



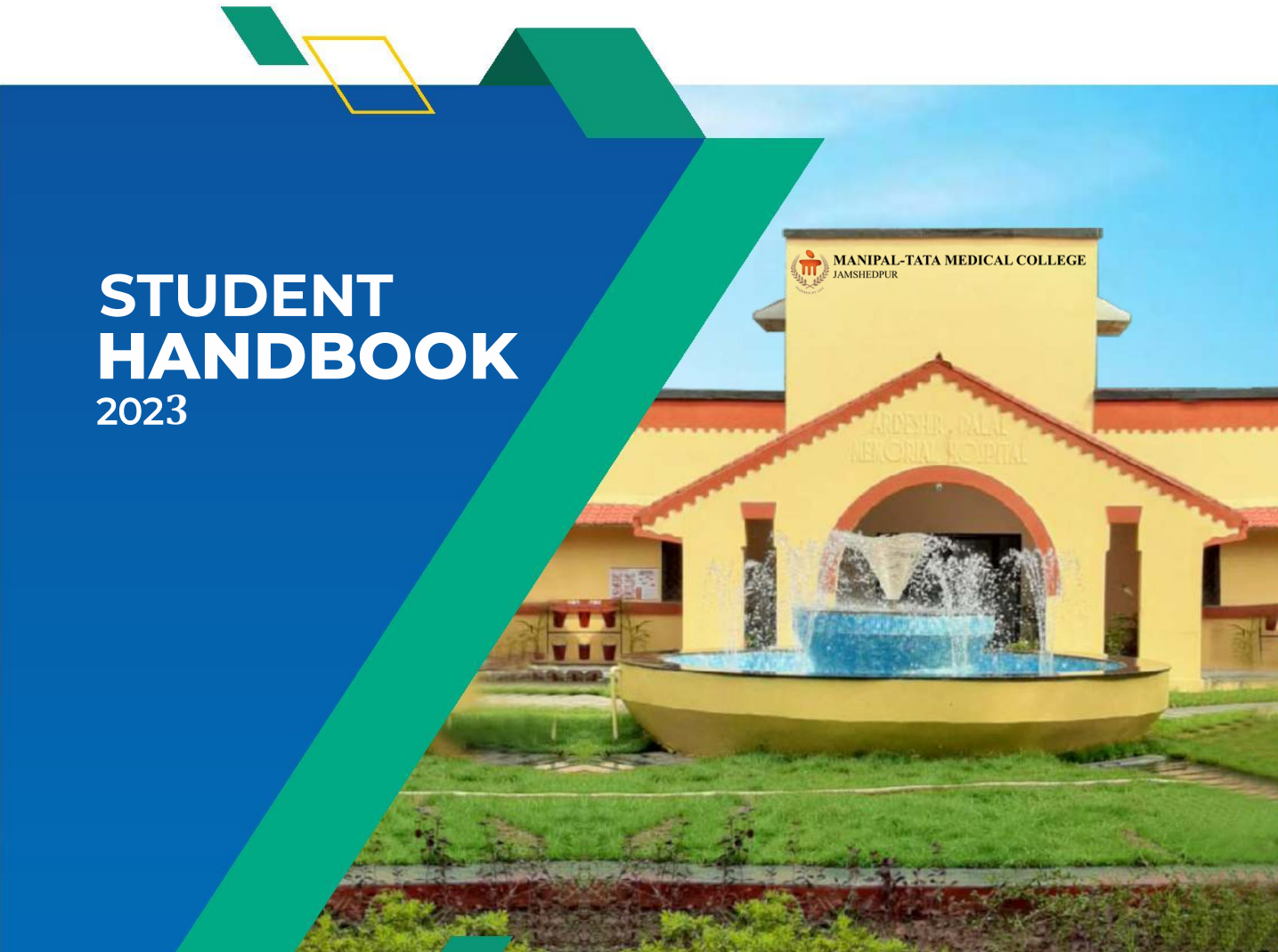
MANIPAL-TATA MEDICAL COLLEGE
JAMSHEDPUR

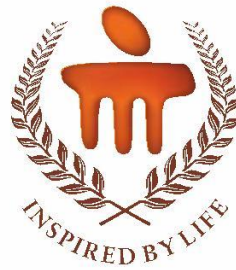
**STUDENT
HANDBOOK**
2023



MANIPAL-TATA MEDICAL COLLEGE
JAMSHEDPUR

ARDESHIR DALVI
MEMORIAL HOSPITAL



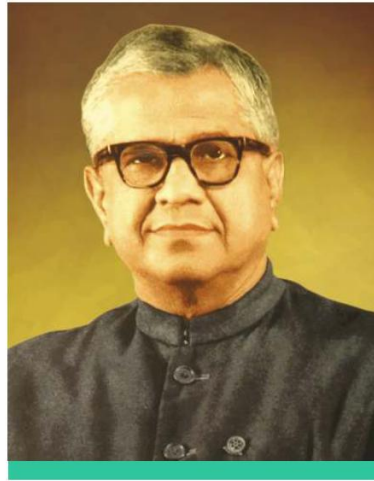


Inspired by the heritage of Manipal, the logo finds a simple Indian expression. Three columns symbolizing roots embedded in the earth as a strong foundation rest below a dynamic circle. It resembles an ancient Indian architectural structure that has stood the test of time and pays tribute to the human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

Contents

The founder, Dr. TMA Pai	2
Manipal Academy of Higher Education and the Manipal group	3
Manipal Academy of Higher Education Administrators	4
Introduction to Manipal Tata Medical College, Jamshedpur	5
Message from the Pro Chancellor	6
Message from the Vice Chancellor	7
Message from the Pro Vice Chancellor - Faculty of Health Sciences	8
Message from the Dean	9
Administrators of Manipal Tata Medical College, Jamshedpur	10
Anatomy Department	11
Physiology Department	12
Biochemistry Department	13
Clinical Postings, E- Learning	14
Impartus, E pad, SIS, PRAISE, Attendance, Internal Assessment,	15
Promotion, Supplementary Examination, Internship	16
Code of student conduct	17
Ragging and Anti-Ragging Committee	20
The Health Sciences Library, Mentoring Scheme	21
Hostel Contact Details	21
Message to Students	22
Message to Parents	23
Nice To Know	23

The Founder



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

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

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

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

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

Manipal Academy of Higher Education and the Manipal Group

Manipal Academy of Higher Education (MAHE) was established in 1993 under Section 3 of the UGC Act 1956, Government of India. It has over 25 constituent institutions comprising medical, dental, engineering, architecture, nursing, allied health, pharmacy, management, communication, information science, hotel management, biotechnology and regenerative medicine. This is a self-financing university with no support of grants from UGC or Government. The tuition fee for students is fixed on the recommendation of the Committee of Experts appointed in consultation with UGC, to maintain the high standards in courses and disciplines. University has an active alumni base of over 1,70,000+ students across the world.

The professional institutions have an excellent track record of academic excellence and its bachelors, masters and doctoral degrees are recognized globally. The world class academic curriculum and infrastructure attracts international students and faculty. Manipal Academy of Higher Education has students from 60+ countries.

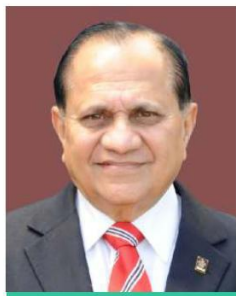
The Manipal Group also operates in 28 hospitals across India. It has several campuses in India and abroad with international academic collaborations for twinning programs in medical and engineering with universities in the US, UK, Australia and other countries.

The scenic campuses provide a high-quality lifestyle and ideal environment for study. All campuses have excellent infrastructure for academic activities, sports, and other extracurricular activities. The infrastructure includes air-conditioned lecture halls, skills lab, air-conditioned hostels, and multi-cuisine food court.



Manipal Academy of Higher Education

ADMINISTRATORS



Dr Ramdas M Pai
Chancellor



Mrs. Vasanti R. Pai
Trustee, MAHE Trust and
Chair Person, MU Hostel Committee



Dr H S Ballal
Pro Chancellor



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



Dr Sharath Kumar Rao K Rao
Pro Vice Chancellor
Health Sciences, MAHE



Dr. Dilip G Naik
Pro Vice Chancellor
Mangaluru Campus



Dr. Niti Nipun Sharma
Pro Vice Chancellor – Strategy &
Planning



Dr P. Giridhar Kini
Registrar



Manipal - TATA Medical College

Jamshedpur



Welcome to Manipal-TATA Medical College, Baridih, Jamshedpur, East Singhbhum District, Jharkhand, a premium institution for medical education and training under a Consortium initiative between Tata Steel Limited (TSL) and MAHE. MAHE has been accorded Institution of Eminence by MHRD. It has created a niche for its medical education and is well recognized both nationally and internationally. There are only three Medical Colleges in the State of Jharkhand and the establishment of MTMC will help augment availability of trained Doctors, improve health care facilities, and thereby contribute to the wellbeing of the local populace. This initiative would also contribute to the increase in the medical seats for the aspirants to medical education in the State.

Under this Consortium initiative, MAHE has created necessary infrastructure for Medical College at ADMH Campus Baridih for the intake of 150 MBBS students annually on 20 acres land leased by Tata Steel Limited. TSL has assigned 981 bedded Tata Main Hospital as the Teaching Hospital for Clinical Training of MBBS Students.

This Consortium is the First Private-Private Partnership in the country which has been created in accordance with the Amendment Gazette Notification No. MCI-34(41)/2019-Med./112859, dated 14th May 2019 of the Medical Council of India. The Ministry of Health and Family Welfare Government of India and the Medical Council of India has taken this initiative for the establishment of a new medical college with the objective to enhance greater participation of the private sector to increase the number of medical colleges in the country to meet the shortfall of the Doctors and thereby augment the health care without compromising the standards of medical education.

Pro Chancellor's Message



"Education is the most powerful weapon which you can use to change the world"-
Nelson Mandela

It is my great pleasure to welcome each and every student to this campus who have joined as a medical student. The value of education is perceived only when it is shared or practiced for a dignified cause. Our aim is always to provide the best to the students and to prepare them to take up the challenges of tomorrow so that when they come out of the institutions, they are competent to handle the responsibilities of the medical profession. Our Founder Dr TMA Pai said "the young men and women of today are going to be the leaders of our country tomorrow. I always consider them to be the real wealth of our country". Our Chancellor, Dr Ramdas M Pai always states "I am not running educational institutions for money. I like to do this because I am convinced that our youth must be educated as they are going to be the assets of our country". This consortium is private - private, so far the first of its kind in the country that too between two very popular brands - Manipal group and TATA group.

I hope, you will carry cherishable memories at Manipal-TATA Medical College (MTMC), Jamshedpur. Due to ongoing pandemic, adhere to the rules and regulations from UGC and do well in your academic career.

I wish good luck and every success to faculty and students of MTMC in their endeavours.

Dr H S Ballal
Pro Chancellor

Vice Chancellor's Message



Dear Student,

Congratulations! You are about to embark on your new life at Manipal-TATA Medical College, Jamshedpur, and we are eager to welcome you to your new home at MTMC, a constituent unit of MAHE. The MBBS program is designed to prepare you to thrive in the fast-paced, ever-changing world of practicing medicine.

You have invested a lot to prepare for this moment, and we are committed to making your transition to medical school as seamless as possible. You should take considerable pride in this achievement.

We are delighted that you have now become a part of MTMC. It is an honor and privilege to share your joy, your achievement, and dreams of your parents. To the parents, let me say, thank you for entrusting your children to us. As you stand on the threshold of beginning your life as a medical student and a future doctor, remember you are joining the family of illustrious names like Hippocrates, Lister, Jenner, Roentgen, Osler, Marie & Pierre Curie. The art of Medicine is the heart of healing, treating and curing with competence and humanity.

So I hope your tenure here at MTMC which is part of MAHE, an Institute of Eminence (IoE) is a fruitful one and you gain a lot of happy memories.

With best wishes

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

Pro Vice Chancellor's Message



Dear Student,

“Arise! Awake! And stop not till the goal is reached.”- Swami Vivekananda

I take immense pleasure in welcoming you to the Manipal family. You are one of the fortunate few to enter the blessed doors of a Medical College to fulfil your dream of becoming a doctor. You aptly selected Manipal-TATA Medical College, a part of Manipal Group, to realize your dream and achieve the goal.

Manipal Academy of Higher Education envisions being a global leader in Healthcare, Education, and Research. MAHE established the first Medical College under 'Public Private Partnership' in 1953 and has since then, been a pioneer in medical education.

Its promising work earned MAHE a place in the top 10 medical colleges in the country.

Manipal-TATA Medical College, a collaboration between two well-known brands, Manipal and TATA, happens to be the first Medical College under 'Private-Private Partnership'. You are going to be the future ambassadors of this college and will play a role in taking the legacy of MAHE forward. Though the college provides an excellent infrastructure, and dedicated faculty for academic excellence, your consistency and hard work are essential for your success.

I am sure you will graduate as a brilliant young doctor.

My heartfelt good wishes will always be with the students and faculty of Manipal TATA Medical College. May you succeed in all your endeavours!

Dr. Sharath Kumar Rao K Rao

Pro Vice Chancellor – Faculty of Health Sciences, MAHE

Dean's Message



Dear Students,

Greetings from Manipal TATA Medical College.

Let me congratulate you and extend a warm welcome as you embark on a journey to fulfill your dreams of becoming a doctor. I am delighted that you joined Manipal Tata Medical College, Jamshedpur, a Constituent unit of Manipal Academy of Higher Education, an Institute of Eminence.

Medical Education is a lifelong journey, the learning never stops, and we must be always willing to discover new things, new challenges to improve our competence. We at Manipal Tata Medical College, take immense pride in the fact that our students receive the highest quality of education as we ensure that we provide the best of everything, be it infrastructure or faculty.

Make the best use of the opportunities that are provided to you and acquire the competencies to become a competent and caring healthcare provider. I wish you good luck and success in all your future endeavors !

Dr. G Pradeep Kumar
Dean



MTMC ADMINISTRATORS



Dr. G Pradeep Kumar

Dean



Dr. Rajiva Dwivedi

Director Academic Administration & Quality



Dr. Harish Chander Bandhu

Associate Dean



Dr. Vijay Kautilya Dayanidhi

Associate Dean



Dr. Vinay A V

Associate Dean

Faculty details for **Anatomy Department**

SL. No	NAME	DESIGNATION
1	Dr. Sadeesh T	Professor
2	Dr. Abhilasha Priya	Associate Professor
3	Dr. Anuja Sinha	Associate Professor
4	Dr. Anjaneyulu Konuri	Assistant Professor
5	Dr. Nadia Ahmed	Assistant Professor
6	Dr. Adnan Akhter	Tutor
7	Dr. Ankita Chatterjee	Tutor
8	Dr. Kumari Shivani	Tutor
9	Dr. Rajdeep Mazumdar	Tutor
10	Dr. Rinku Bhargava	Tutor
11	Dr. Smita Singh	Tutor

Recommended Books

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

Reference books

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



1st Row – left to right: Dr. Nadia Ahmed, Dr. Anuja Sinha, Dr. Abhilasha Priya, Dr. Sadeesh T, Dr. Anjaneyulu Konuri, Dr. Rinku Bhargava, Dr. Smita Singh

Faculty details for **Physiology Department**

SL. No	NAME	DESIGNATION
1	Dr. Vinay A.V	Professor
2	Dr. Sindhu R	Professor
3	Dr. Hirok Chakraborty	Assistant Professor
4	Dr. Shishir Kumar Mahato	Assistant Professor
5	Dr. Oishee Patra	Tutor
6	Dr. Nidhi Kumari	Tutor
7	Dr. Nidhi Singh	Tutor
8	Dr. Aditya Keshri	Tutor
9	Dr. Rohit Chaudhary	Tutor

Recommended Books

- Ganong's Review of Medical Physiology -Kim E. Barrett et al, 25th edition
- Textbook of Medical Physiology- Guyton and Hall, 2nd South Asian edition

Reference books

- Samson Wright's Applied Physiology, 13th edition
- Vander's Human Physiology, 10th edition



1st Row – left to right: Dr. Sindhu R, Dr. Vinay A V, Dr. Hirok Chakraborty, Dr. Shishir Kumar Mahato

Faculty details for Biochemistry Department

SL. No	NAME	DESIGNATION
1	Dr. Sunita Tripathy	Professor
2	Dr. Kavita Rasalkar	Professor
3	Dr. Sulekha Sinha	Professor
4	Dr. Bikramaditya Mukherjee	Assistant Professor
5	Dr. Jaseem T	Assistant Professor
6	Dr. Takkella Nagamma	Assistant Professor
7	Dr. Elvis Vishal Saurabh Dadel	Assistant Professor
8	Dr. Neelam Mehta	Tutor
9	Mr. Sandeep Bhattacharjee	Tutor
10	Ms. Swetanka Prasad	Tutor
11	Mr. Monit Sundriyal	Tutor

Recommended Books

- Textbook of Biochemistry for Medical Students - DM Vasudevan, Sreekumari S, Kannan Vaidyanathan, 9th edition.
- Biochemistry - U Satyanarayana, U Chakrapani - 5th edition
- Textbook of Biochemistry for Undergraduates - Rafi MD, 3rd edition.

Reference books

- Textbook of Biochemistry - Pankaja Naik, 5th edition.
- Lippincott Illustrated Reviews, Biochemistry - 7th edition. (South Asian Edition)
- Harper's Illustrated Biochemistry - 30th edition.
- Biochemistry A case-oriented approach - Rex Montgomery, Thomas W. Conway, Arthur A. Spector- 6th Edition (Mosby publishers)



1st row - left to right: Ms. Swetanka Prasad, Dr. Neelam Mehta, Dr. Kavita Rasalkar, Dr. Sunita Tripathy, Dr. Sulekha Sinha, Dr. Takella Nagamma

2nd row - left to right: Dr. Bikramaditya Mukherjee, Dr. Jaseem T, Dr. Elvis Vishal Dadel, Dr. Sandeep Bhattacharya, Dr Monit Sundriyal

Clinical Postings as per the NMC Regulations

SUBJECTS	SEMESTER							Total Weeks
	3rd	4th	5th	6th	7th	8th	9th	
General Medicine								
Paediatrics	6	6		4		4	6	26
PTCD					4	2	4	10
Skin & VD			2					02
Psychiatry			4			2		06
Radio Diagnosis			4					04
General Surgery	6	6	2	4		4	6	28
Orthopaedics					4	4	2	10
Ophthalmology				4	4			08
E.N.T.				4	4			08
O.B.G. including Family Planning	2	4	4	4		4	6	24
Community Medicine	4	4			4			12
Casualty			2					02
Dental			2					02
TOTAL	18	20	20	20	20	20	24	142

Use of e-Learning System

1. MTMC will use the Edu next platform e-Learning software in the conduct of its academic programs.
2. Students are registered according to their Name and Roll number. The initial password given will be the roll number of the student. Every student is encouraged to change the password within the first two weeks.
3. Students are registered for all the courses they will be taking in the current semester and all courses that have been taken by them earlier.
4. **Course Documents:** This section will contain the handouts and presentations offered by the course directors and course faculty as the semester progresses.
5. **Course Information:** Schedules, timetables and Learning Objectives can be found in this section.
6. **Staff Information:** A profile of each of the faculty of each course and their contact information can be found here.
7. **Announcements:** Regular announcements by the Dean, Course Directors and any other faculty will be posted in this section. Students are encouraged to check this every day.
8. **Digital Drop box:** Students may be asked to submit soft copies of assignments through the digital Drop box.
9. **'E-Learning App':** This will be used for conduction of regular quizzes.



Lecture Capture Solution - Impartus:

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

Paperless Digital Exams - E Pad

A Path-Breaking Eco-Friendly initiative at Manipal University

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

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

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

SIS (Student information system)

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

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

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

Attendance and Internal Assessment

- As per the existing regulations of the Medical Council of India a student must attend at least 75% of lectures and 75% of practical's / clinicals to be eligible to appear for the University examination.
- Students who are not permitted to appear for University examination due to shortage of attendance will have to make up the attendance along with the junior batch by paying the casual term fees specified by the University.
- Students who represent the College in various events like sports, cultural activities or attending the conferences, with prior permission, would be eligible for attendance for the days they represent the college.

Calculation of Internal Assessment marks:

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

Promotion to Second Year MBBS Course

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

Supplementary Examination

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

Note: No student will be permitted to appear for the University examinations unless all dues (tuition fee, hostel facility fees etc.,) are cleared. Parents are advised to remit the annual tuition fees on or before the scheduled date notified by the University.

Internship

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

No.	Department	Period
1	Community Medicine	2 months
2	General Medicine	2 months including 15 days of Psychiatry
3	Casualty	15 days
4	Elective*	15 days
5	General Surgery	2 months including 15 days of Anesthesia
6	Orthopaedics	1 month including PMR
7	ENT	15 days
8	Ophthalmology	15 days
9	OBG including Family Planning	2 months
10	Paediatrics	1 month

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

- Skin and STD
- TB and Respiratory Diseases
- Radiodiagnosis
- Forensic Medicine
- Immunohematology and transfusion medicine
- Psychiatry

Students who wish to complete their internship outside MTMC, Jamshedpur must do so only in teaching hospitals approved by MCI. List of such hospitals is available on MCI website www.mciindia.org. Students must ensure that the joining report is sent by the hospitals concerned to KMC Manipal.

No student will be permitted to do Internship training Outside India (As per MCI Guidelines)

Code of Student Conduct

Introduction and purpose

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

The code governs all campuses of the university.

Definitions

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

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

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

1. Student expectations: Students will

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

2. Attendance and Preparation for Class

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

3. Classroom Etiquette

Do not come late to class.

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

Do not eat, drink or chew gum in class.

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

Do not disturb conducting of classes in any fashion.

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

4. Conduct during Examination

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

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

- Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have in-school privileges removed or suspension.
- Interfering or tampering any of the office records of college / university is a serious offence and will result in suspension / rustication.

6. Dress Code

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

Boys

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

Girls

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

Prohibited for boys

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



Prohibited for girls

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

7. Weapons or Replicas of Weapons

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



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

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

9. Smoking

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



10. Risky Behaviour

- Students are strongly discouraged from owning and riding motor cycles
- Students riding noisy two wheelers are warned that their vehicles will be locked/seized by the security/police.

11. Fighting / Criminal Assault

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

12. Respect for Authority

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

13. Harassment\Threatening

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

14. Bullying\Intimidation\Swarming

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

15. Ragging

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

MANIPAL ACADEMY of HIGHER EDUCATION
ESTABLISHED BY THE GOVERNMENT OF KARNATAKA IN 1984

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

What constitutes Ragging?
 "Ragging is any ostensible or real act which is physical, verbal or written or by an act which has the effect of teasing, treating or handling in a cruel and unbecomingly manner, including in a vexatious or unbecomingly manner, which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension. It is said to be a teacher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment or to adversely affect the post life of a teacher or a junior student." - The National Report Committee

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

Warning
 No student will be shown to the officers involved in ragging. If students are requested to report and cooperate in keeping the university and its institutions free of ragging. If found to be an offender, the following actions will be resorted to:
 - Suspension/ Rustication/ Expulsion from the college
 - Fine up to Rs. 5 lakhs

Ragging is a criminal offence.

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

Issued - In the interest of students Director, Student Affairs



Anti-Ragging Committee

The following is the composition of Anti-Ragging Committee

SL.No	Name, Designation and Address	Email ID
1	Dr. G Pradeep Kumar Dean Professor - Department of Forensic Medicine	dean.mtmc@manipal.edu
2	Dr. Vijay Kautilya Dayanidhi Associate dean & Professor Department of Forensic Medicine	vijay.kautilya@manipal.edu
3	Dr. Sreeshma Pavithran Assistant Professor Department of Community Medicine	sreeshma.pavithran@manipal.edu
4	Mr. Jayaprakash Advocate	jaiprakash234@gmail.com
5	Student Welfare Officer	
6	Warden – Boys Hostel	vinay.av@manipal.edu
7	Warden – Girls Hostel	Sulekha.sinha@manipal.edu

Penalty for Ragging

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

member of the staff or any other person / Anti-Ragging Squad. The decision to suspend or expel or other punishment shall be taken by the Head of the Institution. The college has to take necessary action against students found indulging in ragging.

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

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

SEARCH - The Health Sciences Library

Mr Ranjit Hegde
 Librarian
 Tel No. 8884865724

Manipal TATA Medical College has an excellent state of the art library a domain for information seekers; be it students, faculty or researchers. It has the capacity to accommodate 70 students at a time. Besides the comfortable seating and reading environment, the library is well equipped with modern facilities such as e-learning, access to internet and web resources including online journals and e-books. Library is providing a growing range of databases available in electronic form on the campus network. All the library services have been automated on modern line. The library is open from 9.00 am to 9:30 pm.



The library has over 3400 books and subscribes to 20 print journals, 3263 online journals and has access to 10 online databases, 215 e-books, and 20 computers. The library is subscribing to the following databases.

1. CINAHL Plus with Full Text
2. Access Medicine (e- Books)
3. Journal Citation Reports (JCR)Access Medicine (e Books)
4. Clinical Key
5. Taylor and Francis Journals
6. Springer Link
7. PubMed/Medicine
8. Wiley online Journals and e- Books
9. Cochrane Library online
10. ProQuest Health and Medical Complete

The library has become the institutional member of DELNET (Developing Library Network), New Delhi and many health sciences related online databases can be accessed through DELNET. Library has also become member of British Council Library, Chennai and American Library Chennai. We will enable the URL - <http://libportal.manipal.edu> shortly. Library has a micro site and same can be accessed through the URL - <http://libportal.manipal.edu>.

Mentoring System

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

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

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

MTMC Hostels Contact details

Warden	Office No.	Mobile No.	Hostel	Office Email.ID
Dr. Vinay A V		9880966679	Baridih	hostels.mtmc@manipal.edu
Dr. Sulekha Sinha		9547076669	Baridih	hostels.mtmc@manipal.edu



Message to Students

1. To become a good professional, the student should be very clear in his/her ambition and set appropriate goals for themselves.
2. The priorities for the day should be clear in the mind.
3. Proper time management is very essential (with proper time management a student can easily have 3 hours of relaxation per day and read for 5 hours per day).
4. Mind and body should be kept active. Priorities and ambition may be forgotten if relaxation (though important) is overdone.
5. Attendance and internal assessment are two valuable tools to monitor the academic progress of a student. To avoid anxiety and tension before exam one should maintain a good record of attendance and internal assessment. Though 100% attendance is essential, 25% absenteeism is permitted to cover ill health and family commitments.
6. It is advisable that students stay only in the hostels. When in hostels, they are expected to abide by the hostel rules and regulations. It is mandatory to keep the warden informed in case if the student is visiting a friend or relative and is going to be away from the hostel for more than a day. Students should not keep costly and valuable items in the room.
7. The behaviour of the student in and around the campus should befit the noble profession they have opted for. Lab coats (apron) should be worn only inside the campus.
8. Talented students in the field of sports and cultural activities should identify themselves with sports and cultural committee of the college. Good hobbies should not be forgotten.
9. Students should make an effort to learn the local language, as they have to deal with patients.
10. During clinical postings, Students should behave appropriately when dealing with patients.
11. Students are expected to observe the dress code of the University.
12. Indiscipline will be dealt with as per rules and the nature of punishment can vary from suspension to dismissal from the institute.
13. All the students are recommended 3 doses of Hepatitis B vaccination (0, 1, 6 months). Typhoid and Chickenpox vaccines are optional vaccines and are available in the hospital pharmacy. Please contact your Mentor for information. Students from abroad are advised to get themselves immunized against Hepatitis A.
14. Students are recommended not to eat food from unhygienic restaurants and consume only safe water (either boiled or direct from Aqua guard).
15. In case of ill health, students should report to the Manipal TATA Medical College Student Coordinators. While undergoing elective surgical procedures, students should keep the parents informed and it is always better that one of the parent is present during the procedure.
16. In case of stressful situations students can contact Student Coordinators, Manipal TATA Medical College to cope with the stress.
17. Manipal Academy of Higher Education has been declared as "NO SMOKING ZONE". Students found indulging in smoking may be removed from the hostel and no refund of rent will be given.
18. Any student involved in criminal offences on the campus and any indiscipline outside the campus will be handled by the concerned authorities as per the law of the land.
19. The students are discouraged from indulging in undue risky behaviour. Swimming in the rough Arabian Sea has cost the lives of few students in the past. There is also no need to possess a two or four wheeler.
20. The following are banned and severely dealt with:
 - Drugs, Drinking (liquor) and smoking
 - Ragging & eve teasing
 - Cheating, stealing, provocation, coercion, threats, pressure tactics & fights

Message to Parents

1. Do keep in regular touch with the mentor of your son/daughter.
2. Be aware of your son/daughter's academic progress especially attendance, internal assessment, and marks in the university examinations.
3. Remit all the payments like tuition fees, hostel facility fee directly to Manipal Academy of Higher Education in time.
4. Be aware of your son/daughter's monthly expenditure and mode of expenditure.
5. We may need to contact you sometimes urgently especially in case of accidents and emergency. Hence it is essential that any change in address, phone numbers and e-mail be informed promptly to the college.
6. Do not encourage your son/daughter to extend their holiday and stay at home when he/she visits the family during vacation. He/she may end up with attendance shortage.
7. It is wiser that you visit your son/daughter once in a way instead of the student visiting the family frequently so that his/her studies go uninterrupted.
8. Do not provide the student with a two wheeler or a four wheeler especially in the formative years.
9. Please keep us informed, if the student has a history of illness (physical or mental). Students are covered under Medicare and are entitled for treatment in our associated hospital, which is well equipped.
10. In case of health problems for minor illness, the students can attend out patient health clinic and get treated. If the ill-health warrants inpatient care, the student will be admitted. For minor ailments with short stay the parents may not be informed, but in case of emergencies, they will be informed as early as possible. Students are covered under Medicare and these rules are made clear at the time of admission. Medicare renewal needs to be done promptly.
11. Students should stay in the hostels provided in the campus. Staying outside the campus independently has its own demerits and parent should discuss the matter with the mentor before consenting.
12. It is imperative that parents keep in regular touch with the institution officials especially in case of poor academic performers.
13. Students are not permitted to use mobile handsets with camera during working hours. The equipment shall be confiscated if student is found to possess it.

NICE TO KNOW

Nice to follow outside class:

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

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

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

You wanna buy something...?

- Text books, Apron & Stationeries:

Tring Tring....

- +910657 is area code for Jamshedpur
- Railway station, Tata Nagar Junction 0657 2290112, 104, 131, 139
- Sidgodha Police Station 9431706508

You have got mail!

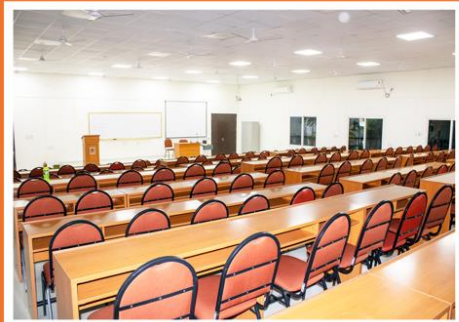
- Speed Post - 0657 2210983
- Courier - DTDC Jamshedpur - 7979090172
- Autorickshaw are available aplenty and fares range between Rs. 25 to 80

National and International Transport

- Airport: Ranchi Birsa Munda - 125 kms from Jamshedpur

Oh we almost forgot.

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





MANIPAL-TATA MEDICAL COLLEGE

JAMSHEDPUR

Kadani Road, Baridih, Jamshedpur, East Singhbhum District,
Jharkhand 831 017
dir. 0657 2211122 fax. 0657 2211133
www.manipal.edu/mtmc