



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

CIRCULAR

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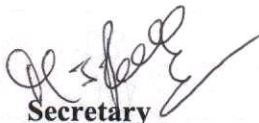
This is for the information of the following teaching faculty, non-teaching faculty and students, that the Curriculum Committee meeting for the academic year 2015-16, is scheduled on 04-08-15 at 9:30 am in Council Hall of SDUCON. Kindly acknowledge the same against your name, and attend the meeting, without fail

Members:

Sl. No	Name	Designation	Signature
1.	Dr. Laxmaiah	Medical Superintendent, RLJH & RC	<i>Laxmaiah</i>
2.	Mr. K.S.Pattabi Raman	Principal, RLJCS	<i>Pattabi</i>
3.	Prof. Zeanath C.J.	CNO & HOD, MSN Dept	<i>Zeanath</i>
4.	Prof. Mary Minerva	HOD, CHN Dept	<i>Mary</i>
5.	Prof. Radha M.S	HOD. Ped.Nsg. & I M.Sc co-ordinator	<i>Radha</i>
6.	Prof. Silvia Surekha	HOD, OBG Dept& II M.Sc co-ordinator	<i>Silvia</i>
7.	Mrs. Jairakini Aruna	HOD, MHN Dept III B.Sc co-ordinator	<i>Jairakini</i>
8.	Mrs. Lavanya	II P.B. B.Sc co-ordinator	<i>Lavanya</i>
9.	Mrs. Gayathri	I B.Sc co-ordinator	<i>Gayathri</i>
10.	Mrs. Arathi	I P.B. B.Sc co-ordinator	<i>Arathi</i>
11.	Mrs. Punitha	IV. B.Sc co-ordinator	<i>Punitha</i>
12.	Mrs. Saritha	II.B.Sc co-ordinator	<i>Saritha</i>
13.	Mrs. Shamala	Asst. Librarian	<i>Shamala</i>
Student Representatives			
14.	Ms. Elizabeth	II M.Sc Student	<i>Elizabeth</i>
15.	Mr. Shree Krishna	I M.Sc Student	<i>Shree Krishna</i>
16.	Ms. Shwetha	II P.B.B.Sc Student	<i>Shwetha</i>
17.	Ms. Prameela	I P.B.B.Sc Student	<i>Prameela</i>
18.	Ms. Princy Wilson	IV B.Sc Student	<i>Princy</i>
19.	Ms. Evelyn	III B.Sc Student	<i>Evelyn</i>
20.	Ms. Praveena	II B.Sc Student	<i>Praveena</i>
21.	Ms. Kotchu Rani	I B.Sc Student	<i>Kotchu Rani</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- 2015-2016
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. Approval of value added course- requested by curriculum committee/course coordinators
 - b. Approval of CNE schedule
 - c. Research grants
 - d. Student and employee hand book,
 - 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	Format No.	PRN-01
	Issue No.	01
MEETING MINUTES RECORD	Rev. No.	01
	Date:	01-04-08

Date: 05-08-15

Curriculum and Evaluation committee Meeting of Sri Devaraj Urs college of Nursing was held on 04-08-15 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.

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9. **Any Other**
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Members Present

Sl. No	Name	Designation	Signature
1.	Dr. Laxmaiah	Medical Superintendent, RLJH & RC	
2.	Mr. K.S.Pattabi Raman	Principal, RLJCS	
3.	Prof. Zeanath C.J.	CNO & HOD, MSN Dept	
4.	Prof. Mary Minerva	HOD, CHN Dept	
5	Prof Radha MS	HOD, Ped. Nag & M.Sc Co-ordinator	

6.	Prof. Silvia Surekha	HOD, OBG Dept & II M.Sc co-ordinator	<i>Silvia</i>
7.	Mrs. Jairakini Aruna	HOD, MHN Dept III B.Sc co-ordinator	<i>ASD</i>
8.	Mrs. Lavanya	II P.B. B.Sc co-ordinator	<i>Lava</i>
9.	Mrs. Gayathri	I B.Sc co-ordinator	<i>G</i>
10.	Mrs. Arathi	I P.B. B.Sc co-ordinator	<i>Arathi</i>
11.	Mrs. Punitha	IV. B.Sc co-ordinator	<i>P</i>
12.	Mrs. Saritha	II.B.Sc co-ordinator	<i>S</i>
13.	Mrs. Shamala	Asst. Librarian	<i>Shamala</i>
Student Representatives			
14.	Ms. Elizabeth	II M.Sc Student	<i>Eliza</i>
15.	Mr. Shree krishna	I M.Sc Student	<i>SK</i>
16.	Ms. Shwetha	II P.B.B.Sc Student	<i>Shwetha</i>
17.	Ms. Prameela	I P.B.B.Sc Student	<i>Prameela</i>
18.	Ms. Princy Wilson	IV B.Sc Student	<i>Princy</i>
19.	Ms. Evelyn	III B.Sc Student	<i>Evelyn</i>
20.	Ms. Praveena	II B.Sc Student	<i>Praveena</i>
21.	Ms. Kotchu Rani	I B.Sc Student	<i>Kotchu Rani</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- 2015-2016	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	Academic and institutional calendar of events (ACD 01) - including working days and hours	Principal, HODs, and member secretaries of various committees	06-08-15

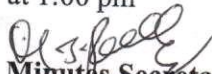
of events - working days and hours	for the current academic year was presented by the member secretary with reference to the RGUHS calendar of events, departmental activities and administrative and academic committee activities. The members accepted for the same. Annexure -03 & 04		
4.curriculum evaluation / 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	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

equipment/ articles, updating teaching technology,			
8.ISO-9001-2008 Internal Quality Audit Plan	ISO Co-ordinator Mrs. Silvia Surekha J. presented internal and external quality audit plan and requested all to cooperate to maintain quality Annexure	All the teaching and Non-teaching faculty	Bi annually with surveillance audit
9. Any other Matters discussed by the chair . a. Approval of value added course-requested by curriculum committee	As per the request submitted by the curriculum committee, principal discussed with the members and taken the opinion to enrich students learning by incorporating value added course as proposed on Yoga and Personality development. Further the curriculum Committee member secretary stated that in order to prepare students in a comprehensive way as well as to develop their own interests and aptitudes, there is a need to start value added courses for the fresher's from this academic year. Members approved for the same	Class coordinator and curriculum committee	Current academic year
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. . Research grants	Principal informed the members to try for research grants in order to enhance research activities and EBP	All recognized PG guides and PG faculty	Current academic year
d. Leaflet on institutional information to Students and	To inform employees and students about institutional policies and provide documentation support Principal requested members to prepare student and employee	Curriculum committee members in consultation with staff and students welfare committee	

employees	handbook		
e. Changes that could affect quality management system-teaching learning	Dr. Zeanath C.J HOD of MSN department and CNO as per the circulated note of information on initiation of Dual role members agreed and endorsed to start with the same. Further Principal informed the members that clinical allotment will be scheduled on a monthly basis to monitor and supervise the clinical competencies of nursing staff and students. As our institution is attached to parent medical teaching hospital we can be one of the bench marking institution in initiating dual role as one of the best practice of the Institution as only few institutions have adopted this policy	Staff recruitment and selection committee and All the faculty	Current academic year

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.