

 क.रा.बी.नि. <b>ESIC</b>	कर्मचारी राज्य बीमा निगम <b>Employee State Insurance Corporation</b> (श्रम एवं रोजगार मंत्रालय, भारत सरकार) (Ministry of Labour & Employment, Govt of India)	 सत्यमेव जयते	कर्मचारी राज्य बीमा निगम दंत महाविद्यालय एवं अस्पताल <b>Employee State Insurance Corporation  Dental College &amp; Hospital</b> सेक्टर/Sector - 15, रोहिणी/Rohini, नई दिल्ली/ New Delhi - 89 फोन/Phone – 011-27553099, deandc-roh.dl@esic.nic.in
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## **CHECK LIST FOR BDS 1<sup>st</sup> YEAR ADMISSION**

**Name:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**D.O.B / Age / Sex / Religion:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact No.:(Self)** \_\_\_\_\_ **(Parents)** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**% in 10+2:** \_\_\_\_\_ **PCB %:** \_\_\_\_\_ **NEET Percentile:** \_\_\_\_\_

**NEET Rank (All India):** \_\_\_\_\_ **NEET Roll No.:** \_\_\_\_\_ **NEET Marks:** \_\_\_\_\_

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1. Seat allotment letter.
  2. Refundable College Security (**Rs. 5000/-** DD in favour of "**ESIC Fund A/C No. 1**", payable at Delhi).
  3. Tuition Fee: **Rs. 1,00,000/- (one time) or Rs. 50,000/- in two installments** — one payable at the time of admission and other at midterm (in favour of "**ESIC Fund A/C No. 1**", payable at Delhi).
  4. University Fee: **Rs. 28500/-** DD in favour of "**REGISTRAR, GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**".
  5. Character Certificate (not more than 6 months old).
  6. Surety Bond of Rs. 100/- (To be attested by Notary; Performa enclosed).
  7. Anti-Ragging undertaking by parents on plain paper. (Performa enclosed)
  8. 2 Photographs.
  9. Undertaking of abiding by rules of conduct of ESIC Dental College & Hospital (Performa enclosed).
  10. Compulsory undertaking/Pledge from the parents/gurdian and the students about not using abusive substances. (Performa enclosed).
  11. Contact Details (Performa enclosed).
  12. Acceptance Letter (Performa enclosed).
  13. Declaration of Citizenship (Performa enclosed).
  14. Undertaking by Student regarding Attendance (Performa enclosed).
  15. Migration Certificate / School Leaving Certificate.
  16. EWS Certificate (for EWS), Caste Certificate (SC/ST/OBC), & Non-Creamy Layer Certificate (for OBC). (NCL should not be more than 6 months old.)
  17. Xth Marksheet & Certificate.
  18. Qualification Certificates (11th and 12th Marksheet & Certificates issued by a school of Delhi).
  19. Residential Proof (Student and Parent).
  20. NEET Score Card.
  21. Original NEET Admit Card.
  22. Gap Affidavit (If applicable, on stamp paper of Rs. 10/-).

**Note:** Sr. No. 15 to 18 needed in original along with one set of self-attested photocopy.

## UNDERTAKING BY PARENT/GUARDIAN

I Mr/Mrs/Ms \_\_\_\_\_ (parent/guardian) Father/Mother/Guardian  
of \_\_\_\_\_ (Full name Student with Admission  
Registration/enrollment number) having been admitted to ESIC Dental College & Hospital,  
Rohini Sector-15, Delhi-110089.

- 1) I am aware as to what constitutes against ragging vide Supreme Court D.O. No. 16  
07/2009-U-5 dated 11 June 2009
- 2) I am aware of Supreme Court Judgment on Civil Appeal No. 887 of 2009.
- 3) I am fully aware of the penal and administrative action that is able 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 ranging during his stay in the ESIC  
Dental college & Hospital, Rohini, Delhi.
- 4) I hereby solemnly aver and undertake that:-
  - a. My ward will not indulge in any behaviour or act that may be constituted as  
ragging.
  - b. My ward will not participate in or abet or propagate through any act of  
commission or omission that may be constituted as ragging.
- 5) I hereby affirm that if found guilty of ragging my ward is liable for punishment  
according to decision of Anti Ragging Committee of the ESIC Dental College Hospital,  
Rohini, Delhi 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.
- 6) 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 able to be cancelled.

Dated \_\_\_\_\_

Signature of Parent/Guardian

Name:

Relation:

## CODE OF CONDUCT FOR STUDENTS OF ESIC DENTAL COLLEGE, ROHINI

Personal hygiene and grooming habits are essential components of professional appearance and presentation.

- 1) Boys will wear clean, neat shirts and pants with the and socks and shoes. Girls will wear clean, neat shirts and pants or salwar suits with socks and shoes or flat sandals. Shorts, capris, skirts, patched, faded, holey or low-cut clothes, high heeled sandals or shoes are unacceptable attire.
- 2) All students will wear white apron with the college insignia and the identification card. White coats must be clean and free of blood and any other infections material. It must be laundered regularly. Wearing the white coat during meal times must be avoided.
- 3) Hair should be clean, neatly-trimmed and well maintained. Those who shave must be clean-shaven. Long hair should be pinned or tied back.
- 4) Personal hygiene is required. Fingernails should be trimmed and clean.
- 5) Finger rings that may compromise clinical protective barriers should not be worn in clinics.
- 6) No ear-rings are allowed by the hoys in the college campus.
- 7) The colour of sweater or woollens worn during winters must be sober.
- 8) Use of mobile phones is not allowed during teaching hours.

### GUIDELINES TO THE STUDENTS

- 1) Keep your mind and body active.
- 2) The behaviour of the student in and around the campus should befit the noble professional they are pursuing.
- 3) Read the notice boards regularly, as all important announcements are displayed on the board especially the last date for fee payment etc.
- 4) Be prompt in paying your hostel/tuition fee within the stipulated time otherwise fine will be charged.
- 5) Attendance is a valuable tool to monitor a student's progress in academics. Those who do not have adequate attendance cannot appear for university attendance so as to avoid last minute anxiety and tension.
- 6) It is imperative that parents keep in regular touch with the institution officials especially in case of poor academic performers.
- 7) Do cultivate the habit of continuing your hobby. Talented student in the field of sports, music, art etc should identify themselves with the sports and cultural co-ordination committee.
- 8) All students are expected to be punctual. They should reach on time in all lectures and practicals and not waste time roaming in corridors.

Sick leave application must be accompanied by medical certificate overall conduct and behaviour of each student will be judged before she appears for main university examination.

### DECLARATION

I hereby declare that I have read and understood the code of conduct of ESIC dental college and hereby subscribe and agree to be bound by said rules.

Signature of student:

Name of the student:

Email address:

Address:

Phone No:

Father :

Mother:

Residence:

Annexure A

FORM TO BE SIGNED BY THE STUDENT AND THE PARENT/GUARDIAN AT THE TIME OF ADMISSION TO THE INSTITUTION

(to be signed by the Guardian only in the event of both parents are not alive)

I ..... (name) son / daughter / ward of Mr./Mrs./Ms. .... (name) admitted to ..... (course and year) in ..... (Institution) during the year....., hereby agree to the following terms:

1. I hereby admit that I am aware that the possession, use, sale and distribution of any mood-altering substances are wrong and harmful.
2. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of mood-altering substances.
3. I shall report to the authorities of the institution any irregular behaviour that I observe in relation to the possession, use, sale and distribution of mood-altering substances by any students.
4. I shall support and actively participate in any drug prevention education programmes which may be organized by the College which would enable me to be a better student.
5. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any 'substance'-related incident of which I may have information, and to prevent the possession, use, sale and distribution of other mood-altering substances in or around my institution.
6. I shall have no objection to random searching of my hostel or residence room, including my belongings without infringement to my privacy, by authorised personnel of the College / University / Institutions.
7. I hereby give my consent for urine screening test and/or any other medical test that may be done by the College authorities, if I am suspected for 'substance' abuse.
8. I am aware that I will be barred from all the Universities / Institutional level extra-curricular activities & further disciplinary proceedings will be taken up by the authorities as per Universities / Institution guidelines.

Date:.....

Signature:.....

Name of the Student: .....

Signature of the Parent/Guardian: .....

Name Parent/Guardian: Mrs/Mr/Ms.....

Mobile No. of the Parent/Guardian: .....

Email ID: .....

## CONTACT DETAILS OF STUDENT

### STUDENT DETAILS:-

NAME	:-
MOBILE NO	:-
E-MAIL ID	:-
ADDRESS	:-

### FATHER'S DETAILS:-

NAME	:-
MOBILE NO	:-
OFFICE CONTACT NO.	:-
E-MAIL ID	:-
Occupation (Specify)	:-
Name of Organization	

### MOTHER'S DETAILS:-

MOBILE NO	:-
OFFICE CONTACT NO.	:-
E-MAIL ID	:-
RESIDENCE CONTACT NO.	:-
Occupation(Specify)	:-
Name of Organization	:-

### ANY ONE RELATIVE'S CONTACT DETAILS:-

NAME	:-
RELATION	:-
MOBILE NO.	:-
OFFICE CONTACT NO.	:-
E-MAIL-ID	:-
RESIDENCE ADDRESS.	:-

To,

The Dean  
ESIC Dental College & Hospital  
Rohini, Sec-15, New Delhi 110089.

Subject:- Acceptance and admission in ESIC dental college & hospital.

Sir,

I am to inform you that I have been offered a seat in BDS course in ESIC dental college, Rohini, Delhi during the NEET-UG counselling conducted by Medical Counselling Committee University. Accordingly I hereby submit my acceptance to the seat of BDS in ESIC dental college, Rohini, New Delhi on \_\_\_\_\_.

Yours faithfully

Dated:-

Name of the candidate \_\_\_\_\_

S/O,D/O \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact no. \_\_\_\_\_

### Undertaking by Students

I \_\_\_\_\_ S/o/D/o Sh. \_\_\_\_\_ BDS Student  
shall abide by the rules & regulation laid down by the GGSIP University & Dental Council of  
India.

### General Instructions

1. The minimum required attendance by a student in an academic year is 75% in Theory and 85% in Practical. The total attendance at the end of every academic year shall be considered final. Student not fulfilling the attendance criteria will be detained/debarred from appearing in the professional University Examination. The decision of the College Authorities shall be binding on the students.
2. Medical leave and any other leave will be adjusted/counted within the relief of 25% in Theory and 15 % in Practical as per the DCI and University guidelines.
3. In case of any illness during any terminal examination, theory and practical a student will need to submit OPD Registration mandatorily of ESIC/Govt. Hospital/Dispensary, If student is admitted in emergency discharge summary for grant of relief for terminal examination is to be submitted. Medical certificate from Pvt. Practitioner/Nursing Home shall not be accepted.
4. The internal assessment of the subjects shall be the average of all 3 terminal examination. It shall be mandatory for the student to appear for all terminal examination. However, in case of illness the student could be granted relief for ONLY ONE terminal examination subject to fulfilling point no. 3 as specified above. However these student submitting the medical will have to appear in at least 2 terminal examination (theory and practical) to be eligible to appear in the University examination.
5. Any Student appearing for more than 1 subject for the first time or clears more than 1, subject in supplementary examination shall be appearing in the supplementary examination of each subsequent academic year.

Signature of Student Name:

Name:

Signature of Parents/Guardian:

Name:

Relation:



## DECLARATION OF CITIZENSHIP

I \_\_\_\_\_ S/o,D/o \_\_\_\_\_  
declare myself as citizen of india. I like to state that I was born in \_\_\_\_\_  
and I have done academic career in \_\_\_\_\_

Signature of student:-

Name of the student:-

**FORMAT OF BOND**  
**(FOR UG – MEDICAL / DENTAL STUDENTS in ESIC Colleges)**

**(To be executed on Stamp Paper of value as applicable under Stamp Duty Act.  
Duly Notarized)**

KNOW ALL MEN BY THESE PRESENTS THAT We (1) (Mr./Mrs./Ms.) .....  
(herein-after called the Bounden) Son / daughter / wife of ..... residing at  
(Residential Address.....) and (2) Shri / Smt.  
..... (herein after called 'the Surety / Sureties') son / daughter / wife of  
..... residing at (Here enter address) .....

do here by bind ourselves and each of us & our respective heirs, executors & administrators jointly and severally to pay to the Employees' State Insurance Corporation (herein after referred to as 'the Corporation') on demand the total amount of Rs. 5,00,000 (Rupees Five Lakh only) with interest @ 12% towards failure to fulfill the obligation / for violation of the condition here-in-after mentioned. The bounden and sureties shall have the option to (i) furnish Bank Guarantee\*\* amounting to Rs 5,00,000 (Rupees Five lakh only) 1 month before completion of internship, for a period of 14 months in favour of the Dean of the ESIC Institution in lieu of the amount, and original documents of the student would be retained by the Corporation pending the submission of Bank Guarantee; OR (ii) not furnish Bank Guarantee, as above, when original documents would be retained by ESIC till Bond conditions are met with, i.e. completion of service under bond or payment in lieu. The total obligation amount would not exceed Rs. 05 lakh at any stage.

Signed this ..... Day of ..... in the year ..... by the bounden (Mr./Mrs./Ms.) ..... and Surety / Sureties Shri / Smt. ....

**Signature**

In the presence of witness\*:

1. Signature (Name & Address with official seal)

1. Signature of BOUNDEN  
(Name & Address\*\*, Photo ID No.)

2. Signature (Name & Address)

2. Signature of SURETY / SURETIES  
(Name & Address\*\*, Photo ID No.)

\*\*The provision of Bank Guarantee is subject to final outcome in various Writ Petitions pending in the Hon'ble High Courts.

WHEREAS the Bounden (Mr./Mrs./Ms.) ..... has been selected to undergo ..... (here enter the name of the course of study) on the basis of merit Central / State / Stake Holder in ESIC Medical Education Institution (Name of the Institution) for a period of ..... (duration of Course).

AND WHEREAS the Corporation have agreed to incur the expenses on condition that after successful completion of the course of study the bounden shall serve any of the institution, of the Corporation or of ESI Scheme of the State Government, as the case may be, for a period of one year anywhere in India and also subject to the terms and conditions hereinafter appearing and the bounden and the surety / sureties have agreed to the same.

NOW the condition of the above written obligation is that in the event the Bounden discontinues the study or after completion of the MBBS / BDS Course of study to which he / she was selected, fails to serve the Corporation for period of one year, the Corporation shall have the right to invoke the Bank Guarantee so furnished by the Bounden and sureties.

The bond is legally binding on the bounden and the sureties. The above written obligation shall be void and of no effect in event of invocation of Bank Guarantee; otherwise this shall remain in full force and effect.

PROVIDED further that the bounden and the surety / sureties do hereby agree that all sums found due to the Corporation under or by virtue of this bond shall be recovered jointly and severally from them and their properties movable and immovable as if such dues were arrears of land revenue under the provisions of the Revenue Recovery Act for the time being in force or in such other manner as the Corporation may deem fit.

PROVIDED further that during the tenure of study the Bounden shall be paid stipend in the internship year as per guidelines of Ministry of Health & Family Welfare, GoI, or as decided by the Corporation from time to time.

Provided further that it is not necessary for the Corporation to sue the bond holder before taking action on the surety / sureties, under this bond and the liabilities of the surety / sureties is Co-extensive with that of the Bounden and shall not be affected by the Corporation giving time or any other indigence to the bounden or by the Corporation varying of the terms and conditions herein contained,

Signed this ..... Day of ..... in the year..... by the bounden (Mr./Mrs./Ms.) ..... and surety / sureties Shri / Smt .....

**Signature**

In the presence of witness\*:

1. Signature (Name & Address with official seal)

1. Signature of BOUNDEN  
(Name & Address\*\*, Photo ID No.)

2. Signature (Name & Address)

2. Signature of SURETY / SURETIES  
(Name & Address\*\*, Photo ID No.)

\*Dean / Administrative Officer of ESIC Medical Education Institution will sign as witness.

\*\*Proof of Residential Address of Bounden and Surety / Sureties is to be obtained.