



॥ ज्ञेने इने ह्यनपवेह ॥



ADICHUNCHANAGIRI UNIVERSITY

ADICHUNCHANAGIRI INSTITUTE OF MEDICAL SCIENCES

B.G.Nagara - 571448, Nagamangala Taluk,
Mandya District, Karnataka. INDIA



**HAND BOOK FOR STUDENTS
INCLUDING ETHICAL POLICY**


National Accreditation Board for Testing and Calibration Laboratories
NABL

CERTIFICATE OF ACCREDITATION

VIROLOGY LABORATORY, ADICHUNCHANAGIRI HOSPITAL AND RESEARCH CENTRE

has been assessed and accredited in accordance with the standard

ISO 15189:2012

"Medical laboratories - Requirements for quality and competence"

for its facilities at

BALAGANGADHARANATHANAGARA, BELLURU HOBLI, NAGAMANGALA TALEUK, MANDYA, KARNATAKA, INDIA

in the field of

Medical Testing

Certificate Number: MC-3451
 Issue Date: 03/07/2020 Valid Until: 02/07/2022

This certificate remains valid for the Scope of Accreditation as specified in the annexure subject to continued satisfactory compliance to the above standard & the relevant requirements of NABL.
 (To see the scope of accreditation of this laboratory, you may also visit NABL website www.nablindia.org)

Name of Legal Identity: SRI ADICHUNCHANAGIRI SHIKSHANA TRUST

Signed for and on behalf of NABL.


 N. Venkateswarar
 Chief Executive Officer



National Accreditation Board for Hospitals & Healthcare Providers
 (Constituent Board of Quality Council of India)

CERTIFICATION

Adichunchanagiri Hospital & Research Center
 BalagangadharaNatha Nagara
 Nagamangala Taluk, Mandya District
 Mandya - 571448, Karnataka

has been assessed and found to comply with NABH
 Entry Level -Hospital requirements.
 This certificate is valid for the Scope as specified in the annexure subject to continued compliance with the Entry Level requirements.

Valid from : June 12, 2020
 Valid thru : June 11, 2022

Certificate No. PEH-2020-1268





 Dr. Atul Mohan Kochhar
 Chief Executive Officer

National Accreditation Board for Hospitals & Healthcare Providers, 16/Floor, ITI Building, 6A, Ring Road, P Estate, New Delhi 110 002, India
 Phone: +91-11-4200000, Fax: +91-11-2322 2410, Email: hospital@nabh.co.in Website: www.nabh.co.in

SI No. 001432 *001432* NABH

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CERTIFICATE OF EXCELLENCE


To


Adichunchanagiri Institute of Medical Sciences
 Mandya, Karnataka

For being recognized as

25 MUST-WATCH MEDICAL COLLEGES IN INDIA


 Dr. Manoj Varghese
 Chief Editor


 Sarath Shyam
 Managing Editor




Certificate of Registration
 Certificate No: 201022019101

This is to Certify that the Quality Management System of

ADICHUNCHANAGIRI INSTITUTE OF MEDICAL SCIENCES
 BALAGANGADHARANATHANAGARA NAGAMANGALAM TALUK,
 MANDYA DISTRICT - 571448, KARNATAKA, INDIA

has been assessed and found to be in accordance with the requirements of standard detailed below

ISO 9001:2015

This Certificate is valid for the following scope

"PROVIDING GRADUATION AND POST GRADUATION COURSES FOR MEDICAL STUDENTS AS PER THE GUIDELINES OF ADICHUNCHANAGIRI UNIVERSITY"

"IAF Group- 37"

Initial Registration Date	22 nd Oct. 2020	Issue Date	22 nd Oct. 2020
1 st Surveillance on or before	22 nd Sept. 2021	Valid Until	21 st Oct. 2021
2 nd Surveillance on or before	22 nd Sept. 2022	Revision	00

Certification body of this certificate is liable for 10 years. Within the time stated validity of the certificate shall be subject to the regularity of the surveillance and an eventual failure, consent given of the certificate can be nullified on the official portal of Certification body.
 Lo: www.iafonline.org

UAF is full member of International Accreditation Forum (IAF)

Accreditation No. 5710K220107

Pragathi Singh
 TUV Certification Pvt Ltd
 CIN: U74900K2011PFA066719
 Accredited by United Accreditation Foundation (UAF)

Registration No. 645, 17th Floor, 17th Street, 17th Cross, 17th Block, New Delhi 110 002, India
 Certification Body: 645, 17th Floor, 17th Street, 17th Cross, 17th Block, New Delhi 110 002, India
 www.iafonline.org



With the divine blessings of Paramapoojya Jagadguru Padmabhushana
Sri Sri Sri Dr. Balangadharanatha Mahaswamiji



Paramapoojya Jagadguru
Sri Sri Sri Dr. Nirmalanandanatha Mahaswamiji
Chancellor, ACU

॥ Acharaya devo bhava ॥

Our teachers are your gurus, who will enlighten you with all the skills one needs to become an independent, responsible citizen, hence to become a strong pillar of society and work for its upliftment. Your potential, talent & performance will be nurtured tenderly in our loving care.

ABOUT THE INSTITUTION

Adichunchanagiri Institution of Medical Sciences (AIMS) was established in the year 1986 under the stewardship of Paramapoojya Jagadguru Padmabhushana Sri Sri Sri Dr. Balagangadharanatha Mahaswamiji, with a vision of being a center of excellence with emphasis on socially meaningful medical education, research, and healthcare. Since then, we are providing outstanding educational experiences to our students, comprehensive, culturally sensitive, cost-effective, community-oriented quality health care services to society, and community-relevant quality scientific research studies. AIMS was earlier affiliated to the Rajiv Gandhi University of Health Sciences, Karnataka. Now it is a constituent Institution of Adichunchanagiri University. The honorable Chancellor Paramapoojya Jagadguru Sri Sri Sri Dr. Nirmalanandantha Mahaswamiji is currently guiding the University.

Our primary focus has been to provide health care and medical education of the highest standards to the rural population. We are ranked 12th by the outlook magazine among India's top medical Institutions in 2020. The Ministry of Education, Government of India, has recognized us as a Swachhta Action Plan Institution.

AIMS is housed in a unitary Wi-Fi enabled campus of about 56 acres of unpolluted and pristine surroundings near its teaching hospital with plenty of room for future expansion. All buildings are spacious from within while their exteriors are aesthetically designed. The Institution complex features large, digitally-enabled Theater Classrooms, Lecture Rooms, Laboratories, R & D Center, an Anatomy Museum, the Administration Block, and an Open-Air Stage in its Central Courtyard. The campus also features an elegant Residency complex for students, a Food Court, and ATM facilities.

The aesthetically built centrally air-conditioned Auditorium is AIMS' pride-of-place with towering columns and majestic steps that lead into a hall of 2000 seating capacity complete with a professionally designed stage fitted with motorized screens and a sophisticated sound and light system. At the ground level of this magnificent edifice is a state-of-the-art, centrally air-conditioned Learning Resource Center featuring the latest volumes of medical literature, a Digital Classroom, and vast study areas.

Adichunchanagiri Hospital and Research Center (AHRC) was commissioned in 1990 to render affordable healthcare services to the poor and the needy. The programs offered here include assessed clinical experiences, an essential component of academics, supported by purpose-built facilities & technology designed to replicate real-life situations. Advanced coursework is informational and enriched by hands-on learning from mentors who push the boundaries of knowledge.

Today, the Hospital provides priceless teaching and training ground for AIMS Undergraduates and Postgraduates who benefit from the experiences of renowned doctors. To study at AIMS therefore is a matter of active learning in an atmosphere of intense intellectual excitement.

The Hospital has 1050 beds under one roof with a built-up area of 33151 sq. The hospital has state-of-the-art infrastructure and the most advanced equipment. It is a tertiary hospital and is dedicated to serve the poor and downtrodden with affordable and quality healthcare. The hospital also offers round the clock diagnostic services in Virology, Hematology, Biochemistry, Clinical Pathology, Cytology & Histopathology, Microbiology & Serology, Radio diagnosis & Imaging and Immunology.

All hospital clinical departments are supported by 24x7 services like in house Central Sterile and Supplies Department, in house Hospital Laundry, Drug Stores, Medical Gases, Security, Ambulance Services, Medical Record Department, Hospital Management Information System, Mortuary, Dietetics, Cafeteria, Public Relations & Telecommunications, Medico-Social Welfare Department, Voluntary Services (Helping Hand) and Clinical Trial Management Services.

The hospital is geared to provide excellent service in multi-disciplinary ICU, Surgical ICU, Isolation ICU, Pediatric ICU, Neonatal ICU, Cardiac ICU, Respiratory ICU, Renal ICU, and Cardiothoracic ICU. These specialized intensive care units are specially staffed and equipped to provide the highest level of care to patients.

AIMS has collaborations with CFTRI, Mysore for research programmes, with NIMHANS, KIDWAI Institution of Oncology, Jayadeva Institution of Cardiology, BGS Global Hospitals and HCG diagnostics for integrated PG teaching.

The teaching faculty at AIMS is unique blend of youth and the experienced. As on today we have a workforce of around 180 teaching faculty who are involved in providing health care to patients and medical education of global standards to the undergraduate and postgraduate students.

We have a well-established medical education unit (MEU) within the campus which provides training for the faculty in medical education technologies. More than one third of our faculty are trained in Medical Council of India recognized, Revised Basic Medical Education Technology programme and Curriculum Implementation Support Programmed which has facilitated an effective planning, design, and delivery of the curriculum.

Faculty use newer, technology enabled, student centric, teaching-learning and assessments methods to provide an enriched learning experience.

AIMS has an association with Rotaplast International, Inc., an organization committed to help children and families worldwide by eliminating the burden of cleft lip and/or palate, burn scarring, and other deformities. AIMS, in association with Rotaplast International, organizes cleft lip and cleft palate surgery camp every year. This program benefits hundreds of underprivileged from the rural community. A team of surgeons from U.S visits AIMS every year to conduct these surgeries. This provides an excellent opportunity for our students and faculty to interact and train with clinicians from abroad.

AIMS is associated with the Medical Students Association of India (MSAI) and International Federation of Medical Students Association (IFMSA). MSAI is an organization that strives to provide its medical students with numerous opportunities to become global health leaders today and tomorrow. The International Federation of Medical Students' Associations (IFMSA), founded in 1951, is one of the world's oldest and largest student-run organizations. It represents, connects, and engages every day with medical students from 135 NMOs in 125 countries worldwide. IFMSA offers a Professional Exchange program under The Standing Committee on Professional Exchange (SCOPE). (SCOPE) is a full educational program offering clerkships to medical students abroad. AIMS is a SCOPE active institution in India.

Students of AIMS have always made the Institution proud by achieving

academic excellence. Our undergraduate students have secured 15 ranks and postgraduate students have secured 37 ranks under Rajiv Gandhi University of Health Sciences in the last five years. Our students have also excelled in the field of research. In the previous five years, 50 research proposals have been accepted by the Indian Council of Medical Research (ICMR) under the short-term studentship program (ICMR-STs), four research proposals under student research grants Rajiv Gandhi University of Health Sciences and 18 research projects under Adichunchanagiri University.

QUALITY POLICY OF AIMS

AIMS, a constituent Institution of Adichunchanagiri University, is committed to:

- ▶ Provide quality medical education to our customers, mainly students and parents, while abiding with the law and all pertinent rules and regulations.
- ▶ Addressing all external and internal issues relevant to our purpose promptly and strategic direction to pursue our QMS, thereby achieving its intended results.
- ▶ Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements
- ▶ Improving our QMS by reducing operational inefficiencies and enhancing customer satisfaction

QUALITY OBJECTIVES OF AIMS

We have established quality objectives at relevant functions, levels, and processes needed for our QMS. Our quality objectives are:

- ▶ Consistent with the quality policy
- ▶ Measurable
- ▶ Takes into account applicable requirements
- ▶ Relevant to service conformity and enhances customer satisfaction
- ▶ Monitored
- ▶ Communicated
- ▶ Updated as appropriate

VISION AND MISSION STATEMENT OF AIMS

Vision

To be a center of excellence with emphasis on socially meaningful medical education, research and healthcare.

Mission

- ▶ To provide outstanding educational experiences to the students through competent facilitators and supportive infrastructure, and cutting-edge technology.
- ▶ To provide comprehensive, cost-effective, community-oriented quality health care services to society.
- ▶ To facilitate community-relevant quality research studies and research training programs to the students and faculty by providing a stimulating environment that nurtures original thinking.
- ▶ To inculcate value systems and ethical principles of righteousness, honesty, Integrity, dignity, and professionalism among students, staff, and other stakeholders, enabling them to serve with social justice and equity.
- ▶ To promote creative thinking, innovative approaches, and entrepreneurial skill developments among the learners to foster regional, national, and global competencies.

NAAC: Vision and mission statement of AIMS

Vision

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion, and sustenance initiatives.

Mission

- ▶ To arrange for periodic assessment and accreditation of Institutions of Higher Education or units thereof, or specific academic programs or projects.
- ▶ To stimulate the academic environment for the promotion of

quality in teaching-learning and research in Higher Education Institutions.

- ▶ To encourage self-evaluation, accountability, autonomy, and innovations in Higher Education.
- ▶ To undertake quality-related research studies, consultancy, and training programs, and
- ▶ To collaborate with other stakeholders of higher education for quality evaluation, promotion, and sustenance.

Undergraduate course program and exam schedule

TABLE 1 :

DISTRIBUTION OF SUBJECTS BY PROFESSIONAL PHASE

Phase and Year of MBBS Training	Subjects and new teaching elements	Duration	University examination
First professional MBBS	<ul style="list-style-type: none"> • Foundation course (1month) • Human Anatomy, Physiology& Biochemistry • Introduction of Community Medicine, Humanities • Early Clinical Exposure • Attitude. Ethics and Communication Module (AETCOM) 	1+13 months	I Professional
Second professional MBBS	<ul style="list-style-type: none"> • Pathology, Microbiology, Pharmacology, Forensic Medicine And Toxicology • Introduction to clinical subjects including community Medicine • Clinical postings • AETCOM 	12 months	II Professional
Third professional MBBS-part I	<ul style="list-style-type: none"> • General Medicine ,General Surgery, OBG, Paediatrics, Orthopaedics, Dermatology, Pyschiatry, Otorhinolaryngology, Ophthalmology, Community Medicine, Forensic Medicine and Toxicology, Respiratory Medicine, Radiodiagnosis & Radiotherapy, Anaesthesiology • Clinical Subjects /postings • AETCOM 	12 months	III Professional-part I
Electives	<ul style="list-style-type: none"> • Electives ,skills and assessment 	2 months	
Third professional MBBS-part II	<ul style="list-style-type: none"> • General Medicine ,Paediatrics, General Surgery, Orthopaedics, Obstetrics and Gynaecology, including Family welfare and allied specialties • Clinical Postings /subjects • AETCOM 	13 months	III Professional-part II

NOTE : The table is illustrative, the duration may vary as per the directions of National Medical Commission and University Guidelines

University Examination: The following criteria to be met by the students to be eligible for the university exams:

- ▶ Clearance of all Institution fees
- ▶ Shall have attended at least 75% of the total number of classes in theory and 80% practical/clinical to become eligible to appear for the examination in that subject/subjects.
- ▶ 75% attendance in Professional Development Programme (AETCOM Module) is required for eligibility to appear for the final examination in each professional year
- ▶ At least 50% marks of the total marks combined in theory and practical assigned for internal assessment is to be obtained in a particular subject. A candidate who has not secured requisite aggregate in the internal assessment may be permitted to appear for another internal examination as a remedial measure. If he/she completes the remediation measures prescribed by the Institution / University as the case may be then only, he/she is eligible to appear for University Examinations.
- ▶ Minimum of 40% marks to be obtained separately in theory and practical to appear for University exam (average of 3 internal assessments theory and practical individually)
- ▶ Learners must have completed the required certifiable competencies for that phase of training and completed the logbook appropriate for that phase of training to appear at the final university examination of that subject.
- ▶ Shall pass in all the Phase I (Pre-Clinical) subjects, before joining the Phase II (Para-Clinical) subjects.
- ▶ The eligible students should pay the prescribed examination fee as per the instructions of the Institution/University.
- ▶ ACU will conduct the examination in a fair and transparent manner

INTERNSHIP:

- ▶ After successfully completing all the annual exams, the student must undergo a one-year compulsory rotatory internship as per the scheduled clinical postings.
- ▶ The student should complete the one-year compulsory rotatory internship within the scheduled period. If the minimum period of postings is not completed, there will be an extension of the internship. On successful completion of CRI, the incumbent will be issued valid CRI certificate

Provisional Degree Certificate:

- ▶ The student along with the CRI and prescribed fees must apply to ACU for PDC. On obtaining PDC, the candidate should complete the registration process with Karnataka Medical Council or other concerned Medical councils in the country.

MENTORSHIP PROGRAMME

Mentorship involves a long term relationship between the mentor and M mentee covering their academic interests, extracurricular activities and personal lives. This section has been written with the purpose of guiding you (the mentee) to understand the mentor-mentee relationship and to appreciate the benefits of the mentorship program. A mentor acts as a guide, teacher, role-model, friend and advisor enhancing the mentee's confidence and performance. Irrespective of the field of expertise of the mentor, he/she will have a genuine interest in your advancement.

I. Do you really need a mentor?

It is reasonable to assume that until now you have managed to excel both academically and personally with your parents/guardian doubling up as mentor/s to support and guide you. However, now, you have stepped out of the comfort of your homes losing a part of the support system that you have had earlier. As a first year medical student in a completely new environment, the challenges faced by you may sometimes appear to be insurmountable making you vulnerable to stress. Mentoring gives a support system that attempts to make you feel safe, comfortable and confident.

You will find opportunities to interact and learn from excellent faculty members who will help you make important decisions regarding personal and professional aspects of your life like balancing studies with personal needs, dealing with learning difficulties, interaction with patients, choosing the field of medicine to specialize in, becoming more professional and so on. Your mentor can also help you come up with research projects and provide feedback on project write-ups or patient case reports.

As a newly admitted medical student, you may not feel the need of a mentor, but as you encounter numerous difficulties and challenges in your journey as a medical student, you will sorely require this fortuitous opportunity.

II. Goals of the mentorship program.

Several reasonable short and long term goals are laid out intending that the mentorship program will be a rewarding experience to both the participants (mentor and mentee).

Short term goal: To provide a support system which helps you make a smooth transition into your new life as a medical student.

Long term goal: To periodically monitor, assess and guide you which will lead you on a fruitful path that realizes your full potential as a student and as a person.

Every mentoring relationship is unique in its nature and scope and develops overtime. The variable perspectives and different experiences of every mentor and mentee will add to the success of this program.

III. What makes a good mentor?

- ▶ A good mentor shows a genuine interest in the education of the student.
- ▶ S/he is accessible, approachable, and dependable.
- ▶ S/he is respected, experienced, and willing to share what s/he has learned through his or her training.
- ▶ A mentor is a patient listener and has time to meet with the mentee on a regular basis and to keep up with the student's progress and interests.
- ▶ The mentor should serve as a role model for the mentee and offer help with career and professional development.
- ▶ S/he should provide support when the mentee is struggling or is stressed.
- ▶ The mentor should give praise as well as constructive criticism.
- ▶ It is desirable for a mentor to be organized, enthusiastic, patient, hardworking, and energetic.

IV. Your role as a mentee:

- ▶ Attend all meetings without fail. If you are unable to make it to a meeting, let your mentor know as soon as possible.
- ▶ Be enthusiastic, curious, and honest about your ambitions when discussing your interests and learning from your mentor.
- ▶ Respect your mentor's time and space. Be flexible with meeting times.
- ▶ Find out how your mentor would prefer you contact him or her: in person, through e-mail or phone.

- ▶ Keep your mentor(s) informed of your progress. It is important to stay connected between meetings. If your classwork is hectic, you can easily e-mail/call your mentor(s) to let him or her know what is going on in your life.
- ▶ Unless told otherwise, consider the information your mentor tells you to be privileged (confidential).
- ▶ Be receptive to suggestions and feedback.
- ▶ Be patient — your relationship will build over time.

V. How to initiate the mentorship relationship?

- ▶ Can you choose your mentor?
No. Since you are new to the institution/department and thus are not familiar with the faculty, the Institution will allot mentor/s.
- ▶ Is it mandatory for you to meet/contact your mentor?
Yes. Participation in the mentorship program is mandatory.
- ▶ Initiation.
Call or e-mail your mentor or pay them a courtesy visit and tell them that you would like to meet with them to learn a little more about the mentorship program. When you meet with them, come prepared with a few questions you want to ask or be prepared to talk about subjects that interest you. Try to gauge their interest in working with you and see if they would be willing to meet with you from time-to-time. Fix the time for subsequent meetings.

VI. Thanking your mentor.

Thank your mentor periodically for the time that s/he has spent working with you. Remember s/he is taking time out of a busy schedule to help you.

Internal Institutional Committees

As a part of Quality Management System and best practices, we have various internal committees some of which are statutory in nature and some voluntary to guide and help students in holistic development during their tenure in the Institution. These committees support students in academic guidance, development and also encourage them to participate in various sports, cultural and community service. Important statutory and non-statutory committees in the Institution for Student and parent support and guidance.

Sl. No.	Committee (S / NS)	Chairperson / Coordinator	Contact	e-mail
1.	Institution council committee	Dr. M.G. Shivaramu, Principal, AIMS	9886367471	mgshivaramu@bgsaims.edu.in
2.	Anti-ragging committee (S)	Dr. M.G. Shivaramu, Principal, AIMS	9886367471	mgshivaramu@bgsaims.edu.in
3.	Sexual harassment prevention committee (S)	Dr. Rajeshwari A. Assoc. Prof, Department of Biochemistry	9448038474	drrajeshwaria@bgsaims.edu.in
4.	Grievance redressal cell (S)	Dr. Venkatesha D., Prof & Head, Department of Microbiology	9986973580	drvenkateshad@bgsaims.edu.in
5.	Institutional Ethics committee (S)	Dr. Ravi Shankar M. Prof & Head, Department of Pharmacology	9845369890	dravishankarm@bgsaims.edu.in
6.	Institutional Animal Ethics committee (S)	Dr. Ravi Shankar M. Prof & Head, Department of Pharmacology	9845369890	dravishankarm@bgsaims.edu.in
7.	Code of Conduct / Disciplinary committee	Dr. M.G. Shivaramu, Principal, AIMS	9886367471	mgshivaramu@bgsaims.edu.in
8.	Institutional Curriculum committee	Dr. Aliya Nusrath, Prof & Head, Department of Biochemistry	9448168236	draliyanusrath@bgsaims.edu.in
9.	Medical Education Unit	Dr. Tejaswi H.L. Associate Prof. Dept. of Anatomy	9986322186	drtejaswihl@bgsaims.edu.in
10.	Research / Scientific committee	Dr. Amita K Prof. Dept. of Pathology	9901429624	dramitay@bgsaims.edu.in
11.	Journal committee (JMSH)	Dr. Vijay Shankar S. Prof. & HOD Dept. of Pathology	9845357933	drvijayashankar@bgsaims.edu.in
12.	Mentorship committee	Dr. N. Asharani (Phase I) Assoc. Prof, Department of Biochemistry	9448957069	drashanellore@bgsaims.edu.in
		Dr. Dhanalakshmi T.A. (Phase II) Professor, Department of Microbiology.	8693952425	drdhanalakshmita@bgsaims.edu.in
		Dr. Radha R (Phase III -I) Professor, Department of Community Medicine.	9980169952	drdardhar@bgsaims.edu.in

		Dr. Harish K (Phase III-II) Assoc. Prof, Department of Orthopaedics	8971457844	drharishk@bgsaims.edu.in
13	Academic cell	Dr. Asharani S.K., Assoc. Prof, Department of Anatomy Dr. Sathish, Asst. Prof, Department of ENT	9480304208 9611978802	drasharanisk@bgsaims.edu.in drsathishkumar@bgsaims.edu.in
14	UG / PG Examination committee	Dr. M.G. Shivaramu, Principal, AIMS	9886367471	mgshivaramu@bgsaims.edu.in
15	Girls Hostel committee	Dr. Rajeshwari A. Assoc. Prof, Department of Biochemistry	9448038474	drrajeshwaria@bgsaims.edu.in
16	Boys Hostel committee	Dr. Chikkanna D. Assoc. Prof, Department of Biochemistry	9986054348	drchikkannad@bgsaims.edu.in
17	Library committee	Dr. Vasantha Kumar M Chief Librarian	7022691037	drvasanthakumarm@bgsaims.edu.in
18	Hospital committee	Dr. B G Sagar Prof & Head Department of Orthopaedics	6366340663	drsagarbg@bgsaims.edu.in
19	Hospital infection control committee (HICC)	Dr. Venkatesha D. Prof & Head, Department of Microbiology	9986973580	drvenkateshad@bgsaims.edu.in
20	Pharmacovigilance Committee	Dr. Ravi Shankar M. Prof & Head, Department of Pharmacology	9845369890	dr Ravishankarm@bgsaims.edu.in
21	Pharmacy therapeutic committee	Dr. Ramesh B., Principal, SACP	9845863779	saccp@acu.edu.in
22	Mortality audit / review committee	Dr. Ravindra S Pukale Prof & HOD, Department of OBG	9449751733	dr Ravindraspukale@bgsaims.edu.in
23	Estate committee	Mr. Pandu T.S. Civil Engineer	9741395126	civilengineeraims@gmail.com
24	Equal opportunity cell	Dr. Venkatesha D. Prof & Head, Department of Microbiology	9986973580	drvenkateshad@bgsaims.edu.in
25	Internal Committee for the differently abled	Dr. Sudhir G.K. Prof & Head, Department of Physiology	9448171730	drsudhirgk@bgsaims.edu.in
26	Women Empowerment Cell (WEC)	Dr. N Asharani Assoc Professor, Department of Biochemistry	9448957069	drashanellore@bgsaims.edu.in wec@bgsaims.edu.in

27	Student support cell	Dr. Manuja L.M. Asst. Prof, Department of Com Medicine	9742062684	drmanujalm@bgsaims.edu.in
28	Student welfare / counselling committee	Dr. M.G. Shivaramu, Principal, AIMS	9886367471	mgshivaramu@bgsaims.edu.in
29	Doctors welfare committee / Doctors club	Dr. Ravi G.C. Professor, Department of ENT	9845389453	drravigc@bgsaims.edu.in
30	Sports & Cultural Committee	Dr. Rajeshwari. A. Assoc. Prof, Department of Biochemistry	9448038474	drrajeshwaria@bgsaims.edu.in
31	Kannada & Literary Committee	Dr. Vinay H R Assistant Prof. Department of Psychiatry	8904093422	drvinayhr@bgsaims.edu.in kannadabalaga@bgsaims.edu.in
32	Magazine committee	Dr. Abhishek M.G. Professor, Department of Pathology	9844663752	drabhishekm@bgsaims.edu.in
33	RNTCP cell / committee	Dr. Shashikantha S.K. Assoc. Prof, Department of Com Medicine	9632935302	drshashikanthask@bgsaims.edu.in
34	Alumni association	Dr. Ajay N. Asst. Prof, Department of Anatomy	9845700910	drajayn@bgsaims.edu.in
35	National Service Scheme (NSS) Advisory Committee	Dr. Sheetal M.P. Assoc Prof, Department of Com Medicine	9886690902	drsheelalmp@bgsaims.edu.in nss@bgsaims.edu.in
36	Youth Red Cross (YRC) cell	Dr. Sathish Kumar K Asst. Prof, Department of ENT	9611978802	drsathishkumark@bgsaims.edu.in
37	Internal Quality Assurance Cell (IQAC)	Dr. Sudhir G.K. Prof & Head, Department of Physiology	9448171730	drsudhirgk@bgsaims.edu.in
38	National Assessment & Accreditation Council Committee (NAAC)	Dr. Aliya Nusrath Prof & Head, Department of Biochemistry	9448168236	draliyanusrath@bgsaims.edu.in naac@bgsaims.edu.in
39	National Accreditation Board for Hospitals & Health care providers committee (NABH)	Dr. Kiran M Naik, Prof & Head, Department of ENT	9731341027	drkiranmnaik@bgsaims.edu.in

40	National Institutional Ranking Framework (NIRF) committee	Dr. Tejaswi H.L., (Nodal Officer) Assoc. Prof, Department of Anatomy	9986322186	drtejaswihl@bgsaims.edu.in nirf@bgsaims.edu.in
41	Human Resources	Mr. Girish M S HR-Head	9845107851	hr@bgsaims.edu.in
42	Information Technology	Mr. Pramodh Gowda	9008123123	it@bgsaims.edu.in

NOTE :

For any other correspondence
you can send email to:
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STUDENTS' CODE OF ETHICS AND CONDUCT

1. Preamble:

The following paras indicate the Adichunchanagiri Institution of Medical Sciences' standard procedures and practices (hereinafter referred to as the 'Institution') for all students enrolling with the Institution for pursuing undergraduate and postgraduate courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institution's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is simple, understandable, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can also be reviewed on the official website of the Institution.

2. Jurisdiction

- a. The Institution shall have jurisdiction over the conduct of the students associated /enrolled with the Institution and to take cognizance of all acts of misconduct, including incidents of ragging or otherwise which are taking place on the campus or in connection with the related activities and functions.
- b. The Institution may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations as if the conduct has occurred on campus, which shall include:
 - i. Any violations of the Sexual Harassment Policy of the Institution against other students of the Institution.
 - ▶ Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institution;
 - ▶ Possession or use of weapons, explosives, or destructive devices off/on campus
 - ▶ Manufacture, sale, or distribution of prohibited articles, drugs, alcohol etc.

- ▶ Conduct that has a negative impact or constitutes a nuisance to members of the surrounding of the off-campus community.

The Institution, while determining whether or not to exercise such off campus jurisdiction in situations enumerated hereinabove, the Institution shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct:

- a. This Code shall apply to all kinds of conduct of students that occur on the Institution premises, including in Institution sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's interests or reputation.
- b. Each student must accept that,
 - i. He/she shall be regular and must complete his/her studies in the Institution.
 - ii. He/she shall adhere to the dress code of the Institution. (formal clothing with white apron)
 - iii. He/she shall mandatorily have the minimum required attendance in each subject, as prescribed by the Institution
 - iv. He/she shall not misuse electronic gadgets and cell phone during the class hours
 - v. In the event a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institution subject to the written consent of the Principal
 - vi. As a result of such relieving, the student shall be required to clear pending hostel and any other dues, and if a student had joined the Institution on a scholarship, the said grant should be revoked.
- c. The Institution believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic Integrity, respect all persons and their rights and

property and others' safety, etc.

- d. All students must deter from indulging in any and all forms of misconduct, including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially

The various forms of misconduct include:

- i. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- ii. Intentionally damaging or destroying Institution property or property of other students and/or faculty members
- iii. Any disruptive activity in a classroom or in an event sponsored by the Institution.
- iv. Unable to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security guards
- v. Participating in activities including:-
- ▶ Organizing meetings and processions without permission from the Institution.
 - ▶ Accepting membership of religious or terrorist groups banned by the Government of India.
 - ▶ Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or Policy.
 - ▶ Unauthorized possession or use of harmful chemicals and banned drugs.
 - ▶ Smoking on the campus of the Institution.
 - ▶ Possessing, consuming, distributing, selling of alcohol in the Institution and/or throwing empty bottles on the campus.
 - ▶ Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - ▶ Rash driving on the campus that may cause any inconvenience to others
 - ▶ Not disclosing a pre-existing health condition, either physical or psychological, to Registrar which may cause hindrance to the

academic progress.

- ▶ Theft or unauthorized access to others resources
 - ▶ Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving; inciting or participating in a riot or group disruption at the Institution.
- e. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons onto the campus without the Institution authorities' permission.
 - f. Students cannot provide audio and video clippings of any activity on the campus to media without prior permission.
 - g. Students are expected to use social media carefully and responsibly, meaning that that they cannot post derogatory comments about other individuals from the Institution on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institution.
 - h. Theft or abuse of the Institution computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institution property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
 - i. Damage to, or destruction of, any property of the Institution, or any property of others on the Institution premises.
 - j. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
 - k. Indulging in any form of harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4. Disciplinary procedure

If there is a case against a student for a possible breach of code of conduct, then a standing investigating committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The Committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct,

- a. Warning - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- b. Restrictions- Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- c. Community service - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- d. Expulsion - Expulsion of a student from the Institution permanently. Indicating prohibition from entering the Institution premises or participating in any student related activities or campus residences etc.
- e. Suspension - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institution facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties:-
 - i. Ineligibility to reapply for admission to the Institution for a period of three years, and
 - ii. Withholding the grade card or certificate for the courses studied or work carried out. 5

5. Appeal

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Dean. The Dean may decide on one of the following:

- a. Accept the recommendation of the Committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or
- b. Refer the case back to the investigating Committee for reconsideration. In any case the Vice-Chancellor decision is final and binding in all the cases where there is a possible misconduct by a student.

6. Academic Integrity

As a premier institution for medical education and health care, the Institution values academic Integrity. It is committed to fostering an intellectual and ethical environment based on the principles of Academic Integrity. Academic Integrity encompasses honesty and responsibility, and awareness relating to ethical standards for the conduct of research and scholarship. The Institution believes that in all academic work, others' ideas and contributions must be appropriately acknowledged. Academic Integrity is essential for the Institution's success, and its research missions, and hence, violations of academic Integrity constitute a serious offense.

6.1 Scope and Purpose

- A. This Policy on Academic Integrity, which forms an integral part of the Code, applies to all students at the Institution and are required to adhere to the said Policy. The purpose of the Policy is twofold:
 - ▶ To clarify the principles of academic Integrity, and
 - ▶ To provide examples of dishonest conduct and violations of Academic Integrity.
- B. Failure to uphold these academic integrity principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Therefore, every member of the Institution community bears responsibility for ensuring that the highest academic integrity standards are upheld.
- C. The principles of academic Integrity require that a student,
 - ▶ properly acknowledges and cites use of the ideas, results, material or words of others.
 - ▶ properly acknowledges all contributors to a given piece of work.

- ▶ makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- ▶ obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- ▶ treats all other students in an ethical manner, respecting their Integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.2 Violations of this Policy include, but are not limited to:

- i. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
 - a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
 - b. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
 - d. Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations. e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement. f) Paraphrasing or changing an author's words or style without citation.
- ii. Cheating : Cheating includes, but is not limited to:
 - a. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

- b. Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - c. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - d. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
 - e. Creating sources, or citations that do not exist
 - f. Altering previously evaluated and re-submitting the work for re-evaluation
 - g. Signing another student's name on an assignment, report, research paper, thesis or attendance sheet
- iii. Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public Policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

6.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- i. Use proper methodology for experiments and computational work. Accurately describe and compile data.
- ii. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal

digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

- iii. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").
- iv. Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- v. Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts and thesis.
- vi. Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.4. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- i. Student roles: Before submitting thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institution, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- ii. Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments and that data are properly recorded and saved for future reference. Besides, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above

broad issues relating to academic Integrity. Faculty members are expected to inform students of the Institution's academic integrity policy within their specific courses, ensure minimal academic dishonesty, and respond appropriately and timely to violations of academic Integrity.

- iii. Institutional roles: A breach of academic Integrity is a serious offence with long lasting consequences for both the individual and the Institution, and this can lead to various sanctions.

ANTI-RAGGING

7.1 INTRODUCTION

7.1.1 'Merit' and 'Ethics' being the core driving values towards turning out professionals of high calibre with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance. 'Ragging' a social menace, as such has no place in academic environment of the Institution and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti-ragging policy' to be adopted by the Institution.

7.1.2 Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

7.1.3 The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.

7.1.4 Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the Institution takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

7.2. ANTI-RAGGING POLICY

7.2.1 This Policy encourages socialization of students to the academic environment of the Institution, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the Institution therefore is aimed at

- a. Creation, development and nurturing a conducive, socio-academic environment within the student population.
- b. Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institution are welcome and provided support, rather than being harassed and intimidated.
- c. Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
- d. Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

7.3 DEFINITIONS

7.3.1 For the purpose of this Policy the following are defined as under: -

- ▶ 'Institution' means Adichunchanagiri Institution of Medical Sciences.
- ▶ 'Student' includes any person who is enrolled for any course, whether full time or part time with the Institution. This also includes research associates/scholars or a visitor, and / or a repeater.
- ▶ 'Hostel' includes the place/(s) where students are accommodated through institutional arrangement.
- ▶ 'Ragging' constitutes one or more of any of the following acts:
 - a. a conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness;
 - b. indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or

- apprehension thereof in any other student;
- c. asking a student to do any act which the student will not carry out in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such student(s);
 - d. any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);
 - e. exploiting the services of any student for completing the academic tasks assigned to an individual or a group of students.
 - f. any act of financial extortion or forceful expenditure burden put on a student by any other student or a group of students;
 - g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h. any act or abuse by spoken words, emails, posts, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);
 - i. any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by any student or a group of students over any other student(s).

7.4 PREVENTIVE ASPECTS OF RAGGING

7.4.1 Systemized Efforts for Socio-Academic Integration of New Entrants.

- a. Address by the Competent Authorities of the Institution: The Principal/ Dean, Head of Departments, Co-ordinators , and other concerned official(s) during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants/ students at the time of counselling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging

Policy' of the Institution. The efforts during such meets be directed towards achieving socio-academic integration of new entrants with the specific merit-oriented environment of mutuality and trust of the Institution.

- b. New batch inaugurals/Induction program: The Principal and faculty members, during new batch inaugurals may provide to the students, the guidelines on expected behavioural norms wherein a mention to the Anti ragging policy may be made.
- c. Social, Cultural, Sports Activities: The membership of all student clubs and committees will be coordinated on the lines of this (proposed anti-ragging) Policy. The induction process to all students' clubs and committees will be organized in line with the proposed anti – ragging policy.
- d. Watch and Ward arrangements: The Institution has identified following vulnerable locations (i) Hostel blocks and mess, (ii) Vacant class rooms. (iii) Auditorium (iv) Canteen, (v) Playground / Gymnasium (vi) Student activity centres, (vii) Favourite joints of students in the vicinity. All concerned are to keep a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Mess etc.), Hostel / accommodations, where students are accommodated. These areas are needed to be carefully guarded if required by posting security personnel.

7.4.2 Wide – dissemination of Anti-Ragging Policy Prospectus and Admission forms

- i. All prospectus contains a specific caution that "ragging is banned in the Institution, and anyone found indulging in ragging, is likely to be punished appropriately, which may include expulsion from the Institution."
- ii. All students of the Institution are required to sign an anti-ragging declaration form (Annexure I and II) at the time of admission to the Institution. Erection of Posters Academic program office may put up posters in prominent places within the campus to exhort students to prevent or not indulge in ragging, also mentioning the names of the officials and their

contact numbers to be contacted case of "ragging". The same needs to be displayed on the website of the Institution.

7.5. MONITORING ASPECTS OF RAGGING:

7.5.1 Anti-Ragging Surveys: Anonymous random surveys across first-year students be carried out every fortnight, during the first three months, at all the constituents of the Institution, to verify and check whether the campus is indeed free from 'ragging'.

7.5.2 Anti – Ragging Committee (ARC) at the Institution Level:: An Anti – Ragging Committee (ARC) constituted at the Institution level to monitor the various aspects related to the menace of ragging. The Principal nominates the members of this Committee, and all hostel wardens are members in order to carry out the compliance of this Policy across the whole Institution along with the manner in which the same are dealt with.

7.6. PROCEDURAL AND PUNITIVE ASPECTS OF "RAGGING"

7.6.1 First Information Person (FIP)

- a. 'First Information Person (FIP)' would be nominated by the Institution at the beginning of each academic year. The FIP would provide first instance intervention in case of any complaint of "ragging".
- b. FIP will also need to coordinate the preventive aspects of ragging, under the guidance of the Chairperson ARC aiming to create a "ragging free environment."
- c. FIP will be responsible for taking steps to ensure that cases of "ragging" within the Institution are brought to the notice of the Chairperson ARC as soon as possible.
- d. FIP is empowered to deal with informal complaints of "ragging" and/or take suo motu cognizance of any such incident.

7.6.2 Ragging Reporting Procedure

- a. Suppose any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident. In that case, such person (or FIP, who may have assisted the

complainants or those who have otherwise observed / known about "ragging") shall have option to file a complaint with the Chairperson ARC. This may be done in writing or orally. A written complaint is preferable.

- b. FIP or member/s of the ARC will also be available to discuss any student or group of students' concerns about ragging.
- c. All formal/Informal complaints of "ragging" may be made to the FIP within the constituent unit or directly to Chairperson ARC as stated above.

7.6.3 ARC as Enquiry Committee

ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within three (03) days of reporting the incident and reports finalized by the ARC pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the competent authority maximum within a period of four (04) weeks. In exceptional circumstances, the Chairperson ARC may grant extension to the time limit under information to the complainant and the accused.

7.6.4 Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to. If the ragging also includes an element of sexual harassment, then in that case both committees i.e. ARC and Sexual Harassment committee will look into the matter independently of each other.

7.6.5 Punishment / Penalties for 'ragging'

Based on the report of inquiry submitted by the ARC, the Chairperson ARC will recommend to the competent authority any of the punishment/(s) listed below or any other kind of punishment, which she/he may consider to be appropriate.

- a. Withholding scholarships or other benefits
- b. Debarring from representation of events.
- c. Withholding results

- d. Expulsion from Institution.
- e. Debarring from examination/s.
- f. Suspension from the Institution or class for a limited period.
- g. Fine with public apology
- h. Prosecuting for criminal offence.
- i. Filing FIR with the local police
- j. Cancellation of admission

7.6.6 Appeal

Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this Policy, shall lie with the Principal of the Institution, which should be filed within a period of two weeks from such an action or award of punishment.

7.7. SAVING AND REPEAL CLAUSE

Principal of the Institution will possess the sole authority for any interpretation, modification, or amendment to the Policy depending upon the need from time to time. She/he will also possess powers to exercise her/his discretion with respect to any or all of the clauses of this Policy.

ANNEXURE –I

Self –Declaration by the Student

I,.....Registration No
Year.....Batch having been admitted to
Adichunchanagiri Institution of Medical Sciences, B G Nagara-571448,
have received a copy of the Institution's anti-ragging Policy. I had carefully
read and fully understood the provisions contained in the said Policy.

I have, in particular, perused clause 3 of the Policy and am aware as to
what constitutes ragging. I have also, in particulars, perused clause 6 of
the Policy and am fully aware of the penal and administrative action that is
liable to be taken against me in case I am found guilty of or abetting
ragging, actively or passively, or being part of a conspiracy to promote
ragging. I hereby solemnly aver and undertake that:

(a) I will not indulge in any behaviour or act that may be constituted as
ragging under clause 3 of the Policy.

(b) I will not participate in or abet or propagate through any act of
commission or commission that may be constituted as ragging under
clause 3 of the Policy.

I hereby affirm that, if found guilty of ragging, I am liable to punishment
according to clause 6 of the Policy, without prejudice to any other criminal
action that may be taken against me under any penal law or any law for
the time being in force.

I hereby declare that I have not been expelled or debarred from admission
in any institution in the country on account of being found guilty of,
abetting or being part of a conspiracy to promote, ragging; and further
affirm that, in case the declaration is found to be untrue, I am aware that
my admission is liable to be cancelled.

Signature of the Student:

Name:

Date:

**(Note: This declaration will be returned back to admission office as part
of student documentation**

ANNEXURE –II

Self-Declaration by PARENT/GUARDIAN

I, Mr./Mrs.....declare that, my ward Mr./Ms.....enrolled in with Registration No..... Year.....and Batch..... having been admitted to Adichunchanagiri Institution of Medical Sciences, B G Nagara-571448, have received a copy of the Institution's anti – ragging Policy and had carefully read and fully understood the provisions contained in the said Policy.

I have, in particular, perused clause 3 of the Policy and am aware as to what constitutes ragging. I have also, in particulars, perused clause 6 of the Policy and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

I hereby solemnly aver and undertake that:

- a) My ward does not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward does not participate in or abets or propagates through any act of commission or commission that may be constituted as ragging under clause 3 of the Regulations.

I hereby affirm that, if found guilty of ragging, my ward is liable to punishment according to clause 6 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Signature of the Parent/Guardian

Name:

Date:

(Note: This declaration will be returned back to admission office as part of student documentation)

8. Sexual Harassment :

The Institution Policy on prevention and prohibition of sexual harassment at workplace, shall also apply to the students of the Institution. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

09. Anti-discrimination policy:

AIMS is committed to creating an environment which is free from discrimination and where all persons are treated equally and fairly, and with dignity, courtesy and respect. Victimisation, vilification and disability harassment are also unlawful and will not be tolerated by the Institute.

This policy applies to all students.

This policy also applies to all staff members of the Institute School, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, and volunteers.

In all their interactions with each other and members of the broader Institution community, and while in the Institution or off site, including at Institution -related events (such as sporting events) or functions (including social functions), while on trips or excursions, and when attending conference, are also required to comply with and support this policy.

Commitment: All students at the Institution have the right to learn and work in an environment free from discrimination and other unlawful behaviour. The Institution will strive to provide an inclusive, supportive and safe (physically and emotionally) learning and teaching environment, where all students have equal opportunities and where diversity is appreciated, understood and accepted.

In accordance with relevant anti-discrimination laws, it is unlawful to discriminate against students. Both direct and indirect discrimination are prohibited, as well as victimisation, disability harassment and vilification.

10. Grievance Redressal:

Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the Institution which a student thinks, believes and even feels to be unfair, unjust or inequitable.

Use of the grievance system is a protected activity. Restraint, interference, coercion, discrimination, or reprisal against a student or student's designated representative because of the filing of a grievance is legally prohibited. Students who provide information concerning matters related to grievances are similarly protected.

Student having any grievance should approach the right person within the specified time and relevant issue.

The table below depicts the methodology for grievance resolution

Description	Reporting to	Escalation
Hostel Issues	Warden	Hostel Committee
Academic Issues	Concerned Faculty	HOD

If the grievance is not addressed or resolved, then the issue will be forwarded to the AIMS Grievance Redressal cell and appropriate steps will be taken to resolve as per the procedure.

11. Communication:

Strong communication is important in relationships. For you to have a healthy relationship, you need to talk openly and be a good listener. Although every relationship faces challenges at some point, a healthy communication style can make it easier to handle conflict and strengthen the partnership.

AIMS always believes in having a transparent clear and open communication. To convey the official messages, instructions and notices to the students we use the best available technology and methods.

All the admitted students in the Institution will be provided with official email id from the Institution. All official communications and correspondence will be done only through the allotted Institutional email id.

Apart from the Institutional email id a separate WhatsApp group will be created and its mandatory for every student to be part of this group. The administrator will have the right to post or delete any messages to the group.

Guidelines to Official Email Users

Creation and activation of Official E-mail account

1. A permanent, official E-mail account in AIMS domain (username@bgsaims.edu.in) will be provided to each faculty, staff and students of AIMS.
2. The Institute Web Committee (IWC) of AIMS will manage the E-mail Services and any queries related with E-mail services may be directed to email.iwc@bgsaims.edu.in.
3. The general e-mail address format used for faculty and staff is username@bgsaims.edu.in and for student is usernameAIMSYYYY@bgsaims.edu.in.
4. All academic and administrative related electronic correspondences from administrators, heads or coordinators, teachers, of the department/school/Institute will be sent to the user's official e-mail address and so it is mandatory for all users to check their Email account regularly.
5. Every user by default will be added as a member of group mailing lists at branch or department or institute level which are created for the easy and quick communication and collaboration with dynamic mailing groups.
6. The Institute Web Committee would communicate the created new E-mail account details of faculty and students to the Dean of Health Sciences (Medical), and/or respective Head/Coordinator of Departments for further distribution to the concerned faculty or student.
7. Before activation, the user should read the email guidelines and sign a declaration. During the activation or first login, the user will be prompted to change his/her temporary password. The password should be of at least 8 characters and preferably in the combination of alphabets, numbers and symbols.
8. After successful activation of E-mail account, the user should send a confirmation mail to email.iwc@bgsaims.edu.in
9. Login problems or failure of logging into the official E-mail account may be reported as per the guidelines given under Item No. 2

(Password reset policy for users official E-mail account) of this document. E-mail accounts which are not activated within three months from the date of issue will be deleted permanently without any prior notice.

10. The students who opt for Institution change should communicate the change details along with the relevant documents through Office of Dean, to the Institute Web Committee (email.iwc@bgsaims.edu.in) for getting their account deactivated. ?

Password reset policy for users official E-mail account

1. The users are advised to follow the guidelines below for resetting their E-mail account which may be required in case of loss of/forgotten password or deactivation or suspension of mail account or any trouble in logging into their E-mail account.
2. The user should send an E-mail, clearly stating his/her official E-mail account details (E-mail ID, full name, batch & roll number) as well as the reason for resetting the password of his/her official E-mail account to help.email@bgsaims.edu.in
3. Such mail requests should be sent either from the user's personal E-mail ID along with a scanned copy of his/her photo ID provided by the Institute OR from an official E-mail ID of user's friend or faculty member endorsing and confirming the user's identity and official E-mail ID. The new password will be sent to this ID, usually within 24 hrs.
4. User's requests not fulfilling above criteria will not be entertained by the IWC. In case of a repeat request within one year, the user will also be required to obtain a consent signature from his/her Supervisor or Head of the Department and Principal, AIMS as the case may be.
5. The faculty and staff can also follow the same procedure for resetting their E-mail account.

Guidelines for E-mail usage:

1. Misuse or abuse of electronic mail facility is punishable under Information Technology Act 2000, Government of India.
2. E-mail services are a privilege, not a right. The official E-mail account provided to a faculty, staff or student is meant for the official purpose

only. Every E-mail user in our institute domain is bound to obey and follow the guidelines given below.

3. It is the users' responsibility to keep their E-mail account in good standing, not give out passwords, hold responsibility for any activity originating from that account and use the email account in ways that are responsible, ethical, lawful and professional.
4. As part of normal E-mail management, the IWC collects various types of users' data including login/logout times, types and frequencies of access and amount of resources used. This information can be analysed for various purposes relating to the management of the email systems. IWC reserves the right to suspend or delete an e-mail address that has been inactive for more than 6 months.
5. The users are strictly advised to post only the academic or research related mails or contents to their class groups. The users are strictly advised not to indulge in any unacceptable behaviour or activity in the E-mail environment. The unacceptable behaviour includes, but not limited to, distribution of unsolicited and unauthorized mass E-mail to users, threatening users, infringements of others' privacy, interference with others' work, copyright infringement and illegal activity.
6. Posting harassing, abusive, obscene, harmful, illegal or objectionable contents, spamming group mails with undesired contents or messages to any users or mailing lists of our official domain are strictly forbidden.
7. Posting buy/sale deals to the group mailing lists or any content which is not of a common interest of the members of such group mailing lists is not permitted.
8. Users who violate the above stated E-mail usage policy will be subject to disciplinary action. IWC may monitor individual users suspected of violating this policy.
9. The disciplinary actions likely to be impended for such violation of any of the above rules/policies include (a) Issue of a warning letter/E-mail to the user (b) Temporary or permanent suspension of users E-mail account for a month or a semester or permanent removal or termination of users E-mail account from the institute's domain. For

severe violators legal proceedings will be initiated as per the university guidelines.

10. The content of the mails shall not be discriminatory in any manner and shall respect the diversity present at AIMS.
11. This forum shall not be used as a medium to exchange any form of illegal online content. Therefore, the forum shall not be used as a means of storage of data apart from that authorized by AIMS.
12. Any form of misuse shall be considered as a punishable act.
13. AIMS shall have a proprietary right over all emails exchanged using the institution email id and shall have access to the same.
14. The email id shall be valid only up to six months from the competition of the course.

The above guidelines shall act as a scale for appropriate behaviour and any student found in defiance of such prescribed behaviour shall be subjected to disciplinary action and legal action will be initiated as per prevailing applicable Cyber Laws.

12. Vaccination policy:

Hepatitis B virus is very infectious and the primary routes of transmission are sexual transmission, parenteral transmission like pricks by contaminated, needles, accidental inoculation of infected blood during surgical and dental procedures, transfusion of blood and its products, dialysis, tattooing, ear/nose pricking etc and perinatal transmission from infected mother to child. HBV is present in high titres in the blood and in low titres in other body fluids and is hundred times more infectious than HIV and ten times more than HCV.

As a matter of best practise and quality initiative as per the recommendation of Hospital infection control committee vaccination of all the health care providers/health care workers and undergraduate medical students of 3 doses of vaccinations 0-1-6 months respectively will be given free of cost and will be administered at the time of admission.

13. Insurance Policy:

All the students admitted in the Institution are covered with personal accident insurance for a maximum sum of Rupees Two Lakhs only. This will include medical treatment, permanent disability or unfortunate death.

14. Library policy-AIMS Learning Resource Center:

PURPOSE

Consistent with the Institution's mission to advance the highest quality of learning, teaching, research, and community service among students, faculty, and staff. The AIMS learning resource center provides access to a broad range of services and information resources both in print and online. While it is important that these valued resources remain accessible to the Institution community on an ongoing basis, they are equally vital that they are held in an environment conducive to independent study and research. To this end, the Library Policy is designed to guide the administration and use of the library in a respectful manner and in accordance with the broader regulatory requirements.

POLICY

Under the chief Librarian's auspices, the AIMS learning resource center supports the academic pursuits of teaching, learning, and research at the Institution. While the primary focus of its collections is to serve the Institution's educational programs' information needs, it may also serve research purpose.

Users of the AIMS learning resource shall be bound by the library's policies and procedures and of Institution more generally. The library's additional procedures and guidelines may be implemented to govern specific services and facilities, including the definition of specific borrowing privileges, lending procedures, and archival practices. These policies and procedures may be enforced by levying fines, suspending privileges, and other sanctions as specified by the library.

AIMS learning resource center users must at all times respect the need to maintain a quiet atmosphere conducive to independent study and research. Any user who exhibits disruptive behavior to other users may have their library privileges revoked, and/or be immediately evicted from the AIMS learning resource center and subject to review and the possible

imposition of sanctions under the appropriate disciplinary policy.

To protect users' privacy and their right to consult and borrow library materials without prejudice, information about the activities of individual borrowers, including materials used, is not released to any person, institution, or agency, except as required in the application of library fines or sanctions.

SCOPE AND AUTHORITY

Access to the library's collections, services, and facilities is open to all the Institution community members. Access to digital resources licensed for Institution use is restricted to faculty and staff and registered students.

15. Environmental policy

AIMS is a quality conscious and environment-friendly Institute. It protects its environment with its green campus initiative and keeps the campus plastic and pollution-free.

Our environmental policy:

- i. To create awareness regarding environmental policy amongst the students and the management.
- ii. To maintain pollution free campus by avoiding tobacco, pan-masala, chewing on the campus. As per the govt. Rules and regulations regarding the instructions of tobacco-free campus signboards are displayed at various places on the campus.
- iii. To promote the use of Solar Energy in Campus
- iv. To sensitize the students and staff regarding water conservation.
- v. To practice the 'Rain Water Harvesting' on the campus.
- vi. To protect and nurture the Flora and Fauna on the campus
- vii. To ban non-recyclable plastic usage within the campus

16. Customer Feedback as a part of the Quality Management initiative:

The Institution believes customer feedback is one of the most essential criteria in the teaching and learning process. The valuable feedback from the customers helps the Institution to derive methodologies for continual improvement.

Objective:

The purpose of this policy/procedure is to describe methods for gathering and using information about customer satisfaction in order to establish a system for monitoring customer satisfaction and customer's perception of the degree to which their needs and expectations have been fulfilled. The analysis of the feedback will help in developing action plans for continual improvement.

Feedback from students and parents will be obtained at various intervals during your tenure in the Institution. .

Forms:

The below mentioned forms will be used to obtain feedback from the stakeholders/customers:

1. Student Entry feedback (enclosed in the handbook should be handed over back duly filled during admission)
2. Student feedback on Induction (during Induction)
3. Teacher evaluation form (every six months)
4. Student feedback form on curriculum (end of each year)
5. Student Exit feedback (during graduation)
6. Student feedback on Institution (on completion of the course)
7. Parent Feedback. (during graduation)
8. Alumnus feedback.

Feedback – Admission process and Infrastructure (To specify Others)

The Institution would appreciate your responses to the following questions about the quality of admission process & infrastructural facilities. The information provided by you will be kept confidential.

You are requested to select appropriate option on the following parameters

1. How did you learn about Adichunchanagiri Institute of Medical Sciences (AIMS)?

- ▶ Internet
- ▶ Alumni
- ▶ Current students of AIMS
- ▶ Word of mouth
- ▶ Others

2. You opted for AIMS because of:

- ▶ Quality academics
- ▶ Discipline
- ▶ Infrastructure
- ▶ Safe and spiritual environment
- ▶ Others

3. Admission process at AIMS:

- ▶ Excellent
- ▶ Very good
- ▶ Good
- ▶ Average
- ▶ Needs improvement (Specify: _____)

4. Guidance provided during admission process.

- ▶ Excellent
- ▶ Very good
- ▶ Good
- ▶ Average
- ▶ Needs improvement (Specify: _____)

5. Co-operation and assistance provided by Institution staff during admission process.

- ▶ Excellent
- ▶ Very good
- ▶ Good

- ▶ Average
- ▶ Needs improvement (Specify:)

6. Use of Information and communication technology(ICT) and ease of Fee payment during admission process

- ▶ Excellent
- ▶ Very good
- ▶ Good
- ▶ Average
- ▶ Needs improvement (Specify:)

7. Infrastructural & library facility at AIMS

- ▶ Excellent
- ▶ Very good
- ▶ Good
- ▶ Average
- ▶ Needs improvement (Specify:)

8. Canteen and other facilities provided by AIMS

- ▶ Excellent
- ▶ Very good
- ▶ Good
- ▶ Average
- ▶ Needs improvement (Specify:)

9. Information provided on AIMS website.

- ▶ Excellent
- ▶ Very good
- ▶ Good
- ▶ Average
- ▶ Needs improvement (Specify:)

10. Overall rating of the admission process and Infrastructure

- ▶ Excellent
- ▶ Very good
- ▶ Good
- ▶ Average
- ▶ Needs improvement (Specify:)

Thank you for your valuable response

17. Student Participation in Governance

Students are members of the Institution campus, and they have a substantial interest in the Institution's governance. The Code, policies, and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institution are advised to uphold the Policy and inform the Institution of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

18. AIMS Medical Institution Graduate attributes:

The Institution curriculum embodies the core principles of creating patient-focused and care-oriented graduates. Graduate Attributes are central to the design, delivery, and assessment of student learning in all faculties of studies at the Institute. In this regard, the Indian Medical Graduate should have obtained the set of competencies at the time of graduation as per the MCI/NMC norms.

Graduate attributes adopted as per the MCI/NMC norms:

At the completion of MBBS program the student should be a

1. Clinician, who understands and provides preventive, promotive, curative, palliative and holistic care with compassion.
2. Leader and member of the health care team and system.
3. Communicator with patients, families, colleagues and community.
4. Lifelong learner committed to the continuous improvement of skills and knowledge
5. Professional, who is committed to excellence, is ethical, responsive and accountable to patients, community and the profession

Apart from this, the institution also emphasizes on the following graduate attributes :

Understand the principles and recognize the importance of empathy, compassion, honesty, integrity, values and altruism in health care delivery;

Demonstrate professional qualities of punctuality, responsibility, integrity, accountability, self-appraisal and respect towards educators, patients, attendants and peers.

Demonstrate the ability to review & compile scientific information, analyze the information objectively, critically with logical reasoning and apply this knowledge in evidence based medical practice.

Develop an aptitude in research and innovation and be able to contribute in generation of new knowledge and research scholarship.

Demonstrate organizational, problem-solving and effective time management skills.

Demonstrate the ability to maintain their own physical, emotional, social and spiritual health and a recognition of the importance of professional support in this process.

Develop self-employability, self-reliance, and entrepreneurship skill with capabilities ranging from a physician of the first contact to being globally competent professional.

Self-Declaration by the student

I/We have read hand book in detail and understood to best of my knowledge. I will diligently follow the guidelines and shall ensure that my/our behaviour shall be in accordance with the same and any defiance shall be subjected to any disciplinary action taken by AIMS.

Signature of the student :

Name of the student :

Date :

Note: This declaration should be handed back to admission section duly signed.

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ADICHUNCHANAGIRI UNIVERSITY



ADICHUNCHANAGIRI INSTITUTE OF MEDICAL SCIENCES

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