



**DEAN OFFICE**

**NOTICE**

**Instructions to parents and students who have been allotted MBBS seats in  
JIPMER Karaikal after Stray Vacancy Round of seat allotment by MCC**

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Read the JIPMER MBBS Prospectus for the Academic year 2024-25 carefully and thoroughly.  
[https://www.jipmer.edu.in/sites/default/files/MBBS%20PROSPECTUS%202024\\_0.pdf](https://www.jipmer.edu.in/sites/default/files/MBBS%20PROSPECTUS%202024_0.pdf)

The reporting venue, dates and time for the admission process will be as follows:

**Admission Venue:** Exam Hall 2 (Room No.004), Ground Floor,  
JIPMER Academic Campus, FCI Link Road,  
Kovilpathu, Karaikal – 609 602.  
<https://maps.app.goo.gl/HhVX1G3LNYmccgYi8>

Allotted campus	Allotted seat	Reporting dates <sup>#</sup>	Reporting Time
JIPMER - Karaikal	Open (All India) and Karaikal UT domicile	01.11.2024 & 02.11.2024 (Friday & Saturday)	9:30 AM to 11:30 AM

# JIPMER 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.

**Tasks to be completed before reporting:**

- All the candidates should fill an online form (e-form) by clicking the link below before reporting for admission:  
<https://www.digialm.com/EForms/configuredHtml/827/68596/application.html>  
Soft copy of recent passport-sized photograph should be uploaded on the form. Provide separate email IDs and mobile numbers for candidates and parents.  
**Take a printout of the submitted form.**
- Complete fee payment procedure through SBI Collect payment portal for JIPMER at <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> → Click Educational Institutions in Select Category → type JIPMER, Pondicherry in Educational Institutions → Choose Academic fee – PHD MSC MPH MBBS BSC BASLP option in the dropdown menu. → Pay Academic fee.
- Refer to the prospectus for correct split-up of fees (as given in page number 16 of JIPMER MBBS Karaikal prospectus 2024). **Fee once paid will not be refunded under any circumstances.** Bring a hard copy of the fee payment receipt on the day of reporting. Admission cannot be claimed based solely on fee payment.

4. Forms to be printed/ filled and brought to the venue:

- a) Print out of the submitted e-form mentioned above.
- b) Admission Fee payment receipt.
- c) ID card form – all the fields should be filled in block letters (Annexure 3 – Page No: 7)
- d) Hostel application form (if applicable) (Annexure 2 – Pages 5 and 6 to be printed back to back)
- e) Honor code (Pages 9 and 10 to be printed back-to-back)

**On the day of reporting:**

1. Students can enter JIPMER Academic Campus after showing an allotment letter to Security personnel at the entrance of the venue from 9.30 AM on the above-mentioned dates. Candidates reporting to the admission venue after 11.30 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, i.e., **02.11.2024**. The candidates **MUST** carry a valid photo ID proof & seat allotment order with them all the time. Only the candidates will be allowed inside the Admission venue. Separate seating arrangements for accompanying persons will be made at Ground Floor of the Academic Building, JIPMER Karaikal.
2. Certificate verification: The candidates should produce the following for verification and submission:
  - Printout of e-form mentioned overleaf,
  - All the certificates in original (**Annexure 1**),
  - One photocopy of each of the certificates,
  - Six passport size photographs,
  - A hard copy of fee payment receipt as mentioned in the page number 16 of the prospectus.
  - Honor Code signed by the student & parent (Pages 9 & 10 be printed back-to-back).

**NOTE:**

- (i) **Failure to produce any of the required certificates in 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.**
- (ii) Candidates must submit the relieving letter (in original) from the previous Institute along with all the required certificates (in original) with their photocopies (**if applicable**).

**Signature verification:**

Signatures and fingerprint impressions of candidates will be obtained for verification with NTA NEET data.

**Signing of Honor code:**

Candidates and parents should sign a document pledging to abide by the Honor code and JIPMER Rules and Regulations (Pages 9 and 10 to be printed back-to-back).

**Medical Examination:**

After successful certificate verification, the candidates will undergo medical examination by the office of Dean (Team of Doctors) and PwBD candidates will undergo examination by a team duly constituted by JIPMER Karaikal for verification of the claim.

**Digital Campus account:** An account will be created on TCS iON Digital Campus platform. The platform will enable payment of hostel fees, viewing attendance & marks, and for other applications. Separate login credentials will be emailed to the parents to view and monitor the attendance & marks of their wards.

**Biometric capture:**

Fingerprints of candidates will be captured on a biometric device after the completion of the successful admission process.

**Admission order:**

Subject to successful certificate verification, medical board examination, payment of fees and satisfying all the admission criteria, admission orders will be issued to the students.

**Hostel accommodation:**

Submit hostel application form if hostel accommodation is required (Annexure 2, Pages 5 and 6 printed back-to-back). Hostel accommodation will be provided only to outstation students after the completion of the admission process. Read JIPMER Hostel Manual on JIPMER website <https://www.jipmer.edu.in/sites/default/files/JIPMER%20Hostel%20Manual.pdf>.

Facilities available in hostel rooms: Double sharing accommodation with cot, a small storage, cupboard, table, and chair. Things that may be brought by the students: mattress, pillow, bed sheet, pillow cover, bucket, mug, and personal items.

**Identity (ID) card:**

Submit the filled-in ID card application form (Annexure 3) to the admission team. It will be issued to the candidates when ready. Local address should be entered in the application form (hostel room address after room allotment by those who seek hostel accommodation).

**Student case sheet:**

Students can avail investigation and treatment facilities at JIPMER hospital free of cost. A case sheet will be issued to the students after the successful completion of the entire admission process.

**Commencement of Phase I MBBS classes for the academic year 2024-25:**

- Foundation course for Phase I MBBS will be notified in due course.
- Attendance in Foundation Course is mandatory. No leave of any kind will be permitted during this period.
- Students should come prepared for staying in Karaikal and attending classes after successful completion of Admission process. No exemption will be given for delay in joining classes.
- Students should wear formal clothes in the college premises. T-shirts, Party-wear, Jeans, sneakers, sandals, floaters, sports shoes, canvas shoes, crocs, etcetera are not allowed.

**Important note**

1. JIPMER 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.
2. For all up-to-date information including changes in the admission process, please check JIPMER website <https://jipmer.edu.in> and/or <https://jipmer.edu.in/JIPMER-Karaikal/academics> and MCC website <https://mcc.nic.in/#/home> from time to time.

For queries, email to [jipmermbbskaraikal@gmail.com](mailto:jipmermbbskaraikal@gmail.com)

**Dean**

**Annexure 1:****List of certificates to be submitted at the time of admission:**

1. **Identity proof** (as mentioned in the NTA NEET Information Bulletin)
2. **Admit Card 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. **X Std. Certificate.**
7. **XII Std marksheet.**
8. **Pass Certificate:** Of the qualifying examination.
9. **Statement of marks:** Of the qualifying examination.
10. **Character/ Conduct Certificate** from the Head of the Institute last studied.
11. **Residence Certificate** issued by Revenue Authority not below the rank of Tahsildar / Aadhaar card.
12. Candidates must submit the relieving letter (in original) from the previous Institute along with all the required certificates (in original) with their photocopies (**if applicable**).
13. **For Other Backward Classes:** Valid Non-Creamy Layer OBC certificate as detailed in JIPMER MBBS 2024-25 Prospectus page number Nine should be produced. Refer to the central list of OBC categories at [http://www.ncbc.nic.in/User\\_Panel/Central List State View.aspx](http://www.ncbc.nic.in/User_Panel/Central_List_State_View.aspx) (Format as mentioned in the NTA NEET 2024 Information Bulletin).
14. **For Scheduled Caste/ Scheduled Tribe, a Community Certificate, recently obtained from the competent authority** – (as mentioned in the NTA NEET 2024 Information Bulletin)
15. **For Economically Weaker Sections (EWSs) candidates:** They should produce the required Income & Asset Certificate as (as mentioned in the NTA NEET 2024 Information Bulletin)
16. **Transfer Certificate:** Issued from the Head of the Institution last studied or **Migration Certificate**
17. **For Karaikal domicile candidates:** Residence Certificate / Employer Certificate as required in the JIPMER MBBS 2024-25 Prospectus page number 10 and 11 and Annexure I.

**AFFIDAVIT FOR KARAIKAL DOMICILE CANDIATES:**

As per the instruction of the DGHS-cum-Nodal Officer, Karaikal, who are got MBBS seat under Karaikal Domicile they should submit affidavit during the admission time in the prescribed format in Page No. 8 (Annexure - 4).

18. **For PwBD candidates:** Medical Certificate from the authorized centers as listed in the NTA NEET 2024 Information Bulletin.

Annexure 2:

**Jawaharlal Institute of Post Graduate Medical Education & Research**  
**Karaikal Campus**  
**APPLICATION FOR ADMISSION TO HOSTEL**

Name in full (Block letters) : Passport  
Size Photo

Gender :

	Father	Mother
Name		

Occupation

Income

Date of Birth :

Whether scheduled caste/tribe (Yes/No) :

Class to which admitted/studying :

Permanent Address :

Phone No. (Land line) Mobile:

E-mail address

Persons to be notified in an emergency

I. (1) Name :

(2) Relationship :

(3) Address :

(4) Phone No. (Land line) Mobile:

(5) E-mail address :

II. (1) Name :

(2) Relationship :

(3) Address :

(4) Phone No. (Land line) Mobile:

(5) E-mail address :

I request you to allot me a room in the hostel.

Date:

Signature of the Applicant

**DECLARATION BY THE CANDIDATE**

I \_\_\_\_\_ Daughter / Son of \_\_\_\_\_ studying in \_\_\_\_\_ course, JIPMER, Karaikal Campus do hereby declare that the information furnished in the application is true. I also declare that I have read the Hostel Manual thoroughly and carefully and I bind myself to obey the rules and regulations of the hostel in force and to abide by the orders given by the authorities from time to time with regard to my conduct, discipline & studies. I will take care of all the hostel articles, books & furniture entrusted to me and I will be responsible to make good any loss or damage to the hostel property. I will also abide by the rules governing the college bus. I agree to take the decisions of the Director/ Dean/ Warden as final. I will remit all dues to the hostel promptly as and when notified.

I am aware of the Supreme Court order of May 2007 that **ragging is a CRIME and punishable** under Indian penal code. I undertake that I shall not indulge in ragging activities in any form.

Station: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant

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**DECLARATION BY THE PARANT/ GUARDIAN**

I hereby declare that the information furnished in the application is true and no relevant fact is or has been suppressed. I also declare that I hold myself responsible for prompt payment of all dues to the hostel in respect of my daughter/ son named \_\_\_\_\_ during the period of his/ her stay in the hostel and thereafter until the accounts are cleared. I also undertake to be responsible for his/ her good conduct and discipline.

Station: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/ Guardian  
(If Guardian, relationship: \_\_\_\_\_ )  
Address: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Name of the Hostel: \_\_\_\_\_ Type: \_\_\_\_\_ Room No. \_\_\_\_\_

Date of Admission to Hostel: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Dt. \_\_\_\_\_

Allotment Status: Confirmed / Rejected / Any other \_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Hostel Warden

Signature of Dean

**Annexure 3: Identity card application form for students** (All fields are mandatory and to be filled in **block letters**)

Recent passport  
size photograph

JIPMER Roll number (will be given at the time of admission)	:							
Name of the student (in full):	:							
Course	:							
Campus	:	Karaikal						
Date of birth (DD/MM/YYYY)	:							
Date of admission	:							
Blood group	:							
Mobile number	:							
Emergency contact number	:							
Aadhaar number	:							
Email ID	:							
Present residential address: (Hostellers will fill their room number after room allotment)	:							
Pin code	:	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						
Signature	:							
Date of application	:							
<b>For office use</b>								
ID card printed on	:							

**ANNEXURE - 4**

**FOR UG NEET DEGREE COURSES (M.B.B.S)**  
**AFFIDAVIT OF THE PARENT / GUARDIAN TO BE ATTESTED BY**

**EXECUTIVE MAGISTRATE / NOTARY PUBLIC**

Certified that I, \_\_\_\_\_ Father / Mother /  
Legal Guardian of Miss / Mr. \_\_\_\_\_  
resident of \_\_\_\_\_  
\_\_\_\_\_ (full address to be given) do hereby undertake  
that:

1. That I am a citizen of India.
2. That my child / ward has not opted and claimed the benefit of Residence of admission in UG / PG Medical / Dental courses in a state / UT other than UT of Karaikal for state quota seats.
3. That the above said information is true to the best of my knowledge and nothing is concealed herein. I am aware that if at any stage the information provided is found false / wrong, the admission of my son / daughter / ward will be liable to be cancelled and criminal proceedings will be initiated against me as provided under the law.

**Signature of the candidate**

**Signature of the Parent / Guardian**



## Annexure – 5



भारत सरकार / GOVERNMENT OF INDIA  
 जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान  
 (स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
 धन्वंतरि नगर, पुदुच्चेरी-- 605 006  
 JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION & RESEARCH(JIPMER)  
 (An Institution of National Importance under Ministry of Health & Family welfare)  
 Dhanvantari Nagar, Puducherry - 605 006



### HONOR CODE

On joining **MBBS Course JIPMER, Karaikal Campus** in the 2024-25 **Academic Year** in this Institution, I have understood the following:

1. All powers relating to discipline and disciplinary action against the students are vested in the Director of the institution. The Director may delegate all/any such powers, as he/she deems fit to the Dean (Academic) or any other officer of this institution as he/she may specify on his behalf.
2. Discrimination based on caste, religion, language, gender, socio-economic status, and region will be viewed seriously. JIPMER and Union Territory of Karaikal Legal Services Authority has constituted a legal services clinic for providing legal assistance and guidance exclusively to students hailing from the Northeastern region of India.
3. Sexual harassment against women shall be punishable under sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. JIPMER has a specially designated committee for women, to enquire into the complaints of sexual harassment at workplace/college/hospital etc.
4. The acts of gross indiscipline shall include:
  - Physical assault or threat to use physical force against any member of the teaching or non-teaching staff of JIPMER or any other persons within the campuses of JIPMER
  - Carrying or use or threat of use of any weapon
  - Ragging in any form (punishment will be awarded thereof as per JIPMER rules)
  - Violation of the status, dignity, and honor of any student/resident/healthcare worker including students belonging to the Scheduled castes, Scheduled Tribes, and other Backward Castes.
  - Sexual, mental, and physical harassment of anybody.
  - Willful destruction of institutional property.
  - Misuse of internet and social media through JIPMER internet / Wi-Fi.
  - Creating ill-will or intolerance on religious or communal grounds, causing disruption in any manner of the functioning of JIPMER.
  - Smoking, consumption of alcohol or any other prohibited substance anywhere within the campus.
  - Cheating/stealing/burglary/arson/extortion or any other criminal activity
  - Not abiding by institution rules, regulations, and orders
5. Without prejudice to the generality of his/her powers relating to the maintenance of discipline as may seem appropriate to him/her and taking such action in the interest of maintaining discipline as he/she may seem appropriate, the Director may in exercise of his/her powers, order any student or students to:
  - Be removed from the Rolls of JIPMER on the recommendation of the Committee to be constituted by him/her for that purpose.

(Cont'd....2)

- Be suspended, for a stated period after recording the reason thereof in writing.
  - Be fined normally up to Rs. 1,000/- (Rupees One thousand only) or any other amount commensurate to his/her deed.
  - Be debarred from taking any examination(s) including Exit examinations for one or more phases after providing him/her the opportunity of being heard.
  - Withhold the result of the student(s) concerned in the Examination(s) in which he/she appeared, for a period not more than 3 months.
  - Be prohibited from appearing or completing any examination by any unfair means such as copying, use of notes, mobile phones or any other electronic gadgets inside the examination halls.
6. I understand that if my name is removed from the rolls of JIPMER owing to any disciplinary action against me, I shall be liable to pay the same penalty which is applicable for mid-stream departure.

I ..... (name of the student) **MBBS** course student pledge,

- To abide by the honor code and to encourage my peers to uphold this honor code,
- To be courteous in my interactions with juniors, peers, staff, and faculty members
- To not indulge in any kind of academic misconduct such as malpractice in examinations, impersonation, plagiarism, etc.,
- To not indulge in any harassment of any form,
- To abide by the orders, rules, and regulations governing JIPMER and its campuses,
- To follow the institution’s dress code,
- To put my best efforts in academic activities, examinations, assignments, as well as work in the laboratory/hospital.
- To uphold the high standards of conduct in patient care and research.

Date: .....

Place: Karaikal – 609 602

Student Signature:.....

Name (in CAPITAL letters):.....

Roll No. :.....

Signature of Parent: .....

## **Additional information**

The JIPMER Karaikal campus is situated at FCI Road, Kovilpathu, Karaikal, just 500 meters away from the Karaikal Bus stand. It is located 132 kms from Pondicherry City.

### **How to reach Karaikal (Pondicherry)?**

<https://maps.app.goo.gl/2VAvbEkJUcS4jeZo7>

### **Nearest Railway Stations:**

1. Karaikal Railway Station - 3 kms from the campus
2. Nagapattinam Railway Station - 22 kms from the campus
3. Mayiladuthurai Railway Station - 38 kms from the campus

### **Nearest Airport:**

Tiruchirappalli International Airport – 159 kms from the campus

**Location of the admission venue:** <https://maps.app.goo.gl/HhVX1G3LNYmccgYi8>

### **Location of hostels:**

Separate Hostels for Girls and Boys with the common dining facility are located within JIPMER Karaikal, Academic Campus.

### **Waiting area of parents or accompanying persons:**

A waiting area for parents or guardians has been arranged at the Ground Floor of the Academic Building.

**Hostel accommodation** can be availed by outstation candidates, subject to availability, after issue of admission order by submitting a filled-in application form (Annexure 2). The number of hostel rooms are limited for boys and rooms will be allotted on first-come-first-serve basis. Login credentials for digital campus account (online platform for hostel room allotment and other uses) will be given to you on completion of the successful admission process. On approval of the application, the hostel caretaker will allot a room on the online platform and payment can be done then on the same platform. There is no other mode of hostel fee payment.

**Read Hostel Manual** carefully and thoroughly before choosing hostel accommodation (link below).

<https://www.jipmer.edu.in/sites/default/files/JIPMER%20Hostel%20Manual.pdf>

Please note that you will be paying hostel fees at the beginning of every year.