



MANIPAL COLLEGE OF HEALTH PROFESSIONS MANIPAL

A constituent unit of MAHE, Manipal

Student Hand Book 2020



VISION

**Global leadership in human development,
excellence in education and healthcare.**

MISSION

**Provides excellent healthcare facility,
develop competent professional equipped to
create a difference in quality of life of the
physically or mentally compromised individuals**

VALUES

**Integrity
Transparency
Quality
Team Work
Execution with passion
Humane touch.**

QUALITY POLICY

Manipal Academy of Higher Education aims to strengthen its unique value system through:

- Providing value based higher education and healthcare services at par with International Standards;
- Promoting Research and collaborations;
- Meeting societal objectives;
- Enhancing the proficiency of its students, staff and faculty to achieve global competency through training and development;
- Demonstrating continual quality improvement in all its academic, healthcare service and co-curricular activities through upgrading the delivery system, and sharing the best practices
- Exceeding the expectations of the beneficiaries, stakeholders and regulatory bodies

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The Founder



Dr. T.M.A. Pai

The late Dr Tonse Madhava Anantha Pai (1898-1979) - Physician, educationist, banker and philanthropist was the founder and builder of modern Manipal. He established educational, medical, banking and industrial enterprises of national importance and repute.

Manipal is an eloquent testimony to the vision, motivation and labour of Dr TMA Pai. His Zeal, dedication and infinite energy, inspired others, motivating them to collective effort. This was the spirit of Dr TMA Pai. This is the spirit of Manipal. "We must have a residential university in Manipal", were Dr TMA Pai's prophetic words.

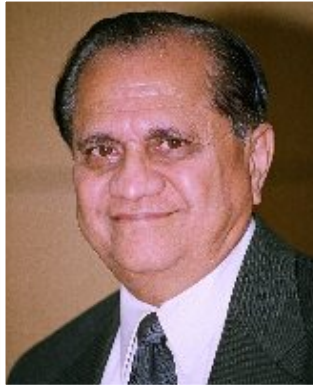
The aspirations of late Dr TMA Pai to turn Manipal into a university town, after his success in establishing a string of secondary schools and colleges of humanities and the crowning achievement of starting a medical college on public private partnership basis (the first of its kind in India), was realized in 1993 with the conferment of a deemed university status on Manipal Academy of Higher Education.

**"Educated and enlightened children are an asset
not only to the family but to the whole nation"**

- Dr TMA Pai

Manipal Academy of Higher Education

Top Management



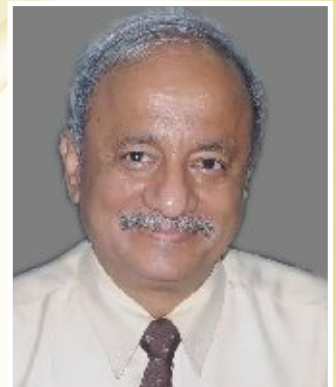
Chancellor
Dr. Ramdas M. Pai



Pro Chancellor
Dr. H. S. Ballal



Executive Vice President
Dr. H. Vinod Bhat



Vice Chancellor
Lt. Gen. (Dr.) M. D. Venkatesh



Pro Vice Chancellor
Dr. P. L. N. G. Rao



Pro Vice Chancellor
Dr. Dilip Gopinath Naik



Registrar
Dr. Narayana Sabhahit

6 Pillars of Inspired Learning

Manipal Academy of Higher Education is a pioneer of the 'Inspired Learning' approach to higher education. Its academic delivery model goes beyond class room education to provide holistic learning experience for the students.

The University, through its innovative pedagogy, has created an ecosystem of teaching and research excellence that is based on the 6pillars of Inspired Learning



INSTILL A CULTURE OF RESEARCH & INNOVATION



PROVIDE A HANDS-ON LEARNING EXPERIENCE



ENSURE EXPOSURE TO DIVERSE DISCIPLINES & CULTURES



NURTURE ENTREPRENEURS & IDEAS



ENHANCE EMPLOYABILITY



ENCOURAGE MERIT THROUGH SCHOLARSHIPS



Manipal Academy of Higher Education

Manipal group is a conglomerate of educational and healthcare institutions in India, Nepal and Malaysia. Over the past six decades, the Manipal group of institutions have been in the forefront of promoting higher education and tertiary medical care. The Group's prominence in the fields of professional education and healthcare services is a testimony to the vision, dedication and perseverance of the late Dr TMA Pai, the founder of Manipal, who was a physician, educationist, banker and above all a philanthropist. The journey started on a barren hillock which was transformed into an educational capital. The crowning achievement was the starting of medical college on a co-operative (self-financing) and public private partnership model, the first of its kind in India. From this epicenter grew an assortment of educational institutions, hospitals and numerous financial, co-operative and industrial enterprises, all of which are in the non-government sector. With just five professional colleges to start with, this deemed university has seen all round development over the last 2 decades with diversified courses conducted through many professional institutes such as engineering, pharmaceutical sciences, communication, management, allied health sciences, information sciences and hotel management spread over 600 acres. Today the campus houses approximately 20,000 inhabitants. In view of the excellent infrastructure and quality education delivered, the Government of India in the year 1993 conferred Deemed-to-be-University status on Manipal Academy of Higher Education. The transformation into a green campus was possible by the foresight of its founder who believed in respecting and growing with nature.

Manipal Academy of Higher Education at a glance:

'Institution of Eminence' status by MHRD, Govt. of India -July 2018

- ✍ Ranked 'A' category among deemed Universities by Dr. Tandon Committee appointed by MHRD, Govt. Of India
- ✍ ISO 9001:2015; 14001:2015 and 50001:2018 certification, NABH, NABL, NBA, AAHRP accreditations



- ✍ MAHE is the first multi-campus, multi-faculty deemed University in the private sector declared in 1993
- ✍ 30 constituent units under 3 faculties spread over campuses in Manipal, Mangalore, Bangalore and two off-shore campuses at Malaysia and Dubai with around 350 programs
- ✍ Academic programs are recognized by the respective regulatory authorities like AICTE, MCI, DCI, RCI, INC, AERB etc.
- ✍ Innovative twinning programs in medicine and engineering with globally recognized degrees
- ✍ Medical, engineering, dental, pharmacy, nursing, communication and hotel management colleges / schools are consistently ranked among the top 10 institutions in India.

Ranking of Manipal Academy of Higher Education:

- ✍ Ranked 751-800 in the prestigious QS World University Ranking for 2021
- ✍ Ranked No. 1001+ in the prestigious Times Higher Education World University Ranking 2021
- ✍ Ranked 351-400 in the Times Higher Education Emerging Economies University Rankings 2020.
- ✍ Ranked 401+ in the Times Higher Education Asia University Rankings 2020.
- ✍ Ranked 351-400 in the Times Higher Education Young University Rankings 2020.
- ✍ Ranked No. 151 -200 in Pharmacy subject ranking in the world by QS Subject ranking 2020
- ✍ Ranked No. 351 -400 in Medicine subject ranking in the world by QS Subject ranking 2020
- ✍ For the first time, Ranked No. 551 -600 in Biological Sciences subject ranking in the world by QS Subject ranking 2020
- ✍ THE University Impact Rankings 2020:
 - Overall - 301-400
 - SDG 3 Good Health and Wellbeing - Rank 66
 - SDG 4 Quality Education - Rank 201–300
 - SDG 9 Industry, Innovation & Infrastructure - Rank 101- 200
 - SDG 12 Responsible Consumption and Production - Rank 101- 200
 - SDG 17 Partnership for the Goals - Rank 401- 600
- ✍ India's Top Private University (No. 1) - Education world India Private University Ranking (EWIPUR) - 2020
- ✍ NIRF Ranking 2020

- MAHE - Overall - 14th
 - MAHE - University - 8th
 - MCODES Manipal - 2nd -
 - MCODES Mangalore - 6th
 - KMC Manipal - 9th
 - KMC Mangalore - 21st
 - MCOPS - 7th
 - MSAP - 12th
 - MIT - 45th
- ✍ Ranked in Band A (Rank Between 6th-25th) under Self-finance/Private Institutions Category by Atal Ranking of Institutions on Innovation Achievements 2020
 - ✍ Ranked no. 1 by The Week-Hansa Research Survey 2020 under the category Top All India Non - Govt (Pvt & Deemed) Multi-Disciplinary Universities, 2020
 - ✍ Ranked no. 1 by The Week-Hansa Research Survey 2020 under the category Top All India Non - Govt (Pvt & Deemed) Multi-Disciplinary Universities, 2020 - South Zone
 - ✍ Ranked no. 3 by The Week-Hansa Research Survey 2020 under the category Top Multi-Disciplinary Universities - South Zone, 2020
 - ✍ Ranked no. 11 by The Week-Hansa Research Survey 2020 under the category Top All India Multi-Disciplinary Universities, 2020
 - ✍ Ranked no. 2 under private category with a score of 310.66 and rating of AAAA+ by Career360 Ranking- Top Private Universities in India 2020

Research and Collaborations

- ✍ Manipal Academy of Higher Education is ranked first among the non-government universities in India by a Scopus-based study published by SCImago research group, Spain (<http://www.scimago.es/index.php>)
- ✍ Manipal - Government of Karnataka Bioincubator, Technology Business Incubator, an initiative by Manipal Academy of Higher Education (MAHE) and the Government of Karnataka to facilitate incubation of startups
- ✍ Innovation centre at MIT nurtures innovation, incubation and entrepreneurial skills of the student, faculty members and people of the region and facilitates inter-disciplinary research and innovation.
- ✍ Research collaborations with leading MNCs like Philips, Nokia for BoP projects, public health projects with WHO, Unicef etc. collaborative links with several

reputed overseas institutions such as Hochschule Bremen, Germany, Milwaukee School of Engineering USA, University of Leicester UK etc.

- ✍ Research grants of about Rs.12 Crore from different agencies such as ICMR, DST, DBT, DAE, BRNS etc.
- ✍ Multi-disciplinary projects through Manipal multidisciplinary Developmental Research Centre focused on the theme of Ecology and Sustainable Development Centre of Excellence in Research in the fields of Natural Sciences and Philosophy and Humanities.
- ✍ High level of indexed publications in Health Sciences institutions.

Awards and Certifications

- ✍ ISO 9001, 14001 and 50001 certification from TUV
- ✍ NABH certified Kasturba Hospital at Manipal and NABL certified Laboratory at University Medical Centre, Mangalore.
- ✍ International Green Apple Silver Award 2018 for Environmental Best practice
- ✍ International Asia Pacific Quality Award 2008
- ✍ 2nd in overall and first in suburban categories among Indian universities as per the UI Green Metric World University Ranking 2012
- ✍ FKCCI Export Excellence Award (last three years) Federation of Karnataka Chambers of Commerce and Industry)
- ✍ Best Hostels in India Award 2012
- ✍ Manipal Academy of Higher Education is bestowed with NAAC accreditation with Grade 'A'

The constituent institutions are

- ✍ Kasturba Medical College Manipal
- ✍ Kasturba Medical College, Mangalore
- ✍ Manipal Institute of Technology, Manipal
- ✍ Manipal School of Nursing
- ✍ Manipal College of Pharmaceutical Sciences, Manipal
- ✍ Manipal College of Dental Sciences, Manipal
- ✍ Welcomgroup Graduate School of Hotel Administration, Manipal
- ✍ Manipal College of Dental Sciences, Mangalore
- ✍ Manipal College of Nursing, Manipal
- ✍ International Centre for Applied Sciences, Manipal
- ✍ Manipal Institute of Communication, Manipal
- ✍ Melaka Manipal Medical College, Manipal

- ✍ Manipal School of Information Sciences, Manipal
- ✍ Manipal College of Health Professions
- ✍ Manipal Institute of Management, Manipal
- ✍ School of Life Sciences, Manipal
- ✍ Manipal Institute of Regenerative Medicine, Bangalore
- ✍ Faculty of Architecture
- ✍ Prasanna School of Public Health (PSPH), Manipal

Facts and Figures:

- ✍ A pioneer in higher education in the private sector
- ✍ Expertise in professional education for over five decades
- ✍ Over 397 courses offered across 20 professional streams
- ✍ 33411 students: 1,68,595 alumni
- ✍ Students from over 50 countries
- ✍ World Class infrastructure
- ✍ International Collaborations
- ✍ 12411 employees
- ✍ Some institutions are ranked among top ten in the country
- ✍ ISO 9001:2000 and ISO 14001:2004 ISO certification
- ✍ Environment friendly campus

Quality Policy

MAHE aims to strengthen its unique value system through:

- ✍ Providing value based higher education and healthcare services at par with International standards
- ✍ Promoting research and collaborations
- ✍ Meeting the social objectives
- ✍ Enhancing the proficiency of its students, staff and faculty to achieve global competency through training and development
- ✍ Demonstrating continual quality improvement in all its academic, healthcare services and co-curricular activities through upgarding the delivery system, and sharing the best practices
- ✍ Exceeding the expectations of the beneficiaries, stakeholders and regulatory bodies.

Environment Policy:

Manipal Academy of Higher Education (MAHE) endeavors to promote community welfare, environmental protection and efficient energy use to a level of performance that moves “beyond compliance”. Striving to set a benchmark on a National and International level for education, healthcare, environment and energy management. MU is committed to cleaner and greener campuses. To realize this vision, the University commits to:

- Institutionalize best practices, comply with applicable laws, regulations, and other recognized requirements related to environment and energy use and where practicable exceed them.
- Preventing pollution by continually monitoring and improving its environmental and energy performance by provision of resources to achieve set objectives and targets
- Establish and maintain management systems to improve energy performance and to minimize harmful effects on environment, human health and safety
- Promote use of clean, safe and energy efficient technologies in order to utilize natural resources efficiently
- Encourage transparency and communication of its commitment to sustainable development, simultaneously increasing awareness amongst its stakeholders as well as the community at large
- Foster education, research and information exchange on energy and environmental development to move toward global sustainability



University Administrators:

Chancellor	Dr. Ramadas m Pai
Chairperson, Student Welfare and Hostel Management Committee	Mrs. Vasanthi Pai
Pro Chancellor	Dr. H S Ballal
Executive Vice President	Dr. H Vinod Bhat
Vice Chancellor	Lt. Gen. (Dr.) M. D. Venkatesh
Pro Vice Chancellors	Dr. Abdul Razzak Mohd. Said Dr. P L N G Rao Dr. Dilip Gopinath Naik
Registrar	Dr. Narayana Sabahahit
National Research Professor	Dr. M S Valiathan
Deputy Registrar-Academic	Dr. Guruprasad Rao
Registrar – Evaluation	Dr. Vinod V Thomas
Deputy Registrars - Evaluation	Dr. Sreejith Dr. Madhukar Mallya H
Director, Student Affairs (Manipal)	Dr Geetha Maiya
Director, Student Affairs (Mangaluru)	Dr Rekha Thapar
Chairman - Cultural Coordination Committee	Dr. Shobha U Kamath
Director-General Services	Col. Prakash Chandra B
Director-Finance	Mr. Rangarajan
COO (Campus Safety)	Dr. Prabhudev B Mane
Chief warden (Manipal)	Air Commodore H K Dhiman
Chief Warden (Managaluru)	Col. Premkumar Shetty
Estate Officer	Mr. K S Jaivittal

Manipal College of Health Professions (MCHP)

Manipal College of Health Professions (MCHP), Manipal is the first full-fledged and largest Health Professions College in India. Allied Health was carved out of Kasturba Medical College, Manipal, the flagship institution of the Manipal Academy of Higher Education (MAHE) in 1999 to train allied health professionals of caliber, who as members of the team along with medical and nursing colleagues would contribute to holistic healthcare of patients. The support from Kasturba Medical College and 2500 bedded Kasturba Hospital, the two iconic organizations of MAHE with a proud history of medical education and health services enables the college to provide excellent theoretical and clinical training of the various allied health sciences courses it offers. Since its establishment in 1999, the growth and development of this institution has been phenomenal. It is now acclaimed as a centre of excellence in allied health sciences mainly because of its demand driven health related programmes and postgraduate programmes to over 1300 students. MCHP also prides in its presence at Mangalore and Bangalore campuses of the group for a selected few courses. The strategic location of MCHP offers an intellectually stimulating environment coupled with rich cultural, social sporting and harmonious life. Proximity to other institutions provides multiple opportunities for faculty and peer interaction, which is beneficial to student life.



Message from Dean



Welcome to the hub of Allied Health Science education offered by Manipal College of Health Professions (MCHP), Manipal Academy of Higher Education (MAHE-Deemed to be University) the first full-fledged and largest institution of Allied Health Sciences in India. Our main aim is to provide quality education, research and clinical training in the allied health specialty. It is known fact that allied health courses are increasingly gaining importance all over the world. Initially the Allied Health program was started in 1993 under Kasturba Medical College, Manipal and later, considering the growth of profession the independent institution was established in 1999 under MAHE. The allied health professionals of high caliber are important members of the team along with medical and nursing professionals for the holistic care and rehabilitation of patients.

Presently the institution offers Bachelor Degree, Post-graduation and Doctoral degree programs in various discipline of allied health and offering in Manipal, Mangalore and Bangalore campus and all the programs are recognized by respective regulatory body and professional body. In addition to excellent academic training, the students will get excellent clinical exposure at Kasturba Hospital, a tertiary care hospital and various outreach and community programs.

This prospectus outlines each program and provides information on the criteria for admission, course description and career prospectus. I take this opportunity to welcome each one of you to this reputed University.

Dr. G. Arun Maiya Ph.D.
Dean
Professor of Physiotherapy
Manipal College of Health Professions (MCHP)

Message from Associate Dean



Welcome to the hub of Allied Health Science education offered by Manipal College of Health Professions, devoted to educating health professionals who provide proficient, compassionate care to the needy with a human touch. We provide our students with high quality teaching, practical and clinical training necessary to become effective members of a health care team. Our faculty are well experienced and dedicated to accomplish beneficial student learning outcomes. They are experts in their fields, holding masters and doctoral degrees. As a college that continually strives to improve the quality of its programs, have many national and international achievements to its credit. I invite you to explore the website to understand more about our career oriented programs. Be a part of our rich tradition and exhilarating future.

Dr. Sabu K. M. Ph.D.

Associate Dean

Professor of Health Information Management

Manipal College of Health Professions (MCHP)

Message from Chairperson Academic Operations Committee

Dear Students,

Welcome to the MCHP family!

Congratulations on beginning the journey of building a professional career in the field of health sciences from one of the best and pioneering institutions for health professional education in the country. We, at MCHP, offer you a rich multi-disciplinary environment to learn excellent academic knowledge, hone clinical skills with state-of-the-art equipment, develop entrepreneurial skills, become leaders and use your inquisitiveness to seek research-based solutions. Further, we equip you with communication skills, professional ethics, critical thinking and problem solving skills, so that you can pursue your dream careers and effectively engage in a multicultural society with respect. This student handbook provides information about academic-related expectations and program regulations for MCHP. During your journey as students, it will be in your best interests to abide by these for successfully graduating from MCHP, MAHE as thorough professionals.



Dr G Kanaka, Ph.D.

Associate Professor (Speech & Hearing)
Chairperson-Academic Operations Committee
MCHP, Manipal

Message from Chairperson Students Affairs Committee

Dear Students,

Greetings from the members of Student Affairs committee-MCHP!!!

Congratulations on securing an admission in this prestigious institution and we are all glad to have you amongst us. We have a variety of student clubs in our college and your energy can be channelized towards the right direction by being a member of these clubs. You could be a part of our very vibrant Student committee and yes, you can continue to nurture your talent by taking part in Cultural, Literary and Sports competitions which will be held through-out the academic year. Excelling in these activities at the college level will provide you the opportunity to represent the college in Inter-collegiate events and to represent MAHE at the Inter-university, state or national level competitions. During your stay at Manipal, please refrain from activities such as venturing into sea and indulging in substances that would put you in danger. This handbook also contains details of the dress code which you will have to follow during the working hours in college, clinics and even during the exam. Once you have become the part of MCHP family, you carry on the tag wherever you go. Wishing you all a very bright future and happy learning and stay at Manipal.



Dr. Preetha R, Ph.D.

Associate Professor - Physiotherapy
Chairperson - Student Affairs Committee
MCHP, Manipal

UNIVERSITY STUDENT SUPPORT SYSTEM

Manipal Academy of Higher Education (MAHE) with its sprawling and picturesque campus is a haven to students. With nearly 80% of the student population being residential, the MAHE has strived to maintain a home away from home feel, which is the essence of its unparalleled uniqueness.

Objectives

- To identify and respond to student concerns with personalized student services like psychological counselling & therapy.
- To effectively address student grievances with appropriate redressal mechanism
- To facilitate holistic healthcare that will promote a healthful environment and sustained recruitment, retention and student success
- To foster an environment that respects diversity and nurtures positive relationships among students, faculty, staff and the community

Directorate of Student Affairs (DSA)

Provides the much needed impetus to this large institution (25,000 plus students). This includes professionals of varying capacity coming together to achieve the common goal of student wellbeing.

The activities of the Directorate range from student health and wellness to guidance and counselling. Constant effort is made to update and evolve ways to support and foster students' interest in the university. A number of activities are held every year to ensure that the growth of students is not limited to classrooms alone.

Our aim is to help students reach their highest potential in the areas of intellectual curiosity and personal well-being. We are committed to providing students a wide variety of opportunities to explore leadership styles while also cultivating and practicing new skills.

The office of DSA is located on the 1st floor of manipal.edu building.

Director- **Dr Geetha M**

Deputy Director (Health Sciences) **Dr Vidya Saraswati M**

Deputy Director (Mangalore Campus) - **Dr Rekha T**

Tel No: 0820 - 2922035 E mail: dsa.mahe@manipal.edu

Infrastructure

DSA oversees and lends support to all the constituent institutions and their respective student welfare cells through the following initiatives:

a. Teacher Guardian / Faculty Mentorship Scheme

This initiative aims at extending faculty support to every student who enters the portals of the University. All constituent institutions follow the scheme that helps early identification of students requiring specialized support.

b. Grievance Redressal Systems:

Several mechanisms such as the Student Grievance Redressal Committee, Anti-Ragging Monitoring Committee and Internal Complaints committee are in place to address student grievances pertaining to academic or disciplinary, ragging and sexual harassment respectively. A central grievance portal <http://muportal.mahe.manipal.net/sis/adminlogin.aspx> enables easy access and speedy redressals.

Student Grievance Redressal Committee

Addresses academic or related grievances of students or their parents of the constituent institutions of the University

Anti-ragging monitoring committee

Coordinates and monitors the activities of the institutional level anti ragging committees, squads and mentoring cells and also ensures optimal implementation of anti- ragging measures at the institutional level. In case of emergency please contact:

Toll free number: **1800 425 6090**

Anti- ragging squad: **9945670913**

Internal Complaints committee

For the prevention, prohibition & redressal of sexual harassment at workplace.

Contact E-mail: icc.mu@manipal.edu / Phone: **0820 - 2922960**

c. Student Health Support

A dedicated Student Health Clinic caters to student needs on a priority. A student clinic app has been introduced that further facilitates student access to desired health service at the click of a button doing away with unwanted delays and missed classes.

✍ It is mandatory for all students to submit an Immunisation report at the time of admission. Following are the recommended vaccinations

d. Student Support Centre (SSC)

A completely confidential service devoted to supporting the emotional well-being of students. Keeping in mind that going to large hospitals often causes distress and dissuades students from seeking help, the centre is located in a quiet residential area that ensures privacy and accessibility.

At SSC, students can consult qualified clinical psychologists and on call psychiatrists. All services are covered by Medicare, so there are no payments to be made at the Centre. SSC files are delinked from academic records and hospital records. SSC is a safe comfortable space that protects student confidentiality and prioritizes their wellness.

Some of the situations in which students can benefit from seeking professional help include:

copied with sustained sadness or anger, trouble with concentration and academics, grief and loss of someone or something important, inability to move past a traumatic event, difficulties with sleep and mood, feeling socially isolated, wanting to change something about oneself but being unable to, dependence on stimulants, disturbing thoughts that cannot be controlled, loss of enjoyment in things that previously gave joy, recurrent stress and anxiety, or just not feeling like oneself on most days.

To make appointments, call 0820-2922430, or email student.support@manipal.edu, or visit the Centre at No. 125, Opposite International Hostel, MAHE. Additional and helpful resources are available on a continually updated website: ssc.manipal.edu

Additional Safety Measures

- Swimming in the Arabian Sea is prohibited.
- Students are not encouraged to have their own vehicles inside the campus. However, if they must, they are recommended to observe traffic rules and drive cautiously as speed and a lack of concern for safety is the cause for majority of the accidents
- Students are expected to possess the identity card issued by the University at all time and are required to produce the same when asked for by the institutional and University authorities/ District Police Authority.

Message to Students

- ✍ Set clear goals and work hard to achieve them.
- ✍ Priorities for the day should be clear in the mind.
- ✍ Time management is crucial (with proper time management a student can balance studies and recreation easily and effectively)
- ✍ Mind and body should be kept active. Priorities and ambitions take a backseat if relaxation (though important) is overdone.
- ✍ Attendance and internal assessment are two valuable tools to monitor the academic progress of a student. To avoid anxiety and stress before the examination one should maintain a good record of attendance and internal assessment. Though 100% attendance is essential, 25% absenteeism is permitted to cover ill health and family commitments.
- ✍ It is advisable that students stay in hostels. While in hostels, they are expected to abide by the hostel rules and regulations. It is mandatory for students to keep the warden informed of their visits to a friend or relative or if he /she is going to be away from the hostel for more than a day. Students should not keep expensive items in the room.
- ✍ Behaviour of the student in and around the campus should benefit the profession they have opted for. For instance, Lab Coats (aprons) should be worn only inside the campus and for the purpose they are meant for.
- ✍ Students with a penchant for sports and cultural activities should identify themselves with the sports and cultural committee of their respective institutions. Good hobbies should be nurtured.
- ✍ Students from the health sciences stream are encouraged to learn the local language, as they have to deal with patients.
- ✍ Students during their clinical postings are expected to behave appropriately and with decorum while dealing with patients.
- ✍ Students are expected to observe the dress code of the University.
- ✍ Indiscipline will be dealt with as per rules and the nature of punishment could range from suspension to dismissal from the institute.
- ✍ In case of ill health, students from the Manipal Campus should attend the MAHE Student Health Clinic at Kasturba Hospital, Manipal. While undergoing elective surgical procedures, students should keep the parents informed and it is always better that one of the parent is present during the procedure.

- ✍ To combat stressful situations students from the Manipal Campus can contact the Student Support Centre detailed above.
- ✍ MAHE campus is a **“NO SMOKING ZONE”**. Students found smoking in the hostels may be asked to vacate the hostel and the rent forfeited.
- ✍ Any student involving in criminal offences in the campus and any indiscipline outside the campus will be handled by the concerned authorities as per the law of the land.
- ✍ Students are discouraged from indulging in undue risky behaviour. Swimming in the rough Arabian Sea has cost the lives of few students in the past.

Following are banned and those found indulging in it will be dealt with severely:

- Substance abuse in the form of Drugs, Alcohol and Smoking
- Ragging & eve teasing
- Cheating, stealing, provocation, coercion, threats, pressure tactics & fights
- Stringent measures are in place to prevent ragging. Anti-ragging Committee, Anti-ragging Squad, Mentoring Cell, Surprise Check Squad are the committees which will oversee and take appropriate steps to prevent ragging.
- The Internal Complaints Committee (ICC) deals with grievances related to sexual harassment and aims at creating awareness and prevention of any such offence in the campus.

Message to Parents

The aim of MAHE is to produce good professionals and we seek the co-operation of parents in achieving this goal. The infrastructure and amenities provided are of highest standards and the atmosphere is congenial for learning.

Following points need to be understood and followed by every parent:

- ✍ Do keep in regular touch with the teacher guardian of your son/daughter.
- ✍ Be aware of your son/daughter’s academic progress especially attendance, internal assessment and marks in the university examinations (<https://sis.manipal.edu/index.aspx>)
- ✍ Remit all payments like tuition fees, hostel facility fees directly to MAHE in time.
- ✍ Be aware of your son/daughter’s monthly expenditure and mode of expenditure.

- ✍ We may sometimes need to contact you urgently especially in case of accidents and emergency. It is therefore, essential that any change in address, phone numbers and e-mail be informed promptly to the college.
- ✍ Do not encourage your ward to extend his / her holiday and stay at home during their vacation visit to the family. They may end up with attendance shortage.
- ✍ It is preferable that parents visit their wards once in a while rather than encouraging them to visit the family frequently. This way their studies are less likely to be interrupted.
- ✍ Do not provide the student with a two wheeler or a four wheeler especially in the formative years.
- ✍ Please keep us informed, if the student has a history of illness (physical or mental). Students are covered under Medicare and are entitled for treatment in our own hospital, which is well equipped and is a tertiary referral hospital.
- ✍ Students can access the Student Health Clinic at Kasturba Hospital for all their medical problems. If the ill-health warrants inpatient care, the student will be admitted. In case of emergencies and serious illness, parents will be informed at the earliest. Students are covered under Medicare and these rules are made clear at the time of admission. Medicare renewal needs to be done promptly.
- ✍ It is desirable that students stay in campus hostels. Staying outside the campus independently has its demerits and parents should discuss the matter with the teacher guardian before consenting.
- ✍ It is imperative that parents are in frequent contact with the institution officials especially in the case of poor academic performers.
- ✍ Students are not permitted to use mobile handsets with camera during working hours. The equipment shall be confiscated if found.



Registration for foreign students

1. Procedure for Registration of Foreign students in India
2. All foreign students with STUDENT VISA are required to register with the Superintendent of Police (SP) in Udupi (Near Brahmagiri junction) within 15 days of their arrival.
3. Documents required (in sets of 4)
 - Completed registration forms (registration form available in MCHP office)
 - Photographs
 - Copies of the passport
 - Copies of the student visa
 - Letter from the bank stating account number and the date on which the account is opened
 - A bonafide certificate from the Dean (to be collect from MCHP office)
 - Eligibility certificate from the university (to be collected from MCHP office).
4. Students are also required to inform the superintendent of Police at Udupi/Manipal, a week prior to their departure from India and within a week of their arrival in India. The office of superintendent of Police functions in Manipal (Opposite to Nehru Memorial Library) on Wednesday and Saturday afternoons.
5. Students should note that extension of student visa will have to be done in their respective countries and will not be possible in India.

Teacher Guardian Mentoring Scheme

Objective:

- Enable newly joined students to accustom to the campus life & the course
- To facilitate mentoring for poor performers at any stage during the course.

Scope:

Undergraduate students who join various professional courses of the University may face challenges with respect to change in setting, academic pressure or interpersonal relationships, all of which require guidance and support. This scheme is a unique initiative in that direction.

Beneficiaries:

- All newly joined undergraduate students till they complete' their first university exam.

- Students with special needs (poor academic performers those with learning disabilities or for any valid felt need by the parents) could also avail the facility in the subsequent phase of their training.

Functioning of the scheme:

- At the time of admission to a new course in the University, every student and parent is briefed about the scheme.
- It is mandatory for all first year students to be enrolled into the scheme.
- At the time of orientation, the Teacher Guardian / Mentor meets the parents of his/her ward, appraise them of the scheme and provide them the necessary contact information such as his/her mobile number and e-mail ID. It is also necessary to ascertain the parent's contact address, functional e-mail ID and mobile number.
- Parents need to communicate with the mentor regarding their ward's health, habits and any special needs there of. The student and parents must be encouraged to brief the teacher guardian about preexisting health related issue if any and the treatment that he/she is already on. Teacher guardian will have a list of such wards under - her/him, so that any health related calls by them may be considered urgent.
- During the first 6 months of the course, the student has to meet the respective teacher guardian at least once a month, or more often if the situation demands.
- The student should keep the teacher guardian informed if he/she is going to be out of station, or is changing the place of residence.
- In case of minor ailments, the teacher guardian may direct the student to the Student Health Clinic for medical assistance. In case of hospital admission, it is preferable that the teacher guardians contact the parents and keep them appraisal of the situation.



Code of Student Conduct

MAHE, GUIDELINES

Introduction and purpose

The code of student conduct is established to foster and protect the core missions of the MAHE, to foster the scholarly and civic development of the university students in a safe and secure learning environment and to protect the people, property and processes that support the MAHE, and its missions. The core missions of the university are teaching, learning, service and research. The code governs all campuses of the university.

Definitions

“MAHE premises” means all lands, buildings, and facilities owned, leased, or operated by the university. The term “student” means an individual who has paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction. A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning. To successfully achieve these outcomes, it is necessary to develop a clear set of student expectations.

Student expectations:

Students should

- ✍ Attend all classes on time.
- ✍ Be prepared for class with the appropriate materials and homework completed. Students will not participate in cheating or plagiarizing their work or the work of others.
- ✍ Be honest with all staff and students.
- ✍ Express themselves without the use of profane language or offensive gestures.
- ✍ Participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- ✍ Show respect for others by not participating in teasing and ridiculing.
- ✍ Show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal drugs or gang related).
- ✍ Respect the personal property of others.
- ✍ Respect and follow direction from all staff of the institution/ University.
- ✍ Respect the safety of others by not bringing real or imitation weapons to Institution/University or in the hostel/campus.

Attendance and Preparation for Class

It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities. It is, therefore, a requirement for students to attend all classes on time and with the appropriate materials. Students who come late will not be awarded attendance and may be denied entry to the class.

Students are expected to have the necessary percentage of attendance as per the governing council of the institution in order to appear for the university examination.

Classroom Behaviour

Every student has the right to an uninterrupted and safe instructional environment. Behaviours which interfere with student learning will not be tolerated.

Mobile phones: Use of mobile phone in the class, laboratory, library and in the hospital wards during working hours is not allowed. Mobile phones with camera are banned.

- Wearing caps and shorts, eating, chewing and drinking during the class is strictly forbidden.
- All students must be in possession of their identity cards. Any loss should be promptly reported to the Dean. The cards must not be mutilated, defaced or rendered ineffective for identification. The card must be returned at the termination of course / withdrawal from the institute.

Conduct during Examination

Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by the university and the candidate found guilty shall not be permitted to take practical and viva examination till appropriate authority clears.

Graffiti/Vandalism (property and/or equipment)

Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have in-school privileges removed or suspended. Interfering or tampering any of the office records of college / university is a serious offence and will result in suspension / rustication.

Weapons or Replicas of Weapons

Weapons or replicas of weapons are not permitted on University Campus at any time. Criminal charges will be filed in every instance, as well as suspension or expulsion. Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.

Engaging in trade/trade activities within the premises/campus is prohibited.

Smoking

Smoking is not permitted in any college/hostel/campus. Fine will be levied for each infraction.

Risky Behaviour

- Students are strongly discouraged from owning and riding motor cycles
- Students riding noisy two wheelers are warned that their vehicles will be locked/seized by the security/police.
- As the Arabian Sea is rough throughout the year, it is dangerous to venture into these waters. Hence students are strongly advised not to venture swimming in the sea.

Fighting/Criminal Assault

Any student involved in or encouraging the involvement of another student in fighting will be suspended. Persistent involvement will result in expulsion from the college.

Respect for Authority

Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the institution/ university and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to intimation of parents, loss of privileges, suspension or expulsion.

Harassment/Threatening

Harassment will not be tolerated. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional, or racial, is a serious offence and will be treated as such.

Bullying/Intimidation/Swarming

No student will participate in or initiate any form of bullying, intimidation or swarming. Persistent disregard would result in suspensions, expulsions, and or criminal charges.

Ragging

Ragging within or outside the penal code and Karnataka Education act 1983. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be suspended, expelled or rusticated from the institution and shall also be liable to fine. The punishment includes rigorous imprisonment, cancellation of and other financial benefits, withholding cancelling the results. Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which causes him/her shame or embarrassment or danger to his/her life or indulging in eve teasing.

Any form of Cybercrime (Illegal activity committed on the internet) by the student is strictly prohibited and will be dealt with suspension/loss of privileges and as per the law of the land.

Identity Card

Students are expected to possess the identity card issued by the University at all time and are required to produce the same when asked for by the institutional and University authorities / District Police Authority.

Public Demonstration of Affection

Public demonstration of affection is not permitted in the campus. The Security personnel on duty are authorized to check the identity card of students who are involved in public demonstration of affection. Parents of the involved students will be informed and appropriate disciplinary action will be initiated amounting to suspension / loss of privileges.

Dismissal/Denial of Award of the Degree

The University reserves its right to dismissal/denial of the award of the degree to the student under following circumstances:

- ✍ Involvement in criminal case which brings disgrace to the image of the University.
- ✍ Involvement in case of Ragging.
- ✍ Repeatedly violating the Code of Conduct and showing no improvement after several warnings.

- ✍ Violating the ethics of the profession.
- ✍ Involvement in anti-national/anti-social activities.
- ✍ Certified by qualified professional and approved by the University that the student is mentally ill and is unfit to pursue the profession.
- ✍ Students who do not show any improvement in academic progress despite all the support, found to be involved in substance abuse and refuse rehabilitation.
- ✍ Involvement in Sexual Harassment.

Policy on Substance Abuse

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students in the campus

The MAHE adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, Barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic Acid Diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.

The possession, use and/or distribution of substances of abuse are prohibited on premises owned or controlled by the MAHE.

MAHE squads will carry out random checks on students/residential premises for substance of abuse.

Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.

Offenders will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action.

Disciplinary procedures

- a. A student violating the MAHE policy on substance abuse will face: a) Immediate suspension from the college pending enquiry.
- b. Parent/legal guardian will be informed immediately and will be expected to meet the Head of Institution (HOI) at the earliest.
- c. The Institutional disciplinary committee will conduct an enquiry and submit the report to HOI who will initiate further action in constitution with the Director Student Affairs Manipal University

Policy Matters on Alcohol & Tobacco:

- The University campus is declared as “Alcohol / Tobacco free campus”
- If a student is found possessing / consuming Tobacco/Alcohol in the premises owned or controlled by the University, the Disciplinary Committee (DC) will take appropriate action.

Dress Code

Students will wear clean, neat and presentable clothing. Following is the dress code of the university. Visiting students are also expected to observe the dress code.

Students are advised to follow the following dress code while attending the colleges for lectures / practicals / dissections / library / labs and formal function of the institution.

The dress should be neat, clean and pressed.

Please note that few departments in MCHP have introduced uniform for their students from this academic year. Details will be provided during the departmental orientation program.

Boys	Girls
<ul style="list-style-type: none">✓ Trousers and collared shirt✓ Shoes and Socks✓ Clean white apron with name tag	<ul style="list-style-type: none">✓ Formal wear dress like Salwar, Kameez, Chudidar, Saree✓ Formal foot wear✓ Hair (beyond shoulder length to be tied up)✓ Clean white apron with name tag
Prohibited for boys	Prohibited for girls
<ul style="list-style-type: none">× T. Shirts× Tight fitting dirty jeans× Caps× Chappals/Sports Shoes× Shorts× Ear rings× Torn trousers touching the floor× Pony tails× Trousers with 6 or more pockets	<ul style="list-style-type: none">× Tight fitting dirty jeans× Torn trousers touching the floor× Skirts, Shorts× Revealing deep topSpaghetti topSleeveless top

In case of violation of the dress code, the student concerned will be asked to leave the academic session.

For Health Sciences: Aprons (extending to mid-thigh or below) and name tags are compulsory for boys and girls especially during dissection/practical/demonstration. Wearing the apron outside the campus is discouraged.

WHITE COAT

When to wear: Students are required to wear clean coats during dissection/practicals / laboratory work/ clinicals

When not to wear

Students are reminded not to wear their white coats whenever they are outside the university/ college / hospital premises

Students are strongly encouraged to carry their student ID card/ ID issued by the Consul general/Passport photocopy at all times when they travel outside Manipal. We recommend only the utilization of Kasturba Hospital service through Medicare system in case of sickness

- ✍ Students are advised to meet their mentors or the Dean in case of need for medical help.
- ✍ Student Identity (ID) card is valid for availing Medicare facilities in the associated hospitals of Kasturba Medical College for their regular course duration at Manipal.
- ✍ Students should ensure that they possess the valid ID cards and hence renew the card if their course is extending beyond the regular duration.

If a student does not renew the **ID card** before the dates of expiry, he/she cannot avail the facilities and the Medicare facility coverage will begin only after one month from the date of payment of Medicare fee/renewal.

Dress Code for Men

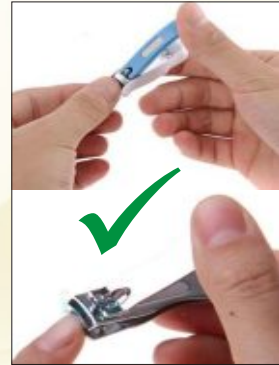
Tucked in full length formal shirt and pant



Formal shoes with socks/ closed sandals



Trim nails regularly



Regular hair cut and well groomed



Tucked out formal shirts



T-shirts



Fancy jewellery



Jeans/ cargos pants/ short pants



Slippers/ flip flops & sport shoes



**To be Followed During Lectures,
Clinics & Examinations**

Dress Code for Women

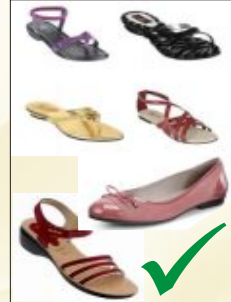
Knee length shallow neck kurtas with chudidhar/ salwar pants



Full length leggings



Regular wear formal sandals



Short length tops with ankle length leggings



Jeans/ short pants



Slippers/ flip flops & sport shoes



Trimmed nails



No nail paints



**To be Followed During Lectures,
Clinics & Examinations**

Student Council

Much of a student's learning experience happens beyond class rooms - whether it is developing a friendship or mastering a new skill. Organizing and taking part in various cultural and sports activities provide platform for the students to actualise their true potential and to become socially responsible individuals.

MCHP student council consists of the following posts.

- ✍ President
- ✍ General secretary
- ✍ Cultural secretary
- ✍ Sports secretary (both male and female representative)
- ✍ Secretary - Editorial board
- ✍ PG representative (both male and female)

A formal notification will be displayed in the college notice board regarding the dates and procedures to be followed. The selection n process involves written test and a formal interview by the selection committee.

- ✍ Student council, MCHP comprises of the following committees:
- ✍ Welfare committee
- ✍ Editorial Board
- ✍ Cultural committee
- ✍ Sports committee

Each committee will be under the supervision of the faculty advisor of student affairs committee. Each committee includes a total of 20 members. The members will be selected and confirmed on the basis of the interview conducted by the Faculty.

Facilities are provided for the pursuit of many extracurricular activities by the students. There is a spacious playground for playing football, cricket, hockey, netball, basketball and volleyball. Facilities for athletics, tennis and a modern gymnasium are also provided. There is a swimming pool in the college campus. All facilities for playing indoor games are available.

Indoor Games

Marena centrally-cooled sports complex at Manipal Academy of Higher Education. It is one of the largest and best-equipped sports centres in the country, aimed at ensuring that the six long months of monsoon in the region do not disrupt the fitness regimen of students and staff.

viSIT: manipal.edu/mu/campus-life/around-campus/sports-overview/marena.html).

The complex is open for students and staff as per time schedule.

Facilities available :

Entry level : Gymnasium.

First floor : Walking/ Jogging track.

Level Minus -1 : Sauna, steam bath, Change Rooms, lockers, Squash Gallery.

Level Minus -2 : Squash Courts(4) , Basketball Gallery.

Level Minus -3 : Badminton Court (5), Basketball Court, Table Tennis (4).

Level Minus -4 : Swimming Pool.

Level Minus -5 : Cricket, Football, Simulated Games, Change Rooms.

Besides above there will be tennis courts at open to sky areas.

- ✍ Sports department remains open from 9.00 am to 12.00 noon and 3.00 pm to 7.00 pm except on Sundays.
- ✍ The morning physical training session is for one hour 6.00 am to 7.00 am
- ✍ The recreation club remains open from 5.30 am to 7.30 am and 4.00 pm and 9.00 pm
- ✍ Students will have to show their identity cards before they collect the sports material from the physical education department.

Library

The Library is situated in the manipal.edu building.

The library is open for the staff and students of the college and others with special written permission of the Dean on conditions prescribed by them

All books are to be used with care. If a book, while under issue to anyone is damaged or lost, the person in whose name the book is issued will be held responsible for the cost of the repair to the satisfaction of the library committee or replacement if the damage cannot be satisfactorily made good or if the book is lost. In the case of irreparable damage or loss of a book, which cannot be replaced, the library committee will decide the amount of compensation to be paid. The term “book” includes pamphlets, magazines, journals etc.

Persons making use of the library shall observe the regulations concerning the dress and general rules of good behavior, as set forth in the college rules.

All the students should show their identity cards at the counter

The hall on the first floor is mainly for under-graduates for reading. The library books

should be taken to the reading hall (two books at a time) by presenting duly completed identity cards at the circulation counter. After reading, the borrowed books must be returned to the counter and the identity cards be taken back. Identity cards are not transferable. The students are allowed to take their personal textbooks to the reading hall of the first floor only. The bags, briefcases, big size envelopes, raincoats, aprons etc. must be deposited at the counter.

Conversation in the reading hall is strictly prohibited

The library books should not be taken out from the reading hall under any circumstances. The books already on loan should not be taken to the reading hall.

Smoking inside the library is strictly prohibited

The Library services (issues, receipts and procurement) are fully computerized.

Important facilities at the library are as follows:

- a. Computer based literature searches
- b. Internet, E-mail services and Fax
- c. Photocopying service
- d. Slides and video viewing services
- e. International examination resource materials (INTEX centre)
- f. ADAM comprehensive: The ultimate tool for extensive anatomical study and presentation at the graduate or professional level.
- g. question paper archives of university examinations

The working hours of the library are as follows

On all days: 9.00 am to 10.30 pm

On Ganesh Chaturthi, Vijayadashami & Deepavali : 9.00 am to 5.00 pm

Lady students may also make use of the library provided in the New Ladies Hostel.

Library Services

SEARCH - The Health Sciences Library provides the following value added services to its users in addition to all routine type of services.

Reference Service

Reference service is a personal aid provided to the user by the library staff in interpreting library collection for study and research. The library staff assists the user to locate needed information from the available information resources. On the basis of collection, library provides reference service to its users.

Current Awareness Service

The library extend the current awareness services to the users through:

Telephone calls

Display of new additions in the library

Publishing of “new acquisition” in library micro site

Circulation

The books are issued to Interns, Postgraduate Students, Research Scholars and Faculty Members. Bound/unbound journals, audio-visual materials and CD-ROMs are for in-house use only.

Photocopying

Through this service, users can get photocopies of articles from journals and books as and when required.

Fax

Users can avail this facility for sending and receiving fax in the library.

Audio-Video Viewing:

Through this service, library provides audio and video cassettes, slide-tape programs etc. (with audio and viewing facilities).

Inter - Library Loan/Document Delivery

Library helps to obtain photocopies of the references from DELNET (Developing Library Network), New Delhi, National Medical Library, New Delhi and from other libraries. Further, the library augment its collection by acquiring reading materials not available for the use of its Faculty Members and Research Scholars and Postgraduate Students from several out-side sources on an inter-library loan basis.

Computer Services

The computer lab of the library offers computer services to users such as word processing, laser printing, color laser printing, dot matrix printing and document scanning. Further, services provided by the lab also include assisting the students and faculty members for editing projects/thesis, setting the file to the required quality of print and printing.

CD-ROM Access

The CD-ROM collection of the library contains the CDs and multi-media CDs, bibliographical databases and full text databases. Full text databases include back volumes of medical journal articles, review articles, text books, etc.

Internet Access/Wi-Fi

The Library has a separate “Internet Browsing” section. Twenty nine [29] desktop

computers are reserved for use of the students, six [6] for the faculty members and six [6] for the postgraduate students. Also twenty one [21] desktop computers are

Volunteer Services Organization (VSO)

Overview

Volunteer Services Organization (VSO), MAHE initiated on September 17, 2007 gives an opportunity to students, staff & their spouses of Manipal to live their lives with purpose by helping those in need. It is a platform that not only helps the needy, but also provides each volunteer with an opportunity to gain new skills, work in a team and, most importantly, to become a better person. VSO undertake projects which cover community, social, organizational and soft skills avenues.

Mission Statement

VSO aims to develop the spirit of selfless service by responding to the community's needs, addressing the issues of society, and developing the leadership and learning skills of the volunteers. Students, faculty, and staff strive to ameliorate the conditions of the impoverished and the less fortunate. We come together in hopes of forging a path to a better society.

Objectives

- ✍ To respond to community needs
- ✍ To address the issues of society
- ✍ To develop the leadership potential of the students
- ✍ To enhance student learning

Regular Programmes

- ✍ Weekly Programmes / visits:
 - ✍ **"Sandhya"** - Visit to Nittur State Home for Children (Saturday, 2.30pm-4.30pm)
 - ✍ **"Jyothi"** - Visit to ASARE, school for special children (Saturday, 4.30 pm-6.30 pm)
 - ✍ **"Sanjeevani"** - Visit to Pediatric Ward of Kasturba Hospital (Sunday, 3.30 pm.- 5.30p.m.)
 - ✍ **"Aarambh"** - Sri Krishna Balaniketan (Sunday, 2.30pm-4.30pm)
 - ✍ Clean Manipal Campaign (Sunday, 5pm-7pm)
 - ✍ Visit to Pediatric Cancer Ward of Shirdi Sai Baba Cancer Hospital (Sunday, 3.30 pm-5.30 pm)
 - ✍ Blood Donation Camp (Sunday, 9pm-5pm)
 - ✍ Visit to Bijapur Slums (Sunday, 9am-11 am)

Special Programmes

- ✍ Spoken Kannada Classes
- ✍ Birthday Celebration at Orphanages (every month, last Sunday)
- ✍ Health Camps for underprivileged people
- ✍ Collection drives (clothes, stationary, toys)
- ✍ Theatre & drama workshops for children
- ✍ **SPARSH** fund raising cultural show
- ✍ **ARANG** a kite flying festival
- ✍ **SWAAD** a VSO food stall in UTSAV

Most of the activities are organized on Sundays and Holidays. In an endeavor to recognize the services offered by the students, a certificate of merit is issued by the University on completion of a minimum of 28 hours. For more information visit: vso.manipal.edu & join us on facebook at VSO-Manipal.

AIESEC

AIESEC is an international non-profit non-political world's largest youth run organization since 1948. With its roots strong in the grounds of Manipal for the past 8 years, AIESEC gives the undergraduates of Manipal an opportunity to develop their entrepreneurial and leadership skills by volunteering for projects across the globe.

Aim of the organization being 'Peace and fulfillment of Humankind's potential', students can choose from a wide range of projects of their choice and can find themselves with a brilliant set of individuals who share their ideology.

Their projects can be accessed at: opportunities.aiesec.org.

Faculty Coordinator:

Dr. Sunila John

Associate Professor

Dept. of Speech & Hearing

Phone: 0820 2922577

Mobile: 09986206894

E Mail: sunila.john@manipal.edu

Hostel Rules and Regulations

Hostel discipline

- No student should stay away from his/her room during the night except with prior written permission of the warden.
- Any first year UG student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of his Dean/teacher guardian, warden and chief warden in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in every hostel.
- Students are requested to avoid singing aloud, shouting or making any type of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- Ragging in any form is banned inside and outside the campus.
- The students are advised not to keep large amount of cash or valuables in the room.
- The student is responsible for the safety of his/her belongings inside the room.
- All visitors including parents/ guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass will be obtained from the office of the chief warden, well in advance by the concerned student. Any damage /breakage to hostel property will be charged to the occupants of the room/block with a fine. Disciplinary action will also be initiated.
- Cooking in hostel rooms is not permitted.

Hostel facilities fee and deposit

1. The hostel facilities fee is collected on an annual basis. It is compulsory for all the students (except local residents and postgraduate students) to reside in the hostel for the first year. The fee varies with each category of accommodation. The hostel facilities fee will be collected at the commencement of each academic year as per the schedule notified by the University or by the hostel accounting office. Delayed payments will attract a fine of 12% per annum computed for each default day. Hostel facilities fee for each academic year will be published on the hostel notice board. No individual intimation will be given to the student's parents/

- guardian. Every student is expected to ascertain this from the notice board.
2. Every student admitted to the hostel is required to make a Hostel Deposit. The deposit will be refunded when the student vacates the hostel on production of a 'Dues Clearance Certificate'. The amount of hostel deposit is published along with the schedule of hostel facilities fee.
 3. Hostel Facilities Fee for Casual Students: Students who do not complete their studies within the regular period stipulated for the course have to vacate their hostel rooms. However they may be allotted alternate accommodation as per availability for a further term(s) on non-priority basis subject to the following:
 4. 50% of the annual hostel facilities fee will be charged to such students for a term not exceeding six months. The student will have to pay the hostel fee for the entire year for retaining accommodation beyond a period of six months.
 5. Payment of Hostel Facilities Fee & Deposit: The hostel facilities fee/deposit may be remitted by a demand draft drawn in favour of the following and can be paid at the time of counselling or registration/admission:
 - a. General Category Students: • “MAHE HOSTELS” made payable at Manipal/Udupi for Manipal University hostels/MIT hostels/WGSHA hostels • “MAHE HOSTELS” made payable at Mangalore for Mangalore hostels
 - b. Foreign NRI Category Students: • “MANIPAL UNIVERSITY”, payable at New York for all hostels / Wire transfer.

Hostel Information:

The hostel provides a cot, a mattress, a study table, a chair and a cupboard for each student. Every hostel has uninterrupted electricity, solar/electric heated water facility, water cooler with aquaguard filters, common telephone, common TV room, common reading room etc. Students can take an independent telephone connection on additional payment. Some hostels have gymnasium and indoor games facilities. Food Court offers a variety of food to suit all tastes. First year UG students will be provided double/triple rooms only. However, first year UG students who desire to have AC rooms may reserve their names with Chief Warden at the time of counseling. Foreign/NRI students may reserve their rooms in advance while submitting their application forms. Reservation will be based on their registration for the course with the Admissions Office. Single rooms will be made available to students as per availability and waiting list seniority. Complete safety and security is ensured by the Block Supervisors, Warden and Chief Warden (inside the Hostels) and by the Security Staff and Chief Security Officer (in and on the Campus). NOTE:

It is desirable that students stay in the University Hostels. It is mandatory for all first year UG students to reside in the Hostels. However, first year UG students desirous of staying outside under own arrangements must submit a consent letter from their parents duly recommended by their HOI and forward it to Director, Student Affairs for necessary permission. These students must also give their local address, contact/mobile number and subsequent changes if any to their College Office and Director, Student Affairs without fail. PG students will be provided accommodation only if available.

Hostels have their security cover monitored by the Chief Warden through each Hostel Warden and Care taker.

- a. Guests must be 'signed in' by a resident. The resident must be present to sign in a guest, and may not do so by telephone. The resident and the guest must leave a photo ID at the security/ reception desk.
- b. If locked out of a room, a resident must contact the caretaker on duty. The duty schedule is posted on each floor. If the caretaker on duty is not in, students can call the lobby Security guard and the guard will contact the Security Control to break the lock open if required.
- c. Students are advised never to lend ID cards or keys to anyone or to leave messages or notes indicating that they are not in their rooms.
- d. Lobby surveillance cameras record all activity at the entry of certain areas.



Campus Securities

Security Information

- 1 MAHE cares very much about the safety and well-being of its students, staff, faculty, guests and visitors. Appropriate safety measures applicable to the semi-urban environment are observed in the campus. MAHE employees are part of a highly capable student Life and Health Services system committed to your safety and well-being.
2. Nevertheless, it is important for every member of the MAHE community to develop good safety habits and instincts in order to minimize risk to themselves and their personal property. The most frequent crime on MAHE campus is theft of personal property left unattended or unsecured: mobile telephone sets, bicycles, wallets, laptop computers, and other electronic items.
3. Wide publicity is called for and incumbent on an Institution of higher education, participating in various national & international student aid programs, to produce and distribute an annual report on campus incidents, along with descriptions of campus policies, practices, and programs designed to ensure and promote campus safety and security.
 - a. It is distributed to all new students and employees, directly or by notice of an Internet posting.
 - b. It is made available to other students and prospective employees upon request.
4. Policies for making timely warnings to the campus community:
 - a. The Registrar MAHE, Director of Student Affairs immediately cautions the Chief Security Officer (CSO) of any impending situation.
 - b. The Director of Students Affairs cautions all concerned if any policy violations or incidents have been observed.
 - c. Any member of the MAHE community who observes an incident should report it to a Security Officer.
 - d. MAHE Security Officers complete detailed written incident reports as soon as possible and always within four hours of learning of an incident. Incident reports must include the date, time and general location of each incident, as well as the nature of the incident. Please be sure to give this information when you report an incident, to speed up the process!
 - e. These reports are circulated internally by e-mail and paper copy to specific senior administrators as appropriate.

- f. In the event of an incident that could recur and pose a danger to others, a 'NOTICE' would be promulgated, circulated by e-mail, memos, or in person, as appropriate.
5. Safety of and access to campus facilities including campus residences:
- a. MAHE Security actively monitors access to all buildings 24 hours.
 - b. Hostels and Main Institution buildings have Security Guards present at the entrance during closed hours, in addition to Hostel Caretaker and House Keeping staff.
 - c. Keys to the external doors of buildings are limited to authorized staff members, such as House Keeping staff and Security Supervisors.
 - d. Manipal Security maintains records of all keys issued to employees. Departing employees are required to surrender keys, along with other MAHE property at the end of working hours daily.
 - e. Locks and keypad codes are changed periodically, or as needed.
 - f. Motion detectors and alarms cover numerous areas after working hours.
 - g. A security vehicle, WHITE in color with 'Security' written on it periodically and randomly patrols the MAHE campus at all hours. Mob # 9945670913 is the vehicle contact number.
 - h. Electronic surveillance equipment allows Security Officers to monitor specific areas of the campus.
 - i. MAHE faculty and staff are issued Photo ID & Banking Combo Cards issued through the ICICI Bank.
 - j. MAHE students are also issued similar photo ID & Banking Combo Cards on admission.
 - k. Everyone is required to produce his/her ID on entering an MAHE building or on demand at any time; access to facilities/offices is programmed depending on the requirement of each cardholder.
 - l. Combo ID Cards limited access is automatically surrendered when employment or study at MAHE ends and only banking facilities are retained if desired.
 - m. MAHE employee parking lot is available to faculty and staff only. A guard posted at its entrance verifies the identity of vehicles or pedestrians who enter the lot. The parking lot is locked at 11 pm daily and opened at 6 am.
 - n. Students are encouraged to have their valuable property, such as instruments, engraved with personal information; to keep lists of their

personal property in a safe place; and to purchase personal property insurance for their valuable possessions-on their own or through their parents' coverage.

Numerous offices have electronic keypads requiring individual user codes; electronic and biometric to enter, in addition to double-bolt locks.

6. Security considerations in the maintenance of campus facilities:
 - a. MAHE Security and House keeping staff members regularly monitor interior and exterior lighting, and immediately report failures or replace lights on MAHE property that are essential to campus safety. As a power saving system they are controlled by photo voltaic cells depending on the intensity of natural light.
 - b. MAHE Security and Spiffy staff members contact the Town Municipality in case any streetlights are reported to be unlit.
 - c. Hazardous objects are promptly removed.
 - d. Hallway lights remain lit at a level to maintain sufficient visibility.
 - e. Trees and shrubs are kept trimmed and away from windows;
 - f. Broken windows or locks are promptly repaired. If not Chief Security Officer is contacted.
 - g. Laboratories are inspected and locked after hours, to ensure that doors are not left propped open, windows are closed and locked, and no one remains behind in the building.
7. Working relationship of campus personnel with State and local agencies:
 - a. Arrest by authority of security personnel MAHE and Security Officers are not authorized by the rules; neither to carry weapons.
 - b. Liaison with Police and local agencies is maintained through the MAHE Estate Officer.
8. Policies that encourage accurate and prompt reporting to campus security and appropriate police agencies:

Senior MAHE administrators monitor the time and date of incidents, compared to the time and date an incident report is received. Failure of a Security Officer or Staff member to report serious incidents that occurs on MAHE campus in an accurate and timely manner may result in disciplinary action, depending on the specific circumstances.
9. Programs designed to inform students and employees about campus security procedures and practices to encourage responsibility for personal and community safety:

- a. The Dean of Students and Director of Student Affairs present programs for students on living and studying safety in an environment along with the Chief Security Officer.
- b. A brochure on Code of Conduct & Hostel Rules is distributed annually to all students.
- c. Crime awareness literature is posted on the notice board in the lobby of the Hostels and Institutions.

10. Students, faculty, and staff are encouraged to:

- a. Use a “buddy system” (in pairs) or to travel in groups, rather than walking alone at night.
- b. Let their friends or roommates know where they are going, what route they plan to take, and their estimated times of arrival and return.
- c. Report to the hostel staff members or to a security officer anyone who fails to arrive or return as planned.
- d. Avoid strangers and be alert for suspicious individual and situations, reporting any concerns immediately to MAHE Security at MOB # 9945670912 or 994570913 or MAHE extension 22515.
- e. Call MAHE exchange # 22515 to request a security officer to escort after office hours.
- f. Walk only in well-lit areas, avoiding alleys or narrow passageways.
- g. Avoid loud conversation in public on mobile handsets or otherwise using names and personal details -beware of eve's dropping
- h. Not to 'wash dirty linen' in public or when conversing on mobile handsets this may draw unwanted attention.
- i. Call 0820-2575555 for emergency medical services in the event of an emergency, reporting the incident immediately afterwards to MAHE Security # 22761.
- j. Have a key in hand before reaching a door to a building or a car.
- k. Avoid leaving rooms/offices unlocked or personal belongings unattended or unsecured.

11. Hostel security depends on individual security. Students are asked to observe the following guidelines at all times:

- a. Lock your room door with a pad lock (do not use combination locks).
- b. Do not loan your room key to anyone; ensure all Keys are in your possession.
- c. If you misplace your key, report it to Security immediately.
- d. Do not leave valuables & money in your room especially when out of station.

- e. Close your windows when you leave your room.
- f. Be conscious of strangers in the Hostel.
- g. Report anyone who looks suspicious to a Security Officer.
- h. Do not leave your possessions in a classroom, Mess, Food Court & Library etc.
- i. Do not give personal information out on mobile telephone and in public in the hearing of strangers.
- j. Do secure credit / debit cards and their PIN number
- k. MAHE strongly discourages students from attaching room keys to their IDs, wallets, or ID holders.

12. Programs designed to inform students and employees about crime prevention:

In addition to the above:

- a. The Director of Student Affairs annually works with the Medical College Forensic Department to organize programs for students on urban safety with the help of the Local Police authority.
- b. The Director of Student Affairs and the Security Officer has created this security and safety brochure for broad distribution to the MAHE community.
- c. Illegal Drugs and Alcohol (Possession/Personal use/providing for others): Illegal drugs and/or alcohol are not permitted on the MAHE premises/property or any college excursion.
- d. If students are found to be experiencing difficulties, with substance abuse, they will be referred to counselling, drug and alcohol rehabilitation programs. Persistent disregard or denial of medical assistance could result in criminal charges and possible expulsion.
- e. Smoking: Smoking is not permitted in any college/hostel/campus. Fine will be levied for each infraction.

13. Policy regarding campus sexual assault program to prevent sex offenses and procedures to follow when a sex offence occurs:

MAHE, is committed to maintaining an environment where all members of the community are treated with respect and dignity; we will not tolerate sexual assault or harassment. Offenders will be subject to appropriate adjudication processes and disciplinary action. Information on prevention and follow-up procedures is available for students from the Offices of the Dean or Director Students Affairs.



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Dept. of Speech & Hearing



Coordinator of Clinical Sciences / Internship

Dr. Ranganath Gangavelli

Associate Professor
Dept. of Physiotherapy



Coordinator for SLCM / PG New program or specialization

Dr Veena KD

Associate Professor
Dept. of Speech & Hearing



Coordinator of HPE (Faculty Development & PG Ethics & Pedagogy)

Dr. Selvam Ramachandran

Associate Professor
Dept. of Physiotherapy



Coordinator of Web / New program open electives, certificate courses

Mr. Sushil Yadav

Assistant Professor - Senior Scale
Dept. of Medical Imaging Tech.



Coordinators for Common subject

Dr. Deepa Marina Rasquinha

Assistant Professor
Dept. of Clinical Psychology



Ms. Deena Dimple Dsouza

Assistant Professor
Dept. of Occupational Therapy



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Associate Professor
Dept. of Physiotherapy



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Dept. of Physiotherapy



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Assistant Lecturer
Dept. of Health Information Management



Sports Activities

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Associate Professor
Dept. of Speech & Hearing



Mr. Baskaran C

Assistant Professor Senior Scale
Dept. of Exercise & Sports Scienc



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Professor
Dept. of Speech & Hearing



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Dept. of Medical Laboratory Tech.



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Associate Professor
Dept. of Speech & Hearing



Dr. Abraham Samuel Babu

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Dept. of Physiotherapy



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Associate Professor
Dept. of Occupational Therapy



Dr. Banumathe KR

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Dept. of Occupational Therapy



Dr. Sanjay Bharati

Assistant Professor - Sr. Scale
Dept. of Nuclear Medicine



Dr. Swetha T.S.

Assistant Professor
Dept. of Clinical Psychology



Promotional & Placement Activities

Chairperson

Mr. Vivek Raghavan

Assistant Professor-Senior Scale
Dept. of MLT



Members

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Dept. of Speech & Hearing



Dr. Deepa N

Associate Professor
Dept. of Speech & Hearing



Mr. Mukesh Kumar Sinha

Assistant Professor
Selection Grade
Dept. of Physiotherapy



Mr. Shashank Mehrotra

Assistant Professor
Senior Scale
Dept. of Occupational Therapy



Mr. Nagarajan T

Assistant Professor
Dept. of Optometry



Mr. Binoy K Kuriakose

Assistant Professor
Dept. of Respiratory Therapy



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Management Representative

Dr. Senthil Kumaran D

Associate Professor
Dept. of Physiotherapy



Deputy Management Representative

Ms. Angel Mercy Milind

Assistant Professor - Senior Scale
Dept. of Speech & Hearing



Members

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Dept. of Optometry



Dr. Suresh S

Assistant Professor
Dept. of
Medical Imaging Technology



Ms. Kavitha Vishal K

Assistant Professor Senior Scale
Dept. of Physiotherapy



Mr. Dan Isaac Pothiyil

Assistant Professor
Dept. of Clinical Psychology



Mr. Abhi Manyu Pradhan

Assistant Professor
Dept. of MIT



Ms. Shalini Quadros

Assistant Professor
Dept. of Occupational Therapy





Programs





**Under Graduate Programs
Semester & Credit
Program Regulations**



Undergraduate Programs

Bachelor of Physiotherapy

Bachelor of Occupational Therapy

Bachelor of Audiology and Speech Language Pathology

Bachelor of Science in Medical Laboratory Technology

Bachelor of Science in Health Information Management

Bachelor of Optometry

Bachelor of Science in Respiratory Therapy

Bachelor of Science in Nuclear Medicine Technology

Bachelor of Science in Radiotherapy Technology

Bachelor of Science in Medical Imaging Technology

Bachelor of Science in Cardiovascular Technology

Bachelor of Science in Renal Replacement Therapy & Dialysis Technology

Bachelor of Science in Perfusion Technology

Bachelor of Science in Exercise and Sports Sciences

Bachelor of Science in Anesthesia and Operation Theatre Technology

Bachelor of Science in Emergency Medical Technology

Bachelor of Science in Clinical Nutrition and Dietetics

Bachelor of Science in Psychology

PROGRAM REGULATIONS

1. Program Structure

- 1.1 The program curriculum is designed based on Outcome based Education framework (as per UGC regulation).
- 1.2. The program offers a choice based credit system (includes program & open electives).
- 1.3. An academic year consists of two semesters – Odd semester (July - December) and Even semester (January – June)
- 1.4. Each semester shall extend over a minimum period of 13 weeks (a maximum up to 15 weeks) of academic delivery excluding examination days, semester breaks, declared holidays and non-academic events.
- 1.5. Medium of instruction shall be in English

2 Credit Distribution

- 2.1 Each semester would consist of 20 credits.
- 2.2 The credit distribution hours for Lecture, Tutorial, Practical, and Clinics are as follows:

Lecture (L)	:	1 Hour /week = 1 credit = 13 hours
Tutorial (T)	:	1 Hour /week = 1 credit
Practical (P)	:	2 Hours/week = 1 credit
Clinics (CL)	:	3 Hours/week = 1 credit
- 2.3 A semester has courses structured as theory, practical, and clinics. Each course is of minimum 2 credits. The maximum credits for theory course is 4; theory and practical combined is 5.

3. Attendance

- 3.1 Minimum attendance requirements for each course is:
 - i. Theory : 75 %
 - ii. Clinics / Practical : 85 %
- 3.2 As per the directives of MAHE, there will be no consideration for leave on medical grounds. The student will have to adjust the same in the minimum prescribed attendance. No leverage will be given by the department for any attendance shortage.
- 3.3 Students requiring leave during the academic session should apply for the same through a formal application to the Head of Department through their respective Class In-charge/ Coordinator. The leave will be considered as absent and reflected in their attendance requirements.

- 3.4 No leverage will be given by the department for any attendance shortage.
- 3.5 Students, Parents/ guardians can access the attendance status online periodically. Separate intimation regarding attendance status would not be sent to parents/students.
- 3.6 Students having attendance shortage in any course (theory & practical) will not be permitted to appear for the End-semester exam of the respective course.

4. Examination

- 4.1 Exams are in two forms – Sessional examination (conducted as a part of internal assessment) and End semester examination.
- 4.2 The final evaluation for each course shall be based on Internal Assessment Components (IAC) and the End-semester examinations (ESE) based on the weightage (as indicated in clause 5.1) given for respective courses.
- 4.3 IAC shall be done on the basis of a continuous evaluation after assessing the performance of the student in mid semester exam, class participation, assignments, seminars or any other component as applicable to a course (as indicated in clause 5.2).
- 4.4 All the ESE for the odd semesters (regular ESE) will be conducted in November-December. All the ESE for the even semesters (regular ESE) will be conducted in May-June.
- 4.5 For those who failed to clear any course during regular ESE, a supplementary exam is conducted 2 weeks immediately after the ESE result declaration to enable him / her to earn those lost credits. A nominal fee as per MAHE rules will be applicable during this examination.
- 4.6 When a student appears for supplementary examination, the maximum grade awarded is “C” grade or below irrespective of their performance.
- 4.7 For core courses, the duration of ESE for a 2 credit course would be 2 hours (50 marks) and for a course with 3 or more credits, 3 hours (100 marks).
- 4.8 For pre / para clinical course and program elective, irrespective of credit (2 or 3), the ESE is conducted out of 50.
- 4.9 For non-core courses such as Communication skills, Open electives, Indian constitution, Environmental sciences or courses as specified in curriculum, only internal assessment is conducted.

5. Weightage for Internal Assessment Component (IAC) and End Semester Exam (ESE)

- 5.1 Any one or a combination of marks distribution criteria applicable to a course.

IAC Weightage (%)	ESE Weightage (%)
30	70
50	50
100	Nil
Nil	100

- 5.2 The IAC component weightage for theory & practical is:
- 50% from Mid-semester examination
 - 50% through Continuous assessment (as applicable to course)
- 5.3 For courses without continuous evaluation components, two sessional exams are conducted and the average of both sessional exams shall be considered as the final IAC.

6. Minimum Requirements for Pass

- 6.1. Pass in a course will be reflected as grades. No candidate shall be declared to have passed in any course unless he/she obtains not less than “E” grade
- 6.2. For core courses (theory / practical), candidate should obtain a minimum of 50% (IAC + ESE or as applicable to course) to be declared as pass.
- 6.3. For non-core including psychology, pre and para clinical course, a candidate should secure a minimum of 40% in ESE to be declared as pass.
- 6.4. For students who fail to secure a minimum of ‘E’ grade for a course, an improvement examination is conducted to improve their IAC marks. The student can appear for these examination along with the subsequent batches’ mid semester / sessional exams. The marks obtained in other components of IAC can be carried forward without reassessment. A nominal fee is charged as per MAHE for per course of improvement in IAC.

7. Calculation of GPA and CGPA

- 7.1. Evaluation and Grading (Relative Grading) of students shall be based on GPA (Grade Point Average) & CGPA (Cumulative Grade Point Average).
- 7.2. The overall performance of a student in each semester is indicated by the Grade Point Average (GPA). The overall performance of the student for the entire program is indicated by the Cumulative Grade Point Average (CGPA).
- 7.3. A ten (10) point grading system (credit value) is used for awarding a letter grade in each course.
- 7.4. Calculation of GPA & CGPA: An example is provided

Letter Grade	A+	A	B	C	D	E	F/I/DT
Grade points	10	9	8	7	6	5	0

DT - Detained/Attendance shortage, I - Incomplete

Course code	Course	Credits (a)	Grade obtained by the student	Credit value (b)	Grade Points (a x b)
AHS 101	Course - 1	4	B	8	32
AHS 103	Course - 2	4	B	8	32
AHS 105	Course - 3	3	A+	10	30
AHS 107	Course - 4	4	C	7	28
AHS 109	Course - 5	5	A	9	45
TOTAL		20	-	-	167

1st Semester GPA = Total grade points / total credits $167/20 = 8.35$

Suppose in 2nd semester GPA = 7 with respective course credit 25

$$\text{Then, 1st Year CGPA} = \frac{(8.35 \times 20) + (7 \times 25)}{(20 + 25)} = 7.6$$

8. Progression Criteria to higher semesters

- 8.1 The eligibility for promotion to the next academic year is subject to securing the minimum academic performance as specified below:
- First to second year: a minimum of 70% of the credits at the end of the first year (includes first and second semester)
 - Second to third year: a cumulative minimum of 80% of the credits at the end of the second year (includes first, second, third and fourth semester)
 - Third year to Internship/externship: Student will be eligible for internship/externship only after successful completion of the entire course work, i.e. 100% credits to be accrued by the end of the third year (applicable for all programs except BPT & BOT).
 - Third year to fourth year (applicable for BPT, BOT program only): a cumulative minimum of 90% of the credits at the end of the third year (includes first, second, third, fourth, fifth and sixth semester). Student will be eligible for internship only after successful completion of the entire course work, i.e. 100% credits to be accrued by the end of the fourth year.
- 8.2 First year students who have failed to secure a minimum credit (as specified in 8.1), will be on probation for next one year. During that period, he / she will not be permitted to attend the second year / III semester classes and have to appear only for exam (during December / May) in order to acquire the missing credits. In the event of failure to acquire the required credits even by the end of second year (70%), he / she has to exit the program. Exit from the program is applicable only for first year students failing to acquire the required credits.
- 8.3 From second year onwards, in the event of failing to acquire required credits (80% or 90%), the students will be on probation. During that period, he / she will not be permitted to attend the classes and have to appear only for exam (during December / May) in order to acquire the missing credits. From second year onwards, failure to acquire the required credits by the end of subsequent year will not result in exit from program.
- 8.4 However, the student must complete all the course work requirements and credits by a maximum of double the program duration. For e.g. 4 years' program, all the academic course work needs to be completed within 8 years. Failure to do so will result in exit from the program.

9. Semester Break

- 9.1. Students will have a semester break following their odd and even end-semester examinations.

10. Internship

- 10.1 Internship will not carry any credits and marks (except for BASLP and BSc.OPT program). Any components/activities that need to be evaluated as part of internship will be assigned a grade without reflecting it in the CGPA.
- 10.2 The intern should abide by the rules and regulations of the organization during the period of internship.
- 10.3 An internship certificate with details of clinical/relevant areas of postings with hours will be issued to a candidate on completion of the Internship. The certificate must be authenticated by the HOD/Coordinator and HOI.

11. Award of Degree

- 11.1 Degree is awarded only on successful completion of internship.
- 11.2 For program without Internship such as for BSc Psychology and BSc Exercise & Sport Science program, the degree is awarded only on successful completion of entire coursework.

Kindly note that program specific guidelines are included in your respective program curriculum.





**Post Graduate Programs
Semester & Credit
Program Regulations**



Postgraduate Programs

M.Sc. Clinical Psychology

M.Sc. Exercise and Sports Science

M.Sc. Audiology

M.Sc. Speech-Language Pathology

M.Sc. Cardiac Catheterization and Interventional Technology

M.Sc. Echocardiography

M.Sc. Health Informatics (M.Sc. HI) Healthcare IT Management

M.Sc. Health Information Management

M.Sc. Medical Laboratory Technology

M.Sc. MLT(Clinical Biochemistry) | M.Sc. MLT(Microbiology & Immunology)

M.Sc. (Public Health)

M.Sc. Nuclear Medicine Technology

M.Sc. Renal Replacement Therapy and Dialysis Technology

M.Sc. Perfusion Technology

Master of Optometry

Master of Physiotherapy

MPT (Cardiopulmonary Sciences) | MPT (Community Physiotherapy)

MPT (Geriatrics) | MPT (Musculoskeletal Science)

MPT (Neurosciences) | MPT (OBG) | MPT (Pediatrics)

M.Sc. Medical Imaging Technology

M.Sc. Respiratory Therapy

(M.Sc. RT (Adult Respiratory Care) | M.Sc. RT (Neonatal & Paediatric Respiratory Care)

Masters in Occupational Therapy

MOT (Developmental Disabilities) | MOT (Hand & Musculoskeletal Conditions)

MOT (Mental Health & Psychosocial Rehabilitation) | MOT (Neuro Rehabilitation)

M.Sc. Medical Radiation Physics

PROGRAM REGULATIONS

1. Program Structure

- 1.1. The program offers a semester based credit system (with few programs offering specialization too).
- 1.2. An academic year consists of two semesters – Odd semester (July - December) and Even semester (January – June)
- 1.3. Each semester shall extend over a minimum period of 15 weeks of academic delivery excluding examination days, semester breaks, declared holidays and non-academic events.
- 1.4. Medium of instruction shall be in English

2. Credit Distribution

- 2.1. The credit distribution hours for Lecture, Tutorial, Practical, and Clinics are as follows:

Lecture (L) :	1 Hour /week = 1 credit = 15 hours
Tutorial (T) :	1 Hour /week = 1 credit
Practical (P):	2 Hours/week = 1 credit
Clinics (CL):	3 Hours/week = 1 credit
- 2.2. A semester has courses structured as theory, practical, and clinics. Each course is of minimum 2 credits. The maximum credits for theory course is 4; theory and practical combined is 5.

3. Attendance

- 3.1. Minimum attendance requirements for each course is:
 - i. Theory : 85 %
 - ii. Clinics / Practical : 90 %
- 3.2. As per the directives of MAHE, there will be no consideration for leave on medical grounds. The student will have to adjust the same in the minimum prescribed attendance.
- 3.3. Students requiring leave during the academic session should apply for the same through a formal application to the Head of Department through their respective Class In-charge/ Coordinator. The leave will be considered as absent and reflected in their attendance requirements.
- 3.4. No leverage will be given by the department for any attendance shortage.
- 3.5. Students, Parents/ guardians can access the attendance status online periodically. Separate intimation regarding attendance status would not be sent to parents/students.

3.6 Students having attendance shortage in any course (theory & practical) will not be permitted to appear for the End-semester exam of the respective course.

4. Examination

- 4.1 Exams are in two forms – Sessional examination (conducted as a part of internal assessment) and End semester examination.
- 4.2 The final evaluation for each course shall be based on Internal Assessment Components (IAC) and the End-semester examinations (ESE) based on the weightage (as indicated in clause 5.1) given for respective courses.
- 4.3 IAC shall be done on the basis of a continuous evaluation after assessing the performance of the student in mid semester exam, class participation, assignments, seminars or any other component as applicable to a course (as indicated in clause 5.2).
- 4.4 All the ESE for the odd semesters (regular ESE) will be conducted in November-December. All the ESE for the even semesters (regular ESE) will be conducted in May-June.
- 4.5 For those whose failed to clear any course during regular ESE, a supplementary exam is conducted 2 weeks immediately after the ESE result declaration to enable him / her to earn those lost credits. A nominal fee as per MAHE rules will be applicable during this examination.
- 4.6 For core courses, the duration of ESE for a 2 credit course would be 2 hours (50 marks) and for a course with 3 or more credits, 3 hours (100 marks).

5. Weightage for Internal Assessment Component (IAC) and End Semester Exam (ESE)

5.1. Any one or a combination of marks distribution criteria applicable to a course

IAC Weightage (%)	ESE Weightage (%)
30	70
50	50
100	Nil
Nil	100

5.2 The IAC component weightage for theory & practical is:

- 50% from Mid-semester examination
- 50% through Continuous assessment (as applicable to course)

6. Minimum Requirements for Pass

- 6.1. Pass in a course will be reflected as grades. No candidate shall be declared to have passed in any course unless he/she obtains not less than “E” grade
- 6.2. For core courses (theory / practical), candidate should obtain a minimum of 50% (IAC + ESE or as applicable to course) to be declared as pass.
- 6.3. When a student appears for supplementary examination, the maximum grade awarded is “C” grade or below irrespective of their performance.
- 6.4. For students who fail to secure a minimum of ‘E’ grade for a course, an improvement examination is conducted to improve their IAC marks. The student can appear for these examination along with the subsequent batches’ mid semester / sessional exams. The marks obtained in other components of IAC can be carried forward without reassessment. A nominal fee is charged as per MAHE for per course of improvement in IAC.

7. Calculation of GPA and CGPA

- 7.1. Evaluation and Grading (Relative Grading) of students shall be based on GPA (Grade Point Average) & CGPA (Cumulative Grade Point Average).
- 7.2. The overall performance of a student in each semester is indicated by the Grade Point Average (GPA). The overall performance of the student for the entire program is indicated by the Cumulative Grade Point Average (CGPA).
- 7.3. A ten (10) point grading system (credit value) is used for awarding a letter grade in each course.

Letter Grade	A+	A	B	C	D	E	F/ I / DT
Grade points	10	9	8	7	6	5	0

DT - Detained/Attendance shortage, I - Incomplete

- 7.4. Calculation of GPA & CGPA: An example is provided

Course code	Course	Credits (a)	Grade obtained by the student	Credit value (b)	Grade Points (a x b)
AHS 101	Course - 1	4	B	8	32
AHS 103	Course - 2	4	B	8	32
AHS 105	Course - 3	3	A+	10	30
AHS 107	Course - 4	4	C	7	28
AHS 109	Course - 5	5	A	9	45
TOTAL		20	-	-	167

1st Semester GPA= Total grade points / total credits 167/20 = 8.35

Suppose in 2nd semester GPA = 7 with respective course credit 25

$$\text{Then, 1st Year CGPA} = \frac{(8.35 \times 20) + (7 \times 25)}{(20 + 25)} = 7.6$$

8. Progression Criteria to higher semesters

- 8.1 There is no separate criteria / credits required in order to be promoted to the next academic year.
- 8.2 However, in order to be eligible to appear for fourth semester (Theory / practical / project submission), the student should have cleared all his previous semesters (i.e. first, second and third).
- 8.3 The student must complete all the course work requirements by a maximum of double the program duration. For e.g. 2 years' program, all the academic course work needs to be completed within 4 years. Failure to do so will result in exit from the program.

9. Semester Break

- 9.1 Students will have a semester break following their odd and even end-semester examinations.

10. Project / Dissertation

- 10.1 Project / Dissertation will carry credits and marks (as applicable to each program)
- 10.2 Final copy of dissertation (e-copy) to be submitted by end of March for plagiarism check and submission to University. A single hardcopy (student copy) of the dissertation to be prepared and presented before the external examiner during the viva-voce.
- 10.3 Manuscript format of the thesis also to be submitted to the respective guides / dept.

11. Award of Degree

- 11.1 Degree is awarded only on successful completion of entire coursework.



Academic Calendar



MANIPAL
ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

MAHE/DREG/ACACAL/MCHP/2020
July 10, 2020

Dear Sir/Madam,

Enclosed please find the Academic Calendar for Manipal College of Health Professions, Manipal for the academic year 2020-2021.

Yours faithfully,

Sabhatit

Dr Narayana Sabhatit
Registrar

To:

1. Dean, MCHP, Manipal
2. Registrar- Evaluation, MAHE, Manipal
3. Director, Student Affairs, MAHE, Manipal
4. Director, Public Relations, MAHE, Manipal
5. Dy. Registrar -Academics(HS/Technical), MAHE, Manipal
6. Dy. Director, Foreign Admissions, MAHE, Manipal
7. Sr. Manager, Student Finance, MAHE, Manipal
8. Chief Warden, MAHE, Manipal


TO
• Assoc Dean
• All Head (Manipal)
• Chohan Doc Manj (Daly)
• Manj
Dean
Manipal College of Health Professions
MAHE, Manipal - 576104




**MANIPAL COLLEGE
OF HEALTH PROFESSIONS
MANIPAL**
(A constituent unit of MAHE, Manipal)

Examination-Supplementary (August 2020)

Academic Activities	Schedule
University Result Declaration (Annual / Casual / Outgoing)	30 th July, 2020
Last date for Paper seeing & Revaluation	3 rd August, 2020
Revaluation Results	10 th August, 2020
Supplementary Examination starts	17 th August, 2020
Supplementary result declaration	31 st August, 2020


REGISTRAR
MANIPAL ACADEMY OF HIGHER EDUCATION
MANIPAL




Dean
Date: 03/07/2020.
Dean
Manipal College of Health Professions
MAHE, Manipal - 576104



**MANIPAL COLLEGE
OF HEALTH PROFESSIONS**
MANIPAL
(A constituent unit of MAHE, Manipal)

New Batch: 2020 - 2021

Odd semester: UG & PG (First Semester)

Academic Activities	Schedule
Orientation (UG/PG)	1 st September, 2020
Commencement (UG / PG – I Semester)	2 nd September, 2020
MSE (UG)	27 th Oct – 3 rd Nov, 2020
SSE (PG / UG / IA Improvement)	26 th Nov. – 5 th Dec, 2020
IA submission	12 th December, 2020
ESE - Theory/practical	15 th – 30 th December, 2020
University Result declaration	10 th January, 2021
Last date for Paper seeing & Revaluation	14 th January, 2021
Revaluation Results	21 st January, 2021
Supplementary Examination starts	28 th January, 2021
Supplementary result declaration	15 th February, 2021

Even semester: UG & PG (Second Semester)

Academic Activities	Schedule
Commencement (UG / PG – II Semester)	4 th January, 2021
MSE (UG)	1 st March 2021
SSE (PG / UG / IA Improvement)	12 th April, 2021
IA submission	30 th April, 2021
ESE/practical	10 th – 30 th May, 2021
University Result Declaration	11 th June, 2021
Last date for Paper seeing & Revaluation	14 th June, 2021
Revaluation Results	21 st June, 2021
Supplementary Examination starts	25 th June, 2021
Supplementary result declaration	10 th July, 2021

note:

**All undergraduate (UG) classes will be conducted in online mode only during for
Odd semester**

G. Sakshith

REGISTRAR
MANIPAL ACADEMY OF HIGHER EDUCATION
MANIPAL



P

Dean

Date: 03/07/2020.

Manipal College of Health Professions, Manipal 576 104, Karnataka, India
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Dean
Manipal College of Health Professions
MAHE, Manipal - 576104



**MANIPAL COLLEGE
OF HEALTH PROFESSIONS
MANIPAL**

(A constituent unit of MAHE, Manipal)

MCHP Academic Calendar – 2020 - 21

Odd Semester: UG & PG (Third semester & Above)

Academic Activities	Schedule
Commencement (UG / PG – III Sem & above)	3 rd August, 2020
MSE (UG)	5 th – 12 th October, 2020
SSE (PG / UG / IA Improvement)	2 nd – 10 th November, 2020
IA submission	18 th November, 2020
ESE – Theory / Practical	25 th Nov – 12 th December, 2020
University Result declaration	21 st December, 2020
Last date for Paper seeing & Revaluation	24 th December, 2020
Revaluation Results	31 st December, 2020
Supplementary Examination starts	4 th January, 2021
Supplementary result declaration	25 th January, 2021

Even Semester: UG & PG (Fourth Semester & Above)

Academic Activities	Schedule
Commencement (UG/PG – IV Sem & above)	4 th January, 2021
MSE (UG)	1 st March 2021
SSE (PG / UG / IA Improvement)	12 th April, 2021
IA submission	30 th April, 2021
ESE/practical	10 th – 30 th May, 2021
University Result Declaration	11 th June, 2021
Last date for Paper seeing & Revaluation	14 th June, 2021
Revaluation Results	21 st June, 2021
Supplementary Examination starts	25 th June, 2021
Supplementary result declaration	10 th July, 2021

Chandhrit
REGISTRAR
MANIPAL ACADEMY OF HIGHER EDUCATION
MANIPAL



Dean

Date: 03/07/2020

Dean
Manipal College of Health Professions
MAHS, Manipal - 576104

Manipal College of Health Professions, Manipal 576 104, Karnataka, India

dir. 91 820 2922704 fax. 91 820 2571915 e-mail. office.mchp@manipal.edu www.manipal.edu



MANIPAL

ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

December 10, 2019

CIRCULAR

Sub: Holidays for the students and the staff members of Manipal Academy of Higher Education units for the calendar year 2020.

The following holidays are declared in the calendar year 2020 for the students and the staff members (teaching and non-teaching) of the constituent units and teaching and research departments of Manipal Academy of Higher Education (MAHE), its hospitals and the staff of MAHE:-

April 10	Friday	Good Friday
May 1	Friday	May Day
May 25	Monday	Ramzan-Eid-ul-fitr
August 22	Saturday	Sri Ganesh Chaturthi
September 11	Friday	Sri Krishna Janmastami
October 2	Friday	Gandhi Jayanthi
October 26	Monday	Vijaya Dashami (in lieu of Mahanavami)
November 14	Saturday	Naraka Chaturdashi/Deepavali
December 25	Friday	Christmas

Bakrid (Eid-ul-zuha) on Saturday 1st August is declared as an additional holiday for the students.

Sanctioned holidays falling on Sundays/third Saturdays to be given as additional compensatory leave to be availed during the year as applicable to compensatory leave rules. During 2020, the following sanctioned holidays fall on Sundays/Third Saturday

Republic Day on 26th January
Karnataka Rajyotsava on November 1
Independence Day on August 15

One day compensatory leave will be adjusted against the additional holiday on account of Sri Krishna Janmastami

The colleges/schools/hospitals/units/departments/MAHE will function on all other days (Monday to Saturday - except third Saturday of every month) of the year.

Dr. Narayana Sabhahit
REGISTRAR

To the Heads of MAHE colleges/schools/hospitals/units/departments and MAHE officers for notification/circulation/necessary action



**Kasturba Hospital
Manipal**

(An associate hospital of MAHE, Manipal)

KH/MS/OPS/125/2019

30th March 2019

Circular: Important

To,

All the Head of Institutions/ Director's/ Dean's/ Principal,
MAHE,
Manipal Campus

**Sub: A. Ambulance Calls for students of MAHE Institutions, Manipal Campus
B. Availing Medical Treatment/ Consultation in the Hospital- Effective 1st April 2019**

With reference to the subject cited above and further reference to the meetings held in the MAHE chaired by the CEO, MEMG and the Management of MAHE, please note that the Ambulance calls will be attended from the Kasturba Hospital, Manipal for all Institutions of MAHE, Manipal Campus.

A. Ambulance Calls for students of MAHE Institutions, Manipal Campus

We request that all the Institution Head's, Dean's, Directors and Principal's instruct the Caretaker /Wardens in the Hostels to follow the below mentioned process for availing Ambulance calls for students:

1. All caretakers, wardens requesting Ambulance should mention the place, gender of the student and institution to ensure correct dispatch of ambulance.
2. The call should be given to 0820-2575555 through mobile and other external landlines or from internal phones add 0 and dial 2575555
3. The Caretaker should accompany the student first time to ensure seamless care.
4. Each Ambulance call generated from the Institutions will be monitored and a minimal charge shall be debited to the Institutions.
5. The Emergency doctors or referred consultants will attend the cases and if required be treated on OPD basis in the Green OPD within the Emergency department or admitted in case required by the concerned departments.

B. Availing Medical Treatment/ Consultation in the Hospital (Faculty/ Students)

Please note that the Hospital has an average 3200 Out-Patients and 1547 In-patients, over and above we have an attendance of more than 200 students per day visiting different departments in the Hospital.

To ensure that the students and faculty get appropriate and faster care to the best possible extent, the administration would like to inform you the following changes for students/ faculty effective from 1st April 2019

1. All students of the MAHE institutions, Manipal campus may be instructed to pre-register their details during their joining to courses in MAHE institutions to generate an OP number to ensure minimum delay during their visit to hospital.
2. The Student /Faculty files will be marked as **PRIORITY** and send to concerned departments.



Kasturba Hospital Manipal

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3. The **PRIORITY** file will be put up to the doctors in the allocated consultation room designated as **Priority Consultation** immediately for consultation without delay.
4. The issuing of medical certificates to students is totally the decision of the treating consultant and no students may force the doctors for the same during their visit to OPD.
5. The administration will not entertain any requests for medical certificates for students from the doctors. The certificates will be issued as per the rules wherever required only for deserved cases. In case of OPD, an OPD attendance sheet shall be provided to the students if they attend the OPD.
6. It is mandatory that the students' needs to bring their ID for existing students /Admission order in case new admission to colleges cards to the Hospital.
7. In case of Credit bills for treatment provided, the same shall be sent to the respective institutions.
8. Students are requested to maintain the timings circulated for OPD visits through student's clinic from **8.00 AM – 1.00 PM and from 2.00 PM – 5.00 PM**
9. **After 5.00 PM**, Holidays and Sundays, all Students are requested to visit the Emergency Triage for any medical condition at the Green OPD.
10. **Medicare will not be applicable for NON –OPD visits** and Students and Faculty wanting their preferred consultants.

We request all the Head of Institutions to kindly instruct all the concerned wardens, Hostel caretakers and students to follow the above to ensure seamless health care delivery at Kasturba Hospital, Manipal.

Warm regards,

Medical Superintendent

Copy to:

1. Pro- Chancellor- MAHE, Manipal
 2. Vice – Chancellor – MAHE, Manipal
 3. Pro- Vice Chancellor- MAHE, Manipal
 4. Registrar- MAHE, Manipal
- } For Information
5. Prof & Head of All Units – Clinical departments, Kasturba Hospital - to inform all Units & Heads of Units
 6. Nursing Superintendent – To track the students in Emergency for immediate attention
 7. All Operations Team, KH Manipal – for information
 8. Asst. Manager- Customer Care, Operations and necessary instructions to Emergency Help desk
 9. In charge –Registration
 10. In charge – Health Check and Students Clinic



MANIPAL

ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)



Date: 5th December 2018

Circular

Sub: Revision in Paper seeing / Revaluation process

Based on the decision taken in the MAHE Examination Committee meeting held on 25th October 2018, the marks obtained in the revaluation will be taken as the final marks secured by the student for result processing irrespective of whether there is an increase or decrease in the marks as a result of revaluation.

However, students will be given an option during paper seeing to **opt out** of the revaluation and in such cases the answer script is not revaluated and the original marks will be retained. If the candidate is not appearing /absent for personal paper seeing revaluation will be carried out.

Requests for revaluation must be submitted within **3 days** from the date of announcement of results to the respective college offices.

This change will be implemented with immediate effect.

Dr. Vinod V. Thomas
Registrar-Evaluation

To,

Heads of Institutions and University Teaching Departments



