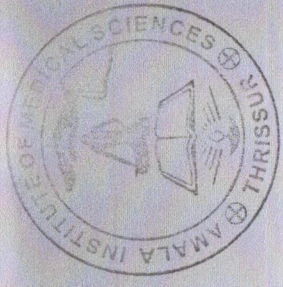


COLLEGE HANDBOOK



Amala
INSTITUTE OF MEDICAL SCIENCES
NABH ACCREDITED (ISO 9001: 2015)
REDEFINING
CARE
everyday
in every way



CENTRES OF EXCELLENCE & DEPARTMENTS

Centres of Excellence

- Amala Onco Centre
- Amala Cardio Centre
- Amala Gastro Centre
- Amala Pulmo Centre
- Amala Neuro Centre

Surgical Departments

- Anesthesiology
- Cardio Vascular Surgery
- Cardiology
- Child Development Center (CDC)
- Clinical Hematology
- Community Medicine
- Dentistry
- Dermatology
- ENT
- Emergency Medicine
- Endocrinology/Diabetology
- Gastroenterology
- General Medicine
- General Surgery
- Nephrology
- Neurology

- Neurosurgery
- Nuclear Medicine
- Obstetrics & Gynaecology
- Medical Oncology
- Radiation Oncology
- Surgical Oncology
- Ophthalmology
- Orthopaedics
- Paediatrics
- Peripheral Vascular Surgery
- Physical Medicine & Rehabilitation
- Plastic Surgery
- Psychiatry
- Respiratory Medicine
- Pulmonary Medicine
- Radio diagnosis
- Urology
- Rheumatology
- Transfusion Medicine & Immunohematology
- Infectious Disease
- Bone Marrow Transplantation (BMT)

Non-Clinical Departments

- Anatomy
- Biochemistry
- Physiology
- Forensic Medicine
- Microbiology
- Pathology
- Pharmacology
- Community Medicine

Other Departments

- Integrated Research
- Central Laboratory
- Library and Information Science
- Physiotherapy



SCAN QR CODE
TO KNOW MORE ABOUT
DEPARTMENTS

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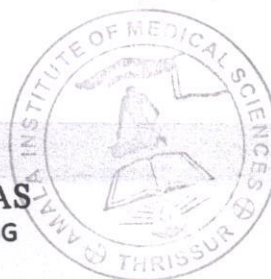
GENERAL REGULATIONS & CODE OF CONDUCT

1. The regulations set forth in this Hand Book are meant to secure the good order, necessary for the effective pursuit of knowledge, to help the students, interns and postgraduate scholars attain the level of quality work required of them and to ensure proper deportment of the entire student body. Further these regulations are equally applicable to undergraduate students, interns and postgraduate and super speciality scholars. Unless otherwise specified, the term 'Students' means for all the purposes, the undergraduate students, interns and postgraduate and super speciality scholars.
2. The student's registration in the college is considered as an expression of willingness to abide by all the rules and regulations prevailing in the college. Every student therefore is committed to the observance of these rules.
3. A student is in college primarily to achieve academic excellence and develop his total self for the service of his fellowmen. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the college.
4. The code of discipline exists primarily to provide the discipline necessary for an academic environment.
5. Important notices are posted on the respective notice boards and announcements are shared in official WhatsApp group. It is the responsibility of the students to read these notices and respond immediately if summoned through them. Notice boards and the Letters / Circulars presented there, are for official use only. Tamper with them is a serious offence.

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INTERNAL ASSESSMENT EXAMINATIONS

MBBS

1. Formative Assessment Examination - written, practical/ clinical and oral will be conducted regularly to assess the students' progress. Since the marks obtained in these examinations will be taken into consideration in determining eligibility for the result of the University Examinations, the rules for the conduct of these examinations will be the same as for the University Examinations.
2. All the exams (internal assessment and test papers) conducted will be counted for the purpose of calculating internal assessment marks which is out of 500 each for theory and practical / clinics.
3. Students who absent themselves from class examination without leave will be considered to have appeared for the examination and obtained zero mark. Absence due to illness or other inevitable reasons will be excused provided leave is applied for and granted by the Head of the Department concerned, prior to the examination. But re-examination will not be conducted.
4. Students must wear their college ID during the theory and practical internal examinations.

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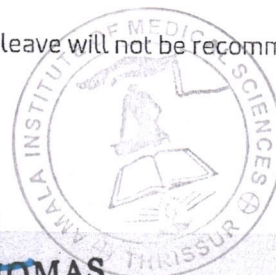
ATTENDANCE

A. MBBS:

KUHS:

Minimum 75% of attendance in theory and 80% attendance in clinics/practicals are required for appearing for KUHS examination. Condonation of 5% shortage in attendance once in the entire course period can be granted by the principal on genuine grounds. For appearing for the first time in any of the KUHS examination the candidate must have minimum attendance of 75% in theory and 80% in practical in all the subjects of that examination.

2. Rules and regulations for appearing for University Examinations and passing examinations will be revised time to time according to NMC (National Medical Commission) / University norms.
3. Students must obtain prior permission from the Principal to avail themselves of any kind of leave. In case it is not possible, they must submit the duly filled in leave form to the Principal recommended by the HOD, as soon as they report after leave. In emergency the parent / guardian must send the leave letter to the Email ID of Principal, amalamch@amalaims.org or telephone to Principal's office.
4. Students may lose upto 3 days of attendance for every single day of unauthorised and unwarranted absence.
5. Shortage of attendance resulting from unauthorized absence or unwarranted leave will not be recommended for condonation.



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7. During the internship period, each intern has to do 9 weeks peripheral training at Govt. District/ General Hospitals (3 weeks each in the departments of General Medicine, General Surgery and Gynaecology) as per the NMC / Govt. guidelines

8. For leaving station at any time, interns are to get prior permission from Head of Department. Extension of leave, if required, can be taken only with permission from Head of Department.

9. Any form of private practice during internship period is a punishable offence. If found working at any unauthorized place, the intern will have to do extension of posting for 1 (one) month and the matter will be reported to Kerala State Medical Councils, for further action. Interns are advised not to attend any outside classes during their internship period.

10. Interns should strictly observe dress code and carry their identity card while on duty. This also will be considered for CRMI assessment. If any intern is found, while on duty, without observing dress code, suitable fine will be levied.

11. Head of Department will be the immediate authority to maintain discipline. Principal will be the appellate authority. The Head of Department may recommend to the Principal, the extension of posting to be given, in case the intern has not completed the internship satisfactorily in the department / unit, where he/she is posted. No stipend will be given for such posting.

12. Graduation ceremony may be organised only after the completion of internship of the regular batch, with prior permission from Principal and Director.

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D. LEAVE:

1. Leave allowed shall be permissible leave or special leave. Prior permission should be obtained for availing any kind of leave. Leave form should be submitted in person to the authorities concerned. Permission should not be presumed.

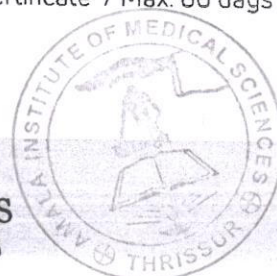
2. **Permissible Leave:** Total permissible leave during 12 months of internship is only 15 days. (3 days of leave for a posting of 12 weeks; 2 days of leave for a posting of 6/7 weeks and 1 day leave for a posting of 2/3 weeks). Leave is not allowed during Emergency Medicine posting. This leave can be availed only with prior permission of the Heads of the concerned departments.

3. **Special Leave:** Special Leave (leave for more than permissible days) is to be sanctioned by Principal. Such leave will be sanctioned only in following cases:-

- i. Marriage of the intern - maximum 7 days
- ii. Marriage, engagement or betrothal of intern or marriage of brother or sister - maximum 2 days
- iii. Marriage of cousins and close friends or death of grandparents - maximum 1 day
- iv. Visa renewal - maximum 5 days
- v. Illness of parents, brother, sister or spouse - maximum 2 days
- vi. Death of parents, brother, sister or spouse - maximum 7 days
- vii. Illness/pregnancy/maternity of intern - actual days on medical certificate*/ Max. 60 days (Whichever is less)

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K. DEPARTMENT LIBRARIES:

The Head of each department is allowed to maintain a department library by selecting the necessary books for his department from the central library. As a routine, only those books whose duplicate copies are available or are of interest only to the department will be issued for this purpose. During the annual stock verification a check list of the same shall be forwarded to the central library signed by the concerned HOD.

L. STOCK VERIFICATION:

There shall be an annual physical stock verification of the stock in the library. During such period the library will be closed for the smooth conduct of the work and all the borrowed books shall be returned to the library for physical stock verification.

M. LIBRARY COMMITTEE:

At the commencement of each academic year, or from time to time, as the case may be, a Library Advisory Committee shall be constituted who will suggest ways and means of improving the quality of library service.

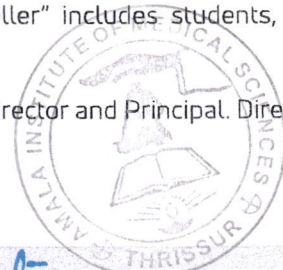
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HOSTEL RULES AND REGULATIONS

The hostel is meant to be a home away from home. It is the duty of every hosteller to co-operate in creating a conducive atmosphere for personal study and social growth. This can be achieved only if every resident of the hostel strives to be a gentleman who, in Cardinal Newman's words, "Is someone who inflicts no pain upon another". Respect and concern for each other should be the hallmark of every resident of the hostel. It is nothing but an application of Jesus' command: "Do for others what you want them to do for You". Following rules and regulations are meant as safeguards for ensuring a healthy and studious atmosphere in the hostel.

A. GENERAL RULES:

1. The college provides hostel accommodation for the students, interns, postgraduate and super speciality scholars. Basic furniture is provided but hostellers are expected to bring their own mattresses, pillows, mosquito net, bed linen and other items of personal use.
2. The cost of any damage to hostel property will be levied from the miscreants.
3. Administration/ Discipline of the Hostels is governed by the Hostel Rules. These are binding on all students and interns and their infringement will invite disciplinary action. The term "Hosteller" includes students, interns, postgraduate and super speciality scholars.
4. Hostel shall be under the direct control of Wardens and overall control of the Director and Principal. Director will be the General Warden. Principal is the Chief Warden.



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J. SPECIAL RULES FOR WOMEN HOSTELLERS:

1. All residents must return to the hostel before 7pm unless they have obtained a late pass from the Resident Warden/ Associate Warden/Hostel Manager.

2. Visitors are allowed between 4pm and 6.30pm on all days. Visitors may be seen only in the visitor's room. Any hosteller wishing to see a visitor at any other time shall first obtain the permission of the Resident Warden/ Associate Warden/Hostel Manager.

3. Every hosteller shall, before seeing the visitor, make the following entries in the book kept for the purpose. This book has to be countersigned daily by Resident Warden/ Hostel Manager at 7.00 pm.

- a) Name of the visitor, designation and address.
- b) His or her relationship with the hosteller.
- c) Signature of the hosteller with name and date.



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APPENDIX - 1 DRESS CODE

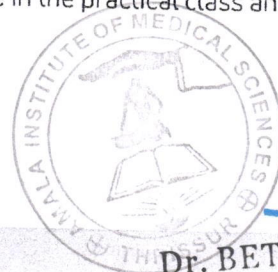
All students must, throughout the entire course, wear uniform while attending the class (theory as well as practical), examination, clinics, library and any academic function on the campus. They are also to follow the dress code given below.

A. MEN :

- They should wear closed shoes.
- Clean white over coat properly buttoned should be worn while attending clinics and practical classes.
- Jewellery may not be worn.
- I.D. card must be always worn in a manner that is visible to others.

B. LADIES :

- Hair should always be put up.
- Clean white overcoat should be worn and should be properly buttoned while in the practical class and clinics
- Jewellery may not be worn.
- I. D. card should always be worn in a manner that is visible to others.



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6. It is the responsibility of the student to treat college property with care and to help keep the buildings and the campus neat and clean. Any damage done by a student to the property of the college or of others, must be repaired or replaced at the student's expense. They will be subjected to disciplinary measures also.

7. All students should read and understand library regulations.

8. The hostel areas are off-limits to non-resident students. Similarly boys may not enter the retiring rooms of girls without prior permission of the Principal or Vice Principal in writing.

9. If a teacher is not in class at the prescribed time, the students should wait quietly inside the class room. Class leader may report the teacher's absence to the Principal / Vice-Principal.

10. Free periods are not meant for any games (indoor or outdoor), loitering in the corridors, sitting in or around the canteen. Students are advised to make use of the library and reading room during free periods. Students can use their common room during their leisure time.

11. Congregating at the entrance of the college gate, sitting on the steps of the staircase, on the steps of the portico and sitting on the parapets create a bad impression and therefore, are to be avoided.

12. There shall be no movement of students on the corridors of the college buildings while lecture is in progress in the class rooms. Similarly, silence may be observed in the corridors of the administrative block, library and teaching departments.

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13. A teacher may send a student out of class when the teacher has evidence of the student's misbehavior.

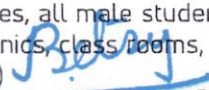
14. Smoking, chewing pan, panmasala, gutkha or consuming intoxicating drinks or prohibited drugs on the college campus is strictly prohibited.

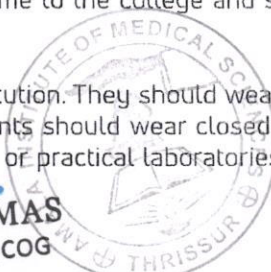
15. The use of mobile phone is strictly prohibited inside the college building and hospital wards. No student shall carry mobile phones into the OT and labour room. If any student is found using mobile phone, a fine of Rs. 5000/- will be levied towards Chief Minister's Distress Relief Fund (CMDRF) and the mobile phone will be returned only after one week.

16. Use of vehicles by MBBS students (two wheelers as well as four wheelers) is prohibited on the campus as per court order. Post Graduate scholars and interns should park their vehicles in the parking area designated for them. Violation of this rule is a punishable offence.

17. All must wear identity cards on their person whenever they come to the college and show it to the persons concerned when asked for.

18. Students should wear uniform as per the guidelines of the institution. They should wear white overcoat while attending the clinics and practical classes. Besides, all male students should wear closed shoes, and all female students should put up their hair, while in the clinics, class rooms, or practical laboratories, examinations or any academic function in the campus. (See Appendix 1)


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19. Crackers or firework of any magnitude may not be set off or exploded in the campus.

20. Any student may be suspended, dismissed or expelled from the college at any time during the year for any of the following reasons:-

- a. Stealing.
- b. Any form of cheating or dishonesty.
- c. Any form of public immorality in campus or during a college function.
- d. Possessing or bringing pornographic material into campus.
- e. Bringing alcoholic or any intoxicating beverages into the campus. Coming into the campus consuming alcohol or prohibited drugs and misbehaving.
- f. Bringing or carrying within the campus fire arms or any lethal weapon.
- g. Physical assault on others.
- h. Gross and deliberate discourtesy to college personnel or students on or off the campus.
- i. Illicit possession, use or trafficking in of drugs on the campus.
- j. Vandalism on the campus or of college property.
- k. Gambling on campus premises.
- l. Tampering with and / or falsification of college or public documents.
- m. Intentional gross mishandling or destruction of College properties.
- n. Preventing or threatening students or college staff or authorities from discharging their duties, or from attending classes or from entering the college premises.
- o. Cyber related misuses, offences and crimes.
- p. Frequent and contemptuous disregard of this disciplinary code or any single offence considered serious in the same code.
- q. Any other ground similar or analogous to the foregoing.

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21. Study tours may be arranged by the students only with the consent of the Principal. Students will not be allowed to go on tour unless they are accompanied by a male and female member of the teaching staff not below the rank of senior Resident. Tours may not be conducted on working days. (See Appendix II)

22. Students are free to meet, write to and talk to the Principal individually about issues related to them or college administration.

23. Everyone is free to follow and practise a religion of his choice but external worship other than catholic is not allowed any where in the campus.

24. Students may not organize fund raising programmes nor may they engage in any kind of fund collection on the campus, without the explicit written prior permission of the Principal.

25. Students may not indulge in any kind of political activity, gheraos, bandh, hartal, dharna, strike, slogan shouting and any sort of violence on the campus. They shall not do any thing which infringes upon the right of other students to attend classes or of the teacher to conduct his/her class . Similarly, students shall not hold demonstrations along the corridors or enter the class rooms and obstruct the teaching process.

26. Students may not organize or attend any meetings on the campus without the explicit written permission of the Principal or Vice-Principal. On no account, may, outsiders be invited to address the students inside the campus, without the written consent of the Principal and the Director of Amala Institute of Medical Sciences.

