

General information and norms :-

- 1) **Study Center Location** – Currently the IGNOU study center is located on the first floor of college building of KPC Medical College & Hospital.
- 2) **Registration and Identity Card Issue** – Contact the student section at principal office from 9am to 5pm (Monday to Saturday) and collect Identity card upon producing IGNOU enrollment/registration card.

** Note : Please bring 3 self attested stamp size photograph and clearly write the following at the back of the 2nd and 3rd photograph.

NAME :-

Course Name :- MSC DFSM

Enrollment No :-

- 3) **Library Facilities** – Three different kind of library facility are available to KPC MSC DFSM students.
 - i) IGNOU study center library; situated in the study center, student reading room. All IGNOU published course material and recommended readings will be available here. [Home issue will not be allowed].
Library usage time :- 6am to 6pm (Monday to Saturday) and 6am to 1 pm (only for Sunday).
 - ii) KPC Central Library:- Use of nutrition center books.
Caution Money (Refundable) : Rs. 500/-
Usage Charges : Rs. 500/- p.a.
(No Home issue will be available)
Library usage time : 9am to 9pm (Monday to Saturday)
 - iii) KPC Central Library :- Use of all facilities (Books / Journals / Video / Computer) of all discipline (medical and paramedical) with home issue options.
Caution Money (Refundable) : Rs. 3000/-
Usage Charges : Rs. 2000/-
Library Usage Time : 9am to 9pm (Monday to Saturday)

Contact Librarian 9am to 9pm (Monday to Saturday) (central library) for issue of library card upon producing bonafide KPC Identity Card.

- 4) **Apron** – All students would require medical apron to attend in the medical college as per MCI rule. KPC uniform aprons will be available from college office and has to be compulsorily procured
- **All students are required to submit duly completed student history sheets before programme calendar can be prepared, Forms can be collected from Dept. of Clinical Dietetics, 3rd floor Emergency Block between 1pm to 5 pm – Monday to Saturday.**
 - **KPC Medical College & Hospital offers an independent Internship cum “On Job Training” especially designed for MSC DFSM. To apply for the programme contact Dr. Shilpi Baidya (at Dept of Clinical Dietetics) between 1 pm to 3 pm – Tuesday to Saturday ; Email : dr.baidya@aol.in**
 - **Dessertation :- Contact Ranjini Datta on Saturday (10am to 2pm) in person for details of this programme.**
 - **Other general rules:-**

Study centers will remain open Monday – Saturday , 6am – 9pm and Sunday 6am – 2pm.

Theory and practical contact classes will be conducted batch wise. Students will be divided into two groups as per roll number/enrollment no, etc. Students are to attend the scheduled class of his/her batch in general but batch can be interchange upon request with permission of PIC in case of dire emergency.

As per IGNOU Guidelines :-

60% attendance for theory classes

&

100% attendance for practical classes is compulsory

Strict Adherence to all rules mentioned in the IGNOU Guidebook is a computation. No plea for exceptions will be entertained.

PIC Contact :-

You can contact Programme In Charge Mrs. Ranjini Datta. Between 1pm – 5pm.

Contact No:- (033) 30016120

PIC can be visited in person from Tuesday – Saturday between 1pm – 3pm at her office in college building. You can also post your query at ranjinidatta@aol.in .

Other faculty Contacts :-

Mrs. Ibha Bhattacharya (HOD, Community Nutrition) between 12am – 2pm on Wednesdays at her office in college building.

Ms. Priyanka Dutta : (contact for programme calendar and assignment submission queries) Tuesday – Saturday between 1pm – 3pm at dept of Clinical Dietetics.

Dr. Shilpi Baidya :- Tuesday – Saturday between 1pm – 3pm at dept of Clinical Dietetics.

You can also post your query at dietetics@kpcmedicalcollege.org