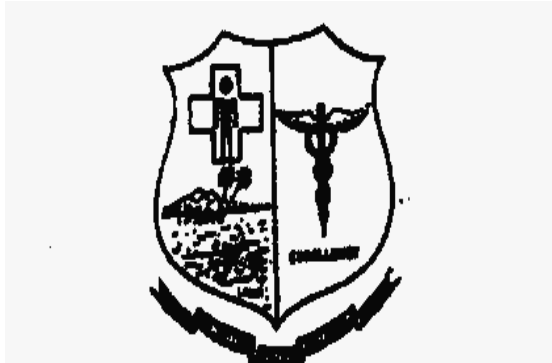


FATHER MULLER MEDICAL COLLEGE

Father Muller Road, Kankanady, Mangaluru – 575 002.



STUDENT HAND BOOK

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Father Muller Medical College

BOARD OF ADMINISTRATION

Most Rev. Dr Peter Paul Saldanha	<i>Bishop of Mangalore and President, F.M.C.I.</i>
Rev. Msgr. Maxim L Noronha	<i>Vicar General and Vice President, F.M.C.I.</i>
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Dr Jayaprakash Alva	<i>Dean</i>
Dr Padmaja Udaykumar	<i>Vice Dean</i>
Dr Uday Kumar	<i>Medical Superintendent</i>

FATHER MULLER MEDICAL COLLEGE, MANGALURU

1. HISTORICAL BACK-GROUND OF THE INSTITUTION:

Father Muller Medical College is a unit of Father Muller Charitable Institutions, a Registered Society sponsored by the Catholic Diocese of Mangalore; is a Religious Minority Educational Institution established primarily for the benefit of the members of the Christian Community. It is open, like all other Educational Institutions under Catholic auspices, to all persons irrespective of religion, caste or community and is affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore.

Father Muller Charitable Institutions had a very humble beginning in the year 1880 under a banyan tree where Father Muller, a German Jesuit missionary started dispensing Homoeopathic Medicines to the ailing poor. Though it was started as a leprosy hospital, as need arose, an Allopathic Hospital was constructed and the care was extended to patients suffering from various diseases. Today it has grown as vast complex , consisting over 1,000 bedded multispeciality Hospital with graduate and postgraduate programmes in Medicine, Nursing and allied health sciences.

It is noteworthy to mention that all these existing Medical and Allied Health Science programmes offered by Father Muller's Charitable Institutions contribute not only towards the diverse health needs of the people but it also caters towards preparing Quality Health Care Personnel for the country at large.

2. PHILOSOPHY

The Management, Staff and Students of Father Muller's Charitable Institutions, have been inspired and guided through the years, by the motto "HEAL AND COMFORT" instilled by FrMuller himself whose spirit and values we cherish, maintain and promote with special thrust in bringing succour to the underprivileged, such as patients with leprosy, tuberculosis, mentally ill, alcoholics etc.

We consider Patient Care is a team work in co-operation and collaboration with all those who are involved in the care of the patient, whether in the hospital or community, adopting a holistic approach founded on Scientific and Research Findings.

We promote education of the highest quality in the Art and Science of Medicine, Nursing, Allied Health Sciences and other related professions instilling Human, Ethical, Spiritual and Christian values.

We look for excellence not only in professional skills but also in attitude and character in everyone, upholding respect for Life, Dignity of a person with humaneness and a genuine feeling of compassion for patients, their attenders and families, in emulation of the 'Divine Healer-the Greatest Physician'.

The Staff and Students of this Medical College will maintain the rich tradition of 'Holistic Approach' to patient care instilled by the Founder, Father Augustus Muller. Healing of the 'Whole Person' - body, mind and spirit will be the total concern of everyone in this approach and not merely curing a diseased part of the human body or an ailment.

It is hoped that during the period of training, the virtues of brotherly love and compassion in a spirit of service, respect of life from the womb to the tomb, including respect for disabled and the infirm, will be imbibed by the students. They are expected not only to deepen their knowledge and develop more skills in different medical sciences but also to grow in "Spiritual Strength", so that they contribute towards maintaining the ethos of the institution.

FACILITIES AVAILABLE

- 1 ***Clinical Facilities:*** The entire hospital complex of Father Muller Institutions with all its specialities having a bed strength of 1250 is made available to the students.
- 2 ***Library:*** Extensive library service together with systematic use of audiovisual aids e-Library are available to help the students in their learning process. The students are allowed to make use of the departmental and the Central Library. They shall follow all the rules of the Library.
- 3 ***Religious Activities:*** Various religious activities are conducted in the Chapel of the Institutions. The students are expected to make use of these facilities provided in the campus for the spiritual growth. It is from the divine Physician, Jesus that they learn to love and serve, heal and comfort to sick and suffering.
- 4 ***Extra Curricular Activities:*** In view of the main aim of education as the total development of the Person, a number of opportunities are provided for the students to develop their skills and talents on various levels such as music, dance, indoor and outdoor game, indoor game and sports.
- 5 ***Health Services:*** On admission every student will undergo a medical examination. An annual check-up will be done for all the students. Medical care will be given to them in case of illness at Father Muller Medical College Hospital as per the Student Health Scheme.
- 6 ***Hostel:*** Separate hostel facilities for both girls and boys are provided in the campus for the students who require these facilities. Rules and Regulations of the hostel will be provided to the students opting for the same at the time of admission to the hostels which are to be strictly abided by.
- 7 ***Breakages and Losses:*** These shall be made good promptly on demand. Failure to meet the demand during the stipulated time shall incur a penalty.

- 8 ***Vacation:*** Vacations are planned according to the Rajiv Gandhi University of Health Sciences, Bengaluru Rules. Normally no other leave will be granted. Students are not granted leave for social events in the family.

DISCIPLINE

- 1 ***Ragging is strictly prohibited:*** Students shall not indulge, either individually or collectively in any form of activity that will bring down the good name of the Institution / medical Profession.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/ fellowship and other benefits
- Debarring from appearing in any test/ examination or other evaluation Process.
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel
- Cancellation of admission.
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
- Fine of Rs.1 lakh.

At the time of admission, students are required to submit online anti-ragging undertakings and hard copies to be submitted to the college duly signed by the student and the parent.

2 **WITHDRAWAL from the Course:**

(i) **Withdrawal after completing the process of admission and before the commencement of the course:**

If a student who has been admitted to the course decides to withdraw before the commencement of the course, he/she will forfeit fees paid by him/her as follows:

30 days before	: 50%
20 days before	: 60%
10 days before	: 75%
less than 10 days	: 100%

(ii) **Withdrawal from the college during the course:**

Students are discouraged from discontinuing the course anytime after the commencement of the same. However, if any student decides to withdraw voluntarily from the college at any time before completing the course, he/she shall communicate his/her decision to the Management in writing along with a letter from his/her parents in support of his / her decision. A student who fulfills these formalities and who is permitted to withdraw from the course is required to pay the course fee for the remainder of the course and penal fees of Rs.25,000/- for U.G. Course and Rs.50,000/- for P.G. Course to the college. The fees already paid by the student will not be refunded to him / her under any circumstances.

(iii) The college reserves the right to discharge any student whose progress in studies or conduct is not found satisfactory or for any other cause during the period of training or service.

3 There is a Students' & Teachers Souhardha Sahakari Co-operative Society in the campus. All students have to be members of this Society and they can avail various stationery available.

4 Students are expected to behave with dignity and decorum and in conformity with the discipline of the Institutions. Any breach of discipline shall be suitably dealt with. Serious lapses of discipline and character shall render the student's name liable to be struck

off the roll of the college. If, in the opinion of the Dean, a student is not likely to benefit by continuing in the college or is considered to be detrimental to the best interest of the Institutions, the management may order such student to leave the College. No fees paid of the students will be refunded. the management's decision in this regard shall be final.

GENERAL

- 1 Students / Parents / Guardians are informed that it will not be possible to enter into correspondence with them in connection with the various provisions in the prospectus. It is also not possible to grant them any interview in this connection. All decisions or actions taken by the Management are final and not subject to review.
- 2 Every student is required to familiarise himself / herself with the rules laid down in the Prospectus and also formulated and announced by the Management from time to time.
- 3 Student should not absent themselves from classes, practicals, clinicals and examinations without the previous permission of the Dean. Such absence without leave may lead to loss of a term.
4. Management has introduced Management Information System (MIS) where the attendance and the marks of the students are displayed. The Log in IDs with the passwords will be given separately to the students and Parents in order to view the performance.
- 5 Smoking is strictly prohibited in all parts of the college, hospital campus and hostel.
- 6 Students are requested to dress modestly when attending the college and in the campus. Students are not permitted to wear Jeans, T-shirts to the college.
- 7 Mobile / Cell phones are prohibited in the college campus. No student is permitted to carry mobile/cell phones to the class.

- 8 No Society, Union or Association of the students shall be formed in the college and no outsider invited to address a meeting without the Dean's specific permission.
- 9 In all matters, whether covered or not in the existing rules, the decision of the Management shall be final.
- 10 The Management reserves the right of making any addition to or omission from or alteration in the above rules and regulations including fee structure without prior notice.
- 11 The fees will be charged based on the expenses incurred on education and other facilities offered. Students are expected to meet the expenses. Fees are to be paid by the students within the time specified by the College failing which the student will not be permitted to continue the classes.

For all legal matters/disputes arising out of provisions of this prospectus, the court of Jurisdiction will be that of Mangalore only.

Details on the curriculum/syllabus:

Students are advised to familiarize themselves with the curriculum / syllabus pertaining to the course they are studying. The detailed syllabus of various courses is displayed on the website of the University. Students may log on to www.rguhs.ac.in – under the Courses section where the syllabus is displayed by the University.

Various details such as Duration of the course, Eligibility, Medium of Instruction, Subjects of the course, Attendance requirement, Scheme of Examination, Pass criteria, carry over facilities, Internal Assessment, Hours of study etc. are displayed by the University which the student is advised to go through.

LIST OF HOLIDAYS

Republic Day	January 26
Founder's Day/Institutions Day	March 13
Good Friday	*
Worker's Day	May 1
Eid-ul- fitr/Ramzan	*
Bakrid	*
Independence Day	August 15
Ganesh Chaturthi	*
Nativity of Blessed Virgin Mary	September 8
Gandhi Jayanthi	October 2
Ayudha Pooja / Maha Navami	October 7, 2019 *
Naraka Chaturdashi / Deepavali	October 29, 2019 *
Karnataka Rajyotsava	November 1
Christmas	December 25

* - dates subject to change every year.

DECEMBER VACATIONS: 23.12.2019 TO 04.01.2020

APRIL VACATIONS: 09.04.2020 TO 13.04.2020