



BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd:2004 Website: www.bbconkollam.org email id: office@bbcon.ac.in Ph. No: 0474-2765582



COMMITTEE TO MONITOR ADHERENCE OF CODE OF CONDUCT & PROGRAMMES ORGANIZED IN THE INSTITUTION

DISCIPLINARY COMMITTEE

Committee composition

The chair person - Principal (1)

Secretary (1)

Head of the departments' (5)

Class coordinators (5)

INTERNAL COMPLAINT CELL

Committee composition

The chair person - Principal (1)

Secretary (1)

Head of the Departments (4)

Non-Teaching Female staff (2)

Student Representatives (2) Member from student council

Number of programmes organized every year in the institution in relation to Discipline

SI NO	Programmes	Number
1	Programs on Professionalism and code of conduct during Student induction	20
2	Programs on Professionalism and code of conduct during Faculty orientation	2
3	International virtual conference on Professional integrity	1

Dr. Sr. TERESE KOCHUVILAYIL S I C
M.Sc., Ph.D (N)

PRINCIPAL

BISHOP BENZIGER COLLEGE OF NURSING

KOLLAM - 1, KERALA

Recognized by INC & KNMC and Affiliated to Kerala University of Health Sciences.



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DISCIPLINARY POLICES

Disciplinary action may be initiated toward students or staff when they violate the policy of institution in such a way that it affects the quality of services offered from the institution.

POLICIES

1. The college shall have a disciplinary committee appointed by principal for a period of three years.
2. Committee shall meet once in six months or as and when needed.
3. Any disciplinary issues occurred shall be brought to the attention of disciplinary committee through proper channel by verbal or written report.
4. The committee shall convene an enquiry to hear the issue from both parties.
5. The committee shall decide the action to be taken against the people involved. If it is the first instance from the student or employee. Verbal warning will be given. If repeated, the committee shall recommend for suitable disciplinary action to be taken on a case to case basis.
6. Committee shall recommend the disciplinary action within two weeks to the principal.
7. Action taken by disciplinary committee will be final.

PROCEDURE

1. Any instance of indisciplinary action should be reported to (preferably in writing) principal by class coordinator / mentor / employee on a case to case base.
2. Principal will convene the disciplinary committee meeting.
3. Involved parties should be given notice to report before the committee. If students are involved, parent / guardian also should be called to the committee.
4. Explanation to be sought from the petitioners and the accused in writing
5. If the accused remains absent for meeting without any reason the committee shall proceed with recommendation / discussions.
6. A copy of the notice issued to be kept in committee file.

Signature of the Principal

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