

INSTRUCTIONS FOR ADMISSION AT PUSHPAGIRI INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

 **Venue:** Library, 3rd Floor, Medical College Building, PIMS&RC, Tiruvalla

 **Time:** 09:00 AM to 04:00

Admission Procedures

1. Submit required certificates to the Academic Office.
2. Accounts Dept. confirms fee payment and forwards details to Principal.
3. Principal generates and approves admission slip.

Required Documents

1. Acknowledgement of fee paid through RTGS / NEFT / IMPS
2. Fee Receipt / e-Challan – Remittance made to The Commissioner of Entrance Examination (Institution copy)
3. Allotment Memo of CEE Kerala – 2024
4. Candidates Data Sheet – 2024
5. Admit card of NEET Entrance Exam – 2024
6. Score card of NEET Entrance Examination – 2024
7. S.S.L.C Mark sheet & Pass Certificate
8. Plus Two mark sheet & Pass Certificate
9. Transfer Certificate (T.C.)
10. Course and Conduct Certificate
11. Migration Certificate, if applicable
12. Eligibility certificate from KUHS, Thrissur, if applicable
13. Community certificate from Revenue Authority, if applicable
14. SC / ST / OEC Caste Certificate / Non creamy layer / Income Certificate, if applicable
15. Physical fitness Certificate
16. Proof of Date of Birth (photo copy only)
17. Photo copy of Aadhar card (student), Ration card & Pan card (Parent)
18. Copy of any other certificates/documents uploaded in the site of Commissioner of Entrance Examiners (CEE).
19. Passport Size Photos (10 nos)
20. Stamp size Photos (02 nos)
21. Undertaking – Difference in fee
22. Bond in Rs. 200/- stamp paper – Notary attested
23. Bio-Data, Hostel Application Form, Declarations, Anti-ragging declaration in English & Malayalam, etc. (as per the proforma uploaded in our site)

One set self-attested copies of all the certificates and documents (Sl. No. 1 – 18)

Additional Documents for NRI Candidates

24. Certificate clearly establishing the relationship of the sponsor with the candidate obtained from Revenue authorities.
25. Sworn affidavit from the sponsor in the stamp paper Rs. 200/-, notarized by the Notary Public, disclosing that the student is dependent of the sponsor and all the expenses i.e. Tuition fee and Special fee of the candidate for the entire course period will be borne by the sponsor in the prescribed format appended to the Notification available in the website. Note: In case the sponsor is abroad the sponsor has to submit the Sworn Affidavit notarized by the Notary Public, as per the rules and regulations prevailing in the respective countries, where the sponsor is presently working.
26. Sponsor's Passport & Visa /Green Card / OCI (Copy) (Job of the Sponsor should be mentioned in any of the above documents). Visa of the sponsor should be valid till the closing date of the admission. Embassy Attested.
27. Sponsor's Employment Certificate (Original). Embassy Attested.

Important Notes

1. Incomplete document submissions will result in rejection.
2. Original certificates must be submitted; statements of deposit elsewhere are not accepted.
3. Keep copies of all submitted documents for future reference.
4. Bring Advance Fee Receipt if fees paid at CEE Office.
5. Photocopies of credentials uploaded on CEE website required.

Fee Payment

Mode: Through **Payment Portal** available at www.pimsrc.edu.in

Tuition fee (balance or full) as mentioned in the allotment memo and special fee should be remitted before admission to the Medical College as detailed below:-

- Tuition and special fees should be processed through the payment link that is accessible on the website.
- Hostel & Mess fees will be collected after finalization of admission process, but before admitting to the hostel.

Note: - Payments made via DD, cheque, or cash will not be accepted.

Photo Guidelines

- Color photo showing face and shoulders clearly.
- Dimensions: 200x150 pixels.
- White background.
- Face camera straight, eyes open, no headwear unless for religious reasons. No name, date of birth, or other info on photo.

For detailed information, visit: www.pimsrc.edu.in

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