



# BISHOP ENZIGER COLLEGE

# OF NURSING

*Accredited by NAAC,*

*Member of United Nations Academic Impact Program*

*Approved Research Centre of Kerala University of Health Sciences*



## 6.4.1 - Policy for Maintenance and Utilization of Physical, Academic and Support Facilities



# BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

## POLICY : CLASS ROOM

Adopted :03.08.2011

Policy No: 007

Revised : 13.06.2019

Pages: 01

### Belief Statement:

Bishop Benziger College of Nursing believes that learning environment for the students should be enriched with sufficient audio visual aids so as to cater all diversified needs of the students.

1. Classroom should be well equipped with sufficient AV Aids like black board, Notice board, flannel board, Overhead projector and LCD projector.
2. Timetable should be displayed in the classroom.
3. Pen drives are not allowed in computers in the classroom.
4. No items in the classroom should be transferred to anywhere without informing the class coordinator.
5. Classrooms should be maintained neat and clean.
6. Students are not expected to cause any damage to the items in the classroom, if found so, necessary disciplinary action will be taken.



Signature of Principal

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

# BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

## POLICY : COMPUTER

Adopted :03.08.2011

Policy No: 006

Revised : 13.06.2019

Pages: 01

### Belief Statement:

Bishop Benziger College of Nursing believes that the students should be able to cope up with the current trends in use of informatics in the health care system. The policy will empower the students in utilization of educational websites and e – learning.

1. Gate register should be maintained in the computer lab.
2. Students can avail internet facility at free of cost, from 8am to 5pm.
3. Command for printing should only be given by the IT technician.
4. Facility can be given to students at comparatively low cost.
5. No food items are allowed inside the Labs.
6. Students must shutdown the system while leaving computer lab.
7. Disciplinary action will be taken regarding students who are using non educational website in the computer lab
8. If any computers are found to be not working or any error in working, it should be informed to the IT technician rather than self operating.
9. Anyone utilizing the computer facility should not cause any damage to the systems.



Signature of Principal

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

# BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

## POLICY : SPORTS FACILITY


Adopted :03.08.2011	Policy No: 005
Revised : 13.06.2019	Pages: 01

### Belief Statement:

Bishop Benziger College of Nursing believes that the provision of sports facility for the students will improve the physical fitness of the students and it will help in nurturing sharing and caring behaviours in the students.

1. Sports facility can be availed for the students from the Student Nurses Association.
2. A faculty is In-charge of the Sports facility room allotted in the campus.
3. The sports items should be kept in the Student Nurses Association's room and locked by the faculty In-charge.
4. Issue register should be maintained for the utilization of sports items.
5. Inventory should be maintained monthly by the Faculty In-charge.
6. For the 1<sup>st</sup> year B. Sc. (N) students, two hours of physical training can be allotted in a month under the guidance of a Physical education trainer, without affecting the academics.
7. Physical education training sessions to be arranged as per university norm.



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



# BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

## POLICY : LABORATORY

Adopted :03.08.2011

Policy No: 004

Revised : 13.06.2019

Pages: 01

### Belief Statement:

Bishop Benziger College of Nursing believes that the effective utilization of laboratory facilities will improve the clinical skill of the students thereby promoting quality patient care.

1. All the labs are assigned to a Staff In-charge
2. The articles in each lab are under the supervision of the Staff In-charge.
3. An inventory register, issue register and gate register should be maintained in the lab.
4. The Lab In-charge should take inventory monthly and it should be signed by In-charge and approved by the Principal.
5. No one is expected to enter the lab without the permission of the Lab In-charge.
6. The Lab In-charge should issue the articles after entering it in the issue register.
7. Any items damaged should be replaced by the responsible person.
8. Damaged articles should be sent for repair through proper channel.
9. Any items in the Lab can only be condemned after reporting to the Principal.
10. The Lab In-charge should add or delete items in the lab according to the need, with proper permission / information to the Principal.



Signature of Principal

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

# BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

## POLICY : LIBRARY

Adopted :03.08.2011

Policy No: 003

Revised : 13.06.2019

Pages: 02

### Belief Statement:

Bishop Benziger College of Nursing believes that the college library is a place for quiet study and reading. Members shall take the privilege of all facilities under the guidance of librarian in the utilization of library facilities.

1. Students should maintain strict silence in the library.
2. Students are allowed to take the books outside the library only after submission of the membership card. Students are not permitted to get books issued for others.
3. Eatable are strictly prohibited in the library.
4. Bags, personal books and coats are not allowed inside the library.
5. Students should obtain; no due certificate before the University Exam each year.
6. Put the chairs back in the proper position or keep the chairs arranged in proper position after use.
7. Switch off the fans and lights after use.
8. Do not replace the books used for reference on the rack. Kindly leave it on the table.
9. Mobile phones are not allowed in the library.
10. Students are not allowed to leave the library during the library hours.
11. Books will be issued only on producing library card.
12. No. of books issued per membership card.
  - a. Staff - 3 books
  - b. B.Sc. students – 2 Books
  - c. M.Sc. students – 3 Books
13. General books will be issued for a period of 14 days and the same can be renewed for 2 days
14. Staff can avail the book for a period of 14 days.
15. Books in demand will be issued for one day and returned before 4.00 pm of the next working day.
16. Reference Books will not be issued and it should not be taken out of the library.

17. Journals and CD's will not be issued.
18. Previous Question papers are made available in the library and can be photocopied.
19. Xerox facilities are available in the library which is on payment.
20. The Librarian has the authority to call for the issued books at any time before the due date.
21. Members are requested to see that the issue register is signed by the librarian at the time of return.
22. Book will be issued during 10 AM-5PM.
23. A fine of Rs.1/- per day will be charged for books not returned on due date.
24. Fine will be charged accordingly, for books which are found damaged or marked.
25. Double the cost of a book will be charged if a book is found to be lost. The decision of the library committee in this matter will be final.



  
**Signature of Principal**  
Dr. ANOOPA. K.B. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA