



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

**GST ROAD, CHINNA KOLAMBAKKAM,
MADHURANATHAGAM,
KANCHIPURAM DISTRICT - 603 308**

Hand book



2016-17



**KARPAGA VINAYAGA INSTITUTE
OF MEDICAL SCIENCES &
RESEARCH CENTRE
MADURANTHAGAM**



HAND BOOK 2016-2017

NAME.....

YEAR.....

ROLL NO.....

COMMUNICATIONS

COLLEGE OFFICE	044-27566056 044-27566079
COLLEGE MAIN OFFICE	044-27595165
1 st YEAR COORDINATOR DR.K.DURAI PANDIAN (ANAT)	8124703038
2 nd YEAR COORDINATOR DR.K.BALAN (MICRO)	9698458132
3 rd YEAR COORDINATOR DR.P.A.ARHCHANA LAKSHMI(SPM)	9884285241
4 th YEAR COORDINATOR DR. M.MURALI MANOJ (ANESTH)	9791990979
CRRi COORDINATOR DR.S.ARUMUGANATHAN	806525523
GIRLS HOSTEL WARDEN	9942993177
BOYS HOSTEL WARDEN	9842108960
COLLEGE WEBSITE	www.kveg.in
COLLEGE MAIL ID	kims.medical@yahoo.com
FAX NO.	044-27565170
MAILING ADDRESS	Karpaga Vinayaga Institute of Medical sciences & Research Centre GST Road, Chinna Kolambakkam, Palayanoor (P.O) Maduranthagam (TK) Kanchipuram DT- 603 308

STUDENT PROFILE COLLEGE COPY

STAMP SIZE
PHOTO

1. NAME	:	_____
2. YEAR OF JOINING	:	_____
3. YEAR OF COURSE	:	_____
4. FATHER'S NAME	:	_____
5. OCCUPATION	:	_____
6. MOBILE NO.	:	_____
7. E-MAIL ID	:	_____
8. MOTHER'S NAME	:	_____
9. OCCUPATION	:	_____
10. MOBILE NO.	:	_____
11. RESIDENTIAL ADDRESS	:	_____ _____ _____ _____ _____
		PIN: _____
12. PHONE NO.	:	_____
13. GUARDIAN'S NAME	:	_____
14. ADDRESS	:	_____ _____ _____
		PIN: _____
15. PH.No. /MOB No.	:	_____
16. DAY SCHOLAR/HOSTEL	:	_____
17. HOSTEL ROOM NO.	:	_____
18. BLOOD GROUP	:	_____

I/We understood the Code of Conduct, Hostel rules and regulations which is mentioned in this book and will follow without fail.

Parent's Signature

Student's Signature

GENEREAL CODE OF CONDUCT

1. Should be on time for both theory classes and OP/Clinical.
2. Should always wear apron once they enter the campus.
3. Strictly mobile phones are prohibited inside the college, if found it would be confiscated.
4. No leave should be availed unless it is permitted by the HOD/staff in charge of the concerned department.
5. If any medical leave have been taken, medical certificate has to be produced on the day of arrival.
6. Smoking, Use of Tobacco products, alcohol and addictive drugs are strictly prohibited in the college premises
7. Eve-teasing and ragging are prohibited inside the college campus and anyone found guilty will be punished according to the law.
8. Organizing mass absence from classes, holding any agitation and demonstration and instigation of violence inside or outside the campus are considered as serious breach of discipline and suitable severe action will be taken against offenders.
9. Boys should not enter into girls' common room/lounge & vice versa.
10. Under the Tamilnadu government educational rules, the principal is empowered to fine, withhold any certificate and suspend/expel any student if considered necessary to do so.
11. Students should be cooperative in keeping the college campus neat and tidy.
12. If any student found guilty of damaging any college property he/she will be punished and charged according to the damage. In case the students responsible for the damage will be evenly charged from all the students

13. Students are advised to utilize the college transport facility to be safe and be on time.

14. Students should be in the class room atleast 5 minutes before the commencement of each session.

15. Student should take the weekly test and assignments seriously.

16. Students are expected to go through the course fully, in which they have joined if any student wants to discontinue in the middle, TC will be issued only if he/she pays the entire college fees in full, for the remaining forthcoming semesters of the course.

17. Any change in residence of students/ parents/guardian should be reported to the principal immediately.

18. Students without ID cards will not be permitted inside the campus.

19. Students are forbidden to organize tours or meetings or to attend any meeting in the college or to collect money for any purpose without prior permission of the principal.

20. Unnecessary roaming inside the campus is not permitted.

Students should adhere to the following **Dress code** very strictly.

BOYS

1. Should wear formal pants and shirts (full or half sleeve).
2. Jeans, Casuals and Tshirts are not allowed.
3. Should wear only formal shoes.
Slippers, Sports shoes, etc., are not allowed.
4. Should trim nails, hair, mustache, beard regularly and neatly.

GIRLS

1. Should wear only Chudidhars with long top and duppata.
Duppata should be neatly pinned on both sides.
Short tops without duppata, jeans and T Shirts are not allowed.
Should not wear tight bottoms, leggings and gathering etc which gives odd appearance.
2. Should wear normal sandals/ shoes of leather/nylon version type.
High heal fancy shoes and chappels are not allowed.

HOSTEL RULES

1. Hostellers must occupy the room allotted to them and must not change the room without permission of the warden. They have to keep their rooms clean and hygienic.
2. All the inmates should leave the hostel at least 10 minutes before the commencement of the classes.
3. No student is allowed to stay in the hostel during the college hours without prior permission of the warden.
4. The main gate of the hostel will be closed by 6.30pm and will be opened at 6.30 am.
5. Hostellers falling sick should be reported to the warden who will take necessary steps for the treatment.
6. Vehicles are not allowed inside the campus.
7. Inmates should not involve themselves in any unlawful activities (such as smoking, drinking, gambling, writing on walls and doors, etc.,)
8. Inmates are expected to vacate the room on the same day during if any declared holiday.
9. Hostellers will be held responsible for the damage to the rooms they occupy and things like fan, furniture, tube light, switches, toilet sink etc., In case of damage or disfigurement of any hostel property they may have to pay the cost as fixed by the principal and the warden.
10. Students are advised not to bring any valuables to the hostel. the management will not be responsible for any loss due to their negligence.
11. Parents / guardians (of same sex) are permitted to stay in the hostel after getting permission from warden and paying the due amount to the warden towards rental for maximum of 2 days.
12. After paying the due amount they can get the food coupons from the warden.

13. No electrical appliances should be used inside the hostel.
14. Camera cell phones are not permitted in hostel and if found it would be confiscated.
15. The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.
16. If the students go on long leave (more than 15 days) they must vacate the room.
17. Boys are not allowed to enter the girl's hostel and vice versa.
18. Ragging is strictly prohibited inside the hostel. If found guilty they will be expelled from the hostel.
19. Celebrations of any kind and partying in the hostel are not allowed.
20. Hostel students should be in the hostel by 3.40pm.
21. Students are permitted to go out of the campus between 3.30 pm to 6.30pm on week days for necessary activities with prior permission from the Principal and warden.
22. Students are permitted to go out of the hostel within the campus like library, canteen and internet centre between 3.30 to 6.30 with prior permission from the warden.
23. If the student wants to go out of the hostel on leave/outing they must produce permission letter from the parents via regular post/speed post at least one day in advance.
The letter should be duly acknowledged by the principal and the warden
24. Permission letters via courier and fax are not accepted.
25. Parents who are coming to take their wards home should bring visitor's pass without fail.

COLLEGE STORES

Students can do their shopping in the college stores.

BANK

Our college management makes arrangements with Indian Bank, Mamundur Branch for the money transaction of the students on working days (working hours of the bank).

CANTEEN

Snacks, Cool drinks and all kind of foods (both veg and non veg) are available throughout the day at canteen. A separate canteen is available in the Dental college premise for the comfort of students.

TRANSPORT

The college buses ply to all arterial routes for the convenience of the students and staff members.

PHOTOCOPY

Photocopying facility is available for students within the college premises.

INTERNET

Free internet facility is available in the college. The students can access it via wi-fi. A separate internet center is also available.

GYM AND PLAY GROUND

The college campus has got play ground for volley ball, foot ball, cricket, throw ball and gym for refreshment and physical fitness of both boys and girls and we have got a separate indoor play area for carrom, chess and table tennis.

SALOON AND BEAUTY PARLOR

The college has got a beauty parlor for girls with all amenities and saloon for guys.

EXTRA CURRICULAR ACTIVITIES

The management has arranged skillfully trained persons to teach driving. Those willing students can use the facility after paying the due amount.

TV HALL

A large TV hall is available for the entertainment of the students during off hours.

LAUNDRY

Laundry and ironing facilities are available for the students with charge.

LABORATORIES

Students should enter the laboratories in proper uniform prescribed by the college. They should observe the safety regulations of the laboratory. They should take care of apparatus and other equipment given to them and return them in good condition. In case of breakages, they should replace them or charges as per the equipment cost will be levied.

MESS

1. Once a student joins the hostel he/she shall be deemed to have become a permanent member of that mess throughout the year. No change of mess is permissible during the year.

2. The hostellers should not enter the kitchen.

3. The inmates should take the food only in the dining hall during the mess timing. No one will be allowed to take food, tea, milk, etc., to the room.

4. Hostellers are expected to strictly adhere to the following mess timings.

5. In matters of discipline, accommodation and rules of general conduct in the hostel, the decision of the warden is final.

6. The college expects the inmates to comply with the rules and regulations and make their stay a pleasant one.

WORKING DAYS

Breakfast - 7.15 to 8.30 am

Lunch - 12 to 2 pm

Tea and Snacks - 4.00 to 4.30 pm

Dinner - 7.00 to 8.00 pm

SUNDAYS & HOLIDAYS

Breakfast - 8.00 to 9.00 am

Lunch - 1 to 2 pm

Tea and Snacks - 4.00 to 4.30 pm

Dinner - 7.00 to 8.00 pm

LIBRARY

Among other sophisticated infrastructure available in the college is a well-stocked library that serves as a wonderful wealth of knowledge. The library subscribes to the most of the important journals, magazines and newspaper.

The library is opened on all working days of the college between 9 am to 7 pm.

BORROWER PRIVILEGES

1. The members of the library are given the borrowing facilities.
2. Students are provided with two library cards.

MEMBERSHIP RULES

1. Any books taken should be returned within 3 days and if needed extension can be made on request for 1 time only.
2. All the members should return their books borrowed from the library before they proceed on a long period of leave and obtain "no due" certificate from the library.
3. An over-due charge will be collected for the late return of books up to maximum of one week. Thereafter the cost of the book will be recovered.

4. The librarian may recall any book at any time even before the expiry of normal period of loan.

5. A book will be issued to the borrower against production of borrower card along with the ID card issued by the college.

6. In case of loss of book by the borrower, he/she either replaces the book or bears its double cost if the replacement is not done within 15 days.

If the library borrower card is lost, it should be immediately reported to the librarian. Duplicate library borrower card will be issued on payment of Rs.20 after 2 weeks time from the date of information.

10. The members should observe silence in the library.

11. The members should not engage in conversation inside the library causing nuisance to other readers.

12. Members should not write upon or damage any library book.

13. The principal reserves the right to suspend the membership of any member if found violating the library rules.

14. Library card should be returned to the library at the end of the course.

LABORATORIES

Students should enter the laboratories in proper uniform prescribed by the college. They should observe the safety regulations of the laboratory. They should take care of apparatus and other equipment given to them and return them in good condition. In case of breakages, they should replace them or charges as per the equipment cost will be levied.

ANTI - RAGGING RULES

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

The Institution shall punish a student found guilty of ragging after following the procedure herein under in accordance with the Dental Council of India and the Tamilnadu Dr. M.G.R Medical University.

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 and nature and gravity of the incident of ragging established on 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 & academic privileges.
- b) Withholding/ withdrawing scholarship fellowships & other benefits.
- c) Debarring from appearing in any test/ examinations 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) Cancellations of admission
- h) Rustication from the institution of 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 person's committing or betting 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 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 the 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 members of the faculty or staff. Provided that where such lapse is attributable to the Head of the institutions, 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.

ANTI-RAGGING SQUAD COMMITTEE

Description: Name, Designation, Address, Telephone No.& Email ID of the memers of the Anti-Ragging commitee and squads	
S. No.	Information to be Provided for description
	ANTI-RAGGING COMMITTEE MEMBER
1.	Dr. R.N. MANIGANDAN, PROFESSOR OF MEDICINE PH: 9443111041
2.	DR. VIJAYALAKSHMI, PROFESSOR OF MICROBIOLOGY PH: 9841602620
3.	DR. THIRUNAAUKARASU, PROF. OF COMMUNITY MEDICINE PH: 9751590211
4.	INSPECTOR OF POLICE, PADALAM POLICE STATION, PADALAM, MADURATHAGAM
5.	THIRU UGAM CHAND, FORMER MLA, MADURANTHAGAM

ANTI-RAGGING SQUAD MEMBERS:

1.	DR.VALVEKAR UMAKANT, ASST.PROF OF MICROBIOLOGY PH: 9698458132
2.	DR. BALAN, ASST.PROF OF PHARMACOLOGY PH: 9840641732
3.	DR.PRATHAP, ASST.PROF OF PHARMACOLOGY, PH: 9524137123
4.	MRS.RAZIA BANU, ASST.PROF OF ANATOMY PH:9840641732
5.	MRS. UMA MAHESWARI, ASST.PROF OF PHYSIOLOGY PH:9677250354

INFORMATION TO PARENTS

The college expects parents or guardians to co-operate with the college authorities in the education of their children. They are requested to visit the college periodically and also attend the parents-Teacher meetings whenever called for, without fail. Frequent requisition letter from parents for sending their wards home will not be entertained

Parent's signature

Student's signature

**KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES
& RESEARCH CENTRE ,
MADURANTHAGAM**

PARENT'S REQUEST LETTER FOR LEAVE FOR THEIR WARD

From

To

The Co-ordinator,
MBBS - Year

Karpaga Vinayaga Institute of Medical Sciences & Research centre.
Maduranthagam.

Dear Sir/Madam,

I hereby request you to sanction leave for my ward.....
.....
studying.....year MBBS in your institute from.....to.....
for the purpose of

I assure he/ she will attend the college positively on the day mentioned
in the leave letter.

Thanking you

Yours truly

(Parent Signature)

Date:

**KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES
& RESEARCH CENTRE ,
MADURANTHAGAM**

STUDENT LEAVE FORM

DATE OF APPLICATION			
NAME OF STUDENT			
YEAR OF STUDY			
LEAVE REQUIRED	FROM : TO :	DATE TIME	No.of Days:
REASON FOR LEAVE			
LETTER RECEIVED FROM PARENTS	YES/NO		
ACCOMPANIED BY	FATHER/MOTHER/GUARDIAN/OTHERS (Mention Relationship/ Going alone)		
DATE OF ARRIVAL			FORENOON/AFTERNOON

COORDINATOR

PRINCIPAL/VICE PRINCIPAL

WARDEN

