



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

Format No. ADM-15
Issue No. 02
Rev. No. 00
Date: 01-09-18

Date: 28-07-18

CIRCULAR

This is for the information of the following teaching faculty, non-teaching faculty and students that the Curriculum Committee meeting for the academic year 2018-19 is scheduled on 03-08-18 at 9:30 am in Council Hall of SDUCON. Kindly acknowledge the same against your name, and attend the meeting without fail.

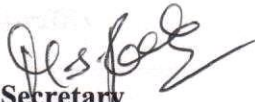
Members:

Sl.No	Name	Designation	Signature
1	Dr. Laxmaiah	Medical Superintendent, RLJH & RC	
2	Mrs. Lakshmi	Principal, RLJCS	
3	Dr. Zeanath Cariena J	HOD. MSN & CNO	
4	Prof. Mary Minerva	HOD. CHN & IM.Sc Co-ordinator	
5	Prof. Silvia Surekha	HOD. OBG & II M.Sc Co-ordinator	
6	Mrs. Jairakini Aruna	HOD. MHN & IIPB B.Sc Co-ordinator	
7	Mrs. Punitha M	IV B.Sc Co-ordinator	
9	Mr. Rajesh R.	IPB B.Sc Co-ordinator	
11	Mrs. Lavanya Subhashini	III B Sc Co-ordinator	
12	Mr. Shree Krishna	II B Sc Co-ordinator	
13	Mrs. Vani R.	IB Sc Co-ordinator	
14	Mrs. Amrutha	Asst. Librarian	
Student Representatives			
15.	Mrs. Saritha	I M.Sc Student	
16.	Ms. Helen Kumari	II M.Sc Student	
17.	Mrs. Mala	II PBBN Student	
19.	Ms. Pushpalatha	IPBBN Student	
20.	Ms. Kotchu Rani	I V B.Sc Student	
21.	Ms. Rakhi. S.Lal	III B.Sc Student	
22.	Ms. Jibina	II B.Sc Student	
23.	Ms. Shwetha	I B.Sc Student	

Agenda for the meeting:

1. Minutes of the previous meeting and **Action Taken Report**
2. Curriculum **planning and implementation** for the present academic year- 2018-2019
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

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. **Any Other**
 - a. Approval of certification and value added courses- requested by curriculum committee/course coordinators
 - b. Approval of CNE schedule
 - c. **ISO 9001:2015 Certification**
 - d. **Employee and student Handbook**
 - e. **Instructional Module** (GYAN BHANDAR: Store house of Knowledge)
 - f. Changes that could affect quality management system- teaching learning –Institutional Best Practice: evidence based practice


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-05

Issue No. 02

Rev. No. 00

Date: 01-09-18

Date: 05-08-18

Curriculum and Evaluation committee Meeting of Sri Devaraj Urs School and college of Nursing was held on 03-08-18 at 9:30 am in Council Hall of SDUCON under the Chairmanship of Dr.G.Vijayalakshmi, Principal. She welcomed the members 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- 2018-2019
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, Course Coordinators, 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. **Any Other**
 - a. Approval of certification and value added courses- requested by curriculum committee/course coordinators
 - b. Approval of CNE schedule
 - c. **ISO 9001:2015 Certification**
 - d. **Employee and student Handbook**
 - e. **Instructional Module** (GYAN BHANDAR: Store house of Knowledge)
 - f. Changes that could affect quality management system- teaching learning –Institutional Best Practice: evidence based practice

MEMBERS PRESENT

Sl.No	Name	Designation	Signature
1	Dr. Laxmaiah	Medical Superintendent, RLJH & RC	
2	Mrs. Lakshmi	Principal, RLJCS	
3	Dr. Zeenath Casieha.J	HOD, MSN & CNO	
4.	Prof. Mary. Minesha	HOD, CHN & J.M.Sc Co-ordinator	

5	Prof. Silvia Surekha	HOD. OBG & II M.Sc Co-ordinator	<i>Surekha</i>
6	Mrs. Jairakini Aruna	HOD. MHN & IIPB B.Sc Co-ordinator	<i>Jairakini</i>
7	Mrs. Punitha M	IV B.Sc Co-ordinator	<i>Punitha</i>
9	Mr. Rajesh R.	IPB B.Sc Co-ordinator	<i>Rajesh</i>
11	Mrs. Lavanya Subhashini	III B Sc Co-ordinator	<i>Lavanya</i>
12	Mr. Shree Krishna	II B Sc Co-ordinator	<i>Shree</i>
13	Mrs. Vani R.	IB Sc Co-ordinator	
14	Mrs. Amrutha	Asst. Librarian	<i>Amrutha</i>
Student Representatives			
15.	Mrs. Saritha	I M.Sc Student	<i>Saritha</i>
16.	Ms. Helen Kumari	II M.Sc Student	<i>Helen</i>
17.	Mrs. Mala	II PBBN Student	<i>Mala</i>
19.	Ms. Pushpalatha	IPBBN Student	<i>Pushpa</i>
20.	Ms. Kotchu Rani	I V B.Sc Student	<i>Kotchu Rani</i>
21.	Ms. Rakhi. S.Lal	III B.Sc Student	<i>Rakhi S.lal</i>
22	Ms. Jibina	II B.Sc Student	<i>Jibina</i>
23	Ms. Shwetha	I B.Sc Student	<i>Shwetha</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- 2018-2019	Based on the subject preferential list(ACD-02) of faculty and feed back 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 administrative and academic committee activities. The	Principal, HODs, and member secretaries of various committees	07-08-18


	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, Course coordinators, class coordinators, academic and administrative related committee members,	Based on the feedback of students and HODs, principal proposed Course coordinators, class coordinators ,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
8. Any other Matters discussed by the chair a. Approval of	As per the request submitted by the curriculum committee/course coordinators, principal discussed with the members and taken the opinion to enrich students learning and to	Class coordinators, course coordinators and curriculum committee	Current academic year

Certification and value added course-requested by curriculum committee/course coordinators	enhance competence and expertise of students professional knowledge and skill by incorporating value added and certification courses as proposed along with the previous courses from this academic year. 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 Annexure	CNE co ordinator and faculty	Current academic year
c. ISO 9001:2015 Certification	Principal informed the members that as ISO 9001:2015 Internal Quality Auditor training is completed, and revised IQA and certification audit will be planned in the month of March 2019. Further instructed ISO co-ordinators to revise the Quality Manual, Quality System Procedures and related academic and administration formats. Members accepted for the same	ISO coordinators, all teaching and non-teaching staff	01/09/2018
d. Employee and Students hand book	To inform employees and students about institutional policies and provide documentation support Principal requested members to prepare student and employee handbook	Curriculum committee members in consultation with staff and students welfare committee	Current academic year
e. Instructional Module	As proposed by the HOD's and course coordinators, to facilitate students self learning and for up skilling the knowledge and clinical competencies members decided to prepare department wise Instructional module and Procedure	Curriculum Committee, HOD's and course coordinators	Last week of October 2018

	manual as per the RGHUS syllabus and to name it as GYAN BHANDAR(Store House of Knowledge)		
e. Changes that could affect quality management system-teaching learning-Evidence Based Practice	Dr. Zeanath C.J HOD of MSN department and CNO proposed that, as we have adopted Dual role as one of the best practice of the institution and attached we can have Evidence Based Practice as one more best practice of the institution in order to provide quality care to the patients. Members accepted for the same	HOD's, and all the members	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.