



## Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

# INDIRA COLLEGE OF NURSING

## HAND BOOK



Managed by Indira Educational and Charitable Trust

Regd. Office : No. 19, Govindan St. Ayyavoo Colony, Aminjikarai, Chennai - 600 029 Ph : 044 - 23741717 / 1818 Fax : 044 - 23740433 Web : [www.indiraeducational.org](http://www.indiraeducational.org)  
Campus : No. 1, V.G.R.Gardens, V.G.R. Nagar, Pandur - 631 203. Thiruvallur Taluk & District. Ph : 044 - 27650160 / 161



## Indira College of Nursing

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### CHAIRMAN'S DESK

Mr.V.G. Raajendran, a highly respected professional in the construction industry and a visionary with multifarious interests, established Indira Educational & Charitable Trust in the year 2002 with the objective of providing educational opportunity and training to deserving students and serving the public. Being a Keen observer, he had identified the woefully inadequate Healthcare and paramedical facilities available to the rural population.

As a corollary, he completed construction of two Nursing Institutions to offer B.Sc [ Nursing ] and Diploma in Nursing courses respectively with a missionary Zeal. Thus, were born INDIRA COLLEGE OF NURSING AND INDIRA SCHOOL OF NURSING.

### INDIRA COLLEGE OF NURSING AND INDIRA SCHOOL OF NURSING

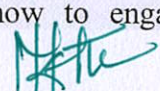
Institutions that have been approved by the Indian Nursing Council, Tamilnadu Nurses & Midwives Council are situated on the main Thiruvallur - Thiruthani National Highway NH 205 and are well connected by road with Chennai and other district headquarters in Tamilnadu.

Indira College of Nursing is affiliated to the Tamilnadu Dr.MGR Medical University, Chennai-32

The buildings in the institutions have been meticulously planned to accommodate spacious, well-ventilated classrooms with comfortable seating arrangements, discussion halls, auditoriums with the latest audio - Visual teaching aids, a continuously Updated library with a large volume of contemporary titles pertaining to nursing education and training. The Institutes subscribe to a number of national & international journals and magazines on the subject. In fact, no efforts or expenses have been spared to create an ideal ambience for imparting Knowledge and Skills.

### MANAGING DIRECTOR'S DESK

Tmt Indira Raajendran, She Success starts with a thought or an idea when nourished with hope and confidence, that idea sprouts, blossoms and leads to action with knowledge. In creations to impart and provide such a knowledge which is strength and power to the society with the learning of the latest developments of the world to meet the growing demand for trained man power. In Indira College of Nursing, we develop effective teaching strategies and instructional materials for nursing faculty. This includes providing guidance on how to engage students, facilitate discussions, and use modern teaching technologies.

  
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## **Indira College of Nursing**

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### **Governing Council**

The Governing Council of Indira School and College of Nursing is the highest administrative body of the institute and it meets once in a year to oversee the design, development and effective implementation of various Strategic decisions, policies, academic, co-curricular, financial matters to ensure effective functioning and development of the institution.

The following are the functions of the governing council

1. To oversee the perfect implementation of the curriculum by providing adequate infrastructure and competent human resources
2. To review important communications, policy decisions or any other similar notices received from the Indian Nursing Council, The Tamilnadu Nurses and Midwives Council and The Tamilnadu Dr.M.G.R.Medical University.
3. To pass the annual budget of the college as well as to review the audited statements of accounts of the college.
4. To consider introduction of new courses and changes intake for the next academic year.
5. To review the Memorandum of Understanding, tie-up hospitals and affiliation with the statutory bodies.
6. To review the faculty positions of the college including the faculty development initiatives and programs.
7. To review the admissions of the college.
8. To review the academic performance of the students.
9. To review the development activities of the students.
10. To review the training and placement activities.

  
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The members of the governing council are;

CHAIRPERSON	CHAIRMAN SIR DR.V.G.RAAJENDRAN. TMT.INDIRA RAAJENDRAN M.D
EXECUTIVE MEMBER	Dr.C.ZEALOUS MARY DEAN
EXECUTIVE MEMBER	Dr.M.KAVITHA. PRINCIPAL
MEMBER	Mrs.NARMADHA
MEMBER	Mrs.ABIRAMI
MEMBER	Dr. VASANTHA MANI DEAN, INDIRA MEDICAL COLLEGE AND HOSPITAL.
MEMBER	Dr. SIVAPATHASUNDARAM PRINCIPAL, DENTAL COLLEGE AND HOSPITAL.

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# Indira College of Nursing

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## ADMISSION DETAILS

### Diploma in General Nursing and Midwifery (DGNM)

Total Intake: 20

#### Eligibility:

- Male and female candidates are eligible to apply
- Candidates should have passed HSC or equivalent examination with an aggregate of 40% in Physics, Chemistry, Biology and English/vocational streams from any recognized board (5% of mark is relaxed for SC/ST candidates).
- Should have completed 17 years of age as on 31st December of the admission year. Upper age limit is 35 years.
- Registered ANM
- 10/+2 vocational ANM course from the school recognized by Indian Nursing Council.

#### Admission Requirements:

The following certificates / documents have to be submitted along with duly filled Application form (Originals + 4 Photostat Copies):

- Transfer Certificate from the Institution last studied.
- HSC / Pre-degree / AISSCE / ISCE / CBSE / Intermediate mark statement(s)
- Migration Certificate for the students who have passed other than HSC Examination of Tamil Nadu.
- Eligibility Certificate obtained from The Tamil Nadu Dr. M.G.R Medical University, Chennai (For students who have passed their Qualifying examination other than HSC Examination, Tamil Nadu)
- Community Certificate (except OC candidates)
- Passport Size Photographs (5 Nos.)
- Aadhaar Copy

  
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### B.Sc Nursing:

Course Duration: 4 Years

Total Intake: 100

### Eligibility:

- Male and female candidates are eligible to apply
- Candidates should have passed HSC or equivalent examination with an aggregate of 45% in Physics, Chemistry, Biology and English (For SC/ST candidates not less than 40% aggregate are essential).
- Should have completed 17 years of age as on 31st December of the admission year.
- Vocational stream is not eligible for admission.

### Admission Requirements:

The following certificates / documents have to be submitted along with duly filled Application form (Originals + 4 Photostat Copies):

- Transfer Certificate from the Institution last studied.
- HSC / Pre-degree / AISSCE / ISCE / CBSE / Intermediate mark statement(s)
- Migration Certificate for the students who have passed other than HSC Examination of Tamil Nadu.
- Eligibility Certificate obtained from The Tamil Nadu Dr. M.G.R Medical University, Chennai (For students who have passed their Qualifying examination other than HSC Examination, Tamil Nadu)
- Community Certificate (except OC candidates)
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### **NRI Students:**

- NRI status of financial supporter issued by the Indian Embassy of the respective country under their seal.
- Certificate of Relationship between NRI financial supporter and the candidate issued by the competent authority, valid Indian Passport of the NRI financial supporter.
- Original and Copies of Passport and Visa of the candidate.
- NRE (Non Resident External) Bank Account Pass Book of the financial supporter.
- Evidence for payment of US \$ 1000 Development Charges to the college by the NRI financial supporter (onetime payment at the time of admission)

### **M.Sc. Nursing:**

Course Duration: 2 Years


Total Intake: 25

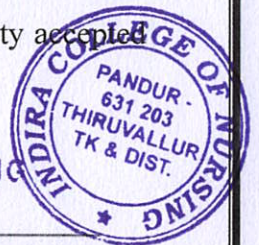
### **Branches:**

- Branch I: Medical Surgical Nursing
- Branch II: Child Health Nursing
- Branch III: Obstetric and Gynaecological Nursing
- Branch IV: Community Health Nursing
- Branch V: Mental Health Nursing

### **Eligibility:**

- Both male and female candidates are eligible to apply.
- Candidates should have passed B.Sc Nursing Degree with 55% marks either from The Tamil Nadu Dr. M.G.R Medical University or any other University accepted as equivalent there to.

  
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- B.Sc Nursing graduates should have at least 1 year of experience in a Teaching hospital or in a college or in a School of Nursing after registration with the Nursing Council.
- Should have registered with the Tamil Nadu Nurses and Midwives Council, Chennai.

### Admission Requirements:

The following certificates / documents have to be submitted along with duly filled Application form (Originals + 4 Photostat Copies):

- Transfer Certificate from the Institution last studied
- UG Provisional / Degree Certificate
- UG mark statements
- Migration Certificate for the students who have passed UG Degree course other than the Tamil Nadu Dr. M.G.R Medical University, Chennai
- Council Registration Certificate from Tamil Nadu Nurses and Midwives Council, Chennai. The candidates who have registered with other state Nursing Council should submit the Registration Certificate of other state council also.
- Eligibility Certificate obtained from The Tamil Nadu Dr. M.G.R Medical University, Chennai.
- Experience Certificate(s) for a minimum period of one year from the date of Council Registration.
- Community Certificate (except OC candidates)
- Passport Size Photographs (5 Nos.)
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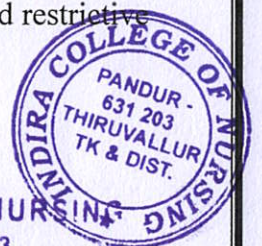
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### **Rules & Regulations:**

- Admission form for admission has to be submitted in the prescribed format correctly. incomplete and incorrect application may be rejected outright.
- Students are required to submit the original mark sheet of their previous classes along with attested photocopies of the same.
- Students shall abide by the rules and regulations of the institute, as declared and notified from time to time.
- Ragging in any form is strictly prohibited in accordance and as per directions of Hon'ble Supreme Court of India.
- **STUDENTS FOUND INDULGING IN ANY KIND OF RAGGING SHALL BE OUTRIGHTLY RUSTICATED FROM INSTITUTE AND LEGAL ACTION AS PRESCRIBED MAY BE INITIATED.**
- Students are not expected to indulge in any unsocial, criminal or political activity, not conforming to his / her status as student and or against the interest of the institute/ organization.
- **MINIMUM 80% ATTENDANCE IS COMPULSORY TO BE ELIGIBLE TO APPEAR FOR EXAMINATION (TNMGR UNIVERSITY).** Students are required to submit leave application giving valid reason for absence from classes. The leave/absence application shall be submitted to the concerned HOD. Medical certificate must be submitted for medical leave.
- Students found damaging the institute's property shall be punished and fined and may also be suspended/rusticated from institute.
- Fee once paid will not be refunded. Full payment of the fee is to be made on yearly basis in advance within prescribed dates.
- In case of repeated disobedience/misconduct the disciplinary committee shall be authorized to take an affidavit from the students prescribed by ICON to impose sanctions and restrictive compliance.
- Students shall follow the prescribed dress code in the institute.

  
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### **Payment of Fee:**

- College fee and any other fee in cash/cheque are to be deposited at cash counter only.
- Payment time 10:00 AM to 5:00 PM.

### **Library:**

- Contact librarian for issue of Library Card with copy of fee payment receipt and 3 photographs (Ticket Size).
- Librarian will issue Library Cards.
- Before each examination, all issued Books are to be returned.
- Get no due certificate in prescribed format from the librarian.

### **Without Completing Course:**

- Students are to apply in plain paper to the principal.
- Attach a copy of the mark sheet with the application.
- Upon approval from Principal request for a no due proforma from the counter.
- No dues are to be obtained for Library, Hostel, Accounts & Tie & Blazer, and dues if any, are to be deposited in cash with the accounts section.
- Submit the application and no due certificate for the preparation of T.C.
- T. C. shall be available after 2 days between 10:00 AM and 5:00 PM.

### **Hostel Rules:**

- The tenancy of the students is subject to admission in a particular course and the availability of beds.
- The Rules and Regulations of the Hostel may be seen in details in the admission form of the Hostel.

  
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### Important General Instructions:

- Strict discipline is to be maintained in the college.
- Ragging in any sort may invite rustication and legal penal action as per Anti-Ragging law.
- Dress code is to be strictly adhered to.
- Maintain attendance as per University guidelines i.e. 75% or more.
- Maintain decorum of the college outside campus also, whether in excursions, picnics, examination and events outside college.
- Use of mobile is strictly prohibited in the campus.

### Rules & Regulations for Travelling in Buses:

- The students will specifically travel in the Buses, which are earmarked to them for this purpose.
- The Transportation rules are subject to changes from time to time and shall be duly notified.
- The details of transportation rules may be seen in the admission form.
- All the students and faculties must get bus pass from admission department.

**Students admitted in the college must obtain ID card. Students are required to wear it always and present it as and when asked for.**

**Note: The institute reserves the right to alter or add or change the Rules and Regulations which shall be notified from time to time.**

  
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### FACILITIES

- Classroom
- Laboratories
- Library
- Clinical Facilities
  - Parent Hospital
  - Tie-Up Hospitals
- Scholarship Details
- Hostel
- Counselling services
- Extra-curricular activities
- Additional amenities

### CLASSROOM

The college has more than fifteen classrooms of different sizes to accommodate the students enrolled in different nursing programme. All these classrooms are spacious, well-ventilated with natural light and fully furnished with state-of-the-art technology to be at par with the standards set by the world's best institutes. Every classroom has audio-visual facilities including Wi-Fi connection, Laptop, LCD projectors, sound system, podium, display boards, black/or green boards and lockers for students.

  
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### LABORATORIES

Each department of the Indira School and College of nursing has separate laboratories which are fully equipped with an adequate and updated articles and equipment. Laboratories are utilized for demonstration & students practice procedures under supervision.

All the labs are well equipped with models, specimens, mannequins, necessary articles and equipment's for procedure demonstration.

The Laboratories are;

- Nursing Foundation including Adult Health Nursing & Advanced Nursing Lab
- Community Health Nursing
- Nutrition Lab
- Obstetrics and Gynaecology Nursing Lab
- Child Health Nursing Lab
- Pre-clinical Lab-Anatomy, Physiology, Biochemistry, Microbiology and Pathology Lab
- Computer Lab
- A.V. Aids Room

### LIBRARY

The college library is well established in 3000 sq. feet area with a seating capacity for 150 students and 30 faculty members at a time. The total book accounts for more than 4,600 with 30 National and 15 International Journals, 190 E-journals and periodicals of various speciality & super speciality in Nursing. The library has adequate ventilation, separate reading rooms for staff & post-graduate students, free Internet, Xerox and Copier facilities. The collection includes books, Journals, reports and also non-print media like CDs, audio and video cassettes etc. The library is fully computerized with On-line public Access catalogue (OPAC) facility. The student can also have free access to high- speed internet and advanced reprographic facilities. The library is also



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equipped with a full- fledged Audio and Video section, with multimedia & LCD projector, OH projector and CD ROMS facility.

In addition, our central library at IMCH is housed in a sprawling modern building with an exhaustive assortment of books on various disciplines. The library is kept open from 08.00 a.m. to 11.00 p.m. on all working days. We have separate sections for text books, reference books, Journals, Periodicals, Back Volumes, Project Reports and E -library with 50 computers.

### **CLINICAL FACILITIES**

#### **Parent Hospital –**

Indira medical college and Hospital has 401 bedded hospitals with all departments. Our hospital is a complex and multifaceted endeavour that involves careful planning, significant resources, and adherence to various legal and healthcare regulations. Patient can have advice and guidance from healthcare experts, legal professionals, and financial advisors to navigate the complexities of this endeavor successfully.

#### **Tie-Up Hospitals**

##### **1. Government Medical College and Hospital, Thiruvallur**

The college was established in the year 2021 and is affiliated with the Tamil Nadu Dr. M.G.R. Medical University, Chennai. The college is recognized by the Medical Council of India (MCI) and offers courses such as MBBS, MD, and MS in various specializations.

  
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It has various departments such as

- The department of Medicine,
- The department of Obstetrics & Gynaecology,
- The department of General Surgery,
- The department of Orthopaedics,
- The department of Paediatrics,
- The department of Pulmonology,
- The department of ENT,
- The department of Ophthalmology,
- The department of Psychiatry,
- The department of Forensic Medicine.
- The department of Oncology etc.,

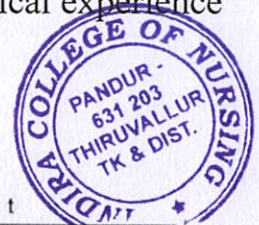
The students gain clinical experience through partial/complete block postings at all speciality areas based on their curriculum requirement.

### 2. The Cancer Institute, Adyar

The Cancer Institute (W.I.A) also known as Adyar Cancer Institute is a public charitable voluntary non-for-profit institution that is dedicated to the service of cancer patients since 1954. It is a Regional Centre for Cancer Research and Treatment and recognized as the State Cancer Institute, the apex body.

They are pioneers in cancer care from prevention to palliation, offering ethical and state-of-the-art multi-modality treatment. Our students undergo clinical experience at the Cancer Institute to gain their knowledge.

  
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### 3. Kanchi kamakoti Child Trust Hospital

KKCTH is the leading tertiary care hospital in Chennai, exclusively catering to children's health needs in South India. The hospital prides itself on having multiple specialties and facilities, 24/7 lab and emergency services at affordable cost. It focuses on providing a healing touch to every sick child, extending aid in every possible way.

### 4. Institute of Mental Health

The Government Mental Hospital, Madras, presently the Institute of Mental Health (IMH), Chennai, is one of the oldest and largest in our country, nay, in South Asia, rendering psychiatric care to the mentally ill in Tamil Nadu. Its hoary past extends beyond the year 1871 when this hospital was built at the present site and the inmates were also from the neighbouring areas of Andhra Pradesh, Karnataka, and Odisha in the days before the state's reorganization on a linguistic basis in 1957. Students undergo training and acquire their knowledge and skills.

### 5. Gleneagles Global Hospital

Gleneagles Global Health City, the sprawling 21- acre facility located in Perumbakkam – Sholinganallur, Chennai is the largest facility of Gleneagles Global Hospitals, India. With accreditations from leading agencies, the facility is Asia's most trusted and leading Multi-Organ Transplant Centre. The hospital has undertaken several path-breaking Liver, Neurological, Heart, Lung, and Kidney procedures. World-class infrastructure with 200+ licensed beds, dedicated staff, and a commitment to medical excellence are the USPs of this facility.

  
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### COMMUNITY HEALTH NURSING

Community nursing field experience is an essential component of nursing education and practice. It provides nursing students with the opportunity to apply their knowledge and skills in real-world community settings, serving diverse populations and addressing various healthcare needs.

Nursing students play a crucial role in promoting health and preventing illness within the community. They often develop and implement health education programs, workshops, and outreach initiatives to address prevalent health issues.

Indira College of Nursing offers field experience for the students in the community through postings at rural and urban areas of Chennai & Thiruvallur Dist. The Indira College of Nursing utilize rural health centres at Perambakkam, Kadambathur, Pattaraperumbathur and Periyakuppam PHC and one urban health centres at Thiruvallur.


### SCHOLARSHIPS

Scholarship is a financial award or grant given to individuals pursuing a nursing education or furthering their nursing career. Scholarships are typically provided by various organizations, institutions, foundations, and government agencies to support and encourage students to enter and excel in the field of nursing

Students can avail the following scholarship;

- For BC/MBC/SC/ST Categories-
- Post Matric scholarship from the central government and Government of Tamilnadu,
- Subject to student fulfilling 90% attendance.
- First Graduation Scholarship
- Pudumai Pen.

### HOSTEL

  
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Campus : No. 1, V.G.R.Gardens, V.G.R. Nagar, Pandur - 631 203. Thiruvallur Taluk & District. Ph : 044 - 27650160 / 161



## Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

The colleges offer comfortable accommodation for out-station student, with the best of amenities and excellent ambience. There are separate hostel blocks for boys and girls, each under the care of a resident warden. Nutritious and hygienic food is provided under supervision of trained chefs. Adequate security arrangements have been provided for the safety and security of the students. Round – the- clock telephone & internet connectivity, indoor recreation facilities, medical and transportation services are some of the amenities, the inmates enjoy

### COUNSELLING SERVICES

Nursing student counselling services are essential for providing emotional, psychological, and academic support to nursing students as they navigate the challenges of their education and training. These services aim to promote the mental health and well-being of nursing students, enhance their academic success, and prepare them for the demands of the nursing profession.

There is a counselling cell functioning within the campus to help students cope with their personal or academic problems. The counsellors are professionally trained and strict confidentiality is assured.

### EXTRA-CURRICULAR ACTIVITIES

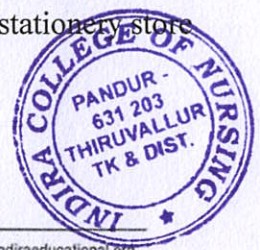
The college has excellent sports infrastructure. There is an indoor stadium and spacious and well-maintained playgrounds, where students can engage in games such as football, volleyball, tennis etc. We have separate gym facilities for boys and girls with the best fitness equipment

The NSS & NCC unit are fully functional at the institution and they regularly conduct special literary camps, adult education programmes and health camps, YRC & RRC Clubs organize blood donation camps twice a year.

### ADDITIONAL AMENITIES

There is a multi- specialty clinic functional within the campus, For the convenience of the students, an ATM is also operational. The campus also has a cafeteria, book store, stationery store, guest house, student data centre and an internet café.

  
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## **Indira College of Nursing**

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### POLICIES

#### STUDENT'S POLICIES

In Indira college of nursing Policies are essential guidelines and rules that govern the conduct, responsibilities, and expectations of students, faculty, and staff. These policies are designed to create a structured and conducive learning environment, ensure safety, and maintain professional standards. While specific policies may vary among institutions, we follow some common policies

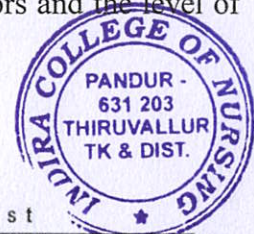
#### ACADEMIC POLICIES:

- **Grading system:** Describes how student performance is assessed and graded.
- **Attendance:** Outlines expectations regarding attendance, tardiness, and consequences for non-compliance.
- **Academic integrity:** Defines expectations for ethical behavior, plagiarism, and consequences for academic dishonesty.
- **Progression and graduation requirements:** Outlines the criteria for advancing through the program and graduating.

#### CLINICAL POLICIES:

- **Clinical placement:** Describes procedures for assigning students to clinical sites and expectations for behavior during clinical rotations.
- **Dress code:** Specifies the required uniform and appearance standards for clinical settings.
- **Clinical supervision:** Outlines the responsibilities of clinical instructors and the level of supervision provided to students.

  
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### PROFESSIONAL CONDUCT:

- **Code of conduct:** Defines expectations for professional behavior, respecting peers, faculty, and patients.
- **Ethical standards:** Emphasizes adherence to ethical principles in patient care, research, and interactions with colleagues.

### HEALTH AND SAFETY:

- **Infection control:** Describes protocols for preventing and managing infections in clinical and classroom settings.
- **Immunization requirements:** Outlines mandatory vaccinations and health screenings for students.
- **Safety protocols:** Provides guidelines for handling medical equipment, administering medications, and responding to emergencies.

### TECHNOLOGY AND COMMUNICATION:

- **Email and communication:** Establishes expectations for professional communication between students, faculty, and staff.
- **Use of technology in education:** Outlines policies regarding the use of electronic devices, online resources, and educational technology.

### ADMISSION AND ENROLLMENT:

- **Admission criteria:** Specifies the requirements for entry into the nursing program.
- **Transfer and withdrawal policies:** Describes the process for transferring into or out of the program.

  
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### FACULTY AND STAFF POLICIES

- **Faculty qualifications:** Outlines the qualifications and expectations for faculty members.
- **Grievance procedures:** Describes the process for addressing concerns or disputes between students, faculty, and staff.

### FACILITY AND RESOURCE USAGE

- **Library and resource center:** Describes policies for accessing and using library resources.
- **Laboratory usage:** Outlines guidelines for the use of simulation labs and other learning facilities.

It's important for students to familiarize themselves with these policies and adhere to them throughout their time in the nursing program. Additionally, nursing colleges often update their policies to reflect changes in healthcare practices, educational standards, and institutional requirements.

### LEAVE POLICY

**Scope:** All regular employees including Trainees with effect from march 01,2023.

#### **Leave provision/ Facility:**

- All employees are eligible for casual leave (CL)-12 days
- Apart from Earned leave (EL), employees will also provide CL for urgent and unforeseen circumstances.
- Every employee on completion of 1year of service is eligible for earned leave. It is not exceeding 12 days per calendar year.

  
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- Every employee will be provided leave on sick grounds not exceeding 6 days sick leave in a calendar year.

### **Permission Policy:**

- To enable all the staff to understand and follow the laid down procedure on obtaining permission to leave the place of duty on personal work.
- Every employee is allowed a 10 minutes grace time as per his shift for late coming in a day.

### **Bio metric:**

Biometric is mandatory for attendance maintenance and payroll process. If anyone is falling to punch in the bio matric they should produce the proper supporting documents.

  
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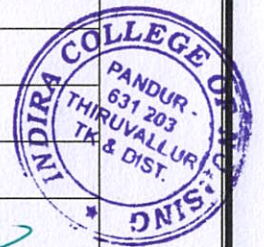
# Indira College of Nursing

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## HEAD AND FACULTY

HEAD OF THE INDIRA SCHOOL & COLLEGE OF NURSING		
1.	Dr.C.Zealous Mary, M.Sc (N), M.Phil, PhD	Dean
2.	Dr.M.Kavitha, M.Sc (N), PGDHA, PhD	Principal

S.NO	NAME OF THE FACULTIES	DESIGNATION
DEPARTMENT OF MEDICAL SURGICAL NURSING		
1.	Dr.M.Kavitha, PGDHA, PhD	Principal
2.	Mrs.S.Abirami, M.Sc(N)	Professor
3.	Mrs.P.Kalavathi, M.Sc(N), MBA, M.Sc (Psy)	Associate Professor
4.	Mrs.J.Shanthi Sheela, M.Sc(N)	Assistant Professor
5.	Mr.G.Felix Kalaivanan	Tutor
DEPARTMENT OF CHILD HEALTH NURSING		
1.	Dr.C.Zealous Mary, PhD	Dean
2.	Mrs.S.Narmatha, M.Sc(N)	Professor
3.	Mrs.S.Dillirani	Clinical instructor
4.	Ms.V.Abinaya	Clinical instructor
DEPARTMENT OF OBSTETRICS AND GYNECOLOGICAL NURSING		
1.	Mrs.T.Beula juliet	Professor
2.	Mrs.S.Anbarasi, M.Sc(N)	Assistant Professor
3.	Ms.S.Mary Teresha	Tutor
4.	Ms.G.Irrasai	Clinical instructor
5.	Ms.S.Gayathri	Clinical instructor
DEPARTMENT OF MENTAL HEALTH NURSING		
1.	Mr.Dhandapani	Professor
2.	Ms.S.Prasana	Tutor
3.	Ms.J.Jeniferlisi	Tutor



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4.	Mrs.E.Lavanya	Clinical instructor
5.	Mrs.H.Sivaranjini	Clinical instructor
DEPARTMENT OF COMMUNITY HEALTH NURSING		
1.	Mrs.P.Shopia	Assistant Professor
2.	Mrs.S.Pushpa	Tutor
3.	Ms.K.Deepa	Clinical instructor
4.	Mr.S.Augustin	Clinical instructor

  
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## Indira College of Nursing

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### CODE OF CONDUCT POLICY FOR NON – TEACHING FACULTY

VERSION: 03

Doc No : ICON/COCNTF/01/2022

Date of Issue:06/01/2022

<b>INDIRA COLLEGE OF NURSING</b>		
<b>CODE OF CONDUCT POLICY FOR NON- TEACHING FACULTY</b>		
<b>Doc No:ICON/COCNTF/01/2022</b>	<b>VERSION :03</b>	<b>Date of issue:06/01/2022</b>

  
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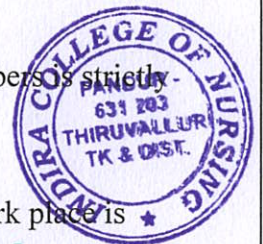
## **Indira College of Nursing**


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### CODE OF CONDUCT POLICY FOR NON – TEACHING FACULTY

### RULES OF CONDUCT FOR NON – TEACHING STAFF MEMBERS

1. Non – teaching staff members should report to duty on their working time.
2. Biometric attendance and signing in attendance register on arrival and departure are compulsory.
3. ID Card must be worn by all staffs.
4. The non – teaching staff members expected to be courteous and well behaved with all faculties, parents and students.
5. Staff members should see to that parents or visitors are not made to wait unnecessarily for long time and purpose and purpose of their visit is fulfilled.
6. They should follow proper dress code inside the college campus.
7. Non teaching staff are expected to follow highest level of professional, personal and business ethics within the college.
8. Cleanliness of college and hostel campus should be maintained at all times. littering inside the campus is strictly prohibited and if so it should be immediately cleared.
9. Working under the influence of alcohol or any sale, use of alcohol or illegal drugs inside the college or hostel campus are strictly prohibited.
10. Personal usage of college equipment, material, vehicle should be avoided.
11. Any unlawful harassment or discrimination against students or other staff members is strictly prohibited and also is punishable.
12. Fighting, talking in loud voice, threatening or causing harm to others, in the work place is totally discouraged.



  
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13. Smoking inside the campus is strictly not allowed.
14. Staff are expected to get prior permission from their respective higher authorities and proper leave from to be submitted before taking leave.
15. Physical absence from college premises during the working hours without a valid permission is not allowed.

### **DRESS CODE FOR MALE STAFF**

Formal full trousers and collared formal shirts tucked in, black or brown shoes and socks with clean white over coat. Hair must be neatly cut and combed. should present themselves with neatly shaven face.

### **DRESS CODE FOR FEMALE STAFF**

Formal wears like Saree with sleeved blouse\, salwar kameez, Chudidhar, leggings with long Kurtis or non – slit tops, with dupattas. Formal shirt with full trousers, formal foot wear with neat white over coat. Hair should be tied up or put inside the coats.

  
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# Indira College of Nursing

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## CODE OF CONDUCT POLICY FOR STUDENTS

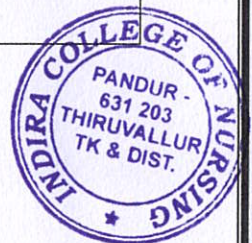
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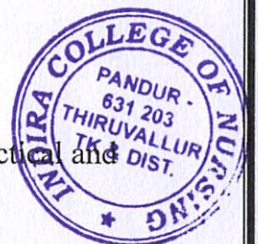
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## CODE OF CONDUCT POLICY FOR STUDENT

### RULES FOR STUDENTS

#### GENERAL INSTRUCTIONS

1. Students must maintain strict discipline inside the college and hostel premises.
2. Students must wear college ID card inside the campus during working hours.
3. All students must wear white over coat during working hours.
4. All students must follow the instruction given by teaching staffs and shall always interact them with due respect.
5. As per Dr.MGR Medical University guidelines 75 percentage of college attendance is compulsory for all theory, practical and clinical classes. students will not be allowed for their university exams, without the required attendance percentage.
6. Students must complete the necessary quota of clinical and practical work and exercises within the given time period. Failing which they may not be eligible to appear for the university examinations.
7. ragging is strictly prohibited in any form in the college and hostel premises.
8. students should strictly adhere to the timings of classes. coming late to theory, practical and clinical classes are not entertained under any circumstances.
9. Students are expected to keep the college and hostel campus clean.
10. Students should be dressed up according to their dress code neatly.



  
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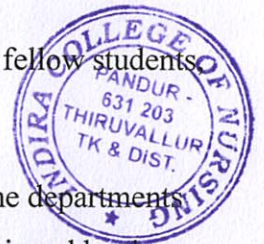
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11. Students are expected to give respect to their higher authorities and other staff members.
12. Students should be courteous and kind towards the Patients and Attender's of patients.
13. Students should keep a their appointments with patients without fail.
14. any violation of college rules, indiscipline behavior, or in sub – coordination will result in penalty, suspension or dismissal of the student from the college.
15. Damaging the college property and writing on the walls, doors, desks and sitting on the chairs or working tables are strictly prohibited.
16. Phone usage within the class room and college campus during the college hours is strictly prohibited. students have to pay the fine of rupees 500 for the first time, rupees 1000 if caught for the second time and if repeated for the third time cell phone will be confiscated.
17. Absenting for the lecture classes, practicals and clinical without a valid cause or prior intimation will be viewed seriously.
18. Any misconduct by a students, outside the college campus that is likely to mar the reputation of the institution will be viewed seriously and liable for punishment according to the nature and seriousness of the offence.
19. Visiting students are also expected to follow the dress code.
20. Smoking, Usage of tobacco in other forms, alcohol conception, or use of other addictive substances are strictly prohibited inside the college and hostel campus.
21. Professional decorum and decency to be maintained by the students, towards fellow students, staff members and patients.
22. Students taking leave – days scholars should get their leave from signed by the departments staff and principal. Hostelites – should get the leave forms, letter and out passes signed by the hostel warden, department staff and principal after getting prior permission from their parents and guardian.



  
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## Indira College of Nursing

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### DRESS CODE INSTRUCTIONS

#### FOR BOYS

Formal full trousers and collared shirts tucked in, black or brown shoes and socks. Hair must be neatly cut and combed. they should present themselves with neatly shaven face.

#### Don'ts for boys :

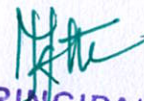
T – shirts, Jeans, shorts, caps, chappals, sports shoes, earrings, different hair colorings torn trousers, long hair, ponytails, tight fitting over coats, tattoos and long nails.

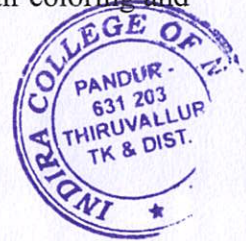
#### FOR GIRLS

Formal wear likr salwar kameez, chudidhar, saree with sleeved blouse, formal shirts with full trousers, formal foot wear. Hair should be neatly tied up or put inside the coat.

#### Don'ts for girls :

Tight fitting jeans, jeggings, leggings with slit tops, torn trousers, shorts, sleeveless tops, t – shirts, noisy bangles, flowers, anklets with bells, long nails, nail polishing, hair coloring and transparent clothing to be avoided.

  
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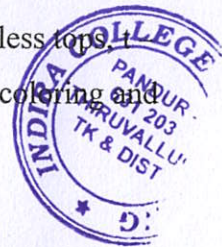
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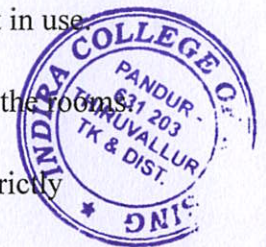



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### RULES FOR HOSTEL STUDENTS

1. Students should abide by the rules and regulations of hostel.
2. Students should pay the entire fees at the beginning of the academic year.
3. rooms will be allotted to them after they pay the prescribed fees.
4. Students are not allowed to change the room without the prior permission of the warden.
5. Students must stay in their rooms allotted by the management.
6. Students shall not stay inside the hostel during the college hours. however, in case of any health issues they can stay in the sick room with prior permission of the warden.
7. Hostellites must maintain the decorum and discipline within the hostel campus.
8. Hostellites are not allowed to bring their non - hostel friends to their rooms.
9. Students must keep their rooms locked when they go to college and the hostel will not be responsible for the loss of any valuables.
10. All fans, lights and any other electric devices should be switched off when not in use.
11. Gas stove, electric rice cooker or induction stove are strictly prohibited inside the rooms.
12. Smoking or use of any tobacco products or any other addictive products are strictly prohibited inside the hostel campus.
13. Consumption of alcohol in any form is strictly prohibited.
14. Writing on the wall, sticking posters, raising slogans are strictly prohibited.
15. Any damage to the hostel property should be reported to the warden immediately.
16. Students should keep their rooms, surroundings, common hall and study room clean and tidy.



  
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17. Any kind of leave or permission to go home or outing is allowed only with prior permission of the parents and the head of the institution.
18. Students are advised to strictly adhere to the timings of the mess for breakfast, lunch and dinner.
19. Food will not be served in their rooms.
20. Mobile phones are not allowed during the study hours

  
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**CODE OF CONDUCT POLICY FOR TEACHING FACULTY**

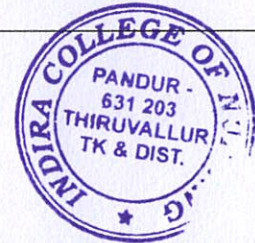
**VERSION :03**

**Doc No:ICON/COCTF/01/2022**

**Date of issue:06/01/2022**

<b>INDIRA COLLEGE OF NURSING</b>		
<b>CODE OF CONDUCT POLICY FOR TEACHING FACULTY</b>		
<b>Doc No:ICON/COCTF/01/2022</b>	<b>VERSION :03</b>	<b>Date of issue:06/01/2022</b>

  
**PRINCIPAL  
INDIRA COLLEGE OF NURSING  
PANDUR - 631 203  
THIRUVALLUR**



## **Indira College of Nursing**

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

### CODE OF CONDUCT FOR TEACHING FACULTY

#### GENERAL INSTRUCTION

1. Faculty should report to duty at proper timings and should wear college ID card within the campus.
2. Biometric attendance on arrival and departure is mandatory.
3. All faculty members are expected to follow proper dress code inside the campus.
4. Faculty should attend their lecture classes, clinics and laboratories on time.
5. No classes to be left unattended in their absence. In case emergency, a substitute staff may be arranged to take care of the class, with permission of HOD.
6. Faculty should not use cell phone in the lecture classes or in the laboratories.
7. Faculty are expected to give prior intimation, to get permission from their higher authorities before taking leave. proper leave form should be submitted.
8. Physical absence from college campus during the working hours without a valid permission is not entertained.
9. Unauthorized usage of college property, facilities, equipment, materials, vehicles or other resources is not entertained.
10. Working under the influence of alcohol or other addictive substances is a punishable offense.
11. Tampering college records related to attendance, salary is strictly prohibited.
12. Unlawful harassment or discrimination community and racial discrimination against students or other staff members are strictly prohibited and viewed seriously.
13. Faculty are expected to be cordial with colleagues, students, parents and other non – teaching faculty and treat them with due respect.





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## Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

### DRESS CODE FOR MALE STAFF

Formal full trousers and collared formal shirts tucked in, black or brown shoes and socks with clean white over coat. Hair must be neatly cut and combed. should present themselves with neatly shaven face.

### DRESS CODE FOR FEMALE STAFF

Formal wears like Saree with sleeved blouse, salwar kameez, Chudidhar, leggings with long Kurtis or non – slit tops, with dupattas. Formal shirt with full trousers, formal foot wear with neat white over coat. Hair should be tied up or put inside the coats.

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