



Davao Medical School Foundation, Inc.

“ Healthy Communities, Enjoying Quality Life”

ONLINE PRE- REGISTRATION
ACADEMIC YEAR 2020-2021

STEPS TO BE TAKEN BY STUDENT BEFORE ARRIVING TO THE CAMPUS

1. Online registration forms will be available from the 23rd Jan onwards
2. Enter Online registration form with all details
3. Upload clear copy of necessary certificates
4. Once form is completed, Online Form & code will be generated
5. Code is mandatory to be gotten to the campus on admission
6. Tentative arrival date should be entered.
7. Due to state travel restrictions students are requested to travel with lowest number of travel companions.



STEPS TO BE TAKEN UPON ARRIVAL

Counter 1

- Necessary counselling & Doubts clearing session.
- Financial & Rules and Regulations Affidavit Signing.

Counter 2

- Document and form Verification
- If documents and forms are found to be entered incorrectly, students are advised to go to Counter 3, if all details entered is correct Counter 4

Counter 3

- Documents correction counter

Counter 4

- Finance Counter, Payments to be made here, and Section & Roll number will be allotted in this counter.

Counter 5

- Submission of all documents of student.



ORIGINAL DOCUMENTS TO BE BROUGHT ALONG WITH THE STUDENT DURING ADMISSION PROCESS (FOR BS/MD STUDENTS)

- 1.10th Marksheet
- 2.11th Marksheet
- 3.12th Marksheet
- 4.Transfer Certificate/ Leaving Certificate from last institute attended
- 5.Birth Certificate Copy
- 6.NEET Admit Card
- 7.NEET Marksheet
- 8.Caste Certificate
- 9.Aadhar Card
- 10.Undergraduate Degree certificate and Transcripts (For Direct MD Students only)
- 11.Passport (If available)

- 1.Passport size photo (white background) 10
- 2.Stamp size photo 3
- 3.Copy of online registration form & code, Consent form.
- 4.COVID-19 Test report from a valid testing agency taken within 2 days prior to travel (for student and accompanying travelers) **Student will not be allowed entry into the campus premises without providing a negative report for them and their travelling companions, conducted by a validated testing agency.****

NOTE:

- 2 Colour copies
- 3 B&W copies of each of the above mentioned documents.



ADVISED MATERIALS TO BE BROUGHT ALONG WITH THE STUDENT (FOR STUDENTS AVAILING HOSTEL FACILITIES)

1. Requisite amount of clothes (Laundry services will be provided) make sure not to over pack!
2. Students will be required to wear fully formal attire until they receive their uniforms
3. 1 set of chappals, 1 set of sports shoes, formal shoes will be provided along with uniform
4. 1 Blanket
5. 2 Bedsheets
6. 1 Pillow + Pillow cover
7. 1 Bucket + 1 Mug
8. 4 Notebooks
9. Requisite amount of stationary
10. 1 Laptop/ Tablet

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ADVISED MATERIALS TO BE BROUGHT ALONG WITH THE STUDENT (FOR STUDENTS AVAILING HOSTEL FACILITIES)

1. Toothbrush, Toothpaste, Soaps, Shampoo, Deodorant
2. Boys: Shaving kits, trimming kits.
3. Girls: Sanitary Pads
4. Napkins, tissue
5. Hand Sanitizers
6. Hand Soaps
7. Good Face masks, mandatory to get enough to last for at least 3 months
8. Basic first aid kits
9. Emergency Medical aid drugs

NOTE:

Wi-fi access will be available on the premises, but speeds will be limited.



IMPORTANT RULES AND REGULATIONS

1. Smoking, Alcohol & Narcotic consumption is strictly prohibited in and around the campus premises. Strict action will be taken against offenders.
2. Strict adherence to the prescribed dress code is required. Decency in dressing & demeanour is a must.
3. Loitering in the campus during the class hours will not be appreciated.
4. The Management & Staff will not be responsible for personal belongings.
5. Late comers will be penalized.
6. Students must keep the Campus & Rooms clean. Defacing walls, equipment, furniture etc., is strictly prohibited.
7. Birthday/Other Celebrations are strictly prohibited.
8. Students must turn off all the electrical devices & lights before leaving their rooms.
9. Students are not allowed to use electric stoves, heaters, Iron boxes etc. If found or reported, said items will be confiscated.
10. Students are not allowed to organize any group activities in their room.


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IMPORTANT RULES AND REGULATIONS

1. Food will be served only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
2. Students are not allowed to use Mobile phones in the classrooms.
3. Tipping of Wardens, Security Guards, Cleaning staff etc., is not permitted.
4. No outside Guest\Students will be allowed inside the hostel.
5. Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
6. Students should not enter rooms of other students without permission.
7. Silence: Strict silence shall be observed in hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music\loud talking is NOT audible outside the room.
8. Any manner of festivities and noise making\celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
9. There will be fixed room and bed allocation which cannot be changed without prior intimation to the respective wardens. Students will not be able to change their dorm rooms or bed allocations for the first 4 weeks from their arrival on campus. To initiate the change, students will have to write a written application to the warden.
10. Students during their stay in the hostel will be governed by the management rules.
11. Students who are looking to leave the hostels for a longer time period are to take a written letter of consent from their parents/ guardians and should communicate with their respective wardens prior to leaving.





After completion of the above-mentioned counters students will be allotted Hostel rooms & beds. These will be fixed room and bed allocation which cannot be changed without prior intimation to their respective wardens. Students will not be able to change their dorm rooms or bed allocations for the first 4 weeks from their arrival on campus. To initiate the change, students will have to write a written application to the warden.

After the student has completed all the above procedures, he/she along with their travelling companions will be expected to go to the next available **Orientation Session**, which will be conducted on a regular basis.

Classes will commence as per the time schedule being put up by the management.





Thank You