



BISHOP BENZIGER COLLEGE

OF NURSING

Accredited by NAAC,

Member of United Nations Academic Impact Program

Approved Research Centre of Kerala University of Health Sciences



7.1.9 - Code of Conduct

BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

Code of Conduct

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 of money or 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 postings.

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.
- Vacation per annum as mentioned in the syllabus will be given to the students. 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.
- If a student is not attending the college for more than six months, he/ she on the recommendation of the Head of the Institution shall get permission from the University for rejoining with junior batch. Condonation of Break of Study shall be considered strictly as per the condition stipulated in the norms of the University (Kerala University of Health Sciences).



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



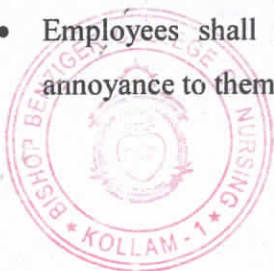
Principal

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

BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

Code of Conduct

- Proper use of material and amenities: No employees shall misuse or carelessly use the material and facilities provided by the institution.
- Proper use of material and service: No employee shall, without proper sanction and without making proper payment, avail himself / herself for private or personal purposes any material or service, which is property of it and has been paid for by the college.
- Employees are not permitted to accept gifts of any kind from students, parents, visitors, attenders, contractors, businessmen or other connected in any manner what so ever directly or indirectly, with the activities of the institution.
- No employee shall divulge to any unauthorized person any information pertaining to any students of the college.
- No employee shall give to the press, radio, or any general news media any comments, talk, news or articles relating to the college without the prior written permission of the management.
- No employee shall tamper with the college records or notices.
- No employee shall disturb the peaceful atmosphere by demonstrating shouting, loud talk or indulge in any act prejudicial to the interest of students and peaceful working of the college
- No employee shall indulge in quarrels, abuses, violence or any other indecent behavior in the college premises.
- No undue demands like salary increment, perks or position will entertained. These will be decided at the discretion of the management.
- No employee shall hold any meeting or distribute hand- bills, leaflets, booklets, posters or make collection of any manner in the college premises without prior written permission from the management.
- No employee shall disfigure or damage or write on other college property
- Employees shall not interfere with other employees work, disturb them or cause annoyance to them at work.



- Employees shall not eat; chew pan or smoke in passages, departments or other areas of the college except in those places specifically assigned for the purpose.
- Employees shall not bring liquor or other intoxicant to the college premises or report for work in an unfit condition or under the influence of any intoxicants.
- Employees shall refrain from using mobile phones in campus and classrooms.
- Employees shall be present for all functions of the college from beginning till end of the programme without fail and be involved in controlling the students and crowd.
- Employees should actively take part in all college activities like, CNE, TNAI, SNA, NSS, PTA, College magazine & College day activities, Seminars and Workshop without fail.
- No employees while in the college premises shall have in his possession any kind of weapon or any other article detrimental to the security of the college or of person.
- No employee shall, stand for any political election or participate in any political activities without prior written permission of the management.
- An employee shall not do any act in contravention of or in the organization to any of provisions of these service rules or any rules or instructions notified by the management in the normal manner



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