



VELS
MEDICAL COLLEGE & HOSPITAL
Unit of VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act. 1956)
Uthukottai Taluk, Tiruvallur District - 601 102



STUDENT

HAND BOOK 2025-26





Address	12/123, Velan Nagar, Periyapalayam Road, Manjankaranai Village, Uthukkottai Taluk, Tiruvallur District – 601102, Tamil Nadu
Landline	044-35035035 / 27629405
Mobile	99625 06248/ 76808 81002
Email	info@velsmedicalcollege.com
Website	www.velsmedicalcollege.com



STUDENT HANDBOOK – PERSONAL INFORMATION

Name of the Student:	
DOB & Age:	
Gender:	
Batch:	
Registration No.:	
Address:	
Mobile Phone No.:	
Email id:	
Blood Group:	
Father Name:	
Mobile Phone No. of Father:	
Email ID of Father:	
Mother Name:	
Mobile Phone No. of Mother:	
Email ID of Mother:	
In case of Emergency, contact:	
Name of the person:	
Relation:	
Mobile Phone No.:	
Email ID:	
Address:	

STUDENT HANDBOOK 2025 – 26

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MESSAGE FROM THE CHAIRMAN

I am glad to share that the VELS GROUP has reached yet another milestone in its journey of over thirty years, by establishing its first medical institution in Chennai (and second medical institution in India). We are commencing our journey in health education with a mission to develop quality healthcare professionals. We commit ourselves to the welfare of humankind, as we strive to provide one of the best healthcare services to the rural masses.

Realizing this need, Vels Medical College & Hospital (VMCH), under Vels Institute of Science, Technology & Advanced Studies (VISTAS) A Deemed to be University was established in the year 2018 at Periyapalayam Road, Manjankaranai Village, Uthukottai Taluk, Tiruvallur District. With the approval for the medical institution from the academic year 2021-22, our vision to provide well-qualified medical professionals to meet needs of the rural population has finally received the much-needed fillip.

Indian healthcare professionals have the advantage of working in a very biologically active region that exposes them to treatment regimens of various kinds of conditions. The quality and amount of experience is arguably unmatched in most other countries. Despite limited access to high end diagnostic tools in rural areas, healthcare professions rely on extensive experience in rural areas. However non availability of diagnostic and increasing reluctance of qualified and experienced healthcare professionals to practice in rural, under-equipped and financially less lucrative rural areas are becoming a big challenge.

With the support of the various stakeholders, we hope to realize our dream of making this institution a benchmark for quality healthcare and healthcare professionals in the country. I hope the aspiring students, will make the best choice by selecting this institution for the undergraduate (MBBS) Medical Programme. I extend a very warm invitation to join our most distinguished Medical Fraternity here.

DR. ISHARI K. GANESH



MESSAGE FROM THE VICE PRESIDENT

It is with great pleasure and pride that I extend a warm welcome to you all to VELS Medical College & Hospital (VMCH), located in the serene surroundings of Manjankaranai Village. VMCH, built on a vast and expansive 40-acre campus, stands as a testament to our commitment to excellence in medical education, healthcare, research, and community outreach.

At VMCH, we take immense pride in our excellent and state-of-the-art infrastructure facilities that create an environment conducive to higher and professional teaching-learning experiences. Our aim is not only to impart quality medical education but also to provide affordable healthcare services, contributing to the vision of a disease-free nation.

VMCH proudly embraces the motto "Affordable Health care for all." To realize this vision, we have initiated an Integrated Community Outreach Programme, designed to raise awareness and extend our services to underserved communities. Our ultimate objective is to create a disease-free community through low cost healthcare services to economically disadvantaged individuals, thus expanding healthcare accessibility to impoverished households.

Together, let us strive to make a positive difference in the lives of individuals and communities, contributing to the realization of our vision for a healthier and happier nation. Thank you for being a part of the VELS journey.

DR. PREETHAA GANESH



ABOUT VELS

The VELS Group of Institutions, with a legacy of 33 years in education, has been at the forefront of providing a progressive learning environment worldwide. Currently, the VELS Group comprises 52 Institutions, 34 campuses, 7,700 staff, and a student population exceeding 48,000.

ABOUT VISTAS

VELS Institute of Science, Technology, and Advanced Studies (VISTAS) was established in 1992 and granted the status of Deemed to be University in 2008. It has been accredited with grade 'A++' by NAAC and holds the 12B status conferred by UGC. VISTAS offers a range of academic programs in Medicine, Dentistry, Engineering, Nursing, Law, Allied Health Sciences, Management Studies & Commerce, Physiotherapy, and Pharmaceutical Science and many more. All programs are approved by the respective statutory councils.

VISTAS has 3 campuses in Chennai: Pallavaram, Thalambur and Periyapalayam.

VISTAS is a multidisciplinary university that offers 100+ programs. In line with the university's motto, over 15,000 students are pursuing undergraduate, postgraduate, and Ph.D. education at VELS. A significant number of these students are first generation graduates, and the university ensures equal opportunities for students from socially and economically disadvantaged backgrounds. Emphasizing rural upliftment, VELS attracts a sizable number of students from rural and semi-urban areas. Deserving students are awarded scholarships based on merit.



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VELS

GROUP OF INSTITUTIONS



INDIA | SINGAPORE | UNITED KINGDOM | UAE

*Marching Beyond **33** Years Successfully*

52 Institutions | 34 Campuses | 48000 Students | 7700 Staff



VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)

(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)

PALLAVARAM, THALAMBUR, PERIYAPALAYAM - CHENNAI

ACCREDITED BY NAAC WITH 'A++' GRADE



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MEDICAL COLLEGE & HOSPITAL
Under VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
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Uthukottai Taluk, Tiruvallur District - 601 102
www.velsmedicalcollege.com



**MAHAVIR INSTITUTE OF
MEDICAL SCIENCES (MIMS)**
VIKARABAD, HYDERABAD- TELANGANA
www.mahavirmedicalcollege.org



SRI VENKATESWARA
DENTAL COLLEGE & HOSPITAL
Thalambur, Chennai
www.svdentalcollege.com



**MEGHNA INSTITUTE OF
DENTAL SCIENCES (MIDS)**
NIZAMABAD, HYDERABAD - TELANGANA
www.meghnadentalcollege.com



VEL
NURSING COLLEGE
Under VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
www.velnursingcollege.com



VENKATESWARA
NURSING COLLEGE
Thalambur, Chennai
www.venkateswaranursing.ac.in



VAELS
INTERNATIONAL SCHOOL
KGIC / CISCE / CAMBRIDGE INTERNATIONAL
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www.vaelsinternationalschool.com



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CBSE

Pallavaram - Thalambur - Cantonment
www.velsvidyashram.com



VELS
KINDER KIDS
No. 9, Dr. Ranga Road,
Mylapore, Chennai
www.velskinderkids.com



KINDLE KIDS
INTERNATIONAL SCHOOL
Managed by Kindle Kids International Pvt. Ltd.
SINGAPORE



Managed by
VELS EDUCATIONAL INVESTMENT CO. LLC

ABOUT VELS MEDICAL COLLEGE & HOSPITAL

Vels Medical College & Hospital (VMCH) is an integral part of VELS Institute of Science, Technology, and Advanced Studies (VISTAS), founded in 2018. It is located on Periyapalayam Road, in Manjankaranai Village, Uthukottai Taluk, Tiruvallur District, Tamil Nadu.

VMCH is a 1,000-bedded hospital with state-of-the-art facilities and provides services across various medical specialties, including General Medicine, Respiratory Medicine, Psychiatry, Obstetrics & Gynaecology, Paediatrics, Diabetology, Nephrology, Cardiology, and surgical disciplines such as ENT, General Surgery, Paediatric Surgery, Orthopaedics, Ophthalmology, Cardiothoracic Surgery, and Urology. Additionally, VMCH offers ambulatory care services such as Anaesthesiology, Emergency & Trauma Care, and more.

VMCH fulfills the healthcare needs of the local population by providing diagnostic, preventive, and curative healthcare services. Nestled in a serene 40-acre campus, VMCH offers top-notch facilities, cutting-edge infrastructure, and a well-equipped library featuring the latest medical literature and journals.

To ensure comprehensive care, Vels Medical College and Hospital has an experienced team of faculty members and consultants specializing in various medical and surgical disciplines. The hospital also has dedicated nursing staff and paramedics. Moreover, it is equipped with state-of-the-art life support systems and cutting-edge technology to provide the best possible medical care.

The eco-friendly campus, along with the optimal use of information technology, is ideally suited for academic pursuits and greatly enhances teaching and learning activities.

Regular continuing medical education programs and faculty development programs contribute immensely to updating knowledge and improving teaching skills.



KEY MEMBERS

Dr. Ishari K Ganesh	Founder & Chancellor
Dr. Preethaa Ganesh	Vice President, Vels Group of Institutions
Dr. A. Jothi Murugan	Pro Chancellor, Planning & Development
Dr. Arthi K Ganesh	Pro Chancellor, Academics
Dr. M. Bhaskaran	Vice-Chancellor (FAC)

Dr.T.Arunkumar	Director
Dr. Vimala	Medical Director
Mr. K. Harikrishnan Babu	CEO
Dr. Kumudha Lingaraj	Dean
Dr. Sheela Rani	Medical Superintendent
Dr. Prince Johnson Samuel	Vice Principal, Academics
Dr. R. Maignana Kumar	Vice Principal, Accreditations
Dr. S. Bhaskar	Vice Principal, Administration

VISION

VELS Medical College & Hospital (VMCH) is started with a vision to be a model for medical education, research, and to serve the people, with a special focus on the rural population. The aim is to provide the underprivileged with highly advanced medical facilities and educate them about prevention from illness.

MISSION

To develop one of the best health care professionals who are compassionate, committed to providing, highest standards of patient care through:

- Student-centered innovative teaching methodologies equip them to develop critical thinking skills and to become lifelong learners committed to continuous improvement of skills and knowledge.
- Clinical transformation, as Healthcare Professionals, who are ethical, responsive, and accountable to patients, community, and profession and makes a valuable contribution to patients and healthcare as individuals and as responsible members of society.
- Igniting innovative learning habits in young minds to reach their fullest potential.
- Acquiring team building and communication skills to enrich their healthcare practice in any setting and make them globally competent healthcare professionals.
- Promoting original research in basic and clinical sciences among students and faculty bound by good ethical practice.

APPROVALS

- Obtained Essentiality Certificate from Tamil Nadu State Govt.
- Permitted by National Medical Commission



ACCREDITATIONS

Six Sigma Excellence Awards – 2024



Accredited with
NAAC A++



38th In India in
UI GreenMetric
World University
Ranking



Best Affordable
Hospital of
the Year



Best Medical
College of
the Year



International
Green College
Award 2023



Most Promising
Medical Institute 2025



The Institutional Diversity,
Equity, and Inclusion (DEI)
& Strong Institutions (SI)
Ranking by the Global
University – 5th in India.

QUALITY CREDENTIALS



ISO 9001-2015
Certified
Medical College
Hospital

ISO 9001-2015
certified Central
Diagnostic
Laboratory



NABH Entry
Level Accredited
Hospital

NABL
Accredited
COVID Lab



ADMISSION PROCEDURE

About Bachelor of Medicine & Bachelor of Surgery (MBBS) program

The MBBS is a 4 ½-year undergraduate (UG) professional course, followed by a 1-year compulsory internship. Regulated by the National Medical Commission (NMC), and adheres to the prescribed competency-based medical education (CBME) curriculum. During this period, students are exposed to conventional and innovative teaching, practical training, clinical rotations, hands-on training, and more.

The MBBS program covers the subjects such as Anatomy, Physiology, Biochemistry, Pharmacology, Pathology, Microbiology, Forensic Medicine, Community Medicine, Oto-rhino-laryngology, Ophthalmology, Dermatology, Paediatrics, Psychiatry, General Medicine, General Surgery, Obstetrics & Gynaecology, Orthopaedics, Radiology, and Anaesthesiology.

After completing this course, students have a wide range of career opportunities, including private practice, teaching, public health, hospital administration, research, and pursuing postgraduate studies.

ELIGIBILITY CRITERIA

- Successful completion of 10+2 / H.S.C or equivalent qualification with individual passes in Physics, Chemistry, Biology/Botany & Zoology/Biotechnology, and English from a recognized board, meeting the minimum requirements as per NMC norms.
- Candidates must be at least 17 years old by December 31st of the admission year.
- A valid NEET (UG) score as specified by the NMC/MCC.

Note: Candidates are advised to refer to the NTA/MCC of DGHS/NMC for the detailed and final eligibility criteria.

ADMISSION PROCESS

Candidates who have qualified in 10+2 as per NMC norms and have successfully cleared NEET in the respective year, and are interested in applying for the MBBS course at VELS Medical College and Hospital, are advised to follow these steps:

Registration

- Register online with the Medical Counselling Committee (MCC) of the Directorate General of Health Services, New Delhi at <https://www.mcc.nic.in> to participate in the common counselling process.

Selection and Payment

- Choose "Deemed University medical colleges" during registration.
- Pay the necessary registration fee and refundable caution deposit.

Choice filling by the candidate

- Fill in your choices, select VELS Medical College and Hospital as your first choice preference.

Merit List and Allotment

- The merit list will be published by MCC on their website.
- Upon successful allotment, report to VELS Medical College and Hospital within the due date indicated in the allotment order.

Reporting and Admission Formalities

- The candidate along with the parents/ legal guardian should report to the Institute admission office with all the required original documents, allotment letter and fees between 8.00 am to 3.00 pm.
- Complete the admission process within the date and time specified in the counselling schedule of DGHS.
- Venue for reporting by the candidates:

Admission office, VELS Medical College & Hospital

12/123, Velan Nagar, Manjankaranai Village, Periyapalayam Road,
Uthukottai District, Tiruvallur Dist 601102, Tamil Nadu.

Website: <https://www.velsmedicalcollege.com>

E-mail: admission@velsmedicalcollege.com

Mobile: +91 9962506248

Admission is subject to fulfilment of all eligibility criteria prescribed by the NMC, MCC of DGHS, VISTAS University, and medical fitness of the candidates. Those who do not fulfil the prescribed eligibility criteria and are not found medically fit shall not be admitted to the course of study to which they are allotted by the MCC of DGHS.

Failure to report within the due date will result in forfeiture of the admission offer without any notice, and the candidate will lose the right to claim the seat in the future.

For regular updates, please follow <https://www.mcc.nic.in> and <https://www.velsmedicalcollege.com>

List of Documents

The following Certificates should be submitted, along with 03 sets of photocopies at the time of reporting:

- Original NEET UG 2025 Admit card issued by NTA with signature and photo affixed
- Original NEET UG 2025 Rank letter/ Score card issued by NTA
- Provisional Allotment letter downloaded from DGHS/mcc.nic.in website
- Birth Certificate
- Original Mark sheet of 10th Examination (HSC/CBSE/ISCE & other equivalent)
- Original Mark sheet of 11th Examination (HSC/CBSE/ISCE & other equivalent)

- Original Mark sheet of 12th Examination (HSC/CBSE/ISCE & other equivalent)
- Original Transfer Certificate from the Institution last studied
- Original Conduct Certificate from the Institution last studied
- Original Bonafide Certificate
- Original Migration Certificate (if applicable)
- Community Certificate (SC/ST/OBC-NCL if applicable issued by competent authority and should be valid)
- EWS Certificate (if applicable – for Candidates falling under General Economically Weaker Section (GEN-EWS) category)
- Disability Certificate (if applicable – for physically disabled; as per the guidelines prescribed by NTA under Reservation Policy for PwD Candidates)
- Self-attested copy of Aadhaar card and Pan card of Father, Mother and candidate
- Gap certificate (if applicable)
- Medical fitness certificate
- Hepatitis B & Covid Vaccination certificate
- Copy of Certificate of Extracurricular activities (if any)
- Passport size 8 copies and stamp size 4 copies same as given in NEET UG 2025.

Note: Candidates without original certificates/documents shall not be allowed to take admission.

FOR NRI CANDIDATES

- Candidates Passport and Resident Visa
- Candidates' parents' Resident certificate issued by the Embassy of the country complying the Income Tax Rules
- Citizenship of the candidate

FOR NRI SPONSORSHIP CANDIDATES

- Sponsor's Resident certificate issued by the Embassy of that country complying with the Income Tax rules
- Candidate's sponsor's Passport, Visa / Resident visa
- Citizenship of the sponsor
- Relationship of NRI with the candidate as per the court orders of The Hon'ble Supreme Court of India in case W.P.(c) No. 689/2017-Consortium of Deemed Universities in Karnataka (CODEUNIK) & Ans.Vs Union of India & Ors. dated 22-08- 2017.
- Affidavit from the Sponsor that he / she will sponsor the entire course fee of the candidate.

FOR FOREIGN NATIONAL

- Valid Foreign passport
- Valid Visa Requirement
- Valid residential permit in India

Degrees / Certificates of candidates must have been recognized and approved by the Association of Indian universities / Commonwealth Universities / International Association of Universities as equivalent to the corresponding Indian degrees / certificates

- Candidates **without original certificates / documents shall not be allowed** to take admission in the allotted Medical College.

FEE DETAILS

Course	Duration	Quota	*Annual Tuition fee	Other fees	Total fees per annum
MBBS (250 seats)	4.5 years + 1 year internship	MNGT	Rs. 21,00,000*	Rs. 97,000	Rs. 21,97,000
		NRI	41,800 USD*	5000 USD	46,800 USD
The amount indicates the annual tuition fees for the current academic year only. The total fees for the entire duration of the course (4.5 years) are divided into 5 equal annual installments. Therefore, each installment of Rs. 21.97 Lakhs / 46,800 USD is to be paid every year on or before the date prescribed by the University/Institution.					

HOSTEL AND TRANSPORT FEES

Non-AC room (Food & Accommodation)	Rs. 1,67,750/ - per annum
AC room (Food & Accommodation)	Rs. 2,30,450/ - per annum
Air - conditioned buses	Rs. 82,500/ - per annum

CAUTION DEPOSIT

Description	Amount	Remarks
College	Rs. 25,000	Refundable at the end of the course, after deduction for damage, if any.
Hostel	Rs. 25,000	

Application Fee: Rs. 2,000

All fee transaction should be done to college account through the following modes:

1. Online Transfer through RTGS / NEFT.
2. Demand Draft drawn in favour of **“VELS MEDICAL COLLEGE AND HOSPITAL, payable at Chennai”**.

BENEFICIARY NAME	VELS MEDICAL COLLEGE AND HOSPITAL
BANK NAME	AXIS BANK LTD
BANK BRANCH ADDRESS	MADIPAKKAM, CHENNAI
ACCOUNT NUMBER	921010041493572
ACCOUNT TYPE	SAVINGS
IFSC CODE	UTIB0000083
MICR CODE	600211007
SWIFT CODE	AXISINBB234

***Note:**

- RTGS payment receipt with UTR No. should be produced along with the original certificates at the time of reporting for admission to VELS Medical College and Hospital.
- Cheque/Cash will not be accepted.
- Part payment shall not be accepted.
- No extension of time for payment of fees will be entertained under any circumstance.

REFUND POLICY

TIME OF WITHDRAWAL	FEE REFUND
Any time after admission but during the counselling period (Where seat can be surrendered to MCC of DGHS and the same be re-allocated by MCC of DGHS).	Rs.75,000 will be deducted and remaining amount will be refunded in 14 working days .
Any time after counselling period (Where seat cannot be surrendered to MCC of DGHS and the same cannot be re-allocated by MCC of DGHS).	No refund. course fee (five year fees) has to be paid by the candidate.

IMPORTANT INSTRUCTIONS

If a candidate fails to report on the date and time specified by Medical Counselling Committee (MCC) of the Directorate General of Health Services (DGHS) in the allotment order along with the original Certificates/Documents and/or fails to pay the tuition fee by Demand Draft/Electronic Fund Transfer through RTGS with UTR No. (For NRI Students through Wire Transfer) on the day of admission, he/she will not be permitted to proceed with the admission process. The vacancy arising there from will be duly notified to the DGHS.

Candidates who have deposited their original documents with any other Institute/College/University and come for admission with a certificate stating that "their original certificates are deposited with the Institute / College / University" will not be allowed to take admission as directed by DGHS, New Delhi.

On admission of candidates, all the fees, viz., annual tuition fee, registration fee, health insurance, caution deposit, transport/hostel and mess fee, etc., as applicable, shall be paid on or before the prescribed date without fail. Any delay in fee payment will attract penalty. If a candidate fails to remit fees within the last date, he/she will forfeit the admission to the concerned course.

For subsequent years the fees shall be paid on or before the specified date as notified to the parents/students and/or on notice board of the institution. Late payment if any will attract penalty.

Every student is required to pay their tuition and other applicable fees for each academic year until they complete their period of study without any arrear subjects during the course period. In case they fail to pass the semester/annual examinations in either the first year, second year, or Final Year Part I and Final Year Part II, they are considered to be under a Break of Study and must pay the required fees as fixed by the University/Institution. This Break of Study fee also applies to students who have not appeared for examinations on their own or have arrears or have been detained for various reasons, thereby extending the duration of the study period. Candidates with an extended period of study must pay the additional tuition fee for such an extended period.

All the fee once paid to the institution shall neither be refunded nor adjusted against any other payment under any circumstances.

If any candidate withdraws from the course of study in which he/she was admitted, after the expiry of the cut-off date prescribed for admission to that course of study or in mid-term and the seat is rendered vacant, the first year fee paid will be forfeited and the student will also be required to remit the "entire course fee for the remaining years of the course period.

Candidates involved in impersonation, suppression, or misrepresentation of facts, or who have produced falsified or bogus certificates, will have their names removed from the admission list at any stage, and appropriate disciplinary action will be initiated.

Students will be governed by all University rules, including rules for refund of fees, disciplinary rules, hostel rules, and UGC/NMC Regulations for Curbing the Menace of Ragging.

The University/Institution reserves the right to change any of the conditions enumerated periodically or for the purpose of complying with any of the regulations of the statutory councils.

Any dispute arising in the interpretation and implementation of the provisions in this information bulletin will be referred to the Vice Chancellor, VISTAS and the decision of the Vice Chancellor shall be final and binding.

In respect of matters relating to or arising out of this information bulletin, the jurisdiction shall be at Chennai alone.

At the time of admission, candidates should sign declaration/undertakings declaring that they shall abide by the rules and regulation of the University including Anti-ragging Regulations of the UGC/NMC and observe good conduct and behavior and that they are bound by the University rules on payment of fees/refund of fees.

It is a general advisory to all students admitted in MBBS course at VELS Medical College and Hospital that they do not avail any long period of leave during the course of study and try to complete the course within the stipulated period as prescribed by NMC/MCI.

DEPARTMENTS

- Anatomy
- Physiology
- Biochemistry
- Pathology
- Pharmacology
- Microbiology
- Forensic Medicine
- Community Medicine

- Emergency Medicine
- General Medicine
- General Surgery
- Obstetrics & Gynaecology
- Paediatrics
- Anaesthesiology
- Dermatology & Venereology
- Otorhinolaryngology
- Ophthalmology
- Orthopaedic Surgery
- Psychiatry
- Respiratory Medicine
- Dentistry
- Radio Diagnosis

TEACHING LEARNING METHODS

CONVENTIONAL TEACHING

- Lectures
- Tutorials
- Small Group Discussions
- Assignments
- Integrated Teaching
 - Horizontal
 - Vertical

INNOVATIVE TEACHING

- e-learning
 - CAL
 - VAL
- Simulation based learning
 - Skills Lab
- Self Directed Learning
- Early Clinical Exposure
- Problem Based Discussions
- Case Based Discussions
- Seminars
- Quiz
- Flip Class
- Debate
- Field Visits/Industrial Visits

MENTORSHIP PROGRAM

- Regular mentor-mentee sessions
- Individual WhatsApp group with mentees
- Discussion on Internal Assessment performance and Attendance
- Discussion on extracurricular activities

ACADEMIC CALENDAR

2025-26

S.No.	Date	Event
1	24 th October 2025	Commencement of Classes – I MBBS
2	3 rd December 2025	Commencement of 1st Internal Assessment
3	23 rd December 2025	Parent-Teacher Meeting
4	2 nd March 2026	Commencement of 2 nd Internal Assessment
5	25 th March 2026	Parent-Teacher Meeting
6	6 th May 2026	Commencement of 3 rd Internal Assessment
7	22 nd May 2026	Parent-Teacher Meeting
8	24 th May 2026	Commencement of Vacation
9	1 st June 2026	Reopening of College
10	6 th July 2026	Commencement of Model Exams
11	3 rd August 2026	Commencement of University Examinations
12	1 st September 2026	Commencement of Classes – II MBBS

2024-25

S.No.	Date	Event
1	1 st October 2025	Commencement of Classes – II MBBS
2	8 th December 2025	Commencement of 1st Internal Assessment
3	23 rd December 2025	Parent-Teacher Meeting
4	24 th December 2025	Commencement of Vacation
5	2 nd January 2026	Reopening of College
6	23 rd March 2026	Commencement of 2 nd Internal Assessment
7	10 th April 2026	Parent-Teacher Meeting
8	1 st June 2026	Commencement of 3 rd Internal Assessment
9	19 th June 2026	Parent-Teacher Meeting
10	3 rd August 2026	Commencement of Model Exam
11	1 st September 2026	Commencement of University Examinations
12	1 st October 2026	Commencement of Classes – III MBBS Part I

ACADEMIC CALENDAR

2023-24

S. No.	Date	Event
1	1 st September 2025	Commencement of Classes – Final MBBS Part I
2	24 th December 2025	Winter Vacation
3	2 nd January 2026	College Reopens
4	23 rd January 2026	1st Internal Assessment
5	11 th February 2026	Parent–Teacher Meeting
6	15 th May 2026	2nd Internal Assessment
7	25 th May 2026	Summer Vacation
8	1 st June 2026	College Reopens
9	8 th June 2026	Parent–Teacher Meeting
10	6 th July 2026	Model Exam
11	3 rd August 2026	University Examinations
12	17 th to 31 st August 2026	Elective Postings – Block I
13	1 st to 15 th September 2026	Elective Postings – Block II
14	16 th September 2026	Commencement of Classes – Final MBBS Part II

2022–23

S. No.	Date	Event
1	1 st to 12 th December 2025	Elective Postings – Block II
2	15 th December 2025	Commencement of Classes – Final MBBS Part II
3	2 nd May 2026	Commencement of 1 st Internal Assessment
4	23 rd May 2026	Parent–Teacher Meeting
5	24 th May 2026	Commencement of Vacation
6	1 st June 2026	Reopening of College
7	1 st October 2026	Commencement of 2 nd Internal Assessment
8	23 rd October 2026	Parent–Teacher Meeting
9	24 th December 2026	Commencement of Vacation
10	2 nd January 2027	Reopening of College
11	15 th March 2027	Commencement of Model Exams
12	12 th April 2027	Commencement of University Examinations
13	17 th May 2027	Commencement of Internship

2021–22

S. No.	Date	Event
1	3 rd to 15 th February 2025	Elective Postings – Block I
2	17 th February to 1 st March 2025	Elective Postings – Block II
3	3 rd March 2025	Commencement of Classes – Final MBBS Part II
4	30 th June 2025	Commencement of 1 st Internal Assessment
5	13 th October 2025	Commencement of 2 nd Internal Assessment
6	2 nd March 2026	Commencement of Model Exam
7	1 st April 2026	Commencement of University Examination
8	1 st May 2026	Commencement of Internship

Academic calendar subject to change.

VELS Hospital, established in 2018 under the guidance of Dr. Ishari K Ganesh, our Chairman, aimed to ensure equitable access to healthcare services for all individuals, irrespective of their financial situation. Driven by a deep commitment to assisting the underprivileged, the hospital introduced highly affordable healthcare services and various health initiatives in the region, with a goal of promoting overall well-being. Nevertheless, some segments of the population, notably those residing in remote villages, continue to face difficulties in accessing the effective and affordable healthcare provided by VELS Hospital, primarily due to economic and social factors.

To break this detrimental cycle, VELS Medical College & Hospital has embraced the motto "Affordable Health care for all" and seeks to raise awareness and extend its services to underserved communities through an INTEGRATED COMMUNITY OUTREACH PROGRAMME, with the ultimate objective of creating a disease-free community by delivering cost-free healthcare services to economically disadvantaged individuals, thereby expanding healthcare accessibility to impoverished households.

Objective: The primary goal is to deliver high-quality, cost-free healthcare services to people from all walks of life through VELS Hospital and its integrated outreach program.

VELS Hospital aspires to offer comprehensive healthcare services, ranging from basic health assessments to advanced medical treatments, to all patients. The services encompass general patient care, antenatal support, assisted deliveries, caesarean sections, and healthcare for children and the elderly. These services are deliberately selected to protect vulnerable populations, particularly those in need.

VMCH Services:

- Free consultations at the outpatient department six days a week
- Specialized clinics without charge
- Round-the-clock inpatient admission and consultation at no cost
- 24-hour Women & Child care
- 24-hour Emergency & Trauma care
- 24-hour ICUs, PICU, NICU care
- Free medical treatments and procedures
- Cost-free day care procedures
- Major and minor surgeries provided at no expense(except for consumables)
- Basic medications supplied free of charge
- Ambulance services for patient transportation, provided without cost
- Provision of complimentary meals
- Diagnostic services, including laboratory tests, ECG, and imaging facilities such as X-Ray, USG, MRI and CT scans, available at affordable rates
- Access to physiotherapy services at reasonable prices

HOSPITAL SERVICES

Broad Specialty Services

- Emergency Medicine
- General Medicine
- General Surgery
- Obstetrics & Gynaecology
- Paediatrics
- Anaesthesiology
- Dermatology & Venereology
- Otorhinolaryngology
- Ophthalmology
- Orthopaedic Surgery
- Psychiatry
- Respiratory Medicine
- Dentistry

Super Specialty Services

- Cardiology
- Cardiothoracic Surgery
- Paediatric Surgery
- Urology
- Nephrology & Dialysis
- Surgical Gastroenterology
- Plastic & Reconstructive Surgery

Laboratory Services

- Biochemistry
- Microbiology
- Transfusion Medicine & Blood Bank
- Haematology
- Clinical Pathology, Histopathology /Cytology

Radiology Services

- X -Ray
- Ultrasound
- CT Scan
- MRI Scan

Diagnostic Services

- ECG
- ECHO
- TMT
- Pulmonary Function Test
- Audiometry
- Endoscopy
- Bronchoscopy

Paramedical Services

- Pharmacy
- Nutrition & Dietetics
- Nursing care
- Physiotherapy
- Biomedical Engineering

Other Services

- Intensive Care Units
- Paediatric Intensive Care Units
- Neonatal Intensive Care Units
- Master Health Checkup
- Operation Theatre
- Labour Room
- Insurance service
- Ambulance service
- Counselling

Support Services

- Laundry
- CSSD
- Housekeeping & Security
- Medical Gas Manifold
- Medical Record
- HR, Admin, Purchase, Store, Finance, IT, Reception & Billing, Transport, Canteen

ANTI-RAGGING COMMITTEE

S. No.	Name and Designation	Committee Designation	Contact Details
1	Dr. Kumudha Lingaraj, Dean	Chairperson	988 465 8240 dean@velsmedicalcollege.com
2	Dr. Arun Kumar, Director	Co-Chairman	984 002 1112 med.director@velsmedicalcollege.com
3	Dr. Prince Johnson Samuel , Vice Principal Academics	Convener	971 048 2688 vpacademics@velsmedicalcollege.com
4	Dr. Savior Selva Kumar, Prof & Head, Dept. of Forensic Medicine	Co - Convener	984 074 2576 hodforensicmedicine@velsmedicalcollge.com
5	Dr. Sheela Rani, Medical Superintendent	Member	900 325 9059 ms@velsmedicalcollege.com
6	Dr. Maignana Kumar Chief Warden	Member	975 073 0600 maignanakumar@velsmedicalcollege.com
7	Dr. Bhasker S. Vice Principal Administration	Member	900 033 0088 vpadmin@velsmedicalcollege.com
8	Dr. Sudakshina, Prof & Head, Anatomy	Member	984 024 6297 hodanatomy@velsmedicalcollege.com
9	Dr. Muthuraman , Associate Professor, General Surgery	Member	muthu91@gmail.com
10	Mrs. Esakkimmal Assistant Professor, Anatomy	Member	965 052 5642 esakki510@gmail.com
11	Mr. Srinivasan , Administrative Officer	Member	944 830 0492 ao@velsmedicalcollege.com
12	Dr. Jayasenthilnathan, Assistant Professor, General Medicine	Member	928 211 0500 sjayasenthilnathan@gmail.com
13	Ms. Sangeetha, Deputy Warden	Member	994 003 2319 sangi3.b@gmail.com
14	Mr. Venkatesh , Inspector of Police	Member	944 432 2281 ps@gmail.com
15	Mr. Sheldon Mark Jerrett, Media	Member	996 223 6774 jerrett.sylvester@gmail.com
16	Mr. Rangarajan. A. L., NGO	Member	944 497 1268 alrangarajan@rejuvenateindiamovement.org

INTERNAL COMPLAINT COMMITTEE

S. No.	Name and Designation	Committee Designation	Contact Details
1	Dr. Maniselvi, Prof & Head, General Surgery	Presiding Officer	984 021 7376 drmaniselvi@yahoo.com
2	Dr. S.S.M. Uma Mageshwari, Head, Microbiology	Convener	994 111 0053 hodmicrobiology@velsmedicalcollege.com
3	Dr. C. Subbulakshmi, Prof & Head, Pediatrics	Member	979 035 4118 hodpaed@velsmedicalcollege.com
4	Dr. Lokeshwari, Associate Professor, OBG	Member	994 455 0146 lokeshwarijm@gmail.com
5	Dr. Sushil George, Assistant Professor, Psychiatry	Member	996 240 7667 georgesushilz@gmail.com
6	Mrs. Senthil Vani, Chief Nursing Officer	Member	944 578 4160 nursingdepartment@velsmedicalcollege.com
7	Mr. Ambrish, Pharmacist	Member	882 584 5610 pharmacy@velsmedicalcollege.com
8	Mrs. Charaniya G, Office Superintendent	Member	971 561 5751 os@velsmedicalcollege.com
9	Mr. Rangarajan, NGO	External Member	944 497 1268 alrangarajan@rejuvenateindiamovement.org
10	Ms. Sarikha R. K., Student 2021 batch	Member	212001212@velsmedicalcollege.com
11	Ms. P. Akshaya, Student 2022 batch	Member	222001105@velsmedicalcollege.com

DISCIPLINARY COMMITTEE

S. No.	Name and Designation	Committee Designation	Contact Details
1	Dr. Kumudha Lingaraj, Dean	Chairperson	984 015 8240 dean@velsmedicalcollege.com
2	Dr. Hemalatha Shanker, ARMO	Convener	807 237 8129 armo@velsmedicalcollege.com
3	Dr. C. Subbulakshmi, Prof & Head, Paediatrics	Member	979 035 4118 hodpaed@velsmedicalcollege.com
4	Dr. Lalitha Shanmugam, Professor of Physiology	Member	994 013 4346 dr_lalithashanmugam@yahoo.com
5	Dr. Sathish Dev, Deputy Medical Superintendent	Member	995 290 7822 ams@velsmedicalcollege.com
6	Dr. Sushil George, Associate Professor, Psychiatry	Member	996 240 7667 georgesushilz@gmail.com
7	Mr. Srinivasan, Administrative Officer	Member	944 830 0492 ao@velsmedicalcollege.com
8	Mrs. Deepanayaki, Dean Secretary	Member	956 667 7605 deepanayaki_c@yahoo.co.in

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

S. No.	Name and Designation	Committee Designation	Contact Details
1	Dr. Kumudha Lingaraj, Dean	Chairperson	988 465 8240 dean@velsmedicalcollege.com
2	Dr. Prince J. Samuel Vice Principal Academics	Convener	971 048 2688 vpacademics@velsmedicalcollege.com
3	Dr. Maignana Kumar, Vice Principal Accreditations	Member	975 073 0600 vpaccreditation@velsmedicalcollege.com
4	Dr. Sudakshina Prof & Head, Anatomy	Member	984 024 6297 hodanatomy@velsmedicalcollge.com
5	Dr. Sushil Z. George Associate Professor, Psychiatry	Member	996 240 7667 georgesushilz@gmail.com
6	Dr. Kalaivani Associate Professor, Anatomy	Member	824 862 8433 kalaiamose@gmail.com
7	Dr. Neelakanti Rajasekar, Associate Professor, Community medicine	Member	818 488 4580 rajashekar.neelakanti@yahoo.com
8	Dr. Sivaanusuya, Assistant Professor, Community Medicine	Member	805 657 4325 anusudhagaran@gmail.com
9	Mr. Jeevan 2021 Batch Rep.	Member	212001157@velsmedicalcollege.com
10	Ms. Lochana 2021 Batch Rep.	Member	212001172@velsmedicalcollege.com
11	Mr. Gokul M. 2022 Batch Rep.	Member	222001136@velsmedicalcollege.com
12	Ms. Akshaya 2022 Batch Rep.	Member	222001105@velsmedicalcollege.com
13	Mr. Kavya Shree 2023 Batch Rep.	Member	232001152@velsmedicalcollege.com
14	Ms. Harris Adhithiya 2023 Batch Rep.	Member	232001136@velsmedicalcollege.com

STUDENTS DISCIPLINARY RULES

- The student shall attend all classes, tutorials, lectures, group discussions, lab, and clinical postings on time. Students who come late will not be given attendance and may be denied entry to the class.
- The student shall not misbehave in the campus/class or behave arrogantly, violently towards faculty, staff and fellow students.
- The student shall obey the instructions given by the Faculty/staff members and shall always interact with them with due respect.
- Every student shall maintain strict discipline within the campus, hostel and outside of the Institution.
- Smoking and consumption of alcohol or any prohibited substance are banned inside the campus.
- Use of any electronic gadgets including mobile phones inside the classroom, dissection hall, practical lab, clinical postings, examination hall and library are prohibited.
- Possession of fire arms, lethal weapon, explosives, or dangerous substances are strictly prohibited within the campus.
- No student shall take part in any undesirable activity like ragging or involve himself/ herself in any political or other movements in any manner during the course of study in VMCH.
- No student shall indulge in acts of any violence, sexual harassment etc.,
- Any loss, misuse or damage to the library textbooks, lab equipment shall attract necessary charges to repair or replace in addition to the fine/penalty.
- Any damage caused to apparatus, furniture or any other articles due to their negligence, carelessness or wantonness, shall be viewed seriously and damage costs shall be levied from the student.
- Each student should behave with other students in such a manner respecting each other's feelings and creating congenial atmosphere to live together pleasantly.
- No student shall involve or encourage other students in fighting. Similarly no student shall participate or initiate any form of bullying.
- The students shall read the notices, communications, sent to their mail IDs, whatsapp, or displayed in the notice boards.
- Keep the campus clean by not throwing litters around.
- The students shall attend all the class tests, IA, and model examinations. Attendance for FA, IA, and model examinations are compulsory

- The students are expected to have the necessary percentage of attendance as prescribed in course regulation to qualify for appearing for the University examinations. Those who fail to secure the minimum attendance prescribed shall not be permitted to take University examination.
- The students shall not absent himself/herself without submitting leave letter to the HOD/Vice Principal/Dean concerned. If any student is absent without prior permission, it would be treated as unauthorized absent.
- Any candidate who fails to pass the University examination of VMCH as prescribed shall have the course extended according to the regulations of the course of study and such candidate shall have to pay tuition fees and other fees for the extended duration of the course also.
- Admission of students shall be cancelled in case of not submitting the required documents, failing to fulfil the required eligibility criteria of the program, submission of incorrect and/or fake documents, admission gained by any fraudulent means at any stage during the entire program, and not paying the stipulated fees on time.
- All students shall abide by the rules and regulations of the Institution. Failure on part of students to follow the same shall result in punishment including warning, fine, cancellation/withholding of scholarships, award, prize, results etc., expulsion from the hostel, institution, cancellation of examination result, suspension from the institution, suspension from the hostel etc.,
- The decision of the Dean, Vice Principal, and Head of the Departments with regard to disciplinary cases shall be final and all students shall abide by such decisions.

DRESS CODE

- Students should wear clean, and neatly ironed formal dress / uniforms, wherever prescribed.
- Students are advised to follow the dress code in the college during lectures, practical, dissection, library, labs, clinical postings and any formal function of the Institution.
- All the students must wear their overcoats and ID cards during working hours.
- Male students must come with clean shaven face and their shirts tucked in.
- Slippers, sports shoes and sandals are not permitted; wearing formal shoes is compulsory.
- Female students should tie up their hair.

ATTENDANCE

Every student shall maintain the minimum attendance required to qualify to appear for the University examination, as prescribed by the NMC/University. Similarly, attendance for Formative Assessment (FA), Internal Assessment (IA), and model exams is compulsory. Students who fail to secure the required attendance prescribed in each subject shall not be permitted to take up the University examination in that particular subject(s).

PAYMENT OF TUITION FEES

- On admission of candidates, all the fees, viz., annual tuition fee, registration fee, health insurance, caution deposit, transport/hostel and mess fee, etc., as applicable, shall be paid on or before the prescribed date without fail. Any delay in fee payment will attract penalty. If a candidate fails to remit fees within the last date, he/she will forfeit the admission to the concerned course.
- For subsequent years the fees shall be paid on or before the specified date as notified to the parents/students and/or on notice board of the institution. Late payment if any will attract penalty.
- Similarly, examination fee, as prescribed and notified shall be paid on time. Late payment if any will attract penalty. However if the student fails to pay the examination even after lapse of period specified for payment with fine, such candidates will not be issued hall tickets and shall be debarred from appearing to the University examination.
- Every student is required to pay their tuition and other applicable fees for each academic year until they complete their period of study without any arrear subjects during the course period. In case they fail to pass the semester/annual examinations in either the first year, second year, or Final Year Part I and Final Year Part II, they are considered to be under a Break of Study and must pay the required fees as fixed by the University/Institution. This Break of Study fee also applies to students who have not appeared for examinations on their own or have arrears or have been detained for various reasons, thereby extending the duration of the study period. Candidates with an extended period of study must pay the additional tuition fee for such an extended period.
- All the fee once paid to the institution shall neither be refunded nor adjusted against any other payment under any circumstances
- The Institute/University has the right to modify the tuition, hostel, transport, examination, and other fees from time to time, which will be applicable to both newly admitted and existing students.

RULES FOR DISCHARGE & DISCONTINUANCE FOR STUDY

- Any student who fails to complete the course of study, and/or qualify, and/or complete the internship within the period prescribed by the NMC shall be discharged from the said course. He/She will not be permitted to attend the classes, internship, or write examinations thereafter.
- Any student who applies for discontinuance or discontinues on his/her own from the course to which he/she has been admitted, for any reason, will have to remit the tuition fee and other applicable fees for the entire/remaining course period. All documents pertaining to the student will be held by the Institute/University and will not be returned until all payments for the entire/remaining course period are made to the Institute account.

LEAVE AND LONG ABSENCE WITHOUT PERMISSION

- The students shall be punctual in attending classes throughout the course period. He/She shall not absent himself/herself without submitting leave letter to the HOD/Vice Principal/Dean concerned.
- Any student who wishes to avail leave shall submit a written request letter to the office of the Vice-Principal/Dean at VMCH after obtaining the cumulative (for whole year; not just previous month) theory and practical attendance percentage details from each department of study. The letter must be submitted at least 3 working days prior to the leave date. The student shall avail leave only after the leave is granted by the Vice-Principal /Dean.
- Emergency leave or absence must be intimated by the parents through email (from the email ID they have submitted to the college) at the earliest to the Dean (dean@velsmedicalcollege.com) with a copy marked to Vice-Principal (vpacademics@velsmedicalcollege.com) and college office (collegeoffice@velsmedicalcollege.com) citing the reason clearly. Emergency leave is generally granted for medical emergency involving the student / first degree relative / immediate grandparents or a natural disaster or death in the family. An email from the student alone shall not be accepted. Medical Leave must be supported by a medical certificate that must be countersigned by HOD, General Medicine, VMCH and submitted to the office of the Vice-Principal within two weeks of joining back. Leave will be considered as "leave without permission" if above requirements are not met.
- Hostel students are not permitted to stay back in hostel during working hours. In case of sickness they must report to the hospital and the final recommendation must be counter-signed by HOD, General Medicine, VMCH and a copy of the same must be submitted to the office of the Vice-Principal within two weeks of joining back.

If any student is absent without prior permission, it will be treated as unauthorized absence, and the following actions will be initiated as per University regulations:

- He/She will not be permitted to attend classes, dissection, practicals, clinical postings, library, or avail hostel/transport until the parents meet the authorities. • He/She will be kept under suspension, and appropriate disciplinary action will be initiated.
- His/Her name will be removed from the attendance register.
- He/She will have to pay the readmission fees/fine.
- He/She will be treated as discontinued from the course of study depending on the extent of leave availed.

IMPLEMENTATION OF FINE

S. No.	Description	Fine (Rs.)
1.	Unauthorized absence from class	500
2.	Possession of electronic gadgets in the classroom and examination hall	500
3.	Unauthorized stay in the hostel during college hours	1000
4.	Unauthorized absence from formative assessment	1000
5.	Usage of two-wheelers within the campus with doubles and triples	500
6.	Wearing non-uniform attire, such as jeans and t-shirts	500
7.	Wearing slippers	500
8.	Untidy appearance	500
9.	Beard and uncut hair	500
10.	Not wearing an ID card	500
11.	Breaking college/hospital/hostel property or any property in campus: Rs. 1000 + up to three times the amount for replacement or repair	
12.	Defacing furniture / walls: Rs. 500 + up to three times the amount for replacement or repair	
13.	Damaging / losing library books: Rs. 500 + up to three times the three times the cost of latest edition of the book	
14.	Unauthorized absence from Internal Assessment: Not permitted to attend classes until the students, along with their parents, meet the Dean.	
15.	Any repetition of the above violations will attract a fine ten times the approved amount.	
16.	Student assisting another Student in any indiscipline or breaking of rules	Rs. 2000

CENTRAL LIBRARY

VELS Medical College & Hospital's Central Library boasts an expansive infrastructure spanning 10760 sq.ft., designed to accommodate up to 500 readers concurrently. The library is well-stocked with 6000 books, encompassing the latest editions of recommended textbooks and reference materials from both Indian and international sources.

Apart from the Central Library, each department features its own dedicated library stocked with essential textbooks and reference materials.

LIBRARY HOLDINGS

Books	Titles	1376
	Volumes	6000
	E-Books	8672
Periodicals	National	24
	International	19
	E-Journals	32
Online Database	DELNET	2773
	Proquest	2182
Others	Audio/Videos	150
	Computers	40
Library Membership / Subscription	British Council Library Annual Membership	
	American Library Annual Membership	
	DELNET	
	Proquest	



KEY REGULATIONS (IN LIBRARY)

- All faculty members and students must wear their ID cards inside the library.
- Adherence to the institute's dress code is mandatory when visiting the library.
- Attendance, including name and signature, is required to be recorded in the register upon entry and exit.
- Personal items, including bags, handbags, mobile phones, and audio instruments, are not allowed inside the library. The library is not liable for any loss or damage.
- Refreshments are not allowed within the library premises.
- Silence must be maintained, and discussions are not permitted within the library.
- Maintenance of cleanliness is paramount, and waste should be disposed of in the provided dustbins.
- Careful handling of all library materials is expected, activities such as writing, scribbling, marking, and cutting strictly prohibited.
- Defective books or bound volumes should be promptly reported to the librarian.
- Upon leaving the library, books should be placed on the reading table.
- Books or materials taken from the library must be shown to the staff at the entrance counter.
- New arrivals will be communicated to all members through group mail/SMS.
- Multiple book and journal borrowing at once is not permitted.
- Borrowing limit is five books for fifteen days, with the option to renew for an additional two weeks.
- Book transactions occur between 8:30 am and 8 pm on working days, with no transactions on Sundays and holidays.
- Fines for damages, including scribbling, spots, etc., shall be levied.
- Librarians reserve the right to recall books and refuse issuance to rule violators.
- Violation of library rules may result in the withdrawal of library privileges.

1. INTRODUCTION

The VMCH Hostel provides a comfortable and secure residential environment for students. The hostel offers both air-conditioned and non-AC rooms equipped with basic furnishings. All hostels have uninterrupted water and power supply.

Additional facilities include:

- Gymnasium
- Sports amenities
- Laundry services
- Wi-Fi connectivity

Dining halls are clean, spacious, and well-ventilated, serving hygienic, wholesome, and nutritious food. Safety and security are ensured through wardens, supervisors, maintenance staff, and security personnel.

2. HOSTEL ADMINISTRATION AND ADMISSION

Administrative Structure

- The hostel is under the overall supervision of the Dean/Vice Principal.
- Day-to-day administration is managed by the Chief Warden, Deputy wardens and Residential Wardens.
- Their decisions on all hostel matters are final and binding.

Admission to Hostel

- Accommodation is provided only to registered students of VMCH.
- Admission to the college does not guarantee hostel admission.
- Hostel admission may be declined without assigning any reason.
- Students must submit a formal hostel application along with the prescribed fee after college admission.
- Prior to admission, students and parents must submit a written undertaking agreeing to follow hostel rules and regulations.
- Accommodation is not automatically extended to the next academic year.
- Students are normally not permitted to stay beyond the specified period from the date of admission.
- Hostel office functions during regular working hours on working days. Complaints must be given in writing to the Warden.

Vacating the Hostel

- Prior written permission from the Dean/Chief Warden is mandatory before vacating the hostel.
- Approval must be obtained through a formal letter.
- Students can vacate only after clearing all dues and completing required formalities.
- If a student vacates within six months of admission without valid reason, the entire caution deposit will be forfeited.

3. GENERAL RULES AND REGULATIONS

- Room Allotment is done by the Chief Warden.
- Subletting or accommodating guests in rooms is strictly prohibited.
- Furniture must not be shifted between rooms.
- Students are responsible for furniture and fixtures; damages will be recovered.
- Use of electrical appliances (other than mobile phones) requires prior permission.
- The hostel is not responsible for loss of valuables; students must lock their rooms.
- Visitors are permitted only in the visitor's room.
- Cross-gender visits to hostel rooms are not allowed.
- Hosting guests in rooms is prohibited and may lead to fines or expulsion.
- Possession or consumption of narcotics, alcohol, tobacco, or smoking on campus is strictly prohibited; violation will lead to expulsion.
- Gambling, unauthorized meetings, and unauthorized collections are not permitted.
- Posters, pamphlets, or notices cannot be displayed or distributed without permission.
- Vandalism and damage to hostel property will result in disciplinary action.
- ID cards must be carried at all times.
- In case of illness, the Warden must be informed immediately; students must stay in the hospital casualty room.
- Vacation plans must be informed in advance in writing.
- Staying with local guardians requires a written request from parents and Warden's permission.
- Forgery, misinformation about whereabouts, and unauthorized visitors are serious offences.
- All residents must be inside their hostels by 9:00 PM.
- Lights must be switched off by 11:00 PM; corridor lights by 9:00 PM.
- Rooms must be locked and power turned off when leaving.
- Newspapers are not allowed in rooms; cutting newspaper portions is prohibited.
- Waste must be disposed of in designated bins.
- Pets are not allowed.
- Vendors are not allowed inside the hostel.
- Cleanliness of surroundings is the responsibility of all residents.
- All dues must be cleared before the stipulated time.

4. MESS AND DINING REGULATIONS

- The hostel mess is supervised by the Warden.
- All hostel residents must dine in the hostel mess.
- Mess Timings:
 - ♦ Breakfast: 07:00 AM – 08:00 AM
 - ♦ Lunch: 12:00 PM – 01:00 PM
 - ♦ Tea: 04:00 PM – 05:30 PM
 - ♦ Dinner: 07:00 PM – 09:00 PM
- Additional Rules:
 - ♦ Utensils should not be taken to rooms.
 - ♦ Meals are not served in rooms.
 - ♦ Guests are generally not allowed to dine.
 - ♦ Special diets may be provided for sick students.
 - ♦ Students must not enter the kitchen.

5. HOSTEL TIMINGS

Time	Instruction
8:00 AM	All students must leave the hostel and proceed to college
9:30 AM – 10:00 AM	Hostel entry permitted.
10:00 AM – 12:00 PM	All students must attend hospital clinical postings.
12:00 PM – 1:00 PM	Hostel entry permitted.
1:00 PM – 3:00 PM	All students must attend college sessions.
After 3:00 PM	Hostel entry allowed.
9:00 PM	Final in-time; all must be inside the hostel.

6. STANDARD OPERATING PROCEDURE (SOP) FOR AVAILING LEAVE FROM HOSTEL

This SOP explains the step-by-step process for hostel students who wish to go to their hometown during weekends/holidays. All students are expected to strictly follow the procedure.

Procedure

1. Collect Leave Form

- ♦ Obtain from the Warden or Assistant Warden.

2. Fill in Details

- ♦ Complete form with Name, Roll No., Room No., Dates of leave, Place of visit, Mode of travel, etc.

3. Parental Consent

- ♦ Make a video call to parents and allow the Warden to confirm.
- ♦ Parents may also send confirmation by official email or signed letter to Dean/VP.

4. Get Signatures

- ♦ After parental consent, Warden signs the form.
- ♦ Then obtain signatures from:
 1. Chief Warden (or Deputy Warden in absence)
 2. Dean / Vice Principal

5. Submit the Form

- ♦ Return the fully signed form to the Warden.

6. Issue of Gate Pass

- ♦ Warden issues Gate Pass, which must be submitted at Main Gate Security before leaving.

Important Rules

- Submit Leave Form at least 24 hours before departure.
- Last-minute leave is not accepted except in emergencies.
- Leave is subject to approval by Warden, Chief Warden, and Dean/VP.
- Authorities may cancel/disapprove leave at any time.
- Deputy/Assistant Warden may handle process in absence of Warden/Chief Warden.
- Providing false/misleading information will attract disciplinary action (warning, fine, cancellation of leave, or expulsion in serious cases).
- Students must return on the approved date; delay without prior permission counts as unauthorized absence.
- Parental confirmation via official mail or letter is mandatory for all leaves.

Legal Validity

By signing and submitting the Leave Form, the student and parents acknowledge that:

- Leave is granted purely on approval, subject to hostel/college rules.
- The institution is not responsible for any incidents, accidents, or issues occurring outside campus during leave.
- Non-compliance with this SOP will invite disciplinary action as per hostel rules.

7. MEDICAL GUIDELINES FOR HOSTEL STUDENTS

If Unwell in the Hostel

- Inform Warden/Deputy Warden immediately and report to Casualty.
- Staying back in the hostel is not permitted.
- Sign the Sick Register before leaving.
- Stay in Casualty until 3:00 PM or until certified fit to return.
- Obtain a Medical Certificate endorsed by HOD, General Medicine.
- Treatment is on credit basis; expenses will be adjusted against caution deposit or collected from students/parents by the Warden.

If Unwell at Home/Native Place

- Get treated by a registered/family doctor.
- Send a parent-signed leave letter and medical certificate to the Dean/VP with a copy to the Warden.
- On return, submit the medical certificate endorsed by HOD, General Medicine.
- Only then will leave be accepted on medical grounds.

8. MEDICAL TREATMENT ON CREDIT BASIS

- Hostel students receive medical treatment without upfront payment.
- Bills will be processed on credit and shared with Warden and Dean's Office daily.
- Amounts will be adjusted against caution deposit or collected later.
- Wardens will update parents regularly during illness.

9. DISCIPLINARY RULES AND FINE STRUCTURE

Violation	Fine	Action
Misbehavior / abusive language / defying instructions	₹1000	Warning / Written apology / Disciplinary action / Suspension
Fights / verbal abuse	₹5000	Suspension / Expulsion
Alcohol / drugs / tobacco (possession or use)	₹5000+	Expulsion + Legal action
Ragging or bullying	As per UGC norms	Immediate expulsion + FIR
Staying sick without reporting	₹500	Warning
Leaving hostel without permission	₹2500	Suspension
Not returning after leave	₹200 per day	Warning / Suspension
Forging or not submitting leave letters/MC	₹1000	Warning / Disciplinary
Damaging hostel property	Repair cost + ₹5000	Apology / Suspension
Unauthorized electrical appliances	₹1000	Confiscation + Warning
Littering / dirtying common areas	₹1000	Warning
Wasting water/electricity	₹1000	Warning
Not signing in/out	₹500	Warning
Allowing outsiders/day scholars	₹2000	Suspension
Tampering with security systems	₹5000	Expulsion / Legal action
Permitting another student in AC room	₹5000	Cancellation of AC facility
Staying in another's AC room	₹5000	Warning / Disciplinary
Proxy attendance / assisting	₹1000	Warning / Academic penalty

- All fines and actions are decided by the Warden/Chief Warden and approved by the Dean/VP. Serious cases are referred to the Institutional Disciplinary Committee.
- All decisions are final and binding. No appeals will be entertained.

10. ISSUING OF LOCK AND KEYS FOR HOSTEL ROOMS

- In order to enhance the safety and security of all hostel residents, locks with four keys have been provided for each hostel room. The following guidelines must be strictly adhered to by all students:

a. Distribution of Keys

- One key will be issued to each student of the respective room.
- One spare key will be maintained at the Hostel Office for administrative purposes.

b. Authority to Open Rooms

The Hostel Authorities reserve the right to open and inspect rooms under the following circumstances:

- To check cleanliness and hygiene.
- To prevent the possession or storage of banned substances or prohibited items.

Such inspections will be carried out in the presence of the Warden or Assistant Warden.

c. Responsibility of Students

- Each student is personally responsible for the safekeeping of their allotted key.
- Keys must be returned to the Warden at the time of vacating the hostel.
- Under no circumstances should students exchange their keys with others.

d. Loss or Misuse of Keys

In cases where a key is lost, exchanged, or misused, the following disciplinary measures may be initiated:

- Levying of a heavy fine.
- Issuance of an official warning.
- Replacement of the lost key at the student's cost.

e. Compliance

All students are expected to strictly comply with the above guidelines. Any violation will be viewed seriously and will attract appropriate disciplinary action.

11. ANTI-RAGGING POLICY

Ragging in any form is strictly prohibited inside and outside the campus, including hostels. As per the guidelines of the University Grants Commission (UGC) and the National Medical Commission (NMC), the institution follows a Zero Tolerance Policy towards ragging. Ragging is a criminal and punishable offence under the law. Any student found involved in ragging—whether actively or passively, directly or indirectly—will face immediate expulsion from the college and hostel, in addition to initiation of legal proceedings as per the provisions of the law. All students are expected to maintain a respectful and inclusive environment, ensuring the safety and dignity of their peers at all times.

12. FINAL NOTE

All hostel residents are expected to maintain discipline, decorum, and personal responsibility at all times. These guidelines, including the SOP for Leave and Medical Provisions, are mandatory and form part of the institutional code of conduct.



TRANSPORT DETAILS

With a commitment to providing safe and convenient commuting, our college buses are operated by experienced drivers and cover major areas across the city. This ensures a smooth and efficient transportation experience for our students. Seats will be allotted based on availability.

Students who wish to avail the college bus facility are requested to contact the college office or visit the transport office in person to check availability and make the necessary payment.

Note: The bus fee, once paid, will not be refunded or adjusted under any circumstances.



TRANSPORT DETAILS

Bus No.	Route
1	KODAMBAKKAM, T.NAGAR, CHOO LAIMEDU, METHA NAGAR, SKY WALK, ANNA ARCH, K4 POLICE STATION, THIRUMANGALAM, PADI, DRG SIGNAL, SENTHIL NAGAR, TEMPLE SCHOOL, MADHAVARAM, REDHILLS, JANPANCHATIRAM, VMCH
2	THARAMANI, THIRUVANMIUR, ADYAR, MANDAVELI, SANTHOME, CITY CENTRE, ROYAPETTAH, EGMORE COURT, MOUNT ROAD, BROADWAY, MINT BUS STAND, AMBEDKAR COLLEGE, MOOLAKADAI, MADHAVARAM, REDHILLS, JANPANCHATIRAM, VMCH
3	PORUR, IYYAPANTHANGAL, PARUTHIPATTU, AVADI MARKET, AVADI CHECKPOST, AVADI BUS STOP, RAKKI CINEMAS, VELLAMMAL, PUZHAL BUS STOP, KAVANKARAI, REDHILLS, SOLAVARAM, JANPANCHATIRAM, VMCH
4	THIRUVALLUR, VISHNUVAKKAM, THAMRAIPAKKAM, VENGAL KOOT ROAD, PERIYAPALAYAM, ARANI, THATCHUR KOOT ROAD, REDHILLS, JANPANCHATIRAM, VMCH
5	GUDUVANCHERY, MANNIVAKKAM, TAMBARAM, MEPS, PALLAVARAM, ALANDHUR, ASHOK PILLAR, KK NAGAR, VADAPALANI SIGNAL, MMDA, CMBT, THIRUMANGALAM, PADI, RETTERI, MADHAVARAM, REDHILLS, JANPANCHATIRAM, VMCH
6	ENNORE, LIFT GATE, THIRUVOTTIYUR MARKET, THERADI METRO, TOONDAIRPET, MINT, BASIN BRIDGE, MULLAI NAGAR, BB ROAD, PERAMBUR, RELIANCE, PERAMBUR REVATHI, SS BRIYANI SHOP, WELDING SHOP, RETTERI JUNCTION, REDHILLS, JANPANCHATIRAM, VMCH
7	MINJUR, KOKKUMEDU, PONNERI, KRISHNAVARAM, ANDARKUPPAM, TACHOOR KOOT ROAD, PANJETTY, REDHILLS, JANPANCHATIRAM, VMCH
8	PURASAI VAKKAM MADHAR SHA, KILPAUK, AYYANAVARAM, AYYANAVARAM (NOOR HOTEL), RETTERI, VINAYAGAPURAM, CAMP, REDHILLS, JANPANCHATIRAM, VMCH
9	PALLAVARAM, ALANDUR METRO, OLYMPIA, VADAPALANI, ARUMPAKKAM, KOYAMBEDU, THIRUMANGALAM, MOGAPAIR, TELEPHONE EXCHANGE ROAD, AMBATTUR OT, ROCKEY THEATRE, SURAPET, PUZAH SIGNAL, REDHILLS, JANPANCHATIRAM, VMCH
10	MINT, VYASARPADI, PERAMBUR, WELDING SHOP, KOLATHOOR, VINAYAKAPURAM, PUZAH SIGNAL, REDHILLS, JANPANCHATIRAM, VMCH

GENERAL RULES

University examinations will be held for theory and practical/clinical components separately. Students will appear for the respective professional examinations at the end of the professional year. If they fail in the professional examination, they have a chance to reappear in the supplementary professional examinations. In case any student fails in the supplementary professional examination, then he/she will appear in the professional examination with the students of the next academic year.

All grievances related to examinations shall be addressed to the Head of Institution/COE and finally to the Vice Chancellor. All decisions taken by the Vice Chancellor related to examinations shall stand final and binding.

1. ELIGIBILITY TO APPEAR FOR PROFESSIONAL EXAMINATIONS

1.1 ATTENDANCE

Attendance requirements are 80% in theory and 85% in practical/clinical for eligibility to appear for the University examinations in that subject. In subjects that are taught in more than one phase, the student must have 80% attendance in theory and 85% in practical in each phase of instruction for that subject. If an examination comprises more than one subject (e.g., General Surgery and Allied branches), the student must have 80% attendance in each subject and 85% attendance in each clinical posting. Students who do not have at least 80% attendance in the electives will not be eligible for the Third Professional – Part II examination.

1.2 INTERNAL ASSESSMENT

Regular periodic examinations shall be conducted throughout the course. There shall be no fewer than three internal assessment examinations in each Preclinical/Para-clinical subject and no fewer than two examinations in each clinical subject in a professional year. An end-of-posting clinical assessment shall be conducted for each clinical posting in each professional year. When subjects are taught in more than one phase, the internal assessment must be done in each phase and must contribute proportionately to the final assessment. For example, General Medicine must be assessed in the second Professional, third Professional Part I, and third Professional Part II, independently. Day-to-day records and logbook (including required skill certifications) should be given importance in internal assessment. Internal assessment should be based on competencies and skills. The final internal assessment in a broad clinical specialty (e.g., Surgery and Allied specialties, etc.) shall comprise marks from all constituent specialties. The proportion of the marks for each constituent specialty shall be determined by the time of instruction allotted to each. Learners must secure at least 50% of the total marks (combined in theory and practical/clinical; not less than 40% marks in theory and practical separately) assigned for internal assessment in a particular subject to be eligible for appearing at the final University examination of that subject.

The results of internal assessment will be displayed on the notice board. Learners must have completed the required certifiable competencies for that phase of training and completed the logbook appropriate for that phase of training to be eligible for appearing in the final university examination of that subject. Internal Assessment examination marks, and model examination marks will be taken for calculating final internal assessment marks. A minimum of 50% marks in internal assessment (Theory & practical) is a mandatory prerequisite to appear in the University examination.

UNIVERSITY EXAMINATIONS

University Examination shall be conducted, and results shall be declared as per NMC/University regulations.

REVALUATION

Students who wish to apply for revaluation should first apply for a soft copy of answer scripts for viewing by paying the prescribed fee on or before the last date for obtaining the soft copy of answer scripts. If the candidate is convinced that the script deserves higher marks than awarded, he/she can apply for revaluation by paying the prescribed fee on or before the last date for applying for revaluation. After revaluation, the marks of the valuator are final, whether high or low. Students who have failed in Practical/Clinical Examination are not eligible for Revaluation. The students who have failed in more than two subjects having two papers each, are not eligible for Revaluation.

SUPPLEMENTARY EXAMINATIONS

The supplementary examinations for every Professional examination shall be scheduled within 6 weeks from the date of declaration of results of the regular examination.

Note: These regulations are subject to change as per NMC/University guidelines from time to time.

EXAMINATION MALPRACTICES – AWARD OF PUNISHMENT



MARROW COACHING

To foster the development of successful doctors and capable students well-equipped to ace all competency examinations, and to ensure that our MBBS students seamlessly transition to PG on their first attempt, we have established a partnership with Marrow. Marrow is a NEET PG/NExT preparation platform that undergoes peer review by India's leading medical faculty and NEET PG exam achievers.

Marrow boasts a QBank featuring 20,000+ MCQs, 1000+ hours of recorded Master Classes, and 300+ tests, including All-India Grand Tests meticulously crafted by medical professionals. Trusted by over 500,000 students, Marrow has become the gold standard for the new pattern NEET PG. It undergoes frequent reviews to stay abreast of changes in the exam pattern, incorporate the latest questions, and align with current trends.

Within Marrow, our MBBS students are offered access to the Creator+ platform.

SKILLS LABORATORY

The Skills Laboratory is a dedicated facility designed to help medical students acquire and practice essential clinical and procedural skills in a safe and supervised environment before performing them on patients. It is equipped with mannequins, simulators, and models, that replicate real clinical scenarios.

Students are trained in basic and advanced clinical skills such as history taking, physical examination, communication, basic life support, injections, catheterization, suturing, and other essential procedures. Regular sessions and assessments are conducted as part of the curriculum to build competence and confidence.



SPORTS & CULTURAL

VMCH believes in the inclusive participation of both faculty and students in extracurricular activities. Our diverse range of sports facilities is open to all, creating a platform for the entire VMCH to come together and share the joy of physical recreation. VMCH is dedicated to fostering a holistic and well-rounded educational experience for its students by providing robust support in both academic and extracurricular domains. Our commitment to student well-being and development extends beyond the classroom, creating an environment where students can thrive not only academically but also in various physical and recreational activities.



State-of-the-Art air-conditioned Gymnasium



Sports Facilities: Our infrastructure includes volley ball court, cricket and a football field, in addition to indoor Caram Board, Table Tennis, Chess providing students with ample opportunities to engage in team sports and hone their athletic skills.

INFRASTRUCTURE



MEDICAL COLLEGE BLOCK



LECTURE HALL



ANATOMY MUSEUM



ANATOMY DISSECTION HALL



PHYSIOLOGY LAB



HISTOLOGY LAB



CAL LAB



BIOCHEMISTRY LAB



PATHOLOGY & FORENSIC MUSEUM



PHARMACOLOGY LAB



MICROBIOLOGY LAB



DEMO ROOMS



EXAMINATION HALL



HOSPITAL



HOSPITAL RECEPTION



IN PATIENT WARD



PHARMACY



BLOOD BANK



PEDIATRIC WARD



LAB



X-RAY



CT SCAN



MRI



MASTER HEALTH CHECKUP



AUDIOLOGY



OPERATION THEATRE



BOYS HOSTEL



GIRLS HOSTEL



STAFF QUARTERS



RESIDENT QUARTERS - MALE



RESIDENT QUARTERS - FEMALE



STUDENT DINING HALL



GYM



PLAY GROUND



SALOON



CAFETERIA



ATM



AUDITORIUM



 12/123, Velan Nagar, Periyapalayam Road,
Manjankaranai Village, Uthukkottai Taluk,
Tiruvallur District - 601102, Tamil Nadu.

 info@velsmedicalcollege.com

99625 06248 | 76808 81002

www.velsmedicalcollege.com