



**KARPAGA VINAYAGA COLLEGE OF NURSING,
GST ROAD, CHINNAKOLAMBAKKM,
PADALAM POST, MADURANTAGAM TK,
CHENGALPATTU DT.**

**HAND
BOOK**

2020-2021



KARPAGA VINAYAGA COLLEGE OF NURSING CHENGALPATTU



HAND BOOK 2020-2021

NAME : -----

YEAR : -----

ROLL NO : -----

COMMUNICATIONS

College office	044- 71565287, 71565288
College Main office	044 -27595165
First year co -ordinator Mrs. D. Kalaimani	9597797610
Second year co -ordinator Mrs. Sunitha	9626196999
Third year co -ordinator Ms. G.Santhi	8608472829
Final year co -ordinator Mrs. R.Mohana	9597971069
Girls hostel warden Mrs. Ranganayagi	7539994938
Boys hostel warden Mr. Sivaraman	6382123213
College website	www.kvcn.ed.in
College mail id	kvcn2010@yahoo.com
Fax Number	044- 27565170
Mailing address	Karpaga Vinayaga college of Nursing, GST Road, Chinnakolambakkm, Padalam Post, Madurantagam TK, Chengalpattu Dt.

STUDENT PROFILE

COLLEGE COPY

STAMP SIZE PHOTO

1. NAME : -----
2. YEAR OF JOINING : -----
3. YEAR OF COURSE : -----
4. FATHER'S NAME : -----
5. OCCUPATION : -----
6. MOBILE NUMBER : -----
7. E-MAIL ID : -----
8. MOTHER'S NAME : -----
9. OCCUPATION : -----
10. MOBILE NUMBER : -----
11. RESIDENTIAL ADDRESS : -----

12. PHONE NO : -----
13. GUARDIAN'S NAME : -----
14. ADDRESS : -----

15. PH. NO/ MOB. NO. : -----
16. DAY SCHOLAR/ HOSTEL : -----
17. HOSTEL ROOM NO : -----
18. BLOOD GROUP : -----

I / We understood the Code of Conduct Hostel rules and regulations which is mentioned in this book and will follow without fail.

Parent's Signature

Student's Signature

COLLEGE VISION AND MISSION

Vision

Excellence in nursing education, practice, research, administration and innovation through high value systems for quality nursing care to compete globally in the field of health care arena.

Mission

- To impart quality education incorporating cognitive, psychomotor and affective domain.
- To accelerate the learning with multidimensional perspective in order to keep in pace with changing trends and to meet the challenges proactively to cater to the needs of the society.
- To provide platform for nursing research and innovation.

PHILOSOPHY:

- The faculty accepts that nursing is the diagnosis and treatment of human responses to health and illness. The practice of nursing and collaborative approach uses the nursing process to promote, maintain and restore health

LIST OF THE COLLEGE COMMITTEES



RULES AND REGULATION

- Students should be on time for all sessions including theory, practical classes and Clinics.
- Use of mobile phones are strictly prohibited in class rooms, laboratories, library and office.
- No leave will be availed unless it is permitted by principal. If any medical leave has been taken, medical certificate has to be produced on the day of arrival.
- Smoking, use of tobacco products, alcohol and addictive drugs are strictly prohibited in the college premises.
- Eve- teasing and ragging are prohibited inside the college campus and anyone found guilty will be punished according to the law.
- Organising mass absence from classes, holding any agitation and demonstration and instigation of violence inside or outside the campus are considered as serious breach of discipline and suitable severe action will be taken against offenders.
- Boys should not enter into girl's common room/lounge or vice-versa.
- Under the Tamil Nadu Government educational rules, the Principal is empowered to file, withhold any certificate and suspend or expel any student if considered necessary to do so.
- Students should be cooperative in keeping the college campus neat and tidy. If any student is found guilty of damaging any college property he or she will be punished and charged according to the damage. If a group of students are responsible for the damage, they will be evenly charged.
- Students are advised to utilise the college transport facility to be safe and be on time.
- Students should be in class room at least five minutes before the session of each session.
- Students shall go to the clinical posting as per their clinical rotation plan on time with appropriate dress code.

- Students shall be vaccinated against Hepatitis-B before starting their clinical posting.
- Students should take weekly tests and assignments seriously.
- Students are expected to go through the course fully, in which they have joined. If any student wants to discontinue in the middle, Transfer Certificate will be issued only if he or she pays the entire college fees in full, for the remaining forthcoming semesters of the course.
- Any change in residence of students/parents/guardian should be reported to the Principal immediately.
- Students without ID cards will not be permitted inside the campus.
- Students are forbidden to organize tours or meetings or to attend any meeting in the college or to collect money for any purpose without prior permission of the Principal.
- Unnecessary roaming inside the campus is not permitted.

Dress Code:

Students should adhere to the following **dress code** very strictly:

Boys:

- Should wear formal pants and shirts (half or full sleeves)
- Jeans, casuals and T-Shirts are not allowed.
- Should wear only formal shoes. Slippers, sports shoes, etc are not allowed.
- Should trim nails, hair, moustache, beard regularly and neatly.

Girls:

- Should wear only churidhar with long top and dupatta. Dupatta should be neatly pinned on both sides.
- Short tops without dupatta, Jeans and T-Shirts are not allowed.

- Should not wear tight bottoms, leggings and gathering etc which gives odd appearance.
- Should wear normal sandals/shoes of leather/nylon version type. High heel fancy shoes and chappals are not allowed.

Hostel rules:

- Hostellers must occupy the room allotted to them and must not change the room without permission of the warden. They have to keep their rooms clean and hygienic.
- All the inmates should leave the hostel at least 10minutes before the commencement of the classes.
- No student is allowed to stay in the hostel during the college hours without prior permission of the warden.
- The main gate of the hostel will be closed by 6.30pm and will be opened at 6.30am.
- Hostellers falling sick should be reported to the warden who will take necessary steps for the treatment.
- Vehicles are not allowed inside the campus.
- Inmates should not involve themselves in any unlawful or undesirable activities (such as smoking, drinking, gambling, writing on walls and doors, etc....)
- Hostellers will be held responsible for the damage to the rooms they occupy and items like fan, furniture, tube light, switches, toilet sink, etc. In case of damage or disfigurement of any hostel property they will have to pay the cost as fixed by Principal and the warden.
- Students are advised not to bring any valuables to the hostel. The management will not be responsible for any loss due to their negligence.
- Parents/guardians (of same sex) are permitted to stay in the hostel after getting permission from warden and paying the due amount to the warden towards rental for maximum of 2 days.

- After paying the due amount they can get the food coupons from the warden.
- No electrical appliances should be used inside the hostel.
- The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.
- If the students go on long leave (more than 15 days) they must vacate the room.
- Boys are not allowed to enter the girl's hostel and vice versa.
- Ragging is strictly prohibited inside the hostel. If found guilty they will be expelled from the hostel.
- Celebrations of any kind and partying in the hostel are not allowed.
- Hostel students should be in the hostel by 3.40pm.
- Students are permitted to go out of the campus between 3.30pm to 6.30pm on week days for necessary activities with prior permission from the Principal and warden.
- Students are permitted to go out of the hostel within the campus like library, canteen and internet centre between 3.30 to 6.30pm with prior permission from the warden.
- If the student wants to go out of the hostel on leave/outing they must produce permission letter from the parents via regular post/speed post/ at least one day in advance.
- The letter should be duly acknowledged by the Principal and the warden.
- Permission letters via courier and fax are not accepted.
- Parents who are coming to take their wards home should bring visitor's pass without fail.

COLLEGE STORES

- Students can do their shopping in the college stores.

BANK

Our college management makes arrangements with Indian bank, Mamundur Branch for the money transaction of the students on working days (working hours of the bank).

CANTEEN

Snacks, cool drinks and all kind of foods (both veg and non veg) are available throughout the day at canteen.

TRANSPORT

The college buses ply to all arterial routes for the convenience of the students and staff members.

PHOTOCOPY

Photocopying facility is available for the students within the college premises.

INTERNET

Free internet facility is available in the college., The students can access it via wi-fi. A Separate internet centre is also available.

GYM AND PLAY GROUND

The college campus has got play ground for volley ball, foot ball, cricket, throw ball and gym for refreshment and physical fitness of both boys and girls and we have got a separate indoor play area for carom, chess and table tennis.

SALOON AND BEAUTY PARLOUR

The college has got a beauty parlour for girls with all amenities and saloon for guys.

EXTRA CURRICULAR ACTIVITIES

The management has arranged skilfully trained persons to teach driving. Those willing students can use the facility after paying the due amount.

TV HALL

A large TV hall is available for the entertainment of the students during off hours.

LAUNDRY

Laundry and ironing facilities are available for the students with charge.

LABORATORIES

Students should enter the laboratories in proper uniform prescribed by the college. They should observe the safety regulations of the laboratory. They should take care of apparatus and other equipment given to them and return in good condition. In case of breakages, they should replace them or charges as per the equipment cost will be levied.

MESS

1. Once a student joins the hostel, he/she shall be deemed to have become a permanent member of that mess throughout the year. No change of mess is permissible during the year.
2. The hostellers should not enter the kitchen.
3. The inmates should take the food only in the dining hall during the mess timing. No one will be allowed to take food, tea, milk, etc., to the room.
4. Hostellers are expected to strictly adhere to the following mess timings.
5. In matters of discipline, accommodation and rules of general conduct in the hostel, the decision of the warden is final.
6. The college expects the inmates to comply with the rules and regulations and make their stay a pleasant one.

WORKING DAYS

Breakfast – 7.00 AM to 7.30 AM

Lunch – 1 PM to 1.30 PM

Tea and snacks – 4.00 to 4.30 PM

Dinner – 7.00 to 8.00 PM

SUNDAYS & HOLIDAYS

Breakfast – 8.00 to 9.00 AM

Lunch – 1.00 to 2.00 PM

Tea and snacks – 4.00 to 4.30 PM

Dinner – 7.00 to 8.00 PM

LIBRARY

Among other sophisticated infrastructure available in the college is a well-stocked library that serves as a wonderful wealth of knowledge. The library subscribes to the most of the important journals, magazines and newspaper.

The library is opened on all working days of the college between 9 am to 7 pm.

BORROWER PRIVILEGES

1. The members of the library are given the borrowing facilities.
2. Students are provided with two library cards.

MEMBERSHIP RULES

1. Any books taken should be returned within 3 days and if needed extension can be made on request for 1 time only.
2. All the members should return their books borrowed from the library before they proceed on a long period of leave and obtain “no due” certificate from the library.
3. An over-due charge will be collected for the late return of books up to maximum of one week. Thereafter the cost of the book will be recovered.
4. The librarian may recall any book at any time even before the expiry of normal period of loan.
5. A book will be issued to the borrower against production of borrower card along with the ID card issued by the college.
6. In case of loss of book by the borrower, he/she either replaces the book or bears its double cost if the replacement is not done within 15 days.
7. If the library borrower card is lost, it should be immediately reported to the librarian.
8. Duplicate library borrower card will be issued on payment of Rs.20 after 2 weeks time from the date of information.
9. The members should observe silence in the library.
10. The members should not engage in conversation inside the library causing nuisance to other readers.
11. Members should not write upon or damage any library book.
12. The principal reserves the right to suspend the membership of any member if found violating the library rules.
13. Library card should be returned to the library at the end of the course.

LABORATORIES

Students should enter the laboratories in proper uniform prescribed by the college. They should observe the safety regulations of the laboratory. They should take care of apparatus and other equipment given to them and return them in good condition. In case of breakages, they should replace them or charges as per the equipment cost will be levied

COLLEGE EXAM SCHEDULE

S.No	EXAM DETAILS	MONTH
1.	Sessional Exam- 1	OCTOBER
2.	Sessional Exam- 2	JANUARY
3.	Sessional Exam- 3	APRIL
4.	Revision Exam- 1	JUNE
5.	Revision Exam- 2	JUNE
6.	Revision Exam- 3	JULY
7.	University Exam	AUGUST

ANTI-RAGGING RULES

Administrative action in the event of ragging:

The institution shall punish a student from guilty of ragging after following the procedure here in under in accordance with the Medical Council of India and the Tamil Nadu Dr.M.G.R. Medical University.

The anti-ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established on the recommendations of the anti-ragging squad.

The anti-ragging committee may depending on the nature and gravity of the guilt established by the anti-ragging squad, award to those found guilt one or more of the following punishments, namely.

- a. Suspension from attending classes and academic privileges.
- b. Withholding/withdrawing scholarship, fellowship and other benefits.
- c. Debarring from appearing in any tests/examinations or other evaluation process.

- d. Withholding results.
- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc
- f. Suspension/expulsion from the hostel.
- g. Cancellations of admission.
- h. Rustication from the institution for a period of one to four semesters.
- i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing for betting the act of ragging are not identified the institution shall resort to collective punishment and appeal against the order of punishment by the anti-ragging committee shall lie,
 1. In case of an order of an institution, affiliated to or constituent part of a University, to the Vice-chancellor of the University
 2. In case of an order of the University, to its Chancellor
 3. In case of an institution of national importance created by an act of Parliament to the Chairman or the chancellor of the institution, as the case may be

Where in the opinion of the appointing authority, a lapse i.e. attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaining of ragging or who fail to take timely steps, whether required under these regulations or otherwise, to prevent an incident or incidence of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such members of the faculty or staff. Provided that where such lapse is attributable to the head of the institutions, the authority designated to appoint such head shall take such departmental disciplinary actions; and such action shall be without prejudice to any action that may be taken under the penal laws of abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

ANTI- RAGGING COMMITTEE : 2020-2021

S. No	Name	Designation	Position	Contact no
1.	Dr.T.Komalavalli	Principal	Chairperson	8056982681
2.	Dr.Sathyamoorthy	Medical director	Member	9629844405
3.	Dr.S.Punitha josephine	Vice Principal	Member	8940794839
4.	Mrs.D.Kalaimani	Professor	Member	9597797610
5.	Mrs.R.Mohana	Professor	Member	9786679501
6.	Mrs.E.Baby	Asst.Professor	Member	6382801533
7.	Mr.Ramasamy	Asst.Professor, KVCET	Member	9942003245
8.	Mr.Sudhakar	Administrative officer	Member	9092133356
9.	Ms.Sasikala .J	B.Sc(N) I year	Member	6379211938
10.	Mr.Dineshkumar .G	B.Sc(N) I year	Member	9789489015
11.	Ms.B.Kamatchi	B.Sc(N) II year	Member	7548806634
12.	Mr.Arunjacob	B.Sc(N) II year	Member	6238458681
13.	Ms.Devapriya	B.Sc(N) III year	Member	9843158694
14.	Mr.Javeed Ahmed	B.Sc(N) III year	Member	6383228188
15.	Mr.M.Sivanandam	Warden (Boys hostel)	Member	7810016358
16.	Ms.Renganayagi	Warden (Girls hostel)	Member	7539994938
17.	Ms.Vijayalakshmi	Nursing Superintendent	Member	9384481260

ANTI- RAGGING SQUAD COMMITTEE

S.No	Name	Designation	Position	Contact no
1	Dr.Sathyamoorthy	Medical director	Member	9629844405
2	Mr.Sudhakar	Administrative officer	Member	9092133356
3	Dr.S.Punitha josephine	Vice Principal	Member	8940794839
4	Mr.Dhyalan	Security officer	Member	9003160110
5	Mr.Sasikumar	Warden (Boys hostel)	Member	9080635002
6	Ms.Renganayagi	Warden (Girls hostel)	Member	7539994938
7	Ms.Vijayalakshmi	Nursing Superintendent	Member	9384481260

INFORMATION TO PARENTS

The college expects parents or guardians to co-operate with the college authorities in the education of their children. They are requested to visit the college periodically and also attend the parents -Teacher meetings whenever called for, without fail. Frequent requisition letter from parents for sending their wards home will not be entertained.

KARPAGA VINAYAGA COLLEGE OF NURSING
PARENT'S REQUEST LETTER FOR LEAVE FOR THEIR WARD

From

To

**The Principal,
Karpaga Vinayaga College of Nursing,
Maduranthagam.**

Dear Madam,

**I hereby request you to sanction leave for my class-----

studying----- year B.Sc (N)/ M.Sc (N) in your institute from ----- to ----- for
the purpose of -----
-----**

I assure he/ she will attend the college positively on the day mentioned in the leave letter.

Thanking you.

Yours truly

(Parent Signature)

Date:

KARPAGA VINAYAGA COLLEGE OF NURSING
STUDENT LEAVE FORM

DATE OF APPLICATION			
NAME OF STUDENT			
YEAR OF STUDY			
LEAVE REQUIRED	DATE FROM: TO:	TIME	No.of. Days
REASON FOR LEAVE			
LETTER RECEIVED FROM PARENTS	YES/ NO		
ACCOMPANED BY	Father / Mother / Guardian/ Others		
DATE OF ARRIVAL	FORENOON /AFTERNOON		

CO-ORDINATOR

PRINCIPAL

WARDEN




PRINCIPAL
Karpaga Vinayaga College of Nursing
G.S.T. Road, Chinna Kolambakkam,
Madurantagam.