 Women's Development Child Welfare and Labour Department dated 15-6-1992.

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### **IMPORTANT NOTE:**

1. No individual correspondence will be made for selection/admission. Candidates are requested to follow the instructions/information displayed at NIMS website: [www.nims.edu.in](http://www.nims.edu.in) as per the scheduled programme.
2. For enquiries contact:  
Academic-2  
2<sup>nd</sup> floor, Old OPD Block, NIMS  
Phone No:040-23489189
3. For clarifications mail to: [nimsadat@gmail.com](mailto:nimsadat@gmail.com)
4. Candidates are requested to visit the website regularly for any updates.

## Annexure IV

PROFORMA FOR ENDORSEMENT BY THE EMPLOYER  
(Certificate to be produced by in-service candidates)

It is certified that Mr./Mrs. \_\_\_\_\_ S/o. / D/o.

\_\_\_\_\_   
Is employed as \_\_\_\_\_ (Designation)

since \_\_\_\_\_ at \_\_\_\_\_

(A Government of Telangana/Andhra Pradesh/Autonomous Body / Public Sector Organisation / A Govt. of India). It is further certified that the undersigned has no objection to the application of Mr./Mrs. \_\_\_\_\_ being considered by NIMS for admission into Master in Hospital Management course for the year 2021 and if selected he/she will be relieved within the prescribed time limit as per the Rules from our office for the entire period of study.

Signature of the Employer  
(Name in Full & Designation)  
With Official Seal

**Annexure V**  
**(FORM OF CASTE CERTIFICATE)**

Serial No.  
S.C.  
S.T.  
B.C.  
Certificate No.

District Code:  
Mandal Code:  
Village Code:

**COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE**

1) This is to certify that Sri/Smt/Kum..... Son/daughter of  
Sri .....of Village / Town  
.....Mandal..... District  
..... of the State of Telangana belongs to .....  
Community which is recognized as Scheduled Caste/ Scheduled Tribe / Backward Class under:

The Constitution (Scheduled Castes) order 1950  
The Constitution (Scheduled Tribes) order 1950

G.O.Ms.No.1793, Education, dated 25-9-1970 as amended from time to time (BCs) S.Cs., S.Ts. list  
(Modification) Order 1956, S.Cs. and S.Ts (Amendment) Act, 1976:

2) It is certified that Sri/Smt/Kum ..... is a native of..... Village /  
Town .....Mandal .....District of Telangana.

3) It is certified the place of birth of Sri/Smt/Kum .....is..... Village /  
Town .....Mandal .....District of Telangana.

4) It is certified that the date of birth of Sri/Smt/Kum .....is Day  
..... Month .....Year ..... (in words) ..... as per the declaration given  
by his/her father/mother/guardian and as entered in the school records where he/she studied.

Signature :  
(Seal)

Date :  
Name in Capital Letters :  
Designation:

**Explanatory Note:**

While mentioning the Community, the Competent Authority must mention sub-caste in case of Scheduled Castes and sub-tribe or sub-group (in case of Scheduled Tribes) as listed out in the S.Cs. and S.Ts. (Amendment) act, 1976.

NOTE: Certifying Officer should follow the orders issued in G.O.Ms.No.58, Social Welfare (J) Dept., dt.12-5-97.