



## □ College Guidelines for MBBS Students

### **I. Academic Guidelines**

#### **1. Attendance Requirements:**

- Minimum 75% attendance in theory and 80% in practical/clinical postings is mandatory for eligibility to appear in university exams.

#### **2. Internal Assessments:**

- Students must appear for all internal assessments as scheduled.
- Minimum 50% marks must be obtained in internal assessments to be eligible for university exams (as per NMC norms).
- Improvement tests may be allowed once at the discretion of the Principal.

#### **3. Logbook & Record Maintenance:**

- Timely completion and submission of practical records and logbooks are compulsory.
- Non-compliance may result in the denial of posting or practical examination.

#### **4. Clinical Postings:**

- Students must report to their clinical postings in prescribed uniform and with identity cards.
- Absence without a valid reason or prior permission will be viewed seriously.
- Minimum attendance of 80% is required in each phase of clinical posting to be eligible for the Final University Examination.

#### **5. Examination Conduct:**

- Use of unfair means or misconduct during any examination will lead to disciplinary action, including possible suspension.

### **II. Disciplinary Guidelines**

#### **1. Dress Code:**

- Neat formal attire with a white apron/lab coat during academic hours.
- Short clothes are not allowed outside the hostel room & also in the campus.

#### **2. Punctuality & Behaviour:**

- Students are expected to be punctual and maintain professional behaviour with faculty, staff, patients, and peers.

- Misconduct, use of abusive language, or any form of violence will invite strict disciplinary action.
- Public display of affection in college/hospital premises is not allowed; strict action will be taken if found so.

### **3. Use of Mobile Phones:**

- Mobile phones are not allowed during lectures, clinical postings, or practical sessions.
- Misuse of gadgets within academic premises will lead to confiscation and a penalty.

### **4. Ragging:**

- Ragging is strictly prohibited under the law. Any involvement will result in expulsion and legal action under the Anti-Ragging Act.

## **III. Leave Rules**

### **1. Leave:**

- Any leave required needs to be sanctioned by the authority in charge. Unsanctioned leave, if taken, will attract disciplinary action.
- Medical leave must be accompanied by a certificate from a registered doctor and countersigned by the college medical officer.

**Please note that even sanctioned leaves will be counted towards overall attendance, and if the minimum required attendance is not met, the student will not be permitted to appear in the university examination**

### **2. Emergency Leave:**

- In cases of family emergencies, students must inform their warden/faculty in charge and submit a written application upon return.

## **□ Hostel Guidelines for MBBS Students**

### **I. Allotment & Accommodation**

- Hostel accommodation is allotted to students by the warden in alphabetical order. No request regarding grouping will be accepted.
- Students must submit an undertaking and hostel rules acknowledgement form before moving in.

### **II. Timings & Movement**

#### **1. Timings:**

- Staying in hostel rooms during academic hours is strictly prohibited, except in cases of genuine medical illness with prior permission from the warden or college medical officer.

- Students will get a weekend holiday every week on Sunday
- To go off campus for a day, students will have to take a gate pass from the warden after providing written permission from parents/guardians.
- No students are allowed outside of the campus after 7:00 PM. Students have to report to the Hostel warden for attendance in their rooms by 9:00 PM.
- Late entry requires prior permission from the Warden and will be recorded.
- It is compulsory to vacate the hostel room during the Summer/ Winter vacation for renovation and cleanliness. A proper place will be allotted to all the student for their luggage during the renovation of the room.

## **2. Night Outs/Leave:**

- Permission for night-outs must be obtained in writing from parents and countersigned by the Warden.
- Students must enter/exit through the register maintained by hostel security.

## **III. Discipline in Hostel**

### **1. Quiet Hours:**

- Quiet hours are enforced after 11:00 PM. Loud music or group activities that disturb others are prohibited.

### **2. Cleanliness & Maintenance:**

- Students must maintain cleanliness in rooms and common areas.
- Damaging hostel property will attract fines and possible disciplinary action.
- Students will be responsible for the security of their luggage

### **3. Visitors:**

- Visitors are allowed only in designated areas and during specified hours.
- Visitors are not allowed inside the rooms.
- Overnight stay of guests is not permitted.

## **IV. Mess Rules**

### **1. General guidelines**

- Food in the mess will be served only during the prescribed hours.
- No food packing is allowed from the mess.
- Students must be properly dressed in the mess.

- Maintain discipline and decorum while in the dining area. Loud conversations, shouting, or group disturbances are not allowed.
- Wasting food is strictly discouraged. Take only as much as needed. Repeated wastage may attract warnings or fines.

## **2. Restricted Activities**

- Mess utensils are not to be taken outside the dining area under any circumstances.
- Playing music, watching videos, or making video calls in the mess is prohibited.

## **V. Prohibited Activities**

### **1. Substance Use:**

- Use of alcohol, tobacco, or drugs is strictly banned. Violation will result in expulsion from the hostel and college.

### **2. Electrical Appliances:**

- Unauthorised use of electrical appliances such as heaters, induction cookers, etc., is not permitted.

### **3. Groupism or Political Activities:**

- Any political, religious, or group activities disturbing the peace or discipline of the hostel are banned.

## **VI. Emergency Protocols**

- Any illness or medical emergency must be immediately reported to the hostel warden and must report to the emergency department for proper treatment and care. Parents will not be allowed to accompany the student in the hostel in case of illness.
- Fire safety norms must be strictly followed; tampering with fire extinguishers is a punishable offence.

## **General Guidelines**

- No procession is allowed on the campus.
- No two-wheelers or four-wheelers are permitted on the campus. If found, the vehicle will be confiscated and will only be released to parents/guardians after fulfilling the imposed penalty.
- Students must regularly check college notice boards/emails/WhatsApp for updates.
- Participation in academic, sports, and extracurricular activities is encouraged but must not interfere with academics.

- Any change in personal details (phone, address) must be promptly updated in the student records.

### **DECLARATION**

I have read the hostel rules thoroughly. I undersigned hereby agree to conform to the rules & any changes made thereby in future. In case I fail to abide by and fail to fulfil my financial liabilities, my hostel deposit can be confiscated. I agree to face any other disciplinary action as imposed by the authorities.

I also undertake to keep myself informed of any updated rules and regulations communicated through official notice boards or circulars.

Date: \_\_\_\_\_

Students Name: \_\_\_\_\_

Students Signature: \_\_\_\_\_

Fathers Name: \_\_\_\_\_

Mothers Name: \_\_\_\_\_

Father's / Mother's Mobile Number: \_\_\_\_\_

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

Father's / Mother's Signature: \_\_\_\_\_



## College Guidelines for MD/MS Students

### 1. Duration of Course

- MD/MS programme consists of **three years of residency training** after MBBS.
  - Students must complete the full duration to be eligible for the final examination.
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### 2. Attendance Requirements (NMC-Mandated)

- **Minimum 80% attendance** in all academic activities and clinical postings.
  - Mandatory participation in ward rounds, OPD duties, OT/Procedure duties (where applicable), emergency duties and teaching activities.
  - Any leave beyond the permitted limit must be compensated by extension of training.
  - PG residents must remain available on campus during on-call duties.
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### 3. Professional Conduct

- MD/MS residents must:
    - Maintain professional integrity, empathy, and ethical behaviour.
    - Adhere to NMC Code of Medical Ethics.
    - Show respect towards patients, colleagues, nursing staff and faculty.
    - Avoid any behaviour amounting to misconduct, harassment or ragging (punishable as per NMC/Ragging Act).
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### 4. Clinical Responsibilities

- Proper history taking, clinical examination, patient work-up, differential diagnosis and treatment planning.
  - Active participation in patient care: OPD, IPD, emergency services, ICU care, OT/Procedures (for surgical branches).
  - Maintenance of accurate case records, progress notes and discharge summaries.
  - All procedures must be performed under faculty supervision as per training level.
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## **5. Academic Programme (Mandatory Under NMC)**

Each PG student must participate in:

- Seminars
- Journal Clubs
- Case Presentations
- Mortality & Morbidity meetings
- Inter-departmental teaching sessions
- Grand Rounds
- Thesis protocol presentations and periodic reviews

Completion and documentation of all academic work is mandatory.

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## **6. Thesis / Dissertation (As per NMC PG Regulations)**

- Submission of **thesis protocol** within the timeline notified by the ABVMU.
  - Prior approval by **Institutional Ethics Committee (IEC)** is mandatory.
  - The thesis must involve original research, data analysis, and scientific writing.
  - NMC-required process:
    - Protocol submission → IEC approval → Data collection → Progress review → Final submission.
  - **Timely submission of thesis is essential for eligibility to appear for final examinations.**
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## **7. Logbook Requirements**

- Each PG resident must maintain a **E-logbook** documenting:
    - Clinical cases seen
    - Procedures performed/assisted
    - Academic activities attended
    - Research progress
  - The logbook must be periodically checked and signed by faculty.
  - Submission of a complete, certified logbook is compulsory for exam eligibility.
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## **8. Leave Rules (NMC Norms)**

- PG students are entitled to leave as per NMC/University/Institution rules:
  - **Casual Leave**
  - **Academic Leave** (CME, Workshop, Conference) – Only when Presenting Paper (for 1 Poster & 1 Paper presentation only)
  - **Maternity Leave/Paternity Leave** as per Government norms
- Leaves in excess of permissible limits must be compensated by extension of training.

- Residents must apply for leave through proper channel (Guide → HOD → Principal/Dean).

**Please note that even sanctioned leaves will be counted towards overall attendance, and if the minimum required attendance is not met, the student will not be permitted to appear in the university examination**

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## **9. Examination Eligibility Criteria**

To appear for final MD/MS examination, the student must have:

- Required attendance ( $\geq 80\%$ ).
  - Presented 1 Poster & 1 Paper in State or National level conference
  - 1 Paper published or accepted in Indexed journal
  - BCBR Completion Certificate
  - BCLS / ACLS Certificate with validity till exam date
  - Completed and approved thesis.
  - Completed e-logbook with faculty certification.
  - Satisfactory performance in internal assessments.
  - No pending disciplinary action.
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## **10. Research, Publications & CME**

- PG residents are encouraged (in some universities mandated) to:
    - Present paper/poster at conferences.
    - Publish one research paper in an indexed journal.
    - Attend CME activities and skill workshops.
  - These contribute to academic growth and may be required for university eligibility.
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## **11. Ethical & Patient Safety Guidelines**

- Follow NMC-prescribed **ethics and patient safety protocols**:
    - Informed consent before procedures.
    - Confidentiality of patient data.
    - Evidence-based treatment.
    - Antimicrobial stewardship.
    - Biomedical waste management.
    - Hand hygiene and infection control practices.
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## **12. Hostel & Campus Conduct**

- PG residents staying in hostels must follow institutional hostel rules.
- Neat formal attire with a white apron/lab coat during academic hours.
- Short clothes are not allowed outside the hostel room & also in the campus.
- Visitors, quiet-hours, and discipline rules to be followed strictly.
- Any indiscipline inside hostel/hospital campus may lead to disciplinary action.

### **Discipline in Hostel**

#### **1. Quiet Hours:**

- Quiet hours are enforced after 11:00 PM. Loud music or group activities that disturb others are prohibited.

#### **2. Cleanliness & Maintenance:**

- Students must maintain cleanliness in rooms and common areas.
- Damaging hostel property will attract fines and possible disciplinary action.
- Students will be responsible for the security of their luggage

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## **13. Prohibited Activities**

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- Use of alcohol, tobacco, or drugs is strictly banned. Violation will result in expulsion from the hostel and college.

#### **• Electrical Appliances:**

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  - **Groupism or Political Activities:**
    - Any political, religious, or group activities disturbing the peace or discipline of the hostel are banned.
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## **14. Compliance**

- All PG students must submit an undertaking that they will abide by NMC regulations and institutional policies.
  - Repeated violations may result in warning, withholding of stipend, disciplinary action, or extension of training period.
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## **General Guidelines**

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