RK DAMANI MEDICAL COLLEGE

ShriRamchandra Institute of Medical Sciences
Chhatrapati Sambhajinagar

STUDENT HANDBOOK

Rules • Responsibilities • Well-being • Academic Success

A student-friendly guide for students & parents

VISION

Developing an education ecosystem ingrained with dedication, service and social sensitivity for cultivating healing touch in students.

Please read • understand • follow

Our Vision & Mission

VISION

Developing an education ecosystem ingrained with dedication, service and social sensitivity for cultivating healing touch in students.

Mission

To provide unique learning experience for the students through

- Confluence of experienced faculties as facilitators and technology enabled learning environment.
- Well established hospital having all broad and sub specialities.
- Social wisdom gathered from three decades of work experience in community healthcare.
- Mentoring by doctors and other healthcare workers who have caused deep impact on health of society.
- Opportunities for socially relevant research with international collaborations.

BAVP Core Projects

- RK Damani Medical College, ShriRamchandra Institute of Medical Sciences
- Dr. Hedgewar Rugnalaya
- Sevankur Bharat
- Siu-ka-pha Hospital, Assam
- Dattaji Bhale Blood Centre
- Seva Sankalp Samiti
- Savitribai Phule Mahila Ekatma Samaj Mandal
- Dr. Babasaheb Ambedkar Medical Research Society
- Shree Guruji Rugnalaya, Nashik
- Dr. Hedgewar College of Nursing

KEEP IN MIND

The rules in this handbook apply to students and ignorance of rules shall not be an excuse for violation.

At a Glance

Use this page as your quick navigation guide. The detailed rules and annexures follow in the same sequence as the college handbook.

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75%	80%	75%	T40/P40/C50
Theory attendance	Practical attendance	AETCOM attendance	IA marks benchmark

EMERGENCY & SAFETY

Students are instructed to share their Google map location with their parents. Report any ragging incident immediately to any member of the Anti-Ragging committee (https://srims.life/committees/).

1. Code of Conduct

- Each student shall show due respect and courtesy to the Faculty, Administrators, Non-teaching staffs, patients, visitors, residents of the institute and also good behavior to fellow students.
- Student's conduct within and outside the campus of the medical college and hospital shall be suitable, as student of a prestigious Medical College, R K Damani Medical College, ShriRamchandra Institute of Medical Sciences, Chhatrapati Sambhajinagar.

2. Punctuality

- It is important virtue of a doctor.
- Students are expected to be seated in lecture hall/ Practical Hall, 5 minutes before the commencement of the lecture / practical/ clinic.
- Coming late & leaving early at or from a class are recorded as absence from the class.
- Students should take written permission from authorities before going out of station.

3. Behavior

- Students are expected to maintain calm, quiet and peaceful environment in the campus.
- Maintain the silence while standing or walking in the college corridor.
- Mobile Phones/ Tablets should be kept in flight mode/ switched off during Lecture/ Practical.
- Smoking, alcohol consumption, drug abuse and any kind of misbehavior or any kind of unlawful activity within the campus is prohibited and will be duly informed to the parents besides taking strict disciplinary action as per college rules and regulations.

4. Attendance

- Every student should have a minimum of 75% in theory, 75% in AETCOM and 80% in practical attendance to be eligible to take the University Examination.
- Students should submit leave applications for planned leave before leaving the college. (Annexure 1)
- Students who are absent on medical grounds should produce a valid medical certificate along with the Requisition Letter for leave from Parents.
- Leave taken for any reason cannot be taken into account for attendance as it is covered in 20-25% absentee.

75%	80%	75%
Minimum theory	Minimum practical	Minimum AETCOM

LEAVE NOTE

Leave taken for any reason cannot be taken into account for attendance. Planned leave should be applied for before leaving the college.

5. Identity Card

- All students are expected to wear the identity cards provided to them at all times.
- Students should report loss of Identity Card in writing to the administrative officer within 24 hours explaining the circumstances under which it was lost.

> **LOST ID CARD**
> Report loss of Identity Card in writing to the administrative officer within 24 hours, explaining the circumstances.

6. Dress Code

- Dress code is a part of security protocol. All students are expected to wear the prescribed uniform (White shirt & Grey pant/ Salwar Kameez same color combination) with black shoes on all working days. Students are not allowed to wear T-shirts, sleeveless ones or shorts for classes other than the prescribed dress code.
- Boys — Hair must be neatly cut and combed.
- Girls— Hair must be tied up neatly and not let loose.
- Both boys and girls should wear clean white aprons with the college emblem in the college premises. To respect the sanctity of profession please do not wear these aprons outside the college campus.

> **PROFESSIONAL APPEARANCE**
>
> The prescribed dress code and clean white apron are part of the college's security protocol and professional environment.

7. Anti-Ragging

- On Directions of National Medical Commission (NMC), published in the Official Gazette notification (G.O) Dt: 18th November 2021 has ordered strict implementation & regulations for Prevention and Prohibition of Ragging in medical college.
- Our institution has zero tolerance policy for ragging.
- Students are instructed to report ragging incidence immediately to any member of the Anti-Ragging committee.
- Depending on the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -

ZERO TOLERANCE

Our institution has zero tolerance policy for ragging. Report any ragging incidence immediately to any member of the Anti-Ragging committee (https://srims.life/committees/).

Possible institutional punishments

- Cancellation of admission
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Rustication from the institution for period ranging from 1 to 4 semesters
- Debarring from appearing in any test/examination or other evaluation process
- Suspension/expulsion from the hostel
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

8. Counselling • Mentor–Mentee System

- Mentoring is an effective and popular way of providing guidance and support to the students and thereby shaping their future.
- Each student will be allotted a mentor at the start of the academic session and there will be scheduled meetings with them.
- Apart from that a student who faces academic or other problems can approach their mentors for resolution.

> **YOUR MENTOR IS A SUPPORT POINT**
> Each student will be allotted a mentor at the start of the academic session, with scheduled meetings. Students can approach mentors for academic or other problems.

9. Hostel

- Hostel will remain open from morning 6.00 am to evening 10.00 pm. In case of unavoidable delay, students should intimate hostel caretaker in advance. However, it should be noted that such delay will be permitted only 3 times a month. Disciplinary action will be taken against students found breaking this rule.
- It is discouraged to stay inside the hostel room during college hours.
- With valid reasons e.g. illness student will be allowed to stay in the visitor's room under the strict observation of Hostel caretaker/ Manager.

6:00 AM	10:00 PM	10:00 PM
Hostel opens	Hostel closes	Strict action after this time

10. Security

- Dear students, you might have noticed strict security protocols present in our institute during your admission. RKDMC, SRIMS has installed best in class security measures in its premises for all its stakeholders. It should be noted that everything has its limitations and thus everyone should be vigilant about their own safety.

PLEASE AVOID

Unnecessary talks with strangers • Going in blind areas • Visiting dangerous places • Late night roaming etc.

- Students are instructed to share their Google map location with their parents.
- All students are instructed to install 112 app in their mobiles and get acclimated with it.
- 112 app is a SOS app developed by the Government of India to protect and help citizens during grave emergencies.

112 SOS APP

The 112 app is a SOS app developed by the Government of India to protect and help citizens during grave emergencies. Students are instructed to install it and get acclimated with it.

11. Academics

As per NMC guidelines, each student must appear in the internal assessment exam before appearing in the university exams.

Minimum Internal Assessment Examinations

Subject category	Minimum IA examinations
Pre & para clinical subjects	3 IA (including prelim)
Clinical subjects	For clinical subjects — 2 IA per phase starting from phase II
PSM	For PSM —1 (phase 1), 2 (phase II), 2 (Phase III part 1)

40%	40%	50%
Theory minimum	Practical minimum	Combined minimum

In case you miss any internal assessment due to valid reasons, you should take permission (Annexure II) from the academic committee and Respected Dean to appear for the missed IA. Submit photocopy of the permission letter to the respective department. Respective department will arrange for the IA exam as per the rules. Please note students are allowed to avail this benefit only once.

> **STAY UPDATED**
> Students are instructed to keep themselves updated with Academic activities by checking: https://www.muhs.ac.in • http://srims.life

Annexure I • Leave Application Format for Student

To, Date: / /20

The Dean,

RK Damani Medical College,

ShriRamchandra Institute of Medical Sciences,

From,

Mr/Ms.

Roll Number.

Admission year:

Year: 1st / 2nd / 3rd Part I/ 3rd Part II MBBS

Subject: Application for Leave from..... to .....

Respected Sir/Madam,

I am (Your Name), a student of (Batch & Year). I want to bring to your kind attention that due to (Mention your reason), I will be unable to come to college from (date) to (date). I request you to kindly provide me with leave for the dates mentioned above. I assure you that I will catch up with my studies after returning.

Thanking you.

Yours Sincerely,

(Your Signature & Name)

Attach supporting documents.

> **AFTER SANCTION**
>
> Once leave is sanctioned, keep original with you and submit the photocopy to all departments of the phase to which you belong. Leave taken under any ground cannot be taken into account for attendance.

Annexure II • Permission to Appear for Missed Internal Assessment (IA) Examination

To, Date: / /20

The Dean,

RK Damani Medical College,

ShriRamchandra Institute of Medical Sciences,

From,

Mr/Ms.

Roll Number.

Admission year:

Year: 1st / 2nd / 3rd Part I/ 3rd Part II MBBS

Subject: Permission to appear for missed assessment (IA) examination

Respected Sir/Madam,

I am (Your Name), a student of (Batch & Year). I want to bring to your kind attention that due to (Mention your reason), I was unable to attend internal assessment examination for the (name of the subjects) held between (date) to (date). I request you to kindly allow me to appear for the missed IA examination. I am well aware that this is a onetime chance and no re-examination will be conducted for me if I again miss IA exam in the future.

Thanking you.

Yours sincerely,

(Your Signature & Name)

Attach supporting documents. Keep original of the permission letter with you and submit photocopies to the respective department.

Annexure III • Eligibility to Appear for MUHS Final Examination

Ref: MUHS Academics Circular 93/2026 dated 28/09/2026 and NMC GMER 2024

A. Eligibility based on Internal Assessment

A student must secure at least 50% of the total marks (combined in theory and practical / clinical); and minimum 40% in theory and practical separately for internal assessment in order to be eligible for appearing at the final University examination of the subject. If Internal assessment (IA) marks are less for any of the theory / practical IA examinations: No extra IA examination shall be conducted for such students, to improve their score, rather such students are mentored and guided, so that they improve in subsequent IA examinations. However, only one extra examination can be conducted after preliminary examinations, only for those students who have missed any of IA examinations due to genuine. Extra examination for students who have missed IA examination due to genuine reasons If a student has missed any of the IA examinations due to genuine reasons, then such students must apply to academic committee for permission to appear for one extra examination which is to be conducted after prelim examination. Academic committee, after verifying the genuineness for absence, may permit such students to appear for one extra examination (one theory and one practical). Even if a student has missed two or more theory / two or more practical examinations, then such student can appear for ONLY one extra examination. In such situations, eligibility should be considered after totaling the marks of the appeared examinations, without changing the denominator.

40%	40%	50%
Theory	Practical / clinical	Combined

If a student fails to secure 40% marks and theory and practical individually and 50% combined marks in practical, such students shall be detained to appear in regular university examination of that batch.

Remedial measures for detained students: In spite of above measures, if student is still not meeting the IA criteria to be eligible for regular MUHS exam he/she shall be detained to appear in regular university examination. Remedial IA examination is to be conducted before the supplementary examination. The examination shall be conducted as per the final MUHS examination theory and practical pattern. The student is eligible to appear for MUHS supplementary examination, if he/she secures minimum 40% marks in theory and practical (40/100 and 40/100, respectively) AND minimum 50% combined marks (100/200).

MISSED IA DUE TO GENUINE REASONS

Academic committee may permit one extra examination after prelim examination—one theory and one practical—after verifying the genuineness of absence. Even if two or more theory / practical examinations were missed, only one extra examination can be taken.

B. Eligibility based on Attendance

To be eligible to appear for final MUHS examination, students must have at least 75% attendance in theory and AETCOM and at least 80% attendance in practical. If attendance is less, such students may be offered any of the locally possible remedial measures such as attending classes with previous batches (without affecting other subjects' attendance) or extra classes. However, scheduling of such remedial measures are optional for a college, and no such student can claim eligibility to appear for MUHS examination on the basis of non-scheduling of such remedial measures. The decision of scheduling of such remedial measures will be taken as

per the absolute discretion of head of the department, considering the available resources. If attendance is less than the required criteria at the end of regular classes for the subject, the student is detained to appear in regular university examination of that batch (for that subject).

Remedial measures for detained students 1. In spite of above measures, if student is still not meeting the criteria to be eligible for regular MUHS exam, he/she shall be detained to appear in regular university examination. 2. If his/her attendance is > = 60 % in theory and practical, then remedial measures can be offered to such detained students, (after regular MUHS examination), so that they can complete the attendance criteria to be eligible to appear for supplementary examination. Detained students may be offered any of the locally possible remedial measures such as attending classes with previous batches (without affecting other subjects' attendance) or extra classes. 3. If the attendance is < 60 %, such students are neither eligible for remedial measures nor eligible for supplementary examination. Such students must attend all the classes including lectures, practical, postings etc. with next batch and appear for regular MUHS examination of next batch, for the subject.

ATTENDANCE THRESHOLD

At least 75% theory and AETCOM attendance and 80% practical attendance are required for eligibility to appear for the final MUHS examination.

The students should strictly obey the rules and regulations given above. Violation of any of the rules by the students shall be dealt with disciplinary action. Parents are advised to approach the Dean/ Principal, Faculty Members regularly to know the progress of their wards. It will be the duty of the parent/guardian to ensure that their wards attend classes regularly and avoid recurrence of low attendance by them. Parents if summoned to discuss about their wards should report to the college without fail immediately as and when required.

Important Links

COLLEGE COMMITTEES

College Anti-ragging committee and Internal complaint committee: https://srims.life/committees/

MUHS

Maharashtra University of Health Sciences: https://www.muhs.ac.in

Student Quick Reference

75% Theory attendance	**80%** Practical attendance	**75%** AETCOM attendance	**40%** IA theory
40% IA practical	**50%** IA combined	**6 AM** Hostel opens	**10 PM** Hostel closes

REMEMBER

Respect people • Be punctual • Maintain professional behavior • Wear your ID • Follow the dress code • Speak up about ragging • Use your mentor • Stay safety-aware • Track your academic requirements.

FOR STUDENTS & PARENTS

The students should strictly obey the rules and regulations. Parents are advised to approach the Dean/Principal and Faculty Members regularly to know the progress of their wards and to respond promptly when summoned by the college.

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