

## BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

### Best Practice 2: Lessons Learnt

Lessons learnt is a forum for faculty members to share the errors committed while exercising academic duties with a view to develop procedures to prevent such errors in future, thereby contributing towards quality education. These issues may be presented at the forum along with monthly faculty meetings.

1. **Date of discussion:** 30/05/2019

**Problem identified:** Missing Document with University Examination Answer Sheets

**Incident:** It was reported from Kerala University of Health Sciences on 21.05.19 and 22.05.19 that the Chief Superintendent's Diary for the university exam held on 29.04.19 was incomplete with respect to invigilator's diary.

**Action Taken Report:** The issue was discussed in the forum and it decided that a checklist needs to be developed regarding the documents to be sent along with the university exam answer papers to prevent such errors in future. This will also ensure that all the required documents are sent to the University along with the answer sheets.

2. **Date of discussion:** 03/04/2019

**Problem identified:** Issue of Original Certificate to Students

**Incident:** Ms. Angela Johnikutty, student of 1st year B.Sc. Nursing requested for the original certificates without the knowledge of her parents, on the pretext of applying for passport.

**Action Taken Report:** The issue was discussed at the forum and a lesson was learnt to ensure that in future no original certificates should be issue to the students without the consent from the parents.



**Principal**

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