



**JAWAHAR MEDICAL FOUNDATION'S
ACPM MEDICAL COLLEGE & HOSPITAL DHULE, M.S.**

**"INFORMATION HAND BOOK"
FOR STUDENTS**

***Be A Medical Professional of Next Generation in self
paced learning environment***

HIGHLIGHTS

- How to start new journey.
- The Objectives.
- Supporting Resources
- How to Find Solutions
- What's Unique here
- Get Acquaintance
- Dos and Don't

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Let's get started

www.jmfacpm.com



Jawahar Medical Foundation's

Annasaheb Chudaman Patil Memorial Medical College And Hospital

Dhule, Maharashtra

Information Handbook for MBBS & Postgraduate Students

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(14 of 1957)

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*Jawahar Medical Foundation's
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Information Handbook for MBBS & Postgraduate Students

[Approve by Local Managing committee held 25th July 2023 vide resolution No 4]

Preamble: This information is prepared to provide the student about the overall information of the college in terms of vision, mission and core values with the sole objective to plan, develop and implement the medical education facilitating transformation of the students to achieve attributes aligned with vision, mission and core value as well as competencies prescribed by NMC, New Delhi. This booklet facilitate the student to identify the areas which deserve to be addressed. The handbook is aimed to share the philosophy of the college to produce professional in self-paced environment and ways to address the challenges, during teaching learning process, he may experience, process of admission, rules and regulations in college and hostel life during their course of study, financial liabilities after seeking admission, the pre-course knowledge about the course competencies, code of conducts, academic extracurricular activities, activities undertaken by the students and staff by clicking links the relevant documents and our website www.jmfacpm.com.

The College reserve the right to modify, add or delete information based on the feedback of the stakeholders

BEGIN THE JOURNEY:

The students are advised to visit following links to understand the expected roadmap for their journey to become medical professional.

1. Get register on ACPM Learning Management System and visit <https://acpm.jvt.co.in/>
2. Intended Medical Attributes - <https://jmfacpm.com/pdf/pgpdf-6-16-06-2023-25671.pdf>



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3. Course specific outcomes of various courses during MBBS program:
<https://jmfacpm.com/pdf/pgpdf-6-15-06-2023-74411.pdf>
4. Module for Attitude, communication and Ethics: <https://jmfacpm.com/pdf/pgpdf-6-18-11-2022-11916.pdf>
5. Skill Modules: <https://jmfacpm.com/pdf/pgpdf-6-18-11-2022-16111.pdf>
6. Foundation course Module: <https://jmfacpm.com/pdf/pgpdf-6-18-11-2022-14871.pdf>
7. Competencies for Phase-I: <https://jmfacpm.com/pdf/pgpdf-6-13-11-2022-63131.pdf>
8. Teaching learning methods: <https://jmfacpm.com/pages/Classrooms.html>
9. ICT enabled methods adopted by the college: <https://jmfacpm.com/pages/ICD-Teaching-Learning-Methods.html>
10. E-Contents available on the college websites:
 - A. <https://jmfacpm.com/pages/Human-Anatomy.html>
 - B. <https://jmfacpm.com/pages/E-content-Delivery.html>
 - C. <https://jmfacpm.com/pages/Department-of-Physiology-.html>
 - D. <https://jmfacpm.com/pages/Department-of-Biochemistry-.html>
 - E. <https://jmfacpm.com/pages/Department-of-Pharmacology-.html>
 - F. <https://jmfacpm.com/pages/Department-of-Pathology.html>
 - G. <https://jmfacpm.com/pages/Department-of-Microbiology-.html>
11. Overview of activities the students are participating beyond the classroom:
<https://jmfacpm.com/pages/Student-Activities-beyond-Classroom.html>
12. Outreach and extension activities of the students:
<https://jmfacpm.com/pages/Community-training-and-health-care-training-.html>
13. Academic Schedule: <https://jmfacpm.com/pages/Academic-Schedule.html>

PHILOSOPHY OF THE COLLEGE

Vision:

We have a responsibility to educate medical students to meet the primary and specialty health care needs of the region by providing highly skilled, cost effective, patient-centered care in a variety of settings.



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Mission

1. To provide the finest education to the medical students, to deliver quality health care to all sections of society.
2. To develop as a regionally recognized leader in education through innovation and excellence.
3. To provide the community with a diverse cadre of highly-trained professionals capable of performing in a wide variety of clinical settings.
4. Faculty and graduates will contribute to the community by being active in social and health-care endeavours that promote the health and well-being of the community.

5. Core Values

6. 1) Commit to excellence in all that we do.
7. 2) Show total unconditional regard for all patients.
8. 3) Demonstrate respect for each patient's person, privacy, culture, beliefs, and rights
9. 4) Exhibit compassion for those entrusted to our care.
10. 5) Treat other members of the health care team in a professional manner

1. THE MEDICAL EDUCATION FOR NEXT GENERATION

- a. As you embark to the journey to become a qualified medical professional, here are a few things to bear in mind. The journey you have chosen would be challenging attributed to advancement in medical education, aligning at par with global medical education and you might perceived bit difficult and tortuous. But the medical professionals are unique to find ways to address and resolve them with the help of peers, faculty and support of management. This is how the medicos achieve the level of skill and knowledge that differentiates them as unique amongst the general



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populace. It is true fact that the period in time to come will be as nourishing and enriching beyond your expectations. Therefore rest assured that there should be no space for being frightened but remain prepared for smart work to reduce hard work.

- b. The M.B.B.S. student would require to complete three phases of medical education viz Pre-Clinical, Para-Clinical and Clinical over a period of four and half years, and after securing qualified marks in **“NEXT Step-I Examination of NMC”** in final year, you would be undergoing experience of practical application of the acquired knowledge in one year of internship.
- c. **NEXT Step-I Examination of NMC** shall be a reality to acquired competencies of medical attributes. This examination system would be taken as an opportunity to acquire professionalism, aptitude, competence to deal with any patient care management. You are advised to learn to your course competencies to resolve challenges of patient care, you may come across day to day in your professional occupation, rather than focussing on passing **NEXT Step-I Examination of NMC**. The medical professional appear examination every day during their professional occupation. The bottom line is “you should focussed on understanding, application, analysis, comprehension and synthesis of medical competencies, **not to mere passing the examination**”.
- d. ACPM Medical College and Hospital with all its faculty shall support you in your mission to provide an congenial and self-paced learning environment to achieve medical attributes. You would yourself experience your transformation from the carefree adolescent into a medical professional, competent to provide outcome based skilled health care service.
- e. The entire college family welcome you to join the institution and become a proud member of the white coat fraternity.



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- f. The College has developed differential mechanism to address challenges of effective T-L process for each and every students under its Mentor-Mentee Program, Slow and Advanced learner, Midcourse Internal Evaluation, inculcate creativity, sensitization to cutting edge issues and capability enhancement. The objective of T-Process mechanisms to provide whole gamut of opportunities for holistic development of medical professional with human values, professionalism and competence at par with global world.

2. ADMISSION TO MBBS/MD/MS COURSE

- a. ACPM Medical College is self-financed medical college established by Jawahar Medical Foundation trust, Dhule affiliated to Maharashtra University of Health Sciences, Nashik for award of undergraduate and post graduate degree program. The program of the college are recognised by national medical commission, New Delhi.
- b. The college is accredited by National Assessment & Accreditation council w.e.f. July 2022 for 5 years, NABL of Molecular Lab, NABH of hospital [Entry level], and also certified by ISO 21001:2018 for providing Medical Education to the Undergraduate and Postgraduate Students.
- c. Linear growth of the college is evident with Increase in intake/new PG courses are permitted in the AY 2023-24. Application for new courses in other 11 subjects, Ph.D programs, Post-MD/MS fellowship are under consideration and expected to receive permission from academic year 2024-25, thus providing you opportunity for further progression.
- d. Admissions for MBBS course will be carried out by the regulations prescribed by the Competent authority of Government of Maharashtra for all programs including institutional quota as per the NEET Score. The Admission committee only abide the regulations of competent authority in letter and spirit.



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- e. Candidates and their parents are advised not to seek any assistance from touts/ persons/ agencies who claims themselves as part of admission to our college. Any individual person or non-governmental agency assuring/issuing any letter admission at ACPM Medical College Dhule are fake and malicious and they should not fall prey to such acts. ACPM Medical College Dhule shall not owe any responsibility for admission except CET cell of government of Maharashtra.

- 3. TUITION FEE:** The Tuition fee of the MBBS or MD/MS program is decided by the Fee Regulating Authority [FRA] from time to time. Any revision of tuition fees by the FRA shall be binding on the part of admitted students. The student joining the program of the college shall have to give undertaking at the time of their admission in the college.

4. FROM THE DESK OF THE AUTHORS

1. Congratulations to you all for deciding to take the plunge to become a medical professional. The college wishes you all a safe, smooth and effective passage through your MBBS or MD/MS programme. The human body is incredibly complex and comprises of several systems, which act in harmony during health. The study of human body in health and disease is therefore very tough, time consuming and challenging.
2. The authors share their experiences as success stories as proved effective ways of learning medical education with abilities of comprehension, skills, application of knowledge in medical practice, analytical competence and life-long learning professional aptitude. Some of the steps are enumerate below for your guidance:
3. First of all, you must set your goals and decide to addressed them in smart ways instead start reading pages of topics without any effective management of your precious time, remains after college working hours.
4. Set achievable realistic goals from known knowledge to difficult.



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5. Begin with goals which can be achieved spending very little time and less efforts and begins to achieve next level of goal with the help of peers, online portal of learning management system of college, email/social media of groups of peers and faculty.
6. Do self-assessment whenever you get opportunity
7. make up a weekly list of things to accomplish.
8. Start every day with a "to-do" list and set priorities.
9. Match your intended list and list of goal achieved to give you confidence building capacity.
10. Reward yourself for completing the "to-do" list.
11. Monitor progress - keep track of the time spent on each and what you accomplished.
12. The heutagogy is principle of independent and self paced learning prescribes "PSQ5R" .
 - i. P means your objective
 - ii. S means skim survey of text you are reading grasp the main features
 - iii. Q means question yourself : why do you need to learn in medicine.
 - iv. 5-R mean [R] reading relevant to your question, [R] Recite-think what you understand [R] record your understanding in points without copying, [R] Reflect how do you apply your understanding [R] Review your reflection periodically.
13. **Example:** "What do I already know about this topic?" Hence first activate your prior knowledge. Then turn the first heading into a question, than you begin to seek the answer while reading from any resources. Make sure you attend the lectures, practical, clinics, skill labs, which help you to give you opportunity to get ideas of scope, length and breadth of the module, some degree of resemblance with real life scenario, thus For example, if you plan to study the chapter on 'cardiac cycle' try and recapitulate things you already know about it. Next, as you read the lesson,



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if the first heading is 'components of cardiac cycle', turn it in to a question: 'What are the components of the cardiac cycle?' Then proceed to study the section to find out the answer. Attempt to read the first few lines of each paragraph to get your answer.

14. **Write** the answers to your question in points in your own words. Sometime you may need to read again to achieve your goal.
15. The answers should be outlined - not written as long sentences.
16. Comprehension and retention are increased when you "deliberate" on new information. This is to relate one part with another, to make categories, to compare and contrast with related concepts, to connect it with your known knowledge and vigilant observation.

5. COLLEGE AND HOSPITAL DEPARTMENTAL FACILITIES: The College and hospital Departments has been provided with multiple Teaching-Learning facilities:

1. Museum having mounted specimens, Charts, models, and other material with catalogues for visualizing 3D gross real structures, photographs for reinforced learning in T-L session.
2. Well-equipped practical Labs with facilities of hands skill learning prescribed in CBME curriculum
3. Central Skill lab for learning clinical skills on mannequins, and simulators
4. Embalming services for Donated Body
5. Department library for immediate reference of learning resources
6. Dissection Hall,
7. Demonstration Rooms,
8. Audio-visual teaching facilities e.g. OHP, LCD and CCTV and live streaming facilities
9. Virtual Classroom through dedicated learning management system for access of learning resources, curriculum, teaching schedule, online class test and blogging.



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10. Teaching/Training Methods :

- a. The College recognized the role of creativity, analytical skills and innovation, and its impact on attainment of medical graduate and postgraduate attributes.
- b. All departments is committed to complied with number of teaching hours prescribed by affiliating university and national medical commission, New Delhi.
- c. The college has implemented initiatives to nurture creativity, analytical skills and innovation in teaching learning process amongst its students of MBBS and MD/MS programs by conducting program on cross cutting issues related to gender equity, health determinant, sustained environmental issues, initiative for green and clean campus, social and medicolegal issue, promotion of organ donation and legal responsibility, quality control of safe vaccination, initiatives for prevention of health workers from communicable disease etc.
- d. Encouraged to the students participation in co-curricular activities i.e. celebration of days of health importance, gender equity, human values, professional ethics, yoga, women empowerment to demonstrate health related concepts using creative cartoons/rangoli/charts and models exhibitions. The faculty plays role as facilitator.
- e. Conducting Journal Club, CME, Seminars, workshops, interdisciplinary Quiz competition, and multi-disciplinary T-L sessions.
- f. Bedside clinic, community posting, participation in multi-diagnostic camps, posting in speciality clinics at hospital and PHCs and UHTC, Posting in course related surgical procedures in operation theatres, Anaesthesia and Radiodiagnosis.
- g. The innovative T-L methods includes but not limited to



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- i. Availability of e-resources on learning management system and E-content page of college website which includes e- lectures, videos, lecture handouts to promote small groups of students to frame Critical thinking questions on learning of concepts and write answer on worksheets.
- ii. Screen Cast for capturing live lectures
- iii. solving puzzles, cross words, missing word during the teaching learning exercises.
- iv. Periodical self-assessment online through learning management system
- v. Identify learning outcomes from tigers of clinical problem during PBL session.
- vi. Formation of self-study groups of 10 students and provide with outcome-based assignment.
- vii. Frequent use of problem solving exercises to develop analytical skill and ability of comprehension.
- viii. Application of CAL based learning experiences to enable students in describing relevance to pathophysiology of disease process.
- ix. Case presentation, journal club, clinico-pathological meeting, poster induced questions, by the students.
- x. Identification and description of image, effect of lesions and relevance of sign and symptoms.
- xi. Identification and impact on health indicators on prevalence, mortality and morbidity rate in community health scenario by undertaking family adoption program.
- xii. Implementation of value added courses to enhance learning abilities of competencies incorporated in CBME curriculum
- xiii. Participation of advanced learners in research activities conducted by faculty and postgraduates



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6. CENTRAL LIBRARY FACILITIES:

1. Library has adopted open access to books, reference section and journal sections for students, faculty and other employees of the college to facilitate maximum use of resources available in the library.
2. The Library conducts orientation program of first year students on the first day of joining to familiarize the users to apprise the availability of learning resources and hands on training of services offered by the library to students and staff and about the library rules and regulations.
3. A physical visit to all sections of the library is also organised in small group to apprise them about the process of in-person and demonstration on "remote usage of library service" for teachers and students highlighting the steps to avail library services within or off the library premises through external internet or Wi-Fi network Features:
4. Library is automated using the Integrated Library Management System (ILMS) under title "Sack Info (ERF)", a multi-user software facilitate easy search access to books, periodicals and managerial reports, WEB OPAC - Online facility automated User-friendly windows based software,
5. User can add multiple material types like books, CD, video cassettes, etc. when multiple copies of books are procured and only single window data entry is required.
6. User can access overall Status of the library books – text and reference, issued, withdrawal
7. Customised access to circulation module includes issue, return, reissue, search nodes.
8. Facilities for booking the books/learning resources online within or outside the campus.
9. To seek information of availability of book for issue



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10. Adequate Air-conditioning in reading rooms has been done with installation of star rated split Air conditioners.
11. User can access Online Data base of "DELNET" for full text latest article in E-journals/e-books.
12. Access to availability of Archive section for reference of back volumes of journal and books

7. LIST OF SUGGESTED READING MATERIALS FOR PHASE-I STUDENTS

1. Human Anatomy -- *B. D. Chaurasiya* --- Volume 1,2,3
2. Cunningham's manual for dissection in anatomy volume 1, 2 & 3 latest editions
3. Hand Book Of General Anatomy— *B. D. Chaurasiya*
4. Textbook Of Human Histology---*Inderbersingh*
5. Atlas Of Histology --- *Di Fiore*
6. Human Embryology---*Inderbersingh*
7. Medical Genetics—*G. P. Pal*
8. Neuroanatomy Dr. Vishram Singh
9. Comprehensive Textbook Of Medical Physiology [2 Vol]
10. Practical Physiology CL Ghai
11. Textbook Of Biochemistry For Medical students By Vasudevan DM

8. ACADEMIC KITS FOR PHASE-I STUDENTS PRACTICAL [TO BE PURCHASED]

- | | |
|---|-------|
| a. Toothed Forceps [5-6"] | -1 No |
| b. Blunt forceps [5-6"] | -1 No |
| c. Pointed forceps [5-6"] | -1 No |
| d. Scalpel Handle & Blades [4"] and Blade size 24 | -1 No |
| e. Disposable Gloves | |
| f. Scissor | |
| g. H& E Pencil | |
| h. Stethoscope | |



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- i. Pen torch
- j. Measuring Tape
- k. Knee Hammer

9. DRESS CODE:

- a. The College council has implemented dress code for the MBBS and MD/MS Student.
- b. For MBBS Student, Uniform is prescribed by the College and provided to Phase-I students at no-profit-no loss basis. The uniform is mandatory for all MBBS student during College working hours. The failure to comply with shall be treated as indiscipline.
- c. For Postgraduate Students, It is mandatory to have formal attire with white Coat with name plate as well as to carry their rubber stamp of their name and registration for use on prescription, patient's case paper notes. The failure to comply with shall be treated as indiscipline.

10. TEACHING AND HEALTH CARE FACILITIES AT HOSPITAL.

- a. The college has maintained prescribed requirements of Govt/MCI/NMC for teaching hospital of recognized medical college since its inception. The programs offered at medical college are recognized by NMC. The hospital has accredited by NABH for entry level
- b. The hospital has 725 beds capacity with 650 operational teaching beds, 60 intensive beds, 10 each in different broad specialities, which is higher than requirement for present intake of MBBS and postgraduate students as per prescribed regulation.
- c. Clinical teaching facilities available are as given below:
 - i. Well-equipped 30 bedded emergency department with central oxygen and suction facilities for intensive care unit, Red zone, yellow zone and green zone beds and dedicated faculty for emergency department.



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- ii. Well-equipped 14 operation theatres [9 for Major Surgery and 5 for Minor Surgery]
- iii. Well-equipped 3 labour rooms
- iv. State of art Cath Lab facilities
- v. Approved and Well-equipped Blood bank with facilities of whole blood and blood components separation with valid license
- vi. ECG and stress test services
- vii. Pulmonary function test facilities
- viii. ART centre under national health program
- ix. Facilities for histopathology, haematology and cytology investigation
- x. Fully automated and semi auto biochemistry analyser for biochemical investigations
- xi. Electrophoresis unit and electrolyte analyser
- xii. Molecular Lab approved by NABL
- xiii. Audiometry and speech therapy services
- xiv. X-rays facilities comprises of 600 mA, 300 mA, 100 mA and 60 mA X-ray units.
- xv. Facilities for ultrasound, Echocardiography, CT scan, MRI
- xvi. Well-equipped Facilities of physiotherapy & rehabilitation

11. CODE OF CONDUCT IN CLASS ROOMS

1. Except unavoidable circumstances or due to health reason with which medical certificate or request letter from the guardian aligning to the reasons, every student has to attend his teaching sessions,
2. Students shall not disturb the class in any manner nor shall they misbehave with teaching fraternity directly or indirectly.
3. No student shall act against the rule or engage in misconduct in and around the campus.



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4. Any person or group or party shall be prohibited to organise from any activities without permission of competent authority, which may disturb the curricular, co-curricular and extra-curricular events of the college. This shall be mandatory to be complied with as code of conduct.
5. Any damage or destruction to the property/belongings of the college, staff and students is strictly prohibited. If any student found to be indulging in such activities, the cost of the loss shall be recovered from the parents/guardian of the student.
6. It is expected that the students, individually and as a group adhere to good mannerisms and proper conduct befitting a member of the medical fraternity.
7. The student has to maintain sense of proportion between extra-curricular activities and academics while ensuring no hindrance in the academic activities.
8. It is mandatory to obey the instructions given by the teachers pertaining to academic or other matters, from time to time.
9. The students shall not take part in the activities without authorization in writing by the college otherwise this shall be construed as misconduct.
10. Every student has to wear the identity card issued by the institute and also produce the same as and when asked by any authorized officer of the college.
11. The student shall note that possession of any intoxicating or narcotic drugs/items would be act of breach the this rules and subjected to punitive action recommended by disciplinary committee.
12. Any student convicted to be the culprit in the breach of any of the above guidelines or other specific instructions and the guidelines issued time to time by the authorities of University/Technical/Examination Board/Institute, The Dean/ Principal of the concerned institute shall be the competent authority to impose suitable punishment and in any extreme case can put the student under suspension for limited period or debar from



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the institute and the decision of the Principal shall be binding to all concerned.

12. HOSTEL REGULATIONS

1. The Hostel admission shall be confirmed by the Hostel Warden on the recommendation of the Dean and shall be confirmed on payment of the Hostel Fees and the Hostel Deposit.
2. The Hostel rooms are for 3 occupants with common toilets. The students shall be provided with basic amenities. Other requirements in the rooms shall be met by the students according to their comforts.
3. The hostel inmate shall be responsible for judicious use of furniture and fixtures of the room with care. The student shall be responsible to hand-over the same. Any damages to the room or furniture/fixture shall be recovered from their hostel deposit and caution money. It is understood that student has agreed upon the term of this information and shall have no objection for deduction of losses from their caution money and hostel deposit. In all such cases students shall have to pay such damages as assessed by the Warden and reported to the Dean from time to time.
4. Smoking, consuming of alcohol, tobacco and gutkha, scheduled drugs and any other similar drugs categorized as narcotics are strictly prohibited in the college or hostel campus.
5. Ragging strictly prohibited and punishable as per regulation prescribed by NMC Notification, the notification of NMC has already displayed on college website. It is advised to all students to visit the document and comply with regulation. Any ignorance of anti-ragging provisions shall not be considered in the event of violation.
6. Any act of teasing, manhandling, using abusive words, physical or mental torture and such other type of act which creates physical or mental agony



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to fellow hostel mate[s] or group of students shall be treated as ragging. The hostel fees, the deposit and college/institution etc of such students shall be forfeited and the decision of the Dean on the recommendation of the Rector / Warden will be final & binding to comply by the student and her/his parents.

7. The student shall not allow to be absent from the hostel beyond 10.00 P.M. All applications for leave of absence from hostel must be submitted to hostel caretaker for prior approval of competent authority in writing and permission to be obtained before leaving the hostel.
8. Use of electrical appliances in the hostel other than those provided by the college is strictly prohibited. Any student found using such appliances, the electrical appliances shall be ceased by the college authority and disciplinary action shall be taken against them which is not limited to imposing financial penalty or even expulsion of hostel.
9. The compliance of code of conduct, displayed on college website for information is mandatory for every student.
10. Every case of illness must be immediately reported by the student representative or the room partner to the Warden for providing necessary medical assistance.
11. The students staying in the hostel are be informed that no guests are not allowed to stay in hostel.

13. RULES & REGULATIONS FOR LIBRARY: These rules are approved by the managing committee and revised and implemented w.e.f. August 1st, 2023, and subject to further revision/update from time to time by the library committee based on the feedback analysis of the stakeholder.

14. Membership

- a. The eligible user for library member shall be MBBS/MD/MS students, faculty members and technical staff including staff nurses.



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- b. Members must possess their Library Membership card if asked by the library staff.

15. Circulation

1. Books are issued for a week (7 Days) except reference books which are issued for reading hall use only.
2. The library software provide remote access to library resources to the users and able to book.
3. Books in demand may not be renewed for another 7 days.
4. Readers are responsible for handling the books issued against their names.
5. Any damage of books at the time of return shall be responsibility of the user and liable to pay the cost of books.

6. Overdue charges

- a. Any delay of return after prescribed days attract fine as determined by the library committee.
- b. After the expiry of 30 days, the defaulter has to pay the price of the latest edition of the book plus overdue charges for the period the book is kept without authorization.