



**SRI DEVARAJ URS COLLEGE OF
NURSING, TAMAKA, KOLAR-563103**

CIRCULAR

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Date: 01-04-08

Date: 28-07-17

This is for the information of the following teaching faculty, non-teaching faculty and students, that the Curriculum Committee meeting for the academic year 2017-18 is scheduled on 03-08-17 at 9:30 am in Council Hall of SDUCON, Kindly acknowledge the same against your name and attend the meeting without fail.

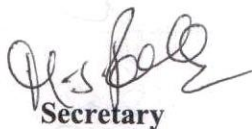
MEMBERS

Sl. No	Name	Designation	Signature
1.	Dr. Laxmaiah	Medical Superintendent, RLJH & RC	<i>Laxmaiah</i>
2.	Mrs. Laxmi	Principal, RLJCS	<i>Laxmi</i>
3.	Prof. Zeanath C.J.	CNO & HOD, MSN Dept	<i>Zeanath C.J.</i>
4.	Prof. Mary Minerva	HOD, CHN Dept & I M.Sc co-ordinator	<i>Mary Minerva</i>
5.	Prof. Silvia Surekha	HOD, OBG Dept & IIM.Sc co-ordinator	<i>Silvia</i>
6.	Mrs. Jairakini Aruna	HOD, MHN Dept I P B B. Sc co-ordinator	<i>Jairakini Aruna</i>
7.	Mrs. Lavanya	III B.Sc co-ordinator	<i>Lavanya</i>
8.	Mrs. Gayathri	IB.Sc co-ordinator	<i>Gayathri</i>
9.	Mrs. Punitha	IV. B.Sc co-ordinator	<i>Punitha</i>
10.	Mr. Rajesh. R	II.B.Sc co-ordinator	<i>Rajesh R</i>
11.	Mrs. Amrutha	Asst. Librarian	<i>Amrutha</i>
Student Representatives			
12.	Mrs. Ramya M	II M.Sc Student	<i>Ramya M</i>
13.	Ms. Helen Kumari	I M.Sc Student	<i>Helen Kumari</i>
14.	Ms. Mala	IP.B.B.Sc Student	<i>Mala</i>
15.	Ms. Praveena	IV B.Sc Student	<i>Praveena</i>
16.	Ms. Kotchu Rani	III B.Sc Student	<i>Kotchu Rani</i>
17.	Ms. Raki S. Lal	II B.Sc Student	<i>Raki S. Lal</i>
18.	Ms. Jibina	I B.Sc Student	<i>Jibina</i>

Agenda for the meeting:

1. Minutes of the previous meeting and **Action Taken Report**
2. Curriculum **planning and implementation** for the present academic year- 2017-2018
3. Announcement of **academic and institutional calendar of events** - including working

4. Plan on **curriculum evaluation / university examination** - teaching learning process and resources -student, teachers, alumni, parents, peer team, employers,
5. Selection of **HODs, class coordinators, academic and administrative** related committee members,
6. Teaching **Faculty status and student enrollment** for the current academic year,
7. Planning for **teaching learning resources** – books, laboratory equipment/ articles, updating teaching technology,
8. ISO-9001-2008 **Internal Quality Audit Plan**
9. **Any Other**
 - a. Approval of value added and certification courses- requested by curriculum committee/course coordinators
 - b. Approval of CNE schedule
 - c. syllabus revision
 - d. . Changes that could affect quality management system- teaching learning-



Secretary
Curriculum Committee



Principal/Chairperson
Principal
Sri Devaraj Urs College of Nursing
Tataka, Kolar-563 101.



**SRI DEVARAJ URS COLLEGE OF
NURSING, TAMAKA, KOLAR-563103**

MEETING MINUTES RECORD

Format No.	PRN-01
Issue No.	01
Rev. No.	01
Date:	01-04-08

Date: 04-08-17

Curriculum and Evaluation committee Meeting of Sri Devaraj Urs college of Nursing was held on 03-08-17 at 9:30 am in Council Hall of SDUCON under the Chairmanship of Dr.G.Vijayalakshmi, Principal. She welcomed the members of the meeting and highlighted on the agenda of the meeting.

Agenda for the meeting:

1. Minutes of the previous meeting and **Action Taken Report**
2. Curriculum **planning and implementation** for the present academic year- 2017-2018
3. Announcement of **academic and institutional calendar of events** - including working days and hours
4. Plan on **curriculum evaluation / university examination** - teaching learning process and resources -student, teachers, alumni, parents, peer team, employers,
5. Selection of **HODs, class coordinators, academic and administrative** related committee members,
6. Teaching **Faculty status and student enrollment** for the current academic year,
7. Planning for **teaching learning resources** – books, laboratory equipment/ articles, updating teaching technology,
8. ISO-9001-2008 **Internal Quality Audit** Plan and revision of quality standards
9. **Any Other**
 - a. Approval of value added and certification courses- requested by curriculum committee
 - b. Approval of CNE schedule
 - c. syllabus revision
 - d. Changes that could affect quality management system- teaching learning –conduct of seminars

MEMBERS PRESENT

Sl. No	Name	Designation	Signature
1.	Dr. Laxmaiah	Medical Superintendent, RLJH & RC	
2.	Mrs. Laxmi	Principal, RLJCS	
3.	Prof. Zeanath C.J.	CNO & HOD, MSN Dept	
4.	Prof Mary Minerva	HOD CHN Dept&IM Se co-ordinator	

6.	Mrs. Jairakini Aruna	HOD, MHN Dept I P B B. Sc co-ordinator	<i>[Signature]</i>
7.	Mrs. Lavanya	III B.Sc co-ordinator	<i>[Signature]</i>
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16.	Ms. Kotchu Rani	III B.Sc Student	<i>[Signature]</i> Kotchu Rani
17.	Ms. Raki S. Lal	II B.Sc Student	<i>[Signature]</i> Raki S. Lal
18.	Ms. Jibina	I B.Sc Student	<i>[Signature]</i> Jibina

Based on the present agenda the members discussed and the following decisions were taken

Agenda	Discussion and decision	Person responsible	Time line
1. Minutes of the previous meeting and Action Taken Report	Minutes of the previous meeting and the action taken report was read by the member secretary. The members confirmed the same.		-
2. Curriculum planning and implementation for the present academic year- 2017-2018	Based on the subject preferential list(ACD-02) of faculty and feedback of the students (ACD -26) subject allocation was done and clinical rotation plan(ACD-05) was presented. The members accepted and approved for the same. Refer: Annexure -01 & 02	Curriculum committee members, HOD's and class coordinators	Current academic year
3. Announcement of academic and	Academic and institutional calendar	Principal, HODs, and member secretaries of	06-08-17

<p>institutional calendar of events - working days and hours</p>	<p>of events (ACD 01) - including working days and hours for the current academic year was presented by the member secretary with reference to the RGUHS calendar of events, departmental activities and administrative and academic committee activities. The members accepted for the same. Annexure - 03 & 04</p>	<p>various committees</p>	
<p>4.curriculum evaluation / university examination</p>	<p>Member secretary presented the curriculum evaluation plan for the academic year along with schedule for obtaining feedback from the stakeholders(ACD-20, ADM-24, ADM-25, ADM-27, ADM-28, ADM-29) Members accepted for the same Annexure-05</p>	<p>Students-Class co-coordinators, Parents- PTA Alumni-Member secretary of Alumni Peer team, teachers and employers-curriculum committee</p>	<p>Current academic year</p>
<p>5.Selection of HODs, class coordinators, academic and administrative related committee members,</p>	<p>Based on the feedback of students and HODs, principal proposed class co-ordinators ,member secretaries and members of the various academic and administrative</p>	<p>Curriculum committee in consultation with Principal</p>	<p>Current academic year</p>


	committees for continuation/alterations and obtained approval for the same. Annexure-06		
6. Teaching Faculty status and student enrollment	Member secretary of staff and student Recruitment & selection committee presented on teaching staff status and total number of students enrolled for the current academic year Annexure 07 & 08	Principal Class coordinators	Current academic year
7.Planning for teaching learning resources – books, laboratory equipment/ articles, updating teaching technology,	Principal informed the members to shortlist on the requirement of books/ lab equipments/articles including teaching materials	HOD's & lab incharges	Last week of October
8.ISO-9001-2008 Internal Quality Audit Plan and revision of standards	ISO Co-ordinator Prof. Radha M S. presented internal and external quality audit plan and requested all to cooperate to maintain quality and further requested Principal to make arrangements for revision of ISO to 9001:2015 standards Annexure	All the teaching and Non-teaching faculty Principal and ISO Coordinators	Bi annually with surveillance audit January 2018- ISO 9001:2015 Internal Auditors training Programme
9. Any other Matters discussed by the chair a. Approval of	As per the request submitted by the curriculum committee, principal discussed with	Class coordinator and curriculum committee	Current academic year

value added course-requested by curriculum committee	the members and taken the opinion to enrich students learning by incorporating Certification courses and value added courses from this academic year along with Yoga and Personality development. Members approved for the same Annexure														
b. approval of CNE Schedule	CNE co-ordinator, Prof. Mary Minerva, presented the CNE schedule for the current academic year, members accepted for the same	CNE co ordinator and faculty	Current academic year												
c. Syllabus Revision	Prof. Radha M.S. Curriculum co-ordinator informed the members regarding RGUHS syllabus revision for III and IV year Basic B.Sc(N) and requested the members to make a note of it.	Class coordinators and All the teaching faculty	Current academic year												
d.. Changes that could affect quality management system- teaching learning	Dr. Zeanath C.J HOD of MSN department and CNO suggested to seminars on Infection Control, Health Assessment and Nursing Process Application, as these topics are there for both UG and PG programmes.	Class coordinators and MSN dept. faculty	<table border="1"> <thead> <tr> <th>Sl No</th> <th>Topics</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Nursing Process and its application</td> <td>2nd & 3rd November</td> </tr> <tr> <td>2.</td> <td>Health Assessment</td> <td>13th to 16th November</td> </tr> <tr> <td>3.</td> <td>Infection Control</td> <td>22nd & 23rd November</td> </tr> </tbody> </table>	Sl No	Topics	Date	1.	Nursing Process and its application	2 nd & 3 rd November	2.	Health Assessment	13 th to 16 th November	3.	Infection Control	22 nd & 23 rd November
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	Members accepted for the same.		
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Finally Principal requested the members to co-ordinate and co-operate to achieve the quality policy and objectives of the institution. With the above discussions meeting adjourned at 1:00 pm


Minutes Secretary


Principal
Principal
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563 101.