

BOND PAPER

1. GENERAL CONDITIONS

- 1.1. The period of training is full time (two/three years, as applicable) and continuous. All Junior Residents shall maintain good conduct, attend their classes (including clinical, academic and didactic) regularly and abide by the regulations of the Institute.
- 1.2. Private practice in any form while undergoing the course is prohibited.
- 1.3. The Junior Resident is strictly prohibited from undergoing any part time/ correspondence course without the written prior permission of the Director, Central Institute of Psychiatry (CIP), Ranchi. If the candidate wants to join any job or course, he/she has to leave the course through proper channel after paying all the dues according to conditions laid down in this bond paper.
- 1.4. The Junior Resident must take no-objection certificate before applying for any job or course (part time/full time).
- 1.5. In case any Junior Resident is found to have supplied false information or certificate etc. or is found to have withheld or concealed some information, he/she will be debarred from continuing the course and will face appropriate action initiated against him/her by the Institute.
- 1.6. The Institute will not own any responsibility for the misconduct of the Junior Resident outside CIP Campus.
- 1.7. Any judicial matter will be subject to Ranchi Jurisdiction.
- 1.8. Ragging is totally banned/prohibited in this institute, and anyone found guilty of ragging and /or abetting ragging is liable to be punished appropriately.
- 1.9. Medium of instruction of the course is English only.

2. CONDITIONS FOR ADMISSION IN THE COURSE

- 2.1. Junior Residents must submit the bond paper (document of conditions, rules and regulations) duly signed by an/a Executive / Judicial Magistrate before joining the course.
- 2.2. Junior Residents must submit all original documents (mark sheet, certificate, migration certificate etc.) at the time of admission.
- 2.3. Health certificate (issued by Civil Surgeon of a Civil Hospital/a gazetted Medical Officer) must be submitted at the time of joining the course.
- 2.4. Character certificate issued by the Principal/ HOD / Director of the institute last attended should be submitted. In case, the candidate is unemployed and is not pursuing any course at any institute currently, he/she should submit a character certificate issued by a Judicial Magistrate/class one gazetted officer.
- 2.5. For joining the CIP library and Laboratory facilities, a sum of Rs. 3000/- should be submitted as caution money (fixed deposit in the favour of the Director, CIP for two / three years as applicable) that will be returned after two / three years whichever is applicable. After taking the caution money the candidate will not be eligible to avail the library and laboratory facilities.
- 2.6. Hostel facility will be provided to Junior Residents on request and as per availability.

3. RULES FOR ATTENDANCE AND LEAVE

ATTENDANCE

- 3.1. Official working hour of CIP is from 8.30 AM to 5.00 PM with one hour lunch break from 1.00 PM to 2.00 PM. Candidates are supposed to sign the attendance register/ biometric attendance machine four times daily i.e. between 8.30 AM to 8.45 AM and 2.00 PM to 2.15 PM for reporting in the Institute and at 1.00 PM and 5.00 PM at the time of leaving the Institute.
- 3.2. No Junior Resident will be permitted to sign the attendance register/biometric attendance machine beyond the above-mentioned time (exception will be only official work with written permission).
- 3.3. If the Junior Resident fails to do so, he / she is supposed to give leave application for that day or he / she will be marked absent.
- 3.4. Junior Residents are not supposed to leave the campus without written permission.
- 3.5. Junior Residents, if not performing clinical duties posted in out-patient department and in-patient department, will be marked absent.

LEAVE

- 3.6. All leaves must be pre-sanctioned.
- 3.7. Before taking leave, the candidate must inform in charge/consultants of the respective unit.
- 3.8. Junior Residents can avail casual leave in first year for 30 days and then 36 days in 2nd and 3rd year respectively.
- 3.9. In case there is any Sunday or holiday in between the leave that will also be counted as leave.
- 3.10. If the Junior Resident doesn't report in the Institute timely, he/she will have to take leave for that day.
- 3.11. If 30/36 days leave is over and the Junior Residents need any further leave, that leave will be

counted as leave without salary.

3.12. Medical leave will be sanctioned according to the need (medical certificate is must) and if the medical leave is beyond the permitted leave, then it will be counted as leave without salary.

OFFICIAL LEAVE

3.13. Official leave will be sanctioned to attend academic conference (if the candidate is presenting paper), seminar, workshop etc. maximum twice in one academic year (permission must be granted through proper channel).

3.14. Official leave will be sanctioned as academic posting outside CIP.

Note: All leave applications should be addressed to the Director, CIP, Ranchi and student/ Junior Resident must ensure that someone else will look after his/her duty in his/her absence.

I..... do hereby declare that I have read and understood the above mentioned rules and regulations of attendance and leave properly. I will follow the same. In case I do not abide by the rules, appropriate actions may be taken against me.

Signature of Candidate

Date:

Place:

Signature and stamp of the Judicial Magistrate/ Executive Magistrate

Date:

Place:

4. RULES FOR CIP CAMPUS

- 4.1. Smoking and / or taking any type of addictive substance is totally prohibited in the CIP Campus.
- 4.2 Ragging is totally banned / prohibited in this institute. In compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each resident and his/her parent/ guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, www.antiragging.in and/or www.amanmovement.org. Please provide the Anti-Ragging Undertaking Reference no. as below

Anti-Ragging Undertaking Reference no.	
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(Details are available in the UGC D.O. Letter no. F.3-2/2021 (ARC) dated 27th October 2021/8408691_Step-by-step-guide-on-How-to-fill-Online-Anti-Ragging-Undertaking.pdf)

- 4.3. Junior Residents cannot leave the CIP Campus in working hour without taking prior written permission.
- 4.4. Maintenance of discipline will be the personal responsibility of the candidate.
- 4.5. Wasting the time in the canteen during working hour is not allowed.
- 4.6. Junior Residents must wear white apron along with their name plate.
- 4.7. Junior Residents must not provide any material to any patient personally.
- 4.8. In case any damage to hospital property is done by the candidate, he / she should replace the same or is liable to be charged.
- 4.9. Junior Residents must switch off mobile during academic programmes, classes, clinical work, and in the library.
- 4.10. Complaint regarding any matter should be addressed to the Director CIP, only through proper channel.

Violation of any of the rules will amount to disciplinary action against the candidate.

I do hereby declare that I have read and understood the above mentioned rules and regulations of CIP Campus properly. I will follow the same. In case I do not abide by the rules, appropriate disciplinary actions may be taken against me.

Signature of Candidate

Date:
Place:

Signature and stamp of the Judicial Magistrate/ Executive Magistrate

Date:
Place:

5. CONDITIONS FOR APPEARING IN THE ANNUAL EXAMINATION

- 5.1. Minimum 80% attendance in one academic year.
- 5.2. Minimum 80% class attendance (excluding sanctioned leave) in one academic year.
- 5.3. Minimum 80% attendance in academic programmes (Seminar, Case conference, Journal club, etc.) (excluding sanctioned leave) in one academic year.
- 5.4. Submission of clinical reports timely i.e. on or before 31st January for the index academic year.
- 5.5. Submission of Thesis for MD (Psychiatry) on or before 30th September in the year preceding the year of undertaking the examinations (Six months before the examination).
- 5.6. There should be no disciplinary action (suggesting disqualification for appearing in the examination) against the Junior Residents.
- 5.7. According to the performance in internal / terminal examinations, posting assessments and academic programmes, grades (A, B, C, D & E) will be assigned to Junior Residents. To appear in the annual examination students / Junior Residents should get consistently 'C' or better grades.

I.....do hereby declare that I have read and understood the above mentioned rules and regulations for appearing in the examinations properly. I will follow the same. In case I do not fulfill the conditions, I will be liable to be declared disqualified for appearing in the examination.

Signature of Candidate

Signature and stamp of the Judicial Magistrate/ Executive Magistrate

Date:

Date:

Place:

Place:

6. CONDITIONS FOR SALARY (for internal circulation only)

For MD (Psychiatry): Selected candidates may be considered for Residency Schemes as applicable to the Central Government Institutions. The residency scheme is limited and may not be available to some candidates joining the course on seats reserved for EWS and/or OBC candidates. However, it may be provided subject to sanctioning of the same by the Government.

- 6.1 Salary is subject to satisfactory progress. After first terminal examination assessment of progress will be done based on performance in internal assessment, terminal examination, ward performance, OPD work, performance in academic conferences and any other work assigned to the candidate. If the progress is not satisfactory salary will be fully/partially withheld/cancelled till the Junior Residents improves his/her performance to satisfactory level. To take decision regarding salary the progress will be monitored after every three months.
- 6.2. Any disciplinary action – No salary for one month.
- 6.3. Non sanctioned leave – No salary for that period.
- 6.4. Absence due to not reporting timely (if leave is not granted) – No salary for that day.
- 6.5. Failure in annual examination- Salary will be withheld till the successful completion of that examination.
- 6.6. Salary will be provided for a maximum of 24 months for Post DPM MD and 36 months for direct MD.
- 6.7. Decision regarding salary (withheld/cancelled) will be taken by the Director CIP on the recommendation of the Prof. I/C.
- 6.8. Amount of salary withheld will be released to the Junior Residents after successful completion of the course.
- 6.9. The Junior Residents cannot claim for salary, if it is cancelled.

I..... do hereby declare that I have read and understood the above mentioned rules and regulations for salary properly. In case of violation of rules, Director, CIP or concerned committee will reserve the right to take any action against me accordingly.

**Signature of
Candidate**

**Signature and stamp of
the Judicial Magistrate/
Executive Magistrate**

**Date:
Place:**

**Date:
Place:**

7. DISQUALIFICATION FOR CONTINUING THE COURSE

In following conditions Junior Residents will be declared disqualified for continuing the course and will be expelled from the Institute and they have to return salary with compensation (for details see 8.1).

- 7.1. Any type of misbehavior/misconduct with any patient / faculty member / staff /other students or residents (if it is confirmed by an enquiry committee).
- 7.2. If disqualification is suggested during any disciplinary inquiry.
- 7.3. Consecutive three failures in supplementary examinations in MD course.
- 7.4. Absence of Junior Residents in annual examination and next supplementary examination.
- 7.5. Consistently D or E grades during assessments.
- 7.6. Any legal action against the Junior Residents.
- 7.7. Taking bribe in any form during the course (if it is confirmed by an enquiry committee).
- 7.8. Engagement in political activities during the course.
- 7.9. Submitting false documents or concealing any information at any stage during admission and/or during the entire tenure of the course at CIP.
- 7.10. If the Junior Resident is not following rules and regulations of the Institute.
- 7.11. If the Junior Resident is absent from the institute for consecutive 15 days without any written intimation to the authorities.
- 7.12. Junior Residents once expelled from the institute will be disqualified to appear in any examination in CIP in future.

I..... do hereby declare that I have properly read and understood the above mentioned rules and regulations for disqualification for continuing in the course. In case of violation of rules, Director CIP or concerned committee will reserve the right to take any action against me accordingly and can expel me from the Institute.

**Signature of
Candidate**

**Signature and stamp of
the Judicial Magistrate/
Executive Magistrate**

Date:

Date:

Place:

Place:

DECLARATION

I _____ S/D/W of _____ do hereby declare that I will abide by all the rules and regulations laid down in **RESIDENT MANUAL** and modified/endorsed by the institute from time to time. In case of violation of rules, Director CIP or concerned committee will reserve the right to take any disciplinary action against me accordingly.

**Signature of
Candidate**

**Signature and stamp of
the Judicial Magistrate/
Executive Magistrate**

Date:

Date:

Place:

Place:

8. CONDITIONS FOR LEAVING THE COURSE

8.1. Penalty Clause for MD

- A. Resident who discontinue the course within one month of admission will have to pay a penalty of Rs 10, 000/- (Rupees Ten Thousand only) plus one month salary.
 - B. In respect of those who discontinue the course after one month from the date of admission and within the First Academic Year have to pay Rs 50,000/- (Rupees Fifty Thousand only) plus one month's salary.
 - C. Those who discontinue the course in 2nd and/or 3rd academic year have to pay Rs 1, 00,000/- (Rupees One Lakh only) plus one month's salary.
 - D. Any resident who leaves the course after the last date for closing the admission, he/she will be debarred to appear in this Institute's Entrance examination for PG course for the next two years.
- 8.2. Original certificates would only be returned to the Junior Residents leaving the course through proper channel after submitting no dues certificate.
- 8.3. Original certificates will be returned only when the Junior Residents refunds the salary with compensation.
- 8.4. If the Junior Resident doesn't refund the money within two months 15% interest will be charged.

I..... do hereby declare that I have properly read and understood the above mentioned rules and regulations for leaving the course. In case I leave the course without completing it, I will refund the money with compensation within two calendar months.

**Signature of
Candidate**

**Signature and stamp of
the Judicial Magistrate/
Executive Magistrate**

Date:

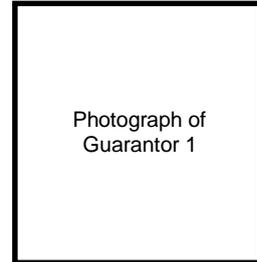
Date:

Place:

Place:

(Signature of two guarantors along with photographs who will refund the money if the candidate does not do so. Guarantors should sign in presence of Judicial Magistrate Executive Magistrate)

Guarantor (i)



I.....do hereby declare that if..... leaves the course without completion and does not repay the salary within two months, I will refund the money with interest along with penalty.

Signature of Guarantor (i)

**Signature and stamp of Full Address of the
Judicial Magistrate / Executive Magistrate**

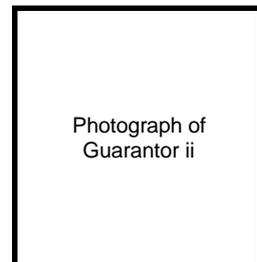
Date:

Place:

Date:

Place:

Guarantor (ii)



I.....do hereby declare that if..... leaves the course without completion and does not repay the salary within two months, I will refund the money with interest along with penalty.

Signature of Guarantor (ii)

**Signature and stamp of Full Address of the
Judicial Magistrate / Executive Magistrate**

Date:

Place:

Date:

Place:

ANNEXURE I (Part I)

UNDERTAKING BY THE CANDIDATE/RESIDENT

1. I, _____
S/o, D/o, of Mr./Mrs./Ms. _____,
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.
2. I have received a copy of the NMC Prevention and Prohibition of Ragging in Medical Colleges and Institutes Regulations, 2009 (amended up to April 2018).
3. My Anti-Ragging Undertaking Reference no. is as below

Anti-Ragging Undertaking Reference no.	
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(Details are available in the UGC D.O. Letter no. F.3-2/2021 (ARC) dated 27th October 2021/8408691_Step-by-step-guide-on-How-to-fill-Online-Anti-Ragging-Undertaking.pdf)

4. I hereby undertake that
 - 1.1 I will not indulge in any behavior or act that may come under the definition of ragging.
 - 1.2 I will not participate in or abet or propagate ragging in any form.
 - 1.3 I will not hurt anyone physically or psychologically or cause any other harm.
5. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the NMC Regulations mentioned above and/or as per the law in force.

Signed this _____ day of _____ month of _____ year

Signature & Complete Postal Address

Name:

(1) Witness:

(2) Witness:

ANNEXURE I (Part II)

UNDERTAKING BY THE PARENTS/GUARDIAN

1. I, _____ F/o,
M/o,
G/o _____,

have carefully read and fully understood the law prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central/State Government in this regard as well as the NMC Prevention and Prohibition of Ragging in Medical Colleges and Institutes Regulations, 2009 (amended up to April 2018).

2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the NMC Regulations mentioned above and/or as per the law in force.

Signed this _____ day of _____ month of _____ year

Signature & Complete Postal Address

Name:

(1) Witness:

(2) Witness: