



STUDENT HAND BOOK

ST. ANDREWS COLLEGE OF NURSING FOUNDATION

Induction into the nursing program 2019-2020



ST. ANDREWS COLLEGE OF NURSING (SACON)

283, DinkarravJavalkar Rd, Sathe Colony, ShukrawarPeth, Pune

Maharashtra

FROM THE DIRECTOR'S DESK



Lt. Col. Shobha Naidu (Retd)
(Principal)

Dear Students,

Welcome to St. Andrews College of Nursing (SACON)!

I and my team at SACON, are very much pleased that you have decided to join the Nursing programme at SACON. You have done the right choice in selecting a professional training in Nursing, which is in most demand world over!

At SACON, the academic sessions are well organized and very much disciplined. It involves a wide range of training which covers not only the academic activities but also series of co-curricular and extra-curricular activities. We expect that whilst you are with us you will take the opportunity to involve yourself in a whole range of enrichment activities, which are quite interesting and diverse in nature. This might be playing sport, involvement in trips or visits and involvement in some sort of voluntary or charity work.

We do hope that you enjoy your induction week with us, meet new friends and become familiar with College, faculty members, students and the curricular and extra-curricular activities.

Since you are new to the place and the programme, you will be allocated a Teacher-Mentor who will guide you and direct you to stay on track and achieve your main learning goal. One of the main ways that Teacher-Mentor will do this is through monitoring your progress via personal interactions, periodic academic assessment, and your involvement in various college activities. We also give positive reinforcement in the form of awards like, Academic topper, Best bedside Nurse, Best Outgoing student & 100% attendance which gives the picture of students performance, so make use of this opportunity and add feathers to your cap of success.

So move ahead with full zeal and grab the opportunities to excel!!

All the Best to you!

Get to know Pune – The city of Maratha warriors

Pune is a sprawling city in the western Indian state of Maharashtra. It was once the base of the Peshwas (prime ministers) of the Maratha Empire. The city is situated on the confluence of Mula and Mutha Rivers. The confluence / sangam of two rivers are called as **Punya**, Hence the name **Pune**. It is also referred to as **Punyanagari**.

It is also known as the "Oxford of the East" due to the presence of several well-known educational institutions.

Compared to other cities especially Delhi, **Pune** is a much safer place for women.

Being the cultural capital of Maharashtra much can be attributed to the majestic history of this place, which has given the country leaders like Shivaji and Lokmanya Tilak. One of the prime getaways from Pune are the hills and the forts around it.

There are a number of interesting historical sights a short distance out of Pune that can be seen. The charm of this quaint yet smart city of Pune, is around it in the forts, the caves and the other adventurous treks around the little mountains and hillocks! Some of these sights have great relevance in the history of the Marathas. The city also boasts of beautiful architecture, museums and a wide array of restaurants, cafes and entertainment.

The most famous place to visit in Pune, **Shaniwar Wada** can rightly be called the landmark of the city, this palace was built by Bajirao Peshwa, dating back to 1736, it is an important evidence of the glorious history of Peshwa Rule in Pune.



The Sinhgad Fort was initially known as "Kondhana". In 1670, Chhatrapati Shivaji Maharaj reconquered the fort for the third time and the fort came and stayed under the Maratha rule till 1689 A.D. The fort remained under the Maratha rule till the year 1818, after which the British conquered it. The Sinhgad Fort is a popular weekend destination for many residents of Pune. It is located at around 35 km southwest of the city of Pune.



The temple is dedicated to Hindu God Ganesha and was built by Dagduseth Halwai, a pious and honest man. The shrine is so popular that people from all over the country as well as world visit it. The best time to be here would be around Ganesh Festival.



Dagaduseth Halwai Ganpati Temple

The Aga Khan Palace was built by Sultan Muhammed Shah Aga Khan III in Pune, India. Built in 1892, it is one of important landmarks in Indian history.



Aga Khan Palace



Chaturshringi temple is one of the famous temples in Pune, and one visiting Pune should not forget to seek the blessings of Devi Ambareshwari, the presiding deity of the temple. The famous Chaturshringi temple, situated on the SenapatiBapat Road, was built during the reign of Shivaji Maharaj.

Chaturshringi Temple

Pune – The Oxford of East



Savitribai Phule Pune University, one of the premier universities in India, is positioned in the North-western part of Pune city. It occupies an area of about 411 acres. It was established on 10th February, 1949 under the Poona University Act. The university houses 46 academic departments. It is popularly known as the 'Oxford of the

East'. It has about 307 recognized research institutes and 612 affiliated colleges offering graduate and under-graduate courses.

Fergusson College had first started the New English School, Pune in 1880 and later established the



Deccan Education Society (DES) in 1884. Fergusson College is an Autonomous College affiliated to Savitribai Phule Pune University. Fergusson College offers various Academic courses/ programmes under Arts and Science faculty such as B.A., B.Sc, B.Voc, M.A., M.Sc, M.Phil, Ph.D and various Certificate and Diploma courses.

SIU was established under Section 3 of UGC Act, 1956, in the year 2002, with the basic principle:



- To provide facilities for education and research of University standard
- The encouragement of the dissemination, advancement, development and application of knowledge.
- The provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community.
- The provision of teaching and learning that engage with advanced knowledge.



Brihan Maharashtra College of Commerce a.k.a. BMCC

One of the most popular choices for anyone opting for commerce, this college boasts of an amazing campus.

The institutions of **BharatiVidyapeeth (BV)** was accorded deemed university status in 1996 for its academic excellence. The BharatiVidyapeeth (Deemed to be University)

- has established academic excellence and offers programmes in innovative and emerging areas,
- presently has 29 constituent institutions, including three research institutes dedicated exclusively to research,
- is multi-campus and multi-disciplinary and is catering to the needs of Urban and Rural students, has significant achievements in research, has world-class infrastructure and facilities, launched several innovative academic programmes, best teaching-learning processes and has entered into national, as well as, international collaborations.



Dr. D. Y. PatilVidyapeeth, Pune (DPU) started off with only one institute. Over the last 14 years it



has grown manifold! During that duration, 9 more professional institutions were started and came under the umbrella of the parent Institute. Today, the 9 institutions of Dr. D. Y. PatilVidyapeeth, Pune have created a brand name "DPU" in the field of medicine, dentistry, nursing, physiotherapy, optometry, biotechnology, management, Ayurved, Homeopathy.

SACON is located at shukrwarpath, Pune

**Connectivity of College with road and railway
(Starting from Pune Railway station & Pune Airport,Lohegaon)**

The campus is located approximately 5 kms away from Pune railway station and 13 kms from Pune Airport. The various landmarks to reach SACON are Maratha high school, bajirao road, N M wadiya hospital which is part of St. Andrews college of nursing

How to reach us :



St. Andrews College of Nursing

St. Andrews College of Nursing is a Christian minority institution established under St. Andrews Education Foundation, Pune. St. Andrews Education foundation, Pune, is a charitable trust, established under the Public Trust Act of 1950. College started Basic B.Sc nursing course on 6th November 2006. Permission was granted by Government of Maharashtra and is affiliated to Maharashtra University of Health Sciences, Nashik, recognized by Indian Nursing Council, New Delhi and Maharashtra Nursing Council, Mumbai. Intake capacity for Basic B.Sc nursing is 40 seats per year. Post Basic B.Sc nursing was started in the year 2009 with a course capacity of 30 seats per year. To add a gem on the crown of our cumulating output we are now starting post graduate nursing course from the upcoming academic year.

The college possesses spacious classrooms, well equipped labs, modern library with huge collection of books, computer lab, hostel and transport facilities as per the recommendations of the statutory bodies.

The history of our parent N.M Wadia hospital dates back to 1912 which has always been a notable icon since its inception cumulating dedication, service and successful endeavour extending more than a century. It has now evolved into a highly sophisticated and well equipped 400 bedded super specialty hospital. Students have ample opportunity to learn and acquire the best clinical skills in our parent hospital within the campus.

VISION

The vision of St Andrews college of Nursing lies in preparing competent practitioners, nurse administrators, nurse educators and researchers capable of giving leadership in fulfilling the dream of a healthier tomorrow for India and being partners with shared accountability in this domain nationally & internationally.

MISSION

Preparing, caring, committed, compassionate and component professional nurses capable of rendering service, education service, education and research in the field of nursing.

Academics at SACON

The courses at SACON are conducted as Theory classes and as Clinical experience in the concerned Hospitals. The theory classes are conducted in the classrooms located in the SACON building while hands on skill clinical experience given in the different hospitals located within Pune.

Students have to report for the classes rooms in time and should not miss any of the lecturers. Your performance is best done by your efforts, your will power to sustain self and your abilities to fight back all odds as a student.

Teachers will teach you, guide you, counsel you, lead you and support you. Make the maximum out of them. They are the rich source of knowledge and with their experience they stand in a better position to answer all your queries and doubts.

Each batch of students will have a Class Coordinator, who is in-charge for conduct of the course for the specific academic year. There will be various subject teachers as per the subjects given in the syllabus. Teachers will be posted to clinical field along with the students as Clinical Tutor to guide and supervise them.

The senior faculty has the dual job of taking classes as well as performing administrative tasks.

Programmes conducted at SACON:

- a) Basic B.Sc. Nursing – Four-year Degree programme
- b) Post-Basic B.Sc. Nursing - Two-year Degree programme
- c) M.Sc. Nursing (Pediatrics)- Two-year Postgraduate degree programme

I. Basic B.Sc. Nursing programme

Objectives

On completion of Basic B.Sc. Nursing degree programme, the graduates will be able to:

1. Apply knowledge from physical, biological and behavioral sciences, medicine, including alternative systems and nursing in providing nursing care to individuals, families and communities.
2. Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
3. Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
4. Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
5. Utilize the latest trends and technology in providing healthcare.
6. Provide promotive, preventive and restorative health services in line with the national health policies and programs.
7. Practice within the framework of code of ethics and professional conduct and acceptable standards of practice within the legal boundaries.
8. Communicate effectively with individuals and groups and members of the health team in order to promote effective interpersonal relationships and teamwork.
9. Demonstrate skills in teaching to individuals and groups in clinical/ community health settings.
10. Participate effectively as members of the health team in health care delivery system.
11. Demonstrate leadership and managerial skills in clinical / community health settings.
12. Conduct need based research studies in various settings and utilize the research findings to improve the quality of care.
13. Demonstrate awareness, interest and contribute towards advancement of self and of the profession.

II. Post-Basic B.Sc. degree Programme

On completion of Post-Basic B.Sc. degree Programme the graduates will be able to:

1. Assess health status, identify nursing needs, plan, implement and evaluate nursing care for patients, clients that contribute to health of individuals, families and communities.
2. Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing, physical, biological and behavioral sciences.
3. Participate as members of health team in the Promotive, preventive, curative and restorative health care delivery system of the country.
4. Demonstrate skills in communication and interpersonal relationship.
5. Demonstrate leadership qualities and decision-making abilities in various situations.
6. Demonstrate skills in teaching to individuals and groups in community health settings.
7. Demonstrate managerial skills in community health settings.
8. Practice ethical values in their personal and professional life.
9. Participate in research activities and utilize research findings in improving nursing practice.
10. Recognize the need for continued learning for their personal and professional development

III. M.Sc. Nursing degree programme

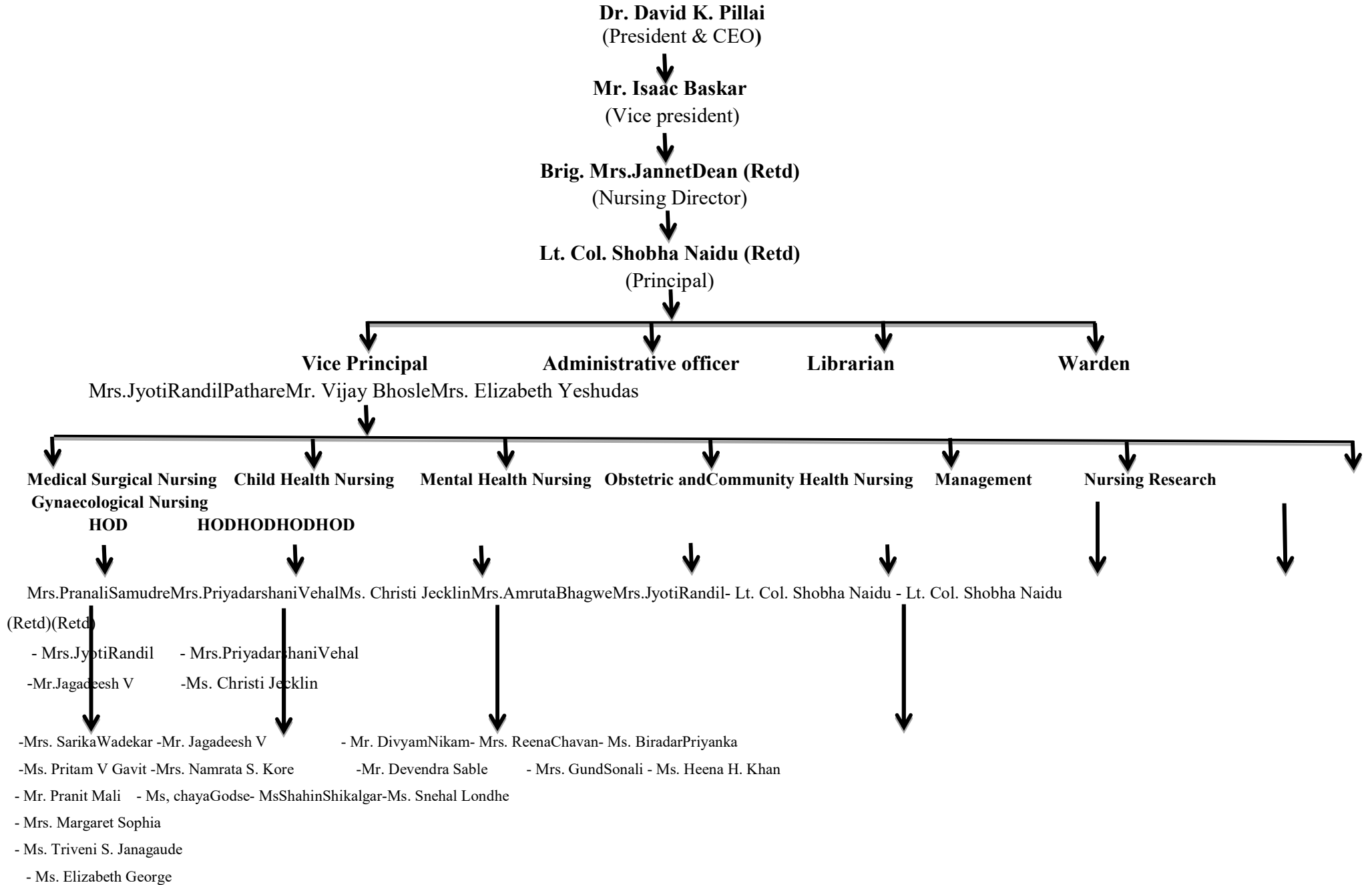
On completion of M.Sc. Nursing degree programme the graduates will be able to:

1. Apply knowledge from physical, biological and behavioural sciences, medicine, including alternative systems and nursing in providing nursing care to individuals, families and communities.
2. Provide nursing care based on steps of nursing process in collaboration with the individuals and groups
3. Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
4. Practice as a nurse specialist.
5. Demonstrate leadership qualities and function effectively as nurse educator and manager.
6. Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research.
7. Demonstrate the ability to plan and effect change in nursing practice and in the health care

delivery system.

8. Establish collaborative relationship with members of other disciplines
9. Demonstrate interest in continued learning for personal and professional advancement
10. Utilize the latest trends and technology in providing health care.
11. Participate effectively as members of the health team in health care delivery system.
12. Conduct need based research studies in various settings and utilize the research findings to improve the quality of care.
13. Demonstrate awareness, interest and contribute towards advancement of self and of the profession.

Administrative hierarchy of SACON



Your programme involves:

I. One-to-One Tutorials

Remember you can ask for one of these too, when you feel you need it. This involves individual action planning and review, using information from yourself and others i.e. relevant staff including lecturers, college support staff (student support/welfare) etc. The aim is to provide students with an opportunity to both manage and develop confidence in their own learning, thus ensuring that they achieve their learning goals. Guidance and educational counseling are an essential part of a personal mentor's role before, during and at the end of a student's period of study at college.

II. Group Tutorials

Opportunities to learn new skills discuss and generate new ideas and perspectives. It's also a time to meet new people! Monitoring progress as you are studying we expect that you will work hard to achieve your qualifications and that you will have a sense of responsibility for your work and your colleagues. However we are still responsible for notifying your parent/guardian of any issues in relation to:

- Attendance
- Punctuality
- Behavior
- Progress

How Tutorials Matter

The tutorial process is an active process, in which a tutor has the responsibility for helping student's development withingrouptutorialsandwithinindividualstudent/tutor meetings (one to one). As soon as you join the college you will be assigned a personal mentor, they are there to support you in achieving your goals. The support we offer can range from:

- making sure you are enrolled onto the right programme
- making sure you have all the information you need
- helping you to set your goals and record your progress

- helping you to organize your studytime
- putting your portfolio together
- referring you for additional support if necessary
- referring you to specialist support through welfare, guidance, counseling and other ways
- prepare you for interviews, the world of work or higher education

This is done through discussion, negotiation and using feedback about your learning progress. If you have any problems please let your personal mentor know. Think of your tutor as your 'professional' friend!

Academic Meeting - During the year all staff will meet and discuss all students' performance both academic and also looking at attendance, punctuality, behavior and attitude. The Academic Meeting will be held five times a year. From these meetings staff will make recommendations and suggestions for students to improve on their studies. Following each Academic meeting parents/guardians are notified of all decisions.

Mentorship - One to one individual support or group support by specialized staff.

Parent's Correspondence - Progress report of all the exams conducted in College as well the attendance report of the students will be intimated to the parents periodically through Parents Correspondence. If we have any particular concerns about you they will be contacted and requested to meet us

Various Academic Co-Curricular and Extra-Curricular Awards - Various awards like 100 % Attendance Award, All-rounder Award, Best bed Side Nurse Award, and many are given to encourage and appreciate the development of the student

ANTIRAGGING MEASURES

Ragging is totally prohibited in St. Andrews college of Nursing, anyone found guilty of ragging and / or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.

As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009,

Ragging constitutes one or more of any of following acts:

- I. Any conduct by any student or students whether by word spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- II. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
- III. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
- IV. Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher
- V. Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- VI. Any act of financial extortion or forceful expenditure burdened upon a fresher or any other student by students
- VII. Any act of physical abuse including all variants of it: sexual abuse, homosexual

assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person

VIII. Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student

IX. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student. St. Andrews college of Nursing ensures that the congenial and welcoming environment is given to the freshers in its all constituent institutes.

To achieve this objective following committees have been formed by the University as per UGC Regulation 2009 and the details are displayed on the College Notice Board:

1. Anti Ragging Committee
2. Anti Ragging Squad

ANTI RAGGING COMMITTEE FOR THE ACADEMIC YEAR 2019-20

SR. NO	Name of the Faculty	Designation	Contact No.
1	Lt. Col. Shobha Naidu (Retd) (Principal)	Chairperson	9921600246
2	Mrs. JyotiRandilPathare (vice principal)	Member	7020410012
3	Mr.DivyamNikam (Clinical Instructor)	Member	9764667999
4	Mr.PankajOrke	Parent representative	8421734867
5	Ms. JhadavJoyosSadhna (1 st yr Basic B.sc Nursing)	Student Representative	7721805694
6	Ms. Lobo Joylin John (2 nd yrBasic B.sc Nursing)	Student Representative	7447205946
7	Ms. HajiyaniDenishaMinajali (3 rd yr Basic B.sc Nursing)	Student Representative	7350787406
8	Mr. VaibhavPathare (4 th yr Basic B.sc Nursing)	Student Representative	8180046820
9	Ms. Stella VishwasKalebar (1 st yr Post Basic B.sc Nursing)	Student Representative	8237111168
10	Mrs.MelkundeNetranjali Shankar (2 nd yr Post Basic B.sc Nursing)	Student representative	8550924066
11	Mr. Vijay Bhosle (Librarian)	Member (Non-Teaching staff)	8390103474

What we want from you whilst studying with us

- Consistently good attendance and punctuality
- The commitment to meet deadlines and manage your time effectively
- Good behavior, and respect for others including self
- The drive for achievement to enable progression
- 100% effort
- A willingness to carry out self-directed study
- Review previous targets with tutor

It is important that all students carefully read these simple center rules.

For the system to work and to enable all students to gain maximum value from the course, it should be understood that rules will be enforced at all times. It is the responsibility of individuals to make sure that these rules are understood. If unclear about anything ask your Lecturer.

Timekeeping

Anyone consistently turning up late for any of their college (including break and lunch times) will face discipline.

Stationery

Students turning up to college without file, course and handouts, notes, pens, pencil, paper may face discipline.

Attitude, General Conduct and Commitment

Anyone turning up for lessons not willing to participate or not interested will face discipline. Students must behave in a responsible manner at all times. Swearing will not be tolerated, throwing of materials is strictly forbidden, smoking is not allowed in the college, and students must not deface company buildings.

The college has a zero tolerance to bullying. Those found guilty of bullying fellow students will be disciplined and may face exclusion from college. Students are expected to give 100% effort for all activities undertaken.

Cleanliness

Students must not litter on college property. Trainees must clean their own work area when working in workshops, salons, kitchen etc. Personal hygiene should also be given priority.

Health and Safety

It is mandatory for all students to undergo preliminary health check-up at the Symbiosis Centre for Health Care (SCHC). This also includes the HBsAg vaccination and lab test for HIV which are chargeable (detail information will be given to students subsequently).

Anyone who does not adhere to Health and Safety operations may be turned away and will be disciplined.

Mobile Phones

Mobile phones are not to be used in class rooms and college premises. If you have carried one, notify lecturers at start of lesson if you are expecting an emergency call.

Failure to adhere to these rules will affect your chances of a qualification and limit the Possibilities of moving onto a higher level.

What is Enrichment?

Our enrichment programme exists to offer an extra dynamic to the learning experience for young people who study at College. During your time with us, you will be offered opportunities to develop skills, confidence and experience to place alongside the academic qualifications you will gain whilst with the college.

At College we strongly encourage students to maintain a wide and varied extra-curricular activities programme, not only to ensure your development as an individual, but also to enhance your chances of successful university and employment applications.

Why is Equality and Diversity important?

We live in an increasingly diverse society and need to be able to respond appropriately and sensitively to this diversity. Learners in the College setting will reflect this diversity around gender, race and ethnicity, disability, religion, sexuality, class and age.

The College believes that successful implementation of equality and diversity in all aspects of college ensure that staff and students are valued, motivated and treated fairly.

