

ARCHANA COLLEGE OF NURSING

PANDALAM P.O, KERALA-689501

(Affiliated to University of Kerala)

PROSPECTUS

“CARING IS OUR LIFE”

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1. ABOUT US

Archana College of Nursing, Pandalam, Kerala is established by SRI MAHALAKSHMI EDUCATIONAL, SCIENTIFIC & CHARITABLE TRUST, Pandalam, Kerala, registered under Travancore-Cochin Literary, Scientific & Charitable Societies registration Act no. 12 of 1955. The Trust is registered at Pathanamthitta, Kerala State on 04.09.2002. The Trust office is at Archana Hospital Complex, Pandalam, Pathanamthitta (Dist.), Kerala 689501.

Sri Mahalakshmi Educational, Scientific & Charitable Trust is presided by Mr.S Ramachandrapurup, a Biomedical Engineer who has worked with M/S Siemens, India & M/S Siemens A G, Germany for 20years. He has established his business in the name of Asiatic Medical Engineering Services with offices in Mumbai, Delhi, Bangalore and Cochin, providing engineering products and services of varied nature to the health care sector. He is also the Chairman and MD of Asiatic Medical & Engineering (I) Pvt. Ltd. a company incorporated at Cochin having various divisions and performing Engineering, Trading, Import & Export activities. He is also MD of Asiatic Far East Sdn, Bhd., an engineering company incorporated in Malaysia. He has also forayed into aviation, tourism, power generation & climate control sectors.

Dr. (Mrs.) Lakshmi Ramachandran MD DCH., is the secretary of the Trust. She is the Medical Superintendent and Chief Paediatrician of Archana Hospital, Pandalam.

The Trust is also running an Engineering College, Archana College of Engineering affiliated to University of Kerala, Started in the year 2009 and is running in full swing at Palamel with nearly 240 students studying there.

MISSION: The mission of the Trust is to impart professional education to needy ones. The promoters are interested in giving higher education to the various categories of students and helping the poor students by way of giving scholarships and reduction in fees. As many of the

Trustees are having Engineering and Medical education the mission of the Trust will be to serve the community.

VISION: The Trust is having a vision of imparting quality education in Engineering, Medicine and other Professional courses to students in Kerala State. It is also having a vision of attracting students from all over India and foreign countries by way of giving quality education.

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2.APPROVAL AND AFFILIATION DETAILS:

Archana college of Nursing, Pandalam P.O, Kerala-689501 has Approval from Indian Nursing Council and Kerala Nurses and Midwives Council for conducting B.Sc Nursing Course under University of Kerala.

The Government of Kerala has awarded sanction for admitting students to the course from the year 2004 and University of Kerala has given Affiliation for conducting the above mentioned course.

3.OUR CAMPUS

Archana College of Nursing is set in a serene campus away from noises and pollution, nearly 5km from Pandalam town which is on the MC Road (State Highway I.)

The campus spread over an area of 5 acres is located at a gifted site on the nature's lap, where the college faces the panoramic view of a vast paddy field, with refreshingly cool breeze flowing in throughout the day.

Altogether, the quiet, serene and pleasant atmosphere the campus provides, helps the young minds to pursue their goals with pure dedication.

ACCESSIBILITY:

The college campus is well connected to the NH 47 and SH I by road from Kayamkulam and Pandalam respectively. Pandalam town is 5kms and Kayamkulam town is 18Kkms from the campus. The campus is well connected by town buses.

Nearest railway station is at Kayamkulam (18km) and nearest airport is at Thiruvananthapuram (100km).

ROUTE MAP:



4.FACILITIES

LABORATORY FACILITIES

We at Archana College of Nursing provide top quality training to our students by giving an integrated educational experience that combines extensive clinical practice with rigorous course work. These are the Laboratory facilities:

- **Fundamentals of Nursing Laboratory**
- **Community Health Nursing Laboratory**
- **Maternal and Child Health Nursing Laboratory**
- **Nutrition Laboratory**
- **Microbiology Laboratory**
- **Anatomy and Physiology Laboratory**
- **Computer Laboratory**
- **Audio Visual Aids Laboratory**

FUNDAMENTALS OF NURSING LABORATORY

In this well-equipped Pre-Clinical Lab, students practice the nursing arts procedures before they start their actual practice in the clinical field. The laboratory is equipped with a chase doll, patient simulator, and cardiopulmonary resuscitation mannequin and hand simulator in addition to the facilities in an ideal ward situation.

COMMUNITY HEALTH NURSING LABORATORY

In this laboratory, the students practice the skills and techniques for family health care and public health activities. This Community Health Nursing Laboratory has all the facilities for organizing

various community health projects, camps, exhibitions and mass campaigns. The laboratory is unique as it provides for in-house preparation of various audio visual aids for information, education and communication (IEC) activities on health topics.

MATERNAL AND CHILD HEALTH NURSING LABORATORY

We provide excellent laboratory facilities for basic learning within Maternal and Child Health Sciences comprising latest articles and equipments. This laboratory is where students learn the basic skills of maternity and child health nursing prior to exposure to the clinical area. The lab contains various obstetrical charts related to antenatal, intranatal and postnatal care, including models to practice the conduct of labour.

It also includes baby mannequins to practice pediatric and neonatal nursing procedures, growth charts, and immunization schedules and play materials for different age groups. The aim of the MCH Lab is to achieve excellence in basic and applied teaching relating to child health and obstetrics & gynecology.

NUTRITION LABORATORY

The Nutrition Laboratory is where the students learn to prepare normal and therapeutic diet. Under the guidance of a qualified dietitian, they learn to prepare normal diet and therapeutic diet for various disease conditions without losing nutrients. Students also use this lab to prepare different types of exhibits required to conduct various health educational programmes. The laboratory is equipped with facilities for cooling, storage, preservation of food and demonstration of preparing diet based on the nutritional needs of the people.

MICROBIOLOGY LABORATORY

There is a fully equipped modern Microbiology Lab functioning with the following objectives .A. Provide familiarity with procedures used for culturing (growing) and identifying microorganisms

of medical importance. B. Aid in proficiency in submitting specimens for the identification of infectious disease in your future patients. D. Dealing with infectious disease by identification of microorganisms in samples corresponding to case histories from patients.

ANATOMY AND PHYSIOLOGY LABORATORY

We have one of the best Anatomy and Physiology labs, equipped with complete range of models, charts, right amount of written text, and contains very good illustrations, photos to provide better understanding of the subject to its students. Anatomy & Physiology laboratory is set up in a clear and concise way, while maintaining a student friendly tone. The Lab is very interactive and contains activities and experiments that enhance students' ability to both visualize anatomical structures and understand physiological topics.

Lab exercises are designed to require students to first apply information they learned and then to critically evaluate it. All lab exercises will be intended to promote group learning and to offer learning experiences for all learners. The lab exercises are also written so as to be easily adapted by the students.

COMPUTER LABORATORY

The Computer Lab is equipped with an adequate number of computers with internet facility to train the students in basic computer applications. The students are trained by expert computer professionals.

AUDIO VISUAL AIDS LABORATORY

The Audio Visual Laboratory is equipped with high-tech educational media to support the teaching-learning activities of the nursing students. The collection in this regard includes

television, overhead projectors, slide projectors, audio/video players, CD players, tape recorders, public address system, digital cameras, etc. In addition, this laboratory has excellent collections, models, charts, respiratory devices, positioning devices and other exhibits related to nursing arts. The audiovisual aids prepared by our nursing students in various academic subjects also decorate this laboratory.

LIBRARY

The Library is one of the important areas in an educational institution. As library is a part and parcel of every Institute, It is our endeavor to provide best library facilities for the students. The Library maintains an in-depth collection of around 2500 textbooks in all the specialties of nursing and allied sciences, plus an extended collection of various journals (Indian and International). Study tables, preview facilities and photocopiers are also available. We also provide internet facility for students to refer online as well.

CAFETERIA/CANTEEN: There is a college canteen cum cafeteria where students and staff can avail of refreshments in the campus itself.

INDOOR SPORTS: The College has facilities for indoor games including caroms, table-tennis, chess etc.

OUTDOOR SPORTS: Facilities for outdoor sports including a basket ball court are planned in the campus in the coming semester. We encourage building sportsman spirit in our students to make them fit to meet challenges with courage and presence of mind in future.

XEROX/PRINTING: Based on requirement, copies of library documents shall be made available for academic purposes.

POSTAL FACILITY: Nooranad post office is at reachable distance for students.

BANK: SBT Pandalam is at reachable distance from the campus and students can avail their banking facility if in need.

HOSPITAL: Archana Hospital Pandalam shall meet urgent medical needs of students. Doctor from the hospital visits the students periodically.

COLLEGE STORE: There is a college store in our campus where stationery, text books etc are available on a nonprofit basis. The store is open during college working hours.

TRANSPORTATION: The college provides transportation for clinical and community programmes.

5. HOSTEL FACILITY:

Separate hostel facilities for boys and girls are available. A warm atmosphere with utmost care and security as at home is provided for students in the campus with excellent facilities like reading room, mess hall, indoor games, prayer halls, in house cable connection, STD/ISD facilities, doctor at the door step etc.

For admission to hostel the candidate should fill up and submit an application form that will be available from the college office. Each academic year, the students should take readmission to the hostel.

Hostel rules and regulations:

1. Inmates should observe strict discipline inside the hostel and in the premises.
2. Inmates should keep the time fixture for breakfast (8.00am-8.30am), lunch (1.00pm-1.30pm), tea (5.00pm-5.15pm), dinner (7.30pm-8.00pm). Food will not be served after the stipulated time.
3. Students are not allowed to stay back in the hostel during the college hours.
4. Inmates who fall sick are to inform warden before going to hospital.
5. Inmates who want to go out are to obtain written permission from the warden.
6. Inmates are expected to be in their respective rooms after 8.00pm.
7. Inmates are not allowed to take bath after 8.30pm.
8. Inmates can engage visitors from 5.00pm-6.00pm. No one is permitted to take visitors to hostel rooms.
9. Compulsory study time is from 6.00am-8.00am and 8.00pm-11.00pm. All the inmates should be in their respective rooms during the study time.
10. Decent behavior is expected from all inmates towards staff. No inmate is authorized to question the staff directly. Grievances if any may be reported to the warden in charge.
11. Use of mobile phones is strictly prohibited. Mobile phones if found will be confiscated and will not be returned.
12. Inmates are not allowed to use any electrical appliance other than those provided in their respective rooms.
13. Inmates should wake up at 5.00am sharp. Time to freshen up and bath is between 5.00am and 6.00am.
14. Inmates should keep their rooms clean. Causing damage to hostel property will be viewed seriously.

15. Inmates should lock the doors and windows, put off fans and lights before leaving the room.
16. Inmates are not allowed to take news paper to their room. They should make it available for everyone.
17. Television will be operated only during the allowed time (6.00pm-8.00pm).
18. Students are not expected to borrow money from anyone.
19. Fine will be imposed for violation of any of the above. Inmates who violate the rules more than 3 times will have to face serious disciplinary action including expulsion.

6.DEPARTMENTS

We provide an integrated educational experience that combines extensive theory with practice in patient care.

- **Medical Surgical Nursing**
- **Community Health Nursing**
- **Child Health Nursing**
- **Mental Health Nursing**
- **Obstetrics and Gynaecologic Nursing**
- **Nursing Education and Administration**

Medical Surgical Nursing

Medical Surgical Nursing is the mainstay of the BSc Nursing Degree Programme. In the second year, the students acquire extensive exposure to patients with various medical disorders.

Subjects such as pharmacology and pathology are coupled with the basis of Medical and Surgical Nursing to enrich the scientific knowledge of the students. As part of Surgical Nursing,

the preoperative unit, operation theatre and postoperative care settings provide students with clinical experiences. Furthermore, students are supervised to treat patients with disorders of the eye and ENT. The students receive training from Specialists in General Medicine, General Surgery and other specialities, as well as nursing specialists in Medical Surgical Nursing.

In the third year the students learn critical care nursing concepts and advanced nursing care in various specialities such as Cardiology and Cardiac Surgery, Neurology and Neurosurgery, Nephrology, Oncology, and Plastic and Reconstructive Surgery. The students are provided with unique ICU experience in multi-speciality ICUs. This experience equips the students with various skills required in critical care nursing based on a sound knowledge of the pathophysiology of various disorders. The students conduct seminars, symposiums, and group discussions, care studies, care analysis, case presentations and procedure demonstrations to enhance their knowledge and skills.

Community Health Nursing

Community Health Nursing is the speciality preparing the students to meet the ever changing challenges of society. The course orients the students to the concept of positive health and successful living and focuses on the families in the community and population groups with health risks.

The students identify and solve health problems in the community through innovative and cost effective strategies of primary health care. The practical experience is provided in settings like the Community Health Centre (Adoor) and Primary Health Centre (Vallana). This experience includes opportunities for participation in various National Health Programmes and an array of guided observation visits to various locations of public health importance.

This department regularly organizes household surveys, epidemiological investigations, health projects, mass campaigns, home visits, family health care programmes, school health programmes, special clinics, etc. in the adopted villages. The awareness campaigns, exhibitions, and health education activities organized in the villages train the students to effectively interact with the community on health topics. Thus, this department is acting as the campus-community link of the college.

Child Health Nursing

Child Health Nursing includes Child Health Medicine and Surgery and is placed in the third year of the programme. The objective of the course is to prepare students to identify the normal growth and development of children and deviation from the normal. They are also prepared to give comprehensive nursing care to children suffering from various diseases. Special emphasis is given to embryology, genetics, child psychology, paediatric medicine, surgery, nutrition, and growth and development.

Mental Health Nursing

Mental Health Nursing, in the third year of the BSc Nursing Programme, is designed for developing an understanding of modern concepts of mental health, mental illness, principles of mental health nursing, and for making the student function effectively as a member of the interdisciplinary mental health team.

The Mental Health Nursing Department organizes programmes aimed at enabling the students to identify the mental health needs and problems of their clients and to acquire skill in providing comprehensive health care to them, applying preventive, promotive, curative and rehabilitative

aspects of mental health care and the principles of mental health nursing.

The students receive clinical experience in mental health centres. Their clinical experience is enriched from observational visits to various facilities including psychiatric rehabilitation centres, residential care facilities, special schools for the mentally retarded, and children with physical and psychological disabilities, de-addiction centres, orphanages and old age homes.

Obstetrics and Gynaecologic Nursing

The aim of the department is to prepare the students with the knowledge, skill and attitude to function as midwives and provide comprehensive nursing care to antenatal, intranatal and postnatal mothers and newborn babies with due emphasis on high-risk clients. The students are also equipped to work with child-bearing families that give them the opportunity to experience the essence of nursing at its best. The course is placed in the final year. Teaching and clinical experience are provided under the guidance of a specialist nurse and obstetrician. During this period, they will learn whole perinatal care including conduct of deliveries.

Nursing Education and Administration

The aim of the department is to prepare the students to take up responsible jobs may it be in teaching or in administration of nursing care in hospitals in their future.

Extensive training is given to develop teaching skills in them with the help of Audio-Visual and other teaching aids.

This department also aims at inculcating administrative skills in students making them capable of supervising delivery of good nursing care in hospital wards.

7. FACULTY:

At Archana College of Nursing students learn from highly esteemed minds in academia. Our outstanding faculty is committed to quality teaching. They help students explore new ideas and expand their horizons in ways you never thought possible.

8. OFFICE STAFF:

A team of dedicated and efficient office staff work at Archana College of Nursing for smooth functioning of the institution.

9. ELIGIBILITY CRITERIA AND ADMISSION PROCEDURE:

Eligibility

1. Academic

Candidates who have passed the Higher Secondary Examination of the Board of Higher Secondary Examination of Kerala or equivalent examinations recognized by University of Kerala with Physics, Chemistry & Biology as optionals with the minimum 50% aggregate marks

2. Relaxation in marks

- Candidates belonging to SEBC (Socially and Educationally Backward Classes) in the state of Kerala with total annual family income up to Rs. 2.5 lakh will have relaxation of 5% marks. The Scheduled Caste and Scheduled Tribe candidates in the State of Kerala need only a pass in the qualifying examination.
- Those candidates claiming relaxation of marks shall produce necessary certificates from authority concerned.

3. Eligibility Certificates

Candidates who have passed their qualifying examination from outside the State of Kerala shall produce the certificate of recognition and equivalency of qualifying examination from the University and also migration certificate.

4. Applicants should have 17 years of age on the 31st December 2010. No relaxation of the minimum age will be allowed.

Application and selection procedure

Application and selection procedure will be as per the norms of The Kerala Private Nursing College Management Association.

Admission

1. The selected candidates will be informed of the date and time of admission.
2. The students shall pay all the fees of the 1st year of the course at the time of admission which will not be refunded.
3. **Fee:** Tuition fee and special fee are payable yearly at the beginning of each academic year
4. If any candidate discontinues the course, after closing of admissions as notified by the competent authority, the candidate has to pay the full fee for the remaining (4 years) course. Transfer certificate and other certificates will be issued only after payment of the above amount.

10. COLLEGE UNIFORM:

GIRLS: Half sleeve shirt with over coat and formal pants, socks & black half shoes.

BOYS: Half sleeve formal shirt and formal pants, socks and black formal shoes.

All students shall wear ID cards while in the campus. All students are required to wear white coat during clinical practice.

COLOUR CODE: SHIRT: Faun

PANTS AND OVER COAT: Dark Brown

SOCKS: Dark Brown

SHOES: Black

Sample for uniform cloth has to be collected from the college office. Any variation from it will not be accepted.

Uniform shall be subject to change at the beginning of an academic year as decided by the college management and shall be informed through a notice to the students.

11. DISCIPLINE IN CAMPUS; GENERAL RULES AND REGULATIONS:

TIME SCHEDULE:

Prayer time	:	8.55am-9.00am
Class time	:	9.00am-4.30pm
Recess time	:	11.00am-11.10am
Lunch Break	:	1.00pm-1.45pm
Office time	:	9.00am-4.30pm
College Store:		9.00am-4.30pm
Library	:	9.00am-4.30pm

GENERAL RULES AND REGULATIONS:

1. Students are expected to behave politely and give due respect to all staff at Archana College of Nursing. They should behave in a manner that upholds the values of our nation and the institution.

2. All students should report in their respective classes before prayer time.
3. No student will be allowed to enter the college if not in complete uniform.
4. A fine shall be imposed on loss of identity card.
5. During working hours students are expected to be in their respective classrooms. Strolling around in the campus or outside is strictly prohibited during working hours.
6. Use of motor vehicles by students is strictly prohibited in the campus. Parents are hereby requested not to provide students with motor vehicles for conveyance to and from college.
7. Students are to follow working schedule strictly. Late comers will not be allowed to attend classes.
8. Students are expected to attend all classes without fail. If for unavoidable reasons, leave of absence is required, permission should be obtained from the Principal in written. Unauthorized absenteeism will be viewed seriously. Students who absent themselves without prior permission from Principal shall be fined and will be allowed to enter classes only after his/her parent comes and meets the Principal in person.
9. Students are eligible for duty leave if they perform a certain kind of duty for the college as decided by the Principal.
10. Use of mobile phones is strictly prohibited in campus. Mobile phones if found in custody of students will be confiscated and will not be returned.
11. Students who do not satisfy the attendance requirements and internal assessment marks as stipulated by the University will have to face the consequences as per the University regulations.
12. Smoking, alcohol and other substance abuse are strictly prohibited in the campus. Students found guilty will face serious disciplinary action including expulsion.

13. Day scholars should not stay back for longer than half an hour in the campus after working hours. Those found loitering in or around campus longer than that will have to face disciplinary action.
14. Students should view it as their responsibility to switch off the fans and lights if not in use in their class rooms.
15. Students entering library should abide by the rules of library strictly. Any violations can lead to a fine.
16. Students should take care not to damage college property. Causing damage to any of the college property can lead to a fine on all those students who use the same.
17. Hostel students are to strictly abide by the hostel rules, any violation of which can lead to fine or expulsion.
18. Students are responsible for their personal belongings. College will not bear the loss or damage to any of the same.
19. Students who bring food from home are to use a re-usable tiffin box. Disposable food packets are not allowed in view of serious environmental pollution caused by them.
20. Students are not allowed to remain in the dining hall or canteen for more than the stipulated time.
21. Shouting or making excessive noise in the campus will not be tolerated. Students should behave themselves in a manner befitting to the professional course they are pursuing.
22. Students shall not get involved in any nefarious activities. Ragging is strictly prohibited by State Legislation and by Supreme Court order. It is a non bailable offence and those who indulge in such antisocial activities will be immediately handed over to the police.
23. Students should not indulge in any political activity in the campus.

24. Students should refrain from organizing or attending meetings on their own without permission from the Principal. Collecting money or distributing bills or notices without permission from the Principal is strictly prohibited.
25. Students should help to keep the campus and classrooms neat and tidy. A fine shall be imposed if any student is caught littering.
26. Students should submit their assignments, homework and records in time.
27. Students should volunteer to take up extracurricular activities and participate in lectures, seminars, debates etc.
28. Students should maintain decorum and discipline during assemblies/meetings/cultural programmes etc
29. Violation of any of the above can lead to disciplinary action from the college management in the form of fine, suspension or expulsion.

12.CURRICULUM AND SCHEME OF EXAMINATION:

Curriculum followed is as prescribed by the University of Kerala. The course of BSc Nursing extends over a period of 4 years plus 1 year of compulsory Internship. Syllabus will be as prescribed by the University of Kerala and in lines with the directives of Indian Nursing Council.

Examinations shall be conducted as per the 2006 scheme of examination which is the one currently followed by the University of Kerala.

The University may time to time revise, amend or change the regulation, curriculum, scheme of examination and syllabi. The change unless specified otherwise will have effect from the beginning of the academic year/semester following the notifications by the University.

13. EXTRACURRICULAR ACTIVITIES:

SPORTS AND GAMES: Ample facilities will be provided for both boys and girls to train themselves in sports and games of their choice. Annual sports meet shall be conducted and students shall be encouraged to participate in intercollegiate sports meets.

ARTS: Students shall be encouraged to participate in arts programmes in campus as well as intercollegiate competitions.

PERSONALITY AND CHARACTER DEVELOPMENT PROGRAMMES: To build up the right type of leadership qualities and service mindedness in students, we shall enroll them in personality and character development programmes like National Service Scheme in future. It provides opportunity to gain valuable practical experience from the campus and community service.

14. PARENT-TEACHER ASSOCIATION:

The parent-teacher association is fully functional and is involved in all activities of the college. A general body meeting is conducted once in every three months and the executive committee comprising of Principal, nominated parents, Administrative officer and faculty members meets every month.

Each parent shall be informed of the progress of their ward through postal progress cards from time to time. Their suggestions and opinions can be expressed at the general body meetings and to the executive committee which shall be looked into at the executive committee.

Parents can feel free to come and meet the faculty on any working day to enquire about their ward.

15. COLLEGE UNION:

A college students union shall be formed every year which is formed by nomination. The students union shall actively involve in conducting co-curricular and extra-curricular programmes under supervision of the management.

16. ANTI-RAGGING CELL:

An anti ragging cell comprising of Principal, Trust President, Administrative officer, Head of the departments, Faculty representatives, students' representatives and PTA executive committee members has been formed in the college. The students/parents can report incidents of ragging to any of the members of anti-ragging cell.

KERALA PROHIBITION OF RAGGIN ACT 1988 & ALLIED LAWS:

The State in order to avert the menace of ragging had enacted Kerala Prohibition of Ragging Act 1988.

Ragging has been defined in the section 2(b) of the Act as “doing any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm raising apprehension or fear or shame or embarrassment to that student and incudes (i) teasing, abusing, or playing practical jokes on, or causing hurt to, such students, or (ii) asking a student to do any act or perform something which such students will not, in the ordinary course, willingly do”.

Ragging within or outside any educational institution is prohibited under the Act (section 3).

As per section 4, what whoever commits, participates in, abets or propagates ragging shall be punished with imprisonment for a term which may extend to 2 years with a fine which may extend to ten thousand rupees.

Section 5 provides for dismissal of a student for a period of three years upon conviction and during this period he cannot be admitted to any other institution.

Apart from the provisions of the Act, the students who commit the offence of ragging shall also be liable to be punished for other offences under Indian Penal Code that they commit at the time of offence.

As per relevant UGC regulations formulated in 2009, a student who is found guilty of committing ragging can be expelled from the institution and will be debarred from taking admission in another institution. A fine of upto Rs.2,50,000/- could also be imposed.

Head of the institution shall not be mute spectator of ragging incidents. As soon as a complaint is received he has to take action on the basis of the report. Section 6 provides that any student, parent or guardian or teacher of an educational institution could complain the instance of ragging to the Head of the Institution. Obligation is also cast on the Head of institution to conduct enquiry on receipt of complaint of ragging within seven days of receipt of complaint and if prima facie, it is found true, he shall suspend the student who is accused of the offence and shall immediately forward the complaint to the police station having jurisdiction over the area.

Section 7 of the act says that if the head of the institution fails or neglects to take action in the manner specified in section 6 of the Act when complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall on conviction be punished as provided for in the Section 4 of the Act.

According to the direction of Supreme Court in SLP (C) No. 24296 24299 of 2004; every single incident of ragging where the victim or his parent, guardian or the Head of the Institution is not satisfied with the institutional arrangement for action, a First Information Report must be filled without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authorities or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly

with the police, that will not absolve the institutional authority from the requirement of filing the FIR.

HELPLINE FOR VICTIMS/PARENTS/TEACHERS: On June 21,2009 in compliance with the directions of the Hon'ble Supreme Court, Ministry for Human Resource Development, Government of India and UGC have established a 24 hour helpline. Its toll free number is 1800-5522 and email:- helpline@antiragging.net

17. COLLEGE CALENDAR:

All Sundays and Second Saturdays are holidays for the college. Additional holidays in a year are as mentioned below:

Republic Day

Sivarathri

Good Friday

Vishu

Sreekrishna Jayanthi

Id-UI-Fitr

Gandhi Jayanthi

Mahanavami

Bakrid

Deepavali

All days except the holidays mentioned above are working days unless informed otherwise.

All inclusively there will be four weeks' vacation/Holidays per year. Holidays will be planned by the Curriculum Committee as per the availability of working period.