



BISHOP BENZIGER COLLEGE

OF NURSING

Accredited by NAAC,

Member of United Nations Academic Impact Program

Approved Research Centre of Kerala University of Health Sciences



**6.3.4 - Orientation Programme for
New Faculty
including Professionalism**



BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM
ORIENTATION PROGRAM FOR NEW FACULTY MEMBERS

03/02/2020 – 05/02/2020

Faculty Name: Mr. Prince Christopher

Day	Time	Activity	Resources Person	Signature
Day I	10.00am-10.20am	Reporting to Principal's Office	Principal	
	10.20am-10.30am	Joining Formalities, Staff manual	Mrs. Stancy / Mr. Tony	<i>Stancy</i>
	10.30am-11.30am	College Physical Orientation	Mrs. Greeshma	
	11.30am-12Noon	Library formalities	Mrs. Soumya (Librarian)	<i>Soumya</i>
	12 Noon - 01.00 pm	Reporting to Department HoD	Department Head	
	1pm- 2pm	Lunch		
	02.00 pm-03.00 pm	Performance Appraisal, Students feedback, Peer evaluation, ICT enabled classes, Teachers Diary	Principal	
	03.00 pm-03.30 pm	Staff Welfare Program	Mrs. Greeshma	<i>Greeshma</i>
	03.30 pm-04.00 pm	Office		
Day II	09.00 am-09.30 am	Reporting to College office (INC/KUHS online reg./ ID Details)	Mr. Binu Thomas/ Mr. Tony Manuel	<i>Tony</i>
	09.30am-11.30pm	BBH Orientation	Mrs. Lincy	<i>Lincy</i>
	11.30pm-01.00pm	Health Centre Orientation	Mrs. Sheeja S (HOD Community Health Nursing)	<i>Sheeja</i>
	1pm- 2pm	Lunch		
	02.00 pm-02.30 pm	Research Activities	Mrs. Binutha V P (HOD Medical Surgical Nursing Department)	<i>Binutha</i>
	02.30 pm-03.30 pm	General Orientation to college –Historical perspectives, video show, Organization chart, Academic Orientation B.Sc./M.Sc. syllabus, IT policies, Committees, KUHS examination related policies	Prof. Anand S (Vice Principal)	<i>Anand</i>

	03.30 pm- 04.00 pm	Office		<u>Baccy</u>
Day III	09.00 am- 10.00 am	Reporting to other Department HOD's	All HOD's	<u>Paula</u> <u>Angy</u>
	10.30 am- 11.30 am	Mentor Mentee Programme and SSGP	Mrs. Sheeja S (HOD Community Health Nursing)	<u>Angy</u>
	11.30 am- 01.00 pm	Professionalism among Teachers, College committees	Prof. Annal Angeline (HOD OBG Department)	<u>Angy</u>
	1pm- 2pm	Lunch		
	02.00 pm- 03.00 pm	NAAC Orientation / IQAC	Prof. Annal Angeline (HOD OBG Department)	<u>Angy</u>
	03.00 pm- 04.00 pm	Office		<u>Baccy</u>

S. Angy
New Faculty Orientation
Programme Secretary

Principal

Dr. ANOOPA. K.R. Ph.D (N)
PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA





BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

ORIENTATION PROGRAM FOR NEW FACULTY MEMBERS

03/01/2020 - 04/01/2020

Faculty Name: Mrs. Anupama & Mr. Praveen George

Day	Time	Activity	Resources Person	Signature
Day I	10.00am-10.20am	Reporting to Principal's Office	Principal	
	10.20am-10.30am	Joining Formalities, Staff manual	Mrs. Stancy / Mr. Tony	
	10.30am-11.30am	College Physical Orientation	Mrs. Anitta Thomas	
	11.30am-12 Noon	Library formalities	Mrs. Soumya (Librarian)	
	12 Noon - 01.00 pm	Reporting to Department HoD	Department Head	
	1pm- 2pm	Lunch		
	02.00 pm-03.00 pm	Performance Appraisal, Students feedback, Peer evaluation, ICT enabled classes, Teachers Diary	Vice Principal	
	03.00 pm-03.30 pm	Staff Welfare Program	Mrs. Greeshma	
	03.30 pm-04.00 pm	Office		
Day II	09.00 am-09.30 am	Reporting to College office (INC/KUHS online reg./ ID Details)	Mr. Binu Thomas/ Mr. Tony Manuel	
	10.30am-11.30am	BBH Orientation	Mrs. P V Greeshma	
	11.30pm-01.00pm	Health Centre Orientation	Mrs. Sheeja S (HOD Community Health Nursing)	
	1pm- 2pm	Lunch		
	02.00 pm-02.30 pm	Research Activities	Mrs. Binutha V P (HOD Medical Surgical Nursing Department)	
	02.30 pm-03.30 pm	General Orientation to college –Historical perspectives, video show, Organization chart, Academic Orientation B.Sc./M.Sc. syllabus, IT policies, Committees, KUHS examination related policies	Prof. Anand S (Vice Principal)	
	03.30 pm-04.00 pm	Office		

Day III	09.00 am-10.00 am	Reporting to other Department HoD's	
	02.00 pm-02.30 pm	Professionalism among teachers, College committees	
	02.30 pm-03.30 pm	Mentor Mentee & SSGP	
	03.30 pm-04.00 pm	NAAC / IQAC	

New Faculty Orientation Programme Secretary

S. Anoop

Principal

[Handwritten signature]

Mentor Mentee & SSGP



Dr. ANOOPA. K.R. Ph.D (N)
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KOLLAM - 1, KERALA



BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM
ORIENTATION PROGRAM FOR NEW FACULTY MEMBERS

16/10/2019 - 18/10/2019

Faculty Name: Mrs. Manila Mathew, Mrs. Anulekshmi, Ms. Sherly, Mrs. Lincy L & Mrs. Sherin Johnson

Day	Time	Activity	Resources Person	Signature
Day I	10.00am-10.20am	Reporting to Principal's Office	Principal	
	10.20am-10.30am	Joining Formalities, Staff manual	Mrs. Stancy / Mr. Tony	
	10.30am-11.30am	College Physical Orientation	Mrs. Anitta Thomas	
	11.30am-12Noon	Library formalities	Mrs. Soumya (Librarian)	
	12 Noon - 01.00 pm	Reporting to Department HoD	Department Head	
	1pm- 2pm	Lunch		
	02.00 pm-03.00 pm	Performance Appraisal, Students feedback, Peer evaluation, ICT enabled classes, Teachers Diary	Principal	
	03.00 pm-03.30 pm	Staff Welfare Program	Mrs. Betsy K Jayims	
	03.30 pm-04.00 pm	Office		
Day II	09.00 am-09.30 am	Reporting to College office (INC/KUHS online reg./ ID Details)	Mr. Binu Thomas/ Mr. Tony Manuel	
	09.30am-11.30pm	BBH Orientation	Mrs. Tincy Gerald	
	11.30pm-01.00pm	Health Centre Orientation	Mrs. Sheeja S (HOD Community Health Nursing)	
	1pm- 2pm	Lunch		
	02.00 pm-02.30 pm	Research Activities	Mrs. Binutha V P (HOD Medical Surgical Nursing Department)	
	02.30 pm-03.30 pm	General Orientation to college –Historical perspectives, video show, Organization chart, Academic Orientation B.Sc./M.Sc. syllabus, IT policies, Committees, KUHS examination related policies	Prof. Anand S (Vice Principal)	

	03.30 pm-04.00 pm	Office		
Day III	09.00 am-10.00 am	Reporting to other Department HOD's	All HOD's	<i>[Signature]</i>
	10.30 am-11.30 am	Mentor Mentee Programme and SSGP	Mrs. Sheeja S (HOD Community Health Nursing)	<i>[Signature]</i>
	11.30 am-01.00 pm	Professionalism among Teachers, College committees	Prof. Annal Angelina (HOD OBG Department)	<i>[Signature]</i>
	1pm- 2pm	Lunch		
	02.00 pm-03.00 pm	NAAC Orientation / IQAC	Prof. Annal Angelina (HOD OBG Department)	<i>[Signature]</i>
	03.00 pm-04.00 pm	Office		

[Signature]

New Faculty Orientation
Programme Secretary

[Signature]

Principal



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BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

ORIENTATION PROGRAM FOR NEW FACULTY MEMBERS

02/05/2019 - 04/05/2019

Faculty Name: Mrs. Pinky Antony, Mrs. Sindhu Ambika & Mrs. Reshma VS

Day	Time	Activity	Resources Person	Signature
Day I	10.00am-10.20am	Reporting to Principal's Office	Principal	
	10.20am-10.30am	Joining Formalities, Staff manual	Mrs. Stancy / Mr. Tony	<i>Stancy</i>
	10.30am-11.30am	College Physical Orientation	Mrs. Resmi Greeshma	<i>Resmi</i>
	11.30am-12Noon	Library formalities	Mrs. Soumya (Librarian)	<i>Soumya</i>
	12 Noon - 01.00 pm	Reporting to Department HoD	Department Head	<i>Stancy</i>
	1pm- 2pm	Lunch		
	02.00 pm-03.00 pm	Performance Appraisal, Students feedback, Peer evaluation, ICT enabled classes, Teachers Diary	Principal	
	03.00 pm-03.30 pm	Staff Welfare Program	Mrs. Nisha John	<i>Nisha</i>
	03.30 pm-04.00 pm	Office		
Day II	09.00 am-09.30 am	Reporting to College office (INC/KUHS online reg./ ID Details)	Mr. Binu Thomas/ Mr. Tony Manuel	<i>Binu</i>
	09.30am-11.30pm	BBH Orientation	Mrs. Resmi Ravindran	<i>Resmi</i>
	11.30pm-01.00pm	Health Centre Orientation	Mrs. Sheeja S (HOD Community Health Nursing)	
	1pm- 2pm	Lunch		
	02.00 pm-02.30 pm	Research Activities	Mrs. Binutha V P (HOD Medical Surgical Nursing Department)	<i>Binutha</i>
	02.30 pm-03.30 pm	General Orientation to college –Historical perspectives, video show, Organization chart, Academic Orientation B.Sc./M.Sc. syllabus, IT policies, Committees, KUHS examination related policies	Prof. Anand S (Vice Principal)	<i>Anand</i>

	03.30 pm- 04.00 pm	Office		
Day III	09.00 am- 10.00 am	Reporting to other Department HOD's	All HOD's	<i>S. Anoop</i>
	10.30 am- 11.30 am	Mentor Mentee Programme and SSGP	Mrs. Sheeja S (HOD Community Health Nursing)	
	11.30 am- 01.00 pm	Professionalism among Teachers, College committees	Prof. Annal Angeline (HOD OBG Department)	<i>Annal</i>
	1pm- 2pm	Lunch		
	02.00 pm- 03.00 pm	NAAC Orientation / IQAC	Prof. Annal Angeline (HOD OBG Department)	<i>Annal</i>
	03.00 pm- 04.00 pm	Office		

S. Anoop

**New Faculty Orientation
Programme Secretary**

[Signature]

Principal



Dr. ANOOPA. K.R. Ph.D (N)
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KOLLAM - 1, KERALA





BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM


ORIENTATION PROGRAM FOR NEW FACULTY MEMBERS

17/07/2017

Day	Time	Activity	Resources Person	Signature
Day I	10.00am-10.10am	Reporting to Principal's Office		
	10.10am-10.30am	Joining Formalities	Mrs. Stancy/ Mr. Tony	<i>Bancy</i> <i>Tony</i>
	10.30am-11.30am	College Physical Orientation	Mrs. Athula Mary	<i>Amo</i>
	11.30am-12Noon	Library formalities	Mrs. Soumya (Librarian)	<i>Soumya</i>
	12 Noon - 1.00 pm	Reporting to HOD	Mrs. Binutha V P (HOD, Medical Surgical Nursing Department)	<i>Binutha</i>
	1pm- 2pm	Lunch		
	2.00 pm- 3.00 pm	Reporting to other Department HOD's	All HOD's	<i>Jey</i>
	3.00 pm- 3.30 pm	Staff Welfare Program	Mrs. Betsy K Jayims	<i>Bk</i>
	3.30 pm- 4.00 pm	Office		
Day II	9.00 am - 9.30 am	Reporting to College office (INC/KUHS online reg./ ID Details)	Mr. Binu Thomas/ Mr. Tony Manuel	<i>Binu</i> <i>Tony</i>
	9.30am-11.30pm	BBH Orientation	Mrs. Lovelin Morris	<i>Lovelin</i>
	11.30pm- 1.00pm	Health Centre Orientation	Mrs. Sheeja S (HOD Community Health Nursing)	<i>Sheeja</i>
	1pm- 2pm	Lunch		
	2.00 pm- 4.00 pm	General Orientation to college –Historical perspectives, video show, staff manual/ Organization chart Academic Orientation B.Sc./M.Sc. syllabus, IT policies, photocopy facilities, KUHS examination related policies	Prof. Anand S (Vice Principal)	<i>Anand</i>

in office
Amo
Sheeja

Day III	9 am - 10.00 am	Professionalism among Teachers, College committees	Mrs. Salima C P (HOD, CHN Department)	
	10.30 am - 11.30 am	Mentor Mentee	Mrs. Sheeja S (HOD Community Health Nursing)	
	11.30 am - 1.00 pm	Performance Appraisal, Students feedback, Peer evaluation, ICT enabled classes, Teachers Diary	Prof. Anand S (Vice Principal)	
	1 pm- 2pm	Lunch		
	2.00 pm- 3.00 pm	NAAC Orientation	Prof. Annal Angeline (HOD OBG Department)	
	3.00 pm- 4.00 pm	Office		


**New Faculty Orientation
 Programme Secretary**


Principal



Prof. ANOOPA, K.R., M.Sc. (N)
 PRINCIPAL
 BISHOP BENZIGER COLLEGE OF NURSING
 KOLLAM-1, KERALA.

BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM
ORIENTATION PROGRAM FOR NEW FACULTY MEMBERS

Day	Time	Activity	Resources Person
Day I	10.00am-10.10am	Reporting to Principal's Office	
	10.10am-10.30am	Joining Formalities	Mrs. Stancy/ Mr. Tony <i>MS</i>
	10.30am-11.30am	College Physical Orientation	Mrs. Betsy K Jayims <i>BKJ</i>
	11.30am-12Noon	Library formalities	Mrs. Sonia (Librarian) <i>S</i>
	12 Noon - 1pm	Office	
	1pm- 2pm	Lunch	
	2pm-3pm	Reporting to HOD	Mrs. Sheeja S (HOD Community Health Nursing) <i>Shy</i>
	3pm-3.30pm	Staff Welfare Program	Mrs. Betsy K Jayims <i>BKJ</i>
	3.30pm-4pm	Office	
Day II	9am - 9.30am	Reporting to College office (INC/KUHS online reg./ ID Details)	Mr. Binu Thomas/ Mr. Tony <i>BT</i>
	9.30am-11.30pm	BBH Orientation	Mrs. Lovelin Morris <i>LM</i>
	11.30pm-1.00pm	Health Centre Orientation	Mrs. Sheeja S (HOD Community Health Nursing) <i>Shy</i>
	1pm- 2pm	Lunch	
	2-3.00pm	Why Benziger!!!!!!!!!!!!	Prof. Anoopta K.R (Principal)
	3.00-3.30pm	College Committees	Mrs. Binutha V.P (HOD, Medical Surgical) <i>BS</i>

	3.30-4.pm	Office-Meeting Mentors	Mrs. Sheeja S (HOD Community Health Nursing) <i>Sheeja</i>
Day III	9.00-10.00am	Academic Orientation B.Sc./M.Sc. syllabus, IT policies, photocopy facilities, KUHS examination related policies NAAC Orientation	Prof. Anna Angeline (HOD OBG) <i>Anna</i>
	10.30-11.30am	General Orientation to college –Historical perspectives, video show, staff manual/ Organization chart	Mrs. Salima C.P (HOD CHN)
	11.30-12.00Noon	Professionalism among Teachers	Prof. Anoop K.R (Principal)
	12.00-01.00pm	Reporting to HOD	All HOD
	1pm- 2pm	Lunch	
	2.00-3.00pm	Performance Appraisal, Students feedback, Peer evaluation, ICT enabled classes, Teachers Diary	Prof. Anoop K.R (Principal)
	3.00-4.00pm	Office	

16/6/12
Principal

Prof. ANOOPA, K.R., M.Sc. (N)
PRINCIPAL
BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM-1, KERALA.

