



PRAMUKHSHWAMI MEDICAL COLLEGE KARAMSAD



ACADEMIC GUIDELINES FOR MBBS COURSE STUDENT COPY

**Pramukhswami Medical College, Karamsad-388325, Gujarat-India.
Managed by Charutar Arogya Mandal**

1. Introduction

Pramukhswami Medical College (PSMC), established in the year 1987 by the founder chairman Late Dr.H.M.Patel, is managed by Charutar Arogya Mandal. The college is attached to the 750 bedded Shri Krishna Hospital for clinical training of medical graduates and postgraduates. The college is affiliated to the Sardar Patel University, Vallabh Vidyanagar and is recognised by Medical Council of India (MCI).

The college has started “Integrated Teaching” since 2007 along with early clinical exposure right from 1st MBBS. The college is equipped with a trained team of faculty members who believe in student centered teaching and have adopted innovative methods of teaching so as to enhance student's learning of medical concepts and make the students life-long learners. Shri Krishna Hospital is well equipped with all modern health care facilities and special emphasis is given to community health care during the clinical training. The college has a regular and standard format for both formative (Day-to-Day, Internal) and summative (University Examination) assessment of students. The assessment pattern has evolved over a period of years with introduction of case-based questions and Objective Structured Practical/Clinical Examinations (OSPE/OSCE) so as to improve the quality of product. The College takes student’s feedback about the teaching - learning methods and individual faculty members after the summative assessment so as to improve the teaching quality.

Pramukhswami Medical College also provides post-graduate courses (MD/MS / Diploma) in the disciplines of Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology, Community Medicine, Oto-Rhinolaryngology, Ophthalmology, Surgery, Medicine, Obstetrics & Gynaecology, Paediatrics, Radiology, Orthopaedics, Anaesthesia, Skin&VD, TB&Chest. The college also offers PhD program in the various preclinical, Paraclinical and clinical disciplines.

Our Mission

We offer to our students an environment conducive of excellent teaching and learning so that they become health care professionals of the highest caliber, sensitized to the health needs of the less-privileged and equipped to carry out ethical and value-based practice.

2. MBBS Curriculum

1. **Duration of Course:** The duration of MBBS course is five and a half years which includes one year of compulsory internship.

2. **Course Break-Up:** The MBBS course is divided into three phases and one year compulsory rotational internship period.

Phase I (1st MBBS) : This is known as Preclinical Course which is for one year and during which the student learns and is assessed for the normal structure and functioning of human body. However, at PSMC, the students are given an early exposure to diseased states through case scenarios, seminars and hospital visits so as to facilitate contextual learning.

Phase II (2nd MBBS) : This is known as Paraclinical Course which is for one and half years and during which student learns and is assessed for the causation of disease, abnormality in structure and functioning of human body in diseased states, medico-legal issues related to medical conditions, the rationale of drug therapy, through their rotation in clinical branches. However, it is during the Phase II that the student starts learning about the diagnosis, management and prevention of diseases.

Phase III (3rd MBBS Part-1& Part-2) is known as Clinical Course which is for two years and during which the student learns and is assessed for diagnosis, management and prevention of diseases. Though the learning of clinical subjects takes place during Phase III, the students are exposed to an Integrated Curriculum throughout the MBBS course and start learning the clinical subjects during the clinical postings at Phase II.

Internship: The student has to undertake compulsory rotating Internship for one year after completion of Phase III. The student takes active part in the diagnosis and management of patient under the supervision of a faculty so as to achieve clinical competence to do independent medical practice.

The following is the subject break-up for each phase of medical curriculum:

i. First MBBS (Phase 1- Preclinical , Duration:1Yr)

1. Anatomy
2. Physiology
3. Biochemistry
4. Community Medicine

ii. Second MBBS (Phase 2 – Paraclinical , Duration:1½ Yrs)

1. Pathology
2. Microbiology
3. Pharmacology
4. Forensic Medicine
5. Community Medicine

iii. Third MBBS Part-I (Phase 3 Part –I, Clinical , Duration:1Yr)

1. Ophthalmology
2. Oto-rhino-laryngology (ENT)
3. Community Medicine

iv. Third MBBS Part-II (Phase 3 Part –II, Clinical, Duration:1Yr)

1. Medicine (inclusive of Pulmonary Disease, Skin&VD and Psychiatry)
2. Surgery (inclusive of Orthopedics, Radiology, Anesthesiology, Dentistry& Casualty)
3. Obstetrics & Gynaecology
4. Paediatrics

Curricular MAP

Phase and Subject learning	Phase Duration & Time of Summative Assessment (University Examination)
<p align="center">Phase- 1 Anatomy Physiology Biochemistry Community Medicine</p>	1 Year
<p align="center">First Professional University Examination Anatomy, Physiology & Biochemistry</p>	At the end of Phase -1
<p align="center">Phase -2 Pathology Microbiology Pharmacology Forensic Medicine Community Medicine + Clinical Posting in Medicine and allied disciplines Surgery and allied disciplines Paediatrics, Obstetrics & Gynaecology</p>	1 ½ Years
<p align="center">Second Professional University Examination Pathology, Microbiology, Pharmacology & Forensic Medicine</p>	At end of Phase -2
<p align="center">Phase-3 Ophthalmology, Oto-rhinolaryngology Community Medicine Medicine and allied disciplines Surgery and allied disciplines Paediatrics, Obstetrics & Gynaecology + Clinical Posting in Medicine and allied disciplines Surgery and allied disciplines Paediatrics, Obstetrics & Gynaecology</p>	2 Years
<p align="center">Third Professional University Examination Ophthalmology, Oto-rhinolaryngology & Community Medicine</p>	At end of 1st Yr of Phase 3
<p align="center">Fourth Professional University Examination Medicine, Surgery, Obstetrics & Gynaecology and Paediatrics</p>	At the end of 2nd Yr of Phase 3
<p align="center">Compulsory Rotational Internship</p>	1 year
DEGREE OF MBBS	

3. Teaching-Learning Process at PSMC

Pramukhswami Medical College believes that students entering the medical course are as good as adults and therefore works on the principle of adult learning so as **to make the students lifelong learners.**

Various efficient teaching-learning methods are adopted by the faculty members and departments of the college to impart knowledge and skills to the students so that the knowledge acquired may serve the current and future health needs of the local as well as global community. The graduates of PSMC practice evidence based and rationale medicine.

The following innovative teaching-learning methods are adopted by PSMC:

1. Horizontal and vertical Integrated Teaching System
2. Clinical Postings
3. Case-Based Learning
4. Project Based Learning
5. Student Group Seminars
6. Hospital Visits (Early Exposure from First MBBS)
7. Village Field Visit and Village Stay Program
8. Quiz Competitions
9. Undergraduate Student Research
 - ABC of Research Course in MBBS
 - Student Research Workshops
 - Indian Council of Medical Research (ICMR) Studentships
 - Scientific Poster and Paper Presentation at State and National Conferences
10. Multiple Choice Questions in formative and summative assessment
11. Case Based Questions in formative and summative assessment
12. Objective Structured Practical/Clinical Skill Examination (OSPE/OSCE)

Professionalism:

This is a unique theme in the MBBS foundation course at Pramukhswami Medical College, Karamsad which introduces the students to the concept of Professionalism in health care at the every stage of MBBS course i.e. First MBBS. It includes concepts like Attributes of Physician, Ethics, Team Learning, Self-Directed learning, Communication skills and Time Management.

Medicine & Society

This is also a unique theme in the MBBS Foundation course at Pramukhswami Medical College, Karamsad. It sensitizes the students towards the role of doctor in society, evolution of medical science, alternative medicine and health care needs in rural and urban community. Students are exposed to experience of eminent medical personalities and as well as to their own hands-on experience during the community visit.

4. SARDAR PATEL UNIVERSITY PROFESSIONAL EXAMINATIONS RULES & REGULATIONS

1. A total of Four Professional Examinations (University Examinations) are conducted during the MBBS course.
2. The following **ELIGIBILITY CRITERIA** have been laid down by the Sardar Patel University for appearing in any of the University examinations mentioned above:
 - a. **Attendance:** A student must have **at least 75% attendance** in the subject inclusive of theory as well as practical sessions during his/her study period to appear for the University examinations of that subject.
 - b. **Internal (Formative) Assessment:** A student must have secured a **minimum of 35% marks** of the total marks (**Theory + Practical together**) fixed for internal assessment in a particular subject. (For eg. in the subject of Physiology, the University examination is of 200 marks out of which 40 marks are allotted to the Internal (formative) assessment (Theory -20 Marks and Practical – 20 Marks). So a student must secure at least 14/40 to become eligible for the University examination in the subject of Physiology).
3. For passing in any subject, a candidate must obtain **50%** in aggregate with a minimum of **50% in theory** and minimum of **50% in practical**. A student is declared passed in a subject only if he has passed in both theory as well as practical examination of the subject.
4. Marks of Oral (viva) during the practical examinations are included in the theory marks.
5. **Passing in First Professional examination is compulsory so as to proceed for Phase-2 training.**
6. No candidate will be allowed to reappear at any examination in which he has already passed.
7. A candidate who has been declared failed in a university examination for 1st MBBS, 2nd MBBS, 3rd MBBS Part-I & 3rd MBBS Part-II is a **repeater** for the said examination.
8. Failure to pass the examination will not debar a candidate from appearing at any subsequent examinations on the submission of a new application form with the payment of stipulated fee and the production of certificate showing that he has, during the interval between the declaration of his/her failure and subsequent reappearance at the examination, pursued a further course of study in the subjects of the examination to the satisfaction of the Dean of the medical college.
9. **Supplementary University Examinations** are conducted within a period of 6 months from the date of declaration of result of University Professional Examination for the repeater students except that the Supplementary examinations for the First MBBS will be conducted within two months of the declaration of results of main First MBBS University Professional examinations.

10. **Students declared passed at the Supplementary Examinations of the First MBBS University Professional examinations** will join the Regular Batch in 2nd MBBS and extra classes would be arranged for these students for the period of training which they missed due to supplementary first professional university examinations.
11. **Students who are declared failed at the Supplementary Examination for the First MBBS University Professional examinations** will have to join and attend at least 75% of the First MBBS classes (theory and practical) in the subject/subjects they have failed in. They will then appear for the 1st MBBS university examinations with the fresh 1st MBBS batch after fulfilling the eligibility criteria for appearing at the examinations. It is compulsory to appear in the preliminary exams just before the supplementary examinations to be eligible to appear in the supplementary exam.
12. Students who were not eligible in subject/s because of **internals marks** being below 35%, can seek fresh internals by appearing in the preliminary examinations where they still have to **score at least 35%** in the internals to be eligible in the supplementary examination.
13. The supplementary examination for 1st MBBS examination may be conducted within 6 months so that the students who pass can join the main batch and the failed students will have to appear in the subsequent year provided that the students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after he/she completes the full course of study of three semesters (i.e. 18 months) for the **second professional MBBS** examination irrespective of the examination of the regular batch. The student cannot appear for 2nd MBBS University exam with the Regular Batch but at the **supplementary university examination, 6 months after the Regular university examination.**
14. A student who fails in the second Professional examination will be allowed to attend 3rd MBBS Part-1 but shall not be allowed to appear in Third Professional Part-1 examination unless he passes all subjects of second professional examination.
15. Passing in Third Professional (Part-I) is not compulsory before entering the 8th and 9th semester for training, however passing of Third Professional (Part-I) is compulsory for being eligible to take Third Professional (Part-II) examinations.
16. **Internal (Formative) Assessment :**
 - a. **Regular periodical tests** and examinations are conducted throughout each phase of training and marks obtained in these tests and examination are added together along with student performance in day to day assessment, student seminar, project work, clinical case presentation and discussion to calculate the internal marks of the student in each subject.
 - b. **The internal marks carry a weightage of 20%** of the total marks in each subject at the University Professional examination.

Academic Guidelines for MBBS Course: Student Copy

- c. Student must secure **at least 35% marks** of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in the University Professional examinations of that subject.
- d. A student who becomes a repeater for the 1st MBBS, 2nd MBBS & 3rd MBBS Part-I University Professional examination has to **compulsorily appear at the Preliminary** theory and practical examinations just prior to the university examinations, to be eligible for the subsequent university examination in the subject/subjects he/she has failed at the first attempt.
- e. **For the repeater students**, the internals for the Supplementary University examination for 1st MBBS, 2nd MBBS, 3rd MBBS Part-I & 3rd MBBS Part-II would be calculated based on the rule of “ **Best of Two**” according to which the internal which is greater between the internal marks obtained in the preliminary examinations of the University exams he/she is appearing for, and the internal marks of previous university examination will be considered provided the previous university examination was held within a period of one year and not more than one year. **However**, if the time between the university examination in which the student is appearing and the previous university examination is more than one year, the internal marks shall be calculated on the basis of the marks obtained in the preliminary examination, just prior to the university professional examination he/she is appearing for.
- f. A candidate who is a repeater in the 3rd MBBS Part-II examination has to **compulsorily attend the ward posting and give the ward ending examination** in the subject/subjects failed and must also appear for the preliminary theory examination in the subject/subjects failed to be eligible for the subsequent university professional examination in the subject/subjects.

5. Parent and Guardian Guidelines

S. No.	Important Guidelines
1	The MBBS course is for five and a half year inclusive of one year compulsory internship. Internship will be allowed in the centers attached with the institute. Internship outside these or any other college will not be permitted. Externship / electives outside the country will not be part of Internship
2	<p>Eligibility Criteria for University Professional Examinations:</p> <p>A. Attendance: The student must have atleast 75% attendance in Theory and 75% attendance in Practical/Clinical Postings in the subject for which he/she wants to appear at the university professional examination.</p> <p>B. Internal Marks: The student must have secured a minimum of 35% marks (Theory + Practical) in Internal Marks in the subject for which he/she wants to appear at the university professional examination.</p>
3	Obtaining 50% marks is the criteria for passing the Internal and university professional examination. Student must obtain 50% marks in both Theory as well as Practical examination of the subject separately to be declared as Pass in the subject.
4	Parents and/or guardian are continuously updated about the progress of their ward through postal communications/ telephone and parent-mentor meetings.
5	Parents and/or guardians are advised to communicate with the college through mentor if they find that their ward is showing an unhealthy behavior due to home sickness, poor performance in examinations or in case of any illness.
6	Parents and/or guardians are requested to be present during the Parent-Mentor Meetings which are scheduled at regular intervals during the course of study as it will motivate the students and faculty to improve the standards of education.
7	Parents and/or guardians are informed herewith that they must not contact any faculty member for the purpose of examination clearance. Such approach will not be entertained.
8	Parents and/or guardians are informed not to send any gift or token of appreciation to the faculty members.
9	Parents and/or guardians are requested to take care that their ward develops good communication skills, dress sense and ethical values.
10	Ragging is strictly prohibited and banned on the campus. The UGC regulations for curbing the menace of ragging will be enforced on all students and parents. Parents and Students have to fill the Undertaking for the same, in hard copy and online. www.antiragging.in
11	Hostel accommodation with mess facility is available in the campus, charges as per the rules of Institute will be levied. The mess is mandatory with Hostel allotment. Refundable Caution money will have to be deposited.
12	Use of Mobile in Class Room is forbidden. Fine of Rs. 500/- will be levied.
13	During the Second Term Fee: PSMC Alumini Association Fee of Rs.2000/- will also be collected.
14	Parents are requested to avoid giving Two wheelers to wards. If you are providing Two Wheelers to your ward, ensure they have helmets and wear it when driving. A fine of Rs 500/- would be levied for not using Helmet.
15	Tuition Fee when due will be intimated as Circular on the Notice Board. Late fee charges will be applicable after the due date.
16	Smoking, Consumption of Alcohol and other Narcotic drugs is Prohibited in the campus, Strict Action will be initiated if found to be indulging in these activities.

Pramukhswami Medical College, Karamsad

Tentative Time line for First MBBS students (2018-2019 Batch)

Sr. No.	From	To	
Ist Term (From 27.08.2018 to 30.01.2019)			
1	27/08/2018	02/09/2018	Orientation Program Foundation Program
2	04/09/2018	03/11/2018	Teaching Schedule
3	05/11/2018	10/11/2018	Diwali Vacation
4	12/11/2018	05/01/2019	Teaching Schedule
5	06/01/2019	20/01/2019	Reading time for First Terminal Examination (16 days)
6	21/01/2019	30/01/2019	First Terminal Examination
IInd Term (31.01.2018 to 10.08.2018)			
7	31.01.2019	15.05.2019	Teaching Schedule
8	16/05/2019	12/06/2019	Reading time for Preliminary Examination
9	13/06/2019	28/06/2019	Preliminary Examination
10	29/06/2019	23/07/2019	Reading time for S. P. University Examination
11	24/07/2019	10/08/2019	S. P. University Examination
		By 28/08/2019	S. P. University Results

PRAMUKHSWAMI MEDICAL COLLEGE

**Tentative Time line for First MBBS students (2018-2019 Batch)\
Annual Schedule**

Sr. No.	From	To	Topic
Ist Term (27.08.2018 to 30.01.2019)			
1	27/08/2018	2/09/2018	Foundation course & Introduction of all 4 subjects
2	04/09/2018	30/12/2018	<p style="text-align: center;">First term Teaching Schedule</p> <p>Anatomy: Lower Limb, Upper Limb & Abdomen Physiology: General Physiology, Blood, N- M Physiology, ANS, GIT, CVS, Renal Physiology, Endocrine Physiology Biochemistry: General Biochemistry; Chemistry of Lipids, carbohydrates and Proteins; Enzymes; Heme: synthesis and breakdown; LFT; Blood Buffers; Environment and xenobiotics -1</p>
3	06/01/2019	20/01/2019	Reading time for Ist Terminal Examination <i>(Tentative)</i>
4	21/01/2019	30/01/2019	Ist Terminal Exam
IInd Term (31.01.2019 to 10.08.2019)			
5	31.01.2019	15.05.2019	<p style="text-align: center;">Second Term Teaching Schedule</p> <p>Anatomy: Thorax, Head & Neck and Brain Physiology: Endocrine Physiology, Respiratory System, Reproductive System, Special senses, CNS Biochemistry: Metabolism, Vitamins, Minerals, Nutrition, RFT, TFT, Molecular Biology and Technique</p>
6	16/05/2019	12/06/2019	Reading time for Prelim exam
7	13/06/2019	28/06/2019	Prelim Examination
8	29/06/2019	23/07/2019	Reading time for S. P. University Exam
9	24/07/2019	10/08/2019	S. P. University Exam (Tentative Schedule)

Medolympics : 18/09/2018 to 21/09/2018

Horizon : 26/10/2018 to 28/10/2018

Diwali Vacation: 05/11/2018 to 10/11/2018 (College Opens on 12/11/2018)

Summer Vacation: 20/05/2019 to 02/06/2019

H M Patel Centre For Medical Care and Education
List of Holidays for the year 2018
(The Schedule of 2019 is Tentative, and subject to change)

Sl. No	Date	Day	Festival
1	September 03, 2018	Monday	Janmashami
2	September 13, 2018	Thursday	Ganesh Chaturthi
3	September 21, 2018	Friday	Muharram
4	October 02, 2018	Tuesday	Gandhi Jayanti
5	October 18, 2018	Thursday	Dussehra
6	November 07, 2018	Wednesday	Diwali
7	November 08, 2018	Thursday	New Year
8	December 25, 2018	Tuesday	Christmas
9	January 14, 2019	Monday	Makarsankranti
10	January 26, 2019	Saturday	Republic Day
11	March 04, 2019	Monday	Mahashivratri
12	March 21, 2019	Thursday	Holi

Medolympics : 18/09/2018 to 21/09/2018

Horizon : 26/10/2018 to 28/10/2018

Diwali Vacation: 05/11/2018 to 10/11/2018 (College Opens on 12/11/2018)

Summer Vacation: 20/05/2019 to 02/06/2019

Fee Schedule (9 Semester)

Tuition Fee : August and February : Late Fee applicable

Caution Money of Hostel: Rs. 20,000/- (Refundable)

Hostel Fee (Annual) : Rs. 18,000/- per year (Subject to change) April to March
(payment due in March).

Mess Fee (Annual) : 36,000/- per year year (Subject to change) April to March
(payment due in March).

AMOUNT TRANSFER THROUGH RTGS / NEFT DETAILS TUITION FEE

NAME OF BANK : **ORIENTAL BANK OF COMMERCE**
NAME OF A/C : **PRAMUKHSWAMI MEDICAL COLLEGE**
BANK A/C NO. : **50 99 20100000 20**
BANK ADDRESS : **PRAMUKHSWAMI MEDICAL COLLEGE CAMPUS ,**
GOKAL NAGAR, KARAMSAD – 388 325
BRANCH CODE : **5099 (KARAMSAD)**
IFSC CODE : **ORBC0105099**
SWIFT CODE : **ORBCINBBRD (If Transfer from Foreign)**
BRANCH : **KARAMSAD**

HOSTEL & MESS FEE

NAME OF BANK : **ORIENTAL BANK OF COMMERCE**
NAME OF A/C : **CHARUTAR AROGYA MANDAL**
BANK A/C NO. : **50 99 50110000 17**
BANK ADDRESS : **PRAMUKHSWAMI MEDICAL COLLEGE CAMPUS**
GOKAL NAGAR, KARAMSAD – 388 325
BRANCH CODE : **5099 (KARAMSAD)**
SWIFT CODE : **ORBCINBBRD (If Transfer from Foreign)**
IFSC CODE : **ORBC0105099**
BRANCH : **KARAMSAD**

MENTORSHIP PROGRAMME (MBBS 2018-19 BATCH)

Sr No.	Name of Mentor	Name of Peer Mentors	Roll Nos.
1	Dr Praveen R Singh 9427493505	Aaryesh Chandegara 9601377925 Pankti Pandya 9687705980	1-10
2	Dr Sumati 9979039568	Uttara Jani 9099920864 Harshvardhan Gogia 7226836677	11-20
3	Dr Mehul Tandel 9898378517	Ishan Karia 9426996013 Alefia vasanwala 9624443977	21-30
4	Dr Daxa P Kanjiya 9825715568	Bhasha Vaidya 9979167119 Arth Patel 9537589898	31-40
5	Dr Hasmukh Shah 9879731388	Vama Patel 7069893080 Swar Desai 9409264741	41-50
6	Dr Minal Patel 9427383862	Vishwa Patel 8511196763 Dhwani Nandawani 9913468198	51-60
7	Dr Archana Nimbalkar 9978444052	Vishwa Vekariya 9586281717 Freny Patel 9825525759	61-70
8	Dr Hitesh Shah 9825357205	Nisarg Goswami 777803376 Gargi Patel 9726053735	71-80
9	Dr Mitul Chhatrivala 9601530026	Nisarg Mehta 7778033376 Nidhi Shah 7490035330	81-90
10	Dr Dharmik Patel 9974800892	Brijesh Pambhar 8140744013 Ami Parekh 8469944330	91-100

STUDENT SUPPORT GROUP CHARUTAR AROGYA MANDAL, KARAMSAD

Mentorship Program

Hardil Majmudar
Sneha Makhija
Alpa Gor
Manisha Gohel
Swapnil Agarwal

Mentoring means 'helping people attain full potential'.

Amongst many definition of mentorship, one is - a relationship in which a more experienced or more knowledgeable person [*mentor*] helps to guide a less experienced or less knowledgeable person [*mentee*]. It is a fundamental form of human development where one person invests time, energy and personal know-how in assisting the growth and ability of another person.

The word 'Mentor' was inspired by the character of Mentor in Homer's Odyssey. It means an experienced and trusted advisor. He/ she may be older or younger than the person being mentored, but she or he must have a certain area of expertise with vast experience.

Mentoring has been found to have significant behavioral, attitudinal, health-related, relational, motivational, and career benefits; the program being offered to students, both undergraduate as well as postgraduate, of Charutar Arogya Mandal.

Students in professional courses are nowadays subject to pressures [academic, personal, career related etc.] due to which they remain under undue stress. In order to support these students to overcome undue stress, the institute offers Mentorship Program where a teacher as well as a peer [senior student] acts as Local Mentor. A group of students is allotted to each teacher and student mentor, who guides the student to cope up academically, counsels on personal issues, supports extracurricular activities, interacts with their parents as and when required and tries to promote a healthy atmosphere during student's stay in the institute.

Please find attach a list of 'dos' and 'don'ts' for the Mentor as well as Mentee.

VISION: To have a culture, where students of Charutar Arogya Mandal, present as well as past, take pride in their ALMA MATER
MISSION: To enrich academic, personal as well as professional development of students around core organizational value of 'UNMATCHED HUMANE EXPERIENCE'

**STUDENT SUPPORT GROUP
CHARUTAR AROGYA MANDAL, KARAMSAD**

Mentorship Program

Hardil Majmudar
Sneha Makhija
Alpa Gor
Manisha Gohel
Swapnil Agarwal

Dos for Mentee

1. Recognize the need for mentoring and seek it out
2. Establish open and honest communication with mentor
3. Maintaining confidentiality
4. Understand what you want from the mentoring relationship and communicate your goals and aspirations to your mentor.
5. Balance personal and professional relationship with your mentor.
6. Act on your mentor's advice when you feel it is applicable to your situation.
7. Display professional behavior and dress, as appropriate.
8. Be realistic and maintain a positive attitude.

Don'ts for Mentee

1. Ask for advice on everything. Have a purpose in each request.
2. Expect your mentor to act in your place or tell you precisely what to do.
3. Rely on your mentor to give or seek answers to all of your questions/requests.
4. Complain about other people or missed opportunities in an unprofessional manner.
5. Commit yourself to obligations you cannot keep.
6. Avoid talking about problems, anxieties, or grief because it makes you seem less than perfect
7. Use friendship with a mentor as a tool to avoid work or escape consequences of your own activities

*Adapted from Texas Agricultural Extension Service Survival Guide for Mentor and Mentee. Available at <https://www.ag.ndsu.edu/ext-employees/new-employees/ndsu-extension-service-staff-mentoring-program-1/county-mentoring-program-information/mentee-dos-and-donts>

VISION: To have a culture, where students of Charutar Arogya Mandal, present as well as past, take pride in their ALMA MATER
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ANTI-RAGGING

‘ZERO TOLERANCE’ policy : No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished.

SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

1. PREAMBLE:

In view of the directions of the Hon’ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

2. OBJECTIVE:

To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. WHAT CONSTITUTES RAGGING:

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. MEASURES FOR PROHIBITION OF RAGGING:

There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:

No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the Institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from the Web)

Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.

Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.

5. ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension/ expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for period ranging from one to four semesters.
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie, (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; (ii) in case of an order of a University, to its Chancellor. (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

Where Can I get Help?

1. I do not want you to feel that you are alone and help less. We are all with you.
2. Your Parents are there to help. Please do not feel that you will burden our parents. Talk to them freely and openly. If you are being ragged it is not your fault. They understand that.
3. **Whom to Contact:**
 - a. Pramukhswami Medical College & Shree Krishna Hospital
Toll Free No: **18002337826**
 - b. **Anti-Ragging Squad attached in this brochure.**
4. We, at the Ragging Prevention Program are ready to help. You can call us any time on 1800 180 5522. It is a free phone. You can also send us an E mail on helpline@antiragging.in .
5. Your College Administration is there to help – Please do not hesitate to ask for help. They will definitely help you. The local police and local administration is also there to help.
6. Any body can register a complaint of Ragging. It does not have to be only the victim. If you notice an incidence of Ragging you must inform the call centre. It is your duty to do so.
7. You can also register a complaint of Ragging - Anonymously. You must however avoid this option because without knowing details it becomes difficult for us to take any action. We can assure you of confidentiality.
8. For knowing the progress of your complaint you can log on to the Anti Ragging Portal: www.antiragging.in or visit www.amanmovement.org .

Pramukhswami Medical College & Shree Krishna Hospital
Toll Free No: **18002337826**

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522 (helpline@antiragging.in)

PRAMUKHSWAMI MEDICAL COLLEGE KARAMSAD

ANTI-RAGGING COMMITTEE

Members:

Sr.No	Name	Status	Email ID	Telephone Nos
1	Dr Utpala Kharod	Dean of the College	utpalank@charutarhealth.org	02692-228451
2	Dr Shirish Srivastava	Representative from Faculty members	shirish@charutarhealth.org	02692-228452
3	Dr Barna Ganguly	Representative of Faculty members	barnag@charutarhealth.org	02692-228511
4	Dr Nikhil Kharod	Representative NGO		02692-251166
5	Dr Ashok Nair	Chairman, Acad. Administration	ashokrn@charutarhealth.org	9427004669 02692-228460 (Off)
6	Mr Daniel	Representative Non teaching staff	pdanielashok@charutarhealth.org	02692 228455
7	Ms Reema Shaiva Ms Bhavi Shah Ms Kisti Chaaya Ms. Hetvi Tanna	Representative from Senior Girls		9662414881 9424961256 9429909420 8980747026
8	Mr Dushyant Barot Mr. Saumil Mehta Mr. Shivam Debani Mr. Ishan Karia	Representative from Senior Boys		9427628295 9712498524 9427252720 9426996013
9		Freshers Representatives		
10	Mr Bhupatbhai Padliya Mr Sumant K Raval	Parents Representatives		9825517354 9429034634
11	Representative from Police Administration	Representative Dist. Supt Police	-	02692 260027
12	Representative from Local Media Nayapadkar	Representative - Editor Shri Chirag Dave	-	02692 252840
13	Mamlatdar (Rural) Anand	Representative Shri G J Patel	mam_anand@gujarat.gov.in	02692 - 260264

PRAMUKHSWAMI MEDICAL COLLEGE KARAMSAD

ANTI-RAGGING SQUAD – 2018

Sr No	Person In-charge	Email ID	Contact No
1	Dr Sanjay Gupta Professor Dept. of Forensic Medicine & Warden Incharge, Boys Hostel	sanjaykg@charutarhealth.org	9427149010 02692-228482 (Off)
2	Dr Ashok Nair Professor Dept. of Physiology & Chairman, Acad. Administration	ashokrn@charutarhealth.org	<u>9427004669</u> 02692-228460 (Off)
3	Dr Sumati Professor, Dept. of Anatomy Warden, Girls Hostel	sumatiak@charutarhealth.org	<u>9825839912</u> 02692-228461 (Off)
4	Dr Manisha Gohel Professor Dept. of P&SM	manishakg@charutarhealth.org	9824610142 02692-228535 (Off)
5	Dr Hiteshkumar N Shah Professor & Head Biochemistry	hiteshns@charutarhealth.org	9825357205 02692-228471 (Off)
6	Dr Utsav Parekh Asso. Professor Dept. of Forensic Medicine	utsavnp@charutarhealth.org	9998802055 02692-228490 (Off)
7	Dr Mehul Tandel Asst. Professor Dept. of Anatomy	mehulrt@charutarhealth.org	9898378517 9558568679
8	Hitesh M Patel Warden, Boys Hostel	hiteshmp@charutarhealth.org	<u>9824639682</u> <u>9824001515</u> 02692-228793 (Off)
9	Smt. Geeta Parmar Asst. Warden, Girls Hostel	geetajp@charutarhealth.org	<u>9898255897</u> 02692-228792

Pramukhswami Medical College & Shree Krishna Hospital

Anti-Ragging Toll Free No: **18002337826**

“This booklet is just a information booklet, the information, events and schedules is tentative and subject change.”

Thank you.

With Best Wishes

UNDERTAKING BY THE STUDENT

1. I, _____
S/o, D/o Mr./Mrs. _____
having been admitted to Pramukhswami Medical College, Karamsad, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused Clause 3 of the Regulation and am aware as to what constitutes ragging.
3. I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.
5. I hereby solemnly affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of ___ year.

Signature of Student.

Name _____

UNDERTAKING BY THE PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. _____
 father/mother/guardian of Mr./Mrs./Ms. _____
 having been admitted to Pramukhswami Medical College, Karamsad, have received copy of UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused Clause 3 of the Regulation and am aware as to what constitutes ragging.
3. I have also, in particular, perused Clause 7 and Clause 9.1 of the of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.
5. I hereby solemnly affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of ___ year.

 Signature of Parent/Guardian. Name _____

Address _____

 Mob./Tel.No. _____