

PG RESIDENT UNDERTAKING
PG SUPER SPECIALITY – DM / MCh
(To be duly notarized on ₹300/- Non-Judicial Stamp Paper)

I, _____,

S/o / D/o _____ Age: _____

years, residing at: _____

having been enrolled/admitted to the **DM/MCh** _____

programme/course at **Dr. M K Shah Medical College and Research Centre and Smt.**

S.M.S. Multi-Speciality Hospital, Ahmedabad, hereinafter referred to as the “**Institute**” /

“**Dr MKSMCRC**”, do hereby solemnly affirm, declare and undertake as follows:

PART – A: ADMISSION, DOCUMENTS AND DECLARATIONS

1. Authenticity of Information and Documents

- i. I confirm that all information and documents furnished by me at the time of application, counselling and joining are true, correct and complete.
- ii. I understand that if, at any point of time, any information or document furnished by me is found to be incorrect, false, fabricated or misleading:
 - my admission shall be liable to be cancelled;
 - I may be subject to disciplinary and/or legal action;
 - the matter may be reported to the concerned regulatory authorities;
 - I may be declared ineligible for admission to the Institute in future; and
 - shall have to comply with all provisions of this undertaking.

2. Course Duration and Fees

I am aware that **DM/MCh** _____ is a course of _____ years.

I further confirm that the total course fees payable to **Dr. M K Shah Medical College and Research Centre and Smt. S.M.S. Multi-Speciality Hospital, Ahmedabad** are:

Annual Fees: ₹ _____ **/-**

Total Course Fees: ₹ _____ **/-**

PART – B: FEES, PAYMENT SCHEDULE AND LATE FEES

3. Fee Payment Undertaking

I have read and understood the fee policy of the Institute and undertake to comply with the following:

3.1 Timely Payment of Fees

I shall deposit tuition fees, hostel/accommodation fees and any other applicable fees within the time notified by the Institute from time to time, in compliance with **MCC Notice No. Ref.U-12021/01/2026-MEC dated 16.04.2026.**

Academic Year	Starting of Year	Date of Issue of Circular	Last Date of Payment without Late Fees
1st Year	10 April 2026	As per MCC time schedule	As notified by MCC/Institute
2nd Year	10 April 2027	10 March 2027	09 April 2027
3rd Year	10 April 2028	10 March 2028	09 April 2028

3.2 Late Payment of Tuition Fees

I understand that delay in payment of tuition fees shall attract the following late fees:

Period of Late Payment of Tuition Fees	Penalty Amount
Up to 1 month from the last date notified in the Fee Circular	₹500/- per day
Beyond 1 month and till the date of payment	₹1,000/- per day

3.3 Late Fee for SC/ST Free-ship Card Students Receiving Scholarship

For SC/ST Free-ship Card students receiving scholarship, the following late-payment charges shall apply from the date of receipt of the scholarship amount in the student's bank account:

Period of Late Payment	Penalty Amount
Up to 7 days	Nil
8 to 15 days	₹500/- per day
16 days till date of payment of due fees	₹1,000/- per day

3.4 Late Payment of Accommodation / Hostel / Mess Charges

Period of Late Payment	Penalty Amount
Up to 1 month from the date notified in the Fee Circular	₹500/- per day
Beyond 1 month and till the date of payment	₹1,000/- per day

3.5 Library Late Fees

Period of Late Deposit/Return of Books, Journals or Other Study Material	Penalty Amount
Up to 15 days	₹50/- per day
Beyond 15 days and up to 30 days	₹100/- per day
Beyond 30 days and up to the date of return	₹200/- per day

3.6 Responsibility for Checking Notifications

- i. I shall regularly visit the Institute's website, notice board and/or official WhatsApp group for all circulars, notices and communications, including Fee Circulars.
- ii. I shall personally ensure compliance with the prescribed timelines for payment of tuition, hostel/accommodation and other applicable fees.

3.7 Failure to Pay Fees

If I fail to make payment of any notified fee within the prescribed period, I shall be liable to pay the applicable late fees as notified by the Institute.

3.8 Non-Refundability

I understand that tuition fees, accommodation charges, if applicable, and late fees, once paid, shall not be refundable.

3.9 No Waiver

I understand that tuition fees, hostel/accommodation fees, if applicable, and applicable late fees shall not ordinarily be waived.

PART – C: HOSTEL, HEALTHCARE AND STUDENT WELFARE

4. Hostel Rules

- i. I have read and understood the hostel policy of the Institute and undertake to abide by all hostel rules and regulations.
- ii. I shall submit a separate Hostel Undertaking at the time of applying for hostel accommodation.

5. Health Insurance

For availing the benefits of health insurance, as applicable under the policy of the Institute, I shall disclose my health insurance details to the Institute and provide all documents/information required for the same.

6. Medical Treatment and Sick Leave

In the event of any health issue, I undertake to avail medical services primarily from **Smt. S.M.S. Multi-Speciality Hospital**, wherever applicable, and understand that I may be required to submit the relevant treatment record/documentation for availing sick leave during the course of my residency.

PART – D: RAGGING, DISCIPLINE AND ANTI-INSTITUTIONAL ACTIVITIES

7. Anti-Ragging Undertaking

- i. I shall not indulge in any form of ragging, directly or indirectly, and shall comply with the applicable **UGC and National Medical Commission regulations** relating to prevention of ragging.
- ii. I, along with my parent(s)/guardian, shall submit the prescribed online anti-ragging undertaking on the UGC portal and shall submit copies of the undertakings to the Institute.

8. Strike and Anti-Institutional Activities

I shall not participate in any kind of strike or anti-institutional activity.

- i. I understand that participation in any such activity may result in disciplinary action.
- ii. Strike/unauthorized absence days may be counted as absent days and may adversely affect my attendance, academic performance and eligibility to appear in the University Examination.
- iii. The actions which constitute a strike or anti-institutional activity will be determined on the sole discretion of the institution on a case by case basis.

PART – E: ATTENDANCE, AEBAS AND STIPEND

9. NMC-AEBAS Attendance

I undertake to regularly record my attendance on the **National Medical Commission (NMC) AEBAS system** by making both:

- **IN Punch**, and
- **OUT Punch**,

with an interval of at least **8 hours**, or as otherwise prescribed by the applicable rules

10. Stipend

I understand that my stipend shall be processed/released by the Institute on the basis of the attendance/punching record generated through the NMC-AEBAS system and subject to applicable rules.

10.1 Discontinuation and Stipend

I am aware that if, after joining the Institute and within the prescribed period, I choose to discontinue my admission/course, I shall not have any claim whatsoever for payment of stipend for the period for which I have discontinued or otherwise remained ineligible.

10.2 Minimum Attendance

I understand that I am required to maintain a minimum of **80% attendance**, as applicable under NMC-AEBAS and the prevailing regulatory requirements, for successful completion of the term/year of PG residency.

10.3 Examination Eligibility

I understand that the Institute and/or Gujarat University may not permit me to appear in the final University Examination if I do not fulfil the prescribed attendance requirements.

PART – F: LEAVE POLICY

11. Leave Rules

I have completely read and understood the PG leave policy and shall abide by its rules and regulations.

- i. I shall do daily biometric punching while entering and leaving workplace for marking my attendance, on the basis of which my stipend will be processed,
- ii. I shall avail and submit Casual Leave & Academic Leave with prior approval of HOD and Medical Superintendent / Dean.
- iii. I shall submit a copy of approved leaves regularly on or before 26th of each month to the HR dept. for the purpose of processing of stipend.
- iv. If the copy of approved leave is not submitted within time limit, then it shall be considered as Leave without Pay (LWP) and no stipend will be granted.
- v. The leave will be sanctioned/ rejected at the sole discretion of the Head of the Department/ Medical Superintendent / Dean. No reason will be provided by the aforesaid authorities at the time of considering such leave application.

12. Extension of Training

- i. If my leave, LWP or absence exceeds the permitted duration, I accept that my period of training/residency may be extended proportionately, as per applicable regulations.
- ii. I further understand that such extension may affect my eligibility to appear in the final University Examination and I shall abide by the decision of the competent authority.

PART – G: DISCONTINUATION / LEAVING THE COURSE

13. Discontinuation After Joining

It is not advisable to leave the course after joining the institute and before completion of program. I am also aware that if any student, for whatsoever reason, wants to leave/discontinue any course after the last date notified for such purpose then such student is liable to pay the balance fees for the entire course and prescribed penalty. I shall be liable to pay the entire tuition fees for the course duration of 3 years.

14. Forfeiture of Deposited Amount

I understand that in case I leave the course mid-way, all my deposited amount, tuition fees & university fees will be forfeited, and I shall have no claim on it.

15. Financial Penalty for Discontinuation

In addition to above point 13. and 14., I shall also be liable for payment of financial penalty as per below table:

Particulars	Penalty Amount
Leaving PG course before completion of 12 months from date of joining, i.e. during First Year of Residency	₹20,00,000/-
Leaving PG course between 12 to 24 months from date of joining, i.e. during Second Year of Residency	₹25,00,000/-
Leaving PG course between 24 to 36 months from date of joining, i.e. during Third Year of Residency	₹30,00,000/-

I further undertake that:

- I am aware that the above liability to pay shall be enforced against me and I have no objection to complying with the same.
- I shall apply to **Gujarat University** for leaving/discontinuing the PG course in which I was enrolled under Dr MKSMCRC, Ahmedabad, and shall comply with the applicable University regulations.
- I shall make all the aforementioned payments within 2 weeks (15 Days) from the date on which I submit application to leave/discontinues the course at the institute.

PART – H: NO-DUE CLEARANCE AND ISSUE OF CERTIFICATES

16. Issue of Certificates / Documents

I understand that **No Objection Certificate, Migration Certificate, Eligibility Certificate, Experience Certificate or any other certificate/document** shall be issued by the Academic Department only after:

- completion of all applicable formalities;
 - clearance of all dues;
 - payment of applicable fees/penalties, and
 - submission of a duly completed **No Due Certificate** signed by the concerned departments of the Institute.
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PART – I: RESEARCH METHODOLOGY AND ACADEMIC REQUIREMENTS

17. Online Research Methodology Course and Research Work

I undertake to enroll myself in the prescribed Online Research Methodology Course within the stipulated period and complete the course by the end of the second semester, or within such period as notified by the National Medical Commission.

I further undertake that:

17.1 Submission of Completion Certificate (if completed already)

I shall submit the online certificate generated upon successful completion of the Research Methodology Course, including the online examination, within the prescribed time.

17.2 Time Limit for Enrolment (if not completed)

I shall enroll myself for the Online Research Methodology Course within **one month of joining the Institute** and submit proof of enrolment to the Academic Department.

If I fail to submit the enrolment proof within the prescribed time, a financial penalty of **₹500/- per day** may be payable by me or may be deducted from my stipend, subject to applicable rules.

17.3 Research Proposal

- i. I shall submit my research proposal, duly approved by the Scientific Committee and Ethics Committee, before completion of the **first term**, or within such other timeline as notified by the Institute, for timely submission to Gujarat University.
- ii. If not submitted in time financial penalty of Rs. 500/- per day up to delay of 10 days and Rs. 1000/- per day thereafter shall be paid by me or shall be deducted from my stipend.

17.4 Consequences of Non-Compliance

I understand that failure to comply with the applicable regulatory requirements prescribed by the National Medical Commission may affect my eligibility to appear in the final postgraduate examination.

PART – J: ORIGINAL DOCUMENTS AND RECORDS

18. Submission of Documents

I shall submit all required original documents/certificates, including, wherever applicable:

- GMC Registration Certificate;
- Online Research Methodology Completion Certificate;
- Research Publication certificates/documents;
- Conference Attendance Certificates; and
- other documents required by the Academic Department.

- 19.** I understand that all my original documents will remain with the institute until I successfully complete my postgraduate residency programme and I shall have no objection for the same. I am aware that the fees are to be secured and I am voluntarily offering my original documents as security for the same.
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PART – K: REGULATORY COMPLIANCE

20. Compliance with Rules and Regulations

I shall comply with all regulations, guidelines, notifications and instructions applicable to my residency programme, as framed or amended from time to time by:

- National Medical Commission;
- Government of Gujarat;
- Gujarat University;
- Dr. M K Shah Medical College and Research Centre;
- Smt. S.M.S. Multi-Speciality Hospital, Ahmedabad; and
- any other competent/statutory/regulatory authority.

21. Migration Certificate

Where applicable, I shall submit the Migration Certificate to the affiliating University within **02 months from the date of admission**. If I fail to submit the same within the prescribed time, a penalty of **₹100/- per day** may be applicable or may be deducted from my stipend, subject to applicable rules.

PART – L: MEDICAL FITNESS AND CONDUCT

22. Medical Fitness Certificate

I shall submit a valid medical fitness certificate issued by the competent authority.

23. Misconduct

In the event that I am found guilty of misconduct, indiscipline or violation of institutional/regulatory rules, I shall abide by the decision of the competent Disciplinary Committee and/or Institutional Administration, subject to applicable rules and principles of natural justice.

24. Amendments to Rules

I undertake to abide by all rules and regulations prevailing from time to time, including any additions, amendments, modifications or deletions made by the:

- National Medical Commission;
 - Government of Gujarat;
 - Affiliating Gujarat University;
 - Dr MKSMCRC; and
 - other competent regulatory authorities.
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PART – M: BREACH OF UNDERTAKING AND RECOVERY

25. Breach and Legal Consequences

I am aware and I undertake that in the event of breach of any of the conditions of this Undertaking and/or failure on my part to pay the applicable tuition fees / accommodation charges / hostel or mess fees / penalties (as applicable), Dr MKSMCRC, Ahmedabad is entitled to take appropriate legal proceedings against me, for including, but not limited to, recovering remaining tuition fees / penalties.

Furthermore, I agree and confirm that in the event when Dr MKSMCRC, Ahmedabad is constrained to resort to legal proceedings for any reason whatsoever, I shall be bound to pay any and all costs that would be incurred to Dr MKSMCRC, Ahmedabad for pursuing the said legal proceedings.

DECLARATION

I hereby declare that I have carefully read and understood each and every clause of this undertaking, including the provisions relating to **fees, attendance, stipend, leave, research requirements, discontinuation, penalties, discipline, regulatory compliance and institutional rules.**

I confirm that I am executing this undertaking voluntarily and agree to abide by the applicable rules, regulations and policies of the Institute and the competent regulatory authorities.

Full Name of Student	
Admitted in PG course	
Permanent Address	
Communication Address	
Mobile Number	
Email ID	
Place: Date:	 Signature of Student

Full Name of Father / Guardian: Address: Mobile No: E-mail ID:	 Signature
Full Name of Mother: Address: Mobile No: E-mail ID:	 Signature
Witness 1 Name: AADHAR card No:	 Signature
Witness 2 Name: AADHAR card No:	 Signature

NOTARY

I hereby attest that the above undertaking has been signed/executed by the student and the concerned parent/guardian in my presence after the contents thereof were read and understood by them.

Name of Notary:

Registration No.:

Place:

Date:

Notary Seal & Signature