

ANNA MEDICAL COLLEGE

MAURITIUS



Student Quality Handbook



ANNA MEDICAL COLLEGE



College: Sans Souci Road, Montagne Blanche | Ph + 230 437 2830 | Fax +230 438 1203
Reg. Off : 28, Luxor Building, Labourdonnais Street, Port Louis | Ph +230 5290 3752 | Fax +230 212 5837
www.amcrc.org

Last update - May 2021

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1. INTRODUCTION

"Quality is everyone's responsibility." - W. Edwards Deming

Quality assurance of an educational institution is a system of guaranteeing or assuring customers and clients of the long-term reliability and quality of an institution's product (graduate) or service. Quality assurance is seen as having four components:

- Everyone in the institution has a responsibility for maintaining the quality of the product or service
- Everyone in the institution has a responsibility for enhancing the quality of the product or service
- Everyone in the institution understands, uses and feels the ownership of the systems which are in place for maintaining and enhancing quality
- The institution satisfies itself that it has an effective structures and mechanisms in place so that continual quality improvement can be guaranteed.

The Quality is defined in many different ways applicable to different enterprises. One widely accepted definition applicable to Higher educational Institutions (HEI) is quality denotes that the graduate of HEI will demonstrate "Fitness for purpose".

Any country that aspires to become a knowledge based economy must demonstrate that it takes the quality of its higher education programmes and awards seriously and is willing to put into place the means of assuring & demonstrating attainment of that quality.

Government of Mauritius is embarking on a well thought approach to develop Mauritius as a hub for higher education in this region, by facilitating national and International institutions offering higher education. In this process, to attract international students, AMC being one of the Higher education Institutions (HEIs) of Mauritius, must demonstrate quality assurance by practicing the evidence based quality management process that are practiced in international higher education systems. Quality assurance refers to the set of procedures adopted by higher education institutions, national educational systems and international agencies standards through which quality is maintained and enhanced.

Quality management systems (QMS) in Higher Education Institutions (HEI) have been developed for a number of years to improve institutional process standards. A quality assurance system in higher education has to incorporate several elements, to be harmonized with it. Different quality tools and standards can be used on their own or together. The mix will depend on the needs of the organization and its particular strategic focus.

In this endeavor, Anna Medical College (AMC) is adopting this quality handbook to make it evident to all the stakeholders of AMC about our commitment to maintain and enhance quality.

The Purpose of this handbook is to put in place a written document about quality management and enhancement process at AMC that will be a guiding template for the internal quality assurance and quality enhancement. This handbook main focus is to:

- Provide a detailed written document that describes the Quality Assurance System (QAS) with commitment statements, identifying requirements and application of academic standards.
- Describe the processes of specific activities and identify the tools used to implement each process and activity.
- Set out the procedures for planning quality assurance and enhancement of teaching & learning in academic programmes, research with built in quality audit process.
- Continuously provide necessary checks & corrections to reach to the expectations of all the stakeholders.
- Describe the controls for each element of the QAS as to how the activity or service can be audited.

Quality assurance (QA) can succeed only if it becomes inherent to the institutional culture. Such culture generates the necessary motivation and ensures competence in implementing QA mechanisms. Quality assurance is the process for checking that the academic standards and quality of higher education provision meet agreed expectations.

These internal processes that help institutions to improve their performance is sometimes referred to as quality enhancement.

Quality Assurance System (QAS) must be a continuous and an on-going process (planned systematic review process of an institution) to ensure that acceptable standards of education and infrastructure are being maintained & enhanced. Everyone working in an institution must take responsibility for building QAS into their day to day routine activities. This can be brought about only through properly structured Institutional Quality Management & Enhancement Committee (IQMEC) responsible for Internal Quality Assurance mechanism. Hence, IQMEC is considered as the cornerstone of QAS in higher education. The overall objective is to continuously promote and improve the quality of the core activities and the institution as a whole. Internal quality development is relevant to every higher education institution and is related to numerous aspects of quality as well as to the primary missions of these institutions.

As per Standards and Guidelines for Quality Assurance by European Association for Quality Assurance in Higher Education (ENQA) document 2009 European standards and guidelines for internal quality assurance within higher education institutions - Policy and procedures for quality assurance: "Institutions should have a policy and associated procedures for the assurance of the quality and standards of their programmes and awards. They should also commit themselves explicitly to the development of a culture that recognizes the importance of quality and quality assurance, in their work. To achieve this, institutions should develop and implement a strategy for the continuous enhancement of quality. The strategy, policy and procedures should have a formal status and be publicly available. They should also include a role for students and other stakeholders".

This Quality Assurance (QA) Handbook sets out the AMC Quality Management Framework. This document will explain the overall approach by AMC to the assurance and enhancement of academic quality and standards,

AMC will assure its students and all its stakeholders that the teaching and training it offers, upholds the internationally accepted academic standards and provide high quality learning opportunities to the students.

This Handbook offers a comprehensive description of the processes and methods to be implemented in the quality assurance and enhancement in an efficient and effective manner.

The Quality Manual/handbook will be, periodically reviewed to ensure its continued appropriateness in the light of any contemporary internal and/or external developments.

2. INSTITUTIONAL MISSION

To produce physicians who will be knowledgeable of principles of modern medical sciences and masters in the art of critical thinking and in the clinical decision making process.

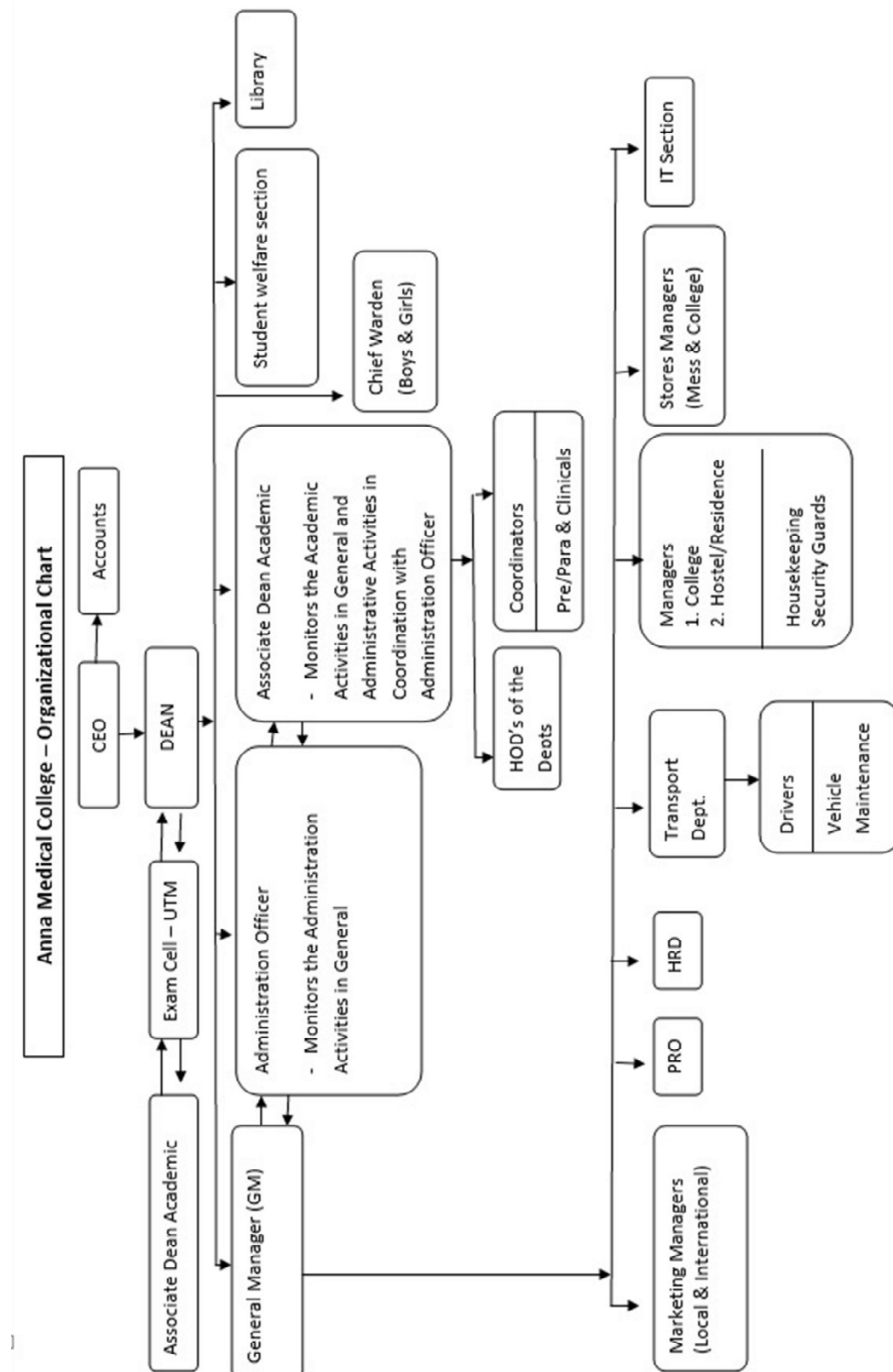
To produce physicians who are dedicated to the ethical and social principle of the profession with a lifetime commitment to continued learning.

3. INSTITUTIONAL AIMS AND OBJECTIVES

Anna Medical College MBBS graduate should be able to:

- Be competent in diagnosis and management of common health problems of the individual and the community.
- Demonstrate the ability to acquire new information and data and to critically appraise its validity and applicability to one's professional decision.
- Exhibit a capacity for self-evaluation, moral reflection and ethical reasoning to form the basis for a self-directed, lifelong engagement and involvement in the medical and health sciences profession
- Be capable of lifelong learning via both print and electronic sources and to remain current with the advances in medical and health sciences knowledge, skills and practice.
- Be capable of applying the knowledge of Research methodology in clinical practice thereby contributing the medical community and society the relevant study outcomes.
- Demonstrate the ability to communicate compassionately and effectively, both verbally and in writing with colleagues, patients and their families.

4. INSTITUTIONAL GOVERNANCE



5. INTERNAL QUALITY MANAGEMENT & QUALITY ENHANCEMENT PROCESS

The Institute's Quality Management & Enhancement Committee (QMEC) is responsible for the overview of academic standards and quality assurance and enhancement processes within the Medical School and in the development of policy and practice in relation to such processes. The QMEC reports to the Academic Council formed by the heads of departments and headed by the Dean of Faculty of Medicine.

Main Objectives and Functions of QMEC

- 1) Are subject to any general or particular direction that may, from time to time, be given by the Dean and the Academic Council of AMC.
- 2) The Academic Council of AMC will monitor the activities of the QMEC and look into recommendations of other external bodies concerned with the quality assurance and/ or standards insofar as they impinge on the Institution.
- 3) The Academic Council of AMC will promote the development at Faculty and Departmental levels of initiatives relating to quality enhancement and the enhancement of academic standards.
- 4) Responsible for the planning of the preparatory work involved in Internal Quality Audits of the Institute carried out under the auspices of University of Technology, Mauritius Internal Quality Review procedures.
- 5) Coordinates with the Institute in preparation for the visits by external education committees or other validating professional bodies.
- 6) Promote discussion and sharing of good practice between the departments of the Institute in relation to quality assurance and enhancement.
- 7) Discuss any issues raised by the on-line student evaluation feedback and plays a role in suitable resolution of the same.
- 8) Monitor the quality of paper setting and assessment process.
- 9) Request departments to conduct community oriented programs.
- 10) Organize seminars, workshops etc.
- 11) Strengthen the interdisciplinary laboratory facilities with new instruments.
- 12) Continue the policy of encouraging students and teachers to participate in seminars and workshops.
- 13) Improve academic excellence in college and university examinations.

6. MBBS PROGRAMME REGULATIONS

6.1. MBBS study at Anna Medical College

Anna Medical College (AMC) is affiliated to University of Technology Mauritius (UTM) which is a Government of Mauritius University. UTM MBBS programme is offered at Anna Medical College and upon successful completions MBBS degree is awarded by UTM.

The MBBS programme under UTM consist of total 6265 hours of Face to face Teaching & Learning activity of theory, Practical/clinical teaching & training distributed among 10 semesters under different subjects.

In the MBBS programme broad subjects covered are:

- Anatomy
- Physiology
- Biochemistry
- Pharmacology
- Microbiology
- Pathology
- Forensic Medicine
- Community Medicine
- ENT
- Ophthalmology
- Pediatrics
- Orthopedics
- General Medicine including Dermatology, Pulmonology, Psychiatry
- General Surgery including Radiology, Anesthesiology
- Obstetrics & Gynecology including family welfare

As part of MBBS programme every student must undertake a student research project based on their choice under the guidance of faculty of AMC and UTM during 6th and 7th semester of MBBS. AMC Dean will coordinate this activity with UTM and train students in research methodology. AMC research advisory committee will prepare/update the list of topics for student's research project. Student can choose a topic from that list and AMC Dean will facilitate the process of the research supervisor/guide to each student. Student under the guidance of his/her supervisor will prepare a formal application to AMC institutional ethics committee which will undertake necessary review and approve all research proposals.

6.2. Student Registration with UTM and registration Fees payment details

Students are required to register at the beginning of each semester of their programme of study. The time and procedures for registration are announced by the University/College and all the concerned students must complete the process of payment in that announced schedule. AMC students section will facilitate this registration process. Only with the special permission of the Registrar of UTM may a student be permitted to register other than at the prescribed schedule.

6.3. MBBS Programme Admission Requirements

6.3.1. Eligibility requirements

- i. The candidate must be at least 17 years of age on or before the 31st December of the academic year in which the candidate is seeking admission.
- ii. Students must produce an original certificate, or a certified true copy of an original certificate, stating that he/she has passed at one sitting, any 3 subjects at Advanced ('A') level (or its equivalent), preferably in science, with a minimum of 21 points, based on the scale of the Medical Council of Mauritius, as shown below:

A-Level Grade	A-Level Marks	A-Level Points
A+	90-100	10
A	80-89	9
B	70-79	8
C	60-69	7
D	50-59	6
E	40-49	4

Foreign students must seek equivalence of their qualifications before application is made and must also satisfy entry requirements of the relevant regulatory body governing undergraduate medical education in their own country.

- iii. Any other qualifications acceptable to the Academic Council as satisfying the minimum requirements for admission.

6.3.2. English language requirements

All applicants must have a credit in English at “O- level” and must have passed General Paper at “AS-Level” or possess equivalent qualifications acceptable to the University for admission.

International students not fulfilling the above criteria must have either (i) the International English Language Testing System (IELTS) with a minimum test score of seven (7) for admission or (ii) the Test of English as a Foreign Language (TOEFL) with a minimum test score of 550 for the paper-based test or a minimum test score of 79 for the internet-based test for admission.

7. MBBS PROGRAMME AIMS AND OBJECTIVES

At the end of the MBBS course, the following outcomes are expected from MBBS graduates:

7.1 The doctor as a scholar and a scientist - shall be able to:

- Apply to medical practice biomedical scientific principles, method and knowledge relating to: anatomy, biochemistry, cell biology, genetics, immunology, microbiology, molecular biology, nutrition, pathology, pharmacology and physiology.
- Apply psychological principles, method and knowledge to medical practice.
- Apply social science principles, method and knowledge to medical practice.
- Apply to medical practice the principles, method and knowledge of population health and the improvement of health and healthcare.
- Apply scientific method and approaches to medical research.

7.2 The doctor as a practitioner - shall be able to:

- Carry out a consultation with a patient
- Diagnose and manage clinical presentations.
- Communicate effectively with patients and colleagues in a medical context.
- Provide immediate care in medical emergencies.
- Prescribe drugs safely, effectively and economically.
- Carry out practical procedures safely and effectively.
- Use information effectively in a medical context.

7.3 The doctor as a professional - shall be able to:

- Behave according to ethical and legal principles.

- Reflect, learn and teach others.
- Learn and work effectively within a multi-professional team.
- Protect patients and improve care.

7.4 MBBS graduate shall:

- i. Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations
- ii. Be competent to practice preventive, curative and rehabilitative medicine in respect to the commonly encountered health problems
- iii. Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects
- iv. Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities
- v. Possess the attitude for continued self-learning and to seek further expertise or to pursue research in any chosen area of medicine
- vi. Be familiar with the basic factors that are essential for the implementation of the National Health Programmes including practical aspects of the following:
 - Family Welfare and Maternal & Child Health (MCH)
 - Sanitation and water supply
 - Prevention and control of communicable and non-communicable diseases
 - Immunization
 - Health Education
- vii. Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery
- viii. Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures
- ix. Be able to work as a leading partner in health care teams and acquire proficiency in communication skills
- x. Be competent to work in a variety of health care settings
- xi. Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and the ability to relate to or show concern for other individuals.

Key: Hours to include (Lectures + Practical/Project + Clinical Postings)

[illegible]

Subjects	Sem1	Sem2	Sem3	Sem4	Sem5	Sem6	Sem7	Sem8	Sem9	Sem10	Total Hours
Community Medicine	15+0+0	15+0+0	20+0+ 60	30+0+ 60	30+0+0	35+75 (P)+30	35+15 (P)+30				180+90+180 450
Ophthalmology				0+0+60		50+0+ 60	50+0+30				100+0+150 250
Otorhino-laryngology				0+0+60		35+0+ 30	35+0+30				70+0+120 190
Pediatrics				0+0+ 30		20+0+ 30	20+0+30	60+0+60			100+0+150 250
Orthopedics					0+0+60	20+0+ 60	20+0+0	60+0+30			100+0+150 250
General Medicine			10+0+ 60		0+0+60	30+0+0	35+0+60	65+0+60	80+0+ 60	80+0+90	300+0+390 690
Chest & TB									20+0+ 30		20+0+30 50
Dermatology & Venereology (Inc. HIV/AIDS)				0+0+15				0+0+15	15+0+ 30	15+0+30	30+0+90 120
Psychiatry						20+0+0	20+0+40		0+0+20	20+0+30	60+0+90 150
General Surgery			10+0+ 60		0+0+60		65+0+60	65+0+60	80+0+ 60	80+0+ 60	300+0+360 660

Subjects	Sem1	Sem2	Sem3	Sem4	Sem5	Sem6	Sem7	Sem8	Sem9	Sem10	Total Hours
Anesthesia					20+0+30						20+0+30 50
Radiology							20+0+30				20+0+30 50
Radiotherapy							10+0+0				10+0+0 10
Casualty						0+0+ 30			0+0+ 15		0+0+45 45
Dentistry							10+0+ 15				10+0+15 25
Obstetrics & Gynecology & Family planning			0+0+30	0+0+30	0+0+ 60	0+0+ 30	0+0+30	80+0+60	110+0+ 60	110+0+ 60	300+0+360 660
Total hours											6265

The surgery posting will include training in radiotherapy where the department is existent. The General Medicine posting will include 30 hours of cardiology posting where the department is existent. The orthopedics posting includes exposure to rehabilitation/physiotherapy where the department is existent. A 60 hour clinical pathology posting to include exposure to laboratory medicine and infectious diseases may be done where the departments are existent.

8.1 Student Progress & Assessment

8.1.1 Assessment mechanism

As per UTM's Regulations for MBBS Programme and Objective Structured Practical Examination (OSPE) / Objective Structured Clinical Examination (OSCE)

The Health Technologies Module will be assessed 100% by coursework which should include at least two class tests.

The students will complete a research project under the Community Medicine module. Each student will be offered a choice-based subject to carry out their project with the help of a supervisor from the affiliated Medical Colleges or from UTM as the case may be. Where the main supervisor is not from UTM, there shall be an administrative supervisor from UTM. Students shall submit the research project to the relevant departments for assessment. The project shall start in the 6th semester and should be submitted at the end of the 7th semester and the project guidelines will be adapted from the UTM Guidelines. 90 hours will be devoted to the project and it will carry 50% of the total internal assessment marks for the Community Medicine module.

8.1.2 Exit points

There are no exit points before the completion of the full programme

8.2 Evaluation of performance

As per UTM's Regulations for MBBS Programme

8.3 Award classification

Classification	Overall Marks (x) %
Distinction	$x \geq 70$
1 st Class	$60 \leq x < 70$
2 nd Class	$50 \leq x < 60$
Fail	$x < 50$

8.4 Professional Examinations

There are three Professional examinations (Summative examinations) during the MBBS programme as shown below:

MBBS programme total 10 semesters									
1	2	3	4	5	6	7	8	9	10
	1st Professional Exams: Anatomy Physiology Biochemistry			2nd Professional Exams: Microbiology Pharmacology Pathology Forensic Medicine		3rd Professional Exams -Part I: Community Medicine Ophthalmology Otorhino-laryngology	3rd Professional Exams -Part II: Pediatrics Orthopedics		3rd Professional Exams -Part III: General Medicine General Surgery Gynecology & Obstetrics

9. LEARNING RESOURCES

9.1 Library

Library is well organized with more than 7500 print books, 1365 eBooks, 511 print Journals, 500 online journals and all the required infrastructural facilities are maintained. The details are as below:

- Study room for students with a capacity of more than 100 students with individual study table and chair.
- Study room for staff
- Book borrowing system
- Digital Library
- Rooms for Librarian and Library staff
- Photo copying facility
- Room for combined study & group discussions

E-Library facility and Internet Facility is available to the students and staff for accessing Online Journals. The Library is provided with the CD/DVDs on various subjects which contain Audio-Visual programs for teaching. Also the internet facility is also available to download the required Audio-Visual contents from various web-sites. The facility to run the Audio-Visual contents is available in all the Lecture Theaters. A high speed internet connection is provided to all the computers in the College. The Wi-Fi facility is also available for those who want to access the internet through Laptops, Tabs & Mobiles.

9.2 Lecture halls and other teaching rooms

For Large group lectures, there are 6 Lecture theaters in Montagne Blanche Campus and Flacq. The minimum seating capacity of the lecture theaters is 75. The lecture halls have digital boards, projection system, and audio-visual facility along with white boards along with LCD and audio facilities.

For small group teaching, separate rooms for small group discussion and Demonstrations are also available.

9.3 Practical laboratories

Practical Laboratories with necessary equipment and learning materials are available for relevant departments to train students.

Students undergo training/simulation of relevant procedures/clinical skills in the AMC Clinical skills laboratory which is equipped with mannequins & models.

For Hospital bedside teaching & Clinical training, AMC is permitted to utilize Government of Mauritius Ministry of Health Hospitals through Memorandum of Agreement for the purpose of clinical training of AMC students.

10. TEACHING AND LEARNING PROCESS

Instead of the traditional didactic teacher-centered teaching and learning approach, Anna Medical College (AMC) adopts a student-centered and competency-based teaching & learning approach. The teaching & learning process, which is of utmost importance in the institution, includes a mix of didactic lectures, small group teaching/discussions, student seminars, problem based learning and case based learning.

Our teaching and learning process is constantly being updated. At the first place, AMC's teaching and learning process involves establishing learning objectives (LOs), developing teaching and learning strategies aligning to LOs. Students are provided with LOs and all the teaching sessions PPTs for further self-study. For the Faculty to effectively guide, teach & train the students and provide the necessary academic knowledge and skills to students, they are continuously undergoing Medical Education Technology trainings to be connected with all the recent developments in medical education process.

For students, the teaching & learning process is categorized into three part. That is, theory, practical and clinical sessions. Under theory, we have group and case-based discussions, power point presentations and self-directed learning. Under practical, we have tutorials, demonstrations, seminars and Periodic class tests for formative assessment & feedback. While under clinical session, we have clinical training, bedside training, patient care and patient record writing exercises.

A special focus is placed on self-directed learning, whereby AMC faculty are focusing in preparing career ready students. By encouraging students to engage into self-directed learning, the Faculty help in moving the learning paradigm from a teacher-centric approach to a student-centric approach. As such, students become more interested, more responsible and are more ready to invest their time in their learning processes. AMC facilitates learning by guiding/motivating/encouraging students to think, feel and act. Faculty at AMC is focusing to inculcate critical thinking process among the AMC medical students who are tomorrow's doctors.

AMC Faculty promotes students active participation through guided reading, reflective writing and study groups. Likewise, AMC Faculty incorporate various active learning tasks based on interests of students to help them learn through observation, exploration, experimentation and discovery. On the same note, we have various academic committees established at AMC to support students. For instance, through our student welfare committee and the mentorship program, our students are guided and supported in potential challenges. Students are also encouraged to take up medicine related quiz, poster competitions and workshops for diverse knowledge and skills.

11. ASSESSMENT AND MONITORING

Professional examinations are conducted by the MBBS degree awarding body that is University of Technology, Mauritius

11.1 Progress through Semesters

For all Semesters, whether examinable or not, progress of students through the Semester and to the following Semester will depend on eligibility of the students and on adequate teaching and learning facilities and resources for medical education being available at the affiliated Medical College as per the requirements of the relevant regulatory body e.g. Framework for medical education in Mauritius of the TEC. The affiliated Medical College should submit documentary evidence of teaching and learning resources available to the University on a monthly basis.

Approval of the University must be obtained to start or proceed with any Semester of the programme.

Failure of the affiliated Medical College to meet requirements of the University and / or the regulatory body will entail suspension of programme delivery until satisfactory remedial measures are taken.

11.2 The Examining Body

- (i) The conduct of the University examinations shall be under the control of the Chief Examinations Officer and Academic Council;
- (ii) Examiners and assessors shall be appointed by the School Board or the Chairperson of the School Board upon the recommendation of the School of Health Sciences in consultation with the Medical College;
- (iii) Dates, venues and times for examinations as specified in the examinations time tables shall be published under the authority of the Academic Council.

11.3 University Examinations

- a) Theory papers will be prepared by the examiners. Nature of questions will be short answer type/objective type/MCQs and marks for each part indicated separately.

Practicals/Clinicals will be conducted in the laboratories or hospital wards. Objective will be to assess proficiency in skills, conduct of experiment, interpret data and draw logical conclusion. Clinical cases should preferably include common diseases not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation.

Viva/Oral includes evaluation of management approach and handling of emergencies. Candidate's skill in interpretation of common investigative data, X-rays, identification of specimens, ECG, etc. also is to be evaluated.

The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him/her to carry out his/her professional day to day work competently. Evaluation will be carried out on an objective basis.

Question papers should preferably be of short structure/objective type.

- b) Examinations shall normally take place at the end of the following semesters:
- Semester 2
 - Semester 5
 - Semester 7
 - Semester 8
 - Semester 10

- c) Professional distribution and timing of University Examinations/Professional (Examination)

1st Professional	2nd Professional	3rd Professional
At the End of 2 nd Semester	At the End of 5 th Semester	At the End of 7 th , 8 th & 10 th Semester
In Pre-Clinical Subjects	In Para-Clinical Subjects	In Clinical Subjects
Anatomy Physiology Biochemistry	Pathology Microbiology Pharmacology Forensic Medicine	7th Sem Community Medicine Ophthalmology Otorhinolaryngology 8th Sem Paediatrics Orthopaedics 10th Sem General Medicine General Surgery Obstetrics & Gynaecology

NB:

- Health Technologies module will be examined through 100% coursework (100 marks) in the 3rd semester of the 2nd Professional.
- Students will need to satisfy prescribed requirements for registration with the relevant. Regulatory Body, including completion of any internship period

d) Marks distribution for various subjects

Professional	Subjects	Marks Distribution				Total
		Theory	Oral / Viva	Practicals / Clinicals	Internal Assessment	
First Professional (Pre-Clinical Subjects)	Anatomy	Paper I – 50 Paper II - 50	20	40	Theory - 20 Practical - 20	200
	Physiology	Paper I – 50 Paper II - 50	20	40	Theory - 20 Practical - 20	200
	Biochemistry	Paper I – 50 Paper II - 50	20	40	Theory - 20 Practical - 20	200
Second Professional (Para-Clinical Subjects)	Pathology	Paper I – 40 Paper II - 40	15	25	Theory - 15 Practical - 15	150
	Microbiology	Paper I – 40 Paper II - 40	15	25	Theory - 15 Practical - 15	150
	Pharmacology	Paper I – 40 Paper II - 40	15	25	Theory - 15 Practical - 15	150
	Forensic Medicine	Paper I - 40	10	30	Theory - 10 Practical - 10	100
Third Professional (Clinical Subjects)	Ophthalmology	Paper 1 - 40	10	30	Theory - 10 Practical - 10	100
	Otorhinolaryngology	Paper 1 - 40	10	30	Theory - 10 Practical - 10	100
	Community Medicine	Paper I – 60 Paper II - 60	10	30	Theory - 20 Practical - 20	200
	Pediatrics	Paper 1 - 40	10	30	Theory - 10 Practical - 10	100
	Orthopedics	Paper 1 - 40	10	30	Theory - 10 Practical - 10	100
	General Medicine	Paper I – 60 Paper II - 60	20	100	Theory - 30 Practical - 30	300
	General Surgery	Paper I – 60 Paper II - 60	20	100	Theory - 30 Practical - 30	300
	Obstetrics and Gynaecology	Paper I – 40 Paper II - 40	30	50	Theory - 20 Practical - 20	200

NB: Health Technologies module will be examined through 100% coursework (100 marks) in the 3rd Semester of the 2nd Professional. However, the marks will not be computed for the award of the MBBS degree.

- e) Information on factors that could adversely affect the performance of a student in Examinations should be brought to the attention of the Head of School of

Health Sciences in writing well before the results of the student are referred to the Board of Examiners.

- f) Award classifications shall be based on the candidate's performance in examinations/internal assessment as the Academic Council may from time to time require to take place and at times determined by the Academic Council.

11.4 Pass Criteria For Promotion To Subsequent Professional:

- a) 1st Professional examination will be at the end of 2nd semester. Passing in 1st Professional examination is compulsory before proceeding to 2nd Professional.
- b) 2nd Professional examination shall be at the end of the 5th semester. The candidates will have to clear all the subjects of 2nd Professional examinations within the maximum duration of the 2nd Professional as per Table in Section 6 (viii) before being eligible to sit for the 3rd Professional examination.
- c) 3rd professional examination is divided in 3 parts and shall be at the end 7th, 8th & 10th semesters. In the 3rd Professional, passing of the subjects in a semester or a given examination is not compulsory before entering into the subsequent semesters. However, passing of all or undertaking subsequent parts of the 3rd Professional examination the subjects is compulsory for the successful completion of the course.
- d) The marks obtained in Paper I & II in respective subjects, wherever applicable shall be consolidated in the mark sheets. Passing in respective papers is not compulsory, but a minimum of 40 % is required in each paper.
- e) The candidates shall be required to pass in theory and practical separately and if they fail in either of them, they have to reappear in both again. There will be no limit on the number of resits allowed in a given subject in 1st, 2nd and 3rd Professionals subject to clause 6(viii).
- f) The number of attempts for each subject will be specified in the transcript.
- g) The candidates shall be required to reappear only in the failed subjects in all the phases of the curriculum.

- h) The maximum duration which a candidate may undertake each Professional on the MBBS programme, including approved interruptions shall be as follows:

Professional	Normal Duration	Additional Years/Semesters	Maximum Duration	Maximum No of unused Additional Semesters from previous phase that can be accumulated	Maximum Duration including unused additional Semesters from previous phase
1 st	1.0 year (2 sem)	1.0 yrs (2 sem)	2.0 years (4 sem)	0	2.0 yrs (4 Sem)
2 nd	1.5 yrs (3 sem)	1.0 yrs (2 sem)	2.5 years (5 sem)	1.0 yrs (2 Sem)	3.5 yrs (7 Sem)
3 rd	2.5 yrs (5 sem)	2.0 yrs (4 sem)	4.5 years (9 sem)	2 yrs (4 Sem)	6.5 yrs (13 sem)

Student may carry over to the next Professional unused number of additional semesters provided for under the previous Professional.

- i) The maximum duration for completing the whole MBBS programme including approved interruptions, is 9 years.
- j) MBBS graduates will have to meet the requirements of the relevant Regulatory Body of the country where they intend to register

11.5 Eligibility Criteria to Appear For University Examination

- a) 75% of attendance in each subject is compulsory, that includes theory & Non-Lecture (Practicals/Clinicals, seminars, group discussions, tutorials, hospital postings and bedside clinics) failing which the student will not be permitted to appear for the University Exam. Attendance shall be calculated for the total Number of hours prescribed and not the number of classes conducted.
- b) A minimum of 35% pass mark is required in Internal Assessment for a candidate to be eligible to sit for University Examinations.

11.6 Internal Assessment

- a) It shall be based on regular assessment, evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- b) Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations are left to the institution.
- c) Day to day records should be given importance during internal assessment.
- d) Weightage for the internal assessment shall be 20% of the total marks in each subject.
- e) Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

Note: Internal assessment shall relate to different ways in which student's participation in learning process during semesters is evaluated. Some examples are as follows:

- Preparation of subject for student seminars.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Undertaking of a Project on health care in the community from planning stage to evaluation in Health Care system.
- Proficiency in carrying out a practical or a skill in a small research project.
- Multiple choice questions (MCQ) test after completion of a system/teaching.
- Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

11.7 Internal Assessment Examination

- a) Two Periodical exams with notified syllabus shall be conducted.
- b) 3rd and last internal assessment exam (pre-final) is mandatory and is conducted as similar to university exam pattern i.e. theory, practical/clinical should be completed 20 days before the commencement of final examination.
- c) A satisfactory Record Book, certified by the Supervisors, must be produced before the exams.

11.8 Calculation for Internal Assessment Marks

Average of the best two internal assessment exams marks will be considered.

Practical Assessment Weightage 50%

Theory Assessment Weightage 50%

TOTAL 100%

NB: Student must score a minimum of 35% in theory and practical.

Fresh internal assessment examination is mandatory for the failed students. The previous internal assessment marks will not be considered.

11.9 Evaluation of the Subject

Each subject will be evaluated by:

- a) Theory writing, paper I and II including MCQ, theory question paper will be set in 2 sets by the examiners of the concerned subject, out of the 2, 1 set of question paper will be selected for the examination.
- b) Performance in practical's and Viva Voce.

11.10 Pass Criteria

	Weightage (%)	Pass (%)
Theory:		
Theory Paper	80%	50%
Internal Assessment	20%	
Practical:		
Oral/Viva/Practical	80%	50%
Internal Assessment	20%	

NB: In each of the subjects, excluding Health Technologies module, a candidate must obtain 50% in aggregate i.e. overall for all components of the examination for the subject, with a minimum of 50% in Theory including Orals and minimum of 50% in Practicals/Clinicals.

The Subject Grading Structure is as follows:

Grade	Marks (x) %
A	$x \geq 70$
B	$60 \leq x < 70$
C	$50 \leq x < 60$
F	$x < 50$

11.11 Training Period and Time distribution

- Every student shall undergo a period of certified study extending over 5 academic years divided into 10 semesters, (i.e. of 6 months each) from the date of the start of the study for the subjects comprising the medical curriculum to the date of the examination. Each semester will consist of 20 weeks excluding examination period.
- First Professional (Semester 1 and 2)
- Second Professional (Semester 3, 4 and 5)

During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine and Toxicology and part of Community Medicine.

- Third Professional (Semester 6, 7, 8, 9 and 10)

11.12 Theory Paper Setting

- a) Examiners shall be responsible for setting the corresponding theory papers (one or two, as applicable as per the subject).
- b) Examination Paper shall be word-processed as per template provided by the University.
- c) A soft copy of the examination paper will be submitted to the University.
- d) Head of School of Health Sciences or his/her representative shall randomly select one set of theory paper(s) including from the bank of papers.

11.13 Moderation of Theory Papers

- i) The purpose of the moderation of theory paper shall be to ascertain that:
 - a. The question papers are according to the prescribed syllabus for that Paper/Section.
 - b. The language and grammar of the questions are correct and easily understandable.
 - c. The questions are not confusing.
 - d. There is no repetition of similar questions in the second paper.
 - e. It is reasonably possible to complete the paper in the prescribed time.
- ii) The moderator shall not be one of the examiners.

11.14 The Chief Examination Officer

- a) The Registrar shall be the Chief Examination Officer for all Examinations of the University and shall be responsible for the organization of the Examinations and the release of results once they have been approved by the Academic Council; subject to all financial dues owed to the University by the College being cleared.
- b) The Medical College shall ensure that provisional and final examination time-tables as approved by the Registrar are posted on the notice boards of the Medical College, sent by post and on its website;
- c) Representations from students regarding matters connected with examinations should be made to the Registrar, through the Medical College.

11.15 Appointment of Examiners

- i) Evaluation of Practical Examinations
 - a) There should be minimum of 3 examiners and maximum of 4 examiners to conduct

Practicals and Viva for 100 candidates, 20 to 25 candidates per day.
 - b) Composition of Examiners, 2 internal examiners are from the college.
 - c) Minimum 1 and Maximum of 2 External examiners in the concerned subject to be appointed by the University.
 - d) Senior most Internal examiner will act as chairman of the whole examination programme to maintain the uniformity in the matter of assessment of candidates.
 - e) All examiners should at least be at Associate Professor Level. If there is no associate professor, the Assistant Professor of 5 years or more teaching experience in the subject can be appointed as internal/external examiner.
- ii) Evaluation of the theory papers
Coded answer books should be evaluated by the same examiners during the practical and Viva

11.16 Board of Examiners

- (i) There shall be a Board of Examiners for Semester examinations, end of level examination and resit examinations;
- (ii) The Board of Examiners shall comprise:
 - (a) The Head of School of Health Sciences - (Chairperson)
 - (b) The Dean of the affiliated College
 - (c) The Registrar or his/her representative
 - (d) The Head(s) of Departments/Centers/Sections/affiliated College
 - (e) Relevant Officers of the affiliated college concern
 - (f) The Programme Coordinator
 - (g) One academic staff from the school

- (f) Internal Examiners and Moderators where appropriate.
- (g) Any co-opted member;
- (iii) The Chairperson and Dean or representative of the affiliated college and 3 academic staff shall constitute the quorum.
- (iv) The Secretary of the Board of Examiners shall be the Administrative Officer of the School of Health Sciences.

11.17 Functions of the Board of Examiners:

- (a) To consider all examinations and resit results.
- (b) To consider cases of (i) absences (ii) Special cases with medical certificates under the provision of the regulations.
- (c) Rationalization of the results within a band of 1% of the total marks with a maximum of 5 marks for the theory papers provided the student is failing in only one paper.
- (d) To consider comments of moderators.
- (e) To make final recommendations to the School Board.

11.18 School Boards

The School Board shall be constituted as follows:

- The Head of School;
- The Head of Information Services or a person nominated by him;
- The Heads of Departments of the School;
- Such other members of the academic staff as may be co-opted for such period as the School Board may in each case determine;
- One person elected by and from the students of the School; and
- Three persons appointed by the Board from outside the University of Technology with experience in the areas of operation of the School.

Half of the members of the School Board shall form the quorum.

11.19 Admission to Examinations

- Subject to any exceptions approved by the Academic Council, no student shall normally be admitted to an examination unless it is certified on the Examination Entry form that he/she has met the attendance requirement and completed the prescribed programmes of study and duly performed the work of the appropriate class or classes;
- A student who does not submit his Examination Entry form to the Registrar through The Medical College duly filled in and signed, by a specified date, shall normally not be admitted to the examinations;
- The Academic Council shall have power to recognize examinations passed at other
- Universities or institutions. Such recognition, if granted, shall be given at the beginning of the academic year in which admission is secured.
- On the recommendation of the School Board, the Academic Council may ask a student who fails to make satisfactory progress in any year to withdraw or repeat any part of the programme before the examinations. On the recommendation of the School Board, the Academic Council may also terminate the registration of a candidate who fails to satisfy the examiners in aspects of examinations, coursework and other forms of assessment during any semester. Evidence of illness supported by a medical certificate issued by a state medical practitioner or other extenuating circumstances shall receive special consideration.

11.20 Before the Examination

The following shall be ensured before the examinations.

- To sensitize students on Examination Irregularities and their implications;
- Inform students about the penalties if found guilty of breaching examination regulations. The attention of the students should be drawn to the range of penalties which may be imposed when their examination timetable and index number are sent;
- A copy of the Regulations for the Conduct of Examinations be also sent to each student by the medical college.
- The Regulations for the Conduct of Examinations to be displayed in larger font size in examination areas for notification;
- Prior to the examination, it is recommended that the attendants check the toilet facilities to ensure that written materials are not hidden;
- Students shall be responsible for noting correctly the times and places of their examinations. No special arrangements shall be made for the student who fails to attend for examination at the proper time, if such failure is due to their mistake or inadvertence and not to illness or other serious and unavoidable cause;

- Students should be at the examination room at least 15 minutes before the start of the examination to enable them to take their allocated seats;
- All unauthorized personal effects to be left in front of the classroom at the Chief Invigilator/Invigilator's desk;
- Students to be reminded by the Chief Invigilator to ensure that there is no unauthorized materials in their possession;
- Programmable calculators should not be allowed unless authorized. If the use of pocket calculators in an examination is authorized, such calculators shall be checked by the invigilator and shall be silent.

11.21 Conduct of Examination

- Candidates shall produce their identity and examination cards at any time if required to do so by an invigilator. Failure to comply may entail disciplinary action;
- Except in an emergency, a candidate may not leave the examination room until half an hour after the official starting time of the examination;
- A candidate who arrives at an examination room not later than half an hour after the examination has begun shall be admitted provided no other candidate for the same examination has already left the room. If another candidate for the same examination has already left the room the late-comer shall not be admitted;
- The Chief Invigilator shall immediately report the circumstance of any admission or refusal of admission of a late-comer to the Registrar through The Medical College;
- A candidate who is admitted to an examination after the official starting time thereof shall not be granted any additional time in which to complete the examination except in case of "force majeure"; in which case the amount of additional time shall not exceed 30 minutes.
- It shall be the responsibility of The Medical College to ensure that a member of its academic staff is instructed to be in attendance at the examination center throughout the examination in order to deal with queries;
- Failure on the part of the representative of the Department to attend the examination shall constitute an offence to be reported by the Chief Invigilator to the Registrar through The Medical College;
- No book or paper of any kind may be taken into the examination room unless it has been duly authorized by the examiners for use in the examination room. Unauthorized materials or information must not be introduced into the examination room by any means whatsoever;
- A non-exhaustive list of materials not allowed in the examination room is as follows: pencil case, any electronic gadget such as cell phone, tablet or laptop

and calculators having written information. All evidences collected during examination may be retained by the University until no longer required.

- Answers to questions must be written legibly in ink, except when there are other instructions;
- No answer book or supplementary sheet may be taken out of the examination room.
- A candidate in possession of any answer book or supplementary sheet shall be liable to severe disciplinary action;
- Neither food nor drink is allowed in the examination except drinking water.
- Candidates must not communicate with anyone except an invigilator during the examination.

11.22 Absence from Examination

- a. If a student is absent from an examination without compelling reasons, he shall be deemed to have failed/detained his examinations;
- b. Absence due to illness supported by a medical certificate issued by a state or private medical practitioner should be immediately notified, in writing, to the Registrar by the student concerned. The medical certificate should be received by the Registrar's office within 2 working days from the date of the examination.
- c. A student who falls ill during an examination and subsequently presents an acceptable medical certificate and may, on the recommendation of The Medical College, be allowed by the Academic Council to be examined for pass mark only in that paper;
- d. If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of illness supported by a medical certificate issued by a state or private medical practitioner or other cause accepted by the Chief Examination Officer as constituting sufficient reason for being absent from the examination, the Academic Council may, on the recommendation of The Medical College, permit the student to take next a special examination.

11.23 Examination Irregularities

- a. Where a student is caught cheating, in the opinion of the invigilator/chief invigilator, the latter will make a written statement of facts which has to be signed by both parties;
- b. Where the Chief Invigilator notices or is made to notice any case of examination irregularity, he/she shall immediately report the facts, in writing, through The

Medical College to the Registrar who shall refer the matter to the Chairperson of the Disciplinary Committee of the Academic Council;

- c. The student in question shall be notified by the Registrar, in writing, of the charges against him/her;
- d. Pending the decision of the Disciplinary Committee, the student will be allowed to write any remaining University examinations. The decision to assess or not to assess the student's scripts shall be taken in the light of the findings of the Disciplinary Committee;
- e. Cases of examination irregularity being probed by the Disciplinary Committee shall be notified by the Registrar to the Chairperson of the Board of Examiners concerned so that the marks/results of the candidate(s) involved are not processed until notified by the Academic Council;
- f. A student can appeal to Academic Council through the Registrar against a decision of the Disciplinary Committee as per procedures laid out at paragraph 4 under Regulations for Disciplinary Committee.

11.24 Publication of Results

- a. Official notification of the examination results as confirmed by the Academic Council shall be sent to each student by The Medical College.
- b. Official examination results as approved by the Academic Council shall be posted on the notice boards and The Medical College's website.

11.25 Examination Transcripts

The University provides a transcript for each professional exam with the subjects appeared, marks and grade. Transcripts are also issued for failed attempts and an overall final transcript is provided with a compilation of all subjects, marks, grade and class awarded.

11.26 Appeal procedure to University on examination related issues

The student can appeal through the academic appeal form to the office of the registrar of UTM through AMC not later than 14 successive days from the publication of results. The appeal form should be attached with the receipt of appeal fee of Rs.3000/- per module.

Appeal on academic grounds on coursework marks/grades, shall not be entertained.

Appeal is only applicable for theory component and not the practical component.

12. EXTERNAL EXAMINERS

During the Professional examinations (summative examination) conducted by the awarding body University of Technology Mauritius (UTM), external examiners are appointed by the UTM. For this purpose Anna Medical College (AMC) will submit a list of prospective external examiners from within Mauritius and from foreign countries, upon which UTM will scrutinize the list and appoint the External examiners. UTM will provide the norms for conducting examinations and each such External examiner will submit a feedback form to the UTM. Necessary follow up action will be initiated by UTM on the feedback form external examiners.

13. STUDENT ADMISSIONS

Applications are invited through online submissions, direct submissions in admissions office and through postal services. Applications are made available at college, on the website and in admissions office.

13.1 Deadline for receiving applications

Last date for receipt of applications for an academic year for April Batch is last working day in the month of March & Sept Batch is last working day in the month of August.

13.2 Scrutiny of Information

The Admissions Committee scrutinizes the credentials of the applicant with reference to the high school education: courses, grades in the graduating examinations and the overall suitability of the applicant for admission into the program. The committee would also inform the applicant regarding the need for any additional documents that may be required.

13.3 Short Listing

Applicants whose credentials have been accepted as adequate by the Admissions Committee are informed about the date and time for a personal interview that would be conducted. Location will be decided by Admission Committee and will be informed to students well in advance. AMC will provide necessary help concerning visa arrangements for students from outside Mauritius.

13.4 Personal Interview

The Admissions Committee of AMC will conduct the personal interview. The conversation during the interview will be in English. This will be in an informal atmosphere and the applicant will be given ample opportunity to respond to the questions in a relaxed manner. After the personal interview, the Admissions Committee will submit its recommendations to the DEAN concerning the suitability of the candidate for admission.

13.5 Enrollment

Candidates who are finally selected for admission are required (within the time announced on the notification of selection) to enroll along with the payment of prescribed fees. Failure to comply with this requirement will result in cancellation of the admission.

13.6 Medical Fitness

Students admitted to AMC are required to submit a Medical Fitness certificate soon after they have registered on the university rolls to process entry permits for the purpose of study in Mauritius

13.7 Residence Permit

On successful registration with the university, the college will apply for the residence permit of the candidate with the Government of Mauritius passport & immigration office for the for the Student Visa & residence permit for full term of course duration.

13.8 Receiving at the Airport and facilitating initial adjustment by the students

On the first arrival of a student in Mauritius, the International Student Desk Officer of AMC will receive the student from the airport and transfer them to their allocated hostels or hotel as arranged by the student. The students will be briefed matters of utmost concern for their safety and security in Mauritius.

Students are assisted in obtaining a SIM card to establish contact with their parents although the college officially notifies the parent on the arrival of their wards.

13.9 College Fees particulars

Every student taking admission in Anna Medical College will be provided with the college fees payment plan and upon accepting by the student will be the schedule of fees payment by the student. Before every semester registration with the UTM and before every examination student must obtain No dues certificate from the College Accounts office without which student will not be eligible for UTM registration and/or for appearing any examination.

13.10 Refund Policy

Requests for refund should be made at the office of registration with a written request enclosed with the original fee receipt. Refund will only be made only after clearance of all dues if any, to the college. A refund claim shall be submitted to the office of registration. On approval, the amount shall be refunded as follows.

Refund Request Time	Amount Eligible For Refund
Any time after admission, but before the date of commencement of classes	Tuition fees will be refunded deducting USD 2000/-
After the commencement of classes up to 1 month	No refund of 1 st installment
Discontinuing the course after 1 month of commencement	Student has to pay entire fees as per payment plan agreed, except the hostel fee

13.11 Contact details for admission enquiry

Website: www.amcrc.org, Email: amcrcmauritius@gmail.com Fixed line: +230 4372630, 52903752 Mobile: +230 57554875 Fax: +230 4381203

14. STUDENTS COUNCIL

Student Council is an organization conducted by students and supervised by adults. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out college activities and service projects.

A Student Council is a representative structure through which students in the college can become involved in the affairs of the college, working in partnership with the management, staff and students for the benefit of the college and its students.

Students have a valuable contribution to make to the betterment of their college and their involvement in the operation of the college is itself a valuable part of the education process for the students.

A Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management in the operation of their college. Research indicates that Student Councils can improve academic standards and reduce dropout rates in colleges. Student Councils can create a sense of ownership of the college and its activities among the student population.

14.1 The role of the Student Council

Anna Medical College Student Council objectives:

- To enhance communication between students, management and staff
- To promote an environment conducive to educational and personal development
- To promote friendship and respect among pupils
- To support the management and staff in the development of the college
- To represent the views of the students on matters of general concern to them

Student Council will identify activities that it would like to be involved in organizing, although the final decision on the activities of a Student Council should be agreed with college management.

Student Council should not through its activities interfere with, or detract from, the authority of college management or the teaching staff of the college. It is therefore not a function of a Student Council to discuss or comment on matters relating to the employment or professional affairs of the Dean, Faculty and other staff of the college, or to become involved in any issues that fall within their professional competence.

14.2 The Student Council and the Management

- The college shall establish and maintain procedures for the purpose of informing about the activities in the college.
- The college shall encourage and help students to set up a Student Council and shall assist a Student Council when established.
- The college shall draw up rules for the establishment of a Student Council which shall provide for the selection of members and the dissolution of a Council.
- The college will have a role in considering the rules governing meetings of the Student Council, and the conduct of its affairs.

The Management will give active support to the student council. This could involve designating a student welfare & counseling committee (SWCC) in the college to communicate with the Council on an ongoing basis, as well as assisting the Council in planning and organizing its activities.

14.3 Key functions of Student Council:

The functions and activities of a Student Council should support the aims and objectives of the Council and promote the development of the college and the welfare of its students. In planning and undertaking activities during the course of the college year, the Council should:

- Work closely with the management, faculty, staff and students
- Consult regularly with students in the college, and
- Involve as many students as possible in the activities of the Council.

There is a wide range of activities of benefit to the college community which a Student Council may wish to undertake, some of which are outlined below:

14.4 Representing the views of the student body to the college management

This should be one of the fundamental aims of Student Council. It involves talking and listening to the student body, considering their views and concerns, and discussing these with the college management on behalf of the students.

14.5 Promoting good communications within the college

Improving communication within the college community is a shared responsibility and a Student Council can contribute to this process. Making presentations at faculty meetings to keep faculty informed of activities, keeping a Student Council notice-board or organizing a regular newsletter are just some ways the Council can communicate with the students and faculty.

14.6 Supporting the educational development and progress of students

The Student Council can contribute to the learning environment for students in the college by, for example, setting up study groups for students in exam classes, or organizing activities such as language clubs.

14.7 Assisting with induction and/or mentoring for new first year students

Starting college life is a challenging new experience for 1st Year students. During the mentoring program senior students help new students to find their feet and can help their integration into the college community.

14.8 Contributing to the development of college policy

The Student Council can actively contribute to the development of college policy in a wide range of areas such as bullying, uniform requirements, behavior code and extra-curricular activities. The Council could form sub-committees to consider individual policy issues.

14.9 Assisting in college sporting and cultural activities

Student Councils can assist in organizing and developing sports and cultural activities within the college, including, for example, sports days, musical events and cultural performances.

14.10 Assisting or organizing events for charity or noble cause

Student representatives can organize events both within the college and involving the wider community, for the purposes of greater good, for example tree plantation drive, blood donation camps, medical camps, food donation camps, charity events.

14.11 Bridging with Student Councils in other colleges

It may be useful for a Student Council to bridge with Student Councils in other colleges, particularly in the organization of sporting and cultural activities and when organizing events for charity. An existing Student Council could have a useful role in helping and advising a newly formed Student Council in another college.

14.12 Guidelines for establishment and dissolution of Student Councils

- The college after consultation with SWCC draw up rules for the establishment of a Student Council, having regard to the following basic principles:
- The Student Council shall promote the interests of the college and the involvement of students in the affairs of the college, in co-operation with the college and faculty -
- The Council should, as far as is practicable, be representative of the student community
- The college shall at all times retain the right to dissolve a Council or remove a Council member, in accordance with these guidelines.

14.13 Establishing a Student Council

The college should provide them, in a timely manner, with a copy of the rules it has drawn up in accordance with these guidelines.

14.14 Size and Composition of a Student Council

The size and composition of a Student Council shall be determined by the college having regard both to the need for the Council to be representative of all students in the college and the need for it to function effectively. It may not always be appropriate

for each class to have a representative on the Council. Appropriate gender balance on the Council should be given priority.

14.15 Nominations

The Dean should set a date for the nominations to end & for selection of representative(s) to the Student Council and its formation.

14.16 Elections& Rules

The elections will be carried out through ballot voting for the selection of members of the student council and later through the members the officers would be chosen internally by the elected members.

- All election proceedings will be carried out in presence of SWCC.
- The election will determine members who will represent each cohort.
- The student will sign in front of the SWCC member and collect one ballot paper to avoid false votes and repetition.
- To maintain gender balance, each student will have 2 votes and the voter has to cast the name of one male & one female candidate in one ballot paper supplied by SWCC.
- At the end of voting process, one bystander will be allowed per candidate to watch the vote count to ensure transparency in election process.
- The member of SWCC will count the number of votes received by each candidate and same will be verified by Chairperson of SWCC prior to announcement of results.
- Top 5 candidates will be elected to the council. Top 3 positions will be reserved for the gender constituting the higher percentage of class.

14.17 First Meeting

The Principal or a designated member of staff should convene the first meeting of each newly formed Council. The first meeting of a newly formed Council should take place early in the academic year.

14.18 Constitution

The Student Council may make rules governing its meetings and the business and conduct of its affairs, but it shall consult with the SWCC before doing so.

14.19 Dissolution of a Student Council

Normally a Student Council shall stand dissolved when the term of office of the members expires. Management may dissolve the Student Council before the expiry of

its term in accordance with the rules and procedures governing dissolution. This will only happen in exceptional circumstances after consultation with all concerned. Where Management intends dissolving the Council, it will give the Council adequate notice of the proposal, and the reasons therefore. The Council will be allowed to appeal the dissolution to the Management or Dean of the college

Where the Student Council is dissolved another Council may be formed following the procedures outlined earlier. Where a Council is dissolved less than 6 weeks before the end of the college year, the appointment of a new Council may reasonably be left until the following academic year.

Circumstances that may require the early dissolution of a Student Council include:

- Where a significant number of members of the Council have been involved in a serious breach of the college's code of behavior
- Where serious irregularities have occurred in the functioning of the Council
- Where the activities of the Council have endangered the welfare of staff or students of the college
- Where serious financial irregularities have occurred.

It will not be appropriate to dissolve a Council where only a few of its members have been involved in a breach of the college. In those circumstances, the college should only consider removal of those students concerned.

14.20 Removing a member or members of the Council

Sometimes it may be more appropriate to remove an individual member (or members) of the Council rather than dissolve the Council as a whole.

This may happen in two ways:

The Student Council may remove any member of the Council for a continuing failure to attend meetings of the Council, or for a lack of commitment to the purposes of the Council, academic failure or for stated misconduct (including breaches of the college's code of behavior).

Such a decision should be taken on a majority vote of the Council, and the member should be given adequate notice of the proposal, the reasons therefore, and the opportunity to present his/her case.

The Management, on the advice of the Dean or on its own initiative, may remove a member of the Council in accordance with the rules and procedures in this regard. Both the member concerned and the Council should be given adequate notice of the proposal, the reasons therefor and the opportunity to appeal the removal to the Management or Dean of the college.

14.21 Filling a vacancy on the Council

Where a member is removed or resigns from office, the resulting vacancy should be filled in accordance with the procedures.

14.22 Getting started

When students wish to start a Council in their college they should approach the Dean and ask for a copy of the rules for the establishment of a Student Council. Students should pay careful attention to the rules they are given and should not hesitate to ask the Dean if they don't understand some part of the rules of election process or need advice in general. At this stage regular communication with the Dean and teaching staff is necessary as it is important that everyone works together and that trust is built up between the students involved and the staff.

The composition of a Student Council includes:

- President
- Vice President
- Secretary
- Treasurer
- Cultural Secretary for the cultural committee
- Sports Secretary for the Sports committee
- Food & Transport Secretary for food & transport committee
- Academic Secretary for the committee for literary activities
- Scope for expansion:
- Joint Secretary
- Fine Arts Secretary for the Fine Arts Committee
- Magazine Secretary for the magazine if any
- Public Relations Officer

Staff Advisors:

- Dean
- Members of the SWCC

14.23 The work of the Student Council

The Student Council as a whole has responsibility for:

- Working with the staff, Management and fellow students
- Communicating and consulting with all of the students in the college
- Involving as many students as possible in the activities of the Council
- Planning and managing the Council's program of activities for the year
- Managing and accounting for any funds received by the Council

14.24 Planning and Managing the Work

While the Student Council members all have a part to play in the activities of the Council, not all can or need to be involved in organizing the work. It is for this reason that the Council should appoint officers. It may also decide to establish subcommittees.

14.25 Officers

Every Student Council should appoint the necessary officers as listed above.

14.26 Subcommittees

As per need Student Council may form subcommittees to plan and oversee specific Council activities. Subcommittees should be required to submit their plan to the Council for approval and should report back to the Council on their activities. It is a matter for the Council to decide how many members of the Council will sit on a subcommittee and the Council may choose to dissolve a subcommittee at any time.

14.27 The role of the Officers

President:

The President is responsible for presiding over meetings of the Council. The President, with the Secretary, prepares the agenda for each meeting and, where necessary, signs the minutes once they have been agreed by the Council. The President may also be designated to represent the Council at meetings with management.

Treasurer:

The Treasurer is responsible for managing any funds received by the Student Council and should keep a complete account of all income and expenditure of the Council. Advice and assistance in this regard may be provided by management through the Finance section. The Treasurer should provide the Council with a complete financial report at the end of the college year. Given the responsibility of the post, a Student Council may reasonably require the Treasurer to be a senior student. It is the responsibility of the treasurer to obtain and maintain all documents from the outgoing treasure. As a general rule any payments made by the Treasurer should be countersigned or endorsed by another member of the Council or a member of SWCC.

Vice-President:

The Vice-Presidents are responsible for assisting the President, and when the President is absent from a meeting he/she assumes the role of the President for that meeting.

Secretary:

The Secretary, with the President, prepares the agenda for each meeting and the Secretary then circulates it to all the members of the Council either in advance of the meeting or at the start of the meeting. This will involve consulting with the other Council officers in order to decide what will be included on the agenda. All agendas should include a provision for 'Any other matters of concern'; this allows Council members to raise a matter for discussion in the event that it has not been included on the agenda.

The Secretary also keeps a record of Council meetings and any decisions taken by the Council (the minutes). If necessary these minutes can be circulated to all members of the Council either with the agenda for the next meeting or at the start of the next meeting. The Council can be given the opportunity to make any changes to the minutes before they are signed by the President.

The Cultural secretary along with secretary will be responsible for planning and conducting cultural events. The Sports secretary and secretary will be responsible for all sports activities. The Academic secretary and secretary will be responsible for organizing literary events. The food & transport secretary and the secretary will be responsible for organizing food & transport arrangements for any of the college events and also for timely revision of food menu followed for hostel students. It is the responsibility of the secretaries to give detailed reports regarding their work progress.

All secretaries should coordinate with the staff advisors whenever necessary.

Communication:

Regular, effective communication is the key to success for any Student Council. Some examples include:

- Producing a student newsletter
- Providing updates to the Management, Principal and staff on the Student Council's activities and plans
- Keeping a student notice-board in the college where information on the Council's activities is posted
- Announcing upcoming events
- Providing an end of year report to the Management

The Council may also appoint a Public Relations Officer to take on these responsibilities.

14.28 Communication between the Council and students:

The Student Council represents all students in the college. It is very important that students receive regular information on the plans and activities of the Student Council

and that as many students as possible participate in events organized by the Council. Each member of the Council has a special responsibility and should ensure that their views are brought to the attention of the Council and that they remain fully informed of the Council's activities.

Communication between the Council and the college community:

Regular communication between the Student Council and management, Dean and staff provides the basis for building a good and lasting relationship, based on trust and respect, between students and the rest of the college community. Much can be achieved where all members of the college community work together towards common goals, and good communication is vital if a common understanding is to be reached on what those goals are, and how best to achieve them.

15. STUDENTS WELFARE

We recognize that all student doctors are likely to have difficulties at some stage of their training. There may be a problem with work on the course, with adjusting to the expectations of how a doctor should behave or personal problems, such as health, money or relationships. These are, of course, challenges which any of us can face.

The Student Welfare service aims to provide friendly, confidential help to any student who experiences particular difficulty during their study. The service is particularly helpful if things are not going well and you do not know where to turn; we may be able to point you in the right direction. The service is a central information point, so we can help you to identify and find the assistance you need.

The Student Welfare & Counseling Committee (SWCC) looks after the welfare of the students in the College. It involves conducting a number of programmes through the college Student Council to assist and support students on academic and non-academic matters.

15.1 Orientation Programme

Students are briefed on matters pertaining to their programme, assessment, fees, accommodation and the rules and regulations of the College. They are also advised on personal safety and security matters. The orientation programme is conducted for international students to brief them on matters of concern in Mauritius to help them understand the law of the land and culture practiced. This helps them to settle into the college environment and in the society in general.

15.2 Mentorship Programme

Counseling services are available to all actively enrolled students. The college has a mentorship programme to assist students to improve their academic performance, to counsel, provide support, to advise and assist students who have problems to overcome their difficulties. Students who have emotional problems that cannot be handled by the Mentors are referred for professional help.

Each teaching faculty will have mentees under their supervision and each student will be assigned a Mentor throughout his/ her study at AMC.

The objectives of the Mentorship Scheme are to:

- Provide academic counselling
- Give personal and professional guidance
- Support extra-curricular and welfare activities of the students
- Arrange remedial measures for students who are at the risk of failure
- Identify those with learning difficulties and personal problems

Students who have settled into the programme benefit from the Mentorship Programme, as it will provide:

- Encouragement to their learning process.
- Guidance to improve their academic performance.
- Advice on regularly attending classes and actively participating in group activities.
- Suggestions on how to maximize and focus their academic endeavors

15.3 Anti-Ragging Committee

We at AMC strongly condemn any kind of ragging practices. We have Anti-Ragging Committee which is headed by the senior faculty. Our faculty members impart good values with education.

15.4 Medical assistance

All students of the college are provided with free Medical services offered by the Government. Students can access the PHC in their locality for general health concerns or approach the specialists in regional health hospitals for higher management of health conditions. Trauma centers are available 24x7 at the regional health hospitals for accidents or emergencies.

15.5 Travel assistance

All students residing in college provided hostels are provided with transport facilities for all academic activities. These services may be extended to day scholars with an additional fee.

Every bona fide student is provided with the bus pass to travel for free in public transport from registered residential location to college. Concessions in fare is provided on producing the student bus pass in case the student takes an alternative route.

15.6 Extracurricular activities

Students can expect to benefit from a holistic learning environment at the college. There are student activities to enrich the social, cultural and sporting interests of students. All students are welcome to join the AMC Student Council activities as they enable them to broaden their horizons through the exchange of experiences among the student community within the college and other colleges locally.

15.7 Hostel, Food, Transport & Fees

The hostels of AMC are comfortable with fully furnished rooms and amenities like gym, mess, 24-hour security and maintenance. All rooms are on triple sharing basis. In the common area, students are provided with general appliances like washing machines, refrigerator and microwave oven. Students are provided Continental and Indian food at the hostel canteen.

It is mandatory that all students reside in one of the AMC hostels for their first two semesters unless given exceptional permission at the institution's sole discretion. Hostel availability is on a first deposit – first served basis; hence, students should apply promptly when the application process commences. The Hostels are located in close proximity to the AMC campus. For all hostel students, transport will be organized to the college.

15.8 Contact details for contact by Students hostel issues

The hostel complaints should be notified to hostel caretakers and registered in the hostel complaints book available at each hostel for the supervisor to take necessary action on complaints of maintenance.

Other grievances are addressed by the student section in consultation with the Dean and the management. Students can contact the officer-in-charge of student section for

unresolved hostel complaints & suggestions during the college working hours. Contact can also be made by email on amcrcmauritiush@gmail.com

For electrical, plumbing & other maintenance, call on +230 58607676

Hostel Supervisor- Boys +230 58819155; Girls +230 58819151

In case of emergency contact the hostel supervisors, if not reachable call on +230 57554875, 58821515

15.9 College 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. This document sets forth standards for dress and appearance necessary to meet the service and safety objectives of placing patient welfare first and the educational objectives of preparing the student to assume the role of a professional health care worker.

Patient trust and confidence in the health care provider are essential to successful treatment experiences and outcomes. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence.

Students 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. Recent trends in clothing, body art, and body piercing may not be generally accepted by your patients, and should not be adopted by medical students.

General Standards

- During clinical training, sleeve of dress and white coat should be at elbow length and nothing below elbow level to be worn, including wrist watch (represents potential for cross-infection).
- Name badges identifying you as a medical student must be worn at all times and clearly visible to those with whom you are interacting.
- Good personal hygiene is to be maintained at all times.
- Avoid distracting perfumes or colognes (may precipitate allergies or sensitivities).
- Cosmetics should be used in moderation.

Hair Maintenance

- Hair should be neat, clean.
- Hair should be styled off the face and out of the eyes.
- Shoulder length hair must be secured to avoid interference with patients and work.

- Avoid scarves or ribbons (unless culturally appropriate).
- Beards/moustaches must be neatly trimmed.

Dress, Shoes, Jewelry and Hand Care

- Clothing should be clean, professionally styled and in good attire.
- Prescribed colour formal trousers & shirts

Men:

Formal Shirt

Colour: Sky blue/ Light blue

Button colour: White

Sleeve length: Full

Trousers

Colour: Grey

Fit: Classic/ Formal fit

Women:

Formal Shirt

Colour: Sky blue/ Light blue

Button colour: White

Sleeve length: 3/4th

Trousers

Colour: Grey

Fit: Classic/ Formal fit

- Ceremonial Wear (common for men and women)

Blazer

Colour: Grey (same as of trouser)

Fit: Formal Fit

Buttons: 2 buttons

- Tie

Colour: plain/simple patterned Grey tie (blue or black ties optional)

- Shoes: Formal, Closed toe

Note:

No design or stripes should be on the uniform. The cloth needs to be plain.

- Shoes must be comfortable, clean and in good repair. Shoes should ensure full covering of feet.
- Keep jewelry at a minimum (represents potential for cross-infection).
- Fingernails should be clean and trimmed. No artificial nails.

The Following Items Are Specifically Prohibited

- Sandals or open toed shoes, high-heeled or canvas shoes.
- Midriff tops, tee shirts, halters, translucent or transparent tops, shorts or tops with plunging necklines, tank tops or sweatshirts.
- Extremes in neckline or hemlines are inappropriate. Dress sweaters may be worn.
- Leggings, jeans style or colored denim pants, shorts, Bermudas, stretch tights or athletic clothing (sweats or jogging outfits) are not appropriate.

15.10 College rules and regulations for general discipline

Attendance:

Students are expected to attend all classes without fail. If, for unavoidable reasons, leave of absence is required, permission from dean should be sought.

Minimum of 75% attendance is required to be eligible for promotion to next semesters and to appear for professional exams.

Discipline, Conduct and Behavior:

All students should reach the classroom on time and shall not leave the class without the permission of the faculty.

Students are instructed not to leave the campus in the short breaks. Those violating may not be permitted to the campus.

All students should wear prescribed uniform with closed toe shoes.

The behavior of the students, both within and outside the college premises should be decent and befitting to a professional institution.

Disciplinary action will be taken against student found guilty of ragging.

Students are prohibited to use mobile phones within the campus. They should be either turned off or put on flight mode on campus.

Plastic or other trash should not be thrown inside the college or in the premises.

Students shall communicate only in English language among themselves and with the faculty members. This is a conscious effort to improve the English communication skill of students.

Students shall keep themselves informed of the instructions issued to them from time to time orally or through notices/ circulars and emails.

Students are expected to contribute towards the academic/ social/environmental initiatives that the Institute may undertake.

Participation in intercollegiate programmes, is subject to permission of the Dean.

Students are required to keep safe custody of their valuables. They should maintain decency and decorum during cultural events, be it inside the campus or outside.

Laptops/ Computers are to be used within the campus for academic purposes only.

Any unhealthy relationship between students that might affect their academic performance, breach their personal space or affect the reputation of the institution will be dealt with strictly.

The College campus is a no–smoking/ alcohol-free zone.

Every student should carry his/ her identity card and produce it on demand by the authorities.

Students are prohibited from organizing or attending meetings in the college, distributing notices, collecting money and exhibiting banners, flags, posters etc. without the permission of the Dean.

Political/ organizational activities are banned in the campus except those specifically permitted or sponsored by the college authorities.

All expressions or activities which are immoral, antisocial, communal and anti-national are strictly prohibited in the College campus.

Unauthorized use of college name, logo, photos and comments on any media including digital social media is prohibited.

The Dean shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the Dean and his/her decision shall be final.

15.11 Hostel rules and regulations

Students availing hostel facilities are required to obey the rules/ instructions of the Warden/ Dean at all times and disobedience of the same will result in the withdrawal of hostel facilities.

Discipline

- Hostels are arranged in residential areas of local community and shall therefore take extra care not to cause any disturbance to the neighborhood.
- Smoking, consumption of alcoholic drinks & intoxicating substances is strictly prohibited in the hostel rooms and premises.
- The inmates are expected to keep a healthy relationship with each other and to help others in times of need. The inmates are forbidden from going to any other room if the inmate of the other room objects.
- No parent or relative of the inmate is permitted to reside in the hostel. Warden/representatives of the Dean are authorized to visit and check the rooms of the inmates without prior intimation.

- If any of the students are engaged in activities that are against the local culture and tradition, they will be immediately terminated from the hostel and will be dealt with as per the laws of the land.

Inmates, Visitors timings & Penalty

- The inmates shall not remain in the hostel during class hours, without valid reasons. In such situations, they have to get prior written permission from the warden before absents from the class.
- The inmates are not allowed to leave the Hostel before 5a.m. The inmates of girls and boys hostel should return back and be present in their hostel by 7:30p.m on all days except Saturday & Sunday on which they can be back to their hostel by 8:30p.m. Occasionally, permission for one hour extension of curfew time can be requested from hostel wardens/ hostel managers/In-Charge of student section by sending them a text message.
- Latecomers are not allowed to enter the hostel without the consent of the warden.
- Only authorized visitors are allowed to meet the inmates, with the permission of the warden, in the visitor's area only.
- Permissions beyond one hour after curfew time or permission to stay out of the hostel for the inmates are given only if an email is sent by the parent to the student section regarding the permission one working day in prior to the requested permission. Based on this, approval will be granted by the Dean's office and only after the permission is granted the student can leave the hostel.
- Cash penalty and/or other action as applicable will be levied/taken on the concerned inmate for any breach in hostel regulations. Failure to pay the penalty will lead to expulsion of concerned inmate from hostel.

Hygiene

- The inmates are expected to maintain the neatness and hygiene of their rooms and hostel premises by proper use of the rooms, toilets, bathroom and surroundings.
- Restrictions on use of appliances & facilities
- Inmates are not allowed to use additional electrical equipment/ appliances for personal use and if found it will be confiscated.
- Inmates are responsible for the fittings, furniture and equipment provided in their respective rooms. Damage to such items will be realized from the inmates residing in those rooms.
- Picture and wall hanging in hostels and walls surfaces shall not be damaged. The walls also should not be damaged by fixing nails or any other fixtures.
- Misuse of any of the common facilities by any inmates may also result in the withdrawal of such faculties.
- Damages made to common facilities like refrigerator, washing machine, microwave, kettle and gym equipment and any other will be realized from all hostel inmates by collecting a common fine if the person responsible for damages is not identified.

Procedure for submission of complaints/grievances by students

Students can raise complaints on matters of concern with the student council before approaching the student section. Unresolved complaints or grievances may be registered either by email or in person during the working hours. Students are requested to maintain the order of escalation starting with supervisors for hostel complaints and HoD for academic complaints before approaching the student section and Dean's office. Complaints about the supervisors or faculty may directly be presented to the student section. Complaints about student section may be taken up with the office of the Dean in person or by email on amcrcdean@gmail.com.

General complaints or grievances from each class to be collectively represented by the student council member of that class.

Mechanism for redressal of student's complaints/grievances

All complaints & grievances are acknowledged and resolved based on the priority as deemed necessary by the Dean's office. Confidentiality is maintained in matters that are private or sensitive.

The dean's office will redress the complaints / grievances by sorting out the problems promptly and judiciously within a stipulated time.

Paper trail or digital trail (email) is maintained to track the delay or progress of the complaint/grievance. The concerned student/s are marked copies to keep them aware of the proceedings. The process is kept transparent to gain confidence of the student/s.

Procedure for dealing with the issues of indiscipline by students

The Dean's office constitutes an Enquiry committee (EC) comprising of academic faculty and administrators as required ensuring that no members hold conflict of interest. The enquiry committee headed by a chair will issue summons for the concerned to appear before the committee to clarify on the allegations or matters of concern. The EC will record the statements in any of the following formats verbal, written, audio recordings, AV recording of those involved and of those who may serve as witness.

The EC will present their recommendations to the Dean's office. The latter will may amend the recommendations and enforce the action as required.

16. STAFF APPOINTMENTS

Anna Medical College (AMC) will strive to recruit the qualified and experienced faculty for teaching in different subjects. Vacancies are notified in the website and in the press by management of AMC. Already employed faculty are encouraged to refer any of their known contacts seeking faculty positions. Details about required qualifications, experience, emoluments and application process will be provided by the management to the prospective candidates upon their contact. Management after scrutinizing the applicant's details will discuss with all the applicants through telephone and Email. Final selection will be done as per the guidelines of the Higher education commission (HEC) of Mauritius and awarding body University of Technology Mauritius (UTM). Faculty are appointed on contract basis. These contracts are renewable upon mutual willingness. All the appointments will have termination clause with a notice period of 30 days on either side.

Management will conduct annual performance appraisal of the faculty through feedback from students, peers, confidential reports from heads of departments, individual's research publications & other achievements and discussion with individual. Faculty promotions will be implemented based on prescribed norms for next higher position provided vacancy is available. Based on the appraisal faculty are counseled and encouraged to improve if there are any adverse remarks or deficiencies. If any faculty showing consistently unsatisfactory reports or any adverse remarks and not showing improvement after counseling will be terminated after the notice period 30 days.

17. STAFF WELFARE

Foreign faculty who are appointed will be guided through telephone and Email for their travel to reach Mauritius. They will be provided with Air Ticket, appointment letter, invitation letter, and information about Visa procedures in Mauritius. AMC staff will receive the faculty at the Airport, provide accommodation, food, local SIM card, an advance amount of local currency if required and taken to AMC office for submitting the Joining report. CEO office will facilitate the application for occupation permit to the foreign faculty. All the foreign faculty are provided furnished accommodation, and transport from their residence to college. Local faculty who are appointed will be guided to reach the AMC office for submitting the Joining report. After joining faculty will have option to take food from the college mess if they prefer so. Faculty can avail this facility or withdraw from this facility by written request submitted at Dean's office. Faculty are encouraged to submit their grievances/difficulties/problems through written letter to Dean. Upon receiving such letters Dean Office will act to resolve all routine difficulties. If any grievance is related to policy decision, financial decision, disciplinary issues Dean Office will forward such letters from faculty to CEO for necessary action.

18. MEDICAL EDUCATION FACULTY DEVELOPMENT / PROFESSIONAL DEVELOPMENT

Anna Medical College (AMC) strongly believe the importance of Faculty Development/Professional development on continuous basis to provide satisfactory learning experience to medical students. AMC through Medical education technology Unit (MEU) will organize Continuous medical Education (CME) programmes/ Continuous Professional Development (CPD) programmes in different aspects medical education technology & process through local and international resource persons. Further all the faculty are compulsorily trained in current best practices in teaching & learning process, assessment process including question paper setting, blue printing etc.

19. COMMUNITY SERVICE

Anna Medical College (AMC) is collaborating with the Non-government organization working in the field of community health support. AMC students and staff are regularly participating in the community health support camps in different regions of Mauritius through NGO activities.

Studies show that those who volunteer regularly in colleges are more likely to volunteer through the course of their life. Regular volunteering practiced at AMC through many of its community events weaves a social fabric that sets the stage for positive change to take place. Through volunteering we engage our students in community service which connects our students to people they wouldn't have encountered otherwise.

Regular volunteers develop strong social ties with the communities they serve. Such relationships yield an in-depth understanding of problems the community faces. We build a platform for our students to be lifelong volunteers and help our students develop important qualities as volunteers that closely mirror the qualities of a good citizen. Through these community services, our students will understand community needs develop empathy, compassion and professionalism develop leadership skills to become better citizens.

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