



PRAMUKHSWAMI MEDICAL COLLEGE KARAMSAD



STUDENT HANDBOOK October 2025

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BHAIKAKA UNIVERSITY

About Bhaikaka University

Bhaikaka University was established on October 1, 2019, under The Gujarat Private Universities Act, 2009 (Act No. 8 of 2009) as a State Private University. The University is culmination of late Dr. H. M. Patel's dream to offer comprehensive, compassionate health care to everyone and anyone who needed it. Based in Karamsad, the university is tribute to the legendary Bhailalbhai Patel, an engineer and educationist par excellence, whose contribution to development of educational sector, during early years of independent India is unmatched. Spread over a sprawling green campus of 100 acres the campus provides excellent opportunity to learn and grow professionally in field of healthcare.

Vision

Bhaikaka University will be the most preferred destination for transformative educators, and also students who will become change leaders to make a significant impact in the society.

Mission

Bhaikaka University will:

- Provide the students with contextual and experiential learning so that they become professionals who will be critical thinkers, innovators, and insightful decision-makers
- Develop organizational culture of collaboration and engage transformative learner-sensitive educators to promote excellence in education, research and services
- Support collaborative, problem-solving interdisciplinary research influencing national policies and programs
- Offer accessible, rational, and affordable comprehensive healthcare services to diverse communities for wider societal support

Constituent institutes of Bhaikaka University

1. Pramukhswami Medical College (1987) [MBBS and Postgraduate Programs]
2. G H Patel School of Nursing (1980) [Diploma in GNM]
3. Waymade Institute of Nursing Sciences (2024) [BSc, MSc and Post Basic Diploma Programs]
4. Shri K M Patel Institute of Physiotherapy (1999) [BPT and MPT Programs]
5. Smt. LP Patel Institute of Allied Health Sciences and Technology (1981) [Postgraduate Diploma, BSc and MSc in Laboratory Technology Programs]
6. Shree Krishna Hospital [offering Broad Specialty and Super Specialty Services]
7. Amrita Patel Centre for Public Health [MPH and other Public Health Programs]



PRAMUKHSWAMI MEDICAL COLLEGE, KARAMSAD

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 1000 bedded Shri Krishna Hospital for clinical training of medical graduates and postgraduates. The college is a constituent institute of the Bhaikaka University, Karamsad and is recognized by National Medical Commission [NMC].

The college has started “Integrated Teaching” since 2007 along with early clinical exposure right from 1st MBBS. It is equipped with a trained team of faculty members who believe in student centered teaching and have adopted innovative methods of teaching to enhance student’s learning of medical concepts and make the students life-long learners. Shree 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 institute 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) 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 to improve the quality of teaching.

Pramukhswami Medical College also provides post-graduate programs (MD/MS) in the disciplines of Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology, Community Medicine, Forensic Medicine & Toxicology, Otorhinolaryngology, Ophthalmology, General Surgery, General Medicine, Obstetrics & Gynaecology, Paediatrics, Radiodiagnosis, Orthopaedics, Anaesthesiology, Dermatology, Venereology and Leprosy (DVL), Respiratory Medicine, Emergency Medicine, Immunohematology & Blood Transfusion and Psychiatry with DM in Neonatology. The college also offers PhD Program, under Bhaikaka University, in the various Basic Medical Sciences and Clinical Sciences.

Vision

Our institution will shine as an example of what the profession of medicine has to be; noble, deeply rooted in providing solace to the suffering and continually upgrading itself to further its ability to serve humanity.

Mission

- We treat everyone who approaches us, in the most effective and holistic manner possible, with the same level of commitment and caring, regardless of their caste or religion, their economic or social standing.
- We provide the students with the kind of educational experiences so that they internalize the values of the institution and when they graduate, they constitute a pool of professionals who will further the image of our profession as we have envisioned.
- We engage in research and innovations through collaborations with academia and industry.
- We reach out to the community to serve and do everything that is needed to improve our skills, knowledge and ability to serve.
- We create a work culture that fosters professionalism, teamwork, and job satisfaction, while at the same time constantly creating opportunities for individual growth.

Our Core Purpose

To provide and prepare resources for modern and professional Health Care to the community equitably.

Our Core Values

COMMITMENT - Doing things wholeheartedly.

EXCELLENCE - Continuous improvement to achieve best possible standards.

HONESTY & INTEGRITY - Meaning what we say and doing what we mean.

IMPORTANT CONTACTS

Sr. No.	Name	Post	Contact Number
1	Dr. Swapnil Agarwal	Dean	9227877876
2	Dr. Dinesh Kumar	Additional Dean, UGME and Academic Administration	9409601530
3	Dr. Harsha Jani	Additional Dean, PGME	9712993596
4	Dr. Jitesh Desai	Medical Superintendent	9825164301
5	Dr. Anusha Prabhakaran	Additional Medical Superintendent	9825757797
6	Dr. Samir Bhavsar	Associate Dean, Student Affairs	9825167042
7	Dr. Monica Gupta	Associate Dean, Academic Excellence and Accreditation	9925677333
8	Dr. Alpa Gor	Head, Student Mentorship program	9924115170
9	Dr. Uday Shankar Singh	Faculty Warden [boys]	9825728611
10	Mr. Hitesh Patel	Warden [boys]	8849048282
11	Dr. Archana Nimbalkar	Faculty Warden [girls]	9978444052
12	Ms. Komal Trivedi	Warden [girls]	9276407237
13	Dean, PSMC	Chairperson, Anti-Ragging Committee [BU]	9227877876
14	Ms. Rachana Chauhan	Member Secretary, Anti-Ragging Committee [BU]	9925524389
15	Dr. Suman Singh	Chairperson, Internal Complaints Committee [BU]	9925253218
16	Dr. Archana Nimbalkar	Member Secretary, Internal Complaints Committee [BU]	9978444052
17	Dr. Samir Bhavsar	Chairperson, Student Grievance Redressal Cell [BU]	9227877876
18	Dr. Shweta Parikh	Member Secretary, Student Grievance Redressal Cell [BU]	9427083406

ACADEMIC ADMINISTRATION

To facilitate the administrative issues related to the academic activities, a section of Academic Administration has been established as part of Dean's Office. The Academic Administration has an Undergraduate [UG] & Postgraduate [PG] section headed by Additional Deans for Under-Graduate Medical Education [UGME]/ Post-Graduate Medical Education [PGME].

The Academic Administration acts as first point of contact for all academic activities for the students and parents. The UG section of Academic Administration provides services in the following areas:

1. Registration of the students with university
2. Maintaining all the academic records of students
3. Maintain personal and disciplinary records of the students
4. Issue of various certificates required by the students including transcripts
5. Verification of credentials of the students on request by various agencies
6. Facilitation of applications for various scholarships
7. Co-ordination of academic activities with various departments of PSMC
8. Planning and co-ordination of internal assessments
9. Handling applications, hall tickets, invigilation duties for the University examination
10. Issuing of various circular and notices related to UG studies as required

Instilling Purpose in Healthcare

INSTITUTE FACILITIES

Students Activity Centre

The campus houses an Activity Centre, which serves as a one stop care for all fitness requirements. It houses a modern gymnasium, highly qualified instructors and fitness trainers, diet and nutrition experts, a huge badminton court, a tennis court, table tennis etc. along with a cafeteria service providing healthy options of mouth-watering snacks. Students of all the constituent institutes get substantial waivers on membership to the Activity Centre.

Food

The campus has dedicated facilities to cater to the food requirements of students.

1. Annapurna – Students Mess is created to provide breakfast, lunch and dinner prepared in a way that brings the flavor of homemade food. The menu of the same is decided by Food Committee comprising of undergraduate students of all constituent institutions, changed every 2 months.
2. Restaurant – Surabhi offers variety of items for snacks, lunch and dinner.
3. Cafeteria – Activity Center offers many fat-free food including healthy shakes, sandwiches, salads and juices who want to watch out their weight and fitness.

Book Store, Photocopier and a departmental store

A dedicated bookstore, facility for xerox and departmental store catering to the day-to-day needs have been made available within the campus for convenience of all in the campus.

Temple

A temple located within the campus provides solace to all including students.

Sports and Entertainment

A spacious sports ground, with separate Basketball and Volleyball Court, awaits the enthusiasts at the center of the campus. All sports and cultural programs of

all constituent colleges are held round the year in the vast ground. Bhikhabhai Auditorium with capacity of 250 persons provides a comfortable venue for academic as well as non-academic programs, involving both students and faculties.

Round the Clock Security with CCTV Cameras

Almost all the pertinent areas in the campus are covered by the CCTV cameras which ensures a safe environment for all in the campus.



CENTRAL LIBRARY SERVICES

Introduction

Ramanbhai and Kamalben Patel Knowledge Center (The Central Library) is the Knowledge Hub of Bhaikaka University. It provides comprehensive access to Books, Journals, a Thesis, and Dissertations covering diverse disciplines.

Numerous online journals by different publishers are provided through IP base within our campus along with access to a few of them through personal id and username outside the campus too. Library also provides internet service to users for accessing medical information.

Aim

The Central Library aims to provide wide and efficient library and information services to the staff and students.

Objectives

- To procure, organize and disseminate books and journals.
- To preserve and house the collection for posterity.
- To enhance and support the academic environment by providing seamless access to the information resources.

Library Services

- Book and Journal Issue-Return
- News Papers Clipping Services
- Reprographic Services
- CAS Services
- SDI Services
- Scanning / Printing Services
- Internet /E-Mail Services
- Reference Services
- Library Orientation Services
- Library Management Software ([SOUL 3.0](#)) All Library Database Updated
- Partially Computerized Library

Timings

Timings for reading section and issue-return of books:

Reading Section:	06.00 AM to 10.00 PM
Books Issue-Return Counter:	08.00 AM to 08.00 PM
Computer Section:	09.00 AM to 05.00 PM
Photocopy Services:	09.00 AM to 05.00 PM

Library Reading Room remains closed during Public Holidays as per BU holiday list.

The librarian can be contacted at 02692-228459

Important rules and regulations

- Presentation of an Identity card is a must for entry into the Library and Reading Room.
- Identity card scanning is compulsory while entry to and exiting from Library.
- Discipline must be strictly maintained in the Reading Room.
- Eatables are strictly not allowed in the Reading Room and Library.
- Students not observing the above rules, cannot avail of Library and Reading Room facilities.
 1. On the first offense – One-week suspension and/or Fine of Rs. 500
 2. On the second offense – One-month suspension and/or Fine of Rs.1000
 3. On the third offense – Permanent suspension.
- UG Students, staff dependents, and PAA Members are allowed to carry Laptops / Tablets in the Reading Room at their own risk. No complaints shall be entertained for their loss from library. For Academic purposes, students can avail the facilities at the computer lab including internet access facility freely on permission by librarian.
- UG and PG students shall get free access to the E-educational material subscribed by the institute.
- Personal uses of Internet facilities are Chargeable.
- Air Condition in Reading rooms will be operated between 10.00 am to 10.00 pm.
- Reservation of seats in the Reading Room is not permitted.
- Library staff will not be responsible for the loss of any items kept unattended by students in the Reading rooms. On loss of any personal

belongings, request from students to check CCTV footage will not be entertained.

- Smoking, Chewing Pan & Tobacco is strictly prohibited.
- Mobiles may be carried out in the library, but they should be kept on silent mode only, and responding to any call should be outside the library only.
- Sitting in the lobby is not permitted.
- Library staff is authorized to check baggage, on suspicion.
- Strict discipline and pin-drop silence should be maintained.
- The user would have to replace & pay the prescribed penalty for damage and /or loss of books. The decision of the competent authority will be final.
- Student will be issued one library card on which one book will be issued for 14 days and renewal to be done after 14 days.
- Books are to be returned on or before the due date.
- Delay in Book Return:
 - Fine policy: If not returned on the due date, fine of Rs. 10/- per day will be charged for the first three days and thereafter a fine of Rs. 50/-per day will be charged.
 - If any user is found to be a defaulter on more than three occasions, his/her membership shall be canceled along with penalty decided by competent authorities.
- Readers are requested to surrender library card at the time of leaving the institute failing which Rs. 200 per card will be charged.
- Duplicate library card @ Rs. 100/card.

STUDENT ACCOMMODATION

Pramukhswami Medical College [PSMC] is a residential institute providing accommodation to students and residents, with separate hostels for boys and girls [undergraduate program] and a common hostel [postgraduate program].

The institute provides residential accommodation in its hostels on the campus to the students admitted to regular programs. This is provided routinely for the regular duration of their course.

For any reason, if a student must occupy room beyond his/ her normal duration of the course, accommodation shall only be provided based on availability. Such a student may have to arrange his/ her accommodation outside the college campus if sufficient accommodations are not available.

Hostel accommodation to students of part-time programs, such as distance education programs, evening programs, etc. shall only be made available if there are vacant rooms. Every resident must acquaint himself/ herself with the rules and regulations of the hostel. He/ she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.

A separate hostel policy to be perused for details.

ACADEMIC PROGRAM

MBBS PROGRAM & CURRICULUM

1. Duration of the program:

The duration of MBBS program is five and a half years which includes one year of Compulsory Rotatory Medical Internship (CRMI).

2. Course Break-Up:

The MBBS program is divided into three phases and one-year compulsory rotational internship period.

Phase I (1st MBBS):

This is known as Pre-clinical 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 to facilitate contextual learning.

Phase II (2nd MBBS):

This is known as Para-clinical Course which is for one year 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)

Also 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 and, medico-legal issues related to medical profession. Though the learning of clinical subjects takes place during Phase III, the students are exposed to an Integrated Curriculum throughout the MBBS program and start learning the clinical subjects during the clinical postings at Phase II.

Internship

Every student must 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 to achieve clinical competence to do independent medical practice.



MBBS CURRICULUM MAP

Phase and Subject learning	Phase Duration & Time of Summative Assessment (University Examination)
1st Professional Year Anatomy, Physiology, Biochemistry, Community Medicine	12 months including 1 week Foundation Course
First Professional University Examination Anatomy, Physiology & Biochemistry	At the end of Phase -I
2nd Professional Year Pathology, Microbiology, Pharmacology, Forensic Medicine, Community Medicine + Clinical Posting in Medicine and allied disciplines, Surgery and allied disciplines, Paediatrics, Obstetrics & Gynaecology	12 months
Second Professional University Examination Pathology, Microbiology, Pharmacology	At the end of Phase -II
3rd Professional Year - Part 1 Ophthalmology, Oto-rhinolaryngology, Community Medicine, Forensic Medicine + Clinical Posting in Medicine and allied disciplines, Surgery and allied disciplines, Paediatrics, Obstetrics & Gynaecology	12 months [including 1 month of Elective posting]
3rd Professional - Part 1 University Examination Ophthalmology, Oto-rhinolaryngology & Community Medicine, Forensic Medicine	At the end of Phase III - Part 1
3rd Professional Year- Part 2 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	18 months

<p>3rd Professional - Part 2 University Examination Medicine and allied disciplines, Surgery and allied disciplines, Paediatrics, Obstetrics & Gynaecology</p>	<p>At the end of Phase III - Part 2</p>
<p>Compulsory Rotatory Medical Internship (CRMI)</p>	<p>12 months</p>
<p>DEGREE OF MBBS</p>	



TEACHING-LEARNING AND ASSESSMENT 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 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 rational medicine.

The following innovative teaching-learning and assessment 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. Family adoption program
8. Problem Solving for Better Health (PSBH) workshop
9. Quiz Competitions
10. Undergraduate Student Research
 - Indian Council of Medical Research (ICMR) Studentships
 - Scientific Poster and Paper Presentation at State and National Conferences
11. Multiple Choice Questions in formative and summative assessment
12. Case Based Questions in formative and summative assessment
13. Objective Structured Practical/Clinical Skill Examination (OSPE/OSCE)

MENTORSHIP PROGRAM

Aim

To facilitate Professional and Personal Growth of Undergraduate students.

- The mentors and mentees are sensitized about the mentorship program.
- All the mentees would be assigned mentors as per the circular released by the Head, Mentorship Program at the time of admission.
- Peer mentors are allotted to each new joiners who are existing mentees of the designated mentor.
- Any student is free to approach respective Mentor/ Head, Mentorship Program/ Associate Dean – Student Affairs / Dean, in crisis.

UNDERGRADUATE (UG) RULES AND REGULATIONS

Detailed regulations governing the MBBS Program can be read at:

<https://psmc.bhaikakauniv.edu.in/Home> विद्या विमुक्तिदायिनी



STUDENT ACADEMIC RIGHTS AND RESPONSIBILITIES

Academic Rights

- Every student is entitled to fair and equal treatment in all academic matters.
- He/ she shall receive an unbiased evaluation of their academic performance.
- Faculty shall provide clear and transparent criteria for assessment.
- He/ she the right to appeal against any academic disciplinary action.

Academic Responsibilities

Students are expected to conduct themselves with dignity, responsibility, and honesty as members of the academic community. Upholding integrity and maintaining high standards of academic ethics is essential.

Academic Integrity

Academic integrity implies adhering to ethical principles in learning, research, and academic work. A student committed to academic integrity must:

- Acknowledge and cite appropriately the ideas, words, results, data, or materials taken from others.
- Give due credit to all contributors involved in a piece of work.
- Ensure that work submitted as their own is completed independently, without the use of prohibited materials or unauthorized collaboration.
- Collect and report data honestly, using ethical methods, without suppressing results that contradict personal interpretations.
- Treat fellow students with fairness and respect, avoiding any action that encourages dishonesty or obstructs another's academic progress.

Violations of Academic Integrity

Breaches of academic integrity include, but are not limited to, the following:

Plagiarism

Presenting another's ideas, words, figures, code, or data as one's own without proper acknowledgment. This also includes reusing previously published work (self-plagiarism) without disclosure.

Cheating

Cheating involves various forms of dishonest conduct, such as:

- Copying during exams, or from homework, term papers, theses, or manuscripts.
- Assisting others in cheating, including writing reports or taking exams on their behalf.
- Using unauthorized material, collaborating without permission, or buying/borrowing academic work.
- Fabricating (inventing) or falsifying (manipulating) data in research, theses, or publications.
- Creating false references or citations.
- Resubmitting altered work that has already been graded for re-evaluation.
- Signing another student's name on assignments, reports, theses, or attendance records.

A detailed guideline regarding use of unfair means can be read at:
<https://psmc.bhaikakauniv.edu.in/Home>



Conduct expectations

Use of mobile phones is strictly restricted in the classroom, laboratory and hospital.

In classroom

Students are expected to maintain discipline during classes. Any behavior that disrupts teaching or makes it difficult to conduct a class in an orderly manner, will invite disciplinary action. All students must be present in the lecture hall, demonstration room, or practical laboratory on time as scheduled.

In laboratory

Students must demonstrate proper behavior during practical sessions. Any action leading to disruption of learning, damage to laboratory property, or disregard for ethical standards—particularly when handling cadavers—will be treated as misconduct and dealt with through disciplinary measures.

In hospital

Any misconduct towards patients, their families, or attendants, as well as engagement in unethical or illegal practices, will result in disciplinary action.

- Safeguard patients' dignity, privacy, and bodily integrity.
- Respect patient autonomy.
- Interact with patients and families politely, considerately, and with appropriate professional appearance.
- Recognize and communicate the limits of your skills, experience, and knowledge.
- Do not provide advice or information beyond your expertise; refer queries to qualified professionals.
- Do not initiate treatment unless in an emergency when no qualified person is available, and act within your knowledge limits.
- Treat all patient information as confidential.
- Treat all healthcare professionals, teachers, non-teaching staff, peers, volunteers, and simulated patients with respect.

Student Grievance Redressal Mechanism

In accordance with University Grants Commission requirement, Bhaikaka University has constituted Student Grievance Redressal Cell. Details of the same are available at:

https://www.bhaikakauniv.edu.in/Student_corner/index/students-grievance-redressal-cell



NON-ACADEMIC RULES AND REGULATIONS: CODE OF CONDUCT

Prevention and Prohibition of Ragging in Medical Colleges/ Institutions Anti-Ragging Guidelines & Framework

Background – UGC Regulations [2009]

Ragging is recognized as a criminal offence. To curb this menace, the University Grants Commission (UGC), under directions of the Hon'ble Supreme Court of India (Judgement dated 08.05.2009, Civil Appeal No. 887/2009), notified the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. These regulations are **mandatory for all universities and institutions** across India and must be strictly implemented.

National Medical Commission (NMC) Regulations, 2021 [summary]

Introduction

In line with the Supreme Court's directives, the UGC Regulations of 2009, and the Central Government's determination, the **National Medical Commission (NMC)** has framed regulations to **prohibit, prevent, and eliminate ragging in all medical colleges and institutions.**

Objective

Instilling Purpose in Healthcare

The aim is to **completely root out ragging in all its forms** by:

- Prohibiting it under law and institutional regulations.
- Preventing its occurrence through awareness and monitoring.
- Enforcing **strict punitive action** against those found guilty.

What Constitutes Ragging?

Ragging includes (but is not limited to) the following acts:

- Teasing, insulting, or behaving rudely with a fresher or any student.
- Rowdy or undisciplined behavior causing annoyance, fear, or physical/mental harm.

- Forcing a student to do something against their will, causing embarrassment or shame.
- Preventing or disrupting a student's academic activities.
- Exploiting juniors for academic or personal tasks.
- Financial extortion or forcing unnecessary expenses.
- Physical or sexual abuse, including obscene acts, gestures, or violence.
- Verbal abuse (spoken, written, online, or public insults), deriving sadistic pleasure at a student's discomfort.
- Acts that damage mental health or self-confidence of another student.
- Any other conduct that amounts to ragging in spirit, even if not listed above.

Institutional Measures for Prevention

- **Zero Tolerance:** This institution does not allow or condone ragging in any form.
- **Action Against Guilty:** Students found guilty, including those abetting or conspiring, will face strict disciplinary and legal action.
- **Admission Notice:** All admission brochures and prospectuses clearly state that ragging is banned.
- **Helpline Numbers:** Contact numbers of Anti-Ragging officials (Dean, faculty, hostel wardens, committees, district authorities, police, etc.) are published in admission documents.
- **Mandatory Affidavits:** At admission, both student and parent/guardian must submit Anti-Ragging affidavits in the prescribed format.
- **Complaint Handling:**
 - Any distress call to the Anti-Ragging Helpline will be relayed to college authorities (preferably), police, and district officials.
 - Complaints will also be web-enabled for transparency and tracking.
- **Police Involvement:** Within **24 hours** of a ragging report, the Head of Institution must file an **FIR** with the police under applicable penal provisions.

Administrative Action Against Ragging

Once an incident is reported:

- The **Anti-Ragging Committee** will decide the punishment, based on the gravity of the act, as per recommendations of the Anti-Ragging Squad.

Possible Punishments

- a. Suspension from classes/academic activities.
 - b. Withdrawal of scholarship, fellowship, or benefits.
 - c. Debarment from exams or academic evaluation.
 - d. Withholding results.
 - e. Prohibition from representing the institution in events/festivals.
 - f. Suspension or expulsion from hostels.
 - g. Cancellation of admission.
 - h. Rustication for 1–4 semesters.
 - i. Expulsion and debarment from other institutions.
- **Collective Punishment** may be imposed if perpetrators are not individually identified.
 - **Appeals:**
 - If from an affiliated institution → Appeal to the University Provost.
 - If from the University → Appeal to the President.
 - **Negligence by Staff:** Faculty or staff who fail to report or act promptly against ragging will face **departmental disciplinary action**, including action against the Head of Institution if required.

Support and Help [where to reach out]

- **Remember:** You are not alone. Ragging is **not your fault**. Help is always available.
- **Whom to Contact:** Member Secretary, Anti-ragging Committee, BU
- **Refer to following link for further details:**

NMC

link:

<https://www.nmc.org.in/MCIRest/open/getDocument?path=/Documents/Public/Portal/LatestNews/231281.pdf>

UGC link: <https://www.antiragging.in/>



Student Identification

Students must wear student ID card all the time when in classroom, hospital and library.

Freedom of Expression

- Students have the right to free speech and expression, provided it is exercised in an **orderly manner**.
- Expression **must not**:
 - Disrupt normal academic or administrative functions.
 - Interfere with scheduled classes, ceremonies, or operations.
 - Obstruct pedestrian or vehicular movement.

Dress Code & Personal Appearance

To maintain professionalism and uphold the institute's reputation, students must adhere to the following:

General Standards

- **Wearing apron is compulsory during clinics and during practical classes & examinations.**
- Clothing must be clean, neat, properly fitted, and appropriate in length. Bare legs are not permitted.
- Hair should be neat and hygienic. Long hair (beyond shoulder length) must be tied/restrained to avoid safety or infection risks. Religious head coverings are acceptable. Beards and mustaches must be trimmed.
- Fingernails must be trimmed, clean, and free from polish, acrylics, gels, or decorative accessories.
- Jewelry should be minimal and safe. Visible tattoos, excessive body paint, or ornamental piercings (other than ears/nose) are prohibited.
- No hanging bracelets during patient care.
- ID cards must be always displayed above waist level, with photo and name visible.
- Headphones and mobile phones are not permitted during college hours or patient care.

Prohibited Clothing

- Shorts, capris, mini-skirts, one-piece dress, revealing or see-through clothing
- Exercise apparel, stretch/rolled-up pants, leather wear
- Slippers, flip-flops, or inappropriate footwear
- Excessive jewelry, sunglasses indoors, and flashy attire

⚠ Non-compliance: Students in violation will be marked absent and not permitted to continue in examination.

Prohibited Substances & Items

Smoking

- Strictly prohibited on campus.
- Penalties:
 - 1st time: ₹5,000 + warning
 - 2nd time: ₹10,000 + hostel expulsion
 - Repeated times: ₹50,000 + 1-term suspension

Alcohol, Prohibited Drugs, Firearms/ Explosives/ other weapons

- Use/possession/sale prohibited.
- Alcohol and prohibited drugs being prohibited in Gujarat state, all the cases will be reported to legal authorities.

Damage to the property

- Any student causing damage to institutional property is liable for punishment.
- Penalties:
 - 1st: ₹20,000 fine + compensation of the damage + warning
 - 2nd: ₹30,000 fine + compensation of the damage + 1-term suspension
 - Repeated: Debarred from regular university exam

Initiation and Types of Non-Academic Disciplinary Action

Authority to Initiate Action

Any college administrator may impose disciplinary measures against a student for reasons unrelated to classroom misconduct. The actions may include:

- **Warning:** An oral or written notice indicating that the expected standards of conduct in the classroom, laboratory, ward, OPD, or campus premises have not been met.
- **Reprimand:** A formal written notice highlighting improper conduct and cautioning that continued or repeated misconduct may lead to stricter disciplinary measures.

Reporting to the Dean

A copy of any written warning or reprimand will be submitted to the Dean for official record-keeping.

Dean's Authority and Actions

After meeting, or making a reasonable attempt to meet, with the student to inform them about the potential violation and possible consequences, the Dean may issue a warning, reprimand, or impose one of the following disciplinary measures (other than for classroom cheating or academic misconduct):

- **Probation:** A written directive placing specific conditions on the student's continued enrollment for a defined period, not exceeding the duration of their program. Any violation of these conditions may result in further disciplinary action.
- **Suspension or Dismissal:**
 - **Suspension:** Temporary termination of student status for a fixed duration.
 - **Dismissal:** Indefinite or permanent termination of student status.
- **Monetary Fine or Restitution:** A written order requiring the student to either:
 - Compensate for financial loss caused by their misconduct, and/or
 - Pay a monetary fine as determined by the competent authority.

Failure to comply with this order may lead to additional disciplinary action and/or a recommendation to the university for cancellation of the student's enrollment.

Communication of Disciplinary Decisions: All written notices of disciplinary action:

- Must be either delivered to the student (personally) & parent or sent via registered post to their last known address.
- Must clearly state the right of the student to file an appeal under the applicable rules.

Appeal Against Non-Academic Disciplinary Action

- A student has the right to appeal against any non-academic disciplinary decision.
- The appeal must be submitted as a written application for an adjudicative hearing before the disciplinary board within the stipulated time from the date of delivery or mailing of the disciplinary notice.
- The Dean has the discretion to extend this deadline if a valid reason or exceptional circumstance is presented by the student.

In accordance with University Grants Commission requirement, Bhaikaka University has constituted Student Grievance Redressal Cell. Details of the same are available at: https://www.bhaikakauniv.edu.in/userfiles/document/SGRC_-_17-08-2024.pdf



GUIDANCE FOR PARENT AND GUARDIANS

The MBBS program 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.

Eligibility Criteria for University Professional Examinations:

A. Attendance:

The student must have at least **75%** attendance in **Theory** and **80%** attendance in **Practical/Clinical Postings** in the subject for which he/she wants to appear at the university professional examination.

B. Internal Marks:

The student must have secured a minimum of **50%** marks (**Theory + Practical & 40% separately in Theory & Practical**) in Internal Marks in the subject for which he/she wants to appear at the university professional examination.

A student must obtain a cumulative 50% marks in University examination including theory and practical and not less than 40% separately in Theory and in Practical to be declared as passed in that subject.

- In subjects that have two papers, the learner must secure a minimum 40% marks in aggregate (both theory papers together).
- There shall be NO grace marks to be considered for passing in an examination.
- The student will have to reappear in full paper in theory and practical even if he/she has failed in either theory or practicals or both.

Parents and/or guardian shall be continuously updated about the progress of their ward through postal communications/ telephone and parent-mentor meetings.

Parents and/or guardians are advised to communicate with the college through mentor if they find that their ward is showing unhealthy behavior due to home sickness, poor performance in examinations or in case of any illness.

Parents and/or guardians are requested to be present whenever Parent-Mentor Meetings are scheduled during study as it will motivate the students and faculty to improve the standards of education.

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.

Parents and/or guardians are informed not to send any gift or token of appreciation to the faculty members.

Parents and/or guardians are requested to take care that their ward develops good communication skills, dress sense and ethical values.

Ragging is strictly prohibited and banned on the campus.

- The UGC/ NMC regulations for curbing the menace of ragging will be enforced on all students and parents.
- Parents and/ or guardians as well as Students must fill the Undertaking for the same, in hard copy and online. www.antiragging.in

Hostel accommodation with mess facility is available in the campus, charges for which are levied as per the rules of Institute. The mess is mandatory with Hostel allotment. Refundable Caution money will have to be deposited at the time of hostel allotment.

Use of Mobile in Classroom is forbidden. Fine of Rs. 500/- will be levied.

At the beginning of the internship, PSMC Alumni Association Fee of Rs.2000/- is collected.

Parents are requested to avoid giving two wheelers to wards. If you are providing two Wheelers to your ward, ensure they have license as well as helmets to wear while driving. A fine may be levied for not using helmet.

Tuition Fee, when due will be intimated as Circular on the Notice Board. Late fee charges will be applicable after the due date.

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.

