



# 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 - Information About the Committee Composition and Number of Programmes Organized





# BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



## 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)

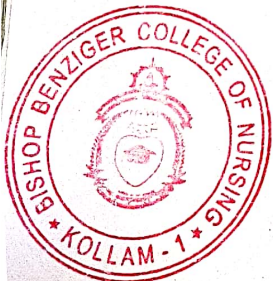
### INTERNAL COMPLAINT CELL


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

Recognized by INC, KNMC and Affiliated to Kerala University of Health Sciences - 1, KERALA

## MINUTES OF THE DISCIPLINARY COMMITTEE MEETING DATED 01.07.19

VENUE: IQAC HALL

TIME: 12N

### MEMBERS PRESENT

1. Prof. Anoop. K. R.
2. Prof. Anand. S
3. Prof. Annal Angeline
4. Mrs. Sheeja Suresh
5. Mrs. Betsy. K. Jayims
6. Mrs. Nisha John
7. Mrs. Anu. S. Khosh.

### AGENDA

Issues on

1. Ms. Praisey Amala Prasad and Ms. Sonu Varghese, IV year B.Sc nursing students went out from the hostel on 05.04.19 without taking outpass from the authority on the day off during night duty.
2. Ms. Navya Nelson, Ms. Nikitha Joy and Ms. Jyothy George, IV year B.Sc nursing students were sleeping in the class room without going for clinical duty on 13.05.19.
3. Undesirable behaviour and unauthorised absence by Ms. Jomol John, II year BSc nursing

Sl no.	Agenda	Details	Remarks
1.	Issue on  Ms. Praisey Amala Prasad and Ms. Sonu Varghese, IV year B.Sc nursing students went out from the hostel on 05.04.19 without taking outpass from the authority on the day off during night duty.	On 01/07/2019, Disciplinary committee was held to discuss about the issue of Ms. Praisey Amala Prasad and Ms. Sonu Varghese, IV year B.Sc nursing students went out from the hostel on 05.04.19 without taking outpass from the authority on the day off during night duty.  The decisions of the disciplinary	



2.	Ms. Navya Nelson, Ms. Nikitha Joy and Ms. Jyothy George, IV year B.Sc nursing students were sleeping in the class room without going for clinical duty on 13.05.19.	<p>committee:</p> <p>1. No outpass will be granted without the permission of the parent.</p> <p>The disciplinary committee discussed another serious issue when Ms. Navya Nelson, Ms. Nikitha Joy and Ms. Jyothy George, IV year B.Sc nursing students were sleeping in the class room without going for clinical duty on 13.05.19.</p> <p>The decisions of the disciplinary committee:</p> <p>1. To extend the posting for three days right after the completion of their clinical posting.</p>	
3.	Undesirable behaviour and unauthorised absence by Ms. Jomol John, II year BSc nursing	<p>Another issue discussed in the disciplinary committee was the undesirable behaviour and unauthorised absence by Ms. Jomol John, II year BSc nursing</p> <p>The decisions of the disciplinary committee:</p> <p>1. to suspend from the college for one week</p> <p>The meeting adjourned at 01.30pm.</p>	

*Anuskhosh*  
Secretary - 15.07.19

*[Signature]*  
Principal



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## DISCIPLINARY POLICIES

Disciplinary action may be initiated toward students or staff when they violate the policy of institution in such away 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.



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