



**KASTURBA MEDICAL COLLEGE**  
**MANIPAL**  
*(A constituent unit of MAHE, Manipal)*



# STUDENT HANDBOOK

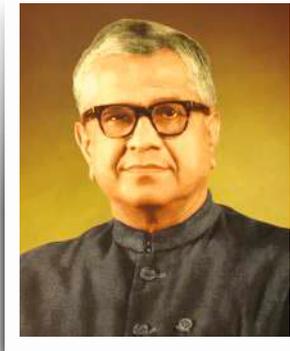


Inspired by the heritage of Manipal, the logo finds a simple Indian expression. Three columns symbolising roots embedded in the earth as a strong foundation rest below a dynamic circle. It resembles an ancient Indian architectural structure that has stood the test of time and pays tribute to the human form. All encapsulated in the shape of the letter 'M' for Manipal.

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# The Founder



## **Padma Shri awardee Dr. T.M.A. Pai**

The late Dr. Tonse Madhava Anantha Pai (1898 - 1979), physician, educationist, banker and philanthropist, was the founder and builder of modern Manipal. He established educational, medical, banking and industrial enterprises of national importance and repute.

Manipal is an eloquent testimony to the vision, motivation and labour of Dr. TMA Pai. His zeal, dedication and infinite energy inspired others, motivating them to collective effort. This was the spirit of Dr. TMA Pai. This is the spirit of Manipal.

"We must have a residential university in Manipal", was Dr. TMA Pai's prophetic vision.

Dr. TMA Pai, successfully established a string of secondary schools and colleges of humanities. His crowning achievement was starting the first ever medical college on public private partnership basis in India, the Kasturba Medical College. In 1993, with the conferment of a deemed university status on Manipal Academy of Higher Education, his dream and vision to turn Manipal into a university town turned into reality.



# Manipal Academy of Higher Education and the Manipal Group

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Manipal Academy of Higher Education (MAHE) was established in 1993 under Section 3 of the UGC Act 1956, Government of India. It has been granted Institution of Eminence status by the Ministry of Human Resource Development, Government of India. It has over 20 constituent institutions comprising medical, dental, engineering, architecture, nursing, allied health, pharmacy, management, communication, information science, hotel management, biotechnology and regenerative medicine. This is a self-financing university with no support of grants from UGC or Government. The tuition fee for students is fixed on the recommendation of the Committee of Experts appointed in consultation with UGC, to maintain the high standards in courses and disciplines. The University provides quality education to over 7000 students every year. It also has an active alumni base of over 65,000 students across the world.

The professional institutions have an excellent track record of academic excellence and its bachelors, masters and doctoral degrees are recognized globally. The world class academic curriculum and infrastructure attracts international students and faculty. Manipal Academy of Higher Education has students from 53 countries

The Manipal Group also operates 11 hospitals in India and abroad and 5 outreach healthcare centres. It has several campuses in India and abroad with international academic collaborations for twinning programs in medical and engineering with universities in the US, UK, Australia and other countries. The scenic campuses provide a high quality lifestyle and ideal environment for study. All campuses have excellent infrastructure for academic activities, sports and other extracurricular activities. The infrastructure includes air-conditioned lecture halls, skills lab, air-conditioned hostels, and multi-cuisine food court.

# Manipal Academy of Higher Education Administrators



**Dr. Ramdas M. Pai**  
Padma Bhushan Awardee  
President and Chancellor



**Mrs. Vasanthi R. Pai**  
Chair Person, MU Hostel Committee



**Dr. H.S. Ballal**  
Pro Chancellor



**Lt. Gen. (Dr) M. D. Venkatesh, VSM (Retd)**  
Vice Chancellor



**Dr. PLNG Rao**  
Pro Vice Chancellor  
Faculty of Health Sciences



**Dr. Dilip G. Naik**  
Pro Vice Chancellor  
Mangalore Campus



**Dr Narayana Sabhahit**  
Registrar



**Dr. Geetha M**  
Director- Student Affairs



The flagship institution of Manipal group, Kasturba Medical College, Manipal established in 1953, celebrated its Diamond Jubilee in 2013-14. KMC, Manipal is India's first private Medical College based on sound principles of self financing. Over the past several years, the College has been consistently ranked among the top 10 Medical Colleges in India. Globally recognized as a Centre of Excellence in Medical Education, KMC Manipal has trained students from over 50 English speaking countries in the world.

Kasturba Medical College boasts of state-of-the-art infrastructure and admits 250 students annually for the undergraduate medical course. It houses one of the worlds finest Anatomy Museums and Health Sciences Library. Kasturba Medical College, Manipal reaches out to the community through Rural Maternal and Child Welfare Homes (RMCW) a programme that has radically improved the health care indices of district.

In keeping with the mission statement, the college promotes excellence in student oriented practices mentorship scheme, student research forum, merit based freship schemes, financial incentives for student participation in scientific conferences and student exchange programmes with universities in the Netherlands, USA, UK and Australia. The teaching-learning process extends beyond the curriculum to include medical ethics and palliative care in an effort to train caring, capable and compassionate doctors.

Access to the 2032 beds in Kasturba Hospital, Manipal and Dr. T.M.A Pai Rotary Hospital, Karkala provides students with an ideal setting for clinical training. Standards of healthcare in these hospitals are the best in the region and they provide an excellent learning experience.

KMC, Manipal alumni are spread across the world. One out of every four doctors in Malaysia was a product of Manipal. As of today, there are an estimated 4500 KMC alumni in the USA - from Padmashree to BC Roy Awardees to the first Malaysian in space and to internationally recognized Cardiac Surgeons and researchers all form the proud KMC alumni family.

The graduates of Kasturba Medical College, Manipal have always excelled in the USMLE examinations conducted by the ECFMG Board and at times, their pass percentage and aggregate scores have been better than the global students.

Kasturba Medical College, Manipal is the first Medical College in India to sign an agreement with the Associations of American Medical Colleges (AAMC), USA for the purpose of institutions participating in the AAMC's Global Health Learning Opportunities (GHLO), for elective postings in the accredited global institutes during final year of their course.

# Kasturba Medical College, Manipal

# Dean's Message



Dear Students,

It's my great pleasure to welcome you to Kasturba Medical College, Manipal under Manipal Academy of Higher Education. My heartfelt congratulations first for having secured a medical seat and second for having chosen KMC Manipal. KMC Manipal, always ranked among the top ten medical colleges in India, puts students at the center of everything it does. Your experience here in KMC and your success is important to each and every member of the faculty who works here.

Your arrival at KMC Manipal marks a new chapter in the story of your life. But this chapter is a bit different. The preceding chapters were largely written by others – your parents, guardians, families, teachers and the like. Now you will be the principal author of this next chapter – you have the opportunity to determine the direction, the plot and the tempo of your story. This can seem as daunting as it is exciting, as challenging as it is empowering. But the great thing is that you are doing something that you have chosen to do.

While you are here at KMC you will have the opportunity to learn new things, acquire new knowledge, develop new skills, and enhance your personal attributes in profound ways that will equip for life after medical college. At the same time you will make new friends who will become your friends for life, with whom you will share memories of your KMC Manipal days for many years to come.

Covid pandemic has affected the whole world, has set some new norms in the way life, education, profession and society moves forward. You will be one of the front line warriors for this pandemic or any more pandemics which may affect this world. Its apt to say that when the going becomes tough, toughs get going.

From this day onwards each one of you is an ambassador of KMC Manipal and Manipal Academy of Higher Education. Take responsibility for your learning, make the most of your time here and embrace the difference. Attitude, Behavior, Communication and Discipline be the ABCD's of your life to become a good human being.

I wish you every success at Manipal and I am confident that you will find it an immensely rewarding experience.

**Dr. Sharath K Rao**

Dean  
Professor of Orthopaedics, KMC Manipal

# KMC ADMINISTRATORS



**Dr. Sharath K Rao**

Dean

Phone no: 0820-2922367



**Dr. Chiranjay Mukhopadhyay**

Associate Dean

Phone no: 2933529



**Dr. Krishnananda Prabhu**

Associate Dean

Phone no: 2922326



**Dr. Anil Bhat**

Associate Dean

Phone no: 2922754



**Mr. C G Muthana**

Chief Operating Officer  
Kasturba Hospital, Manipal  
Phone no: 2922444



**Dr. Avinash Shetty**

Medical Superintendent  
Phone no: 2922714



**Dr. Padmaraj Hegde**

Dy. Medical Superintendent  
Phone no: 2922242

Administrative Office KMC



## Faculty details and books for Department of Anatomy

Sl.No	Teaching	Designation
1	Dr. Prasanna L.C.	Professor & Head
2	Dr. Sneha G Kalthur	Professor
3	Dr. Chandni Gupta	Additional Professor
4	Dr. Mamatha H.	Additional Professor
5	Dr. Prakash Babu	Associate Professor
6	Dr. Vrinda Hari Ankelekar	Associate Professor
7	Dr. Anne D Souza	Associate Professor
8	Dr. Rohini Punja	Associate Professor
9	Dr. Arvind Kumar Pandey	Associate Professor
10	Dr. Suhani S	Assistant Professor
11	Dr. Lydia Andrade	Assistant Professor
12	Dr. Vanishri Nayak	Assistant Professor
13	Dr. Sushma Prabhath	Assistant Professor
14	Dr. R Huban Thomas	Assistant Professor
15	Dr. Nandini Bhat	Tutor
16	Ms. Ashwija Shetty	Tutor
17	Dr. Punnose K.K.	Tutor
18	Dr. Jyotsna B.	Tutor
19	Dr. Priyadarshini S. Nayak	Tutor

### Recommended Books

- Gross Anatomy-Vishram Singh, Textbook of Anatomy, 3rd Edition Vol. 1, 2, 3
- Neuroanatomy, Vishram Singh, 3rd Edition
- General Anatomy- Vishram Singh, 3rd Edition
- Histology - Inderbir Singh's Text book of Human Histology, 9th edition.
- Embryology - Langaman's Medical Embryology South Asian Edition, T. W. Saddler.

### Reference books

- Clinically oriented anatomy, Moore, 7th edition
- Gray's Anatomy for Students, Richard L. Drake, 2nd South Asia Edition
- Clinical Neuroanatomy by Richard S Snell, 6th edition
- Inderbir Singh, Human Embryology, 10th edition.
- Text book of Histology, Latha V Prabhhu, 2nd edition
- diFiore's Atlas of Histology, Victor P. Eroschenko, 13th edition
- Netter's Atlas of Human Anatomy – Frank Netter, 6th edition
- Surface & Radiological Anatomy by A Halim, 3rd edition
- Human Genetics, Gangane, 5th Edition
- Cunningham's Manual of practical anatomy, 16th edition



## Faculty - Department of Anatomy



**Standing Left to right 1<sup>st</sup> Row:** Dr. Lydia S Andrade, Dr. Jyotsna B, Dr. Vrinda Hari A, Dr. Chandni Gupta, Dr. Prasanna L C, Dr. Sneha G K, Dr. Anne D'Souza, Dr. Sushma Prabhat, Ms. Ashwija Shetty

**Standing Left to right 2<sup>nd</sup> Row:** Dr. Vanishri S Nayak, Dr. Nandini P Bhat, Dr. Priyadarshini S Nayak, Dr. B. Prakash Babu, Dr. R Huban Thomas, Dr. Arvind Kumar Pandey, Dr. Punnose K K, Dr. Mamatha H, Dr. Rohini Punja, Dr. Suhani S

## Faculty details and books for Department of Physiology

Sl.No	Teaching	Designation
1	Dr. Dhiren Punja	Professor & Head
2	Dr. Kirtana R Nayak	Professor
3	Dr. Raghavendra Rao K	Professor
4	Dr. Gautham Kundaje	Associate Professor
5	Dr. Krishnamoorthi Prabhu	Associate Professor
6	Dr. Manjula S.D	Associate Professor
7	Dr. Vasanthaxmi K	Associate Professor
8	Dr. Pallavi L.C	Associate Professor
9	Dr. Chinmay Ajith Suryavanshi	Associate Professor
10	Dr. Siva Kumar G	Assistant Professor
11	Ms. Suchetha P. Kumar	Selection Grade Lecturer
12	Ms. Sanu Susan Jacob	Selection Grade Lecturer
13	Mr. Murali Adiga	Lecturer
14	Ms. Nanda Acharya	Tutor
15	Dr. Sreenath	Tutor
16	Dr. Balkrishna	Tutor

### Recommended Books

- Ganong's Review of Medical Physiology - 26<sup>th</sup> edition
- Textbook of Medical Physiology – Guyton and Hall – 3<sup>rd</sup> South Asian edition

### Reference books

- Vander's Human Physiology - 15<sup>th</sup> edition
- Berne & Levy, Physiology - 7<sup>th</sup> Edition



## Faculty - Department of Physiology



**Sitting Left to right:** Dr. Gautham Kundaje, Dr. Krishnamoorthi Prabhu, Dr. Raghavendra Rao, Dr. Dhiren Punja, Dr. Kirtana R Nayak, Dr. Vasanthalexmi K, Ms. Suchetha P Kumar.

**Standing Left to right:** Dr. Chinmay Ajith Suryavanshi, Dr. Sivakumar G, Mr. Murali Adiga, Dr. Balkrishan, Dr. Sreenath, Ms. Nanda, Dr. Pallavi LC, Ms Sanu Susan, Dr. Manjula S D.

## Faculty details and books for Department of Biochemistry

Sl.No	Teaching	Designation
1	Dr. Varashree BS	Professor & Head
2	Dr. Krishnananda Prabhu R V	Associate Dean & Professor
3	Dr. Shobha U Kamath	Associate Professor
4	Dr. Padmanabha Udupa	Associate Professor
5	Dr. Revathi P Shenoy	Associate Professor
6	Dr. Ravindra Maradi	Associate Professor
7	Dr. Shivananda Baliga	Associate Professor
8	Dr. Vinutha R Bhat	Associate Professor
9	Dr. Vijetha Shenoy B	Associate Professor
10	Dr. Vaideki B	Tutor
11	Sairoz	Tutor
12	Samreen M Sheik	Tutor
13	Mrs. Anupama V	Tutor

### Recommended Books

- Text book of biochemistry for Medical students - Dr. Vasudevan, Sreekumari & Kannan Vaidyanathan
- Biochemistry - U Satyanarayana & U Chakrapani (5<sup>th</sup> Edition)
- Textbook of Biochemistry for undergraduates - Rafi MD (3<sup>rd</sup> Edition)

### References Books

- Textbook of Biochemistry – Pankaja Naik (5<sup>th</sup> Edition)
- Lippincott Illustrated Reviews, Biochemistry (7<sup>th</sup> Edition) – South Indian Edition
- Harper's Illustrated Biochemistry (30<sup>th</sup> Edition)
- Biochemistry A case- oriented Approach – Rex Montgomery, Thomas W Conway, Arthur A Spector (6<sup>th</sup> Edition) - Mosby publishers



## Faculty - Department of Biochemistry



**Standing Left to right:** Dr. Shivananda Baliga B, Dr. Vinutha R Bhat, Dr. Vaideki B, Dr. Vijetha Shenoy B, Ms. Samreen M Sheik, Mrs. Anupama, Mrs. Sairoz, Dr. Ravindra Maradi

**Sitting Left to right:** Dr. Revathi P Shenoy, Dr. Shobha U Kamath, Dr. Varashree B S, Dr. Krishnananda Prabhu R V, Dr. Padmanabha Udupa.

## LIST OF HOLIDAYS - 2021

Date	Day	Holidays
January 26	Tuesday	Republic Day
April 2	Friday	Good Friday
May 1	Saturday	May Day
May 14	Friday	Ramzan-Eid-ul-Fitr
August 31	Tuesday	Sri Krishna Janmashtami
September 10	Friday	Sri Ganesh Chaturthi
October 2	Saturday	Gandhi Jayanthi
October 14	Thursday	Mahanavami
November 1	Monday	Kannada Rajyothsava
November 3	Wednesday	Naraka Chaturdashi/Deepavali
December 25	Saturday	Christmas

Following days are declared as additional holidays only for the students:

Date	Day	Holidays
March 29	Monday	Holi
July 2	Wednesday	Bakrid-Eid-ul-Zuha

Sanctioned holidays falling on Sundays/third Saturdays to be given as additional compensatory leave to be availed during the year as applicable to compensatory leave rules. During 2021, August 15, 2021 - Independence Day fall on a Sunday and hence will be compensated with one day of compensatory leave will be adjusted against the additional holiday on account of Sri Krishna Janmashtami.

MAHE and its constituent units/hospitals/teaching & research departments/functional departments will function on all other days (Monday to Saturday - except third Saturdays of every month) of the year.

## Members of College Council



## CLINICAL POSTINGS AS PER THE NMC REGULATIONS 2019

Subjects	Period of training in weeks			Total weeks
	II MBBS	III MBBS Part I	III MBBS Part II	
Electives	-	-	8* (4 regular clinical posting)	4
General Medicine <sup>1</sup>	4	4	8+4	20
General Surgery	4	4	8+4	20
Obstetrics & Gynaecology <sup>2</sup>	4	4	8 +4	20
Pediatrics	2	4	4	10
Community Medicine	4	6	-	10
Orthopedics - including Trauma <sup>3</sup>	2	4	2	8
Otorhinolaryngology	4	4	-	8
Ophthalmology	4	4	-	8
Respiratory Medicine	2	-	-	2
Psychiatry	2	2	-	4
Radiodiagnosis <sup>4</sup>	2	-	-	2
Dermatology, Venereology & Leprosy	2	2	2	6
Dentistry & Anesthesia	-	2	-	2
Casualty	-	2	-	2
	36	42	48	126

\* In four of the eight weeks of electives, regular clinical postings shall be accommodated.

Clinical postings may be adjusted within the time framework.

<sup>1</sup>This posting includes Laboratory Medicine (Para-clinical) & Infectious Diseases (Phase III Part I).

<sup>2</sup>This includes maternity training and family welfare (including Family Planning).

<sup>3</sup>This posting includes Physical Medicine and Rehabilitation.

<sup>4</sup>This posting includes Radiotherapy, wherever available.

### Use of e-Learning System

1. KMC uses the Edu next platform e-Learning software in the conduct of its academic programs.
2. Students are registered according to their Name and Roll number. The initial password given will be the roll number of the student. Every student is encouraged to change the password within the first two weeks.
3. Students are registered for all the courses they will be taking in the current semester and all courses that have been taken by them earlier.
4. Course Documents: This section will contain the handouts and presentations offered by the course directors and course faculty as the semester progresses.
5. Course Information: Schedules, timetables and Learning Objectives can be found in this section.
6. Staff Information: A profile of each of the faculty of each course and their contact information can be found here.

7. Announcements: Regular announcements by the Dean, Course Directors and any other faculty will be posted in this section. Students are encouraged to check this every day.
8. Digital Drop box: Students may be asked to submit soft copies of assignments through the digital Drop box.
9. 'E-Learning App': This will be used for conduction of regular quizzes.
10. KMC also uses microsoft teams for conducting its online classes.



### **Lecture Capture Solution - Impartus:**

Lecture Capture Solution is a comprehensive e-learning solution that brings about a paradigm shift in the education delivery mechanism. The core feature of the solution is automatic recording and distribution of classroom lectures. The access to recorded lectures and other study material through Lecture Capture Solution provides students the ability to virtually re-live their classroom experience on anytime anywhere basis. Lecture Capture Solution has a range of useful tools and applications which makes the learning experience more engaging and interactive for students.

### **Paperless Digital Exams - E Pad**

#### **A Path-Braking Eco-Friendly initiative at Manipal University**

Manipal Academy of Higher Education (MAHE) has been at the forefront of using innovative technology solutions, to enhance the student's learning experience and to promote an eco-friendly lifestyle in the campus.

Starting September 2016, MAHE has adopted a revolutionary and eco-friendly way of conducting all internal and end-semester examinations, in a paperless, digital manner, in all its Institutions.

Students will be able to answer their descriptive questions, on a custom-built examination device, just like writing on paper, while at the same time, have access to a wide range of tools, to make their answer scripts look neat and colourful. The digital answer script also brings about a high level of security and transparency to the entire exam process, even allowing the student to view their evaluated answer scripts, online, after declaration of results.

### **SLCM (Student life cycle management)**

SLCM has been conceived to meet the information needs of the students/parents and the administrators of the Manipal Academy of Higher Education. This student portal provides information regarding the general information, academics and dues related to the student.

### **PRAISE (Policy on publication and research award incentive for students to excel)**

Manipal Academy of Higher Education provides research awards and cash incentives to students who are involved in research. The objectives of this policy is to inculcate research consciousness among the students, to promote research among the students, to encourage students to publish their research in Scopus, Web of science indexed journals. All undergraduate students are eligible for PRAISE.

### **Attendance and Internal Assessment**

- As per the existing regulations of the Medical Council of India a student must attend at least 75% of lectures and 75% of practicals / clinicals to be eligible to appear for the University examination.
- Students who are not permitted to appear for University examination due to shortage of attendance will have to make up the attendance along with the junior batch by paying the casual term fees specified by the University.

- Students who represent the College in various events like sports, cultural activities or attending the conferences, with prior permission, would be eligible for attendance for the days they represent the college.

### **Calculation of Internal Assessment marks:**

- Based on Continuous assessment of components like SDL, PBL, Table tests, Clinical Vignettes etc.
- Learners must secure at least 50% marks of the total marks (combined in theory and practicals / clinicals) assigned for internal assessment in a particular subject in order to be declared successful at the final University examination of that subject. A candidate who has not secured requisite aggregate in the internal assessment may be provisionally permitted to appear for university examination. However, he/she has to successfully complete the remediation measures prescribed by the institution/ university as the case may be, prior to the declaration of his/her results in that particular phase. Failure to meet prescribed 50% marks in Internal assessment after availing remedial measures will lead to annulment of the results of the candidate in that particular subject (s) in the university examination.

Students should also have 40% each separately in theory and practical to be eligible for university examinations.

### **Promotion to Second Year MBBS Course**

- As per the regulations of the Medical Council of India, a student must pass in all the three subjects, Viz. Anatomy, Physiology and Biochemistry to be promoted to the Second MBBS course. There is no "Carry Over" of the subjects from First MBBS to Second MBBS.
- To pass the University Examination in each of the subjects, a candidate must obtain 50% in theory and minimum of 50% in practicals including viva .

### **Supplementary Examination**

- As per the University regulations, a supplementary examination will be conducted six weeks after declaration of the results for students who fail in the First MBBS examination. For the benefit of all unsuccessful candidates in the First MBBS examination, classes will be conducted immediately after declaration of results which they are expected to attend. One improvement sessional examination will be conducted for the repeater students. Students who are successful in the supplementary examination will join their original batch and hence will not lose a year.
- Students with 60% and above attendance (obtained during their regular period) will be permitted to attend the classes to make up their attendance in the subject/s during their supplementary period (6 weeks). If the student fulfils the minimum attendance and internal assessment mark requirements he/she will be eligible to appear for the supplementary examinations. Students with less than 60% attendance (obtained during their regular period) will not be permitted to make up the attendance in the subject(s) during their supplementary

period (6 weeks) and they will have to attend the classes along with the junior batch by paying the prescribed casual term fees applicable to their batch.

- Students, who fail in the supplementary examination will however, join their junior batch and take the university examination along with them. In other words, they will lose a year.
- **Note:** No student will be permitted to appear for the University examinations unless all dues (tuition fee, hostel facility fees etc.,) are cleared. Parents are advised to remit the annual tuition fees on or before the scheduled date notified by the University.

### Internship

Once the student completes the nine semester he/she will have to undergo one year of compulsory rotating internship training in the hospital, as per the following schedule laid down by MCI:

	Department	Period
1	Community Medicine	2 months
2	General Medicine	2 months including 15 days of Psychiatry
3	Casualty	15 days
4	Elective*	15 days
5	General Surgery	2 months including 15 days of Anesthesia
6	Orthopaedics	1 month including PMR
7	ENT	15 days
8	Ophthalmology	15 days
9	OBG including Family Planning	2 months
10	Paediatrics	1 month

#### \* Elective Posting

One Elective Posting of 15 days in any of the following:

1. Skin and STD
2. TB and Respiratory Diseases
3. Radiodiagnosis
4. Forensic Medicine
5. Immunohematology and transfusion medicine
6. Psychiatry

Students who wish to complete their internship outside KMC Manipal must do so only in teaching hospitals approved by NMC. List of such hospitals is available on NMC website [www.mciindia.org](http://www.mciindia.org). Students must ensure that the joining report is sent by the hospitals concerned to KMC Manipal.

**No student will be permitted to do Internship training outside India (As per NMC Guidelines)**



## Code of Student Conduct

### Introduction and purpose

The code of student conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The core missions of the university are teaching, learning, service and research.

The code governs all campuses of the university.

### Definitions

"University premises" means all lands, buildings, and facilities owned, leased, or operated by the university. The term "student" means an individual who has paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction.

A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning.

To successfully achieve these outcomes, it is necessary to develop a clear set of student expectations.

#### 1. Student expectations: Students will

- Attend all classes on time.
- Be prepared for class with the appropriate materials and homework completed. Students will not participate in cheating or plagiarizing their work or the work of others.
- Be honest with all staff and students.
- Express themselves without the use of profane language or offensive gestures.
- Participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- Show respect for others by not participating in teasing and ridiculing.
- Show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal Drugs or gang related).

- Respect the personal property of others.
- Respect and follow direction from all staff of the institution/University.
- Respect the safety of others by not bringing real or imitation weapons to institution/University or in the hostel/campus.

## 2. Attendance and Preparation for Class

- It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities. It is, therefore, a requirement for students to attend all classes on time and with the appropriate materials. Students who come late will not be awarded attendance and may be denied entry to the class.
- Students are expected to have the necessary percentage of attendance as per the governing council of the institution in order to appear for the university examination.

## 3. Classroom Etiquette

**Do not come late to class.**

- If you are late to class by more than five minutes, you will not be allowed to attend the class and will lose attendance for that class. Your teacher, based on his/her sole discretion, may allow you to attend the class. However, this discretion, should not be taken for granted and the student should make every attempt to attend classes in a timely fashion.

**Do not eat, drink or chew gum in class.**

- If you decide that you are going to use the classroom as your personal dining area, your teacher will ask you to leave the class and get rid of your food and drink and then re-enter class. However, if he/she considers your activities disruptive to the conduct of the class he/she may choose not to let you back into class and you will lose attendance for that class.

**Do not disturb conduct of classes**

- If you are sleeping, snoring, talking, exchanging notes or engaged in any activity that the teacher deems disruptive to the conduct of the class based on his/her sole discretion, you will be asked to leave the class and you will lose attendance for that class.

## 4. Conduct during Examination

- Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by the university and the candidate found guilty shall not be permitted to take practical and viva examination till appropriate authority clears.

## 5. Graffiti/Vandalism (property and/or equipment)

- Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received,

students will have in-school privileges removed or suspension.

- Interfering or tampering any of the office records of college / university is a serious offence and will result in suspension / rustication.

## 6. Dress Code

- Students will wear clean, neat and presentable clothing. Following is the dress code of the university. Visiting students are also expected to observe the dress code.
- Students are advised to follow the following dress code while attending the colleges for lectures/ practicals / dissections / library / labs and formal function of the institution.
- The dress should be neat, clean and pressed.

### Boys

- Trousers and collared shirt
- Shoes and Socks
- Clean white apron with nametag

### Girls

- Formal wear dress like Salwar Kameez, Chudidar, Sari
- Formal foot wear
- Hair (beyond shoulder length) to be tied up
- Clean white apron with nametag.

### Prohibited for boys

- T. Shirts
- Tight fitting dirty jeans
- Caps
- Chappals/ Sports shoes
- Shorts
- Ear rings
- Torn trousers touching the floor
- Pony tails
- Trousers with 6 or more pockets
- Clothing depicting illegal drugs, alcohol, profane language, racial, sexual & vulgar suggestions (applicable for boys & girls).



### Prohibited for girls

- Tight fitting dirty jeans
- Torn trousers touching the floor
- Skirts, Shorts
- Revealing deep tops / Spaghetti top / Sleeveless tops / shirts / t-shirts
- In case of violation of the dress code, the student concerned will be asked to leave the academic session.
- Wearing the apron outside the campus is discouraged. Aprons worn to or from wards may transmit infection. Wear it within the in the hospital premises. Do not wear the apron in public places.

## 7. Weapons or Replicas of Weapons

- Weapons or replicas of weapons are not permitted on University Campus at any time. Criminal charges will be filed in every instance, as well as suspension or expulsion.
- Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.
- Engaging in trade /trade activities with in the premises / campus is prohibited.

## 8. Illegal Drugs and Alcohol (possession\ personal use\ providing for others)

- Illegal Drugs and/or alcohol are not permitted on university property or on any college excursion. If students are found to be experiencing difficulties with substance abuse, they will be referred to counselling, drug and alcohol rehabilitation programs. Persistent disregard or denial of medical assistance could result in criminal charges and possible expulsion.

## 9. Smoking

- Smoking is not permitted in any college/ hostel/campus. Fine will be levied for each infraction.



## 10. Risky Behaviour

- Students are strongly discouraged from owning and riding motor cycles
- Students riding noisy two wheelers are warned that their vehicles will be locked/seized by the security/police.
- As the Arabian Sea is rough throughout the year, it is dangerous to venture into these waters. Hence students are strongly advised not to venture swimming in the sea.

## 11. Fighting / Criminal Assault

- Any student involved in or encouraging the involvement of another student in fighting will be suspended. Persistent involvement will result in expulsion from the college.

## 12. Respect for Authority

- Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the institution/ university and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.

## 13. Harassment\Threatening

- Harassment will not be tolerated. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional, or racial, is a serious offence and will be treated as such.

## 14. Bullying\Intimidation\Swarming

- No student will participate in or initiate any form of bullying, intimidation or swarming. Persistent disregard would result in suspensions, expulsions, and/or criminal charges.

## 15. Ragging

- Ragging within or outside the educational institution is prohibited. Ragging is an offence under penal code and Karnataka Education act 1983. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be suspended, expelled or rusticated from the institution and shall also be liable to fine. The punishment includes rigorous imprisonment, cancellation of admission, suspension from attending classes, withholding/ with drawing fellowship/ scholarship and other financial benefits, withholding or cancelling the results.

**MANIPAL ACADEMY OF HIGHER EDUCATION**  
(Approved to be University under Section 3 of the UVC Act, 1956)

TEARS WON'T MAKE A DIFFERENCE  
**RAISE YOUR VOICE AGAINST RAGGING**

**What constitutes Ragging?**  
"Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of leading, treating or handling rudely any student, indulging in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student."... *The Hon'ble Supreme Court of India*

**Penalty for Ragging**  
No person who is a student of an educational institution shall commit ragging. Supreme Court of India has ordered that "if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution".

**Warning**  
No leniency will be shown to the offenders involved in ragging. All students are requested to note and co-operate in keeping the university and its constituent colleges free of ragging. If found to be an offender, the following actions will be resorted to:  
• Suspension / Rustication / Expulsion from the college  
• Fine up to ₹2.5 lakhs

**In case of emergency contact:**  
Toll free  
**1800 425 6090**  
Anti-Ragging Squad  
**99456 70913**  
Chief Operating Officer (Campus Safety)  
**70226 32484**  
Director, Student Affairs  
**98457 84282**

Issued in the interest of students  
Director, Student Affairs

## Anti-Ragging Committee

The following is the composition of Anti-Ragging Committee

Sl.No	Name, Designation and Address		Telephone No.	Email ID
1.	<b>Dr. Sharath K Rao</b> Dean KMC, Manipal		0820-2933528	sk.rao@manipal.edu Adinternational.kmc@manipal.edu
2.	<b>Dr. Geetha M</b> Director, Student Affairs, MAHE, Manipal		0820 - 2922035/ 2922601/ 2922723	geetha.maiya@manipal.edu
3.	<b>Dr. Chiranjay Mukhopadhyay</b> Associate Dean KMC, Manipal.		0820-2933529	chiranjay.m@manipal.edu
4.	<b>Dr. Anil Bhat</b> Associate Dean KMC, Manipal.		0820-2922754	anil.bhat@manipal.edu
5.	<b>Dr. Krishnananda Prabhu</b> Associate Dean KMC, Manipal.		0820-2922326	krishnanda.prabhu@manipal.edu
6.	<b>Dr. Vinod C Nayak</b> Professor and Head Dept. of Forensic Medicine & Warden - Boys Hostel, KMC, Manipal.		0820-2922450	forensicmed@manipal.edu vindumanipal@gmail.com
7.	<b>Dr. Vinutha R Bhat</b> Associate Professor, Dept. of Biochemistry & Warden-Girls Hostel, KMC, Manipal.		0820-2922008	biochem@manipal.edu vinutha.bhat@manipal.edu
8.	<b>Dr. Shobha U Kamath</b> Associate Professor, Dept. of Biochemistry & Warden- Ladies Hostel, KMC, Manipal.		0820-2922008	biochem@manipal.edu shobha.kamath@manipal.edu
9.	<b>Dr. Prabhudeva Mane</b> Chief Operating Officer, Campus Safety MAHE, Manipal		0820-2922848	prabhudeva.mane@manipal.edu coocs.mu@manipal.edu
10.	<b>Police Inspector,</b> Manipal Police Station, Manipal		0820-2570328	manipaludp@ksp.gov.in

## **The Anti-Ragging squad, comprising of the following members, is also constituted.**

- Dr Sharath Rao, Dean, KMC Manipal Manipal - 08971029839
- Dr. Vinod C Nayak, Professor and Head of Forensic Medicine, KMC, Manipal - 9845240393.
- Dr. Rohit Singh, Associate Professor of ENT, KMC, Manipal - 9900405817.
- Dr. Shyamala G, Assoc. Professor of OBG, Kasturba Medical College, Manipal - 08971099444
- Dr. Bharti Chogtu Magazine, Associate Professor of Pharmacology, KMC, Manipal - 9901728668.
- Dr. Ashwini Kumar, Associate Professor of Forensic Medicine, KMC, Manipal - 9964139848
- Police Inspector, Manipal Police Station -0820-2570328
- Abhishek Raj, President Student Council, KMC, Manipal, 9631761260

### **Penalty for Ragging:**

Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be suspended, expelled or rusticated from the institution and shall also be liable to fine. The punishment includes rigorous imprisonment, cancellation of admission, suspension from attending classes, withholding / withdrawing fellowship / scholarship and other financial benefits, withholding or canceling results etc. Suspension may be resorted to forthwith having regard to the nature of complaint made or information received by the Head of the Institution / Anti-Ragging Committee, from Warden of any hostel or member of the staff or any other person / Anti-Ragging Squad. The decision to suspend or expel or other punishment shall be taken by the Head of the Institution. The college has to take necessary action against students found indulging in ragging.

As per the guidelines of Medical Council of India (MCI) New Delhi, all the students and parents are required to fill in an Undertaking in connection with Anti Ragging at the beginning of every year of their course. The format of undertaking is available at our website: [www.manipal.edu](http://www.manipal.edu).

Students are advised to report incidents of ragging, either as victims or even as witness.

## **Directorate of Student Affairs, Manipal Academy of Higher Education**

With over 15,000 students studying in the University, it is imperative to have a support system that caters to their welfare and wellbeing outside the classrooms. This facility was set up for this purpose and provides support to the student community in very many ways.

The activities of the directorate range from student health and wellness to guidance and counseling. Constant effort is made to update and evolve ways to support and foster students' interest in the University. A number of activities are held every year to ensure that the growth of students is not limited to classrooms alone.

Our aim is to help students reach their highest potential in the areas of intellectual curiosity and personal well-being. We are committed to providing students a wide variety of opportunities to explore leadership styles while also cultivating and practicing new skills.

### **Director, Student Affairs**

Dr. Geetha M, Associate Professor of Computer Sciences, Manipal Institute of Technology, Manipal

Tel No: 0820 - 2922035

The office is located on the first floor of manipal.edu (Manipal University) building. Dr. Geetha M will be available in the office on all working days (except Sundays and Holidays) between 3.00PM - 5.00 PM.

### **Deputy Director, Student Affairs - Health Sciences**

Dr Ashwini Kumar, Associate professor, Department of Forensic Medicine, KMC, Manipal

Tel No: 0820 2922035

### **Deputy Director, Student Affairs - Technical**

Dr Veena Maben, Professor, Humanities & Management, MIT Manipal

Tel No: 0820 2922035

### **Student support centre (SSC)**

The Student Support Centre (SSC) is a completely confidential service devoted to supporting the emotional well-being of students. SSC offers therapy sessions with qualified clinical psychologists, covered by student medical insurance (Medicare). Keeping in mind that going to large hospitals often distresses students and dissuades them from seeking help, the SSC is located in a quiet residential area that ensures privacy and accessibility. Modeled along the lines of counseling and wellness centres at the best universities in the world, the SSC at Manipal Academy of Higher Education is among very few such services in India. SSC has set up a Student Advisory Board comprising of student leaders from all institutes that will work to ensure a student-friendly approach, and refer students in need of help to the Centre. It also conducts awareness campaigns and outreach sessions across institutes, and extends the university's efforts towards supporting differently-abled students. The SSC arranges for appointments with psychiatrists who will offer consultations at the Centre when required, and with the consent of the student. Emergency and other hospital charges would be taken care of through the existing Medicare system at the Kasturba Medical College and Hospital, Manipal.

## Objectives of the Student Support Centre: –

- To offer practical and constructive support to students in adjusting to a new environment as well as social or personal challenges that are specific to their age group and circumstances.
- To spread awareness about ways to cope with academic pressures that often lead to mental health difficulties, and to assist students with the academic concerns that emerge from dealing with any short or long-term health condition.
- To treat mental and physical disabilities as not merely a pathological problem but as a more complex situation that requires the care of specialists who offer constant support through long periods of treatment and recovery.
- To help combat the general social taboos associated with anxieties and depression on campus, and to foster a positive outlook among students.
- To establish the University campus as a student-friendly safe space that is sensitive to physical and mental disabilities.

## SSC offers the following services to its students –

- Complete privacy and confidentiality in its services, unless the student permits disclosure. All files and records stay within the SSC
- First line of intervention and counseling for any issues that may be causing concern to you or anyone you know
- Appointments with trained clinical psychologists who have experience working with this particular age group
- Appointments and referrals, if thought necessary, to a visiting psychiatrist at the same Centre

- Website with relevant resources, information, emergency contact numbers, etc.
- Awareness drive and outreach programs

The student can find all relevant information about it on a continually updated website (ssc.manipal.edu).

## MAHE Identity Card/ Access Control Card

MAHE ID Card is issued to every student. This card is used as Student Identity Card, Access Control Card and Medicare Card.

Besides identity card, it serves as Medicare Card and also helps the student to access into the library, lecture hall complex and hostels. Loss of ID Card should be reported to the Chief Security Officer, Manipal Academy of Higher Education. Duplicate ID card will be issued on payment.

Students are required to produce a valid Identity card whenever appearing for an examination. Without valid Identity Card no student will be permitted to appear for any examination.

## Medicare

All students are covered by Medical Insurance. Medicare number is the same as the Identity Card Number of the student. Students who are not feeling well should follow the following instructions



# MANIPAL

ACADEMY of HIGHER EDUCATION  
*Deemed to be University under Section 3 of the UGC Act, 1956*

# STUDENT HEALTH CLINIC

First floor, New Out-Patient Block, Kasturba Hospital, Manipal



**OBJECTIVE** To provide optimum healthcare to all the students of Manipal Academy of Higher Education (MAHE)

## INSTRUCTIONS TO ALL MAHE STUDENTS

### Utilization of Healthcare Services at Kasturba Hospital, Manipal

1. The student health clinic will function on all days (except Sundays, MAHE holidays). Working hours 8.00 am - 1.00 pm and 2.00 pm - 5.00 pm
2. Between 1.00 pm - 2.00 pm and 5.00 pm - 6.30 pm registrations will be done at Ground floor, New OPD building. Consultations will be done at Medicine OPD (2nd floor).
3. Students can contact the Patient Relation Executive (PRE) posted at student health clinic previous day by phone (0820-2922057) or in person for availing appointment with the consultant and / or to register the file for next day. This will save time and prevent absenteeism from regular classes.
4. During working hours students are directed to register at student health clinic and attend the respective outpatient department thereafter (Refer Annexure-I).
5. In case of accident / injury students should report to Trauma & Emergency centre directly. (Refer Annexure-II)
6. Between 6.30 pm and 8.00 am any student requiring medical attention should visit casualty and will be managed as inpatient.
7. Students should produce their ID Card / Combo Card while visiting the hospital / at the time of admission at hospital
8. Impersonation / misuse of combo cards is a criminal offense and will be dealt with accordingly.
9. Only one hospital file should be made per student. This will facilitate proper documentation and comprehensive care.
10. Admitted students are not permitted to go out of the ward until discharge.
11. Students must settle the bills in time before discharge.
12. Medical certificates cannot be demanded from the Doctors.
13. Request hospital ambulance for genuine cases only. Caretaker has to accompany the students in the ambulance.
14. Ambulance will be provided free of cost within the MAHE campus. Charges will apply for the services of ambulance outside the MAHE campus.

ANNEXURE I

Non-Accident / Non-Emergency case

8.00 am - 5.00 pm (OPD hours)	1.00 pm - 2.00 pm & 5.00 pm - 6.30 pm	6.30 pm - 8.00 am (Non OPD Hours)
Report to Student Clinic in person or telephonically (0820-2922057)	Registration at ground floor, consultation at Medicine OPD (2nd floor) New OPD Block.	Report to Trauma & Emergency
Student can tell the Hosp. No and immediately file can be sent to respective OPD	The PRE will assist in registration of the student (New & Repeat)	Follow the T & E Chart (Annexure II)
File reaches the respective OPD		
The Student is seen by the Duty Doctor on priority		
Sample Collection: Counter Number 5 is dedicated for students (Medicare)	Imaging and other Radiological Investigation: Certain token numbers will be reserved exclusively for the student	Pharmacy: Counter Number 11 is dedicated for students (Medicare)

ANNEXURE II

Follow the T & E Chart

Report to T&E Block registration cum admission counter with Combo Card / ID Card
8.00 am - 6.30 pm: Treatment on OP basis 6.30 pm - 8.00 am: Treatment on IP basis i.e. the student will be admitted for the well-being of the patient.
The blood sample is collected by the Nurse In-charge and sent through PTSHK to the respective lab for testing Radiological investigations will be done in Trauma X-Ray

Issued in the interest of students
Director, Student Affairs

# SEARCH - The Health Sciences Library

**Dr. Shivananda Bhat K.,**

Sr. Librarian

Tel No. 0820 2922358

Manipal Academy of Higher Education has an excellent Health Sciences Library, perhaps the best among all Health Sciences Libraries in India. The state of the art library stretching over 1.5 lakh square feet, on five levels is a domain for information seekers; be it students, faculty or researchers. It has the capacity to accommodate 1300 students at a time. Besides the comfortable seating and reading environment, the library is well equipped with modern facilities such as e-learning, access to internet and web resources including online journals and e-books. Library is providing a growing range of databases available in electronic form on the campus network. All the library services have been automated on modern line. The library is open from 8:30 am to 11:30 am.

The library has over 63969 books and subscribes to 517 print journals, 3263 online journals and has access to 11 online databases. Further the library has 34,629 back volumes of journals, 215 e-books, 692 CDs and 103 computers. The library is subscribing to the following databases.

1. CINAHL Plus with Full Text
2. Cochrane Library Online
3. J-Gate (Portal with largest number of Biomedical Sciences e-journals)
4. Journal Citation Reports (JCR)
5. MD consult
6. Ovid SP
7. Pro Quest Medical Library
8. Science Direct
9. Scopus
10. Up To Date Clinical Resource
11. Web of Science

The library has become the institutional member of DELNET (Developing Library Network), New Delhi and many health sciences related online databases can be accessed through DELNET. Library has also become member of British Council Library, Chennai and American Library Chennai. Library has a micro site and same can be accessed through Manipal Academy of Higher Education intranet portal i.e. <http://muportal/> or directly through <http://172.16.19.80/lib/index.asp>. Access to the e-resources subscribed by the library has also been provided for off-campus users.



## MENTORING SYSTEM

Mentoring is the key for developing and sustaining a satisfying professional career. Mentors help young students to develop confidence, achieve progress and by giving strength and motivation to face academic challenges at the beginning of their careers when it is most needed. A mentor-mentee relationship also provides better insight into medical college life and opportunity to broaden their network of contacts.

We have an excellent mentoring system under the guidance and support of our Dean Dr Sharath K Rao, consisting of committed faculty to whom students/mentees are allotted. They will ensure to provide a comfortable platform for their student's academics and interests by meeting on a regular basis to provide guidance, support, advice, strategic feedback and other insights.

The Mentoring system consists of a Mentoring cell and all faculty of first and second year as mentors.

## Student Coordinators

**Dr. Shobha U Kamath**

Associate Professor, Department of Biochemistry

**Dr. Arvind Pandey**

Associate Professor, Department of Anatomy

## MENTORING CELL

### Chief Advisors:

Mrs. Vasanthi Ramdas Pai

Mrs. Indira Ballal

### Advisor:

Dr Sharath Rao

Dean, KMC Manipal

### Coordinators:

Dr. Vinod Nayak

Professor and Head, Department of Forensic Medicine

Dr. Shobha U Kamath

Associate Professor, Department of Biochemistry

### Deputy Coordinators:

Dr. Anitha S

Associate Professor, Department of Forensic Medicine

Dr. Dhiren Poonja

Associate Professor, Department of Physiology

Dr. Arvind Pandey

Associate Professor, Department of Anatomy

Dr. Vinutha R Bhat

Associate Professor, Department of Biochemistry

## Mentoring Cell



# Manipal Academy of Higher Education Hostels

Chief Warden: 2922413/2922809

Office: 2574315 / 9901782666

## Dr. Prabhudeva Mane

Chief Operating Officer, Campus Safety

Office: 2922848, 2922515

The office of the Chief Warden is located on the first floor of manipal.edu, the University Building. The office deals with room allotment change of hostel accommodation etc.

Students stay in the hostels during the first year is compulsory. In the subsequent years students desirous of staying outside under own arrangements must submit a consent letter signed by the Parents to the Head of the Institution who with his remarks will forward it to Chief Warden for necessary permission. It is obligatory on the part of the students to give their local address and any subsequent changes to the college office, without fail.



Warden	Office No.	Mobile No.	Hostel	Office Email.ID
<b>Dr. Vinutha R Bhat</b> Indira Hostel - Ground Floor	2922008	9845156248	2931600	vinutha.bhat@manipal.edu
<b>Dr. Bharthi Magazine</b> (Indira Hostel, except ground floor)	2922582	9901728668	2931600	bharti.magazine@manipal.edu
<b>Dr. Shobha U Kamath</b> SCH, NCH and NLH (AC Hostels)	2922008	9845865848	2949001 2949005 2941006	shobha.kamath@manipal.edu
<b>Dr. Mohan Amberkar</b> Amartya Sen and CRK Hostel (AC Hostels)	2922450	9886369607	2948600 2947001	mb.amberkar@manipal.edu
<b>Dr. Arvind Kumar Pandey</b> Nehru A Block	2922327	9741968640	2941001	arvind.pandey@manipal.edu
<b>Dr. Vinod C Nayak</b> Nehru Hostel (B and C Blocks)	2922450	9845240393	2943001	vinod.nayak@manipal.edu

SCH : S Chandrashekar Hostel  
NLH : Nehru Ladies Hostel

NCH : New Chandrashekar Hostel  
CRK : Charaka Hostel

## Message to Students

1. To become a good professional, the student should be very clear in his/her ambition and set appropriate goals for themselves.
2. The priorities for the day should be clear in the mind.
3. Proper time management is very essential (with proper time management a student can easily have 3 hours of relaxation per day and read for 5 hours per day).
4. Mind and body should be kept active. Priorities and ambition may be forgotten if relaxation (though important) is overdone.
5. Attendance and internal assessment are two valuable tools to monitor the academic progress of a student. To avoid anxiety and tension before exam one should maintain a good record of attendance and internal assessment. Though 100% attendance is essential, 25% absenteeism is permitted to cover ill health and family commitments.
6. It is advisable that students stay only in the hostels. When in hostels, they are expected to abide by the hostel rules and regulations. It is mandatory to keep the warden informed in case if the student is visiting a friend or relative and is going to be away from the hostel for more than a day. Students should not keep costly and valuable items in the room.
7. The behaviour of the student in and around the campus should befit the noble profession they have opted for. Lab coats (apron) should be worn only inside the campus.
8. Talented students in the field of sports and cultural activities should identify themselves with sports and cultural committee of the college. Good hobbies should not be forgotten.
9. Students should make an effort to learn the local language, as they have to deal with patients.
10. During clinical postings, Students should behave appropriately when dealing with patients.
11. Students are expected to observe the dress code of the University.
12. Indiscipline will be dealt with as per rules and the nature of punishment can vary from suspension to dismissal from the institute.
13. All the students are recommended 3 doses of Hepatitis B vaccination (0, 1, 6 months). Typhoid and Chickenpox vaccines are optional vaccines and are available in the hospital pharmacy. Please contact your Mentor for information. Students from abroad are advised to get themselves immunized against Hepatitis A.
14. Students are recommended not to eat food from unhygienic restaurants and consume only safe water (either boiled or direct from Aqua guard).

15. In case of ill health, students should report to the Manipal Academy of Higher Education Student Health Clinic at Kasturba Hospital, Manipal. While undergoing elective surgical procedures, students should keep the parents informed and it is always better that one of the parent is present during the procedure.
16. In case of stressful situations students can contact Student Support Centre, Manipal Academy of Higher Education to cope with the stress.
17. Manipal Academy of Higher Education has been declared as "NO SMOKING ZONE". Students found indulging in smoking may be removed from the hostel and no refund of rent will be given.
18. Any student involved in criminal offences on the campus and any indiscipline outside the campus will be handled by the concerned authorities as per the law of the land.
19. The students are discouraged from indulging in undue risky behaviour. Swimming in the rough Arabian Sea has cost the lives of few students in the past. There is also no need to possess a two or four wheeler.
20. The following are banned and severely dealt with:
  - Drugs, Drinking (liquor) and smoking
  - Ragging & eve teasing
  - Cheating, stealing, provocation, coercion, threats, pressure tactics & fights

## Message to Parents

1. Do keep in regular touch with the mentor of your son/daughter.
2. Be aware of your son/daughter's academic progress especially attendance, internal assessment and marks in the university examinations.
3. Remit all the payments like tuition fees, hostel facility fee directly to Manipal Academy of Higher Education in time.
4. Be aware of your son/daughter's monthly expenditure and mode of expenditure.
5. We may need to contact you sometimes urgently especially in case of accidents and emergency. Hence it is essential that any change in address, phone numbers and e-mail be informed promptly to the college.
6. Do not encourage your son/daughter to extend their holiday and stay at home when he/she visits the family during vacation. He/she may end up with attendance shortage.
7. It is wiser that you visit your son/daughter once in a way instead of the student visiting the family frequently so that his/her studies go uninterrupted.
8. Do not provide the student with a two wheeler or a four wheeler especially in the formative years.

9. Please keep us informed, if the student has a history of illness (physical or mental). Students are covered under Medicare and are entitled for treatment in our own hospital, which is well equipped and is a tertiary referral hospital.
10. In case of health problems for minor illness, the students can attend out patient health clinic and get treated. If the ill-health warrants inpatient care, the student will be admitted. For minor ailments with short stay the parents may not be informed, but in case of emergencies, they will be informed as early as possible. Students are covered under Medicare and these rules are made clear at the time of admission. Medicare renewal needs to be done promptly.
11. Students should stay in the hostels provided in the campus. Staying outside the campus independently has its own demerits and parent should discuss the matter with the mentor before consenting.
12. It is imperative that parents keep in regular touch with the institution officials especially in case of poor academic performers.
13. Students are not permitted to use mobile handsets with camera during working hours. The equipment shall be confiscated if student is found to possess it.

## KMC Student Council

KMC Student Council: The KMC Student Council aims to cater to the variegated interests of the students by providing them with opportunities to take their minds off the rigorous curriculum of medical school.

The Council serves to fulfill the purpose of the overall development of an individual in KMC Manipal. Not only are students at a razor's edge to perform academically well, but they are also exposed to various organizational and personality development skills.

The Council is headed by the Dean of KMC and consists of: President, Vice-President, General Secretary, Joint Secretaries and a Treasurer along with secretaries of five Committees viz., Cultural, Sports, Literary, Editorial Board, Research and Social Welfare. These Committees are guided by coordinators who are the teaching faculty of KMC.

Round the year, the Council organizes various events. The council takes up several other small scale projects at regular interval where student get an opportunity to show their hidden talents.

The Council thus represents the student community and the vigor of the present generation who, with adequate facilities and correct guidance, can carve a niche for themselves and succeed in their endeavors.



**Abhishek Raj**  
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**Aman Gupta**  
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## STUDENT CLUBS

The soul of college/university life is the fraternities on the campus the clubs that become a surrogate family for a student, helping him/her grow and explore latent talents in fields other than academics.

Manipal Academy of Higher Education has a strong tradition of student bodies and clubs that attract students from all disciplines, cutting across colleges, courses and nationalities. It is one of the features that imbue Manipal with a singular charm, a unique advantage over other university campuses.

There are technical clubs for the academically inclined; there are cultural clubs that give a student the opportunity to dabble in the fine arts, music, dance, theatre everything that feeds the mind and spirit.

### Clubs & Activities

**UTSAV** - The Annual Inter College Cultural Festival is the flagship cultural event held in the University.

**MEGA EVENT** - Houses popular shows and performances by celebrities.

**CUTTING EDGE** - A club devoted to Surgery, was started by a bunch of very driven and motivated medical school students with a view to inspire people to take up a career in the field of Surgery. Talks are organized given by successful surgeons so as to know the "real thing" - and not just the stuff given in books. Workshops are conducted where students can learn the basic clinical and practical skills involved in Surgery. For more-<http://www.cuttingedgemanipal.com/>

**JUSTITIA** - Justitia is the Forensic Science Society of KMC, Manipal and is a student initiative in collaboration with the Department of Forensic Medicine and Toxicology. Officially established as a society on 15th September 2016, Justitia hopes to offer a 'beyond-the-book' comprehension of the subject and offers students an opportunity to experience the real life applications of Forensic Medicine.

**SCIENTIA MEDICINA** - With the tagline of Medicine and Beyond, it is the official Medicine Club of KMC, Manipal. Various of sessions by top-ranked professors, workshops are organised to sharpen clinical skills, databases providing information about entrance exams, elective postings, internship and residency programs and the list goes on.

**BIOETHICS** - Manipal Unit of UNESCO Chair in Bioethics is committed to education, training and research in the field of Bioethics and has a student wing for encouraging students in this field. Students are given opportunity to talk about various ethical dilemmas faced in the medical field as well as help them in field of research by sensitizing them at an early stage.

**Manipal Conventus** (Student Research Forum) - Which encourages the students to involve in various kinds of research.

**Mist** - Which is organized by the Sports committee of student council.

**Verve and Vibes** - Which is organized by the Cultural and Literary committee of student council

### Festival of ideas

The Student Editorial Board of Medical College, Manipal, organize the "Festival of Ideas" every year. It is a mix of art, music, literature and theatre. It is a platform where art meets medicine. There will be guest lectures by eminent speakers. Workshops on origami, drama, poetry, zine making, Kommune (art of storytelling), photography, portraiture and cartooning will be conducted. Competition in photography, art, short film, essay and poetry writing is held.

### IGCLA

The Indo-German convention of Lindau Alumni (IGCLA) is held every year by student research forum to motivate young researchers and students from different disciplines to take up a career in research and promote national and international collaborations. There will be workshops, panel discussions, talks, interaction with Lindau alumni, quiz and research presentations.

### IQMU

Thus, the International Quiz for Medical Undergraduates is conducted every year by the students of KMC, Manipal. The quiz consists of multiple rounds that test the quizzers' knowledge and application capacity in the fields of Pre-clinical, Para clinical and Clinical subjects.

IQMU thus gives students an opportunity to experience a 3-day quest comprising of extensive events, nail biting quiz rounds, interactive ice breakers and informative workshop sessions by KMC's very own student clubs.



## Volunteer Services Organization (VSO)

Volunteer Services Organization, Manipal Academy of Higher Education initiated on September 17, 2007 gives an opportunity to students, staff and their spouses of Manipal to live their lives with purpose by helping those in need. It is a platform that not only helps the needy, but also provides each volunteer with an opportunity to gain new skills, work in a team and, most importantly, to become a better person. With volunteers strength of more than 1800 (including students, faculty and their spouse) from various constituent colleges of Manipal and Mangalore, VSO undertake projects which cover community, social, organizational and soft skills avenues.

### Objectives

- To respond to community needs
- To address the issues of society
- To develop the leadership potential of the students
- To enhance student learning

Most of the activities are organized on Sundays and Holidays. In an endeavor to recognize the services offered by the students, a certificate of merit is issued by the University on completion of a minimum of 28 hours. For registration and more information visit [vso.manipal.edu/](http://vso.manipal.edu/) and join us on facebook at [vso-manipal](https://www.facebook.com/vso-manipal)



## Physical Education Department

**Mr Deepak Bairy**

Deputy Director of Physical Education

Tel.No. 0820 - 2922155

The Department of Physical Education is headed by the Director whose office is located at food court basement, near KMC, greens on the campus and is open from 9:00 am to 1:00 pm, and 2:00 pm to 7:00 pm on all working days. Outdoor Sports and games facilities like Basketball, Volleyball, Tennis and Throw-ball are available near Sharada Hostel. Cricket, Football, Hockey facilities are available at End point and indoor games like Badminton, Table-tennis, Carom and Chess are available for the students at MARENA Indoor Sports Complex. The Recreation club is open from 5:30 am to 7:30 am and 3:30 pm to 7:00 pm on all days except Sundays and Holidays. Manipal Academy of Higher Education conducts various Inter-collegiate tournaments, Inter Medics tournament and Inter class tournaments. Students are encouraged to take part in extracurricular activities.

Other facilities in the campus include gym, swimming pools, football and cricket grounds. An indoor Sports Complex, the only one of its kind, perhaps in Asia, has five badminton courts, four squash courts, three tennis courts, a basketball court, gymnasiums and a walking track.

## NICE TO KNOW

### Nice to follow outside class:

- Behave like you are in a medical school
- Common illnesses are because of food poisoning, so be careful of what you eat
- Carry an umbrella, it might rain anytime. The other time its sunny, again reinforcing the umbrellas use
- Do not convert the cost to dollars for things here

### Oh its so Hot....Oh its Raining .....Climate

- Weather is hot and humid. It rains for almost four or five months. Thus carrying an umbrella is imperative (better buy a large and strong one).

### You wanna buy something...?

- Text books, Apron & Stationeries: Bombay Surgicals and Canara Stationers at Tiger Circle, Manipal Book Stores and various other bookstores in town
- Dissection kits, Name tag: Bombay Surgicals at Tiger Circle
- For most of the stuff you want to buy it will be available in and around Tiger Circle, be it food items to air tickets, medicines to electronic goods.

### Tring Tring....

- 0820/+91820 is area code for Udupi (eg: +91820)
- 29 is Manipal academy of higher education extension
- With hostel extensions of different hostels you can call the individual rooms through intercoms (eg: +91-820-29-31-###), where  
31 is the extension for Indira Hostel and ### is the room number for girls  
48 is the extension for Amartya Sen Hostel for boys
- Might be required phone numbers: "Travel agency: Hotel Fortune Inn Valley View, Manipal 2571499/599, 2570285
- Railway station, Indrali, Udupi 0820-2531810
- Police Station, Manipal 0820-2570328
- Office of Superintendent of Police 0820-2534777, 2526444
- Hotel Fortune Inn Valley View, Manipal - 0820-2571101

### You have got mail!

- Post office or DHL (Standard US post, FedEx or DHL will get here)
- Big carriers are available in Plenty. For local transport auto rickshaw are available and fare ranges between Rs. 25 to 80.
- Buses to Udupi leaves every 5 minutes and to Mangalore every 15 minutes

### National and International Transport

- Train: Konkan railway: Indrali (Udupi)
- Southern Railway: Mangalore junction
- Airport: Bajpe Airport (Mangalore) 60 km from Manipal

### Relaxation time. Places to visit

- End point scenic beauty
- Anatomy & Pathology Museum
- Smriti bhavan
- Malpe (30 mins), Kaup beach (45 mins), Turtle Bay, St. Mary island
- Go Goa!! (5 hours by train)
- Murudeshwara temple, Om beach (Gokarna)

### Fuel up.... Petrol bunks

- At Tiger Circle
- At Indrali (on the way to Udupi)
- At Ishwar Nagar (on the way to Karkala)

### Its all about money honey... Money Exchange

- Four wings International travels
- ICICI Bank (Kasturba Hospital Complex)
- UAE Complex (Manipal Stores building, TC)
- Western Union (across from Syndicate bank)

### Random stuff

- Gifts: Smiles (Archies gallery), Gift house (has a florist attached too), Hallmark
- Cooking gas agency: Manipal Gas Center, Unnata Residency (Syndicate Circle)
- Events: Utsav, Verve are few of the numerous events that keep life in Manipal happening and promotes the co-curricular front of a student
- Gym: for the fitness freaks there are many gyms right from one in each hostel to Marena
- Food! Try the Foodzoned app for most of the restaurants in Manipal, Udupi and even Mangalore!

### Oh we almost forgot.

- Act responsibly
- If you do not know ask. Your peer/faculty mentors are here to help you
- This place gets very small very quickly
- Drive safe some roads are in poor shape
- If you stay outside the campus make sure you don't fall short of attendance
- STUDY that's what you are primarily here for





# KASTURBA MEDICAL COLLEGE MANIPAL

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