



**VELAMMAL MEDICAL COLLEGE**  
**HOSPITAL AND RESEARCH INSTITUTE**  
**MADURAI - 625009**

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**Code Of Conduct For Students Teachers, Academic and Administrative Staff.**

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Prof. T. THIRUKAVUKARASU, M.D., D.A.,

Dean

Velammal Medical College Hospital  
and Research Institute

"Velammal Vilaga"

Madurai-Tulicorin Ring Road

Anuppanadi, Madurai-625 009, T.N.



*Only a  
Doctor  
can teach  
how to  
Love Life*

**2022**

*Students  
Hand  
Book*



**Velammal Medical College**  
**Hospital and Research Institute**  
Madurai 09



*The aim of medicine is to prevent disease and prolong life; the ideal of medicine is to eliminate the need of a physician.*

*A good doctor's comforting and reassuring words are sometimes more powerful than medicines.*



*Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.*

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# OATH OF HIPPOCRATES

## DECLARATION OF GENEVA

At the time of being admitted as a member of the medical profession

- I solemnly pledge to consecrate my life to the service of humanity;
- I will give to my teachers the respect and gratitude that is their due;
- I will practice my profession with conscience and dignity;
- The health of my patient will be my first consideration;
- I will respect the secrets that are confided in me, even after the patient has died;
- I will maintain by all the means in my power, the honor and the noble traditions of the medical profession;
- My colleagues will be my sisters and brothers;
- I will not permit considerations of age, disease or disability, creed, ethnic origin, gender, nationality, political affiliation, race, sexual orientation, social standing or any other factor to intervene between my duty and my patient;
- I will maintain the utmost respect for human life;
- I will not use my medical knowledge to violate human rights and civil liberties, even under threat;
- I make these promises solemnly, freely and upon my honor.



The **Declaration of Geneva** was adopted by the General Assembly of the World Medical Association at Geneva in 1948 and amended in 1968, 1984, 1994, 2005 and 2006.

The **Declaration of Geneva** was intended as a revision of the Oath of Hippocrates to a formulation of that oath's moral truths that could be comprehended and acknowledged modernly

## Personal Memoranda

Student Name .....

Age .....

Sex .....

Mobile no. ....

Local address .....

.....

.....

Home address .....

.....

.....

Signature

## From Chairman's desk

It gives me a great sense of honor, immense pleasure and privilege in joining with the faculty, staff, the Board of Trustees, and our families and friends in welcoming and congratulating you in joining the Velammal family of educational institutions.

It is important for you to take special time in contemplating the professional path you have chosen. Becoming a doctor is no easy task. The amount of studying, time spent in residency and the grueling hours one spends training. The myriad of challenges while in practice including

personal sacrifices of time and money in training, New disease challenges, ever increasing new drug armamentarium and treatment technologies, escalating costs, litigious attorneys, insurance encroachment on clinical decisions, high expectations and the immense public trust in physicians could make the medical profession undesirable .

However medical practice can give you indescribable satisfaction that no other profession can give because your service to humanity is direct and critical, almost godly in relieving pain, suffering and to influence lives for the better. It brings respect in society, professional independence, influence, trust and confidence of the patients. The privilege of team work, unbounded fascination with newer drugs and technologies that work to make life worth living. Above all the sense that there will never be a time when learning has exhausted which will keep you ever humble as learners.

Every day our system of health care delivery is challenged afresh by perceived, unforeseen and impending problems, for instance recent unfortunate circumstances remind us of nature's ability to radically alter lives with terrifying suddenness bringing with it unthinkable sorrow, the challenge of rebuilding homes, cities, and lives. An Aging Population, Upward- spiraling Costs of Healthcare Delivery, Shortage of an Adequately Trained Healthcare Workers and our nation's continuing lag in health care outcomes as compared to peer nations, stares in our face begging for answers. Respecting this you should develop strong commitment to service with a global perspective, intensified by your years of training for excellence here at Velammal.

At Velammal you will find possibility within your reach, take time off from the rigors of your study venture into communities around you, know the ground realities of an impoverished life, assist local physicians in the treatment of underserved populations, this will help you develop empathy and a vivacious spirit crowned with generosity of kindness, which is becoming of a noble, complete individual, a good citizen and a competent Physician.

Curriculum based medical education is the norm for the new batches. Your first stride in this direction will be beacon for your successors and a measure of success of CBME curriculum.

I wish that you enjoy every day under our influence in this campus and institution. God bless and wish you all success

I wish you all the best



**Shree M.V. Muthuramalingam**  
Chairman, Velammal Educational Trust.

## Deans Address

Welcome to Velammal Medical College and Research Institute. Congratulations on choosing the noblest of professions. I am sure that this, your well contemplated choice is not one of compulsion or coercion but a calling, a reaffirmation of your intelligence, talent and achievement.



The medical profession is information intensive, and academically demanding, long periods of study punctuated by very competitive post-graduation and super specialties entrance examinations. Every

day new medical knowledge and technologies are added at astounding rates and these calls for late settlement in life and lifelong learning. Although today's world is highly commercial the public image of the medical man is still intact as a 'person who saves lives'. The patient trusts the doctor with his most valuable possession: 'himself'. This is a humbling privilege, not experienced in any other profession, thus your knowledge and sincerity does make a huge difference to the life of a patient.

To survive medical school one must be genuinely interested to learn, be prepared to experience the ups and downs in the rigors of disciplined everyday studies. The foremost key to triumphant learning is to be aware and orient your mind projecting to patient and the treatment they will receive at your hands. The second is to understand that this is going to be tough. Create your own strategies to absorb knowledge. Every lecture missed, every test question unknown, and every day off school will create a gap in your familiarity with basic foundations. Take time to think through the steps of the major concepts and how they relate to each other. Learn to sieve off the mundane facts. Don't be afraid to question even established facts. Watch, observe, and learn by doing and discussing. Shadow doctors and go around in the hospitals.

Don't just stick to the textbooks. Read journal articles or medical blogs about topics that interest you. These will be more enjoyable, and will help bring together all of the facts that you are learning to show you how to apply them. There's a big difference between "Book sense" and "Common sense". "Book knowledge" Bed side knowledge", you need both to succeed. You are not infallible, and you do not need to do this alone. Make friends. You will need them. Some of them may be future colleagues. Don't forget your family; parent's constant encouragement is necessary to wade through failures and discouragements.

Keep your keen eyes trained to locate your interest for your future career, from the ever increasing amount of specialties sprouting in hospital and outpatient medicine. An infinite number of highly-regarded positions within research, business, law, and journalism that are waiting for creative and ambitious physician like yourself after you graduate

Finally it's not all about only medicine. Find time for hobbies, and social life. You do not need to become a one-dimensional human being. All the best as you go through the forge and become the useful instrument you were meant to be, committed to serve and the sword against diseases.

**Dr. T. Thirunavukkarasu**  
Dean VMCH&RI

## Vice Principals Message

I am delighted to have the MBBS batch of 2021-22 joining the academia at Velammal medical college. It is with excitement that I welcome you to our challenging milieu.

I realize that your full dedication and focus has helped you choose to tread this path. Along with my congratulations I wish for you that this dedication and focus will not grow dim as you go through the seasons of rigor in your studies.

Just as questions yield answers, answers yield questions. Education produces knowledge. They must also produce doubt. The pursuit of truth is restless. We search for answers not by following prescribed paths, but by finding the right questions. Voltaire said "Judge a man by his questions rather than by his answers." Many discoveries in medicine were preceded by questions? Learn to ask the right question about life, and the future.

Academic seasons at Velammal are principally designed to enhance the intellectual, Physical and emotional development in a good citizen who practices medicine. All through the year there are conferences, annual gatherings, CME programs, symposiums and invited guest lectures to enable the building of a productive dialogue between institutions. Make use of these opportunities, shadow your peers and teachers learn the ground realities, acquire fruitful contacts and network.

We believe that students greatly enhance the intellectual life of the Velammal's academic Vision. By design, study at Velammal is cross-disciplinary and integrative. Our library houses extensive collection of medical materials, from unique medical works to the latest in digital resources, and offers students and faculty the most advanced research, teaching, and publication support.

Velammal posits before you the possibility for excellence and innovation. Pave no way for a second place in your academic pursuits, pursue to exceed academic expectations. Have a vision for yourself and be driven by your ambitions. Seek to become idea-leaders who drive our global future by empathetic patient care, advancing discoveries, broadening knowledge, fostering entrepreneurship, protecting and sustaining our natural environment, and developing new technologies.

As you begin your new life at Velammal take time also to enjoy friendships, your campus surroundings and the many fascinating social activities.

I wish you all a very fruitful and productive academic pursuit.



Congratulations and Welcome

**Dr. P.K. Mohanty**  
Vice Principal VMCH&RI

## Medical Superintendents Message

Dear Batch of 2021-22. It is my honor and grand privilege in welcoming you to commence your intellectual journey at our Institution.

As you move forward, you will become the thinkers, the actors, the leaders of the changes we know must be made in our nation and the world. We are excited by what you will be bringing to the world. We share the belief that the world can be a better place and you are essential to making it so.

The point of our program is to complement the heart and passion and intelligence you bring to this medical school, to provide you with a set of tools and experience that reaches beyond academics to the real world with its very real problems. What we teach is not the end point. It is a resource you draw upon as you develop an understanding, start the unraveling, and begin taking on the insecurity, hopelessness and instability that disease brings into lives.

And it is into this world that I urge you to plunge. The questions you ask, the problems you take must come from your concerns and what you see and hear as citizens. Look around you, live in this world, and find those things that matter to you, to your community, and to the people who are doing the work, living their lives, and feeling the effect of diseases. And then use the analytic tools you have and the evidence you gather to identify what matters. When this knowledge is combined with your heart, you will be the answer to the challenges in our communities and the world.

Velammal's educational pursuits are placed before you. You will find here Emphasis on academic excellence and personality development through curricular/co-curricular /extra-curricular activities, Provision for the state-of -the -art resources to achieve quality education in all spheres of academic activities, Opportunities to involve everyone to bring about higher performance level through team effort. A conducive environment and discipline for you to achieve your goals and excel through total and continuous improvement to realize our quality objectives.

We are eager and wait to see the difference you will be making. That will be your measure and the measure of this medical school.



Enjoy every moment

Welcome and congratulations.

**Dr. S.R. Dhamodharan**

Medical Superintendent

VMCH&RI

## THE LEGACY OF VELAMMAL'S EDUCATIONAL INSTITUTIONS



The Velammal group of educational institutions is the realization of a poor widow's dream that someday her son would make a difference in the life of the underprivileged and work to positively change and influence the community for good. Being inspired by his mother's vision and passion Mr. M.V. Muthuramalingam was persuaded in the direction of imparting quality education with social justice, directing young minds to think critically and to think for themselves and pursue their dreams with passion and make a difference in their societies.

These dreams began to realize under much difficulty and with many constraints. In the year 1986 began our first school under a thatched roof with 183 children and 13 staff members. We are now a proud family of 150000 students in more than 66 institutions which includes matriculation, CBSE, and international schools, 3 Engineering colleges and 1 Medical college.

Our astounding success and accolades in such a short span of time, we gratefully attribute to our high ideals, inculcating uncompromising high standards in education, regularity, punctuality, research and innovation, right communication skills, environment and human values. It was also made possible by our educators who have overcome challenges through integrity, selfless service, and loyalty. Most of all we thank the parents and our students who imbibed our ideals, navigated the path of learning with perseverance and finished the race with passion.

Today Velammal educational policies foster student opportunities to bond with and learn from like-minded individuals. For the newer generation we leave our legacy of values and knowledge acquired through our trials and triumphs.

We have realized that educators are the architects of the future; therefore we must continue to share and develop our deepest understanding of the evolving needs of education and the social values that education builds. Even when we are challenged to depart from our ideologies, we have learned to emphasize new critical perspectives of how we, as educators, bring our education and teaching pretensions to fruition.

The path of academic interaction that helped develop our legacy to education was not always recognized in weeks, months, or even years. It only became evident in the fabric of our educational history and reflected in the future of our society and community service.

We have built this legacy born out of a poor widow's dream. The sacrifices that we have made were not in vain but speak for themselves in the passionate service our graduates render today in their communities and abroad. We hope this legacy of the Velammal educational institutions will last a lifetime in those who come under our influence.

# The Student Handbook

## Introduction

The Student Handbook is the official document of policies, procedures, and resources of Velammal Medical College Hospital and Research Institute. All medical students must be familiar with its contents. Every effort will be made to continuously provide students accurate and current Handbook information and Current policies. Procedures and standards of the Handbook will apply to all current students. Velammal Medical College Hospital and Research Institute reserves the right to change, without notice, policies, procedures, programs, and other matters as circumstances dictate. The Student Handbook is available at the Vice Principals office



## Vision and Mission Statement

### VISION

To build a healthy Society with dedicated, well qualified and experienced Doctors and supporting Staff by easily offering to people the world-class health care services at an affordable cost.

### MISSION

By continuously assessing and improving the quality of Health Care, the nature of Service and Total Dedication of staff, let us ensure that all the patients easily receive the benefits of completely satisfying medical treatment and care



## Goals:

To discharge all the duties on time with Regularity, Punctuality and Commitment.

To attain 100% result without any compromise in all the targets set.

To attempt to make betterment in whatever done earlier and do everything better than others.

To divide and delegate all the work with others encouraging Team Work.

To do research, publish articles, participate in Seminars and Conferences and raise funds through agencies for collaborative activities.

To analyze the advantages and disadvantages of the Department concerned and consolidate the position with the assistance of the management.

To develop the attitude of treating both Success and Failures equally and own responsibility.

To set time-bound targets to carry out all the assignments.

To spend time discussing with the Patients and their caretakers the nature of disease in a soothing way to gain their trust.

To develop the ability of moulding ourselves keeping in mind the crucial role played and the noble service rendered by the legendary Doctors.

## MEDICAL COLLEGE

### Points to ponder or a brief note to the Doctors and the Students of Velammal Medical College Hospital & Research Institute

#### Our aim is

To build a healthy Society with dedicated, well qualified and experienced Doctors and supporting Staff.

To offer with ease, to people, the world-class health care services at an affordable cost.

To assess continuously and improve the quality of Health Care, the nature of service and the total Dedication of staff.

To ensure that all the Patients easily receive the benefits of completely satisfying medical treatment and care.



## All our Doctors and Students need:-

1. To discharge all the duties on time with Regularity, Punctuality and Commitment
2. To attain 100% result without any compromise in all the targets set.
3. To attempt to make betterment in whatever done earlier and do everything better than others.
4. To divide and delegate all the work with others encouraging Team Work.
5. To do research, publish articles, participate in Seminars and Conferences and raise funds through agencies for collaborative activities.
6. To analyze the advantages and disadvantages of the Department concerned and consolidate the position with the assistance of the Management.
7. To develop the attitude of treating both Success and Failures equally and own responsibility.
8. To set time-bound targets to carry out all the assignments.
9. To spend time discussing with the Patients and their care takers the nature of disease in a soothing way to gain their trust.
10. To develop the ability of moulding ourselves keeping in mind the crucial role played and the noble service rendered by the legendary Doctors.

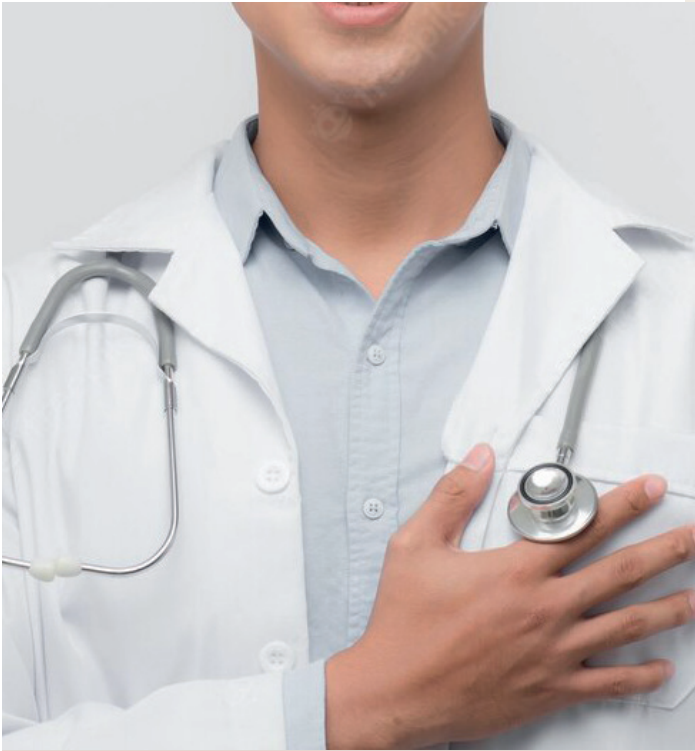


## Medical Student Code of Ethics

Velammal Medical College Hospital and Research Institute recognizes that the path each medical student takes to becoming a doctor is unique. The medical profession has long subscribed to a body of ethical statements developed primarily for the benefit of the patient and which define the essentials of honorable behavior for future physicians. The aspiring student and future

member of this profession must recognize responsibility not only to patients, but also to society, to other health professionals, and to self. In accordance given below is the Medical Student Code of Ethics which indicates standards of conduct, and define the essentials of honorable behavior for future physicians.

Accordingly, Velammal Medical College Hospital and Research Institute academic policy extends to any case of alleged misconduct by a student.



## The Pledge

As a student at Velammal Medical College Hospital and Research Institute, I understand that it is a great privilege to study medicine. Over the course of my training, I will assume extraordinary responsibility for the health and wellbeing of others. This undertaking requires that I uphold the highest standards of ethical and compassionate behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this code in my years at Velammal Medical College Hospital and Research Institute and throughout my medical career.

### Honesty

- I will maintain the highest standards of academic honesty.
- I will truthfully represent myself as a medical student at all times to patients and healthcare providers.
- I will neither give nor receive aid in examinations or assignments unless such cooperation is expressly permitted by the instructor.
- I will be truthful with patients and will report accurately all historical and physical findings, test results, and other information pertinent to the care of the patient.
- I will conduct research in an unbiased manner, report results truthfully, and appropriately credit ideas developed and work done by others.

### Responsibility

- I will conduct myself professionally--in my demeanor, use of language, and appearance--in the presence of patients, in the classroom, and in health care settings.
- I will set patient care as the highest priority in the clinical setting.
- I will recognize my own limitations and will seek help when my level of experience is inadequate to handle a situation on my own.
- I will not use alcohol or drugs in any way that could interfere with my clinical responsibilities.
- I will not use my professional position to engage in romantic or sexual relationships with patients or members of their families.
- I will participate fully in the enforcement of this statement of principles. I realize that failure to take appropriate action is itself a violation of the principles.



“I don’t believe in luck or in hard work without the so called “work smart”. It’s not all about how you work hard but it’s about how you manage your time, resources, mind to work together for a better output.”

-Jayson Zabate

## Respect for Others

I will uphold a classroom atmosphere conducive to learning.

I will interact with instructors and peers in a considerate and cooperative manner.

I will treat patients and their families with respect and dignity both in their presence and in discussions with other members of the health care team.

I will interact with patients in a way that ensures their privacy and respects their modesty.

I will interact with all members of the health care team in a considerate and cooperative manner.

I will not tolerate discrimination on the basis of race, gender, religion, sexual orientation, age, disability, or socio economic status.

I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of every person involved.

## Expectations from Faculty, Residents and Fellows

I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.

I cannot be compelled to perform procedures or examinations which I feel are unethical or beyond the level of my training.

I have the right to be challenged to learn, but not abused or humiliated.

## New curriculum (CMBE)

The new curriculum will be implemented for the MBBS batches from 2019 onwards as per the MCI mandate. This curriculum will guide the learner to provide health care to the evolving needs of the nation and the world. This is an outcome based medical

education expressed as competencies which is different from traditional curriculum.

What is Competency based medical education (CBME) ?

“Competency-based education (CBE) is an approach to preparing physicians for practice that is fundamentally oriented to graduate outcome abilities and organized around competencies derived from an analysis of societal and patient needs. It de-emphasizes time-based training and promises greater accountability, flexibility, and learner-centeredness“

*Frank, et. al. in 2010*

Vision for the Indian Medical graduate  
The undergraduate medical education is designed with a goal to create an “Indian Medical graduate” (IMG) possessing requisite knowledge, skills, attitudes, values and responsiveness , so that he or she may function appropriately and effectively as a Physician of first contact of the community while being globally relevant.

Global competencies of an IMG in order to fulfill this goal, the IMG must be able to function in the following ROLES appropriately and effectively:

1. Clinician who understands and provides preventive, promotive, curative, palliative and holistic care with compassion.
2. Leader and member of the health care team and system with capabilities to collect analyze, synthesize and communicate health data appropriately.
3. Communicator with patients, families, colleagues and community.
4. Lifelong learner committed to continuous improvement of skills and knowledge.
5. Professional, who is committed to excellence, is ethical, responsive and accountable to patients, community and profession GMER -2019.

An extract of the key components from the Graduate Medical Education Regulation (GMER) -2019 (not published by MCI at the writing of this section) is given below. For more information you should consult GMER -2012, 2018 and GMER 2019 (when available).

1. Concept of IMG as an achievable goal
2. Roles that define IMG
3. Definition of Global competencies for each role envisaged
4. Defined subject - based outcomes that can be mapped to the global competencies
5. Alignment of instruction with reasonable integration
6. Greater emphasis on learner centric instruction
7. Greater emphasis on learning in primary and secondary care environment.
8. Student doctor methods of clinical training
9. Emphasis on skill acquisition and certification
10. Early clinical exposure
11. Longitudinal program on attitude ethics and communication
12. Foundation course
13. Shared responsibility and self-directed learning
14. Electives
15. Time for sports and extracurricular activities
16. Assessment changes

## Time distribution of MBBS and Examination schedule GMER 2019

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
							FC	I MBBS			
I MBBS								1 yr Exam	II MBBS		
II MBBS								II yr Exam	III MBBS Part 1		
III MBBS Part 1									Part 1 Exam	Electives and Skills	
III MBBS Part 2											
Part 2 Exam	Internship										

Note: FC – Foundation course

## Curriculum Competencies

Graduates of Velammal Medical College Hospital and Research Institute will be proficient in the following competencies at the time of their graduation: The curriculum is continually updated based on innovation and evaluation by students and faculty members; however, the basic concept of developing outstanding practitioners remains constant.

### Patient Care

Demonstrate skills in core activities required for patient care including establishing rapport, collecting a patient history and performing a physical examination.

Interpret clinical findings, make appropriate use of tests and procedures, formulate assessments, and develop effective plans to diagnose, treat, and prevent health problems and to promote patient health.

Demonstrate compassion, courtesy, and respect for the social and cultural perspective of the patient.

### Medical Knowledge

- Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences related to the practice of medicine.
- Apply scientific knowledge to explain determinants of health, mechanisms and consequences of diseases, and principles underlying methods of diagnosis, treatment, prevention, and health promotion, at individual and population levels in current and evolving health care settings.
- Interpret and analyze information to develop appropriate diagnostic assessments and plans for treatment, disease prevention, and promotion of health.

- Locate, evaluate, and synthesize information required for patient care from the medical literature using appropriate resources and technology.
- Demonstrate behaviors of life-long learning guided by continuous self-assessment and improvement.

### Practice-Based Learning and Improvement

- Apply principles of evidence-based medicine to inform patient care in current and evolving health care settings, including for diagnosis, treatment, and prevention of health problems and for promotion of health.
- Teach and perform research to contribute to the education of other health professionals.
- Demonstrate practices of self-assessment and continuous improvement, based on reflection and feedback, of the knowledge, skills and attitudes required for patient care in current and evolving health care settings.

### Interpersonal and Communication Skills

- Communicate and collaborate effectively with patients, families and health professionals to provide compassionate, appropriate, and effective patient care.
- Communicate appropriately and effectively with patients, families, and the public across a broad range of socioeconomic and cultural backgrounds

### Professionalism

- Behave in accordance with professional and ethical principles, including but

not limited to altruism, compassion and empathy, accountability and responsibility, excellence and scholarship, duty and service, social responsibility, honor and integrity, respect, humility, and cultural competence

## Systems-Based Practice

- Demonstrate awareness of and responsiveness to the larger context of systems of health care through effective use of system resources, coordination of care, and practices that enhance quality and safety.
- Participate in the care of patients as an integrated member of an effective health care team

## Curriculum Structure

1. First year : Anatomy, Physiology and Biochemistry, Community Medicine
2. Second year : Pathology, Microbiology, Pharmacology, Forensic Medicine, Community Medicine
3. Third year : ENT , Ophthalmology, Community Medicine
4. Fourth year : Medicine, Surgery , OG (allied specialties)
5. Fifth year : Compulsory Rotating Residential Internship.

## Core Curriculum

Student's evaluation and promotion to higher academic years is based on the guidelines provided by The Tamil Nadu Dr. MGR Medical University –Chennai. These guidelines reflect and recognize differences in methods of evaluation unique to each course and the year of study. In general the evaluation is effected by regular internal assessment exams (theory and practical) Model examinations, and Examinations conducted by the University.

Specific course requirements, such as format, date and logistics of examinations, requirements for satisfactory course completion, textbook suggestions, etc. are made available during the first week of each course. It is the student's responsibility to become familiar with all course requirements.



## Grading System

- Courses will be evaluated on an Honors, Pass, and Fail basis. A pass is awarded for an average score of 50% and more. Honors of distinction will be given for final averages of 80% or more. A grade of Fail will be given for final averages below 50%.
- The students should track their own progress throughout the course, based on their numerical scores for their performance on interim evaluations and strive for higher academic excellence.
- Students should secure a pass in all basic subjects stipulated for the first year. Subjects failed in the first year cannot be carried over to the next year.
- Should a student fail in the second and third year they are permitted to carry over the failed subjects to the next year. However it is mandatory that all the carried over subjects secure a pass six months prior to the final examinations of the final year.

## Tutoring Protocol and Mentorship

- Students experiencing academic difficulty or wishing to improve their academic performance may be identified by a faculty member, or may self-identify to access services.
- Students may be required to meet the Vice Principal who will assign a tutor depending on an individual's need and the availability of tutors.
- Students may receive individual or group tutoring
- It is the students responsibility to make appointments with the tutor and arrange for tutoring sessions
- The mentors program is designed to help and guide students in all aspects of their academic and social life. Irrespective of their academic performance all students are required to participate in the mentors program and interact with the mentor assigned to them.

## Class Attendance

- The educational program is designed to offer the student varied modes of learning. This includes classroom lectures, seminars, small group sessions, demonstrations, and laboratory exercises, as well as the use of textbooks and other written material and audiovisual presentations. Every mode of imparting knowledge has its advantages and plays an important role in the professional development of each individual.
- Therefore this institution makes it mandatory that each student takes full advantage and participate in all these activities.
- It is expected that all should have an aggregate attendance of 100%
- A minimum of 90% attendance in the aggregate is mandatory for a student to appear for the university examinations. Students short of 90% attendance will not be allowed to appear for the respective university examinations.
- The 10% leverage in class attendance should be utilized for approved absences as mentioned below.

# Path to Success



“Work hard, and you will earn good rewards.  
Work smart, and you will earn great rewards.  
Work hard and work smart, and you will earn  
extraordinary rewards.”

- Matshona Dhlwayo

## Approved absences

- The institutional policy allows for certain exceptions to be absent from the course activities some examples are given below. However the request for these activities must be approved by the Vice Principal.
- A letter of approved absences credited as on duty leave from the Vice Principals office should be submitted to the concerned department Heads.
- However it is the student's responsibility to make up for the lost studies during these absences.

## Sick leave

- Students who fall sick should notify their wardens and then visit the Student and Staff Health Clinic (SSHC) in the hospital for treatment and advice and get their leave sanctioned by the attending physician in the prescribed leave format provided by this hospital.
- This letter should be submitted to the Vice Principals Office and copies to the concerned Heads of the Departments

## College affiliated activities

- Activities such as intercollegiate and inter university competitions representing this institution (competitive sports, quiz programs, speech contests etc.)
- Attending medical workshops, seminars, symposiums within our campus and elsewhere.
- Planning and practice sessions for college day programs, fresher's welcome day, white coat ceremony, cultural night etc.
- Going on rallies and camps conducted by other departments of this institution.

## Other exceptions

- Any other exceptions (eg attending marriage functions, death ceremonies etc) requiring absences from the classes will require special permission and approval from the Vice Principal and such should be communicated with the approval letter from the Vice Principal to the respective department Heads.

## Research

- **Research** can be among the most valuable experiences during medical education.
- Students who choose to take part in research are offered a variety of research opportunities locally, within departments or interdepartmental research, and nationwide in both clinical and basic sciences arena.
- Students who want to propose a new research must present the same along with a request for institutional research grants to the research committee along with the particulars of the faculty who will act as the guide.



## Absences following holidays

1. Students who are absent following declared holidays without proper information or authorization will be asked to pay readmission fees as stipulated by the management.

## Absences for internal assessment exams and model exams

2. It is mandatory for all students to attend all internal assessment examination.
3. The internal assessment marks will be sent to the university at the end of all internal assessment exams,
4. The award of internal assessment marks will be strictly based on your performance and attendance of all internal assessment examinations.
5. Special schedule may be made for a student to write the internal assessment examinations who for reasons which cannot be helped were absent for the Internal assessment exams. Such rescheduling will be at the sole discretion of the Vice Principal based on individual merit of the case.
6. Students who are absent for the model examinations will not be allowed to appear for the university examinations.

## Going out of station other than second Saturday and Sunday.

1. All requisition to go out of station other than second Saturday and Sunday should be submitted to the administration department before Thursday 4:00 pm of the said week along with their parents' consent letter.
2. Phone calls from parents in this regard will not be entertained; it should be communicated only through writing, registered email.

## Academic year and fees

- The period beginning on August 1st and ending on 31<sup>st</sup> of July is considered as one academic year.
- The students are asked to pay their fees for the next academic year on or before the 31<sup>st</sup> of July.
- Students who wish to vacate the hostels and become day scholars should do so before or on July 31<sup>st</sup> of the current academic year.
- A prior notice of one month is mandatory from the student side to vacate the hostel.
- In the case where a student vacates the hostel during the course of current academic year only the food bills as applicable would be refunded.

## Fees payment schedule for the following academic year.

- On or before 31<sup>st</sup> July - Entire Tuition fees, amenities fees and Hostel fees without fine
- On or before August 8<sup>th</sup> - Entire fees with penalty of ₹. 2000/-
- On or before August 15<sup>th</sup> - Entire fees with penalty of ₹. 5000/-
- After August 15<sup>th</sup> - Students shall pay and then attend classes and reside in the Hostel.



## Student Awards and Prizes

### The BC Roy Award for Academic Excellence

- This award is granted to any student who secures a distinction (> 80%) in all the first year subjects in the university examinations.
- This includes a Citation, a Medal and a Cash prize.

### The Allan Hodgkin award for athletic excellence

- This award is granted to the student for extraordinary triumphs on the athletic field in winning the maximum number of medals in college sports events.
- This includes a certificate and a cash prize and a Medal.

## Cash Prizes

- Any student who secures a university rank will be given a gold medal with a cash prize on the graduation day.
- This institution will match the cash prize won by Velammal Medical Students in competitions hosted by other colleges.
- A cash prize and a medal will be awarded to all students securing 100% class attendance.

## “The Velammal Excellence In Community Engagement Award”

“The Velammal excellence in community engagement award” is given in recognition of a student’s exceptional engagement in community activities such as, community based learning or research, partnership with local leaders and other community stakeholders in health, sanitation and other environmental protection related endeavors in the community, volunteerism for providing community services, support to the allotted families in health related matters and such other activities.,

Each year, the department of Community Medicine seeks nominations from the students for consideration of the award. The winner will be selected after evaluating the several compelling aspects, such as:

1. Students overall efforts and number of hours spent in doing these activities
2. The scope of initiatives to the community and college in community based medical education
3. Impact of the activities and tangible benefits to the community

The award consists of a trophy, certificate and the students name and year of recognition engraved on the Velammal Excellence in Community Engagement Award plaque displayed in the department. This award is granted in memory of Smt. Velammal to the students in recognition of their outstanding performance in community oriented service.

Contact the Department of Community Medicine for details.

## Indian Council of Medical Research- Short Term Studentship (ICMR-STs) Program

- ICMR-STs introduces the young inquisitive mind to enter into the world of research. It is a platform which helps medical students to undertake research in the form of a small project which can be done in time span of two to three months
- The main objective of this program is to provide an opportunity to undergraduate medical students to familiarize themselves with research methodology and techniques by being associated for a short duration with their seniors on ongoing research program or by undertaking independent projects.
- This program is only for undergraduate MBBS students before they appear in their final exams.
- Only one student will be allowed to work under one guide.

- The student is required to register on ICMR website in the month of December and then submit the application form and proposal online by January every year which will be evaluated by the ICMR. The last date of registration & submission of proposal each year is during second half of January.
- Results will be announced in April and list of selected students displayed on the website. If selected, the student is expected to complete the project in any two given months between April and September every year and submit the report before the last date of submission. The student will be awarded stipend and certificate only if his/her report is approved.
- The student should obtain a clearance from the Institutional Ethics Committee (IEC) if the proposal involves research on human participants and from Institutional Animal Ethics Committee (IAEC) if the work involves use of animals. The IEC/ IAEC approval should be obtained any time between January – April before beginning actual research work. The certificate may be submitted either along with proposal or with the report. Students are requested to visit ICMR website ([www.icmr.nic.in](http://www.icmr.nic.in)) and comply with instructions updated from time to time about STS program.

## Student Liaison

- Two students from each Batch will be nominated by the management to act as the liaison between the students, faculty and administration and will act to promote stronger student/faculty relations
- The Student Liaison will act as an instrument of student opinion concerning matters pertaining to student's life and the Velammal Medical College and Hospital Community.
- They will recommend and implement changes that will positively affect students at Velammal Medical College Hospital and Research institution.
- The proposed recommendations will reflect consensus of all medical students by vote or written appeal with their signatures addressed to the Dean.



# MENTORSHIP PROGRAM

## What is a Mentor?

A mentor is a coach, guide, tutor, facilitator, counselor and trusted advisor. A mentor is someone willing to spend his or her time and expertise to guide the development of another person

## What is a Mentee?

A mentee is a student, protege, apprentice and eager learner. A mentee is someone who wants to learn from someone who knows and seeks their valuable advice in order to grow personally and/or professionally.

## What is a Mentorship?

A mentorship is a relationship formed between a mentor and mentee with the goal of sharing knowledge and expertise between the mentor and the mentee. It can be a formal relationship with written goals and scheduled meeting times or it can be as informal as an occasional chat or email exchange.

Considering the fact that the students come from different academic, socioeconomic & linguistic backgrounds it becomes essential for establishment of mentoring system in educational institutions. Mentors ensure that the student (Mentee) under them attains the requisite strength & aptitude to overcome the challenges in Medical Education.

## Who will be the mentors?

The Mentorship committee will allocate students to VMCH&RI teaching faculty who will act as mentors. This will be a long term relationship which will continue until the mentee has completed his course.

## Meetings

It is responsibility of the mentee to organize his meetings with the mentor. It is encouraged that the meeting should be open hearted and the mentee should be prepared and well planned to express his concerns and issues. There are no restrictions on the number of mentoring sessions, however monthly reports of the Mentor & Mentee progress will be submitted by the Mentors to the higher authorities for review and if necessary to seek guidance from the Student Counseling Unit.

## Change of Mentor/Mentee

The outcome of this program is assessed over a period of time and shall be modulated to meet different challenges and needs of the Mentees. If for any reason the expected progress is not achieved and if it is reasonable to assume that a better progress could be seen with the change of Mentor or Mentee then this may be expressed in the feedback form by the mentor and Mentee. All such decisions will be finalized by the mentorship core committee (comprised of The Dean, The Vice Principal, Head of the Department of Psychiatry and the Coordinator of the Mentorship Committee,).The core committee will also oversee that respect and discipline is preserved during the entirety of this program.

## For more information

Contact for more details - Dr. R. Sumana, HOD of Anatomy and Coordinator of Mentorship Program.



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# Student Organizations

## Section 1

### New Organizations

- The founders of any proposed new organization must first schedule an appointment with the Dean.
  - a. A petition which describes the need for the formation of such an organization as well as the group's proposed goals as described in a mission statement.
  - b. The signatures of VMCH & RI students who are interested in forming such a group and in becoming members.
  - c. Approval and proposed support of the organization by a faculty sponsor.
  - d. An agenda detailing the organization's future activities

## Section 2

### Annual Reports

- Every Student Organization which wishes to remain recognized by VMCH & RI must submit an annual report especially student organizations funded by this institution.
- Student Organization Annual Reports should include the following:
  - ✧ Goals which were set for the past year, accomplished in the past year, and delineated for the upcoming year.
  - ✧ Finances, including fund-raisers and membership dues, and how these moneys were spent.
  - ✧ Projects which were completed in the past year and which are planned for the future.
  - ✧ University activities such as seminars and lectures.
- Based on these reports the Deans office will review and target inactive or non-productive students groups for de-recognition and closure.





## Extracurricular activities (ECA)

### What is ECA?

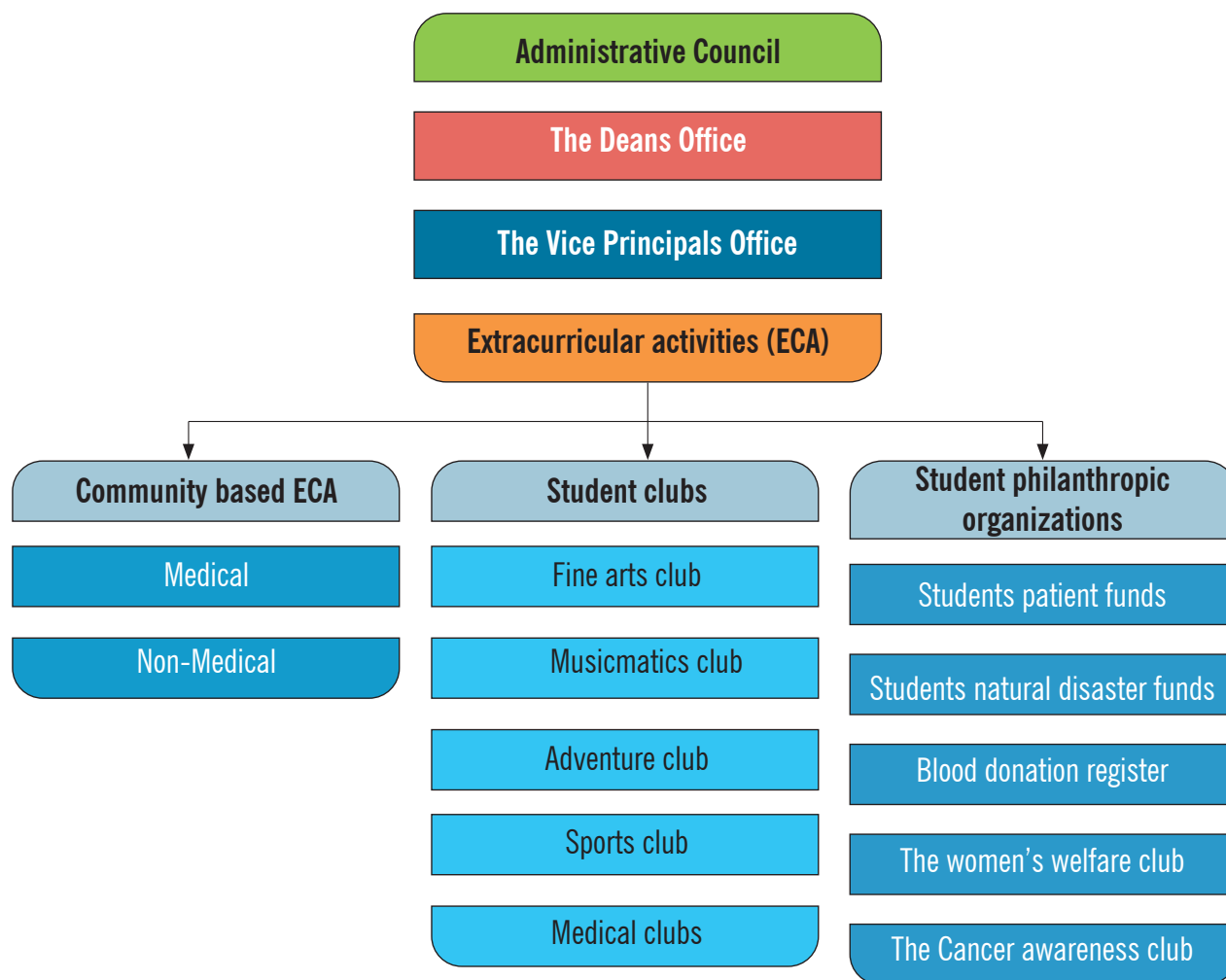
- Extracurricular activities are those that fall outside the realm of the normal curriculum of school or university education, performed by students.
- Extracurricular activities exist at all levels of education.
- Such activities are generally voluntary, mandatory, non-paying, social, philanthropic as opposed to scholastic, and often involve others of the same age.
- Students often organize and direct these activities under faculty sponsorship

### Why do we need Medical and Non-Medical ECA?

- The Hippocratic Oath taken by all physicians mandates altruism and unselfish concern for the welfare of others. According to the Association of American Medical Colleges (AAMC), a well-rounded sampling of extracurricular activities or work experience, both related and unrelated to medicine, will help broaden knowledge and development.
- According to an article published in The Clinical Teacher, the World Health Organization (WHO) expects all medical schools to 'direct their education, research and service activities towards addressing the priority health concerns of the community, region and/or nation that they have a mandate to serve.
- ECA provides opportunity to Develop and demonstrate commitment and dedication valued in medical students who would be future physicians,
- By gaining a realistic view of the health profession through clinical experiences, one secures critical insight into why one chooses a career in medicine. It is important that the experience be meaningful and more depth.
- Working with underserved populations, medical-related or not, gives students the opportunity to become exposed to environments of cultural diversity.
- Student is granted an opportunity to become a part of the primary care workforce and strengthen the nation's health care system
- ECA gives an opportunity to develop leadership skills.
- Accolades and certificates received by their ECA will add credits to their resume which is important to apply for higher studies especially in foreign universities which require ECA especially in community service.



## Schema of student ECA and its governing bodies



### The Students Wing of the UNESCO Center for Bioethics – Haifa.

- Velammal Medical College Bioethics unit is the Madurai Nodal center of the UNESCO Center for Bioethics – Haifa. The student's wing of the Bioethics unit was inaugurated by Asia Pacific head. Students are welcome to join this prestigious organization and contribute. Members of the student's wing will interact with the national student organization of the UNESCO Center for Bioethics – Haifa. This is an opportunity to interact and showcase your talent at the international level. Contact the Students wing president for membership.

### Community oriented ECA (Medical)

- These services are run under the guidance of the institution with a quantum of student volunteers
- Students are advised to volunteer
- Students should identify the area which they enjoy the most and volunteer for such service only.
- A merit certificate (which carries no academic credit) will be awarded to all those who put in a minimum of 200 hours of community service



## Services (examples)

- Volunteering as a member of a medical corps to help restore crisis-affected communities
- Volunteering on an on-going basis with a blood bank to assist in various activities of the operation
- Volunteering as a summer camp counselor working with children who are disabled
- Volunteer as an academic tutor for the hospital's long-term patients
- Volunteering as an emergency medical technician
- Volunteering for Environmental Cleanliness awareness campaign
- Volunteering for Stop smoking campaign
- Volunteering for Sports medicine clinic.

## Community oriented ECA (Non-Medical)

- Volunteering with an organization to help build homes for individuals and families in need
- Volunteering with an organization which support food donation efforts and a mission to end hunger
- Volunteering as a manager or coach for a little league in your community
- Volunteering through an organization in public education to environmental clean-up
- Volunteering on a on-going basis to organize to support individuals in-need within your community







## GOLD MEDAL EXAMINATIONS

### “Dr. Mehdi Hassan Award for Excellence in Anatomy”

Includes objective and subjective questions for 180 minutes and practical examinations based on TNMGRMU syllabus for anatomy. Usually conducted before Model examinations. Open to First Year MBBS students only with 90% attendance in Theory and practical classes and 100% attendance in all internal assessment examinations. Should have submitted gross anatomy and histology records on time. The students should not have had any disciplinary action sanctioned against them or complaints of discipline from the faculty of the department against them in the past. Winners will be given a Medal and Certificate.

Contact the Department of Anatomy for details.

### “Dr. Balakrishnan Anand Memorial Gold Medal Examination for Excellence in Physiology”

Includes objective and subjective questions for 180 minutes and 120 minutes of practical examinations. Usually conducted after First MBBS University examinations. Open to First year MBBS students only with 80% attendance in Theory and practical classes. Winners will be given a Medal and Certificate.

Contact the Department of Dermatology for details.

### “Venkatraman Ramakrishnan Medal For Excellence In Biochemistry”

Includes objective and subjective questions for 180 minutes and assessment of a allocated project work. Usually conducted before final year part II MBBS University examinations. Open to First Year MBBS students only with 90% attendance in Theory and practical classes, and who has submitted allocated project work on time. The students

should not have had any disciplinary action sanctioned against them or complaints of discipline against them in the past. Winners will be given a Medal and Certificate.

Contact the Department of Biochemistry for details.

### “Medal For Excellence in Undergraduate Pharmacology”

Includes objective and subjective questions for 120 minutes. Preliminary screening during November after second MBBS portions are complete before model exams. Final examination for medal will be before university practical examinations (Feb-Mar). Usually conducted before final year part II MBBS University examinations. Open to all second year MBBS students with 90% attendance in Theory and practical classes, must qualify in the preliminary screening. The students should not have had any disciplinary action sanctioned against them or complaints of discipline against them in the past. Should have been always punctual to the department and college. Winners will be given a Medal and Certificate.

Contact the Department of Pharmacology details.

### “William Boyd Memorial Medal in Pathology”

Includes objective and subjective questions for 120 minutes. Usually conducted before second year MBBS University examinations. Open to second year MBBS students only with 90% attendance in Theory and practical classes, 100% attendance in all class tests and internal assessment examinations and Minimum 60% marks in all the internal assessment tests. Winners will be given a Medal and Certificate.

Contact the Department of Pathology for details.

### **“Pasteur’s Gold Medal Examination For Excellence In Microbiology”**

Includes objective and subjective questions for 120 minutes. Usually conducted before final year part II MBBS University examinations. Open to Final Year second MBBS students only with 80% attendance in Theory and practical classes. Winners will be given a Medal and Certificate.

Contact the Department of Microbiology for details.

### **“Dr. G. Venkatasamy Memorial Gold Medal In Ophthalmology”**

Includes objective and subjective questions for 120 minutes and 120 minutes of practical examinations. Usually conducted before final year part I MBBS University examinations. Open to Final Year Part I MBBS students only, with 80% attendance in Theory and practical classes and 100% attendance in all internal assessment examinations. Winners will be given a Medal and Certificate.

Contact the Department of Ophthalmology for details.

### **“Prof Dr. Shahul Hameed Memorial Gold Medal In Ent”**

Includes objective and subjective questions for 120 minutes and 60 minutes practical examinations. Usually conducted before final year part I MBBS University examinations. Open to Final Year Part I MBBS students only, with 80% attendance in Theory and practical classes without any failures in Ist and IInd Clinical years. Winners will be given a Medal and Certificate.

Contact the Department of ENT for details.

### **“John Snow Club”**

The “JOHN SNOW CLUB” is initiated by the Department of Community Medicine and meets twice in a month in the department’s seminar room. The club is actively involved in updating the knowledge of student

and faculty with recent advances and novel interventions in the field of public health. The club organizes CMEs, guest lectures, debates, quiz competitions, essays competitions regarding major public health challenges. The club utilizes innovative ways to create awareness in the community through celebration of important health days, role plays, debates at the field practice areas where students are actively involved.

For details contact the Department of Community Medicine.

### **“Prof Dr. Muthaiah Gold Medal For Excellence In General Medicine”**

Includes objective and subjective questions for 120 minutes and clinical examination for 60 minutes. Usually conducted before final year part II MBBS University examinations. Open to Final Year Part II MBBS students only, with 80% attendance in Theory and practical classes. Winners will be given a Medal, Certificate and cash prize.

Contact the Department of General Medicine for details.

### **“Velammal Pediatrics Medal Exam”**

Includes objective and subjective questions in theory for 30 Minutes and Work based multimodal assessment for 30 minutes. Usually conducted after final year part II MBBS University examinations at the end of CRRP pediatric posting. Open to CRRP who during their final year MBBS period secured 80% attendance in Theory and practical classes, 60% marks in Internal Assessment tests and min 60% marks during model examinations. Winners will be given a Medal and a Certificate.

Contact the Department of Pediatrics for details.

### **“Dr. Syed Maroof Sahib Gold Medal in Dermatology”**

Includes objective and subjective questions for 90 minutes. Usually conducted before final

year part II MBBS University examinations. Open to Final Year Part II MBBS students only with 80% attendance in Theory and practical classes. Winners will be given a Medal and Certificate.

Contact the Department of Dermatology for details.

### **“Bleulers Gold Medal Exam in Psychiatry”**

Includes objective and subjective questions for 120 minutes. Usually conducted before final year part II MBBS University examinations. Open to all undergraduate clinical years MBBS students. Winners will be given a Medal, Certificate and cash prize.

Contact the Department of Psychiatry for details.

### **“Prof. Dr. Sarath Chandra Gold Medal For Excellence In General Surgery”**

Includes objective and subjective questions for 180 minutes and 180 minute of practical examination. Usually conducted before final year part II MBBS University examinations. Open to Final Year Part II MBBS students only with no failures in previous Years, 100% attendance in all Internal assessment examinations, with minimum 60% marks in all Internal assessment examinations and 80% attendance in Theory and practical classes. Winners will be given a Medal and Certificate.

Contact the Department of General Surgery for details.

### **“A.L. Mudhaliar Memorial Gold Medal in OBG”.**

Includes objective and subjective questions for 120 minutes, and 120 minutes clinical examinations. Usually conducted before final year part II MBBS University examinations. Open to Final Year Part II MBBS students only, with 80% attendance in Theory and practical classes. Winners will be given a Medal and Certificate.

Contact the Department of OBG for details.

### **“Dr. R. Venkatakrisnan Gold Medal Exam In Orthopaedics”**

Includes objective and subjective questions for 90 minutes and practical examinations for 60 minutes. Usually conducted before final year part II MBBS University examinations. Open to Final Year Part II MBBS students only with 80% attendance in Theory and practical classes, 60% marks in internal assessment examinations and 60% marks in model examination. Winners will be given a Medal and Certificate.

Contact the Department of Orthopaedics details.

## **CLUBS**

### **“The Sherlock Holmes Club”**

The department of forensic medicine is proud to host the “THE SHERLOCK HOLMES CLUB” which meets twice in a month in the department seminar room and will discuss challenging issues in jurisprudence and forensic sciences. The club would be responsible for the Conduct of CME programs, student seminars in the subject, Workshops & Hands on training, Co-ordinate & arrange Guest Lectures, Quiz programs and Conduct Exhibition for creating public awareness.

For details contact the department of Forensic Medicine

### **“The Pharma Club”**

The Pharma club is the brain child of The Department of Pharmacology which meets twice in a month in the departments demo room. The club involves itself in organizing a train of activities for students such as Computer assisted Learning, Experimental pharmacology Exercises, Pharmacoeconomics exercises, ADR form filling and Pharmacovigilance, Seminars



Quiz and competitions, Journal club, Student organised CMEs, Simulations , Student Research activities and Healthy Lifestyle Education.

For details contact the department of Pharmacology

### “Morgagni’s Club”

The department of pathological hosts the Morgagni's club in the department's demo room once every month. The club takes responsibility in organizing intradepartmental - Slide discussions, Clinico-pathological correlation an interdepartmental discussion on difficult slides, Journal clubs and CME programs.

For details contact the Department of Pathology.

### “The Physiology Club”

The Physiology club meets twice in a month in the department's seminar room. The club has lined a host of activities for the year such as community based educational programs, student organized CME, students initiated integrated teaching programs, educational debates, solving stimulated clinical scenarios, conduct of physiology exhibition for school students, yoga for life style modification and student research activities.

For details contact the Department of Physiology.

### “BMBC” (Biochemistry and Molecular Biology Club)

The department of biochemistry is proud to introduce “Biochemistry & Molecular Biology Club” which is a student centered body for the promotion and popularization of the subject among the students. It meets twice in a month in the department's demo room. The club will organize activities through the year such as Discussions on subject related issues of public/patient interest, publicize recent

advances and technological breakthroughs in the subjects, conduct research, facilitate and assist other students in planning research, create opportunities for hands-on training in advanced laboratory procedures, organize symposium, guest lectures and exhibition, create online discussion groups/ discussion boards, organize Quiz competitions, Contests and Institute awards for the achievers.

For details contact the Department of Biochemistry.

### “Newgen Club”

The Newgen club is organized by the department of Anatomy and meets twice in a month in the department's seminar room. The club organizes and conducts several programs such as CME, students seminars and role paly in the subject, quiz programs, exhibitions for public awareness and co-ordinate and arrange guest lectures,

For details contact the Department of Anatomy.

### “Koch’s Club”

The Kochs club is organized by the department of Microbiology and meets twice in a month in the department's seminar room. Some of the main objectives of the club are to create awareness of infection control among health care workers and students of our institute, like prevention of hospital acquired infection, importance of vaccination. It also emphasizes the importance of environmental surveillance in critical care areas like operation theatre, ICU, Surveillance during any suspected outbreaks. They organize Guest lectures, CME, Seminars, Case discussion and student seminars and journal reading. Other activities include student research project, encouraging students to participate inside & outside quiz program.

For details contact the Department of Microbiology.

## PROPOSED EVENTS FOR ACADEMIC YEAR 2021 – 2022

### STUDENT ACADEMIC REVIEW I & II

#### Purpose:

- Objectively evaluate the students' academic progress
- Objectively evaluate the students' Social progress
- To address any issues impeding studies (financial, personal, Physical ect)
- Counsel accordingly and set goals for the next academic review
- This will also serve as a deterrent for improper conduct and academic performance
- To be conducted once in 6 months
- For all batches of MBBS course
- Faculty representing all departments (pre, Para and clinical) will be present for evaluation and counseling.
- Students should be accompanied by parents.

### “CLINICON” – 2022

- Clinical Medical Case Solving – conference and CME for final year Undergraduates
- Open to all Final year MBBS students from Tamil Nadu medical colleges.
- Open to all Tamil Nadu Medical Colleges

#### Activities

- Competitions
  - ✦ Written exam- clinically oriented MCQ questions (undergraduate level)
  - ✦ Spotter - clinical case solving (OSCE stations)
  - ✦ Case presentation and logical reasoning skills
- CME:
- Invited Guest Lectures
- Topics will be decided by the CLINICON committee.

### GRADUATION DAY – 2022

- For the our going CRRRI batch
- Ideally 1 week before completion of Internship Program Eligibility
- Students of the current batch
- Students who have failed final MBBS part II and passed in supplementary
- Students with extension of CRRRI period allowed but not more than six months.
- Students completing internship in other institutions.

## WORLD BIOETHICS DAY

Objective to create awareness among students regarding

- Jurisprudence governing Medical Profession
- Responsibilities of a Medical profession
- Professionalism
- Rights and Privileges of the Patients
- Confidentiality
- Medical Communications and its pitfalls Who will attend?
- All final year Medical students from our Institution
- All Members of Bioethics unit including steering committees
- All Students who are members of Bioethics Student wing ( irrespective of year of study)
- Program
- Invited guest speakers Medical and nonmedical (eg Lawyers, police)
- Awarding of medals for Best research paper in bioethics, short film, Essay, Photography, Poster (artistic and Scientific) as advised by UNESCO.
- Winners will to contesting at international Level organized by UNESCO.

## VELAMMAL INNOVATION SUMMIT AWARDS

### Purpose

- Recognize talent and innovation in medical research across all spectrums of medical specialties
- Create a common platform for interaction and capacity building among researchers
- To inspire our medical students and staff in research and innovation.
- To showcase our institutions capacity for ground breaking and paradigm shifting research capabilities.
- This is a national event.
- Organized by Department of Community Medicine

## MEDQUIZITIVE – 2022

- National medical quiz program for undergraduates
- Eligibility: Undergraduate Medical student from all years of study

## Pattern:

- ✦ Medical history, Contributions to medical science, All medical subjects, Clinical problem solving, Current Trends in medical technology, latest innovation, Artificial Intelligence. Synthetic Biology , Bionics etc)
- ✦ Written screening test, open contest Buzzer, knockout etc.
- ✦ Topic: As chosen the MEDQUIZITIVE committee

## VELAMMAL ANNUAL AWARDS

### Purpose

- To recognize people who have contributed to the Madurai community.
- To recognize Students with excellent academic achievements.
- This day will Honor candidate under the following categories from Madurai district
  - ✦ Best student award
  - ✦ Best teacher award
  - ✦ Best Philanthropist award
  - ✦ Best community service award

### Criterion.

1. Students from our college who have accolades in Academics , won prizes from other institutions, Accolades in research, Any academic accomplishments including attendance etc.
2. Students from other colleges irrespective of discipline ( medical , Dental, engineering ,arts )would receive similar awards .
3. People from Madurai contributing to community service, army, etc.
4. People who have represented or championed the cause for the poor. Philanthropic organization ,eg home for the orphans , Home for elderly etc

### Program

- ✦ The growth of Velammal institution, her vision and future plans, Her accomplishments. ( Video, Speech, role play, Skit , Audio visual play)
- ✦ Invited guest: who have accomplished and recognized at the national level in the past. To give a testimony.

## “THE AXIOM” AUTUMN SYMPOSIUM -2022

- This would be an international event
- This is an academic and research oriented symposium

- Duration: Two days
- Topics : as decided by the department who will be hosted for the year.
  - ✦ Related sciences will get together and host the show
  - ✦ For example: Neurology, Neurosurgery, and Psychiatry
  - ✦ Topic example “The Power of Silence amidst technology”
  - ✦ Latest research on Silence, how brain modulates regeneration during silence, Latest research on the effects of noise pollution on health. Suggestions for policy regarding noise control.
  - ✦ Effect of noise on nature etc etc.
- Purpose /objectives
  - ✦ To portray Velammal Services and contribution internationally
  - ✦ Make way for international exchange programs ( faculty , students and services)

## Invitees

- Researchers with international repute as speakers
- Specialist in the chosen topic as speakers
- Medical Practitioners and medical research from all over India and abroad as delegates

## THE VELAMMAL ORATION AWARD

- The grandest award from Velammal institutions.
- Will happen on the second day evening
- Carries a Citation, Medal and Cash prize

## “TRIPLE M CONTEST” cum Exhibition

- Medical Model Making Contest
- National Level competition
- Open for all Medical Students (all years)
- Topics to be decided by the Triple M committee
- Students will display their Model and answer questions
- Additionally – an Exhibition open to public
  - ✦ Date same day as above
  - ✦ Time : 8:00 am to 4:00 pm
  - ✦ Models made by Medical students
  - ✦ Exhibits of services, equipment , Achievements of Velammal hospitals
  - ✦ Medical models made by AHS and Nursing students
  - ✦ Medical models made by School children

## VELAMMAL TAMIL CULTURE TALENT FERRET

- Velammal Hunt for talent from Madurai district.
- Competition open for Public
  - ✦ Singing
  - ✦ Oration
  - ✦ Essay writing
  - ✦ Painting
  - ✦ Photography
  - ✦ Short Film
  - ✦ Dancing
- Purpose :
  - ✦ Explore talent and create awareness of such people nationally.

## “CLEAN AND GREEN CAMPUS DAY”

- ✦ Campus cleanliness day
- ✦ Plantation day
- ✦ Hostel room cleanliness - competition.
- All students will participate
- Award for most clean room. ( placard on the door)
- All rooms have to be opened compulsorily on this day.
- Purpose to create awareness environmental cleanliness and individual room cleanliness

## STUDENTS – INTRAMURAL SPORTS

- Will continue for one month without affecting class hours.
- Time : every day 4;30 to 6:30 pm ( team events only)

## ANNUAL SPORTS DAY

- One day celebrations
- Time : 7:30 am to 3: pm ( Track and field events )
- Program : March past, Invited guest declare games open
- Closing ceremony and giving away Medals and trophies.

## INTRAMURAL CULTURAL COMPETITIONS

- Will continue for 10 days without affecting class hours.
- Time : every day 4;30 to 6:30 pm ( Off stage events )

## ANNUAL CULTURAL DAY

- Two days program ( first day only in the evening 2nd day will be a whole days program)
- Time 6:00 pm to 8:30 pm ( on stage events )

## VELAMMAL TROPHY

- Intermedical sports competitions hosted by Velammal Medical College.
- Duration three days
- All medical colleges from Tamil nadu will be invited to compete
- Time : 8:00 am to 8:30 pm

## COLLEGE CME PROGRAM

- Once in a month every month one CME program is scheduled
- Total 12 CME per Year
- Pattern of CME responsibility each month – Clinical /clinical/Pre- Clinical or Para clinical
- One department per month (8 College departments 16 hospital departments = 24 depts))
- Each department will get a chance once in two years.
- Organization
- The organizing department will decide on the topic and organization of the event
- Time : 8:00 am to 4:00 pm
- Date: Second Saturday of every month

## “SINTHANAI” - ANNUAL VELAMMAL PATTIMANDRAM

- Open to general Public from Madurai district.
- Purpose :
  - ✦ Getting public into the hospital campus and show case our facilities
  - ✦ Explore talent and create awareness of such people nationally.
- Time 3:00 pm to 5:00 pm

## PONGAL CELEBRATION (staff cultural)

- Organized by Staff
- Celebration of harvest festival -Pongal
- Includes competitive games for staff (interdepartmental)
  - ✦ Velammal premier league – Men (VPL-M)
  - ✦ Velammal premier league – Women (VPL-W)
- Team events
- Field and track events

## GOLLU CELEBRATIONS

- Organized by Staff during the Dussehra holiday
- Thematic Dolls and figurines arrangement and display
- State specific dance competitions for students ( eg : Garba dance from Gujarat)

## CHRISTMAS CELEBRATION

- Organized by Staff
- Christmas programs by the Staff, Medical students, AHS and nursing students
- Carol signing, skits, etc



## STUDENT HEALTH



### • Location and Hours

- The Staff Student Health Services (SSHS) is open to all students enrolled at VMCH & RI.
- SSHS is located in the medical OPD in the main hospital building.
- The hours of operation are Monday through Friday 8:00 a.m. until 3:00 p.m.
- It is closed for a staff meeting and weekends,
- Students should report to the Emergency Department if an urgent medical problem arises.
- Any charges incurred by such visits will be billed to the student's insurance.

### • Staff

- One physician and two nurses will be available each day.
- immunization records and health information.
- SSHS coordinates psychiatric care through the Student Personal Counseling Center.

### • Immunization Requirements

- In complying with the infection control policies of the Hospital Infection Control Committee, It is required that all students complete a student health form prior to attending their classes.

- This consists of a medical history and up- to-date immunizations records.
- A physical exam performed by the student's physician is mandatory.
- For a list of immunization requirements please visit the SSHS.

### • Health Insurance

- Health insurance is required for all students attending VMCH & RI.
- VMCH & RI is happy to offer a comprehensive health plan designed specifically for students (Medical and Dental)
- This coverage is for one full year August 1<sup>st</sup> to July 31<sup>st</sup>.
- Details regarding rates and the plan benefits can be accessed at the Deans office.

## Standards of Conduct

### • Alcoholic Beverages

- VMCH &RI will take severe disciplinary action including suspension or dismissal from the Medical college against those students who attempt to purchase, consume, possess, or transport any alcoholic or malt or brewed beverage within the Medical College premises

### • Smoking

- No student shall smoke cigarettes, beedies and like substances
- Students who are found to be smoking in secret (toilets, bushes etc) will attract punitive measures from the disciplinary committee and your parents will be informed.

## • Location and Hours

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## Standards of Conduct

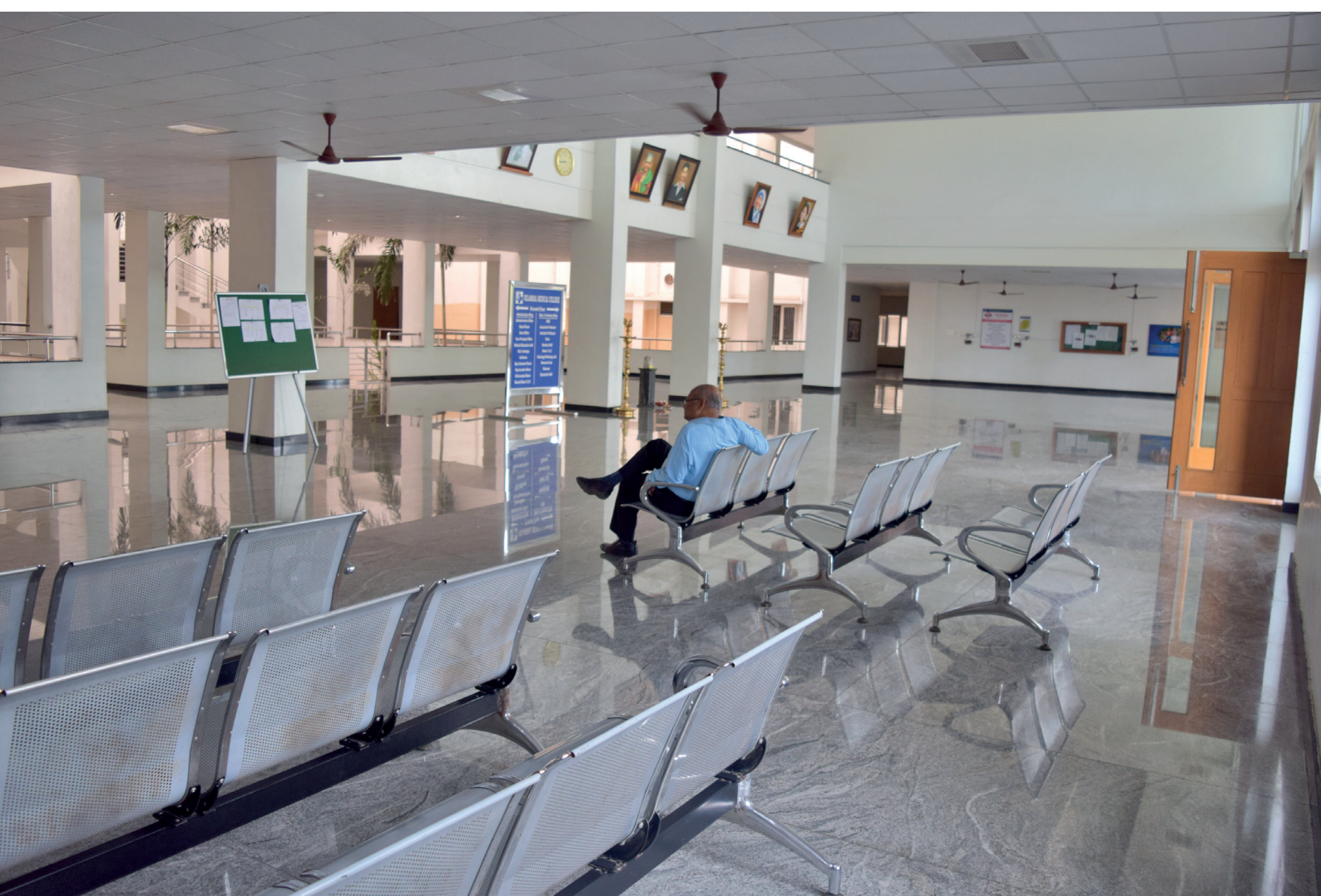
### • Relationship with opposite sex

- At all times the opposite sex should be treated with dignity and respect. Both male and female should be aware of this rule.
- It is strictly forbidden to involve in close relationship amounting to be in love with the opposite sex. This will attract punitive measures against both parties.
- Couples (male and female) consistently found together would be a suspect of breaking the above conduct, for this reason it is advised to move with friends as a group.
- If a student is betrothed to another student which was organised by the parents it should be informed to the chief warden who may grant special privileges for communications between them.

### • Phoning the chief warden

- No student or resident of the hostel including the resident's parent is allowed to call the wardens over the phone for any reason except in emergency situations. Permission to go home, going for parties, going for outing, going for temple functions and marriages, enquiring about leave etc. etc. does not amount to emergency situation.





- The chief warden may be approached in person or in writing regarding personal grievances during office hours or when visiting the Hostels.
  - The parents should send a consent letter as per the format given in the student's hand book. If the format is not followed the letter would be rejected and permission would be withheld.
  - Sending the parents' consent letter via email does not automatically mean that the permission is granted. The permission would be granted based on the perception of the Wardens, the participant is required to make sure that permission is granted and only then proceed with travel arrangements.
  - **Cash and valuables**
    - No student should store and or have in their possession expensive jewellerys and cash with in the hostels. Loss of such items may be reported but the management takes no responsibility for such loss and recovery.
    - All students are asked to leave their cash in their bank accounts and only take from the bank such as required.
  - **Alcoholic Beverages**
    - VMCH &RI will take severe disciplinary action including suspension or dismissal from the Medical college against those students w h o attempt to purchase, consume, possess, or transport any alcoholic or malt or brewed beverage within the Medical College premises
  - **Smoking**
    - No student shall smoke cigarettes, beedies and like substances
    - Students who are found to be smoking in secret (toilets, bushes etc) will attract punitive measures from the disciplinary committee and your parents will be informed.
  - **Drugs**
    - VMCH & RI prohibits the possession, sale, and traffic in marijuana and illicit drugs.
    - VMCH & RI will not shield any student from actions of civil authorities arising from any unlawful acts committed by the student.
    - VMCH & RI complies with the civil laws concerning drugs.
    - The willful possession, merchandising, or consumption of drugs, other than for medicinal purposes, may result in suspension or dismissal from this Institute.
    - VMCH & RI reserves the right to investigate any student's hostel, facility or belongings if it has information which would lead to a reasonable belief that any illegal or illicit activity is taking place.
    - All investigations and disciplinary actions will be taken by the Disciplinary committee.
- Academic Dress Code - General principles**
- Academic dress guidelines apply to the entire Academic Building, including the class rooms, the library, clinics, and any other location in which students shall gather for the purpose of a class or for the purpose of representing their college.
  - Discretion should be used in the selection of clothing to ensure that safety and professional appearance are not compromised when standing, sitting, bending or stretching
  - Clothing should not be revealing or suggestive in any way, either by being

too tight or too loose.

- All students should be well groomed and dressed in a manner which will help them to establish rapport with their patients.
  - Effort should be taken to avoid bad breath or body odors
  - Students should recognize that unclean dress, disheveled hair, or an unkempt beard will be offensive to many patients and that a patient has the absolute prerogative to refuse to be examined by a student who offends him / her.
  - Medical students are expected to wear clean and pressed white coats whenever they are in practical classes and patient areas.
  - Dying of hair with fancy unnatural colors is strictly prohibited
  - The students are encouraged to establish habits of good demeanor, in their relationships with patients, faculty and fellow students.
- **Academic Dress Code – Guidelines for male.**
- Medical students are advised to dress with taste in formal shirts and pants. Shirts neatly tucked in.
  - Avoid Gordy and florescent colored clothes.
  - T shirts, Jeans pants, baggy pants, Bermuda shorts, cargo pants are not allowed during regular college activities.
  - Items with inappropriate logos, slogans or designs are not permitted.
  - It is preferred that students wear well-polished Soft-soled black shoes.
  - Hawaii chappals are not allowed.
  - Jewelry in any form is not permissible for male students. Avoid any designer tattoos. The existing tattoos shall be appropriately covered so as not to be visible
  - Long Hair do, punk hairstyles and punk beards, long nails are not allowed.
  - Avoid strong perfumes
  - Wearing hats or other headwear and sunglasses is not permitted during work hours.
  - Permitted:
    - Only formal shirts (full sleeve with button) and pants are permitted
    - Collared shirt, buttoned appropriately, neatly tucked in
    - Well-polished, soft-sole black or brown, leather or artificial leather shoes.
  - Not permitted:
    - Gordy and florescent coloured cloths
    - Below waist get-up
    - Unbuttoned shirts
    - T shirts, jeans pants, baggy pants, pencil tip pants, Bermuda shorts, cargo pants
    - Items with inappropriate logos, slogans or designs
    - Hawaii chappals, sandals, action shoes, sport shoes, canvas shoes, fancy shoes, king's shoes, Suede leather shoes
    - Wearing hats or other headwear and sun glass
    - Jewellery and Inappropriate tattoos
- **Academic Dress Code – Guidelines for female**
- Ladies should preserve the spirit of modesty in selecting outfits for academic and social endeavors during their stay in this institution.

- It is preferred that female students wear chudidhar with dupatta, Salwar kameez, or a neatly tied saree with modesty. However sleeveless chudidhars and blouse are not allowed.
- Pants, Jeans, T shirts, Bermuda shorts, Leggings, Jeggings are not allowed.
- Small ear jewelry is permissible which does not dangle.
- Jewelry should not be functionally restrictive or excessive. Stud-type earrings are acceptable. Wearing more than one earring in each ear is discouraged. There should be no visible jewelry in body piercings, with the exception of stud earrings. Nose piercings which have religious significance are acceptable. Costly jewelry, more than one bangle, heavy neck chains, noise making anklets is not allowed.
- Hair should be neatly tied with no flowers.
- Lipstick and lip gloss is to be avoided.
- Preferred foot wear for female students is cut shoes or sandals. Avoid foot wear with pointed high heels especially foot wears that makes noise.
- Hawaii chappals are not allowed.
- No student will grow long nails, wear nail polish, or decorate her hands with mehandhi.
- Avoid strong perfumes.

### Permitted:

- Preferred dresses are: Salwar-kameez, (kameez/kurta extending up to knee or below knee) with dupatta or neatly tied sari-blouse with modesty.
- Preferred Foot wears: cut shoes, sandals. Avoid pointed high heel or noise making foot wears.

- 1<sup>st</sup> MBBS students should wear only cut shoes during dissection
- Jewellery that is simple and not too expensive
- Hair should be neatly tied

### Not permitted:

- Sleeveless dresses, skin-tight clothes/apparel
- Pants, jeans, T shirts, Bermuda shorts, leggings, jeggings
- Hawaii chappals, action shoes, sport shoes, canvas shoes, fancy shoes etc are NOT allowed
- Jewellery that is too expensive, functionally restrictive, excessive, dangling and noise making.
- Wearing of Flowers in hair
- Students who are found by the relevant authorities to be deliberately violating the dress code will be reprimanded, and will be issued "INDISCIPLINE PASS".

### Punctuality

- All students should report in the main gate of medical college building at least 5 minutes before actual class schedule so that they should be available inside the class room in correct time.

### For morning classes

- Reporting time is UP TO 7:55 am.
- Reporting between 7:55 am to 8:00 am is considered LATE. Students will be permitted to enter the main gate between 7:55 am and 8:00 am only with the INDISCIPLINE PASS issued by authorised staff.
- After 8:00 am no student will be allowed to attend the class. Such students will have to sit in the college reception and study till 9:00 am. Also, INDISCIPLINE PASS will be issued to such students.

- Genuine cases of late arrival will be decided on a case-to-case basis by the relevant authorities.

### For afternoon classes

- Reporting time is up to 12:55 pm (for 1st MBBS students: 1:55 pm).
- Reporting between 12:55 to 1:00 pm (for 1st MBBS students: 1:55 pm to 2:00 pm) is considered LATE. Students will be permitted to enter the main gate between 12:55 pm and 1:00 pm (for 1<sup>st</sup> MBBS students: 1:55 pm to 2:00 pm) only with the INDISCIPLINE PASS issued by authorised staff.
- After 1:00 pm (for 1st MBBS students: 2:00 pm) no student will be allowed to attend the class. Such students will have to sit in the college reception and study till 4:00 pm. Also, INDISCIPLINE PASS will be issued to such students.

### For Hospital Posting

- All students should be available in their allotted teaching learning area in time.
- Presence of students in any part of Hospital away from the posting place during allotted teaching learning period without the express written permission of concerned teacher is not allowed. If caught, INDISCIPLINE PASS will be issued to such students.
- Students are permitted in the cafeteria only between 10:30 am to 10:45 am. Students should remember that the permission to take a break in cafeteria is only a privilege and not a right. Students are allowed to visit cafeteria only at the discretion of the concerned faculty. If any student is found in cafeteria outside the allotted time, disciplinary action will be taken.

### Accumulation of INDISCIPLINE PASS

- Whenever INDISCIPLINE PASS is issued to students, a record of the same will be kept, which will be periodically submitted to the Student Discipline Monitoring Committee.
- The purpose of introducing the system of INDISCIPLINE PASS is to discourage repeated and deliberate violation of college code of discipline. If a student indulges in repeated violations, the quantum of punishment handed out will proportionately increase.
- If the number of INDISCIPLINE PASSES exceeds 3 in a month, the student will be asked to serve a detention for 1 hour, and a report will be sent to the management. A communication will be sent to the student's parents as well, and a report will be entered in the student's personal file.
- Detention: The student will have to spend time, under supervision, in college reception from 4.00 pm and 5.00 pm, where s/he will sit silently and study. Sleeping or any other recreational activity is not permitted. If the student indulges in any such activity during the detention, then the student will have to serve the detention once again.
- If the number of INDISCIPLINE PASSES exceeds 6 in a month, the student will be asked to serve a detention for 2 hours on the subsequent Second Saturday, and a report will be sent to the management. A communication will be sent to the student's parents as well, and a report will be entered in the student's personal file.
- Students with 20 to 30 INDISCIPLINE PASSES in a calendar year will not be allowed to participate in extracurricular activities such as sports,



quiz, conferences, cultural activities etc, including Xperanza, both inside and outside the college.

- Students with 30 or more INDISCIPLINE PASSES in a calendar year will not be permitted to write the next University examination, and will have to write the supplementary University examination after 6 months.
- Students who are issued INDISCIPLINE PASS should submit the same at the college reception at the end of the day, without fail. This will be later added to the student's individual file.
- D] Use of Mobile Devices (Including Tablet Phones, I-pad, mp3 Players, Smart Watches etc)
- Hostel students are not permitted to bring their mobile devices to the college.
- Day scholars are expected to deposit their mobile devices at the college reception, and collect them back at the end of the day.
- Mobile devices are NOT allowed in teaching areas, class rooms, hospital premises, and definitely not during examinations.
- It is found that some students carry more than one mobile phones to the college and submit only one of the two phones in the reception while continue to use the second one in the classrooms. This is not permissible.
- If a student is caught possessing mobile phones inside the above-mentioned locations, the phone will be confiscated and will not be returned until the end of the academic year. No relaxation to this rule is permissible. No conditions leading to the use of mobile phones in the above mentioned areas will be considered genuine.

- Any gross violation of discipline in the use of mobile devices will be recorded, and a report will be sent each to the management, the parents of the students, and to the personal file of the student.

### [E] Discipline in the Classroom

- Students are expected to be inside the lecture hall in time as well as before the entry of teacher.
- If a late coming student is issued INDISCIPLINE PASSES at the gate, it does not guarantee his/ her entry into the classroom. The sole authority to decide whether a latecomer should be allowed inside a class, and whether attendance should be granted to latecomers, is the faculty who is handling the particular class. Producing the late pass is not the indication of attendance. Attendance will be decided by concerned faculty.
- All students should stand up whenever teacher enters the class room.
- In each row 6-7-6 student sitting arrangement should strictly be followed
- If a student has medical or other genuine reason to leave the class while the lecture is in progress, s/he can do it only with the due permission of the teacher.
- At the end of the lecture, students are expected to continue maintain the decorum of the class, even after the faculty leaves, until the faculty taking the next class arrives. At the end of the last lecture, students are expected to leave the lecture hall without any disturbance after the faculty leaves the hall.
- Creating disturbances, distractions, mischief, etc during the class will be viewed seriously.

## [F] Discipline during Examinations

- Students are expected to be seated inside the examination hall in their respective seats before 30 minutes of the beginning of the beginning of the examination.
- No student will be permitted to enter the examination hall after 30 minutes after the beginning of the examination without valid reason and approved by the Dean..
- During the University Examinations, the code of disciplinary conduct as issued by the University will come into play. These guidelines will be displayed in the notice board before the examination, and will apply only during the duration of examination.

## Identification Cards

- Photo identification cards are issued to all new students during Orientation Week.
- It is mandatory that students wear their identification tags all the time during their learning hours and must be carried at all times on campus.
- ID cards should be visible and worn above the waist and are not to be compromised in a manner that prevents clear display of name or picture ID
- Students found to deliberately not wearing their ID cards will be issued "INDISCIPLINE PASS"
- Students can report lost cards and obtain a replacement for a lost or damaged card for a nominal charge of Rs 150 /- from the Vice Principals Office.

## Use of Mobile Devices

- Mobile devices are not allowed into teaching areas, classrooms and hospital premises and the Library.
- Medical Students are not permitted to take pictures or recordings of anatomical specimens or any aspect of patient care (real or simulated) on mobile device
- Medical students are strictly advised not to be in possession of Mobile devices during all examinations days (internal and university) and certainly not allowed into the examination halls.

## • Cafeteria

- Cafeteria is available within the hospital premises, near the Library building , near the east gate of the hospital and Velammal Multi cuisine restaurant at the exit gate of the hospital.
- Any suggestions or complaints regarding food, or timing should be brought to the notice of the cafeteria manager.

## • Student utilities

- Barber shop, Beauty parlor and a grocery store is available in the ground floor annex of the Library building
- Spa and Gym facilities are available at the top floor of the library building.
- A dhobi will is available for your service and will visit the hostel every day. However you will have to pay a nominal amount for the services.
- Indian overseas bank is located near the main entrance.
- There are three ATMs within the campus. One near the IOB bank, second inside the Main OPD foyer, The third is located near the Pharmacy on the ground floor of the hospital.

- Adjacent to the temple a post office is available for your use.
- **Vehicle safety and Parking**
  - It is prohibited for any student who resides in the college hostels to possess motorized vehicle of any sort.
  - No motor vehicle should be parked within the hostel premises.
  - Day scholar students, who drive to this institution, should register their vehicles with the security and parked in the students parking area.
  - Complete campus parking regulations are listed in the parking lots
  - It is mandatory that all driving a two wheeler shall wear helmets within and without the campus.
  - Driving without helmets is a serious violation of this institutions student safety policy.
- **Student Crisis Response Guideline**
  - In the event of a specific student crisis, students should call or inform the warden,
  - If they are unable to reach the warden ,theDean should be notified,
  - Events include, but are not limited to, injury/illness/hospitalization,psychiatric episodes (including attempted suicide),assault, disappearance, hostel disturbance, unprofessional behavior or death of a student.
- **Places of worship**
  - The church building is located adjacent to the college of allied health sciences. It is open all through the week. Every Wednesday 4:00 pm to 6:00 pm there will be Fellowship for staff and faculty.
  - There is Temple located near the main entrance to the Hospital campus. Open through the week.
  - A mosque is located near the women's nurses' hostel. Open through the week.



## HOSTEL RULES AND REGULATIONS

### • Allotment of Rooms

- Hostel accommodation is allotted on condition that the student agrees to abide by all the rules and regulations of the hostel.
- The Chief Warden may remove a resident from the hostel at any time on disciplinary grounds at short notice.
- Students may be required to shift to an alternate accommodation at short notice due to administrative reasons.

### • Vacating rooms

- Residents who wish to vacate the hostel must meet the Caretaker for necessary formalities and necessary documentation which is mandatory.
- The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.

### • Hostel timings

- The hostel timings will be strictly adhered to.
- Library timings are up to 8:00 p.m. All residents will return to the hostel by 8:30 pm. Hostel doors will be closed by 9:00 pm.
- Hostel doors will be opened at 5:00 am every morning, students who wish to do physical training or sports training should do so after the doors are opened.
- No student should stay away from his/her room during the night except with prior written permission of the warden.
- All inmates should return to the hostels by 6:30 pm if not in the library.

### • Vacation, Outing and shopping trips.

- Students are allowed to go for shopping within Madurai city on all Sundays and Velammal declared holidays from 8:00 am to 6:30 pm.
- It is permitted for the hostel inmates to go to their native places only on Second Saturdays and Sundays every month.
- They should enter in the registers the whereabouts and contact number during such exits from the hostels.
- A gate pass is mandatory and should be returned at their reentry into the hostels.
- All students are expected to leave the hostel to their homes during vacation accompanied by their parents or registered guardians only.
- Should a parent require his ward to travel alone, an email should be forwarded to this effect owning the risk and responsibility by the parent via their registered email ID with the office.
- Email ID for communication.  
academic@velammalmedicalcollege.edu.in
- No phone calls to this effect will be entertained.



# TEMPLATE FOR REQUISITION LETTER FOR LEAVING THE HOSTEL

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

To

The Vice Principal and Chief warden  
VMCH&RI  
Madurai -09

From

Name \_\_\_\_\_

F/O \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respected Sir

I request you to please grant permission to my ward \_\_\_\_\_ on /  
from \_\_\_\_\_ to \_\_\_\_\_

- To come home along with me
- To go home along with friends
- To go along with guardian
- To come alone by Himself / Herself

I take the full responsibility for any event subsequent to his exit from the hostel and campus.

Reason for leave \_\_\_\_\_

- 
- Leaving the hostel: Date \_\_\_\_\_ time \_\_\_\_\_
  - Will return on: Date \_\_\_\_\_ time \_\_\_\_\_

Thanking you  
Sincerely

Signature

## • Shifting rooms

- Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Chief Warden.

## • Hostel discipline – Silence hours.

- Students will not enter rooms of other students without permission of the inmates.
- Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms.
- Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted. However one may use earphones while listening to music.
- Playing any kind of outdoor games inside the hostels/corridors is not permitted.
- Partying in the rooms, in the corridors or anywhere in the hostel is not permitted whatever be the occasion.
- Silence Hours “will be observed from 8.00 p.m. to 8.00 a.m. on all days. No noise of any sort will be permitted during the “Silence Hours”. Complaints will be investigated and action taken accordingly.

## • Hostel discipline – Decorum

- Pets of all kinds are prohibited inside the hostel.
- Cooking of any sort in hostel rooms is not permitted.
- The students are advised not to keep large amount of cash or valuables in the room.

- The student is responsible for the safety of his/her belongings inside the room.
- They should lock their belongings in the cupboards provided.
- Velammal Campus is a ‘Plastic Free Zone’.
- Residents should ensure that plastic bags are not used for any purpose whatsoever.

## • Hostel discipline – Mandatory behavior.

- Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels.
- Ragging in any form is banned inside and outside the campus. Strict action will be taken against the defaulters. It should be noted that the honorable Supreme Court has defined ragging as a criminal offence.
- Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden/Chief Warden. Disobedience of this rule will be severely dealt with.
- All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.
- No student shall use the service of a hostel housekeeping person for personal work.
- Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act

accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.

- No student should be found in the hostel during working hours without valid written reason from concerned authorities.
- **Room maintenance**
  - The Chief Warden/ Warden or his representative may enter any room for verification at any time of the day or night.
  - Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.
  - The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason.
  - Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through hostel caretakers.
  - Garbage and wastage should be disposed at the garbage box available nearby hostel premises.
  - Housekeeping staff are provided to clean the hostel rooms. It is the student's responsibility to seek their services to keep their rooms clean.
- **Complaints and Representations**
  - All complaints regarding repairs/ maintenance in the Hostels must be entered personally by the students in the "Complaint Registers" maintained in all the Hostels.
- The care taker, Warden and Chief Warden are available round - the-clock on telephone, and may be contacted in case of any emergency. Their telephone numbers are given in the student hand book.
- All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.
- **Visitors including day scholars**
  - All visitors including parents/ guardians must be entertained only outside the hostel.
  - The visitors shall meet the students in the visitors room in the ground floor of the Vaigai block
  - It is prohibited for day scholars to enter into the hostels.
  - Visitors are not allowed to visit the inmates after 8:00 pm every day. Prior permission of the warden / chief warden is to be taken in exceptional cases.
- **Fire hazard and safety.**
  - Candles and incense are a fire hazard and are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year.
  - No electrical appliance of any sort (including electric kettles, electric Iron, electric stoves etc) is allowed in the rooms except for laptops, small music players and table lamps.
  - Residents must switchoff all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms.



- Residents must bring to the notice of the care takers any failures, breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system
- In case of Fire: Residents must raise an alarm and call the hostel Caretaker/ warden/Dean.
- The Chief Warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
- **Reporting Sickness any disciplinary matters**
  - Students suffering from contagious disease will not be allowed to stay in the hostel. Decision of the Warden in this regard will be final and binding.
  - When sick the student should report to the caretaker who will accompany him/ her to the hospital. The consultant's medical prescription and advice regarding sick leave should be obtained in written form and copies submitted to the warden and the vice principals office.
  - Food will be organized to be carried to the hostel if bed rest is prescribed by the consultant.
  - In case their room - mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/ mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Warden.
  - All hostel inmates must report any disciplinary matter or problems concerning them or their room - mate coming to their notice to the Warden/Chief Warden through caretaker or directly.
- **Vehicle and Parking**
  - It is forbidden for the Residents of the hostels to own or park any motorized vehicles within the hostel premises.
- **Hostel utility rooms**
  - The utility rooms and the equipments are for the use of hostel inmates only.
  - The Television, Indoor sports items and furniture should be used with care. Expenses incurred due to mishandling and breakage will be collected from the hostel inmates.
  - The utility room timings are from 6:00 pm to 9:30 pm every day and shall be closed during university examinations.
  - On Sundays the utility Television room will be open from 8:00 am to 9:30 pm
  - Students are not allowed to take common room's newspapers or magazines to their room at any time.
- **Dining room regulations**
  - All students are requested to avail mess facilities in the allocated time.
  - Proper identification card issued by this institution is mandatory for entry into the dining hall.
  - No day scholar student is allowed into the dining hall.
  - Access to the dining hall is limited only to those students/staff who reside in the hostels
  - Main doors to the dining halls will be opened 5 minutes earlier to dining hall timings.
  - Complaints regarding quality, quantity, variety and hygiene of food should be brought to the notice of the chief warden.
  - No one is allowed to enter into the dining hall via the Kitchen attached to

the dining hall, including staff, Junior residents, Senior residents and Students.

- Inmates are advised to take enough food for consumption to avoid wasting of food. This institution considers wasting of food equal to criminal offence.
- No food should be carried out of the dining hall without proper authorization from the Hostel coordinator.
- Special arrangements will be made to supply food to the hostel rooms only when inmates are sick and duly certified by the attending Physicians.
- No tiffin carrier or room service is allowed.
- Prior permission should be obtained for any request for extension of mess timings
- Junior residents who expect to be delayed because of their duty schedule should write ahead of time in the food requisition register to keep food for them. However this privilege is not extended to diners who are delayed for any other reason ( e.g. Shopping)
- All should wear appropriate, decent attire while dining in the mess. No one shall enter the mess in shorts, Lungis, Leggings, Jeggings or night gowns.
- Should an individual have special dietary concerns (e.g. food allergies or special dining needs), it should be informed earlier to the Hostel coordinator.

### Dining schedule.

Breakfast	7:am to 8:15 am (Sundays till 9:00 am)
Lunch	12:00 pm to 2:15 pm
Evening tea	4:00 pm to 5:00 pm
Dinner	7:00 pm to 8:30 pm





## CENTRAL LIBRARY RULES AND REGULATIONS

### Introduction

- The Library Rules are determined in consultation with the Library Policy Committee.
- The Library Rules must be observed by everyone using the Library's resources, services and facilities within the Library building.
- All members of the Library staff are empowered to enforce the Library's rules.
- The term "book" encompasses all types of library material in this rule.
- The Library Rules may be reviewed and amended by the Library Policy Committee at regular intervals and shall be

### Use of the Library and Admission

- The Library building is open to all students and staff of Velammal Medical College Hospital and Research institute.
- Admittance into the library is strictly for students with college ID cards.
- All users entering the library should sign in the register placed at the entrance of the library.
- ID card should be displayed / worn at all times while inside the Library.
- Guests will require special permission and ID cards to access Library facilities

## Library Timings

- Regular days  
9:00 am to 8:00 pm
- Sundays  
9:00 am to 4:00 pm
- Holidays and Second Saturdays  
9:00 am to 5:00 pm
- Students will be allowed into the library strictly within the working hours of the Library.
- No student shall enter the library 15 minutes prior to the closing time of the Library.
- All students are requested to leave the Library on the second intimation of the closing time by the library staff.

## Library Facilities

- The following facilities are available for use in the Central College Library.
  - ✧ Text books
  - ✧ Medical Journals
  - ✧ Electronic resources
  - ✧ e - journals
  - ✧ e- books
  - ✧ e- question banks
  - ✧ e-images
  - ✧ Web links to medical database
  - ✧ Medical text CDs
  - ✧ Photocopying
  - ✧ Printing
  - ✧ Scanning

## Use of library resources

### a) Use of books and Medical journals

- ✧ No book is permitted to be loaned and carried out of the library.
- ✧ Students are required to enter in the register at the Library desk when

taking books off the book rack for study within the Library.

- ✧ Students are not permitted to replace the books on the book rack following use. Please leave the books on the table.
- ✧ Users are responsible for the care of books and will be held accountable for loss of, or damage to, books issued in their name
- ✧ Users who annotate, mark, mutilate or damage books in any manner will be charged at one and half the cost of the book.
- ✧ Consistent violation of this rule will attract disciplinary action and also debarment from entrance into the library.

### b) Use of Electronic resources

- ✧ Password to access library computer is available with the librarian.
- ✧ Electronic resources are licensed solely for learning, teaching, research, personal educational development for the students and staff of the Velammal Medical College Hospital and Research institute.
- ✧ They may not be used for consultancy, for purposes leading to commercial exploitation of the data.
  - ✦ Physical and digital publications are protected by copyright legislation which permits the copying of extracts only. Individuals are personally responsible for observance of copyright legislation.
  - ✦ Systematic copying of material in any format is prohibited.

- ✦ Computing equipment should be used with consideration for others.
- ✦ Computer browsing should be used solely for educational purposes only; sending emails, chatting on social networks, watching illicit contents any other activities which are not academically sound will attract severe punitive measures.

### c) Charges for using library electronic utilities

- ✦ For a very nominal fees Photocopying, Printing and Scanning facilities are available inside the library.
- ✦ Jobs will be completed depending on the pending bulk of requests consequently adequate time should be given to the staff.

### Conduct within the library

- Restrictions on conversation or noise in areas of the Library designated as “Silent Zone” or “Quiet Zone” must be observed by all Library users.
- No group study is allowed within the Library.
- No personal belongings should be brought into the Library except a small note book or paper for taking notes.
- No portable electronic devices (laptop, Mobile phone, Tablet PCs etc.) are allowed into the Library
- Conduct adversely affecting the proper use and enjoyment of the Library by others is a disciplinary offence. In particular, it shall be an offence:
  - ✦ To attempt to remove a book from the Library without carrying out the proper borrowing procedure.

- ✦ To damage a book in any way, including marking or annotating it or interfering with evidence of the Institutions ownership.
- ✦ To cause or participate in a disturbance in the Library or to obstruct Library staff in the course of their duties.
- ✦ To bring hot or cold foods into the Library, or other items likely to damage books or equipment.
- ✦ The Library reserves the right to inspect what is brought into the Library and what is taken out

### Personal study room

- Those wishing to read from their personal books may do so in the personal reading room.
- Conversations should not be loud to distract others who are silent readers.
- Students are allowed to carry their textbooks and notebooks inside the personal reading rooms
- No student shall involve in nonacademic activities within the personal reading rooms.
- Ragging in any form is a criminal offence as per the honorable Supreme Court of India. All students are advised to be aware and abstain from such activities. This institution will take cognizance of such activities and deal with severely.

### Personal belongings room

- All personal belonging of those availing library facilities should be kept in the personal belongings room.
- All personal belongings lodged in this room are at the user’s own risk.
- Although the library personal belongings room will be locked after

the closure of Library working hours it is advised that the user collect all personal belongings before leaving the Library.

- The Library is not responsible for damage or loss of personal property left in these rooms.

### Library dress code

- All students should adorn themselves appropriately according to dress guidelines mentioned in the student's handbook.
- No student is allowed to enter the library or personal reading rooms with their aprons or long overcoats.
- Over use of perfumes may be a distraction to other library users, be very economical with perfumes.

### Investigation and penalties

- Alleged breach of any of the above Rules may be investigated by the Librarian or an authorized deputy.

- The Librarian in consultation with the Library secretary and Library committee has the authority to take disciplinary action, including the imposition of fines or exclusion from the use of some or all Library services, against anyone who infringes these Rules.
- Serious or persistent breaches of Library Rules by students or staff may be referred to the Deans office through the Library Secretary for disciplinary action. Formal proceedings may result in withdrawal of privileges, a reprimand, a fine, the imposition of charges for damages, or more serious penalties.
- Where a Library user considers that a fine or replacement charge has been applied unfairly he or she may appeal in writing to the Dean through the Library Secretary.

### Suggestion box

- Students are requested drop their suggestions into the suggestion box kept at the entrance of the Library regarding
  - ✧ Ways to improve the functioning of the library.
  - ✧ Textbooks and Journals which would enhance their academic endeavor.
  - ✧ Facilities inside the library.





## ANTI-RAGGING POLICY

- Velammal Medical college Hospital and Research Institute takes serious cognizance of any activity by a student towards another student amounting to ragging.
- Students are strictly warned to abstain from such ragging activity as defined by MCI (given below) or face very serious consequences.
- Students along with their Parents are required to sign and submit an affidavit to this effect at the time of admission.
- For further details refer [www.antiragging.in](http://www.antiragging.in)

### According to Medical Council of India Notification New Delhi, Dated 3<sup>Rd</sup> August, 2009.

#### The following constitutes ragging

- Any conduct whether by words spoken or written or by an act which has the effect of harassing, teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

#### Amended 31<sup>st</sup> Oct 2017.

The following is also included in the definition of ragging.



- Any act of physical or mental abuse) including bullying and exclusion (targeted at another student) fresher
- or otherwise (on the ground of colour, race, religion, caste, ethnicity, gender) including transgender (sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

#### The following activities are Punishable ingredients of Ragging:

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or even unnatural offences;
- Extortion;

- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- ✧ Physical or psychological humiliation.
- ✧ All other offences following from the definition of “**Ragging**”

## Awardable Punishments.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/ fellowship and other benefits
- Debarring from appearing in any test/ examination or other evaluation Process.
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel
- Cancellation of admission.
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
- Fine of Rs. 25,000/- and Rs. 1 lakh.

- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

### Kindly refer to

- <https://www.mciindia.org/documents/rulesAndRegulations/Anti%20Ragging%20Regulation.pdf> for a details ( amended march 2016)
- <https://old.mciindia.org/meetings/GB/2017/MNGB-31.10.2017.pdf>
- All students and parents are required to sign an undertaking to this effect before admission to the Medical College.

## Important academic events.

### Teaching learning methods

Each Department will organize their teaching learning methods as per the university requirements, in a time convenient between their regular working hours. The following are some of the teaching learning methods. This list is not exhaustive; the individual department should develop their own innovative teaching learning methods.

- Integrated teaching (vertical and horizontal)
- Small group teaching
- Problem based learning
- Guest lectures
- Student seminars
- Journal presentation
- Student role plays
- Field visits



## Important Phone numbers

1. Chairman	4777
2. Dean – office ( Hospital)	3355
3. Dean – office ( College)	4455
4. Dean - Residence	4232
5. Vice Principal - Office	4466
6. Vice Principal -Residence	4236
7. MS – Office	4233
8. Chief warden	4105
9. Chief warden -Residence	4234
10. Help Desk- Hospital	111
11. Help Desk- College	4100
12. Casualty	4000
13. Casualty Doctor	4001
14. Men's Hostel	4241
15. Women's Hostel	4243
16. Hostel Mess Manager	3797
17. Restaurant	3795
18. VMC Restaurant	3799
19. Maintenance	3616
20. Electrical substation	4223
21. Security west gate	3831
22. Security east gate	3832
23. Security south gate	3833
24. Security north gate	3834

## Time Table FOR 1<sup>ST</sup> YEAR MBBS (2021-2022 BATCH)

With Effect From 16<sup>th</sup> May 2022 to 31<sup>st</sup> January 2023

DAY	8.00 AM - 09.00 AM	09.00 AM - 10.00 AM	10.00 AM - 11.00 AM	11.00 AM - 01.00 PM			01.00 PM - 02.00 PM	2.00 PM - 4.00 PM	04.00 PM to 05.00 PM
MONDAY	Anatomy	Biochemistry - Tutorials/ Small Group Teaching/ Integrated learning.		Physiology - Tutorials/ Small Group Teaching/ Integrated learning.			LUNCH BREAK	Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning.	Foundation Course
TUESDAY	Biochemistry	Physiology	Anatomy	Anatomy Practical A- Batch	Physiology Practical B- Batch	Biochemistry Practical C- Batch		Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning	
WEDNESDAY	Physiology	Anatomy	Biochemistry	B- Batch	C- Batch	A- Batch		Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning	
THURSDAY	Anatomy	Physiology	Physiology	C- Batch	A- Batch	B- Batch		Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning	
FRIDAY	Anatomy	Physiology	Biochemistry	Physiology - Tutorials/ Small Group Teaching/ Integrated learning.				Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning	
SATURDAY	Anatomy - Tutorials/ Small Group Teaching/ Integrated learning.		10am to 12noon 1st wk- Physiology 3rd wk - Biochemistry 4th wk- Anatomy		12noon to 1 pm Lunch Break		1pm to 4pm 1st wk- Physiology 3rd wk - Biochemistry 4th wk- Anatomy		

## Time Table for 1<sup>ST</sup> YEAR MBBS (2021-2022 BATCH)

With Effect From 31<sup>st</sup> March 2022 to 15<sup>th</sup> May 2022

DAY	8.00 AM - 09.00 AM	09.00 AM - 10.00 AM	10.00 AM - 11.00 AM	11.00 AM - 01.00 PM			01.00 PM - 02.00 PM	2.00 PM - 4.00 PM	04.00 PM to 05.00 PM
MONDAY	Anatomy	Biochemistry - Tutorials/ Small Group Teaching/ Integrated learning.		Physiology - Tutorials/ Small Group Teaching/ Integrated learning.			LUNCH BREAK	Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning.	Foundation Course
TUESDAY	Biochemistry	Physiology	Anatomy	Anatomy Practical A- Batch	Physiology Practical B- Batch	Biochemistry Practical C- Batch		Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning	
WEDNESDAY	Physiology	Anatomy	Biochemistry	B- Batch	C- Batch	A- Batch		Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning	
THURSDAY	Anatomy	Physiology	Physiology	C- Batch	A- Batch	B- Batch		Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning	
FRIDAY	Anatomy	Physiology	Biochemistry	Physiology - Tutorials/ Small Group Teaching/ Integrated learning.				Anatomy Dissection/ Anatomy Tutorials/ Small Group Teaching/ Integrated learning	
SATURDAY	Anatomy - Tutorials/ Small Group Teaching/ Integrated learning.		Community Medicine				Community Medicine		

## TIME TABLE FOR 2nd YEAR MBBS - 2020-2021 BATCH

Clinical Posting Schedule From 18.04.2022 to 30.04.2022					
Dated : 18.04.2022 to 24.04.2022 Timing: 09am to 12noon			Dated : 25.04.2022 to 30.04.2022 Timing: 09am to 12noon		
Group - A	09am to 12.00noon	General Medicine	Group- B	09am to 12.00 noon	General Medicine
Group -B	09am to 12.00noon	General Surgery	Group- A	09am to 12.00 noon	General Surgery
Group -A - Roll.no: 1 to 75 Group -B - Roll.no: 76to 152					

Time Table for Clinical Posting Schedule from 01.05.2022 to 31.10.2022 Timing : 09.00am to 12.00noon						
Date	01.05.2022 to 31.05.2022	01.06.2022 to 30.06.2022	01.07.2022 to 31.07.2022	01.08.2022 to 31.08.2022	01.09.2022 to 30.09.2022	01.10.2022 to 31.10.2022
Batch- A	MEDICINE	SURGERY	OBG	CM	OPHTHAL	ENT
Batch- B	SURGERY	OBG	CM	OPHTHAL	ENT	MEDICINE
Batch- C	OBG	CM	OPHTHAL	ENT	MEDICINE	SURGERY
Batch- D	CM	OPHTHAL	ENT	MEDICINE	SURGERY	OBG
Batch- E	OPHTHAL	ENT	MEDICINE	SURGERY	OBG	CM
Batch- F	ENT	MEDICINE	SURGERY	OBG	CM	OPHTHAL

## TIME TABLE FOR 2nd YEAR MBBS - 2020-2021 BATCH

Time Table for Clinical Posting Schedule from 01.11.2022 to 31.01.2023 Timing : 09.00am to 12.00noon						
Date	01.11.2022 to 15.11.2022	16.11.2022 to 30.11.2022	01.12.2022 to 15.12.2022	16.12.2022 to 31.12.2022	01.01.2023 to 15.01.2023	16.01.2023 to 31.01.2023
Batch- A	Paed	Ortho	Chetst & TB	Psychiatry	Radiodiagnosis	Dermatology
Batch- B	Ortho	Chetst & TB	Psychiatry	Radiodiagnosis	Dermatology	Paed
Batch- C	Chetst & TB	Psychiatry	Radiodiagnosis	Dermatology	Paed	Ortho
Batch- D	Psychiatry	Radiodiagnosis	Dermatology	Paed	Ortho	Chetst & TB
Batch- E	Radiodiagnosis	Dermatology	Paed	Ortho	Chetst & TB	Psychiatry
Batch- F	Dermatology	Paed	Ortho	Chetst & TB	Psychiatry	Radiodiagnosis

**2<sup>ND</sup> MBBS TIME TABLE 2022 – 2023 AS PER NMC REQUIREMENTS  
FOR 1<sup>ST</sup> 6 MONTHS (18.4.22 TO 18.10.22)**

	LECTURE	POSTING	LECTURE		PRACTICAL / SGD	
DAY / TIME	8-9 AM	9-12 NOON	12-1 PM	1-2PM	2-3 PM	3-4 PM
MONDAY	MICRO	CLINICAL	MED	L	PRACTICALS A – PHARM B – PATHO C – MICRO	PRACTICALS A – PHARM B – PATHO C – MICRO
TUESDAY	PATHO	CLINICAL	PHARM	U	PRACTICALS B – PHARM C – PATHO A – MICRO	PRACTICALS B – PHARM C – PATHO A – MICRO
WEDNESDAY	FORENSIC MEDICINE	CLINICAL	PATHO	N	PRACTICALS C – PHARM A – PATHO B – MICRO	PRACTICALS C – PHARM A – PATHO B – MICRO
THURSDAY	PHARM	CLINICAL	COMMUNITY MEDICINE	C	LECTURE / SGD 1st& 5th– PATHO 2nd – MICRO 3rd& 4th- PHARM	
FRIDAY	SURG	CLINICAL	MICRO	H	SGD 1 <sup>st</sup> & 5 <sup>th</sup> – MICRO 2 <sup>nd</sup> – PATHO 3 <sup>rd</sup> & 4 <sup>th</sup> - PATHO	SGD 1 <sup>st</sup> & 5 <sup>th</sup> – PHARM 2 <sup>nd</sup> – PHARM 3 <sup>rd</sup> & 4 <sup>th</sup> - MICRO
SATURDAY	OG	AETCOM 1 <sup>st</sup> & 5 <sup>th</sup> PHARM 3 <sup>rd</sup> – MICRO 4 <sup>th</sup> – PATHO	SDL 1 <sup>st</sup> & 5 <sup>th</sup> PHARM 3 <sup>rd</sup> – MICRO 4 <sup>th</sup> - PATHO		FORMATIVE ASSESSMENT 1 <sup>st</sup> & 5 <sup>th</sup> PHARM 3 <sup>rd</sup> – MICRO 4 <sup>th</sup> - PATHO	SPORTS

## 2<sup>ND</sup> MBBS TIME TABLE 2022 – 2023 AS PER NMC REQUIREMENTS FOR 2nd 6 MONTHS (18.10.22 TO 18.4.23)

	LECTURE	POSTING	LECTURE		PRACTICAL / SGD	
DAY / TIME	8-9 AM	9-12 NOON	12-1 PM	1-2PM	2-3 PM	3-4 PM
MONDAY	MICRO	CLINICAL	FORENSIC MEDICINE	L	PRACTICALS A – PHARM B – PATHO C – MICRO	PRACTICALS A – PHARM B – PATHO C – MICRO
TUESDAY	PATHO	CLINICAL	PHARM	U	PRACTICALS B – PHARM C – PATHO A – MICRO	PRACTICALS B – PHARM C – PATHO A – MICRO
WEDNESDAY	FORENSIC MEDICINE	CLINICAL	PATHO	N	PRACTICALS C – PHARM A – PATHO B – MICRO	PRACTICALS C – PHARM A – PATHO B – MICRO
THURSDAY	PHARM	CLINICAL	COMMUNITY MEDICINE	C	LECTURE / SGD 1st& 5th – PATHO 2nd – MICRO 3 <sup>rd</sup> & 4 <sup>th</sup> - PHARM	
FRIDAY	COMMUNITY MEDICINE	CLINICAL	MICRO	H	SGD 1st& 5th – MICRO 2nd – PATHO 3 <sup>rd</sup> & 4 <sup>th</sup> - PATHO	SGD 1st& 5th – PHARM 2nd – PHARM 3 <sup>rd</sup> & 4 <sup>th</sup> - MICRO
SATURDAY	1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> week FM 2 <sup>nd</sup> /4 <sup>th</sup> week CM	AETCOM 1st – PHARM 3rd – MICRO 4th – PATHO 5 <sup>th</sup> – FM	SDL 1st – PHARM 3rd – MICRO 4th – PATHO 5 <sup>th</sup> – FM		FORMATIVE ASSESSMENT 1 <sup>st</sup> – PHARM 3rd – MICRO 4th – PATHO 5 <sup>th</sup> – FM	SPORTS

## TIME TABLE FOR 3rd YEAR MBBS (2019-2020 BATCH) (PRE FINAL)

With Effect From : 11.04.2022

DAY	8:00 AM - 9:00 AM	09:00 AM - 12:00 Noon	12:00 Noon - 01.00 PM	01:00 PM - 02:00 PM	02:00 PM - 04.00 PM		
MONDAY	Ophthal (Theory)	Clinical Posting	1st & 3rd week Ortho 2nd & 4th week Paed (Theory)	LUNCH BREAK	CM (Practical) A- Batch	FM (Practical) B- Batch	SDL - C- Batch 1st -wk- Med 2nd -wk- Surg 3rd -wk- OBG 4th - wk- Paed / Ortho
TUESDAY	CM (Theory)	Clinical Posting	OBG (Theory)		CM (Practical) B- Batch	FM (Practical) C- Batch	SDL - A- Batch 1st -wk- Surg 2nd -wk- OBG 3rd -wk- Paed / Ortho 4th - wk- Med
WEDNESDAY	ENT (Theory)	Clinical Posting	SGT /IGT GM		CM (Practical) C- Batch	FM (Practical) A- Batch	SDL -B- Batch 1st -wk- OBG 2nd -wk- Paed / Ortho 3rd -wk- Med 4th - wk- Surg
THURSDAY	FM (Theory)	Clinical Posting	SGT /IGT GS		1st & 2nd wk - Medicine - Clinical Demonstration / IGT 3rd & 4th wk - Paed - Clinical Demonstration / IGT		
FRIDAY	FM (Theory)	Clinical Posting	GM (Theory)		1st & 2nd wk - Surg - Clinical Demonstration / IGT 3rd & 4th wk - Ortho - Clinical Demonstration / IGT		
SATURDAY	GS (Theory)	Clinical Posting	SGT /IGT OBG		Yoga / Cultures / Sports		

## TIME TABLE FOR 3rd YEAR MBBS PHASE - III - PART -I - 2019-2020 BATCH

Time Table for Clinical Posting Schedule  
Timing : 09:00 am to 12:00 noon

Date	01.04.2022 to 30.04.2022	01.05.2022 to 31.05.2022	01.06.2022 to 30.06.2022	01.07.2022 to 31.07.2022	01.08.2022 to 31.08.2022	01.09.2022 to 30.09.2022
Batch- A	MEDICINE	SURGERY	OBG	CM	PAED	ORTHO
Batch- B	SURGERY	OBG	CM	PAED	ORTHO	MEDICINE
Batch- C	OBG	CM	PAED	ORTHO	MEDICINE	SURGERY
Batch- D	CM	PAED	ORTHO	MEDICINE	SURGERY	OBG
Batch- E	PAED	ORTHO	MEDICINE	SURGERY	OBG	CM
Batch- F	ORTHO	MEDICINE	SURGERY	OBG	CM	PAED

**TIME TABLE FOR 3rd YEAR MBBS PHASE - III - PART -I - 2019-2020 BATCH**

Time Table for Clinical Posting Schedule Timing : 09:00 am to 12:00 noon						
Date	01.10.2022 to 15.10.2022	16.10.2022 to 31.10.2022	01.11.2022 to 15.11.2022	16.11.2022 to 30.11.2022	01.12.2022 to 15.12.2022	16.12.2022 to 31.12.2022
Batch- A	OPHTHAL	ENT	PSYCHIATRY	DERMATOLOGY	DENTISTRY	CASULATY
Batch- B	ENT	PSYCHIATRY	DERMATOLOGY	DENTISTRY	CASULATY	OPHTHAL
Batch- C	PSYCHIATRY	DERMATOLOGY	DENTISTRY	CASULATY	OPHTHAL	ENT
Batch- D	DERMATOLOGY	DENTISTRY	CASULATY	OPHTHAL	ENT	PSYCHIATRY
Batch- E	DENTISTRY	CASULATY	OPHTHAL	ENT	PSYCHIATRY	DERMATOLOGY
Batch- F	CASULATY	OPHTHAL	ENT	PSYCHIATRY	DERMATOLOGY	DENTISTRY

**TIME TABLE FOR 3rd YEAR MBBS PHASE - III - PART -I - 2019-2020 BATCH**

Time Table for Clinical Posting Schedule (Revision Class)  
Timing : 09:00 am to 12:00 noon

Date	01.01.2023 to 20.01.2023	21.01.2023 to 10.02.2023	11.02.2023 to 28.02.2023
Batch- A	OPHTHAL	ENT	CM
Batch- B	ENT	CM	OPHTHAL
Batch- C	CM	OPHTHAL	ENT

## Velammal Student Holidays

Month	Particulars	Date	Day	Total No of day
January	New year	01.01.2022	Saturday	1
	Pongal	14.01.2022 to 18.01.2022	Friday to Tuesday	5
	Republic Day	26.01.2022	Wednesday	1
April	Telugu New year	02.04.2022	Saturday	1
	Tamil New year / Dr. B.R. Ambedkar's Birthday / Mahaveer Jayanthi & Good Friday	14.04.2022 to 16.04.2022 <b>9th Second Saturday working day</b>	Thursday to Saturday	3
May	Ramzan(Idu'l fitr)	03.05.2022	Tuesday	1
	<b>Summer Holiday</b>	<b>23.05.2022 to 31.05.2022</b>	<b>Monday to Tuesday</b>	<b>9</b>
August	Independence day	15.08.2022	Monday	1
	Vinayakar Chathurthi	31.08.2022	Wednesday	1
October	Ayutha Pooja & Vijaya Dasami	04.10.2022 to 05.10.2022	Tuesday to Wednesday	2
	Deepavali	24.10.2022 to 25.10.2022	Monday to Tuesday	2
December	<b>Winter Vacation</b>	<b>26.12.2022 to 31.12.2022</b>	<b>Monday to Saturday</b>	<b>6</b>

## PG AND CRRI HOSTEL RULES AND REGULATIONS

### Hostel rooms and accommodation allocation.

1. For all junior residents, senior residents, MEM students, Fellowship trainees and CRRI, the rooms will be allocated by the Chief Warden.
2. Request for single room accommodation will be will subject to availability.
3. No one is allowed to interchange or shift rooms without prior permission of the Chief Warden.
4. The inmate has to check all the amenities in the room before shifting into the room and give an undertaking that all amenities are present in working condition ( eg Keys, Shower, Door lock pads, Mattress, Cots etc )
5. All inmates should take care that they do not damage the walls of the rooms by driving nails or do wall painting or any other such activities that will damage the aesthetics of the wall. Your rooms are subject to periodic inspection without prior notice. Violations may attract punitive measures.
6. Please dispose the garbage only in the dust bin provided for your room.
7. No resident should entertain undergraduate students in their rooms

### Vacating rooms

1. CRRI who wish to vacate the hostel must meet the Caretaker for necessary formalities and necessary documentation which is mandatory and get the Chief wardens approval.
2. The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.

### Hostel timings

1. The CRRI hostels will be open through the day and night to make way for night duty. However, all CRRI will produce their identity cards before entering the hostels.
2. All CRRI who are not on duty are expected to be inside the CRRI Hostel by 9:00 pm. Severe punitive measures will be initiated against those who violate this regulation.
3. For any reason should a CRRI be expecting to be late after 9:00 pm He / She should obtain the permission of the Chief warden in writing much ahead of the event.

### Electric appliances in the rooms

1. It is forbidden to use any electrical items in the rooms ( eg additional fans, Electric iron, Air Coolers, fridge, electric cooker , induction stove, microwave oven , washing machine etc)
2. If any electrical items are found during surprise inspections the items will be confiscated.
3. However laptops are allowed for your use.

## Visitors to the hostels

1. Nonresidents of the hostels are not allowed into the hostels irrespective of their relationship to the hostel resident ( eg Parents, relatives, Friends etc).
2. All visitors should meet with their candidate only in the visitor's room.

## Going for outing

1. CRRI can freely go outside the campus but within Madurai without prior permission from the wardens. However, they should return to the Hostel before 9:00 pm. Violations of this privilege by any CRRI student will attract withdrawal of this privilege for the whole batch.
2. All CRRI wishing to go home that is out of Madurai and visit their homes even if it is within Madurai will get prior permission from the Chief warden, The MS and the concerned HOD.
3. Whatever the reason all CRRI are expected to enter the IN/OUT register when going out of the campus and returning.
4. CRRI who attend scientific sessions, CME programs, Department parties, Marriages etc, both inside and outside the campus should produce a letter from the concerned department HOD for scientific sessions, and for others - parents' consent and get the permission of the chief warden.

## Hostel Mess rules

1. All rules applicable to Hostel mess for undergraduate students will apply for residents of PG and CRRI quarters.
2. You are required to dine in the separate additional dining hall provided which is away from the undergraduate students.
3. No one is allowed to take food out of the Dining Hall, either in utensils belonging to the mess or personal utensils. Residents in violation of this rule will be expelled from the hostels.
4. Outside food is not allowed into the Dining hall.
5. If someone is sick and is not able to come to the dining hall an alternate arrangement may be made to bring food to the room by the hostel caretakers. However, such sickness should be authorized by the treating Physician and the Chief warden

## Visitors to the hostels

1. Nonresidents of the hostels are not allowed into the hostels irrespective of their relationship to the hostel resident ( eg Parents, relatives, Friends etc).
2. All visitors should meet with their candidate only in the visitor's room
3. No celebration of any sort is allowed inside the hostels for any reasons.

## Consumption of prohibited substances

1. consumption and possession of Alcohol, Smoking, and drugs and strictly prohibited within the hostels and the campus. Any one found to be in possession of the said substances will be debarred from the hostels immediately further punitive measures will be initiated by the management.
2. Residents of the hostels who have consumed the above-described substances from outside the campus will not be allowed to enter the hostels, further action from the management will ensue to discipline the resident.

## Vehicle usage and Parking

1. All resident of the PG and CRRI quarters are required to register your vehicle number with Security and administration for allocation of parking space and appropriate stickers.
2. Without display of the Sticker on your vehicle you will not be allowed to park your vehicle inside the hostel parking lot.
3. No Resident of the PG and CRRI quarters is allowed to ferry or ride undergraduate students in their vehicle inside the campus.
4. No resident of the hostel is allowed to speed on the campus roads with their vehicle (speed limit- 20 Kms/hour)











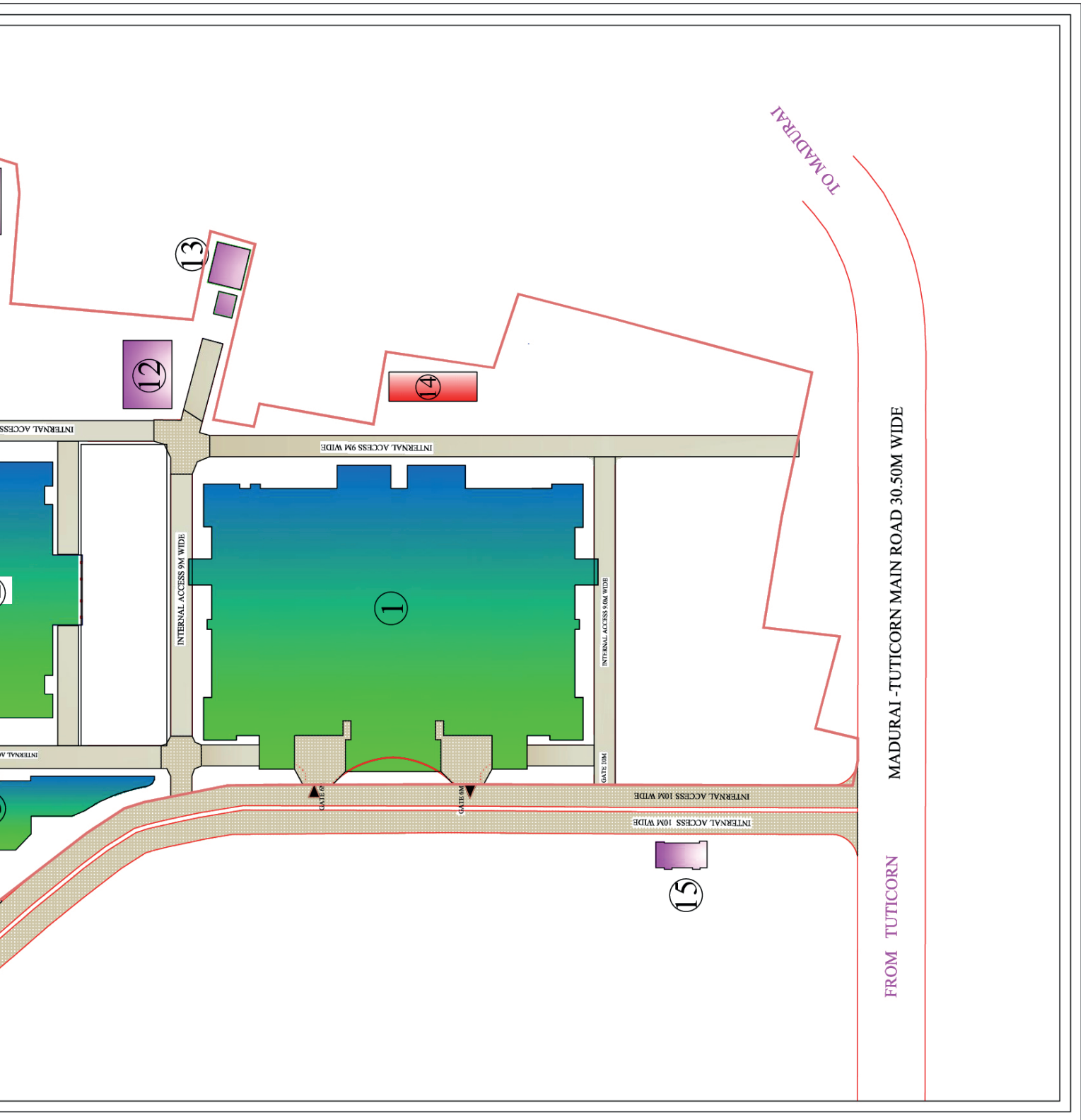












## PERSONAL NOTES

# Standards of Conduct

**VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE POLICY**

**This is a confidential document solely prepared and circulated for hospital use. Kindly 'DO NOT COPY'**



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### 1. General Guidelines

It is the basic duty of an employee to follow the standards of conduct and is expected to follow all rules and regulations of the hospital

### 2. Employee number

Whenever an employee joins the organization as a trainee; probationer; permanent he / she is allotted an employee number, which shall be referred in all the official transactions in addition to his/her name.

### 3. Shift Working

All the operations has a system of General shift working for 8 hours in a day , each area has got separate timings match to their functional requirements. The time will be notified to the employee concerned at their respective departments.

### 4. Attendance Punching

Every employees reporting for duty shall 'punch in' in the Biometric thumb impression machine allotted to them while entering the premises. After completion of duty the employee shall 'punch out' in the Biometric thumb impression machine.

### 5. Attendance and Punctuality

- 1) Further every employee shall be present at his place of work at the commencement of his shift as may be notified.
- 2) No employee shall leave the workplace during his working hours without obtaining permission from his HOD. An employee after registering his attendance in the Department and found to be absent during his working hours without permission shall be liable to be treated as absent for the whole day. In addition to deduction of salary, disciplinary action may also be taken against him/her.
- 3) "Late" attendance by the employee shall be condoned only three times in a month, up to a maximum of 10 minutes. Late attendance for the fourth time in a month will attract a half a day salary deduction to the employee for that day. Employees shall wear uniforms while on duty (where prescribed) and they will not leave their workstation at the end of the shift, without handing over the charge of the shift to the next employee taking over from him.
- 4) If an employee marks attendance pertaining to another employee, it will be treated, as misconduct and disciplinary action will be taken against him.
- 5) If an employee, although present in his place of work fails to do his assigned work or part thereof and or refuses to carry out his work or part thereof slows down the place of work, he /she shall be deemed to be treated as absent for the whole day.
- 6) An employee is allowed to take 2 hours permission once a month which can be split up into two single hours and they can't be taken on a single day.

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## 6. Work Schedule

Unless otherwise specified, regular full-time employees are expected to work at least forty eight (48) hours per week.

## 7. Weekly Off

As per statutory obligations, the employee is eligible for a weekly off after 6 days of work.

## 8. Additional Duty

If there is a need employee is required to work for more than one shift with the respective remuneration.

## 9. Absence and Lateness

- 1) It is the responsibility of all employees to get permission in advance from the Head of the Department. Uninformed absence will be treated as in disciplinary action.
- 2) Moreover an employee is allowed to come late 3 times for a grace time of 10 minutes each time from their actual punch time.

## 10. Meal and Break Periods

- 1) Employees are allowed half an hour meal breaks. They are supposed to have their food only in specific places as permitted. Consuming eatables & beverages in common areas is strictly prohibited.

## 11. Sexual Harassment Policy

Employees of Velammal Hospital are entitled to a working environment that is free from all forms of discrimination, including sexual harassment. An employee who believes he or she has been the victim of sexual harassment is encouraged to report the incident(s) or action(s) as soon as possible after the alleged harassment occurs. Management's ability to investigate and act on reports diminishes with time.

## 12. Violence in the Workplace

Velammal has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Velammal or which occur on Velammal or client property, will not be tolerated.

## 13. Confidential Information and Nondisclosure

By continuing employment with Velammal, employees agree that they will not disclose or use any of official confidential information, either during or after their employment.

## 14. Ethical Standards

Velammal has high standards and values where ethics is followed in every part of our function. Our work ethics are based on the ideals defined by our values.

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### 15. Identity card

Every employee will be issued an Identity Card which has to be worn every day. Card shall be shown on demand to the security personnel or authorized official.

### 16. Dress Code

Velammal Hospital is committed to present a professional, neat and clean image for our patients, their families and other visitors. We represent on behalf of the hospital to everyone who visits our hospital and we contribute the hospital's image by taking pride in our uniform and personal appearance.

- a. Every employee eligible and assigned to wear uniform should attend duty only with uniform on all working days.
- b. Not attending duty due to not wearing of uniform shall be considered as absence and no wage shall be paid on that day(s).
- c. It is employee's duty to keep the uniform in good condition and wearing with ironed and a neat dress.

### 17. Grooming

#### Males:

- 1) Should be properly shaved.
- 2) Regular haircut is a must. Should have short hair and neatly combed. Colouring of hair for fashion is not allowed.
- 3) Shoes must be clean. Loose shoes or boots of any kind which are unsafe for the work nature are not permitted.
- 4) Jeans, cropped pants, T-shirts, sleeveless, low neck, logo T-shirts, casual sports T-shirts are not permitted.

#### Females:

- 5) No bangles or Anklets will be permitted.
- 6) Wearing of flowers is not permitted.
- 7) Put up hair and tied properly in a top knot.
- 8) Shoes must be black / White, closed toe with low heel. Normal footwear with low heels with sarees.
- 9) Fancy clips will not be permitted.
- 10) Big or long ear rings (normally more than one inch) are not permitted.
- 11) No fancy bindis and Bindis must be small in size in red or black and must not distract the attention of others. Multiple colors (or) stone bindis are not permitted.

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### 18. Use of Equipment, Computer, Phone, Mail & Internet facility

- 1) The equipment given for employees has to be used for only organizational purpose only.
- 2) Personal use of hospital equipment is not permitted. The organization's property, including computers, phones, electronic mail, and voice mail, should be used only for official purposes. Internet shall be used only for official communication.
- 3) Usage of Mobile phones
  - a. Only permitted personnel are allowed to use the mobile phone during working hours
  - b. Unauthorized usage is strictly prohibited and can attract punishment
  - c. Ring tones & caller tunes should be formal & volume should be kept low

### 19. Smoking, Alcohol & Substance abuse

Smoking is not permitted in any part of the premises of Velammal. It is the policy of Velammal that the workplace be free of illicit drugs and alcoholic beverages and free of their use.

### 20. Outside Employment

Employees may not take an outside job fulltime or part time, either for pay.

### 21. Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non hospital related literature in work areas at any time during working hours.

### 22. Complaint Procedure

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, Velammal encourages employees to contact the Human Resources Development Department. Employees, who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of Velammal should immediately report to the Human Resource Development department.


### 23. Corrective Procedure

- 1) Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Warning, (b) Written Warning, (c) Counseling Session, (d) Stoppage of Increment, (e) Demotion to Lower Grade, (f). Suspension not exceeding 30 days, and (g). Termination / Discharge.

### 24. Crisis Suspension

An employee who commits any serious violation of Velammal policies at minimum will be suspended pending an enquiry of the situation. Following the enquiry, the employee may be terminated without any previous disciplinary action having been taken.

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	VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE		QUALITY MANUAL	
	STANDARDS OF CONDUCT		VMCHRI/HRM/SOP/02	
ISSUE NO: 01	ISSUE DATE: 01.10.2017	AMD DATE:01.01.2020	AMD NO:01	PAGE 7 of 7

## 25. Employment Termination

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of Velammal practices, rules, or standards of conduct, employment with Velammal will be terminated.

## 26. Resignation

Employees desirous of leaving the services of Velammal shall do so by a written letter of resignation stating reasons, if any, by giving notice in writing as per details given below:-

- All employees should give one month notice period
- If notice period is not honored equivalent salary amount will be recovered.

## 27. Retirement / Superannuation


Every employee shall retire from service on attaining the age of 58 years except those employed under special contract or agreement. However the management reserves the right to relieve any employee if he has been declared physically unfit to perform his duties of insanity or ailing from any incurable disease as will be certified by the registered medical practitioner.

## 28. Exit Interview

In case of proper resignation an Exit interview will be conducted in HR department. An employee who applied for resignation has to be present before the panel of exit interview team.

## 29. Return of Hospital Property

In case of resignation employee should return the organizational property or equipments safely.

  
 Prof. T. THIRUNAVUKKARASU, M.D.,  
 Dean  
 Velammal Medical College Hospital  
 and Research Institute  
 "Velammal Village"  
 Madurai-Tuticodin Ring Road  
 Anuppanadi, Madurai-625 009, T.N.

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