



STUDENT MANUAL

Student Hand Book

About us

We warmly welcome you to the Believers Church Medical College family! The Believers Church Medical College is strongly committed to creating professionally competent medical graduates with high standards of skills, ethics and aptitude for research, along with values of compassion, love, and sacrifice. We seek to produce graduates who think critically, live faithfully, and effectively impact their spheres of influence . This distinctive integration of academic achievement, character development, and spiritual formation prepares our graduates to honor God and impact the world with their lives. This purpose is accomplished through a highly competent and dedicated faculty, an integrated academic curriculum, and co-curricular programs designed to strengthen faith, shape character, and nurture a compassionate response in a need-filled world.

Believers Church Medical College Hospital is a healthcare project of the Believers Eastern Church. The Church is involved in various nation-building, social and educational projects, healthcare initiatives, charitable activities, community development programs, rehabilitation projects and relief works.

The Medical College was established in 2016 and is situated in a serene campus of about 25 acres, well connected by rail and road. A 520-bedded state-of-the-art teaching hospital is attached to the Medical College. The Medical College and Hospital are owned and managed by the Believers Eastern Church, which has its headquarters at Thiruvalla, Kerala.

Believers Church Medical College is affiliated to the Kerala University of Health Sciences (KUHS), Thrissur. Dr. Mohanan Kunnummal is the Vice Chancellor, and Dr. A.K.Manoj Kumar is the Registrar of the University.

1. VISION, MISSION & OBJECTIVE

1.1. Vision:

Bringing Hope and Healing with the Love of Christ

1.2. Mission:

- To be a world class center of scholarship in the art and science of healing – exhibiting professionalism, excellence, compassion and a holistic Christ-centered understanding of healing.
- Partnering with other like-minded healthcare providers in supporting and extending the medical mission.
- To make a larger impact on health and healthcare through policy advocacy.

1.3. Objective:

Creating professionally competent medical graduates with high standards of skills, ethics and aptitude for research along with values of compassion, love and sacrifice to lead a meaningful life as a healer to the society.

2. MEDICAL COLLEGE

2.1. Patron: H H Moran Mor Athanasius Yohan I Metropolitan

2.2. Administration

- Rev. Fr. Sijomon Pandapallil - Manager
- Rev.Dr. Daniel Johnson - Director- Medical Missions
- Dr. George Chandy Matteethra - Director & Chief Executive Officer
- Dr. Girija Mohan - Principal
- Dr. Joe Jacob K - Medical Superintendent
- Dr. Elizabeth Joseph - Vice Principal
- Dr.Abel K Samuel Johnson - Additional Vice Principal
- Dr. Joji Joshua Philippose - Registrar
- Dr.Alex M.Varghese - Deputy Registrar
- Mr. Rajesh Chacko - Administrative Manager

2.3. Deans of the Medical College

Undergraduate Studies:

Dean: - Dr Jacob Koshy

Vice-Dean: - Dr Abel K Samuel Johnson

Post Graduate Studies:

Dean: - Dr. Renu Mathew

Vice-Deans: - Dr Reena Anie Jose

Medical Education:

Dean: - Dr Thomas V. Chacko

Student affairs:

Dean: - Dr.Jacob Jesurun R.S.

Research and Ethics:

Dean: - Dr Jijo Joseph John

Vice Dean : - Dr .Cleetus C C

Allied Health Sciences:

- Dean:** - Dr. Joji Joshua Philipose
Vice-Dean: - Dr. Riju Mathew

2.4. Wardens

1. Boy's Hostel:

Dr. Jacob Jesurun R.S, Professor &HOD (Department of Pharmacology)

Asst. Warden: Mr. Kurian K.K., Mr. Dileep D.

2. Girl's Hostel:

Dr. Marina Thomas, Professor (Department of Microbiology) &

Ms.Lynn Elizabeth Thamas (Tutor, Department of Biochemistry)

Asst. Warden: Mrs. Jessy Samuel, & Mrs. Saly Rajan.

2.5. Faculty (1st MBBS)

1) **Anatomy:**

- a. Dr. Suma Thomas (Professor and Head)
- b. Dr. Vijayamma KN (Professor)
- c. Dr. Rani Nallathamby (Associate Professor)
- d. Dr. Meril Ann Soman (Associate Professor)
- e. Dr.Godly Sara Sabu (Assistant Professor)
- f. Ms. Sindhu Thomas (Tutor)
- g. Ms. Suji Biju (Tutor)

2) **Physiology:**

- a. Dr. Annamma Kurien (Professor and Head)
- b. Dr. Indra Murali (Associate Professor)
- c. Dr.Junith Thomas (Tutor)
- d. Ms.Athira M S (Tutor)
- e. Ms.Ronny Roy (Tutor)

3) Biochemistry:

- a. Dr. Kannan Vaidyanathan (Professor and Head)
- b. Dr. Anu John (Professor)
- c. Dr. Riju Mathew (Associate Professor)
- d. Dr. Cleetus C.C. (Associate Professor)
- e. Dr Abel Jaison (Assistant Professor)
- f. Ms. Lynn Elizabeth Thomas (Tutor)
- g. Mr. Ajith Peter Lopez (Tutor)

4) Community Medicine:

- a. Dr. Anoop Ivan Benjamin (Professor and Head)
- b. Dr. Thomas V Chacko (Professor)
- c. Dr. Pramod Thomas(Prof. Biostatistician)
- d. Dr. Saritha Susan Varghese (Associate Professor)
- e. Dr. Abel K Samuel (Associate Professor)
- f. Dr. Shaliet Rose Sebastian (Associate Professor)
- g. Dr. Sangeetha Merrin Varghese Associate Professor)
- h. Dr.Deepak Thomas Varghese (Assistant Professor)
- i. Dr. Sruthy C S Kumar (Tutor)

3. **FACILITIES**

Believers Church Medical College has world-class infrastructure facilities and learning resources that provide a stimulating and enjoyable learning experience for its students. This includes, large, air-conditioned lecture halls equipped with the latest audio-visual aids, e-class rooms with smart boards, highly equipped laboratories and well-connected campus networks. The hostels can accommodate over 500 boys and girls. Student amenities within the campus include, ATMs, auditorium, co-op store, book shop, canteens, etc. The college campus is eco- friendly, vehicle-free and Alcohol/Drugs/Tobacco & plastic-free.

3.1. Believers Church Medical College Hospital is the healing arm of the Church. Experienced, and world-renowned doctors coupled with the best of modern medical technology, through high-tech operation theaters, advanced Intensive Care Units and diagnostic facilities, connected by the latest Hospital Information System (HIS) are accessible to the common man and the less- privileged. At Believers Church Medical College Hospital, it is compassion and empathy that drive the organization on its journey towards accomplishing its mission.

3.2. The Central Library is located in the 'Knowledge Centre' of the Medical College and is spread over two floors with a seating capacity of more than 420 at a time. The Library is fully computerized and networked.

To cater to the information needs of this large community, the library has a collection of more than **7000** books, E-journal database, **Digital library, Virtual library** with more than 1500 e-books, 100 International and National Journals, 366 CD-ROMs and DVDs, Previous year question bank, newspapers, etc.

The library is open on all weekdays from 8.00 am to 09.00 pm (closed on public holidays and Sundays).

3.3. World Class Museums: The College museums possess a collection of over 150 dissected specimens and 100 models are carefully preserved and displayed. The human fetus at different stages, and other fascinating rarities such as huge tumors excised from the body are exhibited, making it a veritable bank of visual reference.

3.4. Hi-Tech Laboratories: To understand the complexities of, and to keep pace with advances in medical science, experiments need to be conducted in well-equipped laboratories. The College has an array of modern laboratories with state-of the art equipment with qualified and well trained staff who provide assistance and guidance to the students.

3.5. Community Outreach: Community outreach programs help students to understand factors other than medicines and medical care that are important in influencing the health of people. This includes the Community orientation program, the community health program and the secondary hospital program.

The Secondary hospital program at Believers Church Medical College Hospital is a unique training program conducted as a part of the Community Medicine training at BCMCH, which exposes young medical students to the healthcare needs of the “Real India”. This program aims to teach students how doctors can work in resource-poor settings, increasing their reliance on hands-on clinical skills rather than investigation-based and technology driven practice.

3.6. Medical Education Unit (MEU): A well-equipped MEU has been established for conducting faculty development programs under NMC-approved nodal centers.

3.7. Recreational facilities: These include indoor and outdoor activities like badminton, table tennis, volleyball, football, hockey and basketball courts, dance room, healthy cafe and a modern gymnasium. The timings of the gymnasium are as follows:

Girls - 6:00 am to 6:45 am & 4:30 pm to 6:30 pm; Boys-6:45 am to 7:30 am & 6:30 pm to 8:30 pm; Families - 4:30 pm to 8:30 pm. The common rooms (in the Medical College) as well as entertainment rooms (in the hostels) are equipped with television with cable connection, facilities for carrom, chess and table tennis.

The MBBS course is a fully residential course. All students are expected to familiarize themselves with the rules and regulations of the Medical College and Hostels.

4. ACADEMICS

4.1. Honour code:

Academic honesty and integrity are essential to the existence and integrity of an academic community. Without maintaining a high standard of honesty and conduct, the academic reputation of a college is compromised. Students of Believers Church Medical College shall refrain from all forms of academic dishonesty, such as cheating, plagiarism, misuse of electronic communication, or other deceitful means of obtaining inflated grades. Students found in violation of the honour code stand to lose academic and extracurricular privileges including being withheld from the University exams.

4.2. Attendance Rules:

The Students of Believers Church Medical College are expected to be regular and punctual in attendance for lectures, tutorials, seminars, practical and laboratory work, clinical demonstrations and case presentations, hospital postings, class and term examinations, etc.

Habitual late attendance/absence from lectures, demonstrations or practical classes will be considered as misconduct. A Minimum 80% of attendance separately in clinics/practical and theory is mandatory for appearing for university examination. Students who do not maintain the requisite attendance and whose progress and conduct are not considered satisfactory as per University rules, will not be allowed to appear for the University examinations. Students have to complete their 1-year Internship in this College only before he/she is allowed full registration by the State Medical Council.

4.3. Internal Assessment

This shall be based on periodical assessments, evaluation of student assignments, preparation for seminars, clinical case presentations, etc. Regular examinations shall be conducted throughout the course. Day-to-Day assessments will be given importance during internal assessment, and weightage for internal assessment shall be 20% of the total marks in each subject. The candidate must secure at least 50% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in the final university examination of that subject. A student who has secured 50% marks for internal assessment will be qualified to appear for university examination provided he/she satisfies the attendance requirement previously specified.

4.4. Criteria for Passing (KUHS University examinations)

A candidate must obtain 50% in aggregate to pass in each of the subjects. This includes:

1. A separate minimum of 50% in aggregate for Theory including viva (university theory + viva + internal assessment), and a separate minimum of 50% in aggregate for practicals /clinics (university practical exams/clinics + internal assessment).
2. A separate minimum of 50% marks in university theory is mandatory for a pass grade.

4.5. Eligibility for Examination:

1. In order to appear in the university examination, students must have a minimum of 80% attendance in each subject (theory and clinics/practice separately).
2. To be eligible to appear in the final examination students must receive a 40% on practical, 40% on theory and a combined 50% of internal assessment

mark .

4.6. Condonation of shortage of Attendance

- Condonation of shortage of attendance on genuine grounds, for subject/subjects (in theory or in practical or both) can be granted once only, during the entire course period. Students may obtain 5% in condonation grant, if he or she has 75% attendance. The Principals/ Heads of Institutions are empowered to grant condonation for shortage of attendance on recommendation by Head of the Department under intimation to KUHS and with the prescribed fee.

4.7. Transfer during internship.

- Transfer to other institutions during the internship shall not be allowed

5. **STUDENTS DRESS CODE**

Health sciences students, staff, and practitioners are required to place a high value on personal appearance, including attire. The reasons are rooted in concerns for infection control, communication and cultural sensitivity. All medical professionals should consider the cultural sensitivities of their most conservative potential patients and present themselves in a manner that will earn their respect, ensure their trust, and make them feel comfortable.

General Standards

- Name badges / ID cards identifying you as a medical student must be worn at all times in the College and Hospital, and clearly visible to those with whom you are interacting.
- Students must wear the prescribed Believers Church Medical College uniform during college hours. Uniforms must be clean and well- ironed.
- All students should wear the doctor's white coat during dissection, practical and clinical postings in the hospital.
- Footwear: clean socks and shoes (boys); sandals/ shoes (girls). No slippers/ chappals are permitted.
- Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Avoid distracting perfumes or colognes (may precipitate allergies or sensitivities).
- Cosmetics should be used in moderation only. Keep jewelry to a minimum (represents potential for cross-infection).
- Hair should be well groomed, neat, and clean. For men, hair should be styled off the face and out of the eyes. Beards/ moustaches must be neatly trimmed. For

women, hair must be well groomed and secured neatly with pins.

- Body art/ body piercing are not allowed.

6. ORIENTATION PROGRAM FOR FIRST MBBS STUDENTS

A Foundation course will be conducted for the first MBBS students, which will include basic instruction in communication, ethics, values, computer and language skills, sports, etc. During this program, students will also be familiarized with the working of the college and hospital. A medical checkup and immunization program will also be a part of the foundation program.

7. COLLEGE DISCIPLINE

(Read also the detailed disciplinary regulations and anti-ragging rules and policies of the Believers Church Medical College)

A misconduct is any act that is reckless and intentional, with the perpetrator unmindful that his/her actions are injurious or likely to be injurious to the interests or reputation of his/her employer and others around him. As per law, all misconduct committed by students will be dealt with within the College itself, unless it violates the civil and criminal laws of the country. All forms of misconduct, including violation of the college and hostel rules, shall come under the purview of the College Disciplinary Committee who will take appropriate action based upon the degree of misconduct.

Students are prohibited from making direct or indirect threats of violence against individuals or groups. Any threat of such violence must be reported immediately to the Principal/Vice Principal/UG Dean. All threats of violence (oral, written, electronic, or symbolic) will be reported to law enforcement when necessary and investigated by college authorities.

Students are prohibited from participating in any demonstration, or political activity that disrupts the functioning of the college, hospital or academic life. The rights and privileges of other students and individuals should be respected while exercising your own freedom. A student found to have made a threat of violence is subject to appropriate disciplinary consequences including suspension, expulsion, arrest, and prosecution.

The decision of the Principal will be final in all matters pertaining to student's discipline.

The possible sanctions imposed may be (but not limited to),

1. Warning, Written apology
2. Educational sanction e.g. sitting in the library from 4-6 pm etc.
3. Community service, Referral to counsellor
4. Probation (The student will be allowed to attend class, but no attendance will be given up to a maximum of two weeks)
5. Loss of privileges like library, playground, and no permission to participate in cultural or sports events
6. Fines/ Restitution for the damage of property
7. Suspension from hostel/ college
8. Dismissal from the college

RAGGING:

Ragging, bullying or harassment in all its forms is strictly banned in the entire medical college including its departments, constituent units, all its premises (academic, residential, sports, canteens, etc.) Whether located within the campus or outside. Bullying and ragging are identified as means of systematically and chronically inflicting physical hurt or psychological distress on one or more students, or a college/hospital employee, including unwanted and repeated written, verbal, or physical behaviour; this includes any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's college performance or participation. Harassment indicates any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student, college / hospital employee.

The central government act on ragging considers it as a cognizable offence at par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST community. The

Administrative office of the Believers Church Medical College shall take strict action against those found guilty of ragging and/or of abetting ragging, bullying or harassing others. All students are hereby instructed to desist from doing anything against your will

even if ordered by your seniors. Students have no reason to be intimidated or fearful of seniors as this institution cares for the well being of each individual student and will not tolerate any atrocities against them.

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

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/ fellowship and other benefits
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Fine of Rs. 25,000/- to Rs. 1 lakh.
10. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
11. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

ANTI-RAGGING COMMITTEE

The BCMC anti-ragging committee consists of chairman(appointed by the Principal) a n d representatives of civil and police administration, local media, non-government organizations involved in youth activities, faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti ragging activities in the institution, consider the recommendations of the anti-ragging squad and take appropriate decisions, including spelling out suitable punishments to those found guilty. The members of the committee are appointed for a period of one year.

ANTI RAGGING SQUAD:

The anti-ragging squad consists of faculty members, representation from members of various sections of the campus community. The squad has vigil, oversight and patrolling functions. The squad is empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The squad will i n v e s t i g a t e i n c i d e n t s o f r a g g i n g a n d m a k e recommendations to the anti- ragging committee and works under the overall guidance of the anti- ragging committee. All matters of discipline within the college campus will be resolved within the campus except those impinging on law and order, or breach of peace or public tranquility, all of which will be dealt with under the penal laws of the land.

Sl No	Name	Designation	Position in the Committee	Phone	E-mail
1	Prof. Dr. Girija Mohan	Principal, BCMC	Chairman	9867464310	principal@bcmch.org
2	Dr. Anu C John	Associate Professor, Biochemistry	Member Secretary	8590053992	wed.john10@gmail.com
3	Mr. Rajappan T T	DYSP of Police, Thiruvalla	Police Representative	9497987053	dysptvllapta.pol@kerala.gov.in
4	Mr. Alex Thekkennattil	Thiruvalla Bureau In-charge, Malayala Manorama	Media Representative	9846098852	benialexthekkenattil@gmail.com
5	Dr. Abel K Samuel Johnson	Additional Vice Principal	Member	8754114518	abelksj@gmail.com
6	Dr. Boban Babu	Associate Professor, Forensic Medicine	Member	9633060003	bobanbabu82@gmail.com
7	Dr. Jacob Jesurun R S	Professor & HOD, Pharmacology	Member	9894119472	jacobjesurun@bcmch.edu.in
8	Dr. Marina Thomas	Professor, Microbiology, Chief Warden - Girls Hostel	Member	9629715970	marinatmicro@yahoo.com
9	Dr. Patsy Vargheses	Professor & HOD, OBG	Member	8078409479	patsyvarghese@yahoo.com
10	Dr. Sumitha Arun	Assistant Professor, Pediatrics	Member	8056398894	sumithaarun@bcmch.edu.in
11	Adv. Princy P. Varghese	Senior Legal Officer	Member	8281356452	legaloffice@bcmch.org
12	Mr. Rajesh Chacko	Administrative Manager	Member	9869123708	rajpark@gmail.com
13	Rev. Thomas Varghese	Chaplain	Member	9446333987	thomasvarghese@bcasia.org
14	Mr. Saji Varghese	Chief Security Officer	Member	7025534448	securityofficer@bcmch.org
15	Mr. Silvi Xavier	PTA Representative	Member	9995041120	silvi.xavier@gmail.com

16	Adv. Joseph John	YMCA Representative	Member	9447908558	josephjohnadvocate@yahoo.in
17	Ms. Christy Gervasis	Student Representative	Member	7909220375	studentscouncil@bcmch.org
18	Mr. Kiran Sebastian	Student Representative	Member	9061217486	studentscouncil@bcmch.org
19	Mr. Aaron Varghese Ronni	Student Representative	Member	9495001535	

**Toll free number to report ragging is
1800-425-3010**

GIRLS' HOSTEL: warden: Dr.Marina Thomas & Ms.Lynn Elizabeth Thamas

Assistant Warden: Ms. Jessy Samuel & Ms.Saly Rajan (91-9495999256,

BOYS' HOSTEL: warden: Dr R.S. Jacob Jesurun

Assistant Warden: Mr. Kurian KK & Mr.Dileep (91-9495999257,

PREVENTION OF RAGGING: to prevent ragging in BCMC and in its campus, the following measures will be strictly implemented,

- Additional security personnel will be deployed in both the boys and girls hostels.
- The first year batch of students will be completely segregated in the hostels with separate entry, exit and dining facilities.
- The members of antiragging squad will patrol the hostels after class hours daily, and ensure that no ragging is taking place.
- The names, contact numbers and email ids of all members of the antiragging squad and committee as well of the wardens and asst wardens of the hostels and the toll free antiragging number will be made available to each first year student.

- All students will compulsorily be asked to enroll in the anti - ragging online website (<http://www.antiragging.in/>) and submit the affidavit duly signed by each student and their parent, at the beginning of each academic year to the principal's office. This will be a mandatory requirement.
- All students (and their parents) residing in the undergraduate hostels will additionally be required to submit a separate undertaking form (specific to the hostels) stating that they will not indulge in ragging in any form in the hostels or its premises.
- Anonymous random surveys shall be conducted across the 1st year batch of students (freshers) every fortnight during the first three months of the academic year to verify and cross-check whether the college and campus are free of ragging or not.
- Freshers will also be given sessions on ragging and method of reporting of ragging incidents during their orientation program.
- Assistance of professional counselors will be made available to counsel freshers in order to prepare them for the life ahead, particularly for adjusting to the life in hostels.

METHOD OF REDRESSAL:

- Any complaints of ragging, either reported directly by the students or witnessed by another, will be strictly and severely dealt with.
- Members of the anti-ragging committee, anti- ragging squad or wardens of the respective hostels may be contacted directly by the students in case they require help or for grievances related to ragging.
- In addition to these, students are also encouraged to contact any faculty member, and principal, vice-principal or any of the deans directly if they wish to report any incident of ragging.

All complaints (verbally or written), will be handled by the antiragging committee. The principal will take immediate action on receipt of the recommendations of the anti-ragging committee and may also take action suomoto if the circumstances so warrant.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

STUDENT RIGHTS

The students of the college have a right to:

- 1.1. Learn and study in a peaceful and safe environment.
- 1.2. Be treated with dignity and respect.
- 1.3. Reasonably express opinions and personal points of view.
- 1.4. Assemble peacefully.
- 1.5. Personal privacy.
- 1.6. Access personal records.
- 1.7. Be informed of the rules of conduct, rights and responsibilities.

STUDENT RESPONSIBILITIES

The Students of the college have a responsibility to:

- 1.7.1. Attend college regularly.
- 1.7.2. Be well versed and knowledgeable with the rules/ policies of the college and hostels of BCMC.
- 1.7.3. Treat faculty, other students and all non-teaching staff with respect.
- 1.7.4. Treat college property and the property of others with respect.
- 1.7.5. Respect the privacy of others.
- 1.7.6. Have in their possession only those items allowed by law and/or College rules or policies.
- 1.7.7. Listen courteously to the opinions and points of view of others.
- 1.7.8. Take responsibility for regular studying and completing assignments/ projects within the stipulated time given.
- 1.7.9. Foster an atmosphere of learning and academic excellence.

- 1.7.10. Take active participation in all college related activities, including extra-curricular activities that promote all round development of the student.
- 1.7.11. Report harmful threats, dangerous situations or suspicious behaviour to the concerned authority, and
- 1.7.12. Not take part in gambling or any other antisocial activities within and outside the Campus

HOSTEL RULES

The following officers constitute the Hostel Management:

- Principal
 - Viceprincipal
 - Dean (UG)
 - Vice Dean (UG)
 - Wardens (Boys & Girls hostels)
 - Assistant Wardens (Boys & Girls hostels)
 - College administrative officer
 - Student's representatives (Two elected representatives- one each from the boys and girls hostels)
- Each hostel is managed by a Warden and an Assistant Warden (who is resident in the hostel). The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through the Warden.
 - The Students will elect a hostel secretary (separate for boys and girls hostels) as representatives to inform and make representations to the w a r d e n s / a s s i s t a n t w a r d e n s o f t h e n e e d s a n d requirements in the hostels.
 - Timings of Wardens' office: 4:30 pm to 6:30 pm (Monday to Friday)
 - If any question arises as to interpretation of Hostel rules, the warden may make a reference to the Principal and decision of the Principal shall be final

and binding.

Room Allotment/ Admission

- Hostel residence is mandatory for all MBBS students
- Admission to the hostels is strictly restricted to the students of the Believer's Church Medical College only.
- All residents are required to have their valid Identity Cards issued to them by the Institute and shall produce them for verification whenever required.
- The student should bring their own bedding and other items of personal use.
- The student should stay in the allotted room for one complete semester. Change in rooms in mid-semester is not possible.
- Room changes: Any request for room changes must be given in writing to the warden with proper justification for the same. Hostel residents are not permitted to change their rooms without the permission of the Warden.
- Each student will be given one key for the hostel room and it is his/ her responsibility to safeguard it. Loss of key will entail a fine of Rs. 250/ per key.

Code of Conduct

- All residents are required to maintain standards of behaviour expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- Scheduled class hours in the Medical College are from 8:00 am to 4:30 pm. No student is allowed to remain in the hostel during these class hours unless they are unwell and have taken prior permission of the warden/ medical officer.
- All hostel residents are expected to be in their rooms between the times fixed. This is as follows,
 - o 08.00 pm to 6:00 am: 1st year batch
 - o 08.30 pm to 6.00 am: Senior batches
 - o Lights off (rooms): 11:00 pm

These timings are applicable during all weekdays and on the weekends that they are staying within the hostels.

- Those who are found out of their hostels during the times specified above will be marked absent and reported to the concerned authorities
- The students will only be allowed to use personal bicycles in the college and hostel areas. Motorized vehicles are strictly prohibited. Students are responsible for the safety of their own bicycles and college authorities will not be in any way held responsible for any damage/ loss/ theft.
- Students are encouraged to go home only on second Saturdays. Any other permissions for leave/ night stay away from the hostel is possible only after prior permission from the Vice Principal/Addnl. Vice Principal.
- Every hostel resident leaving the hostel (during weekends and holidays) and entering the hostels (after a leave period) is required to enter his/her time of entry/exit in the hostel register along with the prescribed leave form, duly signed by the warden
- Once a week bus services are available from BCMCH campus to Thiruvalla town (To: 6:00 pm, Return: 8:00 pm) for students use.
- Students who would like to attend the church services before 6 am, must get written parental permission sanctioned by the Principal's office.
- In case of illness: students are expected to report to the department of Family medicine in Believers Church Hospital between 8:00 am to 4:30 pm. All sick leaves are to be sanctioned by the medical officer in the family medicine department. In case of need for medical attention after 4:30 pm, they must report to the Emergency Department. In case of any emergency/hospitalization, the college will contact the parents/local guardian of the hostel resident to take their advice. In case, due to any reason, the parent/guardian could not be contacted, then the decision

taken by the college will be final and acceptable to the parents/guardian.

- The use of electrical appliances like heaters/ induction cookers/cooking equipment/ coolers/ air conditioners/ refrigerators etc. are not allowed in any of the rooms allotted for residence.
- Audio systems may be used but should not cause inconvenience to other occupants/ residents in the room.
- The use of personal TV, VCR and VCD / DVD is prohibited in rooms. The students should not hire or watch objectionable videos/ movies.
- When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty.

Entertainment room:

The entertainment room in the hostels are equipped with table tennis, chess and television with cable connection. Students may use the entertainment room till 9 pm every day (timing extended to 11:00 pm on Saturdays and evenings prior to scheduled public holidays). The warden/ asst. warden will ensure that these timings are followed.

Waste Management

- Proper disposal of rubbish and maintenance of cleanliness in and around the room shall be the responsibility of the occupant.
- Any form of waste is to be discarded only in waste bins.
- To keep our surrounding clean and environmental friendly we request all students to follow the waste management tips as below.
- Food waste, fruit peels etc. should be disposed in green liner bins provided.

- All general waste, paper waste, paper cups, wrappers, plastic carry bags, tetra packs, plastic bottles, etc. should be disposed in blue liner bins.
- Please deposit Sanitary Napkins, diapers, Toilet tissues, soiled cotton and other dressing materials in the yellow liner bins only.
- Sharps (razors, broken glass, etc.) should be discarded in the puncture proof 'sharps' container only.
- Please Note: The housekeeping staff will only collect waste that are properly segregated. Failure to follow these instructions will attract suitable fine.

Guests/ Visitors

- Visitors of hostel residents should strictly observe the visiting rules and timings of the hostel.
- All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- Visitors can only meet the hostel residents in the visiting room area of the hostel only.
- Visitors timings are as follows:
 - o 4:30 pm to 6:30 pm : Weekdays & Saturdays
 - o 9.00am to 08.30 pm : Sundays
- A guest of a resident (of the same gender) may be permitted, **with the prior approval of the Vice Principal/ additional vice Principal/Warden, to visit the student's room.**
- Entertaining unauthorized guests in any other areas of the hostel/ rooms will lead to severe punishment including expulsion from the hostel.
- No overnight guests are permitted in a student's room.
- The visit of men students to the women's hostel and vice versa is

restricted.

Hostel Mess

- o The hostel residents are required to take their meals in the Mess only. The mess timings must be adhered to strictly. At present, the timings are as follows,

Breakfast

Working Days : 7:00 AM- 7:45 AM

Sundays and Holidays : 8:00 AM - 9:00 AM

Lunch : 12:30 PM - 2:00 PM

Evening Tea : 4:30 PM - 5:00 PM

Dinner : 7:00 PM - 8:00 PM

- Snacks/ other light foods, coffee/ tea and beverages will be available in the Medical College canteen between 9:00 am to 08:30 pm. Students may avail of this against payment.
- Hostel residents are to have their main meals in the hostel mess only. However, if a student is not in a position to go to the mess due to illness or some genuine reasons, the Hostel Warden may grant permission to the resident to get his/her meal to the room.
- The canteen/ hostel mess areas and surroundings should be kept clean and hygienic. Waste disposal to be done in appropriate waste bins only (this is to be strictly followed).

Health Problems:

- An insurance cover will be taken for all students of the Medical College. This will cover hospital costs in case students require inpatient hospitalisation.
- Regular OPD consultations may be availed by visiting the SSHS (Staff and Students health services- attached to the Family Medicine department).

Students will have to pay for any blood tests or drug costs, as the need may be.

- All students must inform the Principal/ Vice Principal during office hours and the warden/ Asst. warden out of office hours, before visiting the hospital. Students are discouraged from visiting the hospital for routine consultations during class hours.
- In case of an emergency, students may visit the emergency unit at any time of the day, on all days of the week (24x7). They should inform the wardens/ concerned authorities of the same.

Room Upkeep:

- Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
- The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to make good the damage, if any. General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- The rooms, common areas and surroundings should be kept clean and hygienic.
- Waste disposal to be done in appropriate containers. (This is to be strictly followed, failing which a fine will be levied on students).

Details of waste disposal:

- Any form of waste is to be discarded only in waste bins.
- General waste such as papers, wrappers and paper cups to be discarded into **BLUE** liner box.
- Soiled waste and sanitary pads (wrapped in newspaper) to be disposed only in **YELLOW** liner box.
- Food waste to be put only in **GREEN** liner box.

- Notices shall not be pasted on walls and walls shall not be scribbled on. Lights and fans should be switched off and water taps shut off when these are not in use.
- No nails/wall fittings are allowed on the walls, in any part of the rooms/bathrooms.
- No idols/idol worship is allowed in any of the rooms.
- The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash or valuables like gold, costly wristwatch etc., in their rooms. They should also take care of their purse, calculators, cell phones, computers and books. In case of theft or loss of any items, it should be reported to authorities immediately.
- Cooking of any kind shall not be permissible in the Hostels. No articles such as inflammable substances, fire arms or any other such material, lethal weapons etc. shall be allowed to be kept in the Hostel by any resident.
- Hot water for bathing AND drinking water is available at selected outlets on alternate floors of the hostel. Students are requested to collect water from these points and carry it to their rooms.
- Water should not be wasted/misused. Water will be available during specific timings in the bathrooms. Students must use water judiciously.
- The college campus and hospital are smoke-free zones.
- Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises is **strictly prohibited**. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken against any violation, and the necessary authorities shall be informed where such action is deemed illegal by the law of the land.
- Possession /use and viewing materials of pornographic nature (books, CDs, internet etc.) is strictly prohibited inside the hostel and college premises.

CIRCULAR: HOSTEL DISCIPLINE

All the students are advised to abide by the rules and regulations issued by the Principal's office meticulously, and any cases of misconducts will attract suitable punishments /penalty charges as mentioned below.




Sl. No	Offences	Penalty in INR	Remarks
01	Acts of indiscipline, theft, misbehavior, gambling, and use of alcohol / intoxicants	1000/-	A resident guilty of any of these shall be liable to expulsion or a fine or both.
02	Smoking	500/-	As per Supreme Court ruling smoking at public places is a punishable offence.
03	Damage to furniture/fixtures/structure	500/- minimum	Amount may vary as per the extent of damage caused.
04	Entry of unauthorized persons into hostel rooms without prior permission.	500/-	
05	Absent from hostel without prior permission	500/-	
06	Using electrical appliances like induction cooker, water heater etc.	500/-	
07	Usage of motor vehicles inside the College/Hospital Campus	500/-	
08	Missing keys of room/furniture	250/- per key	
09	Shifting rooms and furniture without permission	250/-	
10	Wastage of electricity and water	200/-	
11	Loss for loss of identity card & issue of new card	Rs.250+ + Rs.275/-= Rs.475	Rs.150/- for ID card with photo Rs. 125/- BCMC printed ta
12	Not maintaining proper dress code in the college, including lack of grooming	100/-	
13	Not wearing ID cards in the college	100/-	
14	Use of mobile phones inside the college	100/-	
15	Eating inside the rooms other than dining hall	100/-	Now suspended due to COVID
16	Shabby hostel rooms and washrooms	100/-	

17	Not locking the rooms when away from hostel	100/-	
18	Late coming to the hostel without prior permission to the permission from Principal's office	200/-	
19	Violation of institutional COVID protocol	500/-	

Damage and Recovery

- An additional fine (10% per day) will be imposed if the fine is not paid within the stipulated time.
Students with any pending dues will not be permitted to appear for sessional university examinations.
- If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
- If damage is done in anyone of the rooms and the person(s) is / are not identified, then double the cost will be recovered from the room-mates collectively.
- If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in strict disciplinary action or even expulsion from the hostel.

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