



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

CIRCULAR

Format No. ADM 23

Issue No. 01

Rev. No. 01

Date: 01-04-08

Date: 28-07-16

This is for the information of the following teaching faculty, non-teaching faculty and students, that the Curriculum Committee meeting for the academic year 2016-17, is scheduled on 03-08-16 at 9:30 am in Council Hall of SDUCON. Kindly acknowledge the same against your name, and attend the meeting without fail.

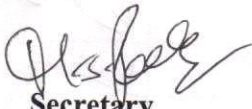
Members:

Sl. No	Name	Designation	Signature
1.	Dr. Laxmaiah	Medical Superintendent, RLJH & RC	<i>Laxmaiah</i>
2.	Mrs. Lakshmi	Principal, RLJCS	<i>Lakshmi</i>
3.	Prof. Zeanath C.J.	CNO & HOD, MSN Dept	<i>Zeanath C.J.</i>
4.	Prof. Mary Minerva	HOD, CHN Dept&IM.Sc co-ordinator	<i>Mary Minerva</i>
5.	Prof. Silvia Surekha	HOD, OBG Dept&IIM.Sc co-ordinator	<i>Silvia Surekha</i>
6.	Mrs. Jairakini Aruna	HOD, MHN Dept III B. Sc co-ordinator	<i>Jairakini Aruna</i>
7.	Mrs. Gayathri	II P.B. B.Sc co-ordinator	<i>Gayathri</i>
8.	Mrs. Radha M.S.	I B.Sc co-ordinator	<i>Radha M.S.</i>
9.	Mrs. Punitha	IV. B.Sc co-ordinator	<i>Punitha</i>
10.	Mrs. Malathi	II.B.Sc co-ordinator	<i>Malathi</i>
11.	Mrs. Shamala	Asst. Librarian	<i>Shamala</i>
Student Representatives			
12.	Mr. Shree krishna	II M.Sc Student	<i>Shree krishna</i>
13.	Mrs. Ramya M	I M.Sc Student	<i>Ramya M</i>
14.	Ms. Prameela	II P.B.B.Sc Student	<i>Prameela</i>
15.	Ms. Evelyn	IV B.Sc Student	<i>Evelyn</i>
16.	Ms. Praveena	III B.Sc Student	<i>Praveena</i>
17.	Ms. Kotchu Rani	II B.Sc Student	<i>Kotchu Rani</i>
18.	Ms. Ms. Raki S.Lal	I B.Sc Student	<i>Raki S.Lal</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- 2016-2017

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**
9. **Any Other**
 - a. college timings
 - b. Approval of CNE schedule
 - c. orientation to NABH
 - d. e. Changes that could affect quality management system- teaching learning



**Secretary
Curriculum Committee**



**Principal/Chairperson
Principal**

**Sri Devaraj Urs College of Nursing
Tamaka, 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: 04-08-16

Curriculum and Evaluation committee Meeting of Sri Devaraj Urs college of Nursing was held on 03-08-16 at 9:30 am in Council Hall of SDUCON under the Chairmanship of Dr.G.Vijayalakshmi, Principal. She welcomed the members for 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- 2016-2017
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**
9. **Any Other**
 - a. Working Hours of the Institution
 - b. Approval of CNE schedule
 - c. Orientation to NABH
 - d. Changes that could affect quality management system- teaching learning

Members Present

Sl. No	Name	Designation	Signature
1.	Dr. Laxmaiah	Medical Superintendent, RLJH & RC	
2.	Mrs. Lakshmi	Principal, RLJCS	
3.	Prof. Zeanath C.J.	CNO & HOD, MSN Dept	
4.	Prof. Mary Minerva	HOD, CHN Dept&IM.Sc co-ordinator	
5.	Prof. Silvia Surekha	HOD, OBG Dept&IIM.Sc co-ordinator	
6.	Mrs. Jairakini Aruna	HOD, MHN Dept III B. Sc co-ordinator	

7.	Mrs. Gayathri	II P.B. B.Sc co-ordinator	<i>Q</i>
8.	Mrs. Radha M.S.	I B.Sc co-ordinator	<i>Respect</i>
9.	Mrs. Punitha	IV. B.Sc co-ordinator	<i>Respect</i>
10.	Mrs. Malathi	II.B.Sc co-ordinator	<i>Respect</i>
11.	Mrs. Shamala	Asst. Librarian	<i>Q</i>
Student Representatives			
12.	Mr. Shree krishna	II M.Sc Student	<i>Q</i>
13.	Mrs.Ramya J	I M.Sc Student	<i>Ramya J.</i>
14.	Ms.Prameela	II P.B.B.Sc Student	<i>Pram</i>
15.	Ms. Evelyn	IV B.Sc Student	<i>Evelyn</i>
16.	Ms.Praveena	III B.Sc Student	<i>Praveen</i>
17.	Ms. Kotchu Rani	II B.Sc Student	<i>Kotchu-Rani</i>
18.	Ms. Ms. RakiS.Lal	I B.Sc Student	<i>Rakis.lal</i>

Based on the 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- 2016-2017	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 institutional calendar of events - working days and hours	Academic and institutional calendar 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	Principal, HODs, and member secretaries of various committees	06-08-16

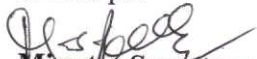
	administrative and academic committee activities. The members accepted for the same. Annexure -03 & 04		
4.curriculum evaluation / university examination	Member secretary presented the curriculum evaluation plan for the academic year along with schedule for obtaining feedback from the stakeholders(ACD-20, ADM-24, ADM-25, ADM-27, ADM-28, ADM-29) Members accepted for the same Annexure-05	Students -Class co-coordinators, Parents - PTA Alumni -Member secretary of Alumni Peer team, teachers and employers -curriculum committee	Current academic year
5.Selection of HODs, class coordinators, academic and administrative related committee members,	Based on the feedback of students and HODs, principal proposed class co-ordinators ,member secretaries and members of the various academic and administrative committees for continuation/alterations and obtained approval for the same. Annexure-06	Curriculum committee in consultation with Principal	Current academic year
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


<p>8.ISO-9001-2008 Internal Quality Audit Plan</p>	<p>ISO Co-ordinator Mrs. Silvia Surekha J. presented internal and external quality audit plan and requested all to cooperate to maintain quality Annexure</p>	<p>All the teaching and Non-teaching faculty</p>	<p>Bi annually with surveillance audit</p>
<p>9. Any other Matters discussed by the chair a. Working Hours of the institution</p>	<p>Principal informed the members that as the institution is planning to get NAAC accreditation, as per the norms of SDUAHER, here after second Saturday will be holiday instead of all Saturdays working for half day and remaining all Saturdays full day and the working hours remains same as 9:00am to 5:00pm. Members accepted for the same.</p>	<p>All teaching and non-teaching staff</p>	<p>Current academic year</p>
<p>b.approval of CNE Schedule</p>	<p>CNE co-ordinator, Prof. Mary Minerva, presented the CNE schedule for the current academic year, members accepted for the same</p>	<p>CNE co ordinator and faculty</p>	<p>Current academic year</p>
<p>c. Orientation to NABH</p>	<p>Dr. Zeanath C J, CNO and HOD of MSN dept suggested to plan for Orientation to NABH certification, as Hospital is undergoing NABH pre-assessment. Members accepted for the same</p>	<p>CNE Coordinator</p>	<p>13th Spetember at 3:00pm.</p>
<p>d. Changes that could affect quality</p>	<p>To enhance clinical monitoring of students and to avoid escape of</p>	<p>Class corodinator</p>	<p>Current academic year</p>

management system- teaching learning	students from one area to the other, members discussed and suggested to display ward wise students clinical rotation plan in the ward notice board also.		
---	--	--	--

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