

**MIMS COLLEGE OF NURSING, PUTHUKODE**  
**FACULTY ENGAGED IN VOLUNTARY ACTIVITY**

YEAR	SL NO	NO. OF FACULTY ENGAGED IN VOLUNTARY ACTIVITY	TYPES OF SERVICES PROVIDED
2023	1.	02	MEDICAL CAMP AT BUDS REHABILITATION CENTRE, KARAD ON 13/10/2023
	2.	02	WORLD BREAST FEEDING WEEK OBSERVANCE HEALTH EXHIBITION AT FHC, VAZHAKKAD ON 09/08/2023
	3.	01	TALK ON ADOLESCENT HEALTH ON 17/07/2023 AT AJMEER GATE CAMPUS
	4.	02	ANTIDRUG DAY OBSERVANCE AT FHC, VAZHA YOOR ON 26/06/2023
	5.	02	NON COMMUNICABLE DISEASE AWARENESS AND SCREENING PROGRAMME AT HARITHA KARMA SENA ON 15/06/2023
	6.	02	NON COMMUNICABLE DISEASE SCREENING PROGRAMME AT PUTHUKODE LIBRARY ON 08/01/2023
	7.	08	SCHOOL HEALTH PROGRAMME AT MUNDER HIGHER SECONDARY SCHOOL ON 08/02/2023 AND 09/02/2023.



FACULTY  
IN VOLUNTARY

	8.	13	NSS RESIDENTIAL CAMP AT MUNDERI FROM 10/02/2023 TO 12/02/2023
	9.	04	MEDICAL CAMP AT SNEHATHEERAM CHARITABLE 03/10/2023
2022	10.	02	AWARENESS PROGRAMME ON MENSTRUAL HYGIENE ON 15/07/2022
	11.	03	SCHOOL HEALTH PROGRAMME AT ADWAITA MISSION PUBLIC SCHOOL ON 26/08/2022
	12.	14	"SNEHASPASHAM" MEDICAL CAMP AT PARAMMAL LIBRARY ON 22/07/2022
	13.	02	AWARENESS PROGRAMME ON MENSTRUAL HYGIENE AT ADWAITA MISSION PUBLIC SCHOOL ON 15/07/2022
	14.	06	MEDICAL CAMP AT GMLP SCHOOL, THIRUTHIYAD ON 26/02/2022
2021	15.	02	WORLD DISABILITY DAY OBSERVANCE AT FHC, VAZHAKKAD ON 03/12/2021
	16.	02	WORLD AIDS DAY OBSERVANCE ON 1/12/2021 AT SAFI INSTITUTE OF ADVANCED STUDIES
	17.	02	WORLD ANTIMICROBIAL RESISTANCE WEEK OBSERVANCE AT PMSAPTHSS, KAKKOVE ON 26/11/2021
	18.	02	HOME CARE OF AN ALZHEIMER'S PATIENT ON 21/09/2021
	19.		WORLD ALZHEIMER'S DAY OBSERVANCE AT FHC, VAZHAYOOR ON 21/09/2021
	20.	08	"KARMA" MEDICAL CAMP AT PARAMMAL LIBRARY ON 1/10/2021



# ANSARUL MUSLIMEEN SANGAM

Reg No : 69706

Karad Paramba P.O.

Date:

To whomsoever it may concern

We express our sincere thanks and appreciation for organising health camp under Aster charitable trust, especially to Ms Jipsa K, Assistant Professor, Dept. Community Health Nursing, for her talk on adolescent health to our students. The program was designed to ensure prompt use of health care services, control and prevent communicable diseases, provide education and counseling services, provide emergency care, etc., for individuals, families, and the community. We trust that it will help students to make healthy choices and avoid risky behaviors.

We wish you all success in your future endeavours.



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SBI Ramanattukara Branch



# Family Health Center Vazhakkad

Vazhakkad P O, Malappuram Dist, Pin : 673640

Phone : 0483 2944441

E mail : fhcvazhakkad@gmail.com

Date : 27/10/2023

No. : 467/2023

## Certificate

As a part of world breast feeding week, Dept. Community Health Nursing organised a health exhibition as an awareness programme at FHC, Vazhakkad on 09/08/2023. The fourth year BSc nursing students from MIMS College of Nursing participated from the programme and Mrs Neenu V, Senior Lecturer, MIMS College of Nursing guided the students.

Yours Faithfully,



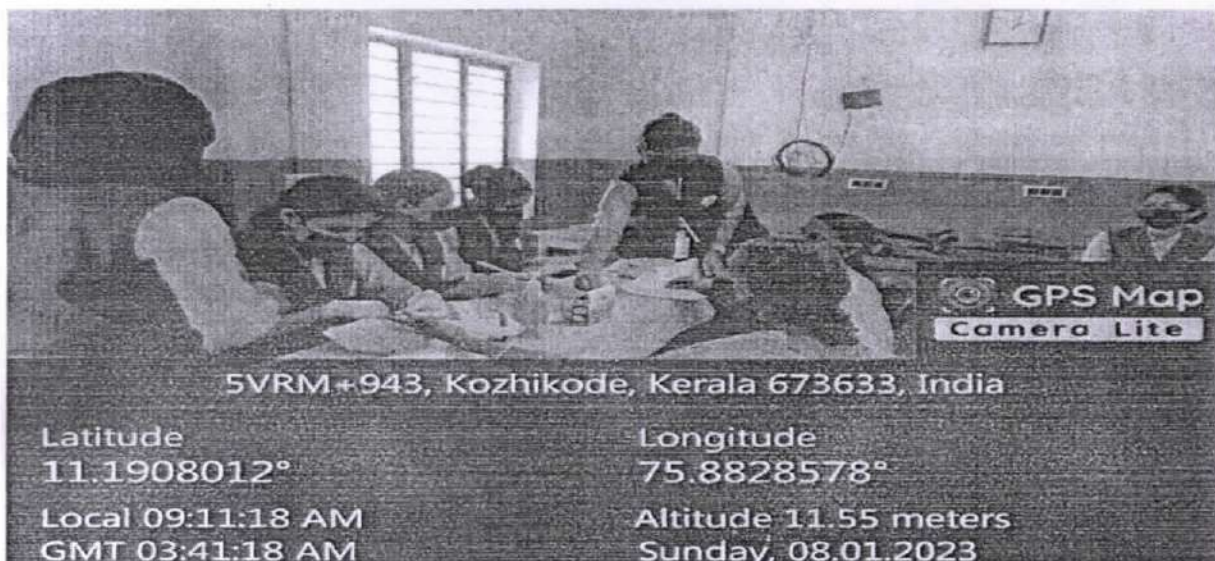
The Medical Officer  
Family Health Center Vazhakkad  
24x7 PHC Vazhakkad  
Pin. 673 640



**MIMS COLLEGE OF NURSING, PUTHUKKODE**  
**REPORT ON HEALTH CAMP, PUTHUKKODE**

The NSS unit of MIMS College of Nursing and RHC Karad in collaboration with Puthukode Library and Kudumbasree conducted a health camp and Vyojana Sangam at G.L.P School Puthukode on 08/01/2023. The camp started at 8.30 am with 4<sup>th</sup> year BSc Nursing students, Asha workers and Kudumbasree people. The students were divided into 4 groups, registration committee, blood pressure monitoring, GRBS monitoring and feedback from people who attended the health camp. The programme was guided by Mr. Liju James Associate Professor and Mrs. Blessy Mathew Senior Lecturer MIMS College of Nursing. Around 150 people attended the camp. The medical camp has found out that 28 people with abnormal BP and 21 with elevated GRBS. The camp authority instructed them to consult in Aster MIMS RHC Karad. The health camp ended at 1pm and camp was successful. The people attended the camp were given positive feedback. The ward member has given appreciation letter to MIMS College of Nursing for the medical camp.

Enclosed: The photographs were copied below





5VRM+943, Kozhikode, Kerala 673633, India

Latitude  
11.190691403539576°

Longitude  
75.8823481711875°

Local 09:27:22 AM  
GMT 03:57:22 AM  
Altitude 11.55  
Sunday, 08.01.2023



5VRM+943, Kozhikode, Kerala 673633, India

Latitude  
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Sunday, 08.01.2023



5VRM+943, Kozhikode, Kerala 673633, India

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Sunday, 08.01.2023



5VRM+943, Kozhikode, Kerala 673633, India

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Sunday, 08.01.2023

GPS Map  
Camera Lite

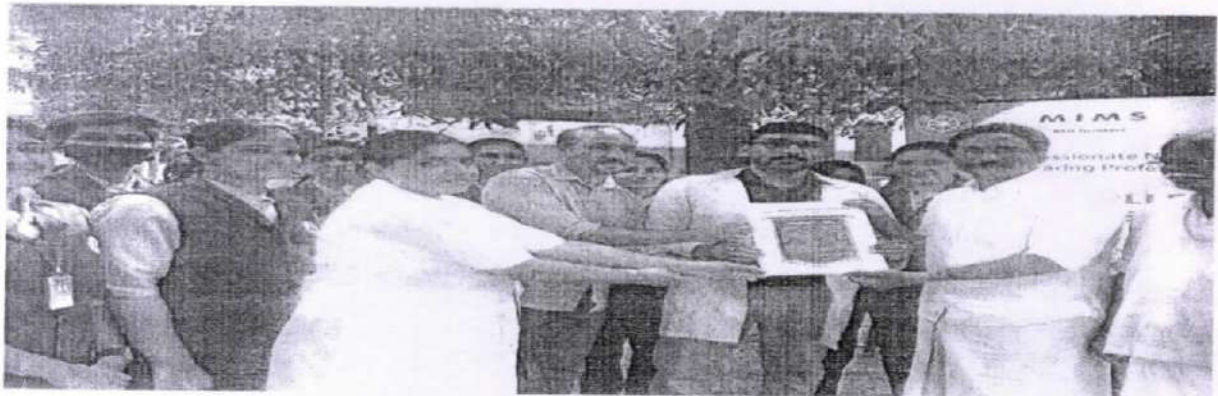


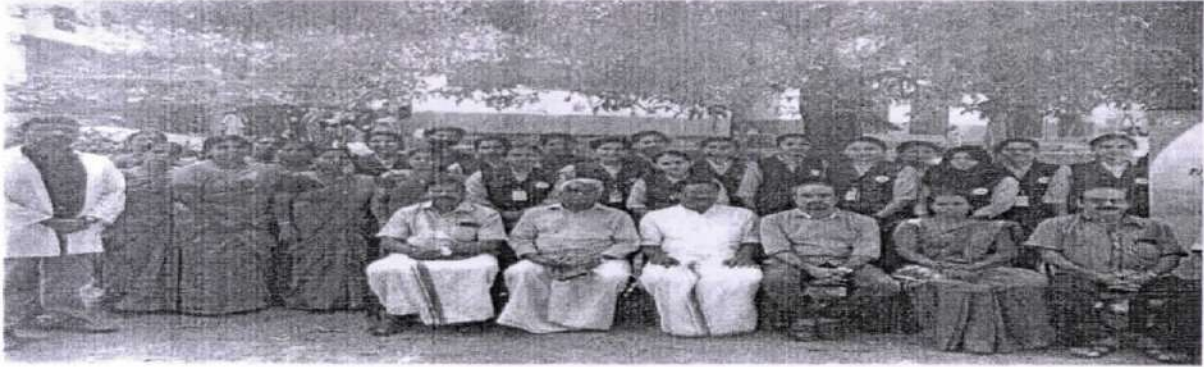
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Altitude 11.55 meters  
Sunday, 08.01.2023

GPS Map  
Camera Lite





**പുതുക്കോട് വായനശാല & ഗ്രന്ഥാലയം**

പുതുക്കോട് പി. ഒ, രജി. നമ്പർ: 3787

**അനുമോദന പത്രം**

പുതുക്കോട് വായനശാല & ഗ്രന്ഥാലയവും മോഡൽ ജി. ആർ.സി വാഴയൂരും സംയുക്തമായി 2023 ജനുവരി 8ന് പുതുക്കോട് ജി. എൽ. പി സ്കൂളിൽ സംഘടിപ്പിച്ച 'വയോജനസംഗമ'ത്തോടനുബന്ധിച്ച് മിംസ് നഴ്സിംഗ് കോളേജിലെ Bsc നഴ്സിംഗ് വിദ്യാർത്ഥികൾ, അസോസിയേറ്റ് പ്രൊഫസർ Mr. ലിജു ജെയിംസ്, സീനിയർ ലക്ചറർ Ms. ജെസി മാത്യു എന്നിവരുടെ നേതൃത്വത്തിൽ നടത്തിയ ആരോഗ്യ ക്യാമ്പ് മികച്ചതായിരുന്നു.

ഇത്തരം നല്ല പ്രവർത്തനങ്ങൾ കാഴ്ച വെക്കാൻ കഴിഞ്ഞതിൽ താങ്കളുടെ സ്ഥാപനത്തെയും സ്തുത്യർഹമായ സേവനം കാഴ്ചവെച്ച വിദ്യാർത്ഥികളേയും, അധ്യാപകരേയും പുതുക്കോട് വായനശാലയുടെ അനുമോദനം അറിയിക്കുന്നു.

സെക്രട്ടറി  
പുതുക്കോട് വായനശാല & ഗ്രന്ഥാലയം

Signature of subject coordinator: 

Signature of principal:



**MIMS**  
College of Nursing

**REPORT OF  
NAITHIKAM 2023  
HEALTH SURVEY AND MEGA HEALTH CAMP  
AT  
MUNDERI  
FROM 06/02/2023 TO 12/02/2023  
BY  
MIMS COLLEGE OF NURSING**



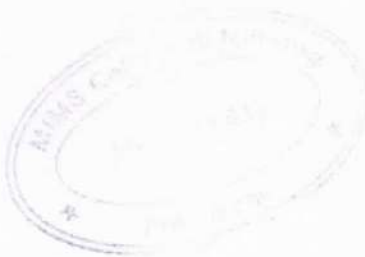
## INTRODUCTION

Munderi is a small village in Nilambur Taluk of Malappuram district, in Kerala. The place got its name from “mount area” as it is surrounded by mountain ranges. The place is renowned for the oldest teak plantation in the world -The Conolly's Plot- which is just 2 km from Nilambur town. The place is noted for its tribal settlements; the world's first teak museum, vast rainforest, waterfalls and ancient residences of maharajas called as kovilakam famous for their beautiful frescoes and artworks in wood.

The place has been home to a large group of tribals for years and continues to be so. The government has done a lot to protect them and to ensure that their rights are not being violated. Most tribals of the region prefer to be isolated and have not been very open to developments. This has created a gap between the rest of the world and them that yet remains to be bridged.

The NSS unit of MIMS College of Nursing, Aster MIMS Academy and expert committees decided to conduct a camp at Munderi and came up with a name '**Naithikam**'. It was scheduled to be conducted from 6<sup>th</sup> to 12<sup>th</sup> of February, 2023. The preparations for the camp began weeks before.

Plans were made, committees were formed, funds were collected and responsibilities delegated.



## DAY 1 06/02/2023

On the 1st day of the camp, all the students of 17th batch and the assigned faculty members assembled at the college by 8 am. All the essentials for the camp were packed and loaded into the bus by 9am. Dr Assuma Beevi TM, Dean of aster MIMS academy and principal of MIMS college of Nursing gave us instructions and wished us success on the endeavour. We started on our journey by 9:30 am and reached Munderi, Nilambur By 12:30 pm. Our stay was arranged at the Shreyas hall of kristuraja malankara catholic church, Munderi. After having lunch we began the work to set up the NSS camp site.

In the evening we had tea, after which there was a session by Mr.Sharone, Circle Inspector, Munderi police station.

In the session, he briefed us about Pothukallu gram panchayat and the tribal settlement in the area. He explained about what development and innovations the tribals lacked and what is currently being done by the government to support them. He also gave us advice on how to approach them and to create a good trusting bond with them. From the session we understood that it is not just the government or the police department that has to help them, and that each of us have an equal responsibility in the matter. After the session, we had dinner prepared by group 1 members which was kanji, kappa and chutney.

Before bedtime, we had a briefing session by faculty members Mr Naseem M, Mr. Riju Samuel, Mr. Lijo James, Mrs.Dinshamol, and Ms.Soorya. The briefing involved the instructions for the next day, and we were divided into groups for conducting a survey in the area Appankappu, Naranjapoyil, Thamburattikallu. The survey forms were provided and we were given instructions on how to fill it out and how to use the scales in the form. .

## **DAY 2: 07/02/2023**

On day 2 of the NSS camp, four teachers from MIMS Academy joined us. At 8.00 am we assembled to discuss the survey. Students were divided into groups under each teacher. Five groups of students, each containing four members, were assigned to the Appankaappu tribal area and the rest of the students were assigned to conduct surveys at local areas. After breakfast the students went to their assigned areas. The health survey form consisted of demographic data, PHQ 9, GAD 7, alcohol smoking and substance involvement screening test. The survey was conducted in about 81 homes. After conducting the survey students came back to the campsite by 1.00pm to have their lunch. The lunch was prepared by group II students. After lunch, students took rest for a while before beginning the activities planned for the rest of the day.



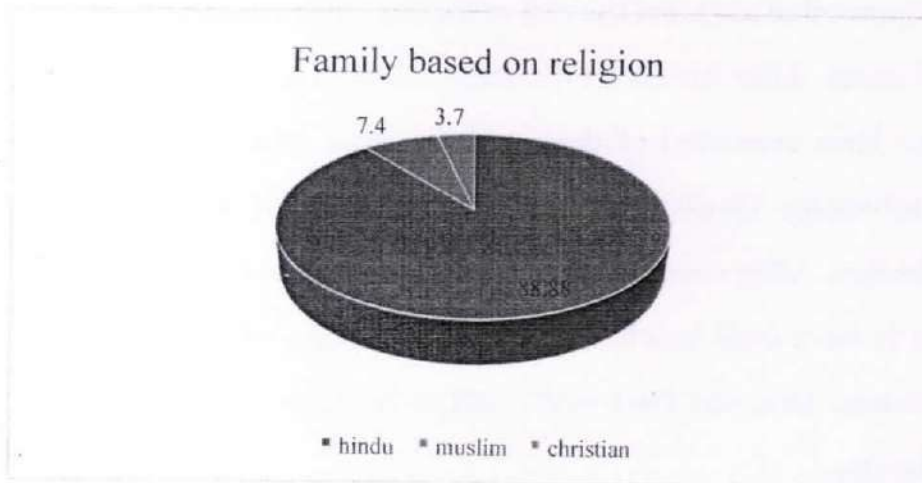
## FINDINGS

### **Distribution of Family Based on type**

Type of family	Frequency	Percentage
Nuclear Family	60	74.07%
Joint family	19	23.45%
Extended Family	2	1.62%
Total	81	99.14%

Out of families,74.07% were belongs to nuclear family,23.45% belongs to joint family and 1.62% belongs to extended family.

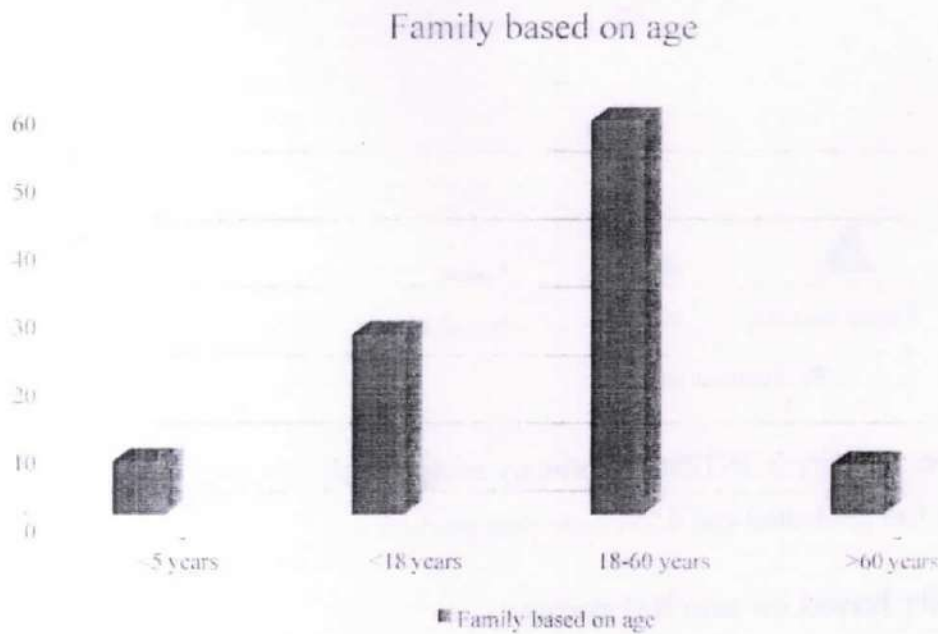
### **Distribution of family based on religion**



Among families ,88.88% belongs to Hindu community ,7.4% belongs to Muslim community and 3.7% belongs to Christian community.

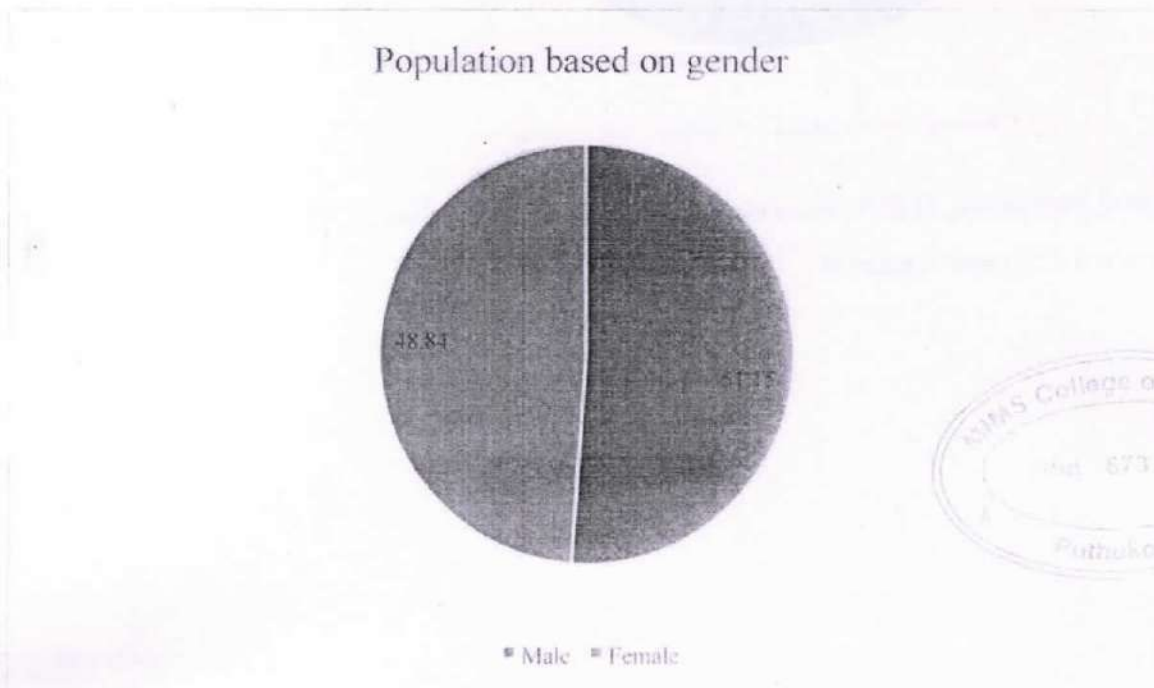


### Distribution of family based on age

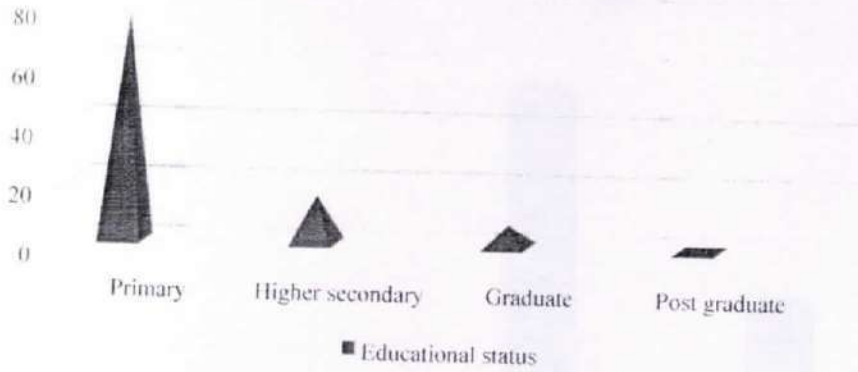


Among population,58.05% belongs to the age group of 18-60 years,26.59% belongs to the age group of <18 years,7.92 % belongs to the age group of <5 years and 7.41% belongs to the age group of >60 years.

### Distribution of population based on gender

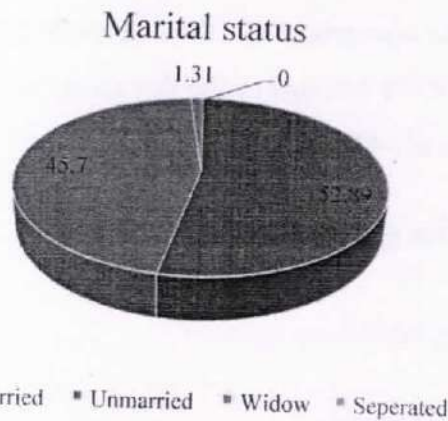


### Educational status



From the total population, majority is 76.12% had primary education, 16.12% had higher secondary, 7.41% had graduated and 4.5% were post graduated.

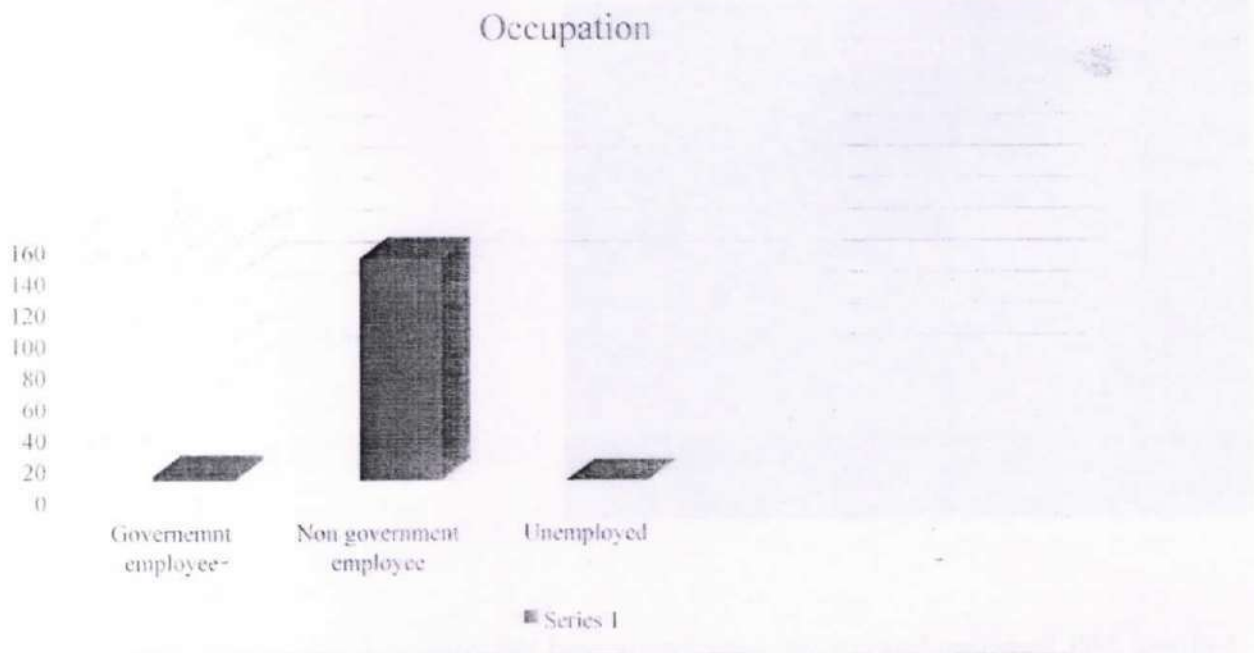
### Distribution of family based on marital status



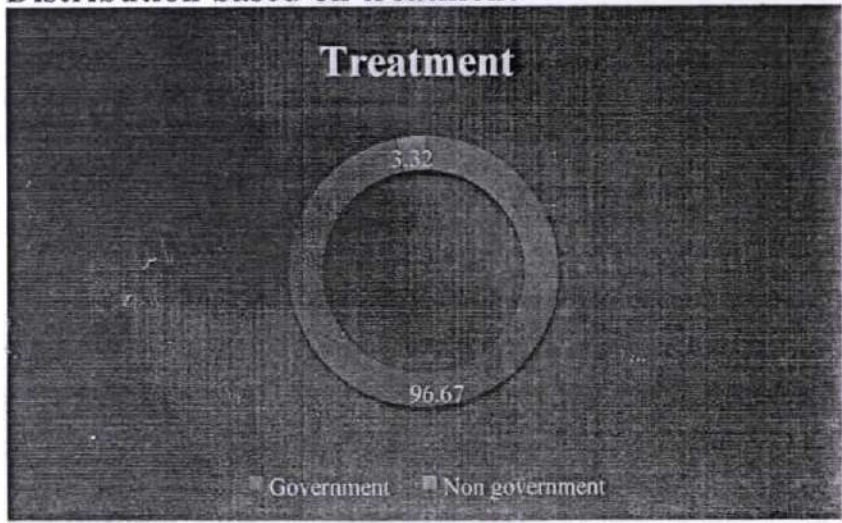
Among the total population, 52.89% were married, 45.7% were unmarried, 1.31% were widow and 1.2% were seperated.



### Distribution based on occupation



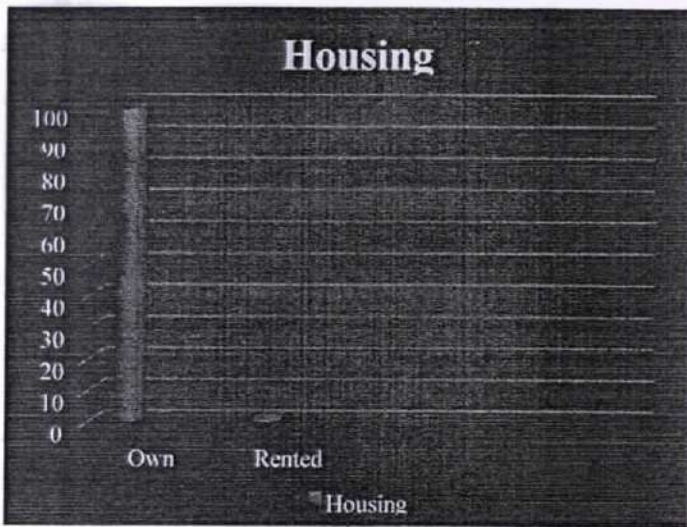
### Distribution based on treatment



Out of the total families, 96.67% families depend on Government hospitals and 3.2% depends on private hospitals for health maintenance or treatment.

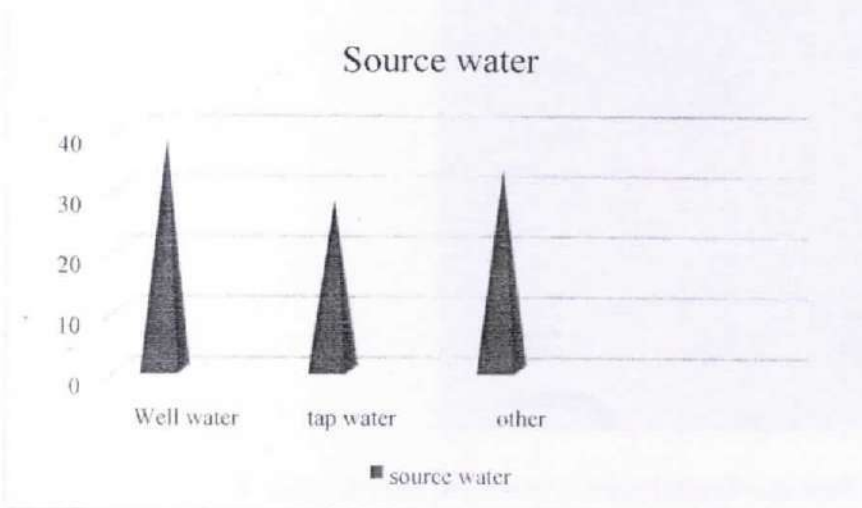


### Distribution of families based on housing



Among 388 families have their own house and remaining 3 families rented houses.

### Distribution of family based on source water



Out of total families,30 families have well water,26 families have other sources and 22 families have tap water.

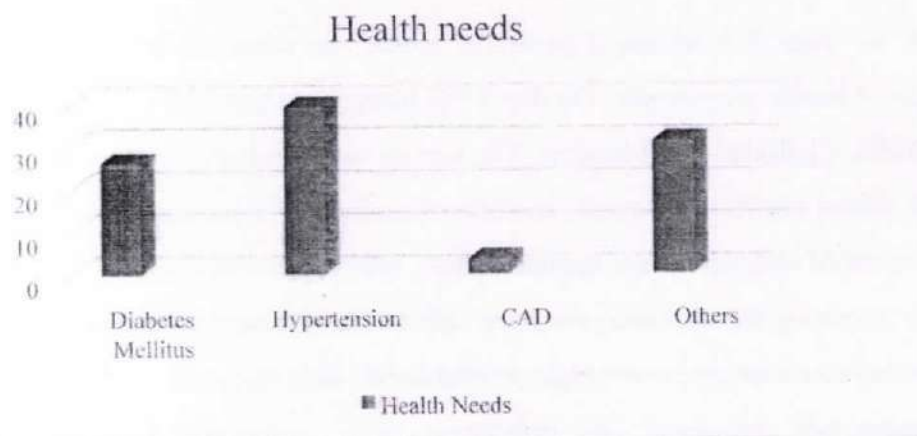


### Distribution of population based on habits

Sl no.	Habits	Frequency	Percentage
1	Alcoholism	22	34.37%
2	Smoking	15	23.90%
3	Beetle Chewing	27	42.18%
4	Others	0	0
	Total	64	100%

Among population,64 individuals have bad habits. In that 34.37% having alcoholism,23.90% having smoking,42.18% had beetle chewing.

### Distribution of population based on health needs



Among the total population affected with various diseases. Among that 39.28% had hypertension,26.19% had Diabetes Mellitus,3.57% had CAD and 30.95% have other diseases.

### Vital Statistics

In last one year among 81 families there were 10 births,10 deaths and 10 marriages underwent.

### Lighting and sanitation



All houses are electrified and having sanitary latrine for excreta disposal. Solid wastes disposed by burying. Closed drainage system for liquid waste disposal.

In the evening, a session was conducted by Mr. Basheer, the Arabic teacher from Munderi HSS. In his session he briefed us about social service by relating to some of the major events that required social services in the previous years. Some of those events included the Kerala flood and the landslide that occurred in Kavalappara. He pointed out that such events often bring out humanitarian values in each individual.

He even taught us a few Arabic words like 'kum' and 'ijlis' which means 'to stand' and 'to sit'. After the session we had dinner prepared by group II which was ghee rice and egg roast. After dinner, we had a meeting where we discussed the events that had occurred on that day and what changes needed to be made. We also made groups for the next day. We were divided into 2 main groups for survey and school health programme. Before ending the meeting, we played a few rounds of dumb charades during recreation time.

### **DAY 3 :08/02/2023**

After breakfast, we were divided into 2 groups of which one went for survey and the other went for the school health programme. On day 3 the survey was conducted in the local areas of Thamburatikallu, Chalikkal and Munderi. The survey was conducted in about 110 homes. On day 1 of the school health programme, students of grades I-V were screened.

The screening included anthropometric measurements, vital signs, visual acuity, and head to toe assessment. By screening the students, we were able to identify several students with health problems like being underweight, overweight, dental caries, skin diseases, and visual problems. After the screening was completed, an exhibition was organized for the students. Explanations on 'malnutrition and substance abuse' to the students using models, posters and charts. After having lunch, we completed the rest of the screening by 4.30 pm.

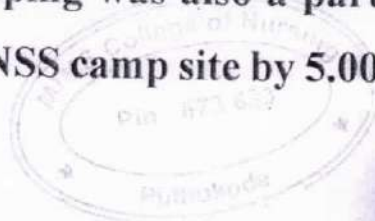
In the evening, a session was conducted by Mr. Rajesh, a former journalist who is currently working as a Malayalam teacher at Munderi HSS. In the session, he talked about his experiences as both a journalist and a teacher, the problems faced by tribal students. He also shared his experiences about interacting with the tribals and going to the forest.

After the session we had dinner prepared by group 3 which was 'kappa and chicken curry'. After dinner we had a briefing session where the instructions and plans for the following day were made and ended the session with the NSS song.

#### **DAY 4: 09/02/2023**

After having breakfast, we were again divided into 2 groups, of which one went for survey and the other for the school health program. On day 4, the survey was conducted in the local areas of Munderi. The survey was conducted in about 44 Homes. On day 2 of the school health program, students of grade V-VII were screened. We were able to identify several health problems like malnutrition, dental caries, skin diseases and visual problems. The screening was completed by 12 pm. After that, a role play based on substance abuse was conducted for the students in the school auditorium. The role play was enacted by the 4<sup>th</sup> year of MIMS College of nursing. It was very interesting and we were able to convey the message to the much younger crowd.

**After having lunch, there was a visit to the seed farm. A tour of the grounds was given by Mr. Nithin, Agricultural officer, Seed Farm Munderi, The seed farm spreads over a vast 1500 acre and has 5 sections. He explained in detail about the varieties of plants, animals and fish. He showed us genetically improved varieties of fishes like Rohu, Catla, and Gift Tilapia which are grown and then sold. There are also genetically improved varieties of plants including herbal plants and exotic plants like Rambutan, Chembada, Ramacham, Chitharatha, Brazilian thipally, Neelambari, Adalodakam, Pathimukham, Red lady papaya. There was a hardening unit with sapling of rose, cactus, varieties of pepper, and other indoor plants and outdoor plants; which ensured adequate temperature for the proper growth of plants. There were also varieties of domestic animals like goats and cows. Apiculture/beekeeping was also a part of their integrated farming; we returned to the NSS camp site by 5.00**



pm. In the evening we had a session by Mr. Sharath Babu, forest officer, Munderi, Nilambur. He discussed the biodiversity of Nilambur forest and his life experience of being a forest officer and also explained about the history of Nilambur forest. After the session, we had dinner prepared by group IV members which was kanji, thoran and pickle. After that was a briefing session by faculty members, involving major events of the school health programme and survey. **DAY 5: 10/02/2023**

On day 5, the mega medical camp was organized by MIMS College Of Nursing, Aster MIMS Calicut, Aster Volunteers and Aster Mother Hospital, Areekode. In the morning we had assembled together by 8 am and the group was addressed by the manager of MIMS charitable trust, Mr.Haseem. He gave us instructions on how to function effectively as group and how to regulate the crowd. The medical camp was set up at TVS Auditorium, Chalikkal and were conducted by 40 students, 1 nursing staff, 3 doctors and their assistants. The medical camp was up and running by 9 am. Several counters were set up for registration, anthropometric measurements, vital signs, OP consultation for general medicine, ophthalmology, gynaecology and feedback. As the patients started showing up, they were guided to the registration counter and then to the following counter for monitoring blood glucose level and then the respective OP's. A token system was used to regulate the crowd. Services provided were ophthalmic examination, gynaecological consultation, general consultation, and investigations like ECG, blood glucose examination and visual acuity. After the consultation, the prescribed medicines were dispensed from the pharmacy as per the physician's order. After consultation patients were given health education on malnutrition and substance abuse using posters and charts .We returned to the NSS camp site at

3.30 pm.

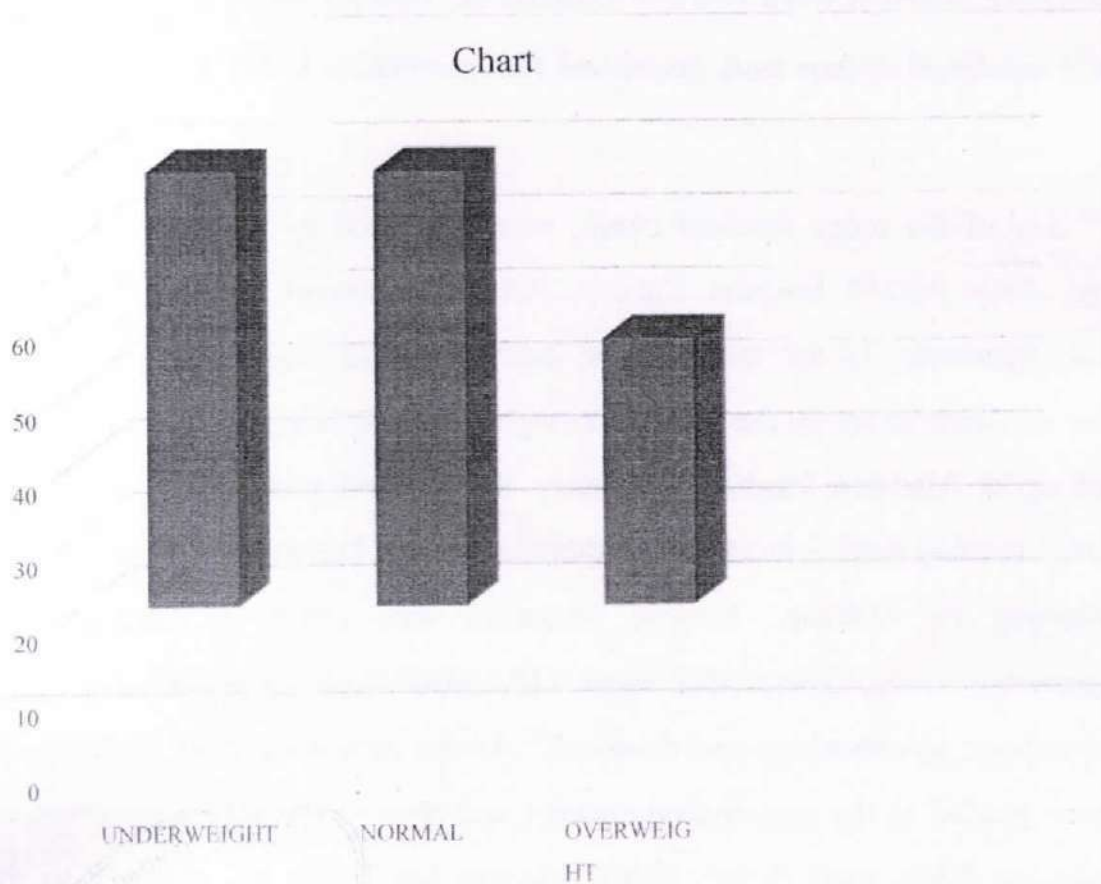
In the evening, we had a session by Mr. Ramesh, a Malayalam teacher at MunderiHSS. In his session, he spoke about folk songs, famous writers and singers. He also shared his own experience in the world of singing. He encouraged many of us to come forward and sing along with him .He shared some of his own works like 'Pullikkuda' with us. He ended the session by quoting "talent is a cosmos of energy within us". After the dinner we had a briefing session, there was an introductory session, in which two students were called forward and they had to introduce each other. We ended the briefing session with the NSS anthem. 118 patients registered for today's medical camp and received the services. DAY 6: 11/02/2023

The 2<sup>nd</sup> day of the mega medical camp, was organized by MIMS College Of Nursing, Aster MIMS hospital Calicut, Aster Volunteers and Aster Mother Hospital, Areekode. In the morning we had assembled together by 8 am and assigned students to set up the medical camp. On the 2<sup>nd</sup> day, the medical camp was set up at Munderi Higher Secondary School and was conducted by 45 students, 1 nursing staff, 3 Doctors and their assistants. The medical camp was up and running by 9.00am. Several counters was setup for registration, anthropometric measurement, vital signs, OP consultation for general medicine, ophthalmology, gynaecology and feedback. .As the patients started showing up, they were guided to the registration counter and then to the following counters for assessing BMI, vital signs , blood glucose level examination and to the respective OP's. A token system was used to regulate the crowd. The services provided in the medical camp included ophthalmic examination, gynaecology consultation, general consultation, and investigations like ECG, blood glucose

examination and visual acuity. After the consultation, the prescribed medicines were dispensed from the pharmacy as per the physician's order. After consultation patients were given health education on malnutrition and substance abuse using posters and charts .We returned to the NSS camp site at 3.30 pm. About 167 patients registered for today's medical camp and received the services. We had dinner at 7:30 pm, after which we had a small session by Mr. Muhammad Shameer, Assistant Professor of MES Arts College. It was an interactive session and he sang many songs and also encouraged us to sing along with him.

## FINDINGS

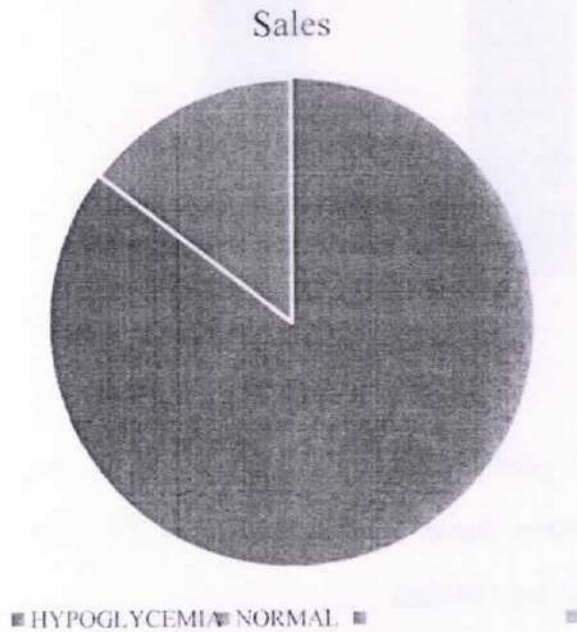
### PERCENTAGE DISTRIBUTION OF PARTICIPANTS BASED ON BMI;



Percentage distribution of participants based on BMI score . Among total

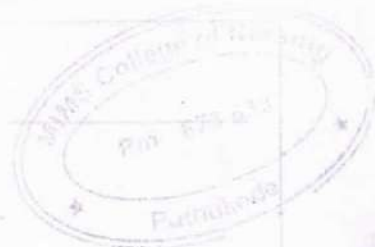
participants 38.3% are having BMI below 18.5, 38.3% are having normal BMI, 29.2% are overweight.

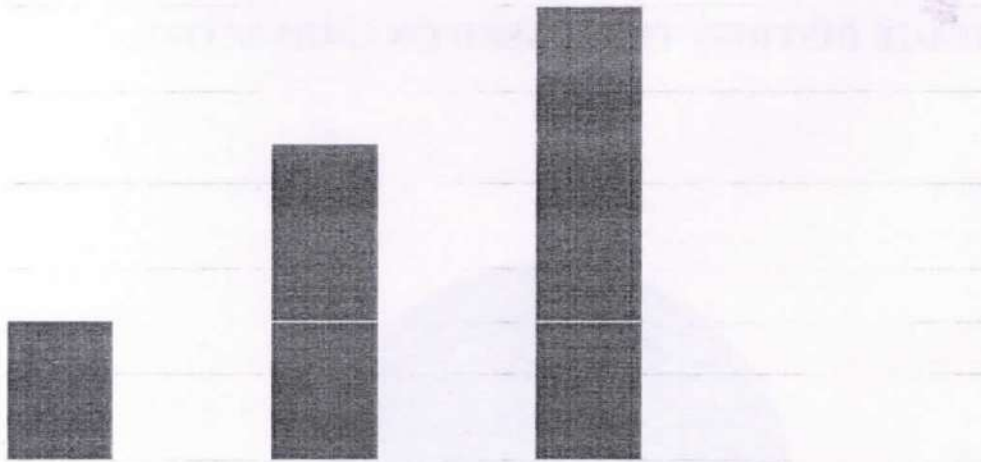
### PERCENTAGE DISTRIBUTION BASED ON GRBS SCORE



Percentage distribution of participants based on GRBS score. In total participants 83.1% participants having GRBS in between 80-120mg/dl, 2.2% having GRBS below 80mg/dl and 14.6% having GRBS greater than 120mg/dl.

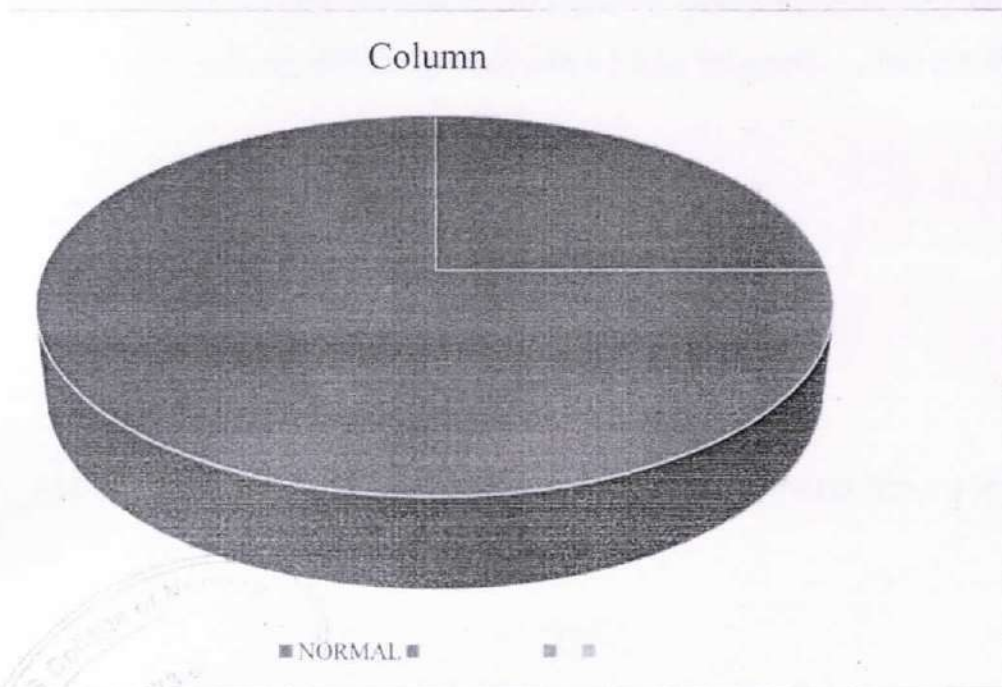
### PERCENTAGE DISTRIBUTION BASED ON BLOOD PRESSURE





Percentage distribution of participants based on blood pressure. In total participants 15.1% participants have hypotension, 34.3% have normal blood pressure and 50.5% having hypertension.

**PERCENTAGE DISTRIBUTION BASED ON ECG**



ECG of 4 participants were only monitored in which 1 had the normal ECG and 3 of them show abnormalities.

### **FINDINGS:**

- Among total participants 38.3% are having BMI below 18.5, 38.3% are having normal BMI, 29.2% are having BMI more than 25.
- In total participants 83.1% participants having GRBS in between 80-120mg/dl , 2.2% having GRBS below 80mg/dl and 14.6% having GRBS greater than 120mg/dl.
- In total participants 15.1% participants have hypotension, 34.3% have normal blood pressure and 50.5% having hypertension.
- ECG of 4 participants were only monitored in which 1 had the normal ECG and 3 of them show abnormalities

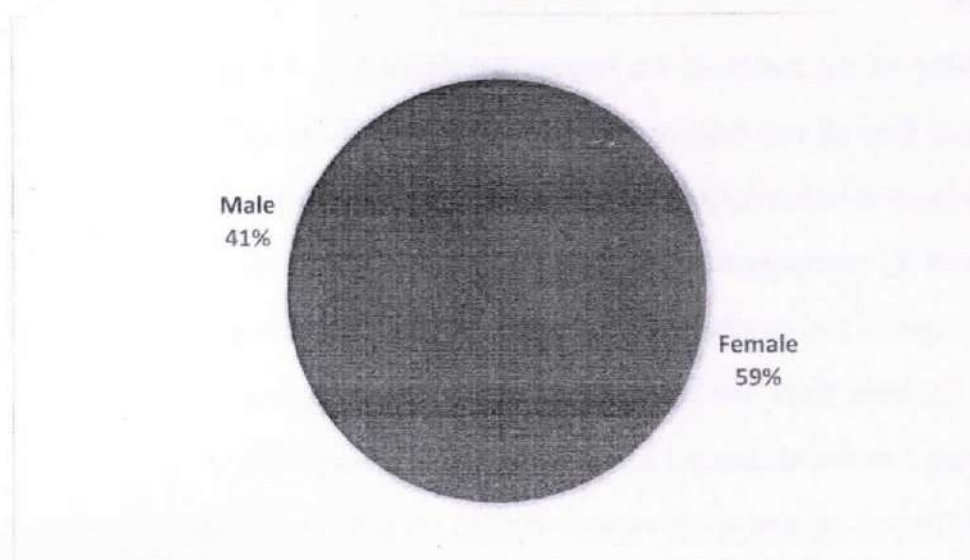
After the session, we started our camp fire at Munderi HSS. We built a small fire around which we set up benches. The students, faculty and medical staff gathered around the fire to spend some quality time together before the camp ended. We sang songs, played tongue-twisters, and a few other games. We put out the fire and ended the day by 11 pm.

### **DAY 7 12/2/2023**

Day 7 was the final day of the camp so we began our day early. All of us were up by 5am and made sure that all our bags were packed and ready to be loaded onto the bus. As usual we were divided into many groups and were assigned many responsibilities. About 43 students went for the mega medical camp at Appankapp, and the rest of the students stayed back at the NSS camp site for compiling the data obtained from the survey and for cleaning the camp site. On the last day of the mega medical camp 133 residents of the Appankapp colony showed up for health check up and with various health issues. The medical camp site was set up by 9:30am and we started registration as soon as the people started arriving. After registering and enquiring about their health problems, they were directed towards another area for assessments like vital signs, blood glucose level monitoring, anthropometric measurements etc. After the assessments were done,

they were directed to different speciality doctors according to their need. There were 2 doctors from general medicine, 1 pulmonologist, 1ENT doctor and 1 optometrist. After consultation the patients were directed to the pharmacy for getting their prescribed medications. They were also given free biscuits and clothes after the consultation. The clothes were donated by students, faculty members of MIMS College of Nursing and also staff of Aster MIMS hospital.

#### DISTRIBUTION BASED ON SEX



**Figure 1**

Frequency and percentage distribution of participants based on their age  
Among 85 participants 50(58%) are females and 35(41%) are males.

**FREQUENCY AND PERCENTAGE DISTRIBUTION OF PARTICIPANTS BASED ON THEIR AGE**

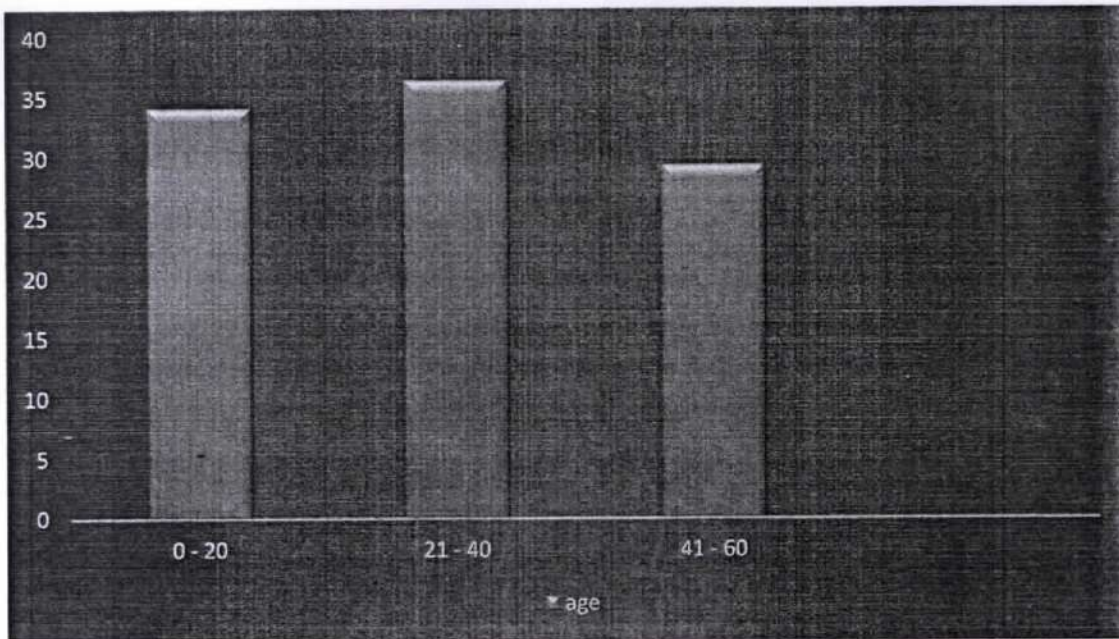


Figure 2 shows the frequency and percentage distribution of participants based on their age. Among total participants, 34.4% belongs to the age of below 19 years, 36.47% belongs to the age group 20-40 years and 29.4% are belongs to above 60 years.

**PERCENTAGE DISTRIBUTION OF PARTICIPANTS BASED ON BMI**



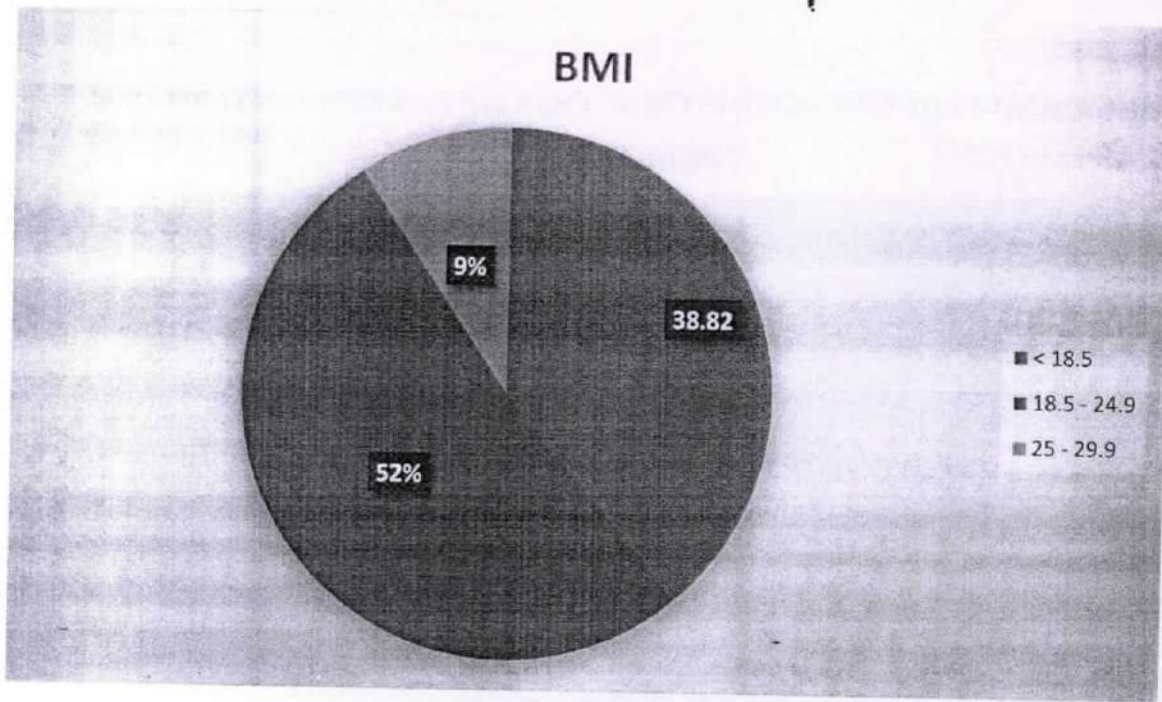


Figure 3

(n=85)

Percentage distribution of participants based on their BMI score. Among total participants 38.83% are having BMI below 51.76%, 60.5% are having normal BMI, 9.4% are overweight.



## PERCENTAGE DISTRIBUTION BASED ON HEIGHT

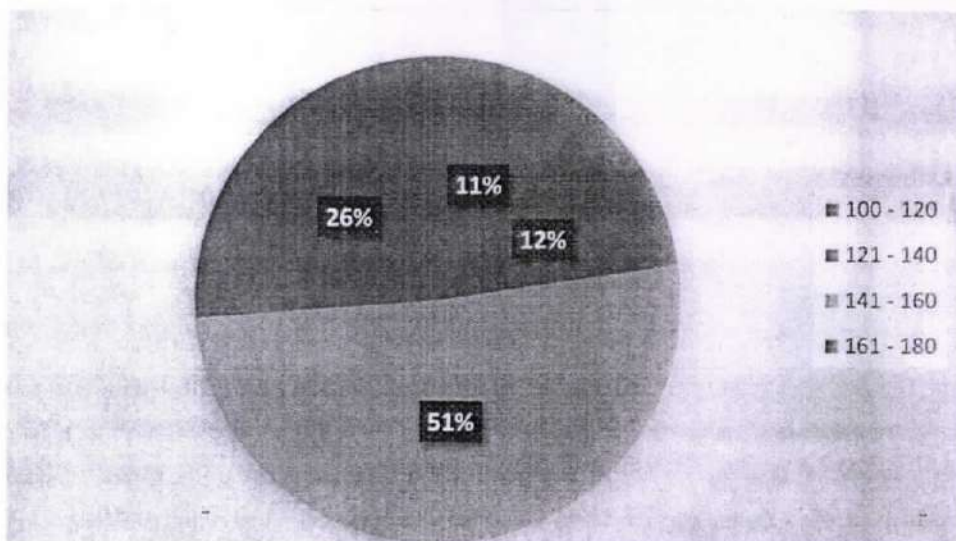


Figure 4

Percentage distribution of participants based on their height measurements. In total participants 10.58% were below 120 CM, 11.76% we're below 140 CM, 50.58% we're below 160 CM and 25.88% we're below CM.

## PERCENTAGE DISTRIBUTION BASED ON WEIGHT



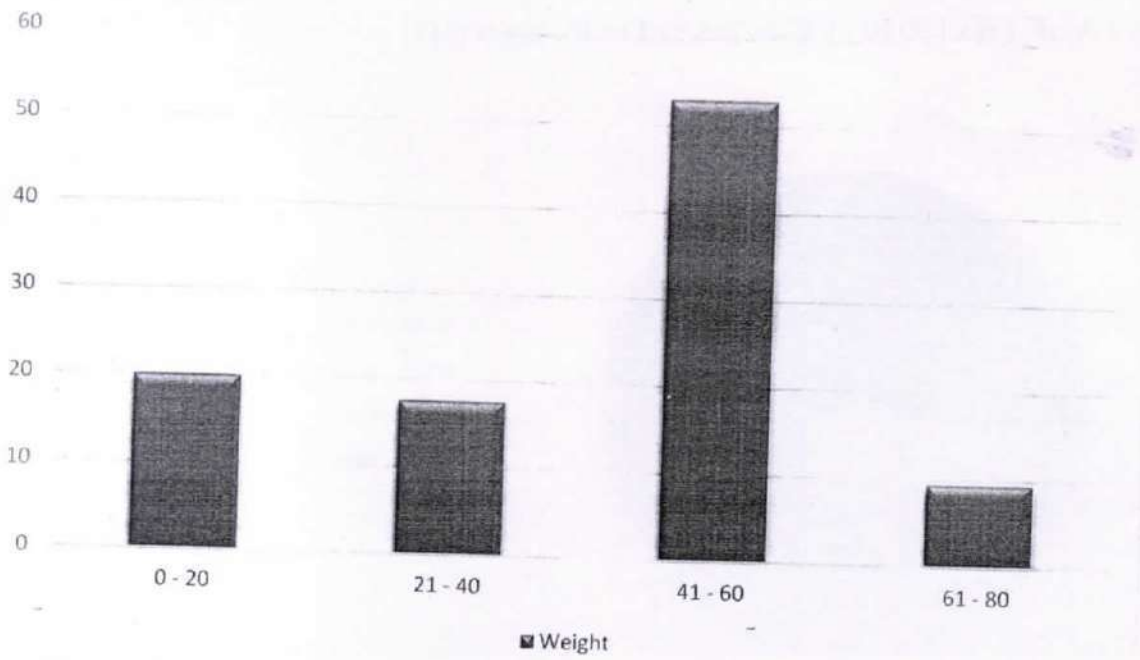


Figure 5

Percentage distribution of participants based on their height measurements. In total participants 20% belongs to 0-20kg. 17.64% belongs 21-40kg. 52.94% belongs to 41-60kg. 9.41% 61-80kg.

### PERCENTAGE DISTRIBUTION BASED ON GRBS SCORE



### GRBS

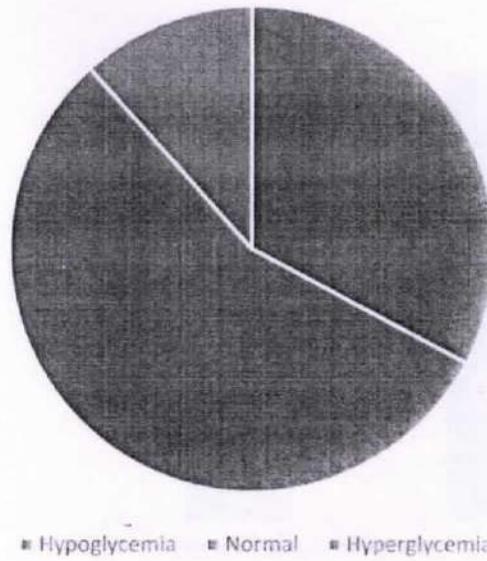


Figure 6 (n=85)

Percentage distribution of participants based on their GRBS score. In total participants 32.94% participant having GRBS in between , 90mg/dl, 55.03% having GRBS below 90-140mg/dl and 11.76% having GRBS 140-200mg/dl..

### PERCENTAGE DISTRIBUTION BASED ON BLOOD PRESSURE



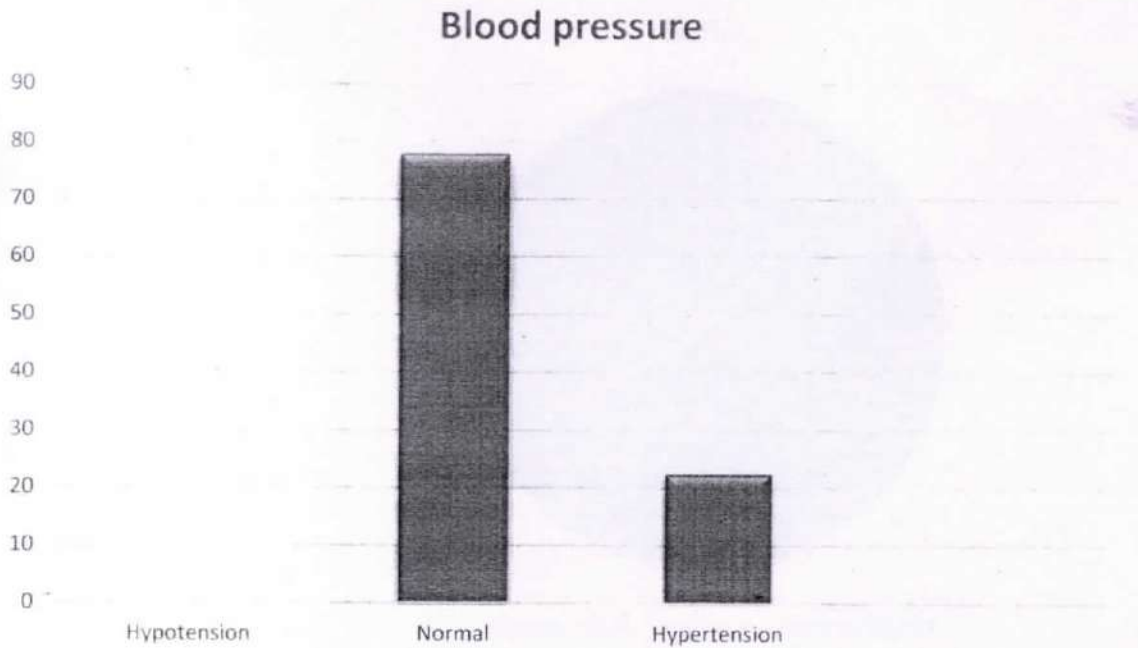


Figure 7 (n=85)

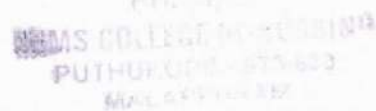
Percentage distribution of participants based on their blood pressure score. In total 77.66 participant having normal blood pressure and , 22.35% having hypertension.

The medical camp was over by 1:30pm and we returned to the NSS camp site by 2pm.

The panchayat vice president visited our NSS camp site and addressed the group. By 3pm we had lunch and started loading the luggage into the bus. We started on our journey back by 3:30 and reached the college by 5:30pm. Although we were exhausted, we were pretty thrilled as 'Naithikam' turned out to be successful.

Signature of the coordinator :

Signature of the Principal :



എൻ എസ് എസ് യൂണിറ്റ് - മിംസ് നഴ്സിംഗ് കോളേജ്, ആസ്റ്റർ വള്ളിയേർസ്, കോഴിക്കോട് ആസ്റ്റർ മിംസ് ആശുപത്രി, ആസ്റ്റർ മദർ ആശുപത്രി അരീക്കോട്, ആസ്റ്റർ മിംസ് ചാരിറ്റബിൾ ട്രസ്റ്റ് സംയുക്തമായി സംഘടിപ്പിക്കുന്ന

## സൗജന്യ ത്രിദിന മെഗാ ഹെൽത്ത് ക്യാമ്പ് മുണ്ടേരി ട്രൈബൽ ഏരിയ

**2023**  
ഫെബ്രുവരി

- 10 - വെള്ളി : ചളിക്കൽ TVS ഓഡിറ്റോറിയം
- 11 - ശനി : ഗവണ്മെന്റ് ഹൈസ്കൂൾ മുണ്ടേരി
- 12 - ഞായർ : അപ്പൻകാപ് പാലത്തിനു സമീപം  
(ഫോറസ്റ്റ് അനുമതിക്ക് വിധേയം)



### സേവനങ്ങൾ (പുർണ്ണമായും സൗജന്യം)

- വിദഗ്ധ ഡോക്ടർമാരുടെ സേവനം  
(ജനറൽ & എട്ടോഗ വിഭാഗം സ്ത്രീരോഗ വിഭാഗം, കുട്ടികളുടെ വിഭാഗം)
- നേത്ര (കണ്ണ്) പരിശോധന
- ഇ സി ജി
- രക്ത പരിശോധന ( ബേസിക് ടെസ്റ്റുകൾ)
- സൗജന്യ മരുന്ന് വിതരണം
- ബ്ലഡ് പ്രെഷർ ( ബി പി ) , പ്രമേഹ രോഗ നിർണ്ണയം
- രക്ത ഗ്രൂപ്പ് നിർണ്ണയം
- അമിതവണ്ണ നിർണ്ണയം
- ആരോഗ്യ ബോധവൽക്കരണ എക്സിബിഷൻ സമയം

രാവിലെ 9 മണി മുതൽ ഉച്ചക്ക് 4 മണി വരെ

ബുക്കിംഗ് സമയം  
2 മണി വരെ



അന്വേഷണങ്ങൾക്ക് :  
9846441925  
7558034169



**MIMS**  
College of Nursing

**REPORT OF  
HEALTH CAMP**

**AT**

**THACHAMPARAMBA**

**ON 15/10/2023**

**BY**

**DEPT.COMMUNITY HEALTH NURSING, MIMS  
COLLEGE OF NURSING**



## INTRODUCTION

Aster MIMS hospital and MIMS College of Nursing organised a mega medical camp at Thachamparamba, Malappuram on 15/10/2023 from 8.00am to 5.00 pm.

The camp begins at 9.00 am with an inaugural session.

## Health camp

The camp started at 8.00 am. We have arranged the following stations for the smooth functioning of the camp.

1. Registration
2. BMI
3. Vital Signs and Elderly assessment
4. GRBS
5. Consultation
6. Lab
7. Pharmacy and
8. Opinion

A total of 116 persons attended the camp.

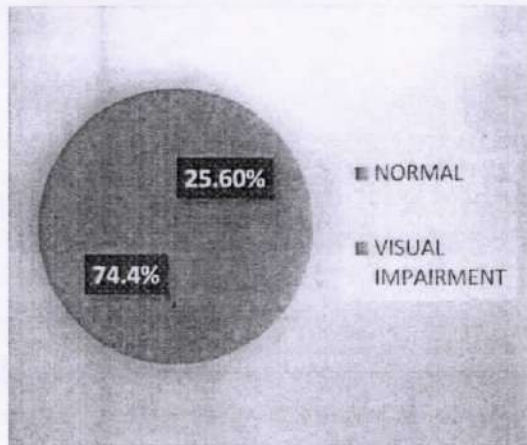
The following departments are available at the camp

1. General medicine
2. Padiatrics
3. Gynaecology
4. Orthopaedics
5. Oncology
6. Dietitian
7. Cardiology
8. Neurology and
9. Ophthalmology



**Findings**

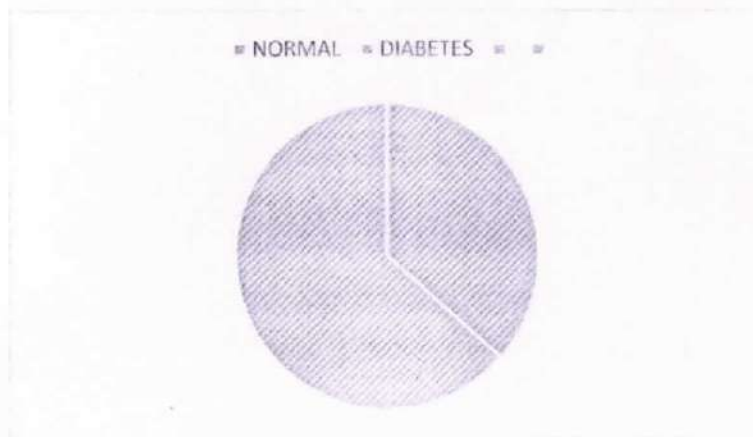
**VISION**



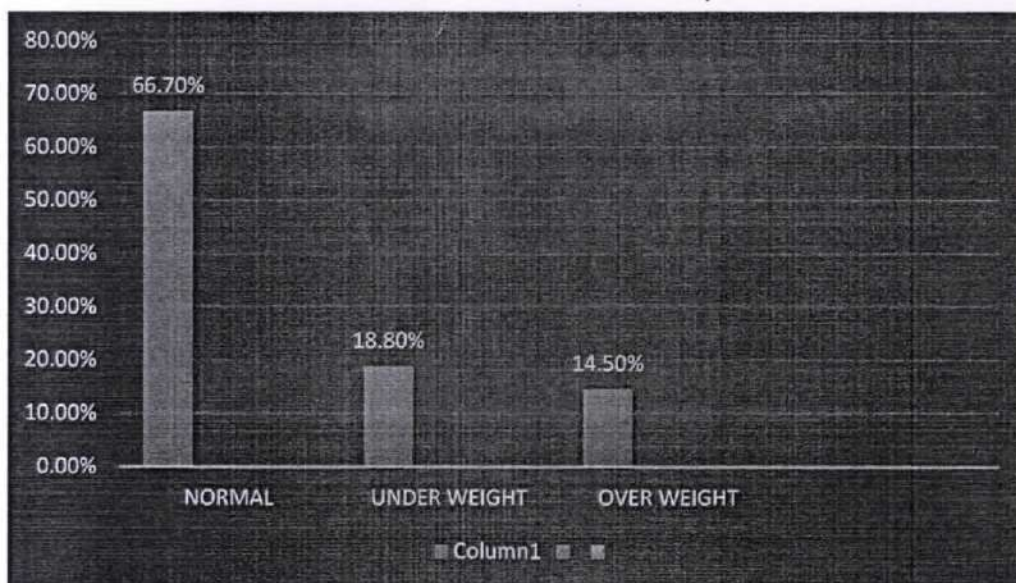
**BLOOD PRESSURE**



**BLOOD SUGAR**



**BMI**



### CONCLUSION

This camp brings health awareness in people and fosters them towards their health care. The people who are not in the position to spend money on their medicines and check-up got benefits through this. It was a growth experience for all and one with satisfying opportunities to help others less fortunate. The response and appreciation of the people was very encouraging this brings the satisfaction of fulfilment of our objective.





കരുതലോടെ... TFA

Thachamparamb Football Association

സംഘടിപ്പിക്കുന്ന

# മെഗാ മെഡിക്കൽ ക്യാമ്പ്

ഒക്ടോബർ 15 ഞായറാഴ്ച  
രാവിലെ 8 മുതൽ  
തച്ചാംപറമ്പ് മദ്ദിസ ഹാളിൽ വെച്ച്

കോഴിക്കോട് Aster Mims Hospital ഉം അരിക്കോട് Al Rayan കണ്ണാശുപത്രിയും അരിക്കോട് സുധർമ്മ മെഡിക്കൽ ലാബും എടവണ്ണപ്പാറ ഗ്ലോബൽ മാക്സും കൂടി സഹകരിച്ച് TFA തച്ചാംപറമ്പിന്റെ കീഴിൽ സംഘടിപ്പിക്കുന്ന മെഗാ മെഡിക്കൽ ക്യാമ്പ്



- ജനറൽ മെഡിസിൻ
- ഫീഡിയാട്രിക്സ്
- ഗൈനക്കോളജി
- ഓർത്തോ
- ഓൺകോളജി
- ഡയറ്റീഷ്യൻ
- കാർഡിയോളജി
- ത്വറോളജി

ആധുനിക മെഷീനുകൾ ഉപയോഗിച്ച് വിദഗ്ധ ഡോക്ടർമാരുടെ കീഴിൽ കാഴ്ച പരിശോധന

എല്ലാവിധ ടെസ്റ്റുകളും, ECG, രക്തഗ്രൂപ്പ് നിർണ്ണയം

9048 95 88 66, 9745 51 57 16

# Images





*T.P.S.*  
Signature of the coordinator:

Signature of the Principal:



Principal  
MIMS COLLEGE OF NURSING  
PUTHUPATTANAM - 686333  
MALAPPUZHA

## MIMS COLLEGE OF NURSING

### REPORT ON HEALTH CAMP AT BUDS REHABILITATION CENTRE

Dept. Community Health Nursing, MIMS College of nursing and Aster MIMS Charitable trust and Aster volunteers had done a one day health camp at BUDS rehabilitation centre, Karad.

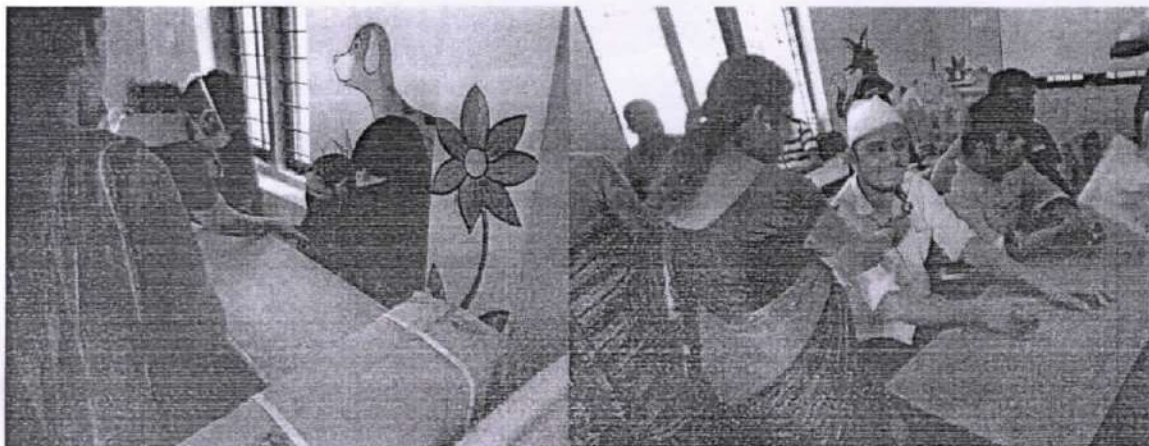
BUDS Rehabilitation Centres (BRCs) are day care centres for mentally challenged persons of 16 or above years of age. BRCs are part of a Kudumbashree initiative to fill a gap in the State's existing system for providing care to the mentally challenged that caters only to persons up to 18 years of age. BRCs unlike BUDS Schools, do not have special education; the centres are meant for those who have already undergone special education through BUDS Schools or other centres. However, centres are also open to mentally challenged children who are unable to attend schools.

*SERVICES FOR  
CHALLENGED*

The health camp started at 9.00 am with inauguration. Welcome speech was given by Administrator, BUDS centre. The inaugural address was given by Dr Assuma Beevi T M, Dean, Aster MIMS academy and Principal MIMS College of Nursing. Vote of thanks is given by Ms Jipsa K, Asst Professor, Dept. Community Health Nursing, MIMS College of Nursing.

A total of 20 were participated for the medical camp. Dr Devi Komath was the consultant. Prescribed medicines were given at free of cost. Basic lab tests like GRBS and CBC was done.


#### PHOTOS

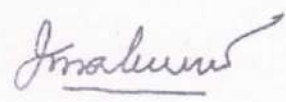







Sl. No.	Name	Roll No.	Address	Cont. No.	Religion	Sex	Age	Particulars	Remarks
17	Subash	55	M. Palakkal, P. K. Road	9846802607	Christian	Male	20		Disruptive, no. of times...
17	Nandha	14	...	...	...	...	...		...
18	...	...	...	...	...	...	...		...
19	...	...	...	...	...	...	...		...
20	...	...	...	...	...	...	...		...
21	...	...	...	...	...	...	...		...
22	...	...	...	...	...	...	...		...
23	...	...	...	...	...	...	...		...
24	...	...	...	...	...	...	...		...
25	...	...	...	...	...	...	...		...
26	...	...	...	...	...	...	...		...
27	...	...	...	...	...	...	...		...
28	...	...	...	...	...	...	...		...
29	...	...	...	...	...	...	...		...
30	...	...	...	...	...	...	...		...
31	...	...	...	...	...	...	...		...
32	...	...	...	...	...	...	...		...

Signature of the subject Coordinator: 



വാഴയൂർ ഗ്രാമപഞ്ചായത്ത്  
ബഡ്ജറ്റ് റീഹാബിലിറ്റേഷൻ സെന്റർ

കോളിക്ടോട് ആന്റർ മിനി പ്രോജക്റ്റിലും, മിനി  
നൂട്ടിലും കോളേജും സംരക്ഷണമായി ബഡ്ജറ്റ് -  
റിഹാബിലിറ്റേഷൻ സെന്ററിൽ സൗജന്യ രെഡിക്കൽ  
ക്യാമ്പ് നടത്തി. 23 കുട്ടികൾ ക്യാമ്പിൽ പങ്കെടുത്തു.  
ഉത്തരവാദികളേ പ്രവർത്തനങ്ങൾ ഇനിയും പ്രതികരിക്കുന്നു

  
എസ്  
സെക്രട്ടറി  
രേഖാമൂലം



MIMS COLLEGE OF NURSING, PUTHUKODE

# **SCHOOL HEALTH PROGRAMME 2023**

## INTRODUCTION

As a part of community health nursing practical requirement we 4<sup>th</sup> year B Sc nursing students conducted school health programme under the guidance of Mr. Riju Samuel (Assistant professor, department of community health nursing, MIMSCON) and Mrs. Dinshamol (Senior lecturer, department of foundation of nursing, MIMSCON) from 8/2/23 to 9/2/23 at Munderi Government high school. We reached there at 8:30 am. then we arranged the hall for conducting the health checkup and we return at 4 pm. On first day we 27 students and on the second day 30 students were present there for screening them.

## SCHOOL HEALTH PROGRAMME

We arranged the hall into different sections like registration, Body Mass Index (BMI), Vital signs, Vision test, Head to toe assessment, Health exhibition and Opinion counter.

On day 1 (8/2/23), we screened the students from 1<sup>st</sup> std to 5<sup>th</sup> std. After registration of each student, we lead them to each counter for checking their height, weight, vision etc. 258 students were screened on the first day of health camp. Initially the students were so afraid about injection. So we interacted with the students in a friendly manner and encourage them to explore their talents along with school health programme. We also arranged health exhibition regarding menstrual hygiene, nutrition and substance abuse. The session came to an end of the line at 4pm.

On day 2 (9/2/23) of the camp, the next batch of students including the 6<sup>th</sup> and 7<sup>th</sup> std were screened. 186 students was assessed on that day. After the health checkup we arranged a roleplay about substance abuse and performed in front of the students of 9<sup>th</sup> and 10<sup>th</sup> standard. We got a good feedback from the teachers and students. We wrap-up the session at 1 pm.

## RESULT

After the health assessment we came to know that among 444 students:

### BMI

- Healthy weight : 295 ( 66.44%)
- Under weight : 73 (16.44%)
- Over weight : 76 (17.11%)

### VISION

- Normal : 420 (94.59%)
- Abnormal : 23 (5.18%)

### HEAD TO TOE ASSESSMENT

Problem identified:

- Dental caries
- Squint
- Skin problems
- Vision problems
- Ear wax

Most of the students were affected with dental caries and skin problems. least were affected with vision problems and squint. The hygienic practices among the students need to be improved.

## CONCLUSION

At the end of the programme we figure out that the camp was so helpful for the teachers as well as the students. It was the first experience for us to conduct a health programme in school, especially in a rural area. So we selected Munderi government high school as our target. It provide us a great opportunity to interact with students directly and thereby we identified the health issues faced by them such as dental caries, squint, vision problem and skin problems. We also assessed the nutritional status of the children and categorized them into healthy weight, underweight and overweight. School staffs were so supportive and cooperative.

## PHOTOS



CTV2+J9I, Munderi, Kerala 679334, India

Latitude	Longitude
11.444136666666669°	76.25129166666667°
Local 10:26:16 AM	Altitude 76 meters
GMT 04:56:16 AM	Thursday, 09.02.2023



CTV2+J9I, Munderi, Kerala 679334, India

Latitude	Longitude
11.444136666666669°	76.25129166666667°
Local 10:09:17 AM	Altitude 76 meters
GMT 04:39:17 AM	Thursday, 09.02.2023



CTV2+J9I, Munderi, Kerala 679334, India

Latitude	Longitude
11.444136666666669°	76.25129166666667°
Local 10:15:17 AM	Altitude 76 meters
GMT 04:45:17 AM	Thursday, 09.02.2023



CTV2+J9I, Munderi, Kerala 679334, India

Latitude	Longitude
11.444136666666669°	76.25129166666667°
Local 10:33:47 AM	Altitude 76 meters
GMT 05:03:47 AM	Thursday, 09.02.2023



GPS Map  
Camera Lite

C7V2+J9J, Munderi, Kerala 679334, India  
Latitude 11.444136666666669° Longitude 76.251291666666667°  
Local 10:38:13 AM Altitude 76 meters  
GMT 05:08:13 AM Thursday, 09.02.2023



GPS Map  
Camera Lite

C7V2+J9J, Munderi, Kerala 679334, India  
Latitude 11.444136666666669° Longitude 76.251291666666667°  
Local 10:38:50 AM Altitude 76 meters  
GMT 05:08:50 AM Thursday, 09.02.2023



GPS Map  
Camera Lite

C7V2+J9J, Munderi, Kerala 679334, India  
Latitude 11.444136666666669° Longitude 76.251291666666667°  
Local 10:58:13 AM Altitude 76 meters  
GMT 05:28:13 AM Thursday, 09.02.2023



GPS Map  
Camera Lite

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GPS Map  
Camera Lite

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Local 11:11:15 AM Altitude 76 meters  
GMT 05:41:15 AM Thursday, 09.02.2023



GPS Map  
Camera Lite

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GMT 05:52:47 AM Thursday, 09.02.2023



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 GMT 05:53:29 AM Thursday, 09.02.2023



C7V2+J9J, Munderi, Kerala 679334, India  
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 GMT 05:57:45 AM Thursday, 09.02.2023



C7V2+J9J, Munderi, Kerala 679334, India  
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 Local 12:55:52 PM Altitude 76 meters  
 GMT 07:25:52 AM Thursday, 09.02.2023

SIGNATURE OF THE COORDINATOR:

SIGNATURE OF THE PRINCIPAL:

MIMS

MIMS COLLEGE OF NURSING, PUTHUKODE

# SCHOOL HEALTH PROGRAMME 2023

Dept. E



*[Handwritten Signature]*  
Principal  
MIMS COLLEGE OF NURSING  
PUTHUKODE - 673 633  
MALAPPURAM

## INTRODUCTION

As a part of community health nursing practical requirement we 4<sup>th</sup> year B Sc nursing students conducted school health programme under the guidance of Ms Jipsa K (Assistant professor, department of community health nursing, MIMSCON) and Mr. Naseem M (Associate professor, department of foundation of nursing, MIMSCON) on 1<sup>st</sup> December 2023 GVHSS, Omanoor. We reached there at 9.00 am, then we arranged the hall for conducting the health checkup and we return at 4 pm. A total of 490 students were screened.



*Jipsa K*  
Principal  
MIMS COLLEGE OF NURSING  
PUTHUKODE - 673 633  
KOLLAPPURAM

## SCHOOL HEALTH PROGRAMME

We arranged the hall into different sections like registration, Body Mass Index (BMI), Vital signs, Vision test, Head to toe assessment, blood grouping, Health exhibition and Opinion counter.

490 plus one and plus two students were registered for the programme. We lead them to each counter for checking their height, weight, vision etc. Initially the students were so afraid about pricking. So we interacted with the students in a friendly manner and encourage them to explore their talents along with school health programme. We also arranged health exhibition regarding healthy diet.

### RESULT

After the health assessment we came to know that among 490 students:

#### BMI

- Healthy weight: 295 (66.44%)
- Under weight : 73 (16.44%)
- Over weight : 76 (17.11%)

#### VISION

- Normal : 420 (94.59%)
- Abnormal : 23 (5.18%)

#### HEAD TO TOE ASSESSMENT

Problem identified:

- Dental caries
- Squint
- Skin problems
- Vision problems
- Ear wax
- Hypertension

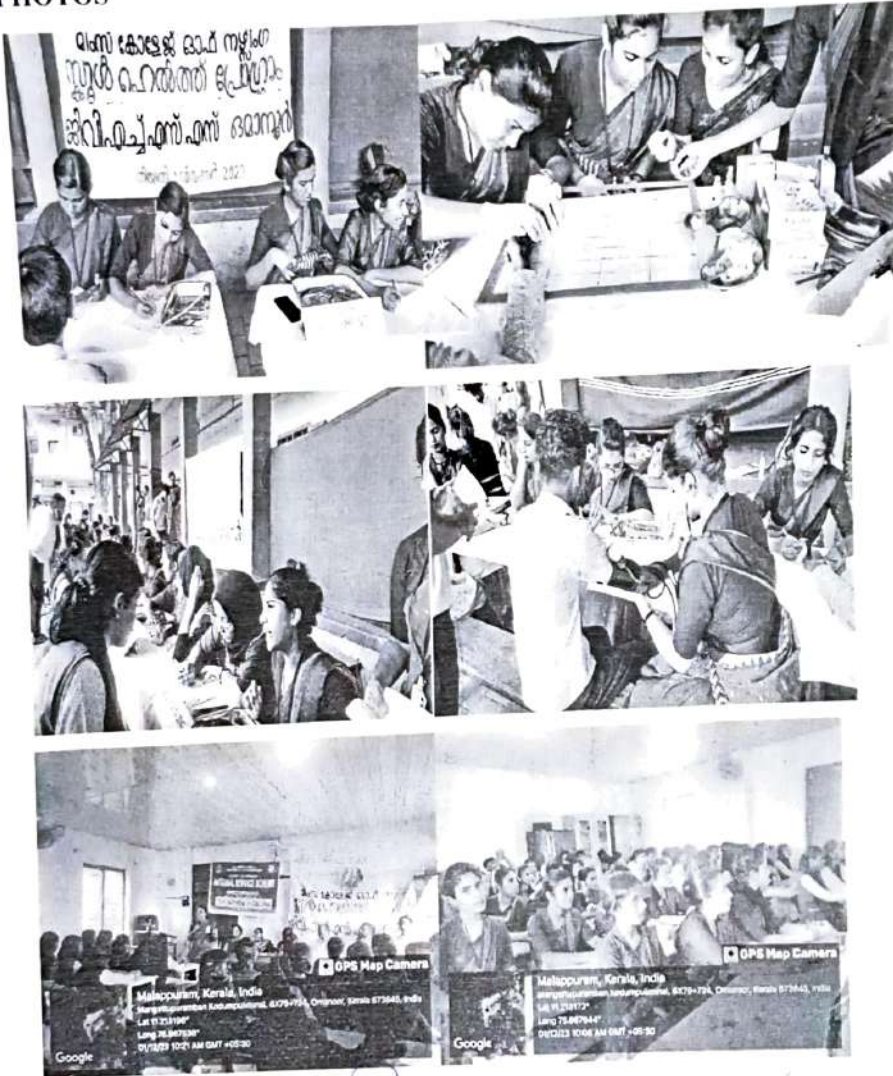


*Anahant*  
Principal  
WIMS COLLEGE OF NURSING  
PUTHUKODE - 673 623  
MALAPPURAM

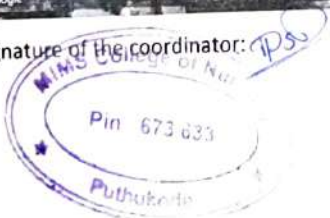
## CONCLUSION

At the end of the programme we figure out that the camp was so helpful for the teachers as well as the students. We selected GVHSS, Omanoor as our target. It provide us a great opportunity to interact with students directly and thereby we identified the health issues faced by them such as dental caries, squint, vision problem and skin problems. We also assessed the nutritional status of the children and categorized them into healthy weight, underweight and overweight. School staffs were so supportive and cooperative. Students were referred into the higher centers for follow up.

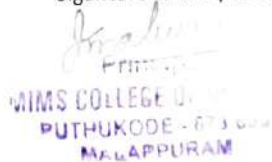
## PHOTOS



Signature of the coordinator: *PS*



Signature of the principal: *Princip*



# SCHOOL HEALTH PROGRAMME 2023

1<sup>st</sup>  
December  
2023

Health exhibition  
Services provided

on 9:00am - 3:00 pm

Venue : GVHSS, Omanoor



**Organized By :**  
**Community Health Nursing,**  
**NSS unit - MIMS College of Nursing,**  
**MIMS College of Allied Health Sciences and**  
**Aster MIMS Charitable trust**

# GOVT.VHSS OMANOOR

P.O.OMANOOR , MALAPPURAM DT.673641

[gvhss11130omanur@gmail.com](mailto:gvhss11130omanur@gmail.com)

8086354048,9544849169

Office of the principal  
Higher Secondary Section  
03-11-2023

To

The Principal  
MIMS Nursing College, Kozhikode

Sub: Permission Letter for conducting Medical Check-up camp reg....

Dear Sir,


We would like to conduct a free medical check-up camp on 21-11-2023 Tuesday (or a date of your convenience) at our school with the support of your renowned MIMS Nursing College, which has been offering various health services to the community for years. We believe that such a camp would greatly benefit the students and staff here.

Our NSS volunteers are willing to volunteer their time and expertise for this noble cause.

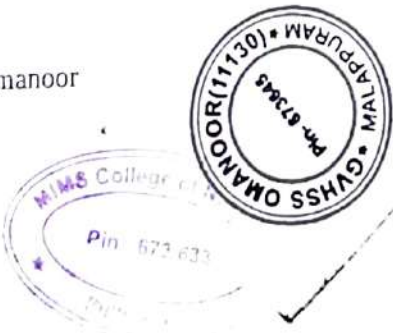
We kindly request that you provide us with approval, permission and resources to ensure the successful conduct of the event.

Looking forward to positive response from you.

yours faithfully

  
Principal

Omanoor



SUNEETHA P.C.  
PEN 447101  
PRINCIPAL  
GVHSS OMANOOR  
OMANOOR MALAPPURAM  
DEPT. OF GENERAL EDUCATION  
Principal  
MIMS COLLEGE OF NURSING  
PUTHUKODE - 673 633  
MALAPPURAM



GOVT.VOCATIONAL HIGHER SECONDARY SCHOOL , OMANOOR

SCI.CODE : 11130

P.O.OMANOOR.MALAPPURAM DT.,673645.

E-mail,gvhss11130omanur@gmail.com

Cont.8086354048

## Certificate

Dept.of Community Health Nursing in association with NSS Unit, MIMS College of Nursing organized School Health Programme at GVHSS Omanoor on 1<sup>st</sup> December 2023. 56 Fourth year BSc Nursing students and Medical team from ASTER MIMS Charitable Trust had done detailed assessment of 520 plus one and plus two students, which includes General Medicine Consultation , head to foot examination, BMI assessment, vision and hearing testing and blood grouping. They were guided by Mr.Naseem M (Associate Professor, NSS Co-ordinator) and Jipsa K (Asst.Professor , Dept.of Community Health Nursing).

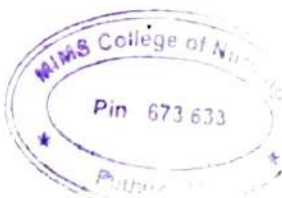
The Programme was really beneficial to our students and was well organized. I express my sincere gratitude to each and every member of this team on behalf of our school and extent my best wishes for future.

Omanoor  
01-12-2023



Principal

SUNEETHA. P.C.  
PIN 447141  
PRINCIPAL  
GVHSS OMANOOR (11130)  
OMANOOR MALAPPURAM - 673645  
DEPT. OF GENERAL EDUCATION



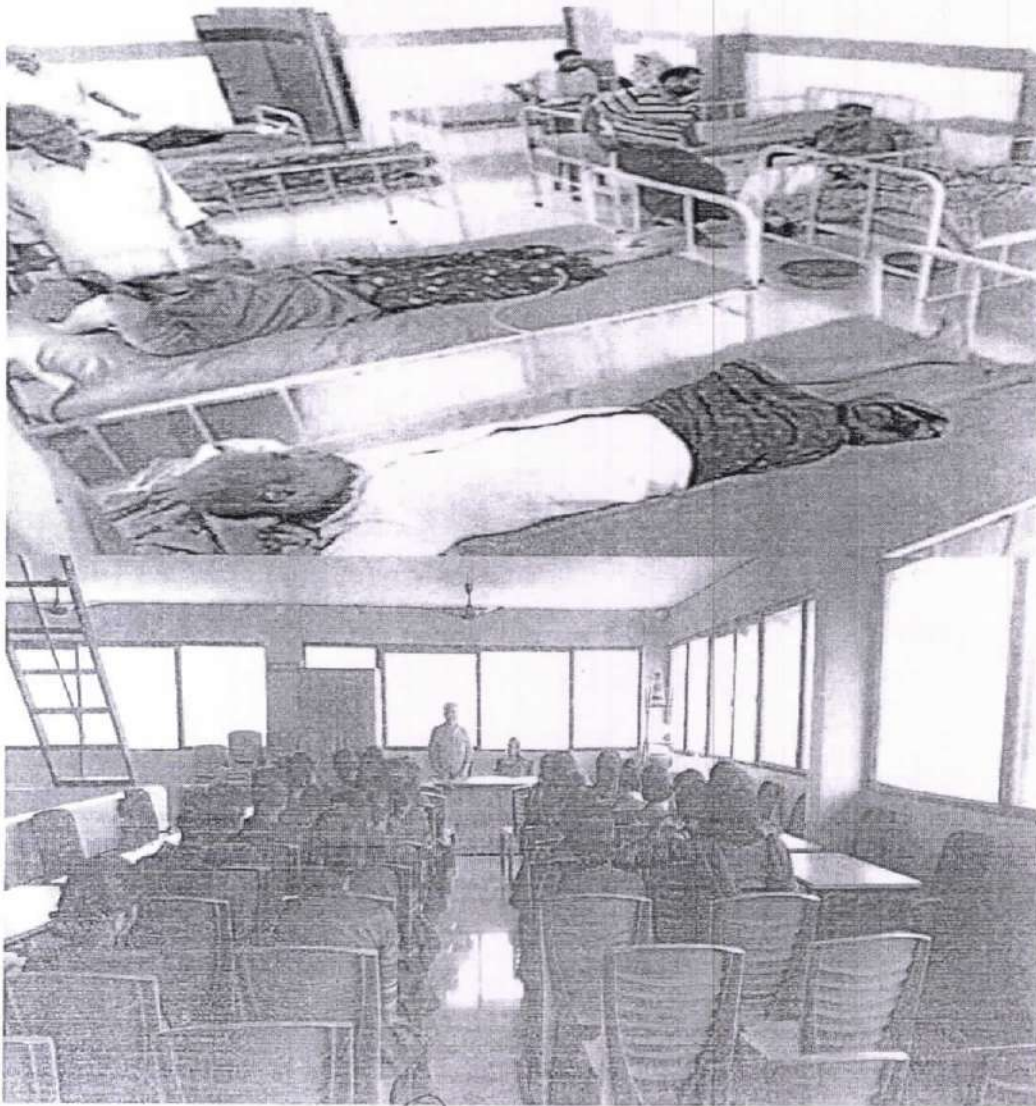
MIMS COLLEGE OF NURSING  
PUTHUKODE - 673 633  
MALAPPURAM

**MIMS**

**MIMS COLLEGE OF NURSING**

**NARIKKUNI PAIN AND PALLIATIVE CARE CENTRE**

IV year BSc nursing students had visited Narikkuni Pain and palliative care centre on 19/06/2023 under the guidance of Ms Jipsa K (Asst.Professor) and Ms Neenu V (Senior Lecturer). There were 128 inmates at the centre. The students had done various cultural programme and donated Rs 9000 for their welfare activities.



Signature of the coordinator:

Signature of the Principal:



# NARIKKUNI PAIN & PALLIATIVE CARE CENTER

Reg.No. S 604/2005

NIC BUILDING, P.O.NARIKKUNI - Kozhikode - KERALA  
Pin 673 585 - Phone : 0495 2247412, 2244404, 2244388

ATHANI

RECEIPT

Date: 19/06/23

No.

Received with thanks from MIMS COLLEGE OF NURSING

Address: KODIYAKKODE PUDUKKODE, MALAPPURAM

a Sum of Rupees FOUR THOUSAND FIVE HUNDRED ONLY

PAN / Aadhar

being donation /



4500/-

Ref.



Authorized Signatory

ATHANI NARIKKUNI

Athani Campus, NariKKuni-673585, Mobile: 9605333664

Donation to NariKKuni Pain and Palliative Care Centre is an income tax under section 80G of income tax act '20

PAN: AABTN4698N

ATHANI

# NARIKKUNI PAIN & PALLIATIVE CARE CENTER

Reg.No. S 604/2005

NIC BUILDING, P.O.NARIKKUNI - KOZHIKODE - KERALA  
Pin 673 585 - Phone : 0495 2247412, 2244404, 2244388

No:

RECEIPT

Date: 16/08/20

Received with thanks from Mums college of Nursing

Address Maleppuram

a Sum of Rupees Four thousand & five hundred  
only

PAN / Aadhar

being donation /

₹ 4500/-

Ref.

*[Signature]*  
Authorized Signatory

**ATHANI NARIKKUNI**  
Athani Campus, Narikkuni-673585 Mobile 9605333664

Donation to Narikkuni Pain and Palliative Care Centre are exempted from  
income tax under section 80G of Income tax act 1961  
PAN - AABTN4698N



**MIMS COLLEGE OF NURSING**  
**CHILDREN'S DAY CELEBRATION**

As a part of children's day celebration MIMS College of Nursing handed over Rs 5000/- to Kerala state council for child welfare.



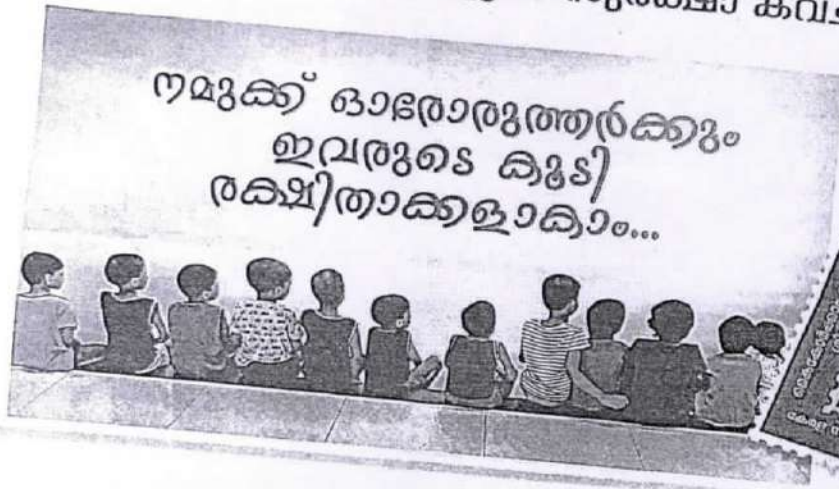


കേരള സംസ്ഥാന ശിശുക്ഷേമ സമിതി

"സന്താന ബാല്യത്തിനായി നമുക്ക് കൈകോർക്കാം"

# ശിശുദിന സ്റ്റാമ്പ്

നിങ്ങൾ സ്വീകരിക്കുന്ന ഓരോ സ്റ്റാമ്പും പിഞ്ചു മക്കളുടെ സുരക്ഷാ കവചമാണ്



അതിനായി നമുക്ക് പരമാവധി സ്റ്റാമ്പുകൾ കൈപ്പറ്റാനും സ്വന്തമാക്കുന്ന ഓരോ സ്റ്റാമ്പും കുഞ്ഞുമക്കളുടെ കരുതലിന് തുണയാകും



ശ്രീ. പിണറായി വിജയൻ  
ബഹു. കേരള മുഖ്യമന്ത്രി  
(പ്രസിഡന്റ്, സംസ്ഥാന ശിശുക്ഷേമ സമിതി)




ശ്രീമതി വിനോ ബോർബ്  
ബഹു. ആരോഗ്യവും  
വനിതാ ശിശു വികസനവും വകുപ്പ് മന്ത്രി  
(വൈസ് പ്രസിഡന്റ്, സംസ്ഥാന ശിശുക്ഷേമ സമിതി)

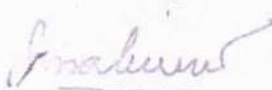


ശ്രീ. ബി. എൻ. അനന്ദൻ  
കേരള സെക്രട്ടറി  
സംസ്ഥാന ശിശുക്ഷേമ സമിതി

Child HelpLine: 1517

An Initiative by Kerala State Council for Child Welfare

Signature of the coordinator: 

Signature of the principal: 



MIMS COLLEGE OF NURSING  
PUSHUKODE - 673 633  
MALAPPURAM



KERALA STATE  
COUNCIL FOR CHILD WELFARE

KERALA STATE COUNCIL FOR CHILD WELFARE

NEAR SANGEETHA COLLEGE, THYCAUD PO, , THIRUVANANTHAPURAM-695014

Date: 28-Nov-2023

SBCollect Reference Number : DUL9208320 Category : CHILDRENS DAY STAMP  
Amount : ₹5000  
NAME OF INSTITUTION : MIMS college of Nursing  
MOBILE NUMBER : 9946359894  
ENTER STAMP YEAR : 2022-2023  
STAMP YEAR (AMOUNT) : 5000  
Transaction charge : 0.00

Total Amount (In Figures) : 5,000.00 Total Amount (In words) : Rupees Five Thousand Only

Remarks : MIMS college of Nursing Notification 1: THANKS FOR USING STATE BANK PAYMENT GATEWAY

Notification 2: FOR ENQUIRIES CONTACT 9846700400

Print

Close

# MIMS

## REPORT OF OBSERVATION VISIT AT OLD AGE HOME & REHABILITATION CENTRE-ATHANI, NARIKKUNI

### Introduction

As a part of fourth year Bsc Nursing, community health nursing clinical posting a observation visit was conducted in old age home & rehabilitation centre" Athani" on 16/08/2023. It was a different experience for students and the students could understand about old age home and various activities carrying out.

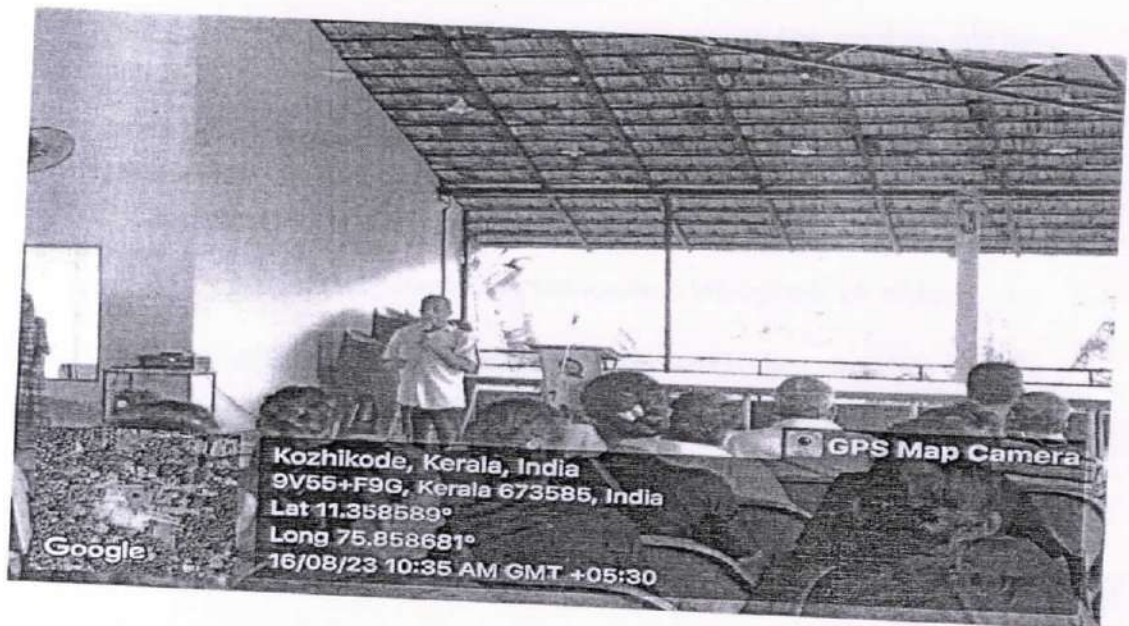
### Objectives

1. Explain the organizational setup and staffing pattern of the old age home
2. Describe the services offered to the inpatients
3. Explain the therapeutic protocol and procedures carrying out

It was a one day visit. There were 30 students of fourth year Bsc who participated in the observation visit, accompanied by 2 teachers. They were conducted an orientation class prior to the visit. After that introduce the inmates to us. Students conducted various interactive sessions and cultural programmes along with the inmates. It was good experience for the group.

Morning 10 am we reached the old age home and the old age home manager conducted an orientation programme about the matters related to the history of the old age home. There are various services offered by the institution to the inmates including direct patient care, free food and accommodation facilities, nursing care etc. There are rehabilitation services also provided there by ensure the financial security of the institution. It was a private institution run by money from the public and well-wishers.

The visit was a good experience for the students. They conducted various cultural activities and interactive session, the inmates were enjoyed well. the visit was a different experience for the students, they can understand about the functioning of an old age home as well as life in an old age home. by 12.30 returned back to college



*PS*

SIGNATURE OF SUBJECT COORDINATOR



# ATHANI

Assistance Treatment  
Healthcare to All Needy Individuals

Date :16/08/23

To

The Principal  
MIMS College of Nursing  
Puthukode , Malappuram

Dear Sir ,

30 no's 4 th Year B Sc Nursing Students & 1 Teacher of MIMS College of Nursing , Puthukode , Malappuram , visited our Organization Athani Destitute Home , Narikkuni on 16/08/2023 as a part of their community health nursing posting.

Thanking You

Manager, Athani

MANAGER  
ATHANI DESTITUTE HOME  
P.O. Parannur, Narikkuni  
Calicut-673585



Reg. No. S 604/05

Run by Narikkuni Pain & Palliative Care Centre

Ph: 0495 2247412, 2244404, 9446646763

E mail: athaninarikkuni@gmail.com www.athaninarikkuni.com

**MIMS**

**REPORT OF  
OBSERVATION VISIT  
TO M A MOOPEN  
SCHOOL FOR SPECIAL  
NEEDS**

## INTRODUCTION

As a part of IV year BSc Nursing practical posting 47 students visited M A Moopen school for special needs on 16/06/2023 under the supervision of Ms Jipsa K. Asst Professor. Dept Community Health Nursing and Ms Neenu V. Senior lecture, Dept Community Health Nursing. They conducted different cultural activities for the students.

Moopen Institute for Local Empowerment (MILES) was the result of a lifelong dream of the founder of Aster DM Healthcare, Padma Shri. Dr. Azad Moopen - to help those who can't help themselves take charge of their destiny. Teaching critical livelihood skills in Kalpakanchery, this pioneering project serves as a model that can be replicated across rural India, which is full of untapped human potential just like this village.

### **Mission**

Empower the children with neurodevelopmental disabilities by providing education and other rehabilitation services to help them live with dignity and integrate into the mainstream society. Facilitate the chances for the community to mingle with the differently-abled so as to develop fellow feeling and a sense of inclusion and acceptance among the public.

### **Vision**

An inclusive society where people with special needs live with self esteem and self reliance. M A Moopen School for Special Needs was established in 2009 by Dr. M. Azad Moopen, a physician turned entrepreneur and philanthropist, for the education and rehabilitation of children with various Neurodevelopmental disorders such as cerebral palsy, autism and intellectual disability. The school provides special education, vocational training, speech therapy, physiotherapy and facilities for sports, games and cultural activities.

## HISTORY

A survey conducted in Kalpakanchery panchayath by Moopen Institute for Local Empowerment (MILES), a village adoption project by the same trust, had revealed the fact that 125 (55 male and 70 female) persons were mentally challenged in Kalpakanchery panchayath alone. It was found that these people with intellectual disability were extremely marginalized due to lack of education and training. The indifference and the wrong attitude of the community was another reason. There were no institutions for the intellectually disabled

## STAFFING PATTERN

Principal: 1

Teachers: 6

Music therapist: 1

Physiotherapist: 1

Speech therapist: 1

Physical education trainer: 1

Vocational trainer: 1

Clerk: 1

Class IV workers: 3

## CONCLUSION

As a part of IV year BSc Nursing Community Health Nursing Practical experience students got a chance to visit M A Moopen school for special needs run by Padma shree Dr Azad Moopen. The organized different activities to engage the students with special needs.

## PHOTOS



- Prevocational class

It is for 15-18 years children.

- Vocational class

Vocational training is giving at this level.

### VOCATIONAL TRAINING

The aim of vocational training is that to make the students independent. They are making candles, soap and cleaning solutions etc.

### SPEECH THERAPY

Mrs Lubina is the speech therapist. There are giving speech therapy to the needy students and spending 30-45 minutes for each student per day.

### PHYSIOTHERAPY

Mr Ashique is the physiotherapist. They are providing physiotherapy on a daily basis to the students.

### Lay out

Wash room	Store room			Pre primary
Veranda	Stair room			Physiotherapy
	Waiting room			Occupational therapy
		Office room	Visitor's room	Staff room
				Staff room

within a circle of fifteen kilometers. Hence the trust wholeheartedly identified the felt need of the locality to start a school for the intellectually disabled children.

The school, started with eleven students, one teacher and a helper, has now grown into a full-fledged special needs school with 120 students, 13 teachers and 10 non-teaching staff, over a period of ten years. The new building was inaugurated on 3 August 2019 by Smt. K K Shailaja teacher, Honourable Minister for Health, Social Justice and woman and Child Development, Govt. of Kerala.

## **THE TRUST**

Dr. Moopen's Family Foundation was founded by Dr. M. Azad Moopen for the purpose of doing services in the field of education, medical aid, rehabilitation of the differently-abled, relief of the poor and similar charitable activities beneficial to the public. Moopen Institute for Local Empowerment (MILES) is a village adoption project by the trust at Kalpakanchery aiming at grass root level community development.

## **ACTIVITIES**

### **Special Education**

Different categories of the classes

Based on the ability of the students they were admitted in different sections

- Pre-primary section

Admission age is minimum 3 years. If 80% of the goal attained the students will be promoted to primary class.

- Primary class 1 and primary class 2

It is for the children between the age of 6-12 years

- Secondary class

Age is in between 6 to 15 years.



GPS Map Camera  
Valavannur, Kerala, India  
WXMG+3W4, Valavannur, Kerala 676551, India  
Lat 10.932643°  
Long 75.977349°  
Google  
16/06/23 12:41 PM GMT +05:30



GPS Map Camera  
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WXMG+3W4, Valavannur, Kerala 676551, India  
Lat 10.932637°  
Long 75.977221°  
Google  
16/06/23 11:01 AM GMT +05:30

Signature of the subject coordinator:

17/06/2023  
Kalpakanchery

Dear Sir or Madam,

I am writing to express our heartfelt gratitude for the visit of Aster Nursing Academy students to MA Moopen School for Special Needs on June 16, 2023.

Your students' visit brought immense joy to our students, creating cherished memories for all. Their genuine care and compassion had a profound impact on our special students, fostering a sense of inclusivity and understanding among students from different backgrounds.

We deeply appreciate Aster Nursing Academy's commitment to community involvement and their dedication to connecting with our students. Such interactions play a vital role in raising awareness about the challenges faced by individuals with special needs.

On behalf of our school community, I extend our sincere thanks to Aster Nursing Academy for this meaningful visit. If possible, please share any photographs or memories from the day, as they would be treasured by our students.

We look forward to future collaborations and initiatives that will enhance the lives of our special students. Once again, thank you for your visit and convey our appreciation to the students of Aster Nursing Academy.

Sincerely,



Ashkar Ali Kokkarattil. MSW, LLB  
Administrator  
Moopen Institute for Local Empowerment  
Kalpakanchery P.O, Malappuram Dt.  
Kerala, Pin: 676551





# MIMS

## REPORT OF OBSERVATION VISIT AT PANCHAYATH OFFICE VAZHAYOOR

### Introduction

As a part of fourth year Bsc Nursing, community health nursing clinical posting a observation visit was conducted at Panchayath office Vazhayoor on 12/04/2023. It was a different experience for students.

### Objectives

1. Explain the organizational setup and staffing pattern of the Panchayath office
2. Describe the services offered to the public
3. Identify the role of local governmental bodies in the delivery of health services

There were 60 students of fourth year Bsc nursing were conducted a observation visit at Panchayath office Vazhayoor. It was a one day visit. The Panchayath president and secretary given an orientation class regarding services and activities of the panchayath including the software used for the office purposes.

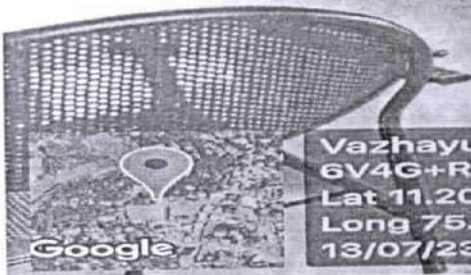
Various softwares used for the office purposes are Sulekha, Sanghya, Sanchaya, Soochika, Sangetham etc. the students were identified the services various sections of the Panchayath and they were participated in daily Panchayath activities. The section clerks and officers discussed about the daily works, about the organizational setup and staffing pattern. The students clarified their doubts. By the end of the visit a interactive session was conducted including the Panchayath president, secretary staffs and students. In this session they were discussed about various soft wares using in office purposes, digital records etc. It was more informative and useful to the group. By 12.30 returned back to college.



GPS Map Camera  
Vazhayur, Kerala, India  
6V4G+RW7, Vazhayur, Kerala 673633, India  
Lat 11.207272°  
Long 75.87704°  
13/07/23 11:00 AM GMT +05:30  
Google

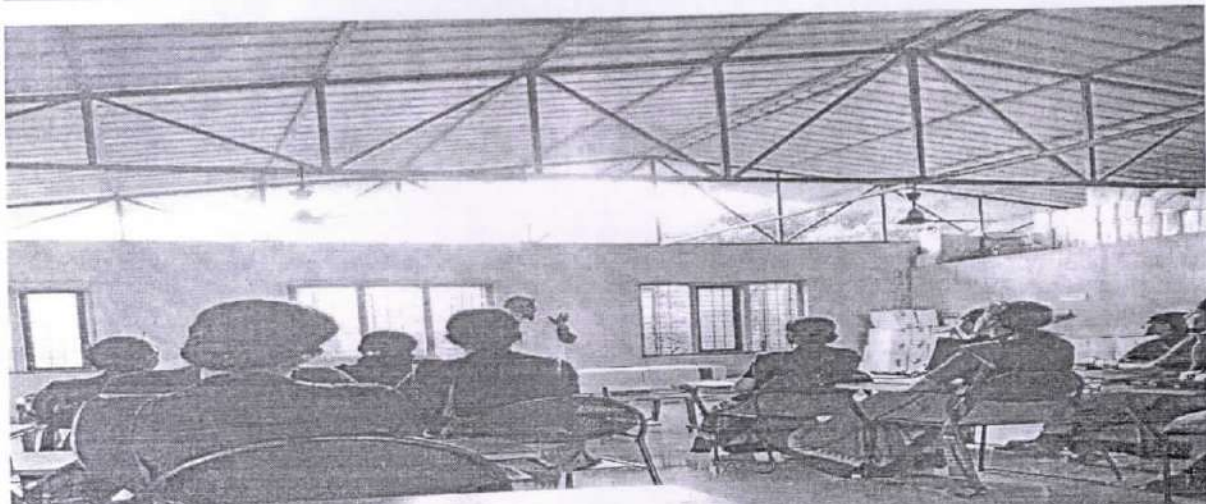


GPS Map Camera  
Vazhayur, Kerala, India  
6V4G+RW7, Vazhayur, Kerala 673633, India  
Lat 11.207184°  
Long 75.87712°  
13/07/23 11:36 AM GMT +05:30  
Google



GPS Map Camera

Vazhayur, Kerala, India  
6V4G+RW7, Vazhayur, Kerala 673633, India  
Lat 11.207227°  
Long 75.877068°  
13/07/23 10:56 AM GMT +05:30



GPS Map Camera

Vazhayur, Kerala, India  
6V4G+RW7, Vazhayur, Kerala 673633, India  
Lat 11.207178°  
Long 75.877124°  
13/07/23 11:00 AM GMT +05:30

SIGNATURE OF SUBJECT COORDINATOR

*Imal*

Vasudevan Master

Vaneetham, Pilachottil  
Vazhayoor East P.O.  
Ph : 9496 047 810  
8156 890 865



President  
Vazhayoor Grama Panchayath  
Karad Paramba P.O.,  
Malappuram Dt., Kerala  
Pin : 673 632, Ph : 9496047810

Ref:

Date: 12/06/23

സംഗ്രഹം

ചിരമുഖ് ആരോഗ്യ കോട് നഗ്നം,  
മുഴക്കോട്, വിപുലത കോട് നഗ്നം  
കോട് നഗ്നം 27 വിദ്യാർത്ഥികൾ  
കോട് നഗ്നം സമൂഹം കോട് നഗ്നം  
കോട് നഗ്നം വിവിധ കോട് നഗ്നം  
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കോട് നഗ്നം കോട് നഗ്നം

കോട് നഗ്നം



T.R. Vasudevan Master  
President  
Vazhayoor Grama Panchayath  
Karad Paramba P.O.,  
Malappuram Dt., Kerala  
Pin : 673 632, Ph : 9496047810

## MIMS RHC VAZHAYOOR

### PROTOCOL

- 1) The aim of this RHC is to provide quality health care at affordable cost to the people and also to provide free medical aids to the deserving poorer section of the vazhzyoor panchayath
- 2) Working hours from <sup>8.30</sup> 9am to 5.30pm  
Working days – Monday to Saturday  
Holidays – All Sundays
- 3) Available facilities
  - Medical consultation
  - Nursing care (out patient care)
  - Lab facilities
  - Pharmacy
- 4) The consultation fee will be charged as Rs. 50 / head for APL and is given free of cost for BPL card holders
- 5) The lab and pharmacy services need to be paid for all (5% reduction will be given for BPL card holders)
- 6) At the time of Ist Registration each patients will be provided as MIMS CARD with RHC Number. Card will be valid for next two weeks  
During which free consultation will be provided, if necessary. Registration fee is Rs.10/- per head
- 7) All records and reports are maintained for further references
- 8) Those requiring specialist treatment will be referred to MIMS
- 9) Specialist services will be arranged according to the need
- 10) Observation facilities for patients will be provided for the needy for 24 hours

(After 5 p.m patient will be transferred to MIMS hospital if necessary )

-All patients have to do registration first

-General assessment will be done by a nurse

- Patient has to go for consultation as per due

-After consultation according to prescription patients can utilize facilities such as

Lab and Pharmacy

-Nursing care will be provided for the needy in the observation room itself

-Ambulance facility will be available if necessary

-People can avail the use of Lab and Pharmacy without Registration



# NARIKKUNI PAIN & PALLIATIVE CARE CENTER

Reg.No. S 604/2005

NIC BUILDING, P.O.NARIKKUNI - KOZHIKODE - KERALA  
Pin 673 585 - Phone : 0495 2247412, 2244404, 2244388

No: **10316**

RECEIPT

Date: 19/06/23

Received with thanks from MIMS COLLEGE OF NURSING

Address KOZHIKODE PUDUKKODE, MALAPPURAM

a Sum of Rupees FOUR THOUSAND FIVE HUNDRED ONLY

PAN / Aadhar

being donation /

₹

4500/-

Ref.



**ATHANI NARIKKUNI**

Athani Campus, Nariikkuni-673585, Mobile 9605333664



# NARIKKUNI PAIN & PALLIATIVE CARE CENTER

Reg.No. S 604/2005

NIC BUILDING, P.O.NARIKKUNI - KOZHIKODE - KERALA  
Pin 673 585 - Phone : 0495 2247412, 2244404, 2244388

No: 1197

RECEIPT

Date: 16/08/23

Received with thanks from Miss collage of Nursing

Address Malepparam

a Sum of Rupees Four thousand & five hundred  
only

PAN / Aadhar

being donation /

₹

4500/-

Ref.

*[Signature]*  
16/8/23  
Authorized Signatory

ATHANI NARIKKUNI

Athani Campus, Narikkuni-673585, Mobile 9605333664

# SNEHATHEERAM CHARITABLE TRUST

"SHARE YOUR LOVE"

Near Farook College, Paruthippara, Kozhikode, P.O. Farook College  
Reg. No. 106/4/2019, Mob: 8136 893 395, 7356 841 594

No: **507**

Date: 3/10/23

**RECEIPT**

PAN: AAXT57826D

Received from Sri/Smt. *Mims College of Nursing* 613633

Address: *Puthukode P.O Panamattukara, Malappuram Dt*

Pan/Aadhar: *Ph - 9856719299*

Sum of Rs. *5820* (Rupees *Five thousand eight hundred and twenty*

*as donation to the Trust by Cheque No. .... dated. ....*

on ..... Bank:

₹ **5820**

AXIS BANK LTD, Kallai Road Branch  
A/c No. 921020014074617, IFSC. UTIB0001908  
Mob: 8136 893 395



Donations to this institution are eligible for deduction under section 80G of the Income tax Act, 1961 vide order No. AAXPS7826DF20216 dated 17-11-2021 of the Principal Commissioner of Income tax/Commissioner of Income tax

# SNEHATHEERAM CHARITABLE TRUST

## "SHARE YOUR LOVE"

Near Farook College, Paruthippara, Kozhikode, P.O. Farook College  
Reg. No. 106/4/2019, Mob: 8136 893 395, 7356 841 594

No: **508**

Date: 3/10/2023

**RECEIPT**

PAN: AAXTS7826D

Received from Sri/Smt. *MIMS College at Nuvasing*

Address: *Paruthu kade P.O. Ramanattukara - 673633*

Pan/Adhar. Ph: *9656719299*

Sum of Rs. *2200/-* (Rupees *Two thousand two hundred supers only*

as donation to the Trust by Cheque No. .... dated .....

on ..... Bank:

₹ *2200/-*

AXIS BANK LTD, Kallai Road Branch  
A/c No. 921020014074617, IFSC. UTIB0001908  
Mob: 8136 893 395



Donations to this institution are eligible for deduction under section 80G of the Income tax Act, 1961 vide order No. AAXPS7826DF20216 dated 17-11-2021 of the Principal Commissioner of Income tax



# **MIMS COLLEGE OF NURSING PUTHUKODE**

## **COMMUNITY OUTREACH ACTIVITY MANUAL**

**Dr. Assuma Beevi T.M**  
Dean, ASTER MIMS Academy, Puthukode PO,  
Vazhayoor, Malappuram  
Kerala 673633

## INTRODUCTION

Community engagement is of paramount importance for nursing students as it provides a multifaceted learning experience that goes beyond traditional classroom settings. Community engagement in nursing education is transformative, offering a multifaceted learning experience for students. Acting as a gateway to holistic learning, it exposes nursing students to diverse populations and healthcare settings, transcending theoretical boundaries. This immersive approach enables them to apply skills in real-world situations, navigating varied healthcare scenarios and gaining insights crucial for the complexities of nursing practice.

Interactions with communities become a cornerstone for developing cultural competence among nursing students. Exposure to diverse cultural practices nurtures the sensitivity required for delivering patient-centered and culturally competent care. These interactions go beyond textbooks, fostering an appreciation for the diverse backgrounds encountered in nursing careers.

Engagement with communities creates invaluable opportunities for interprofessional collaboration. Nursing students collaborate with healthcare professionals, community leaders, and organizations, mirroring the teamwork essential in their future careers. This exposure enhances effective communication and collaboration skills, emphasizing the interconnectedness of healthcare roles in addressing community needs.

Active participation in community health promotion initiatives empowers nursing students as contributors to public health. Involvement in campaigns, screenings, and educational programs directly benefits the community and equips students with practical skills and a deepened understanding of the social determinants of health.

Community engagement serves as a crucible for nursing students' critical thinking abilities. Diverse and unpredictable situations compel students to think critically, encouraging problem-solving, adaptability, and informed decision-making in real-time, significantly contributing to the development of analytical skills.

This transformative journey in professional development is marked by the cultivation of essential skills—effective communication, leadership, and teamwork. Honed through hands-on experiences, these skills are instrumental for success in the dynamic and collaborative field of nursing practice.

Engaging with communities facilitates the practical application of theoretical knowledge, enhancing students' capacity to translate academic learning into effective patient care. Active participation in real-world scenarios reinforces their understanding of theoretical concepts, preparing them for the complexities of nursing roles.

Community engagement instills a profound sense of social responsibility, emphasizing the role of nurses as advocates for health equity, social justice, and positive change within communities. This experience shapes students into healthcare professionals committed to making a meaningful impact on the broader social determinants of health.

Immersing themselves in community settings fosters not only academic but also personal growth and empathy among nursing students. Exposure to diverse life experiences contributes to a deeper understanding of the human experience. This heightened empathy becomes a cornerstone of their ability to provide compassionate and patient-centered care, addressing the holistic needs of individuals within diverse communities.

## **OBJECTIVES OF THE MANUAL FOR COMMUNITY ACTIVITIES/ OUTREACH PROGRAMMES**

1. Enhance students' understanding of community health and nursing roles in a broader societal context.
2. Provide structured learning experiences that align with academic curricula.
3. Foster critical thinking and problem-solving skills through real-world community challenges.
4. Facilitate interactions with local community leaders and organizations
5. Develop cultural sensitivity and competence among nursing students
6. Provide opportunities for students to reflect on their own cultural biases
7. Train students in conducting community health needs assessments
8. Equip students with skills to promote health and provide community education
9. Introduce students to research methodologies applied in community health
10. Enhance students' ability to communicate effectively within diverse community settings.
11. Instill a strong sense of ethical responsibility in community engagement
12. Develop skills in documenting and evaluating community activities.
13. Cultivate leadership qualities among nursing students

## **ACTIVITIES/ PROGRAMMES DESIGNED FOR STUDENT'S EDUCATIONAL SOCIAL RESPONSIBILITY IN COMMUNITY**

Nursing students can engage in a variety of community activities to enhance their skills, contribute to public health, and foster a sense of social responsibility. Here are major community activities that can be included for nursing students:

### **1. Health Education Workshops/ exhibitions:**

Conduct workshops on topics like nutrition, hygiene, and disease prevention in collaboration with community centers, schools, or local organizations.

### **2. Immunization Programmes:**

Collaborate and participate in immunization programmes for children, adults, and at-risk populations, promoting vaccination awareness and accessibility especially during outbreaks with government agencies

### **3. Screening Programmes:**

Offer health screenings for conditions such as hypertension, diabetes, vision problems, and infectious diseases in collaboration with local healthcare providers and NGOs. Conduct mass screening programme for school and aganwadi children

### **4. Community Health Fairs:**

Organize health fairs where nursing students can provide information, screenings, and resources to the community, promoting overall health and well-being of diverse population.

### **5. First Aid and Basic Life Support Training:**

Conduct training sessions in schools, community centers, drivers or workplaces to empower community members with essential first aid and basic life support skills like BLS.

### **6. Support Groups:**

Establish and facilitate support groups for individuals facing specific health challenges, fostering a sense of community and emotional support. This is specifically for challenged children and vocational training help for adults for self-sufficiency.

### **7. Maternal and Child Health Programs:**

Organize programs focusing on prenatal and postnatal education, nutritional education, nutritional exhibition, role plays on breast feeding, weaning, accident prevention, pediatric health check-ups, growth and development needs of children and adolescents, and vaccination drives to support maternal and child health. The campaign on Avalkopam and Avarkopam with special emphasis on gender sensitivity, women empowerment, violence against women, child abuse prevention, and girl child safety.

### **8. Nutrition Programs:**

Conduct nutritional workshops, cooking classes, and community gardens to promote healthy eating habits and address nutritional deficiencies.

### **9. School Health Programs:**

Collaborate with schools to conduct health screenings, provide education on hygiene and nutrition, and address the health needs of school-age children. Sign MOU and carry out the school health activities according to the needs of the school based school authority requests

### **10. Senior Wellness Programs:**

Develop programs targeting the elderly population, including health fairs, fall prevention initiatives, and home safety assessments. Develop adoption procedure for Old age homes with Aster volunteers as CSR activities. Medically adopt institutions requiring medical services.

### **11. Smoking Cessation Programs and prevention neck text syndrome**

Organize workshops and counseling sessions to support individuals in quitting smoking and promote tobacco-free living. Campaign on Undoing the wrong doing for neck text syndrome and reducing screen time for school children

### **12. Community Fitness Classes:**

Offer fitness classes, walking clubs, or yoga sessions in community spaces to encourage physical activity and a healthy lifestyle.

### **13. Mental Health Awareness Campaigns:**

Raise awareness about mental health issues through workshops, awareness campaigns, and support groups to reduce stigma and promote mental well-being. Organize mental health day celebrations in the community with Local government support.

**14. Community Clean-Up Initiatives:**

Engage in environmental health by organizing clean-up events, promoting a clean and safe community environment. Follow swachh Bharat Abhiyaan protocols for the green and healthy initiatives of the community. Participate in communicable disease prevention activities in line with government protocols.

**15. Disaster Preparedness Workshops:**

Conduct workshops on emergency preparedness, response, and recovery to enhance community resilience in the face of disasters especially during the floods as the college is situated in flood prone area.

**16. Community Research Projects:**

Collaborate on research projects addressing community health issues, contributing to evidence-based practices and interventions. Maintain family health folders and conduct health surveys, compile data and hand over the report to LSGs.

**17. Telehealth Initiatives:**

Explore virtual healthcare opportunities to provide remote health education, consultations, and support to community members through rural center and Aster MIMS Hospital and Aster volunteers.

**18. Partnerships with Local Organizations:**

Collaborate with local non-profit organizations, clinics, and community groups to address specific health needs and promote community well-being.

**19. Language and Cultural Services:**

Provide cultural services to diverse populations, especially different religious groups ensuring effective communication and understanding of healthcare information.

**20. Community Surveys and Needs Assessments:**

Conduct surveys and needs assessments to identify community health priorities and tailor interventions to address specific needs not only as a part of curriculum but also as social educational responsibility.

These activities not only provide valuable learning experiences for nursing students but also contribute to the improvement of community health and well-being. It's essential to tailor these initiatives based on the unique needs and characteristics of the communities being served.

Developing a comprehensive manual using these guidelines will provide a structured and effective framework for community outreach activities in your nursing college. Ensure that the manual is accessible, user-friendly, and aligns with the mission and values of your institution. Regularly update and adapt the manual to reflect changing needs and best practices in community outreach.

Amalendu



# MIMS COLLEGE OF NURSING, PUTHUKODE

## HR POLICY

### CHAPTER 1

### COMPANY PROFILE

MIMS College of Nursing is under the MIMS Academy Trust which is a Public Charitable and Educational Trust for minority communities.

The trust is governed by board of management with not more than 5 members. Dr.Azad Moopen is the Chairman of MIMS. The day to day activities are controlled by the managing trustee.

The educational activities of MIMS Academy trust is carried out by a Vice Chairman, MIMS Academy. Under the Vice Chairman, MIMS Academy has a Director and Deputy Director.

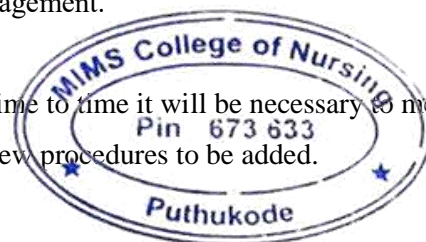
### POLICY AND PROCEDURE MANUAL

The MIMS Academy's Human Resources Policy and Procedures Manual has been developed to facilitate the implementation and clearly define The MIMS Academy's policies on human resource management.

The Manual provides guidelines to be followed in the administration of these policies, and assists all employees in defining who is responsible for each human resource management decision, and the correct procedure which is to be followed.

The policies specified within are consistent with those of best practice management principles. They have the full support and commitment of The MIMS Academy's management.

HR policies must be kept current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or for new procedures to be added.



Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be provided by email.

These policies and procedures apply to all areas of operations within The MIMS Academy and related entities.

## **CHAPTER II**

### **HR POLICIES**

#### **1.PERSONAL CONDUCT**

##### **Policy Statement**

MIMS Academy expects its employees to achieve and maintain a high standard of ethics, professional conduct and work performance to ensure the Company maintains its reputation with all internal and external stakeholders.

##### **Objective**

To enhance MIMS Academy's reputation as a quality service provider and an enjoyable, stimulating and challenging place to work.

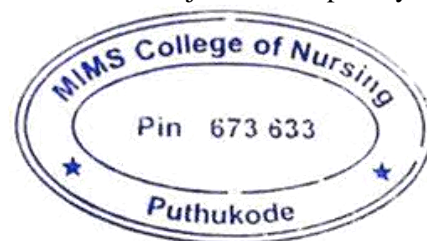
##### **Application**

The policy will be seen to be successfully applied when all employees are seen to perform their duties professionally with skill, care and diligence.

This includes:

- observing MIMS Academy policies and procedures
- treating colleagues with courtesy and with respect for their rights, duties and aspirations
- employees who do not conform to this standard of conduct will be subject to disciplinary action as detailed in this manual

#### **1.1 DRESS CODE**



All male teaching staff should wear shirt and pants by tuck in their shirts during duty hours. If they wear full sleeve shirts, it need to be properly buttoned at the wrist. Folded sleeves or loosened sleeves are not permitted. Wearing of ID card is mandatory.

All male non-teaching staff should wear shirt and pants and executive cadre staff including, accounts, it, HR and administrative staff are expected to tuck in their shirts with ID cards during duty hours. If they wear full sleeve shirts, it need to be properly buttoned at the wrist. Folded sleeves or loosened sleeves are not permitted.

Wearing of jeans or any other formal dress, not suit to professional atmosphere is strictly prohibited.

All female teaching and non-teaching staff should wear Saree with minimum ornaments during duty hours. Sarees with fluorescent colors and over decoration need to be avoided. They are expected to put up their hair in suit to professional atmosphere.

## **1.2 PERSONAL COMMUNICATIONS**

### **Phone Calls [choose one of the following]**

The making and receiving of personal phone calls must be limited to a maximum of five minutes in duration, unless otherwise approved by your manager.

Or

It is acknowledged that personal communication is inevitable and sometimes necessary. It is expected this will be kept to appropriate or reasonable levels.

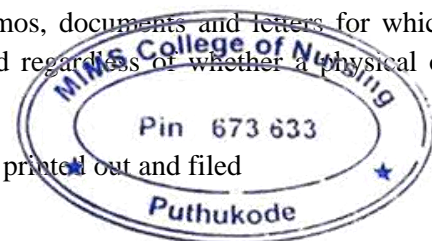
### **Email**

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, MIMS Academy can be held responsible for the contents of email messages, including any attachments. Access to emails can be demanded as part of legal action in some circumstances.

It is therefore important that email is used within the following guidelines:

■ email should mainly be used for formal business correspondence and care should be taken to maintain the confidentiality of sensitive information. Formal memos, documents and letters for which signatures are important, should be issued on company letterhead regardless of whether a physical or electronic delivery method is used

■ if electronic messages need to be preserved, they should be printed out and filed



■ limited private use of email is permitted, provided that such does not interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to determine whether staff usage or involvement is excessive or inappropriate

■ non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion

■ all emails sent should include the approved company disclaimer

## **2. EQUAL EMPLOYMENT OPPORTUNITY**

### **■ Policy Statement**

MIMS Academy provides equal employment opportunity to all qualified persons without discrimination on the basis of age, sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations. MIMS Academy will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

All employment and promotion decisions will be based solely upon individuals' qualifications, experience, and prior contribution and demonstrated capacity to perform at higher or improved levels of performance and will be in accordance with the principle of equal employment opportunity. MIMS Academy will take whatever affirmative action is necessary to attract and retain qualified persons.

### **■ Objective**

The objective of the Equal Opportunity Policy is to support the attraction and retention of employees that contribute most to the development of the MIMS Academy business.

### **■ Application**

The Equal Employment Opportunity policy will be successfully applied when all roles are filled by the best qualified and experienced candidates available regardless of personal circumstances.

### **■ Process**

The Equal Opportunity Employment process is reflected throughout MIMS Academy's staff recruitment and retention processes.

## **3. SEXUAL HARASSMENT**

MIMS Academy has a legal responsibility to prevent sexual harassment.



Therefore, HODs and Management have a responsibility to:

- monitor the working environment to ensure acceptable standards of conduct are observed at all times
- model appropriate behavior themselves
- treat all complaints seriously and take immediate action to investigate and resolve the matter
- refer complaints to another manager if they do not feel they are the best person to deal with the case (e.g. if there is a conflict of interest or if the complaint is particularly complex or serious)

All employees have a responsibility to:

- comply with the organization's sexual harassment policy
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not approach the harasser themselves)
- maintain complete confidentiality if they provide information during the investigation of a complaint (employees who spread gossip or rumors may expose themselves to defamation action)

## ■ Objective

To foster a professional, open and trusting workplace.

## ■ Application

The sexual harassment policy will be successfully applied when all staff are treated on merit by their managers, by peers, by direct reports and by all other team members.

## ■ Process

### **Making a Complaint:**

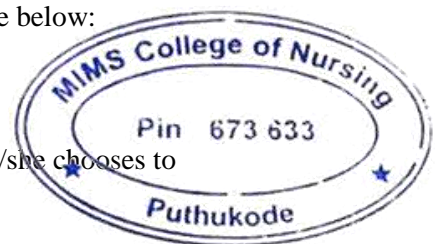
If you believe you are being, or have been, harassed, follow the procedure below:

- inform the offender the behavior is offensive, unwelcome, and against company policy and should stop (only if you feel comfortable enough to approach them directly)
- keep a record of the incident(s)
- if the unwelcome behavior continues, contact your HOD for support
- if this is inappropriate, you feel uncomfortable, or the behavior still persists, contact your Principal

### **Receiving a Complaint:**

When an HOD receives a complaint, he/she should follow the procedure below:

- listen to the complaint seriously
- treat the complaint confidentially
- allow the complainant to bring another person to the interview if he/she chooses to



- ask the complainant for the full story, including what happened step by step
- take notes, using the complainant's own words
- ask the complainant to check your notes to ensure your record of the conversation is accurate
- explain and agree next action with the complainant
- if investigation is not requested:
  - act promptly
  - maintain confidentiality
  - pass your notes on to your HOD
- if investigation is requested, or is appropriate, follow the procedure outlined

### **Investigating a Complaint:**

When a manager investigates a complaint, he/she should follow the procedure below:

- interview all directly concerned, separately
- interview witnesses, separately
- keep records of interviews and investigation
- do not assume guilt
- interview the alleged harasser, separately and confidentially
- let the alleged harasser know exactly what he/she is being accused of
- give him/her a chance to respond to the accusation
- listen carefully and record details
- make it clear he/she does not have to answer any questions
- ensure confidentiality, minimize disclosure
- determine appropriate action based on investigation and evidence collected
- check to ensure the action meets the needs of the complainant and company

If resolution is not immediately possible, the complainant should be referred to more senior management.

If the resolution requires the authority of a more senior person, the complainant should be referred to the appropriate level.

Outcomes as they affect the complainant should be discussed with the complainant to ensure that needs are met, where appropriate.

### **Potential Outcomes:**

If the complaint is found to be justified, the complainant may be entitled to any or all of the following:

The complainant may receive:

- commitment the behavior will cease
- private apology (verbal or written)
- re-credit of any leave taken due to the harassment
- payment of medical and counselling expenses
- transfer, with no job disadvantage
- other compensation



## 4. INDUCTION

### ■ Policy Statement

All new employees should complete an induction program upon their commencement. The induction period also refers to the three month probationary period during which it is recognized all staff may need ongoing familiarization with their role, the business, systems and processes.

### ■ Objective

The objective of the induction policy is to familiarize the employee with the company, their job, the industry, colleagues, company systems, processes and policies with a view to ensuring they can make a contribution to business outcomes as quickly as possible.

The induction should be a combination of standard components as well as learning specifically tailored to the role.

### ■ Application

The induction policy will be successfully applied when all new employees meet their probationary period performance targets.

### ■ Process

Complete the induction planning format prior to the employee's commencement date.

Introduce the employee to the induction schedule and dates.

Review the progress against the schedule with the employee at the end of each week.

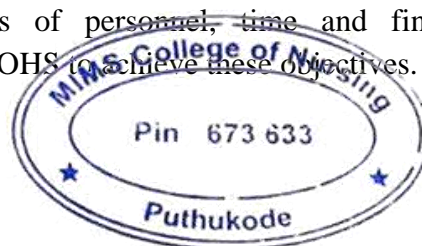
## 5. HEALTH AND SAFETY POLICY

### ■ Policy Statement

MIMS Academy is committed to providing and maintaining a safe work environment for the health, safety and welfare of our staff, contractors, visitors, students and members of the public who may be affected by our work.

We undertake to provide resources in terms of personnel, time and financial outlay commensurate with the commitment we place on OHS to achieve these objectives.

To do this, MIMS Academy will:



- develop and maintain safe systems of work, and a safe working environment
- provide information and training at all levels in the organization to enable all employees and students to support this policy
- require all risks to be assessed prior to engaging in new areas of operation, purchasing new equipment, and implementing new work methods, and that these risks continue to be reviewed

All persons who are responsible for the work activities of other employees will be held accountable for:

- identifying practices and conditions which could injure employees, students, members of the public or our environment
- implementing steps to control such situations
- if unable to control such practices and conditions, reporting these to their superiors

MIMS Academy demands a positive attitude and performance with respect to health, safety and the environment by all employees, irrespective of their position.

### **5.1 Smoking**

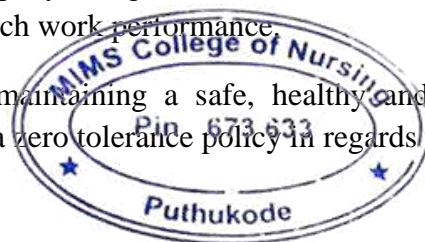
MIMS Academy employs a nonsmoking policy. Smoking is not permitted on MIMS Academy property or offices at any time. Smoking is accepted to be harmful to the health of those who smoke and those around them (passive smokers). Consequently, smoking while on company premises will be considered as gross misconduct and will render an employee liable to instant dismissal.

### **5.2 Alcohol, Drugs (& Other Substance Abuse)**

This policy applies to all levels throughout MIMS Academy .The policy is not concerned with social drinking or the taking of prescribed drugs for medical purposes, the concern is directed to instances where alcohol or other drug dependence or abuse affects the job performance and or/safety of any employee(s).

MIMS Academy is concerned by factors affecting an employee’s ability to safely and effectively perform work to a satisfactory standard. The Company recognizes alcohol or other drug abuse will cause short-term or long-term impairment to such work performance.

MIMS Academy is committed to creating and maintaining a safe, healthy and productive workplace for all employees. MIMS Academy has a zero tolerance policy in regards to the use of



illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Attending work under the influence of alcohol will not be tolerated and may result in disciplinary action or ultimately dismissal.

### **5.3 Total & Permanent Disability**

If an employee is injured while away from work, MIMS Academy will allow them to exhaust their paid sick leave, accumulated annual leave or ESI leave.

If the injured employee has used all leave owing, been off work for a lengthy period and is not fit enough to return to work then management will discuss with the employee their expectations of returning to work.

If the employee has an incapacity to perform their duties because of the disability, their employment will be terminated in compliance with the termination provisions in their employment contract.

MIMS Academy will hold an injured worker's position open for a period of time as stated in the relevant legislation unless it is not reasonably practicable to do so.

Employees whose employment is terminated due to an incapacity to perform their duties because of a disability, will be paid all amounts owing to them, including accrued wages, leave entitlements, severance pay and superannuation.

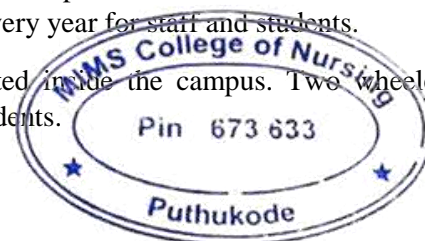
Employees should undergo a health checkup during the first month of joining at Aster MIMS hospital, Kozhikode.

All confirmed employees can be insured under Aster MIMS health care forum by an annual payment of a nominal amount for availing the health policy.

Work safety is prime important in MIMS academy and all employees should aware about safe work practices in and around the campus.

Knowing about fire exit and knowledge about fire extinguishers are some basic aspects of safety practices. All employees those who unaware about such aspects need to attend the training sessions conduct by security supervisor of aster MIMS hospital every year for staff and students.

Riding two wheeler without helmet is strictly prohibited inside the campus. Two wheelers and four wheelers should have only minimum speed to avoid accidents.



## **6. RECRUITMENT POLICY**

### **1. Purpose**

Policy on recruitment of faculty is designed to ensure the right faculty in right place.

### **2. Scope**

This policy is to recruit Graduate and Post graduate nurses as faculty to MIMS College of Nursing.

### **3. Policy Statement**

Faculty recruitment policy consists of two steps.

Step I: Scrutiny of obtained Curriculum vitae by an expert team with a written Curriculum vitae, scrutiny criteria laid down by the college. The panel of expert team consisted of four members. 1. The head of the Institution 2. HOD Of the concerned department 3. Administrative officer 4. A representative from the Management side. Curriculum vitae need to be scored. A score of 70% and above will be called for an interview.

Step II: Candidates called for an interview have to undergo the following interview procedure. A written examination, Personal interview, oral presentation and OSCE

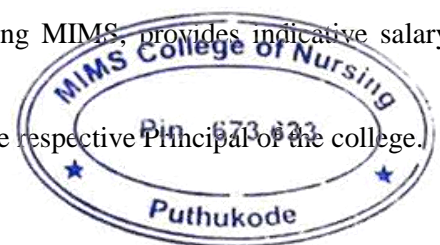
### **Interview Procedure**

Chair welcomes the candidate and introduces other members of the committee

1. Invites the candidate to make a short presentation (15 minutes). The presentation to cover:
  - a. Personal Introduction-including family status, number of children ages(s) of children-approximately
  - b. Teaching Philosophy
  - c. Research Interests
  - d. Awards & personal highlights
  - e. What does the candidate has to offer MIMS Academy
    - i. Special skills



- ii. Professional net-work
- 2. Questions from the Panel to clarify issues in the candidate's CV or in his/her presentations.
- 3. Panel to verify candidate's claims in his CV and application in-terms of
  - a. Teaching
    - i. Philosophy
    - ii. Experience in teaching required courses
    - iii. Ability to develop or revise course content
    - iv. Ability to assure quality of courses and curricula
    - v. Capacity to supervise or advise students
    - vi. Capacity to teach in English
  - b. Research
    - i. Research interests
    - ii. Relevance of interest to MIMS Academy
    - iii. Publication Record
    - iv. International Recognition
    - v. Experience in attracting external funding
  - c. Service
    - i. Executive Positions
    - ii. Committee memberships-College, University, National & International
    - iii. Organization of workshop & conferences
    - iv. Consultancies to Private & Public Sector
- 4. Panel to assess Inter-Personal Skills
  - a. Ability to Communicate
  - b. General friendliness
  - c. Willingness to take directions(Dominant or Submissive)
  - d. Commitment
  - e. Task orientation
- 5. The chair invites the Candidate to ask questions
- 6. Principal/Director/Joint Director of the Academy or respective College to assess credentials stated in the CV.
- 7. The chair thanks the candidate for his/her interest in joining MIMS, provides indicative salary package based on candidates experience and MIMS by-laws.
- 8. The panel completes the scoring sheet and hands it over to the respective Principal of the college.



## **Grading Criteria for interview**

1. Written test: Weightage 40 %
2. Presentation: Weightage 30 %
3. Personal Interview: Weightage 10%
4. OSCE: Weightage 20 %

Those who score 70% or above will be recruited according to the merit list prepared. A viable waiting list also will be prepared.

## **4. Reason for policy**

To provide clarity in the process of recruitment and to avoid confusion among those concerned in recruitment of faculty.

## **5. Procedure**

- The candidate called for interview will be given a written test for one hour with 50 multiple choice questions from the concerned Specialty.
- The preparation of the question and conduct of the test is the responsibility of the concerned HOD from their question bank.
- HOD of the concerned department should score the test with scoring sheet available in the college.
- Executive secretary has to arrange the venue for written test, interview and oral presentation.
- OSCE conduction and evaluation is the responsibility of the HOD of the concerned Department
- Executive secretary should inform the interview time and requirement to the candidates as well as to the interview panel members in consultation with the HOI.
- Panel members have to score the candidates according to the criteria provided (Scoring criteria 2 and 3)
- OSCE need to be scored by the concerned HOD or their representative.
- Cumulative score is converted to percentage
- A percentage of 70 or above will be considered suitable for appointment.

## **6. Definition**

OSCE: Objective Structured Clinical Evaluation. Separate OSCE checklist is attached.

## **7. Related Information**

1. Scrutiny criteria – Appendix -1. I
2. Interview scoring Sheet – Appendix -1.II



3. Oral Presentation scoring Sheet – Appendix – 1.III
4. OSCE scoring sheet – Appendix – 1.IV
5. Clinical Instructor interview form – Appendix –1.V

## **7. LEAVE POLICY**

### **Leave Regulations OF MIMS Academy (Non-teaching staff)**

**Leave means permitted absence from duty.**

#### **General conditions:**

1. The MIMS Academy Vice Chairman is the Sanctioning Authority for the grant of Leave without Pay exceeding 20 days at a time. All other kinds of leave are sanctioned by the competent departmental authorities.
2. Leave cannot be claimed as a right. In exigencies of service, the sanctioning authority may at his discretion, refuse or revoke the leave of any description.
3. The nature of the leave due and applied for by an officer can be altered at the option of the sanctioning authority.
4. Holidays can be prefixed or suffixed with casual leave
5. An officer when entered on leave on Medical Certificate (MC) may be allowed to join duty after producing Medical Certificate of fitness.
6. An employee applying for leave without pay cannot combine casual leave or prefix or suffix holidays. Vacation may be availed in combination with or in continuation of any kind of leave.
7. The maximum amount of leave, in combination or otherwise, granted at a time shall not exceed 20 days
8. An officer on leave may not return to duty before the expiry of leave unless he is permitted to do so.

#### **A. Classification of Leave**

Leave is classified into ordinary leave and special leave.



**a) Ordinary leave:** This is the leave earned by an employee in proportion to his/her duty. A leave account is maintained. Every leave except LWP availed shall be debited against the leave at credit. This includes Earned leave and casual leave

**b) Special leave:** This is the leave granted to a particular person in a special circumstance. No leave account is necessary. Disability leave, Maternity leave, Hospital leave and the leave deemed special by the top management are the four types of special leave.

### **Earned Leave (EL):**

All employees of the Academy are eligible for earning EL at the rate of one day for every 30 days on duty in a year on completion of 12 months of service, the EL calculated @ 1/30 will be regularized.

The maximum amount of EL that can be at credit at a time shall not be in excess of 30 days. The maximum amount of EL that can be granted at a time shall not be in excess of 20 days. But, in special cases where the employee could not avail leave due to institutional need he or she may be permitted to avail the leave preparatory to retirement or as the top management of the Academy's decision to provide remuneration for the same according to academy regulations.

### **EL Salary:**

Full pay, if the person had been on duty +Dearness Allowance to that pay as admissible.

#### **1. Earned leave for those persons enjoying vacations.**

- i) Those persons who are eligible for regular vacations are not eligible for EL, if they are enjoying vacation as per regulations. But, if they are prevented from enjoying vacation in full they will earn EL as like that of any employee under MIMS Academy.
- ii) If in any year (actual duty period of 12 months and not calendar year) an employee is not enjoying the vacation, EL is earned for that year @ 1/30

**NB:** This clause will be applicable when the Academy becomes an independent institution where the course calendar is planned by the Academy instead of an affiliated institution as of now.

### **Leave without Pay/Extra ordinary Leave**



This leave is granted to an employee in regular employment, when there is no other leave at credit or there is leave at credit, but applies for LWP. Non-permanent employees with less than 1 year service are eligible to LWP up to 15 days. This is granted on MC or otherwise.

Period of LWP exceeding 15 days requires the sanction of the Vice chairman of the Academy.

### **C. Three Kinds of Special Leave**

#### **1. Disability Leave**

This leave is granted to an employee who is disabled by injury intentionally inflicted or caused in or in consequence of due performance of his official duties or in consequence of his official position. It shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled acts with due promptitude in bringing it to the notice of the sanctioning authority with the support of MC.

The Maximum period is 3 months for one disability.

This can be combined with other kind of leave.

**Leave Salary:** Here the employee will be eligible for only the basic pay without other allowances.

#### **2. Maternity Leave**

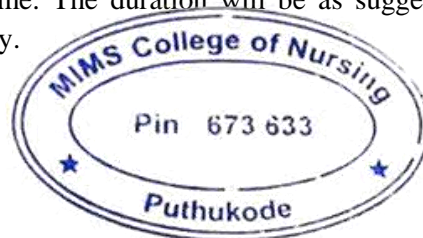
- A certificate from the medical officer who attend the delivery showing the date of delivery along with medical certificate of health should be produced for availing maternity leave.
- A total of 45 days shall be the number of days eligible for a female employee who had delivered if she is not eligible for ESI benefits.

This is also granted in the case of miscarriage including abortion for a period not exceeding 1 week.

#### **2. Hospital Leave**

This is granted for treatment either at hospital or at home. The duration will be as suggested by the attending Medical Officer. This leave will be on loss of pay.

#### **3. Casual leave:**



All employees of the Academy are eligible for 12 days of casual leave in a year. **This leave may be intimated to the authorities in advance.** No medical certificate is needed for this leave. The employee can avail this leave along with holidays or LOP. **No employee is permitted to avail more than 3 casual leaves at a time** until and unless there is cumulated leave and with permission of the head of the department.

#### 4. **Public holidays:**

All the employees of the Academy are eligible for all public holidays declared by the Govt. of Kerala as per the calendar. If an employee attends duty on any of these holidays due to institutional need are eligible for compensatory offs corresponding to the number of days of work.

**Such compensatory offs should be claimed within a period of three months.**

**Public holidays of National importance must be attended by faculties and non-teaching staff unless and until it is an emergency for excuse. Such days are Independence Day, republic day and Gandhijayanthi.**

## 8. PERFORMANCE APPRAISAL

### 360 DEGREE APPRAISAL

The performance appraisal system applies to all permanent employees of the MIMS Academy

- Every Employees of MIMS Academy are entitled to get the increment after successfully completion of one year Probation Period.
- MIMS Academy's annual increments are normally effective from 1<sup>st</sup> April of Every year.
- New employees of MIMS Academy will be entitled to get an increment after completing their probation period ,If any one of the employee had successfully completed one year probation period before or after the month of annual increment,

#### **Increment Date**

The incremental due date will be the anniversary of appointment of a new employee.

If the anniversary date of appoint is end of the month, he will entitled to get increment with effect from next month onwards with arrears s if any

#### **The incremental due date will change when –**

An employee is appointed to a vacant position at a higher level.



An employee's position is reclassified to a higher level, or  
An accelerated increment is paid at a date other than at the existing incremental date  
And will be extended by the period of any leave without pay which is longer than two weeks.

**Deferred Salary leave will not count as service for purposes of incremental progression.**

- 1) HOD 50% weightage
- 2) Peer Evaluation 10% weightage
- 3) Self-Evaluation 10% weightage
- 4) Subordinate evaluation 10% weightage
- 5) Students evaluation 20% weightage

Score above 70% will be given maximum increment in the work

Score between 60 %-50 % will be given 5% increment

Below 50% will be given 3% increment



## 9. BENEFIT SCHEME POLICY

### 1) Employee Provident Fund



Every employee of MIMS Academy is eligible for provident fund scheme 1952, those salaries (Basic+ Da) limit up to 15000/month



## 2) Employee State Insurance

Every staff of MIMS Academy is eligible to avail the scheme of Employee state Insurance, whose salary (Gross salary) limits up to 21000/Month

All the staff who has completed one year, drawing a consolidated salary of More than 21000/Month are eligible to get Insurance.

## 3) Gratuity Policy

MIMS Academy policy is to provide Gratuity benefits to all employees. Gratuity is a lump sum payment made by MIMS Academy as a mark of recognition of the service rendered by the employee when he retires or leaves service. MIMS Academy will as a minimum, comply with legislation in this area.

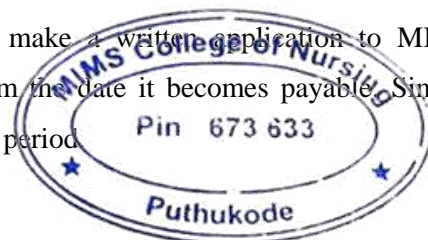
An employee is eligible for receiving gratuity payment only after he has completed five years of continuous service. He is said to be in continuous service when he has provided uninterrupted service during that period.

- On superannuation
- On retirement or resignation
- Death or disablement due to accident or disease

This condition of five years is not necessary if the termination of the employment of an employee is due to death or disablement. However, interruption on account of sickness, accident, leave, lay-off, strike, lockout, cessation of work not due to any fault of the employee will not be considered as a break in service.

Gratuity is payable @ 15 days wages for every year of completed service or part thereof in excess of six months. Wages will include basic and D.A. The daily wages in respect of piece rated employees are to be computed on the average of the total wages received by an employee for a period of three months. The maximum amount of Gratuity payable is Rs. 3.5 lakhs.

An Employee to whom the gratuity amount is payable shall make a written application to MIMS Academy and gratuity amount will be paid within 30 days from the date it becomes payable. Simple interest at the rate of 10% p.a. is payable on the expiry of the said period.



Every employee who completes one year of service is eligible to file nomination in Form - F in duplicate to the HRD. In case of death of employee, a nominee or legal heir shall submit the application in Form J or K for claim amount MIMS Academy shall pay the gratuity within 30 days of the receipt of the application. If no nomination has been made, it shall be paid to the legal heirs of the deceased employee or if the heirs are minor, the share of such minor shall be deposited by the controlling authority with a bank till he attains majority.

## **10. PROFESSIONAL & PERSONAL DEVELOPMENT**

### **■ Policy Statement**

MIMS Academy in partnership with the employee, will maintain a professional and personal development plan for each employee .MIMS Academy's role in this is as a supportive facilitator. It will be up to the employee to take a leading role in managing their own development within an approved structure.

Funding for professional and personal development will be considered for support by MIMS Academy on its merits.

MIMS Academy may, from time to time, require employees to attend specific training or instruction delivered by internal or external facilitators. This may be on or off-site.

Development may take the form of training, education, mentoring, coaching or counselling.

### **■ Objectives**

The objective of the professional and personal development policy is to provide a structured environment for learning and development for the individual within and external to the company.

### **■ Application**

The policy on professional and personal development will be successfully applied when employees are managing their own development plans.

### **■ Process**



- During the appraisal process the manager will identify and document which areas the employee's performance may be enhanced by further training. The manager will identify specific courses where possible.
- The employee and manager will then work together to complete a professional development plan for the employee.
- In response to this the employee can source their own solutions instead of, or in addition to, the manager's suggestions. Requests to attend these should be submitted in writing to the employee's immediate manager and must include:
  - suggested dates
  - costs
  - anticipated outcomes

## 11. DISCIPLINE

### ■ Policy Statement

MIMS Academy has a human resources' strategy that recognises the value of its people. Part of this strategy is the fair treatment of all employees. This requires a minimum standard of conduct and performance be agreed, set and communicated with all employees. If employees do not meet this standard, appropriate corrective action, such as training, should be undertaken. Discipline should only be engaged with an employee on a performance issue if all other corrective action has failed to achieve the desired result.

Where an employee has deliberately breached a Company policy or procedure, or engaged in misconduct, disciplinary procedures should be initiated.

Employees should be treated fairly and the proper procedures should be followed.

Employees must be made aware of their responsibilities, counselled and given the opportunity to reach the standards expected of them and the chance to defend themselves before action is taken.

It is a requirement to have a third party attend a disciplinary meeting, and notes taken be signed as a true record of discussions.



The expected standard must be clearly defined and the measurement criteria understood. A reasonable date for achievement of standards must be agreed. This should be shown as a minimum time, e.g. within one month.

For serious issues, employees must be advised in writing and such advice should be recorded on the employee's personnel file.

Obedying rules and regulation by an employee has paramount importance for smooth functioning of an organization. In disciplinary action from the part of an employee can be viewed seriously.

In disciplinary actions can be categorized as below:

- I) Continuous late reporting without any valid reason.
- II) Non wearing of ID card for a considerable period without any valid reason.
- III) Not following the dress code.
- IV) Not following the safety parameters during driving inside the campus.
- V) Prolonged delay in finishing assigned jobs.
- VI) Availing leaves without proper communication.

## **12. TRAINING AND DEVELOPMENT POLICY**

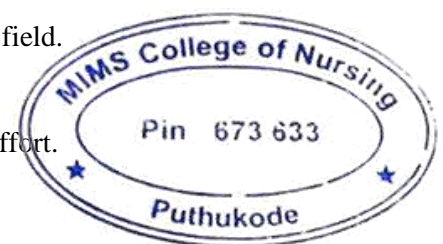
Duty leave for attending national and International Conferences once in a year for all faculty who had worked more than a year in the institution. Application must be raised through proper with HOD recommendation.

## **13. SALARY AND PERKS**

Salary scales are set by the management by considering professional experience and qualification of the staff

## **14. CODE OF CONDUCT**

- All staff are expected to follow a code of conduct productive to employee relationships and organizational wellbeing.
- All staff are expected to upgrade their knowledge respective to their field.
- Always exhibit an honest approach in all your actions.
- Keep the integrity of organization through your sincere and honest effort.



- Give respect and take respect. Respect your superior, colleagues and subordinates.
- Be a professional and breed professionalism in your organization for avoiding unwanted delays, proper execution of services and amicable working atmosphere.
- Some recommended professional behavior:
- Wishing of superior with a proper greeting (good morning or good evening) is advisable and recommended.
- Always fix an appointment for meeting with the head of the department.
- Gathering on corridors or loitering through the campus is not permitted.
- Unnecessary gossiping and cross talks are nuisance to a serene educational ambience and strictly prohibited. Discussions beyond a noise limit can be avoided.
- All staff are expected to maintain a healthy relationship with students and are not supposed to discuss any official secrets with students. Provide only such information to students only they require and relevant to their studies.
- Ensure proper filing of records. If a system start to function in an organization it will take care of the forthcoming lapses. So be a part of the system and enjoy the faultless working pattern.

## 15. MISCONDUCT

Behavior and responses of any employee which is not suit to a professional working atmosphere and which collapses the serene work culture is considered as misconduct.

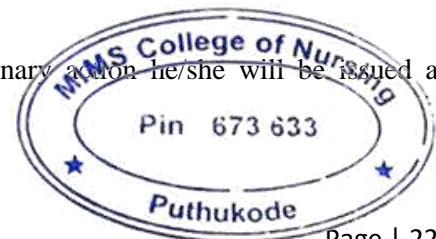
Misconduct can be categorized as below:

- I) long absenteeism without intimation and reason
- II) Indecent behavior to colleagues and subordinates
- III) Unnecessary argument with superiors
- IV) Any other behavioral traits not tolerable in an organization
- VII) Non response to contingency needs and exhibit lack of interest

## 16. TERMINATION OF SERVICE

If any in disciplinary action or misconduct notice in any one of the employee, he/she will undergo the following procedure till termination of service.

- I) The concerned person will be orally warned to curtail his/her misconduct or in disciplinary action.
- II) If the person repeat the misconduct or in disciplinary action he/she will be issued a warning letter.



- III) Still he/she continues with such actions he/she will be issued a memo.
- IV) If a person receives 3 such memos he /she can be terminated from service.

## 17. RULES OF RESIGNATION

**All permanent and contract employees and managers at all levels in the organization are expected to comply with this policy.**

Resignation of an employee can be done by three month prior notice to the employer from the date of resignation.

Written resignation should be forwarded to HOD with the signature of the employee requesting to relieve him/her on the mentioned date.

He/she should hand over all her assets/responsibilities to a new person or to a person assigned to receive the assets/ responsibilities.

No dues should be completed in all aspects and submit to HRD after getting signature from HRD/authority.

Should undergo exit interview after collecting experience certificate and relieving order from HRD before the exit.

Employee should intimate to HRD regarding his/her exit minimum 24 hours before for avoiding delay in receiving the experience certificate and relieving order (only to employees joining to government cadre)

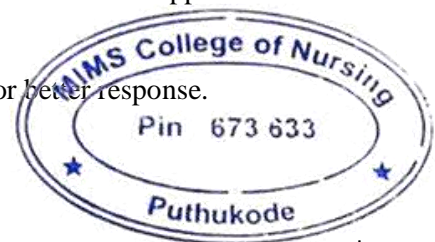
In emergency situations employees can undergo a 24 hour resignation after discussion with HOD/concerned authority by full filling all above mentioned procedures.

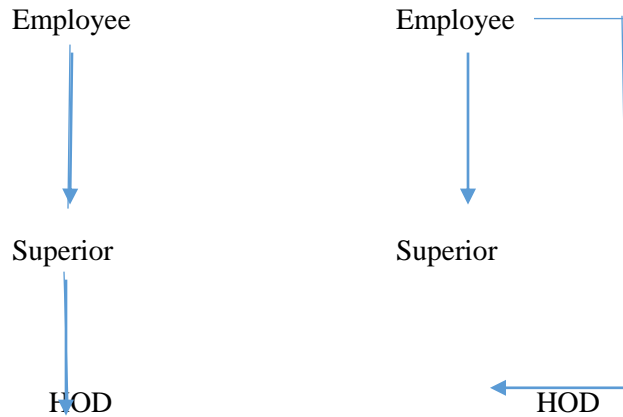
If any employee resigns without completing the notification period of three month he/she should remit three month's salary as penalty. Those who resigns on 24 hours also need to remit one month salary.

## 18. ORDER OF COMMUNICATION

Any employee can directly contact with their immediate superior for help and grievances. Only if the superior neglect the request or failed to cater the needs of the subordinate he/she can approach the head of the department/higher authority.

Always prefer to communicate in black and white (written or in print) for better response.





Any employee who completes five years in an organization is eligible to get gratuity.  
 HR department will calculate gratuity for eligible employees.

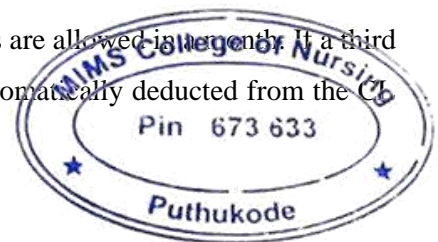
## 19. TELEPHONE MANNERS

All employees are advised to follow telephone manners for showcasing the work culture of the organization.

- An outside call should attend within three rings.
- After taking the receiver tell the name of organization in audible voice.
- If the person wishes you, respond to the wish and enquire about the help he needs.
- Listen patiently to the caller and provide him/her required details.
- If you cannot answer it, politely tell him/her about the concerned person who can answer it and divert the call.
- After providing relevant information tell him/her ‘thanks’ for his/her call.

## 20. ATTENDANCE CALCULATION

- Biometric punching will be calculated along with the attendance signature in the register (Muster Roll) and the presence in Biometric punching will be considered as final for the presence of a staff in the college if any dispute arise between punching and signing.
- For both Teaching and Non-teaching staff only two late punches are allowed in a month. If a third late punch happens in a month for any staff one CL will be automatically deducted from the CL leave bank.



- Those who are planning to take one hour late coming/ Early going permission should inform prior to HR department and it is permitted only once in a month.
- Lunch break would be one hour, employees can go outside for lunch break after informing to the reporting authority and it is mandatory to mark log in and log out time in the bio metric punching machine or in Movement register.
- Those who are working on Sunday and Public Holidays should inform prior to the HR department with reason, otherwise compensatory holidays will not be granted.

## 21. SEXUAL HARASSMENT

MIMS Academy has a legal responsibility to prevent sexual harassment.

Therefore, HODs and Management have a responsibility to:

- monitor the working environment to ensure acceptable standards of conduct are observed at all times
- model appropriate behavior themselves
- treat all complaints seriously and take immediate action to investigate and resolve the matter
- refer complaints to another manager if they do not feel they are the best person to deal with the case (e.g. if there is a conflict of interest or if the complaint is particularly complex or serious)

All employees have a responsibility to:

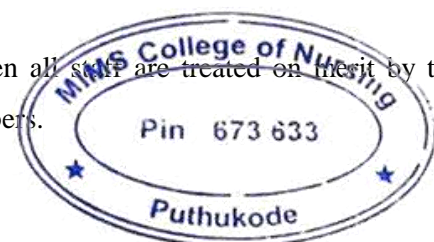
- comply with the organization's sexual harassment policy
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not approach the harasser themselves)
- maintain complete confidentiality if they provide information during the investigation of a complaint (employees who spread gossip or rumors may expose themselves to defamation action)

### ■ Objective

To foster a professional, open and trusting workplace.

### ■ Application

The sexual harassment policy will be successfully applied when all staff are treated on merit by their managers, by peers, by direct reports and by all other team members.



## ■ Process

### **Making a Complaint:**

If you believe you are being, or have been, harassed, follow the procedure below:

- inform the offender the behavior is offensive, unwelcome, and against company policy and should stop (only if you feel comfortable enough to approach them directly)
- keep a record of the incident(s)
- if the unwelcome behavior continues, contact your HOD for support
- if this is inappropriate, you feel uncomfortable, or the behavior still persists, contact your Principal

### **Receiving a Complaint:**

When an HOD receives a complaint, he/she should follow the procedure below:

- listen to the complaint seriously
- treat the complaint confidentially
- allow the complainant to bring another person to the interview if he/she chooses to
- ask the complainant for the full story, including what happened step by step
- take notes, using the complainant's own words
- ask the complainant to check your notes to ensure your record of the conversation is accurate
- explain and agree next action with the complainant
- if investigation is not requested:
  - act promptly
  - maintain confidentiality
  - pass your notes on to your HOD
- if investigation is requested, or is appropriate, follow the procedure outlined

### **Investigating a Complaint:**

When a manager investigates a complaint, he/she should follow the procedure below:

- interview all directly concerned, separately
- interview witnesses, separately
- keep records of interviews and investigation
- do not assume guilt
- interview the alleged harasser, separately and confidentially



- let the alleged harasser know exactly what he/she is being accused of
- give him/her a chance to respond to the accusation
- listen carefully and record details
- make it clear he/she does not have to answer any questions
- ensure confidentiality, minimize disclosure
- determine appropriate action based on investigation and evidence collected
- check to ensure the action meets the needs of the complainant and company

If resolution is not immediately possible, the complainant should be referred to more senior management. If the resolution requires the authority of a more senior person, the complainant should be referred to the appropriate level.

Outcomes as they affect the complainant should be discussed with the complainant to ensure that needs are met, where appropriate.

**Potential Outcomes:**

If the complaint is found to be justified, the complainant may be entitled to any or all of the following:

The complainant may receive:

- commitment the behavior will cease
- private apology (verbal or written)
- re-credit of any leave taken due to the harassment
- payment of medical and counselling expenses
- transfer, with no job disadvantage
- other compensation

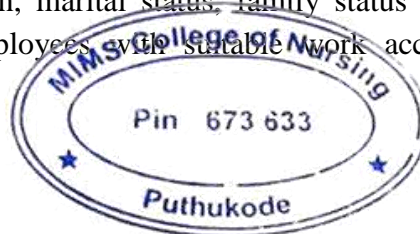
**22. ACCOMMODATION POLICY**

**Purpose**

MIMS Academy is committed to creating and maintaining a barrier-free work environment to ensure the full participation of all persons.

The purpose of this policy is to outline MIMS Academy’s commitment to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, colour, ethnic origin, , sexual orientation, marital status, family status and disability, through meeting its obligation to provide employees with suitable work accommodations, whether temporary or permanent in nature.

■ **Scope of the policy**



This Policy applies to all female employees of MIMS Academy. It applies at all stages and to all aspects of the employment relationship, including recruitment and selection, promotions and transfers, and conditions of work.

### ■ Policy statement

MIMS Academy provide reasonable hostel accommodation to the female employees based on their requirement. MIMS Academy will, through the process of accommodation, enable employees to perform the essential requirements of their jobs in accordance with the principles of dignity, individualization and inclusion.

## 23. TRANSPORTATION POLICY

- The main goal of the Transport Policy is to act socially responsible and fulfill the travel wants of MIMS Academy employees in a cost effective and eco-friendly manner. MIMS Academy reduces environmental impacts of traffic generated by the corporate and contributes to higher health of employees and therefore the society.
- Employees who are working at Puthukode campus can access institution's transportation facility which is provided mainly for the students.

## 24. GRIEVANCE

### ■ Policy Statement

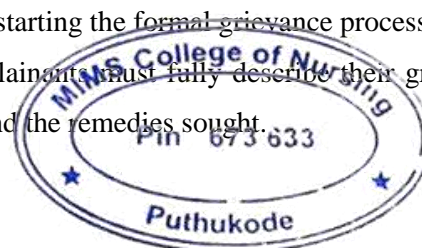
MIMS Academy supports the right of every employee to lodge a grievance with his/her manager if the individual believes a decision, behaviour or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

Grievances should be actioned discreetly and promptly dealt with in an objective manner.

### ■ Process

The employee should attempt to resolve the complaint as close to the source as possible. This can be at a quite informal and verbal level. If the matter is not resolved then further steps need to be taken.

All available attempts to settle a grievance before starting the formal grievance process should be taken. For the formal grievance process to begin, complainant must fully describe their grievance in writing, including dates and locations wherever possible and the remedies sought.



The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them and should have the opportunity and reasonable time to respond before resolution is attempted. The duration of this should not exceed one week.

If resolution is still not reached, the matter will be referred to the Managing Director for consideration and final decision. A grievance taken to this level must be in writing from the employee.

The employee's manager will forward to the Managing Director any additional information thought relevant. The Managing Director will provide a written response to the employee and also communicate with any other parties involved.

If the matter is still not resolved, the employee will be advised of his/her rights to pursue the matter with external authorities if they wish.

In some circumstances, it may not be appropriate for an employee to discuss his/her grievance with the immediate manager. Grievances relating to harassment would fall into this category and an employee should be able to make their approach to a more senior manager.

All procedures must be followed in accordance with employment equal opportunity/anti-discrimination legislation.

The above procedure takes place for individual employee grievances. Whatever the final outcome, it will affect the attitudes of each party and their long-term relationship. The issues which sparked the grievance should be reviewed by management at executive level so the dispute does not reoccur.

Supports the right of every employee to lodge a grievance with his/her manager if the individual believes a decision, behaviour or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. Grievances should be actioned discreetly and promptly dealt with in an objective manner.



**If you would like any clarification of any of the policies or procedures contained within this HR Manual, please contact internal management who will be glad to provide guidance and support.**





## MIMS COLLEGE OF NURSING, PUTHUKODE

