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BISHOP BENZIGER COLLEGE OF NURSING

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SASTRI JUNCTION, KOLLAM - 691 001

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COLLEGE HAND BOOK 2016-'17



"Show me thy ways, O Lord; teach my thy paths. Lead me in thy truth, and teach me."

BISHOP BENZIGER COLLEGE OF NURSING

Bishop Benziger college of nursing came into existence in the year 2004 and the institution seeks to make qualitative contribution to health care through training personnel who are dedicated to the healing ministry. The college is managed by the Diocese of Quilon for development of Latin Catholics. The Motto of the institution is "TO LOVE IS TO SERVE". The college is situated in the heart of Quilon city and offers training in B.Sc and M.Sc nursing courses. The college is approved and recognized by KNC, INC and Kerala University of Health Sciences. Bishop Benziger hospital, our parent hospital established in the year 1948, is a 600 bedded multi and super speciality hospital which also runs a school of nursing since 1971 with an intake of 50 students.

Philosophy:-

Health Care Philosophy of Bishop Benziger College of Nursing is basically founded on the Christian Doctrine of "To Love is to Serve" - our inspiration is Christ, the Healer who sent his apostles out to continue the ministry. The management is fully geared to implement this philosophy of caring in the field of health care. We the management and the staff do not discriminate any students who approach us for service on the basis of race, caste and status. Any student who is in the need of health care is our guest of honor and is welcome. The healthcare and uplift of the population of Kollam District and surrounding places is the mission we have taken upon ourselves through our health care system. It was primarily with this aim in mind that the hospital as well as the college was founded by the management.

Vision

The vision is to make qualitative contribution to health care through educational preparation based on sound educational principles and Christian values to personnel who are dedicated to healing ministry.

Mission

- Prepare young nursing professionals competent to deliver comprehensive holistic health care with special emphasis on Community health services to meet the health needs of medically underprivileged areas of our community.
- Health care and upliftment of the population of Kollam district and surrounding area is the mission, the management has taken up through quality educational preparation of Student nurses
- The institution expects its students to uphold the ethical values be loyal to the higher ideas of the health profession
- Foster team work and cooperative effort in the institution
- Nurse being ministers at the altar of human life, should uphold respect for life from the moment of conception to its natural end.
- Cultivating a genuine feeling of compassion for the patients and their dear ones, and to excel in the field of health education.
- College undertake efforts to conduct research activities, execute social services and motivate community development programs
- Promoting and motivating students to cultivate leadership qualities.

Goals

- To provide students centered quality education to equip them with application of relevant knowledge from humanities, biological and behavioral science in carrying out health care.
- To make a qualitative contribution to health care through training of personnel who are dedicated to healing ministry.
- To prepare nurse as a minister at altar of human life, with upholding respect for human life from the moment of conception to the natural end.
- To promote team spirit to deliver comprehensive holistic health care.

College prayer

Dear Lord, I need your help today/ enlighten my mind and heart to know you and love you/whatever has cause it is today that matters most/help me to stand/for justice and truth/ and share the sorrows of needy/bless me to deserve good from evil/all for your honour/and glory/O lord/our God/ Amen.

College anthem

" With Love That Cares,
We Vow to Serve,
With Love That Heals,
We Vow to Serve
For In Love Lies Life's fulfillment
For In Service Just Love Prove Itself

Lord You are whole You

Want us All To Be Whole

Grant Us the Grace through Our Loving Care

To Make all the sick In Your Wholeness to Stay

Lord You give Us

Life In your Loving Bountifulness

We now Resolve to Care for the Sick

As You care with Your Life Giving Love"

COLLEGE RULES AND REGULATIONS

All students of BISHOP BENZIGER COLLEGE OF NURSING are expected to follow the rules and regulations of the institution.

PUNCTUALITY AND DISCIPLINE

- All students should be present in college/hospital at least five minutes before the commencement of class /duty (starting at 8am to 5pm)
- Students are responsible to the Principal of the college. Students have to observe punctuality and discipline in class and clinical area.
- Parents/ Guardians are not allowed to visit the classroom/clinics during working hours.
- Students are strictly prohibited from organizing together or collective bargaining. Any redressal should be to the right person, individually.
- Students are strictly prohibited from participating in political agitation and organizing meetings in the Institution premises.
- Mobile phones are strictly prohibited in the class, campus and library during working hours by the university. Cinematic dance and fashion show have been prohibited in campus by the government.
- No collection whatsoever will be made by students/staff without the prior permission of the principal.
- All Catholic students should compulsorily attend the mass on first Friday of each month.

MEDIUM OF COMMUNICATION

 Medium of Instruction for all subjects shall be English. Students have to communicate among themselves and to the teachers and office in English.



DRESS CODE

- While in the campus the students are expected to be well groomed and in formal dress. Saree, Salwar / Churidar and Kameez are the permitted dress for girls (No jeans, short tops or midy tops are permitted).
- Male students should wear formal shirt (tucked in) and trousers and not informal wears like T-shirts, Jeans, etc. Students are expected to dress modestly.
- In clinical settings all students must be in neat and complete uniform to maintain their professional identity.
- All students have to wear their college identity cards during class hours and clinical posting

LEAVE AND HOLIDAYS

- Students should strictly follow the leave policy which is laid down by the college authorities. Public holidays for the year will be displayed on notice board as per the University calendar.
- Six weeks' vacation per annum as mentioned in the syllabus will be given to the students i.e., one-week holiday each during Holy week, Onam, Christmas and other university approved public holidays. Students shall carry out the health care services as and when called for during medical emergency situations. Bandhs and Hartal days may be declared holidays, if violence is anticipated on the roads. Students are expected to complete their requirements and compensate the required hours before examination.
- Any special permission/ special leave should be obtained from the principal through proper channel before / prior to availing/ taking it.
- In case of any emergencies at home, sanction has to be obtained from the Principal through the class advisors/class teachers/class coordinator.
- Students who are absent for more than two weeks, without permission will be
 removed from the rolls. A candidate who is absent for a total of more than 60 days
 continuous or interrupted within a period of three months during an academic year shall not
 be eligible to continue the course with the same batch of students. He/ she may obtain special
 sanction for readmission with the junior batch from higher authorities (University / DME/
 Govt. of Kerala).

DISCONTINUING COURSE

Rules for discontinuing the course after admission will be according to the university norms.

Details can be obtained from LBS prospectus and web site of Kerala University of Health Sciences.

HEALTH AND SAFETY

- The students who suffer from infections or contagious diseases are not allowed to attend classes and parents should report the case immediately.
- Students have to undergo blood, urine, stool and X-ray chest investigations at Bishop Benziger Hospital at the time of admission and any further detailed evaluation if necessary. An annual health checkup is done and recorded in the health chart. The teacher-in-charge of the student's health service will maintain the health record for each student. The student has to report to this teacher regarding any ailments or allergy, so as to make appropriate charting in the health record. Unless the student is very sick, parents will not be informed. Medical facilities availed (Investigations and drugs) has to be paid by the student and the amount may be refunded as permitted under the insurance cover.
- When a student falls sick in the hostel, he/she has to report to the warden, when in the
 class room to the teacher, in the clinical area to the clinical supervisor. He/she has to see the
 Doctor and get the sick leave certified, if any advised. Parents of students who are absent or
 sick should report to authorities

EXAMINATION:

University examination shall be conducted at the end of each year.

- a. Candidates shall be eligible to appear for university examination only if they have 80% of attendance in theory and 100% in practical with satisfactory progress report.
- b. If the candidate fails in any year he/she is permitted to continue the next year and appear for the subsequent university examination.

c. If a candidate fails in all subjects in a year he/she will not be permitted to continue the next year. In case the candidate fails in one subject he/she will be allowed to continue the next year, and permitted to take up the examination in the failed subjects and also the regular examinations. In case if he/she fails in the previous year subjects the results of the regular year will be with held until he/she clears all the earlier year subjects and will be allowed to continue the subsequent year.

d. B.Sc nursing candidates are eligible to appear for the final year examination only if she/he passes, I and II and III year-examination and completes all the academic requirements.

e. M.Sc nursing candidates shall not be allowed to appear for the second year examination till such time that he/she passes all subjects of the first year M.Sc nursing examination.

 All candidates must submit their dissertation works priorly as instructed by respective guides.

INTERNAL ASSESSMENT

Weekly test papers and three Sessional examinations will be conducted and the average of these will be calculated for internal assessment. Progress cards will be sent home after Sessional examinations which should be signed by the parent and returned. It is compulsory that the students should secure fifty percent of marks (separately for theory and practical) in the internal evaluation to be eligible to appear for the university examination.

Marks of evaluation by other methods like assignments, seminars, projects etc.can be added to the internal marks.

GRADING AS PER KUHS

Distinction - 75 % and above.

First Class - 65% and above

Second class - 50 %

Candidates who pass all parts of examination on the first occasion of appearing there of shall be ranked in order of proficiency as determined by the total marks obtained. Candidates who pass the examination in subsequent appearance shall be ranked only in second class. Award of Rank:- Rank in the examination- Aggregate marks of all the 4 years regular examination shall be considered for awarding rank. A consolidated mark list consisting of all 4 year examination shall be given to all the students. However a candidate who fails in one or more subject during the course shall be not eligible for the award of rank and medals.

RECORD SUBMISSION

Students must complete their requirements and submit the practical records to the Principal duly signed by the respective teachers two weeks prior to the commencement of examination to be eligible to appear for the university examination.

HOSTEL

Hostel accommodation is available in the institution premises with adequate supervision in academic and spiritual activities. All the students should adhere to the rules and any violation will be viewed seriously. Visitors are allowed on visiting time only. Ragging is strictly prohibited. Recreation facilities are available like in door games and television.

LIBRARY

The college library is a place for silent study and reading. Members should strictly follow these rules and regulations. The college library has an open access system. Use books freely, but do not put them on the shelves. Members may please take the help of the librarian whenever they find any difficulty in locating the books.

TRAINING FACILITIES

Bishop Benziger Hospital.

Bishop Benziger Hospital, our parent Hospital belonging to the Diocese of Quilon is situated at Beach Road, Kollam. It is a 600 bedded, NABH Safe- I accredited hospital and has got a commendable record in the field of medical service.

Bishop Benziger Community Health Centres

- Mundakkal West, Kollam
- Pallithottam, Kollam



Other hospitals selected for training

B.Sc Nursing

- Victoria government hospital, Kollam
- Travancore Medicity, Kollam.
 Trivandrum
- A.A Rahim Memorial Hospital ,Kollam.
- · Regional cancer centre, Trivandrum.
- Mental Health Centre, Peroorkada Bangalore.
- · Govt. PHC, Thrikadavoor
- Govt.CHC, Palathara

M.Sc Nursing

Travancore Medicity, Kollam

Regional cancer centre,

NIMHANS, Bangalore Wadia hospital, Mumbai

Narayana Hrudayalaya,

Life line Hospital, Adoor.

LABORATORIES

We have a very spacious lab of twenty beds with all equipments. All procedures are taught first in the lab to the universal level

- · Fundamentals of Nursing Lab
- Nutrition lab
- Computer lab
- · Community Health Nursing lab
- Anatomy lab
- Medical Surgical lab
- Obstetrics and Gynecological lab
- A.V.Aids room

STUDENT SUPPORTIVE SERVICES

Guidance and counseling

Individual students are assessed for their talents and counseling will be provided by counsellors to overcome their personal and professional problems.

Dining services

Students can utilize the canteen facility which is available in the college premises during break hours.

Educational programs

We organize and participate in Various National and International programs including workshops, seminars etc to upgrade our student's knowledge and skills.

Tutorial Services and Campus interviews

Special tutorial services are provided to prepare our students for university examinations.

Campus interviews of many reputed institutions in India are facilitated by our college, foreseeing the better future of our students.

Scholarships: Various scholarships are provided to the eligible students as described below:

- MOMA scholarship: this scholarship will be available to all students belonging to minority community having annual family income less than Rs.2.5 lakhs. The scholarship is sanctioned by department of minority affairs, Govt. of India. Students admitted under government as well as management quota are eligible to apply for this scholarship. The scholarship amount will be in between Rs.25000-30000/, based on the distance from student's residence to college.
- Government scholarship paid by management: The students admitted to B.Sc nursing under government quota are eligible for this scholarship. 10 students having lower income and SEBC having annual income below Rs.4.5 lakhs will be selected for scholarship. The scholarship amount will be Rs. 25000/ annually.
- SC, ST and OEC students admitted under government quota are eligible for full fee concession along with actual boarding and lodging charges.
- Children of fishermen admitted under government quota whose parents are members of Fishermen Welfare Fund Board are eligible for scholarship amount of Rs. 57000/ annually.
- M.Sc. nursing students belonging to minority community are eligible to apply for MOMA scholarship provided their family income does not exceed Rs. 2.5 lakhs annually.



PLAN OF THE YEAR 2016-17

August - "Commit your work to the Lord, and your plans will be established".

August 1	
August 2	Karkkidakavavu
August 3	
August4	
August5	CNE -BBH/ world breast feeding week
August6	
August7	Sunday
August8	
August9	
August10	
Augustl1	
August12	Faculty meeting
August13	Second Saturday
August14	Sunday
August15	Independence day
August16	
August17	Bsc 2 nd , 3 rd &4 th Yr. Begins
August18	
August19	
August20	
August21	Sunday
August22	
August23	
August24	SreeKrishna Jayanthi
August25	Orientation Program for 1st Bsc Nursing
August26	
August27	
August28	Sunday
August 29	Pilot study(departmental research)
August 31	

September - "Submit yourselves therefore to God."

September 1		
September 2	Fresher's Day	
September 3	Data collection begins (Departmental Research)	
September4	Sunday	
September5	Teacher's Day/ Farewell 4th yr. Bsc Nursing	
September6	College Day	
September7	2 nd Msc University Exams	
September8	Onam celebration	
September9		
September10	Second Saturday	
September 11	Sunday	
September12	Bakrid	
September13	First Onam	
September 14	Thiruvonam	
September15	Third Onam / Sree Narayana Guru Jayanthi	
September16		
September17	HOD meeting	
September18	Sunday	
September19	1st Msc University exam begins	
September20		
September21	Srinarayana Guru Samadhi	
September22		
September23	Faculty meeting	
September24		
September25	Sunday	
September26	1 st Msc nursing begins	
September27	CNE -BBCON	
September28	World heart day	
September29	4th Bsc University exam begins	
September30		

October – "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is insight".

October 1	
October2	Sunday / Gandhi Jayanthi
October3	2 nd Msc Nsg Begins
October4	Data collection ends (departmental Research)
October5	Tool Presentation- II MSC / 3 rd Yr Bsc.University Exam Begins
October6	Data Analysis Begins(Departmental Research)
October7	World Mental Health Week / HOD meeting
October8	Second Saturday
October9	Sunday
October10	Mahanavomi
October 11	Vijayadashami
October12	Muharram
October13	Faculty meeting Data collection begins (Departmental Research)
October14	Data collection begins (Departmental Research)
October15	Data Analysis Ends(Departmental Research)
October16	Sunday
October17	2 nd yr Bsc University Exam Begins
October18	1st yr Bsc University Exam Begins
October19	Data collection begins (Departmental Research)
October20	
October21	
October22	
October23	Sunday
October24	
October25	
October26	
October27	
October28	CNE-BBH
October29	Diwali
October30	Sunday

November - "Whatever you do, work heartily, as for the Lord and not for men".

November1		
November2		
November3		
November4		
November5		
November6	Sunday	
November7	Pre clinical orientation begins- II / III BSC(N)	
November8		
November9		
November 10		
November 11	HOD meeting	Pilot Study -2 nd Msc Nursing
November12	Second Saturday	
November 13	Sunday	
November14	World diabetes day/1st sessional exam- I BSC	
November15	Problem Presentation- III BSC	
November16	Faculty meeting	BOOK THE DIESE MEMBER
November17		
November18		
November19		
November20	Sunday	
November21	Pilot Study Presentation- II MSC(N) / Ist sessiona	ıl exam- II BSC
November22	PTA- I BSC	
November23	1st sessional exams- III/IV BSC	
November24		
November25	CNE -BBCON	
November26		
November27	Sunday	
November28	1st sessional exam 1&2ND MSC (N) / PTA – II BSC	
November29	PTA – III BSC	
November30	PTA – IV BSC / Final Draft (Departmental Research)	

December - "Apply your heart to instruction and your ear to words of knowledge".

December1	World AIDS day. / Preparation for Research Publication(Departmental Research)	
December2		
December3		
December4	Sunday	
December5		
December6		
December7		
December8		
December9	HOD meeting	
December 10	Second Saturday	
December 11	Sunday	THE THE PARTY
December 12		
December13	Miladisheriff	3 J - 3 E 10+2 -
December14	The second secon	Pilot Study -2 nd MSC Nursing
December 15	Methodology Submission -3 rd Bsc Nursing	
December 16	Research publishing (Departmental Research)	Students Retreat
December17	Faculty meeting	FE
December18	Sunday	
December 19		
December20	CNE-BBH	
December21		
December22		THE THE LINE TO
December23	Christmas Holidays	
December24		
December25	Sunday	
December26		
December27		
December28		
December29		
TO ARTHUR PERSONS AND ADDRESS		
and the state of t		
December30 December31		AND LOUISING

January-" The ultimate ground of faith and knowledge is confidence in God".

January 1	Sunday / New year
January 2	Mannam Jayanthi / Data collection -II MSC(N)
January 3	
January 4	
January 5	
January 6	
January 7	TOUR - I BSC
January 8	Sunday
January 9	
January 10	Submission of chapters 1,2,3 – II MSC (N)
January 11	
January 12	
January 13	HOD meeting
January 14	Second Saturday / TOUR - II, IV BSC
January 15	Sunday
January 16	II sessional exam –I / II MSC (N)
January 17	
January 18	Faculty meeting
January 19	
January 20	
January 21	Education Workshop - I MSC & IV BSC
January 22	Sunday
January 23	
January 24	PTA – I MSC
January 25	PTA -II MSC
January 26	Republic day
January 27	CNE – BBCON
January 28	Data collection ends – II MSC (N)
January 29	Sunday
January 30	
January 31	Lamp lighting & Graduation ceremony
Princeria Line.	

February -"How much better is it to get wisdom than gold! And to get understanding rather to be chosen than silver!

February 1		
February2		
February3		
February4	World cancer day	
February5	Sunday	
February6		
February7		
February8		Data Collection-III BSC(N)
February9		
February 10	Submission of chapters 4&5-II MSC (N)/HOD meeting	
February 11	Second Saturday	
February12	Sunday	
February 13		
February 14		
February15	Faculty meeting	
February 16		
February 17		
February 18	TOUR - III BSC	
February 19	Sunday	
February20		· Color Ea
February21		
February22		Tell Ger Vie
February23		SUPPLIES TO A
February24	Sivarathri	Un played by an
February25		*
February26	Sunday	
February27		
February28	CNE – BBH	
. wor dur y 20		Charles and the

March-"By wisdom the Lord laid the earth's foundations, by understanding he set the heavens in place; by his knowledge the deeps were divided".

March I	
March2	
March3	
March4	Journal club – I MSC (N)
March5	Sunday
March6	
March7	
March8	Women empowerment day / Critique (R) - I MSC (N)
March9	Analysis presentation – II MSC (N)
March10	Problem statement presentation – I MSC (N)
March11	Second Saturday
March12	Sunday / World kidney day
March13	HOD meeting
March14	
March15	E CONTRACTOR CONTRACTO
March16	Faculty meeting
March17	ARTS DAY
March18	SPORTS DAY
March19	Sunday
March20	2 nd sessional exams -II BSC (N)
March21	2 nd sessional exams -III BSC (N)
March22	
March23	
March24	World TB day
March25	
March26	Sunday
March27	2 nd sessional exam – 1 BSC (N)
March28	2 nd sessional exams – IV BSC (N)
March29	PTA-III BSC
March30	PTA- II BSC
March31	CNE-BBCON R SULL

April1		
April2	Sunday	
April3	PTA-I BSC	
April4	PTA-IV BSC	
April5		Proposal Presentation –I MSC (N-)
April6	HOD meeting	
April7	World health day	
April8	Second Saturday	
April9	Sunday	
April10	Submission of spira	al / CD research – II MSC(N) / Analysis III BSC
Aprill1		
April12	Faculty meeting	
April13	Maundy Thursday	
April14	Ambedkar Jayanth	i/ Vishu /Good friday
April15		
April16	Sunday	
April17	NSO(1877AW/)	
April18		
April19		
April20		
April21		
April22		
April23	Sunday	
April24		
April25		
April26		
April27		
April28	CNE - BBH	
April29		
April30	Sunday	

May - "He who gets wisdom loves his own soul; he who cherishes understanding prospers."

May I	May day
May2	
May3	
May4	
May5	. World asthma day
May6	
May7	Sunday
May8	
May9	
May10	Thesis submission- II MSC (N)
May11	Hod meeting
May12	International nurse's day
May13	Second Saturday
May14	Sunday
May15	Faculty meeting
May16	
May17	
May18	
May19	
May20	Tour -II Bsc Nsg
May21	Sunday
May22	3 RD Sessional Exam-I/II MSC
May23	
May24	The second secon
May25	
May26	CNE-BBCON
May27	
May28	Sunday
May29	PTA-I MSC
May30	PTA- II MSC
May31	World no tobacco day

June - "He who walks with the wise grows wise, but a companion of fools suffers harm".

Junel	
June2	
June3	Model Practical exam –I BSC
June4	Sunday
June5	World environmental day .
June6	
June7	
June8	Ethics committee – I MSC (N)
June9	HOD meeting
June 10	Second Saturday
June 11	Sunday
June12	3 rd sessional exam1 st Bsc Nsg/2 nd bsc nsg
June 13	3 rd sessional exams-3 rd bsc nsg/4 th bsc nsg
June 14	
June 15	Faculty meeting
June 16	
June!7	
June 18	Sunday
June19	Model practical Exams-III BSC
June20	PTA- I BSC
June21	PTA-II BSC
June22	Model practical Exams-II BSC
June23	PTA-III BSC
June24	PTA-IV BSC
June25	Sunday
June26	Ramzan
June27	Model practical Exams-IV BSC
June28	CNE-BBH
June29	Thesis submission-III BSC
June30	

July - "If a man knows what is right and fails to do it, his failure is a real sin".

July1		
July2	Sunday	
July3	Ferns Deaddiction Centre/Santhidan's old age home (observation visits)	
July4	Children's home	
July5	Blind school	
July6	Anganwadi visit / HOD meeting	
July7	Deaf and dump school / SNA fund raising program	
July8	Second Saturday	
July9	Sunday	
July10	Model exam- I & II MSC	
July11		
July12	Faculty meeting	
July13		
July14		
July15		
July16	Sunday	
July17	Model exam-1st yr BSC	
July 18		
July19		
July20		
July21		
July22		
July23	Sunday / Karkkadakavavu	
July24	Model exams-2 nd BSC/ Graduate's & Course feedback	
July25	Model exams-3 rd BSC	
July26		
July27		
July28	CNE-BBCON	
July29		
July30	Sunday	
July31	Preparatory holidays for I BSC	

August-" I want to see you experts in good, and not even beginners at evil".

Augustl	World Breast feeding week
August2	
August3	Karkkidakavavu
August4	
August5	
August6	Sunday
August7	
August8	
August9	
August10	
August11	HOD meeting
August12	Second Saturday/ Staff tour
August13	Sunday
August`14	
August15	Independence day
August16	Faculty meeting
August17	Hand over of I/II/III Bsc Nursing
August18	
August19	
August20	Sunday
August21	
August22	
August23	
August24	
August25	
August26	
August27	Sunday
August28	CNE – BBH
August29	
August30	
August31	The Course

Dr. ANOOPA, K.R. Ph.D (N)
PRINCIPAL
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