

**SYMBIOSIS COLLEGE OF NURSING**  
**STUDENTY HANDBOOK 2017-18**

**SYMBIOSIS COLLEGE OF NURSING**  
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## Move Ahead

### Contents

1. Welcome
2. About Pune!!!!
3. The campus at SB Road – location of SCON
4. Introduction to Symbiosis International University
5. College mission and core values
6. Objectives
7. Administrative hierarchy of SCON in relation to SIHS
8. Introduction of SCON and about the Director
9. Academic calendar
10. Why Tutorial Matters
11. Tutorial Programme
12. Examples of what you will study
13. What we want from you whilst studying with us
14. What is Enrichment?
15. Equality and Diversity
16. Points to Remember
17. Important Contacts.

# Welcome

*Dear Student, Welcome to Symbiosis College of Nursing. We are so pleased that you have decided to come and study with us and hope that your time with us is a successful and rewarding one. You will be allocated a Personal Mentor who will be responsible for ensuring that you stay on track and achieve your main learning goal. One of the main ways that your mentor will do this is through monitoring your progress via periodic assessment and through sessions. It is also expected that whilst you are with us you will take the opportunity to involve yourself in a whole range of enrichment activities which are quite diverse in nature. This might be playing sport, involvement in trips or visits or involvement in some sort of voluntary or charity work. We put great emphasis on these types of activities as past experience tells us that they not only help to develop individual students but participation in them helps to boost employment and/or university prospects. Finally, we do hope that you enjoy your induction week with us, meet new friends and become familiar with many different aspects of the College.*

**Good luck.**

## Pune – the land of Valiant Marathas; Oxford of East

*They say the history and Commerce of a city determines the image and its mould. 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 getaway's 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 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.*



*Pune is also a home to some prestigious universities educational and research institutes, Pune, aptly dubbed "The Oxford of the East", has more than a rarefied academic and cultural air to it.*

*Once the bastion of the Maratha power, the city also boasts of beautiful architecture, museums and a wide array of restaurants, cafes and entertainment.*

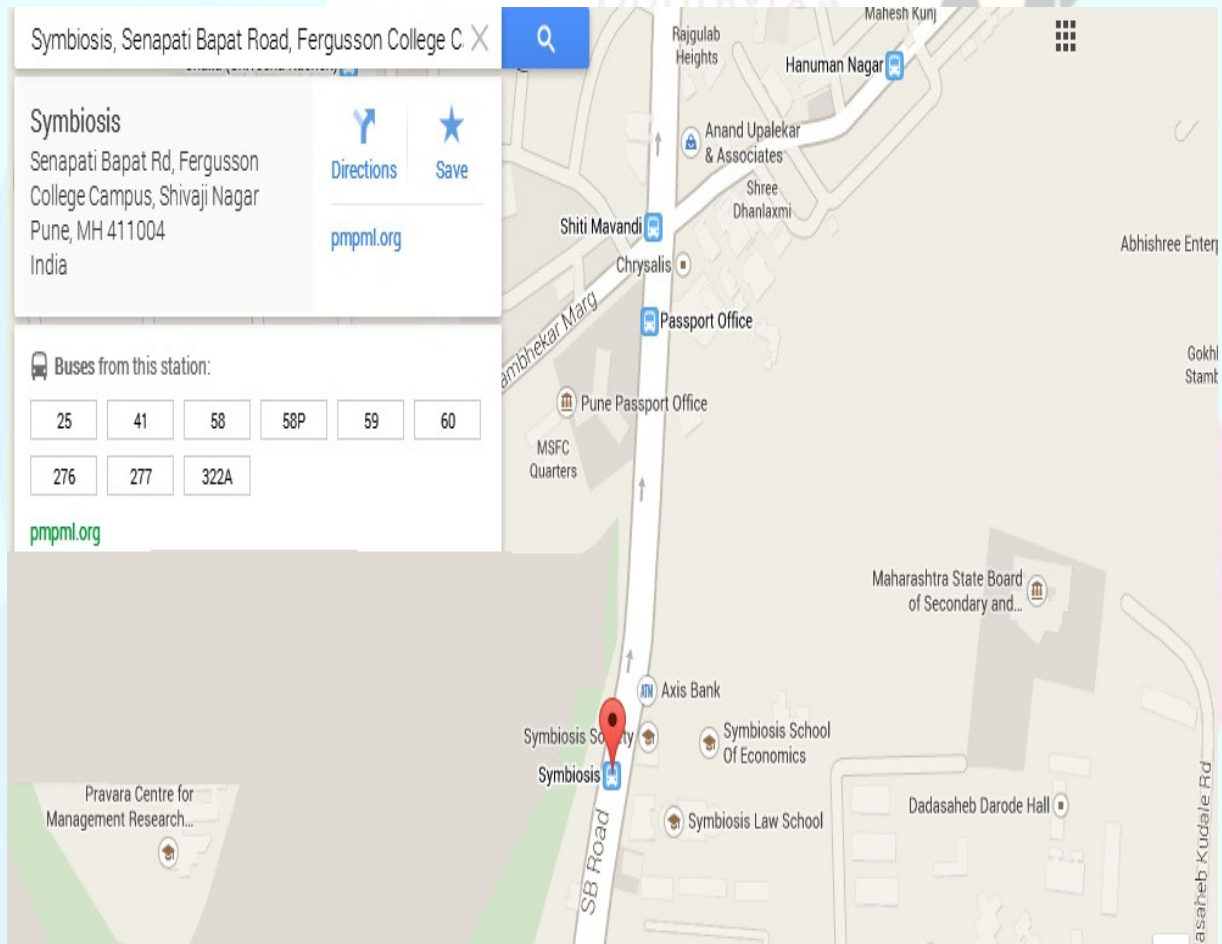


*Pune has also earned the sobriquet 'Queen of Deccan' for its scenic beauty due to the idyllic setting of the city in the Sahyandri mountain range. This second largest city in Maharashtra is also a travel destination for its religious places. In recent times, it has emerged as a famous IT hub of India.*



The campus at SB Road – location of SCON,  
Connectivity with road and railway  
(Starting from Pune railway station & Airport)

How to Reach Us



*Symbiosis's journey began at the S. B. Road Campus in 1971. Located in one of the busiest parts of Pune, this campus is a well-known landmark in Pune. It hosts the main offices of Symbiosis Society and Symbiosis International Office.*

*The campus is located approximately 15 kms away from Pune railway station and 30 kms from Pune Airport.*

## Introduction to Symbiosis International University

*Inspired by the ideals of 'Vishwa Bharati' of Gurudev Rabindranath Tagore and 'Antar Bharati' of Sane Guruji and with a deep desire to help foreign students, an idea of 'Symbiosis' was conceived by Dr. S.B. Mujumdar in the year 1971. The motto of Symbiosis is 'Vasudhaiva Kutumbakam' and truly for the foreign students at Pune it is a 'Home away from Home'.*

*Symbiosis International University has a rich heritage of cutting-edge innovation and enterprise, and of quality through pursuit of educational excellence. The University offers a total of 107 programmes at Diploma, Undergraduate, Post-graduate and Doctoral levels under the faculties of Law, Management, Computer Studies, Health and Biomedical Sciences, Media, Communication and Design, Humanities and Social Sciences and Engineering. Symbiosis has academic collaborations with reputed foreign universities like Nanyang Technological University in Singapore, University of Houston in USA, Berlin School of Economics and Law in Germany and others.*

*Symbiosis today comprises of 43 institutes imparting training in diverse disciplines. It has students who hail from all states of India and 75 different countries. Symbiosis is known to be a Multicultural, Multi lingual and Multinational institution. An institution, where academic democracy prevails. Where law is the religion and freedom of thought and expression is the spirit. Where equality is not preached but practiced. Where Innovation, Passion and Compassion is nurtured.*

# PRIDE at Symbiosis College of Nursing

## Vision and Mission of College

***Vision:*** *Promoting international understanding through quality education*

***Mission:***

- *To inculcate spirit of 'Vasudhaiva Kutumbakam' (the world is one family)*
- *To contribute towards knowledge generation and dissemination*
- *To promote ethical and value-based learning*
- *To foster the spirit of national development*
- *To inculcate cross cultural sensitisation*
- *To develop global competencies amongst students*
- *To nurture creativity and encourage entrepreneurship*
- *To enhance employability and contribute to human resource development*
- *To promote health and wellness amongst students, staff & community*
- *To instill sensitivity amongst the youth towards the community and environment*
- *To produce thought provoking leaders for the society*



## OBJECTIVES

### B.Sc. Nursing degree programme

*On completion of 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 health care.*
- 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.*

## 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*

## 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 behavioral 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 SCON

**Dr. Rajiv Yeravdekar**  
Dean, FOHBS,  
Director, SIHS, Symbiosis International University (SIU)

**Lt. Col. Shobha Naidu (Retd)**  
Offg. Director  
Symbiosis College of Nursing

**Deputy Director**  
Symbiosis College of Nursing

**Teaching staff**

**Non - Teaching  
Staff**

## Introduction of SCON and the Director

*Symbiosis College of Nursing aims to create leaders in the nursing professionals by providing unique, innovative programmes that are responsive to the market need, keeping in mind the rapid advance in the health care sector in India as well as abroad. The curriculum emphasizes on a holistic approach to nursing care, in order to ensure an all-round growth of the nursing students. Student nurses are trained to meet the international standards of professionalism and maintain the highest standard of clinical practice.*

*The Programmes offered by SCON ensures numerous career avenues for a graduate nurse in the healthcare industry across the world. The SCON has associated with major hospitals of Pune city to provide the necessary "hands on" clinical and para-clinical experience; necessary for the students pursuing this hospital based academic programmes. Symbiosis College of nursing thus aims to create a benchmark in nursing education in India. The overall aim of nursing programme is to prepare a graduate Nurse to work as frontline worker in the clinical and community field and educational arena*

### **Officiating Director's Profile.**



*Lt Col Shobha Naidu (Retd) is an alumnus of Armed Forces Medical College (AFMC) College of Nursing, Pune. The lady officer was commissioned into the Military Nursing Service in the rank of Lieutenant. She is an all-rounder with keen interest in Sports, Co-curricular and Extra-curricular activities. She has done M.Sc. nursing with specialization in Obstetrics & Gynaecological nursing.*

*Col Shobha has rendered 22 years of impeccable service in the Armed Forces and served in different terrains of the country including the high altitude area. She is presently the Offg. Director at Symbiosis College of Nursing. The lady faculty has put in a total of 26 years of service including 18 years of teaching experience. She will be shortly completing the Doctorate programme. Col Shobha is a sober and disciplined individual with a friendly demeanor. She is passionate about teaching her clinical specialty and has special interest in research.*

## Classes at SCON

*The courses at SCON are conducted as Theory classes and as Clinical experience in the concerned Hospitals. The theory classes are conducted in the class rooms located in the two floors of the SIHS 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 Tutors to guide and supervise them.*

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

## *How Tutorials Matter*

*The tutorial process is an active process, in which a tutor has the responsibility for helping student's development within group tutorials and within individual student/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 study time*
- 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!*

## *Your programme involves:*

### *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.*

### *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*

**The college has a number of systems in place to ensure that if you are not working to your full potential, than you get back on track with enough support system**



*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 meeting staff will make recommendations and suggestions for students to improve on their studies. Following each Academic meeting parents/guardians are notified of all decisions.*

*Inter - Institute Programmes - Studying courses that will make you attractive to universities and others when you pass out from SCON. These are the extra hours given to you by other institutes to teach their specializations in a brief pattern.*

*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.*

Good Luck!

## *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*
- *Acceptance of ALS where appropriate*
- *complete portfolios (where applicable)*
- *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, kitchens etc. Personal hygiene should also be given priority.*

### *Health and Safety*

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

### *Mobile Phones*

*Mobile phones must not be turned on or answered during lessons (unless part of a class activity). This will interrupt work activities and group members. 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.*

### *What kind of enrichment activities can college students take part in?*

- *Team sports e.g. Cricket, Volley Ball*
- *Debates*
- *Quiz Challenges*
- *Dance Classes*
- *Fitness Programmes*
- *Enterprise Week*
- *Arts Award*
- *Community and Charity Projects*
- *Language Classes*
- *Fairs and Health Camps*
- *Sports Awards*
- *Elocutions*
- *Gallery Visits*
- *Concerts*
- *Water Sports*
- *Outdoor Activities*

## How do I get involved?

*Getting involved is easy – your tutor will help keep you up-to-date with the latest developments and opportunities and there will be regular chances to sign up for activities*

*These activities are also promoted throughout the college and don't be surprised if you are approached, seeking your involvement!*

## How much will it cost me?

*Wherever possible we will try to provide enrichment activities at no cost to students. Where this is not possible, students may be asked to make a contribution towards the cost of the activity. I don't like the look of any of these activities*

– Can I suggest my own ideas?

*We welcome questions and ideas from students and try to, wherever possible, provide the opportunity for you to take part in the activity/ event. Obviously, there are circumstances where this may not be possible. In this case we will nevertheless encourage our students to pursue their ideas and use our knowledge to point them in the right direction.*

## *Equality and Diversity*

*Equality is about creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential. It is about identifying patterns of experience based on group identity, and the challenging processes that limit individual's 'potential' health and life chances.*

*An equalities approach understands that our social identity – in terms of gender, race, disability, age, social class, sexuality and religion – will impact on our life experiences.*

*Diversity literally means difference. When it is used as a contrast or addition to equality, it is about recognizing individual as well as group differences, treating people as individuals, and placing positive value on diversity in the community and in the College.*

### *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 ensures that staff and students are valued, motivated and treated fairly.*

## Abraham Lincoln's Letter to his Son's Headmaster

He will have to learn, I know, that all men are not just, all men are not true, but teach him also that for every scoundrel there is a hero; that for every selfish politician, there is a dedicated leader... Teach him that for every enemy there is a friend.

It will take time, I know, but teach him, if you can, that a dollar earned is of far more value than five found...Teach him to learn to lose...and also to enjoy winning. Steer him away from envy, if you can, teach him the secret of quiet laughter. Let him learn early that the bullies are the easiest to lick...Teach him, if you can, the wonder of a book...but also give him quiet time to ponder the eternal mystery of birds in the sky, bees in the sun, and flowers on a green hillside.

In school, teach him it is far more honorable to fail than to cheat...Teach him to have faith in his own ideas, even if everyone tells him they are wrong...Teach him to be gentle with gentle people, and tough with the tough. Try to give my son the strength not to follow the crowd when everyone is getting on the bandwagon...Teach him to listen to all men...but teach him also to filter all he hears on a screen of truth, and take only the good that comes through.

Teach him, if you can, how to laugh when he is sad...Teach him there is no shame in tears. Teach him to scoff at cynics and to beware of too much sweetness...Teach him to sell his brawn and brain to the highest bidders, but never to put a price tag on his heart and soul. Teach him to close his ears to a howling mob...and to stand and fight if he thinks he is right.

Treat him gently, but do not coddle him, because only the test of fire makes fine steel. Let him have the courage to be impatient...let him have the patience to be brave. Teach him always to have sublime faith in himself, because then he will always have sublime faith in mankind.

This is a big order, but see what you can do...He is such a fine little fellow, my son!

## Points to remember:

**General Rules.** A student is not permitted to take up any work assignment outside, in the college or in Hospitals while undergoing courses at SCON. This is strictly prohibited for all courses by INC & MNC.

**Attendance rules.** Every student must attend at least 80% of the total number of classes conducted by the college. The student will not be eligible to appear for the University examination if he/she fails to produce the requisite attendance. Clinical attendance 100% is mandatory for award of University degree.

### **Orientation and Pedagogy**

Orientation to the programme is offered in Induction Programme for period of two days. The programme is divided into theory and clinical blocks.

### **Theory Block**

The student is expected to attend the classes in the college or clinical campus as per the course structure. Lectures, lecture cum demonstration, seminars, discussions, panel discussion, field visits, programme instructions etc. are used in providing teaching learning experience.

### **Clinical Block**

Students are posted to the various hospital settings and community set up as approved by the council and supervised clinical practice is implemented as designed in the curriculum. Students are expected to write patient oriented assignments as outlined in the programme structure.

### **Grooming:**

**Boys:** Hairs should be cut short and be clean shaved.

**Girls:** Hairs should be tied properly. No loud make up. And no Ornaments.

**Uniform.** Students Uniform should be always washed, cleaned and ironed. Shoes should be well polished and shining and worn with a pair of clean and black colour socks.



## Important Contact Nos. to Remember

Discipline committee:

At SCON

Dr. S G Joshi – 9822374593

Mrs. Manu Acha Roy – 8796938456

Mrs. Ranjana Chavan – 9892831879

**Anti-ragging committee: – At SCON**

<b>Lt. Col. Shobha Naidu (Retd)</b>	Offg Director - SCON	9921600246	<b>Chairperson</b>
Prof. (Dr.) S.G. Joshi	Professor	9822374593	Member
Mrs. Shital Barde	Asst. Prof	9850250943	Member
Mr. Rahul Mote			Member (Parent Representative)
<b>a) B.Sc. Nursing</b> Ms. Nidhi Kumari Mr. Dhananjay Mali Ms. Bhagyashree Jangam Ms. Jennita Zholomi	(B.Sc. I year ) (B.Sc. II year ) (B.Sc. III year ) (B.Sc. IV year)	9002658358 8421163922 7040005188 9096538024	Member (Student Representative)
<b>b) P.B.B.Sc. Nursing</b> Mr. Chandrasekhar Muley Mr. Hemant Chavan	(P.B.B.Sc. I year) (P.B.B.Sc. II year)	9960690266 8605159850	
<b>c) M.Sc. Nursing</b> Mr. Yash Joshi Ms. Prachi Shete	(M.Sc. I year ) (M.Sc. II year )	7021809077 9730174284	
Mr. Yogesh Nikam	IT Coordinator	8805360306	Member (Non-Teaching Staff)

### Contact details

<p><b>INDIAN STUDENTS</b>  <b>Symbiosis College Of Nursing (SCON)</b>                      Senapati Bapat Road, Pune - 411 004,                      Maharashtra (INDIA)                      Tel. : +91- 20 25671907, +91-20 25652444                      (Ext. 186)                      E-mail: <a href="mailto:symbiosisnursing@scon.edu.in">symbiosisnursing@scon.edu.in</a>                      Website: <a href="http://www.scon.edu.in">www.scon.edu.in</a></p>	<p><b>INTERNATIONAL STUDENTS</b>  <b>The International Office Symbiosis International University</b>                      S. B. Road, Pune - 411004 (INDIA)                      Tel. +91-20-25671905 Fax. +91-20-25659209                      Email:  <a href="mailto:int.admissions@symbiosis.ac.in">int.admissions@symbiosis.ac.in</a>                      URL: <a href="http://www.symbiosis.ac.in">www.symbiosis.ac.in</a></p>
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