	<b>SRI DEVARAJ URS COLLEGE OF NURSING, TAMAKA, KOLAR-563103</b>	Format No.	ADM-15
		Issue No.	02
	<b>INTERNAL COMMUNICATION FORM</b>	Rev. No.	00
		Date:	01-09-18

Date-03-01-2023


### CIRCULAR

This is for the information of the following teaching faculty and students that, the Curriculum Committee meeting for the academic year 2022-23 is scheduled on 07-01-2023 at 11:00am in Council Hall of SDUCON. Kindly acknowledge the same against your name, and attend the meeting without fail.

#### Agenda for the meeting:

1. Minutes of the Previous meeting and Action taken report
2. Curriculum **planning and implementation** for the present academic year- 2022-2023
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-students, teachers, alumni, peer team, employers and parents
5. Selection of **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. Short list and approval of value added and certificate courses for 2022-23
9. ISO-9001:2015 **Internal Quality Audit** Plan
10. Any Other

  
 Secretary Curriculum Committee

  
 Principal/Chairperson  
 Principal  
 Sri Devaraj Urs College of Nursing  
 Tamaka, Kolar-563103

#### Copy to;

1. Dr.Kathyani BV- Principal, college of Nursing, NIMHANS, Bangalore.
2. Dr.Sheela SR- Medical Superintendent, RLJH & RC, Kolar.
3. Dr. Zeanath C J – HOD Dept. of Medical Surgical Nursing & CNO RLJH & RC, Kolar.

  
 IQAC

Sri Devaraj Urs College of Nursing  
 Tamaka, Kolar-563101,

  
 Principal  
 Sri Devaraj Urs College of Nursing  
 Tamaka, Kolar-563103

**Members:**

Sl. No	Name	Designation
1	Dr.GVijayalakhmi	Chair Person, Principal, SDUCON, Kolar PG Course Co-ordinator
2	Dr. LavanyaSubhashini	Vice Principal , HOD of Pediatric Nsg& UG Course Co-ordinator
3	Dr. ZeanathCariena J	HOD. MSN & CNO
4	Prof. Punitha M	HOD.OBG Nsg&II M.Sc. Co-ordinator
5	Dr. MalathiK.V	HOD.CHN &I M.Sc Co-ordinator
6	Mrs. Komala Devi	IV B Sc Co-ordinator
7	Mrs. Saritha.V	III B Sc Co-ordinator
8	Mr Rajendra Prasad	II B Sc Co-ordinator
9	MrsSumalatha	I B.Sc Co-ordinator
10	Mrs. Uma Devi	IIPBBSc Co-ordinator
11	Mrs.Geetha.S	IPBBSc Co-ordinator
12	Mr Monappa	IGNM Co-ordinator
13	Mr. Gajendra singh	IIGNM Co-ordinator
14	MrsKavaitha	IIIGNM Co-ordinator
15	Prof. Jairakini Aruna	Curriculum Committee Member Secretary Prof &HOD,MHN Department and CNE Co- Ordinator
<b>External representative member</b>		
16	Dr.Sheela S R	Medical Superintendent, RLJH & RC
17	Dr.Kathyani BV	Principal, college of Nursing, NIMHANS, Bangalore
<b>Student Representatives</b>		
18	Ms. Geetha .S	IIM.Sc Student
19	Ms. Justy Babu	IV B.Sc Student
20	Ms.Arpitha.S	III GNM


  
Secretary  
Curriculum Committee

  
Principal  
Chairperson  
Principal

Sri Devaraj Urs College of Nursing  
Tamaka, Kolar-563103

  
Gayathri  
IQAC - AGAR-III

Sri Devaraj Urs College of Nursing  
Tamaka, Kolar-563101.

	<b>SRI DEVARAJ URS COLLEGE OF NURSING, TAMAKA, KOLAR-563103</b>	<b>Format No.</b>	<b>PRN-05</b>
		<b>Issue No.</b>	<b>02</b>
	<b>Meeting minutes record</b>	<b>Rev. No.</b>	<b>00</b>
		<b>Date:</b>	<b>01-09-18</b>


**Date: 09-01-2023**


**Proceeding of the Curriculum and Evaluation Committee Meeting Minutes held on 07-01-2023**

Curriculum and Evaluation Committee Meeting of Sri Devaraj Urs College of Nursing was held in coordination with IQAC Dept. on 07-01-2023 at 11:00 am in council hall of SDUCON under the chairmanship of Dr .G Vijayalakshmi, Principal,SDUCON. She welcomed the members and highlighted on the agenda of the meeting

**Agenda of the Meeting**

1. Minutes of the Previous meeting and Action taken report
2. Curriculum Planning and Implementation for the present academic year- 2022-2023
3. Announcement of Academic and Institutional Calendar of Events
4. Planned and implemented Curriculum and Evaluation for the academic year 2021-22
  - ✓ Result Analysis
  - ✓ Allotment of Mentors, Peer Mentors and Mentees
  - ✓ Remedial Classes and Time Schedule for Slow learners
5. Selection of 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
8. Departmental activities/Research/Teachers achievements/ College achievements
9. Curricular/Co-curricular/Extracurricular Activities
10. Approval of Value Added and Certificate Courses for 2022-23
11. Initiation of Swayam Certificate online Courses for Teaching, Non-Teaching Faculty and Students
12. Approval of innovative and best distinctive practices
13. ISO-9001:2015 Internal Quality Audit Plan
14. Any Other
  - a. Approval of CNE schedule
  - b. NAAC

  
 Gayathri  
 IQAC  
 Sri Devaraj Urs College of Nursing  
 Tamaka, Kolar-563101.

  
 Principal  
 Sri Devaraj Urs College of Nursing  
 Tamaka, Kolar-563103


Members: Present

Sl. No	Name	Designation	Signature
1	Dr.GVijayalakhmi	Chair Person, Principal, SDUCON, Kolar PG Course Co-ordinator	
2	Dr. LavanyaSubhashini	Vice Principal , HOD of Pediatric Nsg& UG Course Co-ordinator	
3	Dr. ZeanathCariena J	HOD. MSN & CNO	
4	Prof. Punitha M	HOD.OBG Nsg&II M.Sc. Co-ordinator	
5	Dr. MalathiK.V	HOD.CHN &I M.Sc Co-ordinator	
6	Mrs. Komala Devi	IV B Sc Co-ordinator	
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10	Mrs. Uma Devi	IIPBBSc Co-ordinator	
11	Mrs.Geetha.S	IPBBSc Co-ordinator	
12	Mr Monappa	IGNM Co-ordinator	
13	Mr. Gajendra singh	IIGNM Co-ordinator	
14	MrsKavaitha	IIIGNM Co-ordinator	
15	Prof. Jairakini Aruna	Curriculum Committee Member Secretary Prof &HOD,MHN Department and CNE Co-Ordinator	
<b>External representative member</b>			
16	Dr.Sheela S R	Medical Superintendent, RLJH & RC	Special leave
17	Dr.Kathyani BV	Principal, college of Nursing, NIMHANS, Bangalore	
<b>Student Representatives</b>			
18	Ms. Geetha .GR	IIM.Sc Student	
19	Ms. Justy Babu	IV B.Sc Student	
20	Ms.Arptha.S	III GNM	

Gayathri  
IQAC - AAAR-III

Sri Devaraj Urs College of Nursing  
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**Based on the present agenda the members discussed and following decisions were taken**

<b>Agenda</b>	<b>Action taken report</b>	<b>Responsibility</b>	<b>status</b>
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 and the members confirmed the same.		-
2. Curriculum Planning and Implementation for the present academic year 2022-2023	Based on the subject preferential list of faculty (ACD-10) and feedback of the students, (ACD-19) <b>subject allocation</b> was done and was presented. The members accepted and approved for the same. Refer <b>Annexure-01</b>	Curriculum committee members, HOD's and class coordinators.	Academic year 2022-23
3. Announcement of Academic and Institutional Calendar of Events	<b>Academic and Institutional Calendar of Events</b> (ACD-02) including working days and hours for the current academic year was presented during monthly faculty meeting by the Member Secretary with reference to <b>RGUHS Calendar of Events</b> , Departmental Activities and Academic Committee Activities. The members accepted and approved for the same. Refer <b>Annexure-02</b>	Principal, HOD's and Member Secretaries of various committees	Academic year 2022-23 followed as discussed
4. Plan on Curriculum Evaluation/University Examination-teaching Learning Process and Resources- Students, Teachers, Alumni, Peer team, Employers, Parents.	1. Member Secretary presented the Curriculum and Evaluation Feedbacks for the current academic year from Various Stakeholders. CAPA was planned and discussed during monthly meeting and same was accepted and approved. 2. Result Analysis was presented by comparing previous and current academic year results of both PG and UG courses, which showed the improvement in results 3. Allotment of Mentors, Peer mentors and Mentees for the academic year 2021-2022 was planned and implemented. 4. Remedial Classes and time schedule for Slow learners also planned and obtained approval and	Curriculum committee in consultation with principal, all the Class coordinators and committee In-Charges	Academic year 2022-2023



Meeting minutes record

	followed the same. <b>Annexure-04-Feedback of all the stakeholders</b>		
5. Selection of Course coordinators, class coordinators, academic and administrative related committee members.	Based on the feedback of students and HODs, principal proposed, HODs, Program coordinators, class coordinators, member secretaries and members of the various academic and administrative committees discussed on (05/10/2022) in faculty meeting for continuation/alterations. Few Committees members has been changed as per the Policy tenure period and also added new faculty names to share the responsibilities and obtained approval for the same <b>Annexure-05</b>	Curriculum committee in consultation with principal.	Academic year 2022-2023
6. Teaching faculty status and student enrollment for the current academic year.	Presented teaching staff status and total number of students enrolled for the current academic year-2022-2023 and confirmed same <b>Annexure 06&amp;07.</b>	Principal Class coordinators.	Academic year 2022-2023
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 equipment's/articles including teaching materials. Six to Ten percent of the budget is allocated based on the list submitted by the department for the same. <b>Annexure 08</b>	HOD's & lab in charges.	Last week of October 2022
07. Departmental activities/Research/Teachers achievements/ College achievements	Presented consolidated list of conducted departmental activities/Research activities and students extracurricular activities. College has recognized as PhD Center under the RGHUS University. Refer-Reports	Curriculum committee in consultation with principal & HOD's	Academic year 2022-23
08. Curriculum/Co-Curriculum/Extra Curriculum Activities	Consolidated list of Extra Curriculum Activities of students was presented during the meeting	Curriculum committee in consultation with principal HOD's and Class co-coordinators	

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09. Initiation of Swayam Certificate online Courses for Teaching, Non-Teachings faculty and students	A short list was prepared and presented by initiating Swayam online Certificate Courses for Teaching, non-Teaching staffs <b>Annexure 09</b>	Curriculum committee in consultation with principal and teaching Faculty	Academic year 2022-2023
09. Short list and approval of value added and certificate courses for 2021-2022.	A short list was prepared and presented with regard to value added and certificate courses for the students for the current year 2022-2023 and approved the same <b>Annexure 09</b>	Criteria I convener, Prof ;Dr Lavanya Sunhasani	Academic year 2022-2023
09. Short list and approval of innovative and best distinctive practices.	A short list of best practices and Institutional distinctiveness was prepared and presented and approved the same. <b>Annexure 09</b>	7 <sup>th</sup> criteria convener Mrs Ramya.R.	Academic year 2022-23
9. ISO-9001:2015 Internal Quality Audit plan.	ISO coordinator ,Prof.Jairakini Aruna, presented internal and external quality audit plan and requested all to cooperate to maintain the quality System in the Institution <b>Annexure 10</b>	All the teaching and non-teaching faculty.	Bi annually with surveillance audit.
10. Any Other a. Approval of CNE schedule  b. NAAC	CNE coordinator, Prof. Jairakini Aruna, presented the CNE schedule for the current academic year, members accepted for the same. <b>Annexure 11</b> NAAC coordinator presented, AQAR-II –Report Uploaded successfully on 27-12-2023 and requested to extend their cooperation in future in order to sustain quality standards in the Institution.	CNE coordinator  NAAC Coordinator Dr. Zeanath C.J	Academic year 2022-23

**Suggestion:** Dr.Kathyani BV, Principal College of Nursing, External Member, NIMHANS has suggested to enrich curriculum for the current year as follows:

1. Distribution of Pamphlets/Health Education brochures to all the public in the community/Hospital and follow up can be done with the same while conducting research.

*Gayathri*  
**IOAC**

Sri Devaraj Urs College of Nursing  
Tamaka, Kolar-563101.

*[Signature]*  
**Principal**  
Sri Devaraj Urs College of Nursing,  
Tamaka, Kolar-563103



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

**Meeting minutes record**

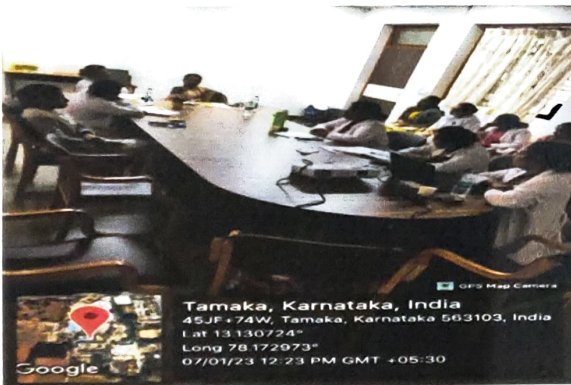
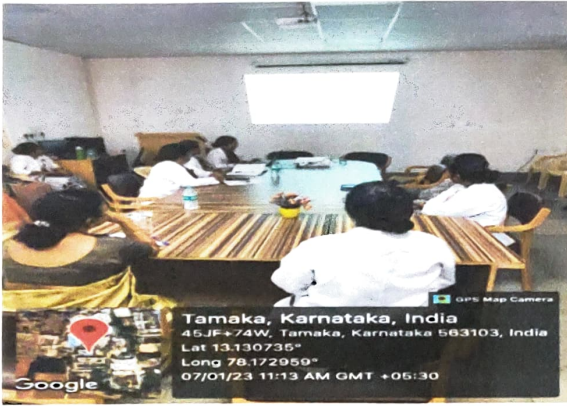
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- Posters can be prepared and put on the public walls to give awareness on prevention of non-communicable diseases and its management and feedback of the same can be obtained



After the above discussions meeting was adjourned at 1:30 pm.

*Jainale*  
**Secretary**  
**Curriculum committee**

*[Signature]*  
**Principal**

*AGAR-III*  
*Gayathri*  
**IQAC**

**Principal**  
**Sri Devaraj Urs College of Nursing**  
**Tamaka, Kolar-563103**

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