



CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC, Affiliated to INC, MPNRC Bhopal, MPMSU Jabalpur
Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)



● Phone: 0731-2362491 to 99, ● Ext. No.: 407/578
● Principal: +91-731-4939909

E-mail : cconursing@yahoo.co.in, choithramoffice@gmail.com
Webiste : www.choithramnursing.com

1.1.1: The Institution ensures effective curriculum planning, delivery and evaluation through a well-defined process as prescribed by the respective regulatory councils and the affiliating University.

1.1.1 (a) Minutes of the meeting of the college curriculum committee

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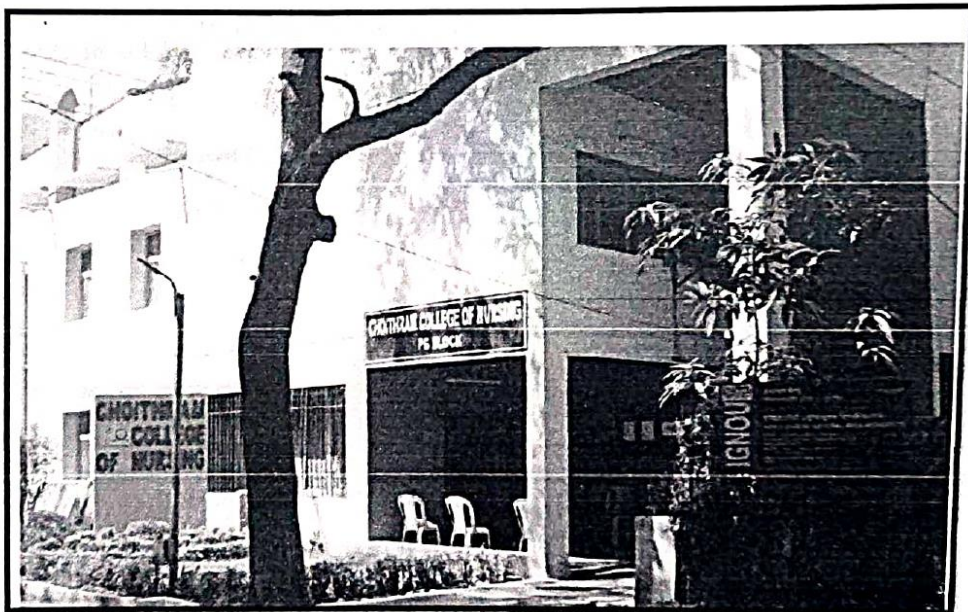


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CURRICULUM MINUTES ACADEMIC YEAR 2018-2019

2019





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES



DATE	-	02/10/2018
TIME	-	1:00 PM
VENUE	-	PRINCIPAL CABIN
CHAIR PERSON	-	DR.PROF. USHA UKANDE

A meeting was held under the Chairperson ship of Dr.Prof. Usha Ukande for curriculum planning.

Agenda

Curriculum Review

Decision of class teachers

The following discussions and suggestion were made:

Curriculum completion update received from all class teachers of the academic session 2017-18. almost syllabus completed and students can be shifted to next year internally as suggested by the Principal. The concerned batches internal evaluation also done.

Class teachers of the following session 2018-19 were discussed and decided.

B. Sc. Nursing I Year

1st Coordinator : Mrs. Sunimol Ajitkumar

2nd Coordinator : Ms. Pallavi Verma

B.Sc. Nursing II year

1st Coordinator : Asso.Prof. Shweta Pattnaik

2nd Coordinator : Mrs. Rosana James

B.Sc. Nursing III Year

1st Coordinator :Prof. Ancy Varkey

2nd Coordinator :Ms. Anu Rajan

B.Sc. Nursing IV year





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1st Coordinator : Asso.Prof. Prachi Awasthi

2nd Coordinator:

M.Sc. Nursing I year

1st Coordinator : Asso.Prof. Rakhi Phandse

2nd Coordinator

M.Sc. Nursing II year

1st Coordinator : Prof. Shreeja Vijayan

2nd Coordinator : Ms. Saranya Pillai

Class teachers are instructed to meet Dr. Usha Ukande and to decide on syllabus distribution of concerned batches.

Principal inquired all faculty for any other issues or problems they faced during the session, so that it can be incorporated into the upcoming academic session. Madam had the opinion to involve students and in future parents in decision making.

The feedback received from the previous session was also reviewed and update was given by Prof. Blessy Antony- IQAC Coordinator. In the forth coming sessions all these points to be commemorated as suggested by senior faculty Prof. Sheetal saxena.





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ATTENDANCE

DATE: 02/10/2018

NAME OF TEACHER	SIGNATURE
Prof. Aradhana Michael	
Prof. Blessy Antony	
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Prof. Ancy varkey	
Mrs. Jini Varghese	
Mrs. Sunimol Ajitkumar	
Mrs. Nibha Soy	
Ms. Saranya Pillai	
Ms. Anu Rajan	
Ms. Juby Jacob	
Ms. Jyoti Shrivastava	
Ms. Rupal Chouhan	
Ms. Rosana James	
Ms. Pallavi Verma	
Ms. Deepika Singh	
Ms. Namita Bathre	
Ms. Asha Nair	

Prof. Rakhi Chandel

Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



DATE	"	14/02/2019
TIME	"	4:30 PM
VENUE	"	CONFERENCE ROOM
CHAIR PERSON	"	DR. PROF. USHA KHANDE

A meeting was conducted under the Chairperson ship of Dr. Prof. Usha Khande,
Chairperson welcomed all faculty to the meeting.

Agenda

Clinical Posting of B.Sc. Nursing 1 year students

Vacations

Summer vacation

Any other issues

The following points were discussed:

As there was delay in examination, the issue was discussed and clarified by sending mail to MPMSU. It is confirmed from nearby other institutes about the examination issues. The same was discussed with Medical education Minister Mr. Sadhu.

The date we received for the examination is in June 2019.

The vacation dates as per University guidelines discussed and student representatives also were called to inform the same to avoid any sort of misunderstanding on the same.

It is decided that students will go for summer vacation from 13th April to 20th April.

1st years can take 3 weeks as no exams pending for them and 1st year students also can be relieved.

As per the circular received from INC dated on 12th Feb 2019, there mentioned the bed strength requirement for Private Nursing Colleges (Clinical Area).





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It is also decided to collect Rs. 6000/- and 15000/- caution money for Rogi Kalyan Samiti.

Other than this Prof. Shreeja Vijayan shared certain data from the Clinical research Meeting she was attended among the faculty members.

Principal suggested that all faculty members must have an yearly publication on their own.

Meeting was ended at 4:15 pm.





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ATTENDANCE

DATE: 14/3/2019

NAME OF TEACHER	SIGNATURE
Prof. Aradhana Michael	
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Prof. Ancy varkey	
Mrs. Jini Varghese	
Mrs. Sunimol Ajitkumar	
Mrs. Nibha Soy	
Ms. Saranya Pillai	
Ms. Anu Rajan	
Ms. Juby Jacob	
Ms. Jyoti Shrivastava	
Ms. Rupal Chouhan	
Ms. Rosana James	
Ms. Pallavi Verma	
Ms. Deepika Singh	
Ms. Namita Bathre	
Ms. Asha Nair	

Prof. Rakhi Chandel

Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



DATE	-	01/04/2019
TIME	-	3:30 PM
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	DR.PROF. USHA UKANDE

A meeting was conducted.

Agenda

Taking charge of Officiating Principal

The meeting was started at 4:15 pm.

Prof. Sheetal Saxena taken the charge of the institute as officiating Principal from Dr. Prof. Usha Ukande.

All the faculty and Principal and officiating Principal shared their experiences during the meeting.

There was also information about 3 days research conference for PhD. Aspirants. Maximum of 20 candidates can be participated for the same.

There was also mention about credit hours for faculty attending such conferences.





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ATTENDANCE

DATE: 01/4/2019

NAME OF TEACHER	SIGNATURE
Prof. Aradhana Michael	
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Prof. Ancy varkey	
Mrs. Vaishali Tiwari	
Mrs. Christy Abish	
Mrs. Sunimol Ajitkumar	
Mrs. Nibha Soy	
Ms. Pallavi verma	
Mrs. Kamlesh	
Mrs. Priya P	
Ms. Sushmita	
Ms. Rupal Chouhan	
Ms. Namita Bathre	

Prof. Rakhi Chandel

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CURRICULUM MEETING MINUTES

DATE	-	19/06/2019
TIME	-	3:30 PM
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	PROF. SHEETAL SAXENA

A meeting was conducted under the Chair of of Officiting Pricipal.

Agenda

Review of Entrance Examination

Updation of College Documentary

Curriculum Review

The following reviewed suggestions were made:

Institution must have own good policy for the Entrance test format

There must be questions in both English and Hindi for clarity purpose especially for B.Sc. Nursing I years

Proper paper setting must be done and verified by senior faculty along with the faculty involved in paper setting.

It is also suggested by Mrs. Jini Varghese that existing college documentary is not with updation and can be updated with recent advancements.

There must be proper handling and distribution of college prospectus.

Other batches in the institute is upto-date as update given by Class Coordinators of concerned teachers.

Meeting ended at 4 pm.





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ATTENDANCE

DATE: 19/6/2019

NAME OF TEACHER	SIGNATURE
Prof. Aradhana Michael	
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Prof. Ancy varkey	
Mrs. Vaishali Tiwari	
Mrs. Christy Abish	
Mrs. Sunimol Ajitkumar	
Mrs. Nibha Soy	
Mrs. Kamlesh	
Mrs. Priya P	
Ms. Rupal Chouhan	
Ms. Namita Bathre	

Prof. Rakhi Chandel

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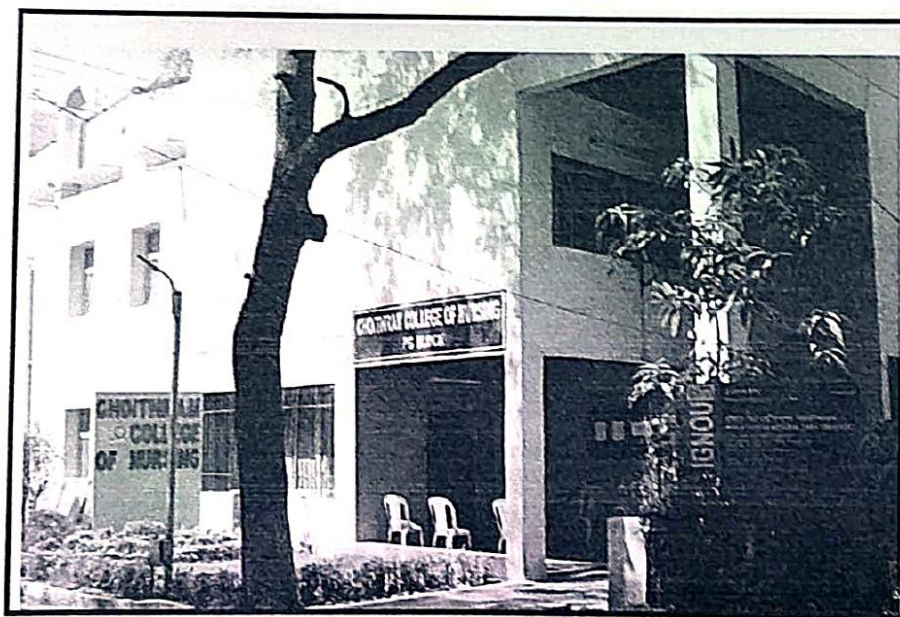
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CURRICULUM MINUTES ACADEMIC YEAR 2019-2020

2019-





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CURRICULUM MEETING MINUTES

DATE	-	25/09/2019
TIME	-	3:30 PM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF. SHEETAL SAXENA

Academic meeting was held under the Chairship of Prof. Sheetal Saxena , Principal.

Agenda

- ◆ Progress of current batches
- ◆ Course completion till date
- ◆ New class Coordinators
- ◆ Formation of new committees
- ◆ Any other issues

The meeting was commenced at 3:30 pm and previous minutes was read. Agenda discussed and the following suggestions came up.

1. Progress of B. Sc. Nursing I year: by October the syllabus will be completed. Clinical hours also finished.
2. Progress of B. Sc. Nursing II year: few topics are pending. By October Community posting and clinicals will be completed as per INC hours.
3. Progress of B. Sc. Nursing III year: Since few course yet to complete, there may be slight delay of shifting of these students to next level. (IV year)
4. Progress of B. Sc. Nursing IV year: their all other work except research work completed. Students have been given deadline to complete the research work before they are being relieved.
5. Regarding M.Sc. Nursing I year, since their syllabus already finished, they will be shifted to second year





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6. For M.Sc. Nursing II year they need to complete their logbook work. All other work done.

Suggestions given by senior teachers; Prof. Prachi Awasthi and Prof. Shreeja Vijayan that from next year onwards, this should keep in mind to complete B. Sc. Nursing IV year strictly by September of academic year.

Tentative dates of shifting of new batches by November has been decided.

7. All batches internal examination will be conducted all together .

8. Formulation of new committees decided and list enclosed. (after amendment)

9. New class coordinators also discussed and decided. (list enclosed)

10. Any other issues

It is decided to make the routine of orientation programme of new faculty members join the institute.

Meeting ended by 5:10 pm.





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ATTENDANCE

DATE: 25/09/2019

NAME OF TEACHER	SIGNATURE
Prof. Aradhana Michael	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Asso. Prof. Ancy Varkey	
Asso. Prof. Yasmin Sharma	
Asst. Prof. Vaishali Tiwari	
Mrs. Christy Abish	
Ms. Saranya	
Mrs. Remya	
Mrs. Nibha Soy	
Mrs. Rupal Chouhan	
Mrs. Namita Bathre	
Ms. Rosana James	
Mrs. Asha Nair	
Ms. Deepika Singh	
Mrs. Sunimol Ajitkumar	

Prof. Rakhi Chandel
Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING

List of Class Co-ordinator's
2019-2020

(Proposed)

Sno.	Batch	Class Co-ordinator	Assistant Class Co-ordinator
1.	BSc (Nursing) 1 st Year	Mrs. Rakhi Phandse	Mrs. Rosana James
2.	BSc (Nursing) 2 nd Year	Mrs. Shweta Pattnaik	Ms. Asha Nair
3.	BSc (Nursing) 3 rd Year	Prof. Shreeja Vijayan	Mrs. Christie Abish
4.	BSc (Nursing) 4 th Year	Mrs. Prachi Gupta	Ms. Priyanka Sisodhiya
5.	MSc (Nursing) Prev. Year	Mrs. Yasmin Sharma	Ms. Saranya
6.	MSc (Nursing) Final Year	Mrs. Vaishali Tiwari	Mr. Nischal Pathak

DEPARTMENT LIST OF FACULTY

SNo.	NAME OF DEPARTMENT	NAME OF FACULTY
1.	Community Health Nursing	<ul style="list-style-type: none"> • Prof. Aradhana Michael • Prof. Sheetal Saxena • Mrs. Yasmin Sharma • Mrs. Anny Varkey • Ms. Ruchita Jaiswal • Ms. Priyanka Sisodhiya
2.	Medical Surgical Nursing	<ul style="list-style-type: none"> • Mrs. Shweta Pattnaik • Mrs. Jini Varghese • Mr. Nischal Pathak • Ms. Asha Nair • Mrs. Sunimol Ajinkumar
3.	Obstetrical & Gynecological Nursing	<ul style="list-style-type: none"> • Mrs. Prachi Gupta • Ms. Sushmita Chaudhari • Ms. Nibha Soy • Ms. Pinki Patel • Ms. Anny Varghese
4.	Pediatric Nursing	<ul style="list-style-type: none"> • Prof. Shreeja Vijayan • Mrs. Rakhi Phandse • Mrs. Saranya • Ms. Rupal Chaudhan • Ms. Bincy Thomas
5.	Psychiatric Nursing	<ul style="list-style-type: none"> • Mrs. Vaishali Tiwari • Mrs. Christy Abish • Ms. Deepika Singh • Mrs. Remya Pillai • Mr. Anmol Joseph
6.	Fundamentals of Nursing	<ul style="list-style-type: none"> • Mrs. Rosana James • Ms. Pallavi Verma • Ms. Namita Bhatre • Ms. Simu Rachel



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CO-ORDINATOR'S

S NO.	RESPONSIBILITIES	NAME OF CO-ORDINATOR'S
1	Theory Incharge	Prof. Shreeja Vijayan
2	Clinical Incharge	Mrs. Shweta Pattnaik
3	Research	Prof. Sheetal Saxena
4	Assessment (Test/ Exams)	Mrs. Vaishali Tiwari
5	Hostel	Mrs. Nibha Soy
6	Day's Celebration	Mrs. Rakhi Phandse
7	Night Pass & Leave	Mrs. Ancy Varkey and Mrs.Nibha Soy



Shruti
26/9/19
Sign of Principal



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CURRICULUM MEETING MINUTES

DATE	-	20/12/2019
TIME	-	11 AM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF. ARADHANA MICHAEL

A meeting was conducted by Prof. Aradhana Michael, Principal. The meeting was conducted with the following agenda:

Software development of Formative and Summative assessment and preparation of heads.

Any other issues

Discussion was done on the given agenda and the points were as follows with suggestions :

The heads were discussed for Formative and Summative assessment and streamlined.

Also there was discussion on health check up of new batch and decided to carry it out. If found unfit, institution can disqualify the candidate.

E- Pathshala

Students can access the ppt of all subjects with with login id.

It is decided to go for educational visit to Sanchi Dairy Farm.

Infrastructure renovation started. WiFi fixed in new building

Suggestion for buying new books in library

Annual sports week is on plan and for that fund raising planned in January 2020.





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ATTENDANCE

DATE: 20/12/2019

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Asso. Prof. Ancy Varkey	
Asso. Prof. Yasmin Sharma	
Asst. Prof. Vaishali Tiwari	
Mrs. Christy Abish	
Ms. Saranya	
Mrs. Remya	
Mrs. Nibha Soy	
Mrs. Sunimol Ajitkumar	
Mrs. Rupal Chouhan	
Mrs. Namita Bathre	
Ms. Rosana James	
Mrs. Asha Nair	
Ms. Deepika Singh	
Ms. Priyanka	

Prof. Rakhi Chandel

Minutes Secretary





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CURRICULUM MEETING MINUTES

DATE	-	11/03/2020
TIME	-	10:30 AM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF. ARADHANA MICHAEL

A faculty meeting was conducted under the Chairperson ship of Prof. Aradhana Michael.

The agenda was discussion on Lamp lighting

The following discussions were made.

The tentative date for lamp lighting ceremony was 28/03/2020. suggestions were made by class teacher about the song and other programs.

Internal assessment: all class coordinators are asked to prepare internal marks of their concern batches and then enter it in the format given by MPMSU.

Any other issues

Pte-university practical examination must be done before examination

All committees decided by the senior teachers along with Principal Prof. Aradhana Michael.

Meeting ended by 11:30 am.





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ATTENDANCE

DATE: 11/03/2020

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Asso. Prof. Ancy Varkey	
Asso. Prof. Yasmin Sharma	
Asst. Prof. Vaishali Tiwari	
Mrs. Christy Abish	
Ms. Saranya	
Mrs. Remya	
Mrs. Nibha Soy	
Mrs. Sunimol Ajitkumar	
Mrs. Rupal Chouhan	
Mrs. Namita Bathre	
Ms. Rosana James	
Mrs. Asha Nair	
Ms. Deepika Singh	
Ms. Priyanka	

Prof. Rakhi Chandel
Minutes Secretary





CHOITHRAM COLLEGE OF NURSING

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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

DATE	-	16/03/2020
TIME	-	9:30 AM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF. ARADHANA MICHAEL

An urgent meeting was held by Prof. Aradhana Michael.

Agenda

Corona Outbreak and notice from MPMSU for break of studies at institute.

As there is Covid-19 outbreak, it is a serious scenario. To make decision, all class representatives, teachers and parents to be timely informed for further action from the college. So all class representative : 10 students from each batch called separately and informed of the situation and asked about their opinion on clinical duty, further classes and vacation if they wish to go home.

After discussion with student representatives, it is found that students are willing to go home only as they scared to go to clinicals and to sit in class room.

Principal have the opinion to make mandatory health and Covid- screening when they rejoin the college.

Regarding pending hours: both theory and clinicals, students have to follow further instructions regarding the same.

For the time being, teachers can carry on pending institute work.





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ATTENDANCE

DATE: 16/03/2020

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Mrs. Jini Varghese	
Asso. Prof. Ancy Varkey	
Asso. Prof. Yasmin Sharma	
Asst. Prof. Vaishali Tiwari	
Mrs. Christy Abish	
Ms. Saranya	
Mrs. Marlene Peter	
Mrs. Remya	
Mrs. Nibha Soy	

Prof. Rakhi Chandel

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CHOITHRAM COLLEGE OF NURSING



CURRICULUM MEETING MINUTES

DATE	-	20/03/2020
TIME	-	10:00 AM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF. ARADHANA MICHAEL

Agenda

Covid-19 pandemic and student's curriculum.

A follow up meeting was conducted for the scenario based curriculum implementation.

After discussion, the following decisions were made:

For B. Sc. Nursing I, II, and III years, there will be their first internal assessment after the rejoining. Since practical examination of the B. Sc. Nursing II year students pending, they have to give the practical examination too, but based on the scenario.

For . B. Sc. Nursing IV year students, they have to go on with research work and administration posting once they join back.

Parents group must be reactivated urgently with duly information to the parents.

Students have to focus on the assignments too at home.





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ATTENDANCE

DATE: 20/03/2020

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Mrs. Jini Varghese	
Asso. Prof. Ancy Varkey	
Asso. Prof. Yasmin Sharma	
Asst. Prof. Vaishali Tiwari	
Mrs. Christy Abish	
Ms. Saranya	
Mrs. Marlene Peter	
Mrs. Remya	
Mrs. Nibha Soy	

Prof. Rakhi Chandel

Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



DATE	-	18/06/2020
TIME	-	1:00 PM
VENUE	-	BOARD ROOM (ZOOM MEETING)
CHAIR PERSON	-	PROF. ARADHANA MICHAEL

Agenda

Online classes



Fee payment status

A meeting in ZOOM was held along with Theory coordinator, all class coordinators and Office Incharge.

There was discussion on following terms and issues:

All students are attending online classes regularly. Still there is congestion in net work and other area related issues. Even then students manage it.

In terms of extra curricular activities, faculty taken initiative in conducting online competition platforms for students to make then active during the pandemic. All the faculty also involved in conducting and participating web based online seminars and other virtual uses. They also have adopted many web measures to carry on with classes regularly to make their contribution better as per global scene.



Another issue was revenue from students. For that fee status was scrutinized and students and parents were requested to make arrangements to make at least minimum payments.





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ATTENDANCE
(ZOOM MEETING)
DATE: 18/06/2020

NAME OF TEACHER	SIGNATURE
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Prachi Awasthi	
Asso. Prof. Yasmin Sharma	
Mrs. Christy Abish	
Ms. Saranya	
Ms. Asha Nair	
Mrs. Mercy Philip	

Prof. Rakhi Chandel

Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES



DATE	-	13/07/2020
TIME	-	1:00 PM
VENUE	-	BOARD ROOM (ZOOM MEETING)
CHAIR PERSON	-	PROF. ARADHANA MICHAEL

A meeting was conducted under the guidance of Principal Dr. Prof. Aradhana Michael along with all senior faculty and class teachers.

Agenda

Conduct online assessment of students

There was discussion on how to conduct online classes for both B.Sc and M.Sc. Nursing students.

First it decided to use the Google Class room as online platform as suggested by Prof. Shreeja Vijayan. In relation to mode, Prof. Yasmin Sharma put forwarded benefits and guideline to apply google forms in questions as well as evaluation.

It is also discussed and suggested that if students find any sort of net gap, they can re write the test after giving proper evidences for the same.

Principal suggested to make multiple choice questions for all B Sc students , where as for M.sc. Students one to one viva, assignment/short questions can be given. This idea was proposed by Prof. Rakhi Chandel.

The team for assessment and evaluation also decided for smooth functioning and update of online evaluation.

Prof. Sheetal Saxena, Mrs. Vaishali Tiwari, Mrs. Christy Abish and mrs. Remya Pillai were assigned as overall teacher coordinators of online evaluation.

The update received as follows:

1st online evaluation has completed successfully and second line is planned.





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ATTENDANCE (ZOOM MEETING)

DATE: 13/07/2020

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Mrs. Nibha Soy	
Mr. Philemon	

Prof. Rakhi Chandel

Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES



DATE	-	29/07/2020
TIME	-	1:00 PM
VENUE	-	BOARD ROOM (ZOOM MEETING)
CHAIR PERSON	-	PROF. ARADHANA MICHAEL

A faculty meeting was conducted for discussion on planning of International conference.

Agenda

Planning of upcoming International conference.

Community project

The following points were discussed:

The conference will be of 2 days . it is suggested to avail a speaker from DAVV and another person from Nursing background. Tentative theme is Data analysis and qualitative and quantitative research and dates may be 18th and 19th of August 2020. there can be 2-4 scientific paper presentation too. Registration will be free of charge, but for paper presentation 1000/- can be charged.

Committees :

Moderators : Prof. Shreeja Vijayan and Prof. Shweta Pattnaik

Oral and E- Poster presentation conveners: Prof. Rakhi Chandel and Prof. Prachi Awasthi

Advertisement committee: Mrs. YasminSharma

Souvenier Release: Prof. Sheetal saxena and Mrs Vaishali Tiwari

In terms of the Community project: Risk Management, one village was chosen to apply the results; Kaushalgarh village- 55 kilometers away exactly Malendi Gao.

Proposals were made, the main coordinator of the project will be Dr. Prof. Aradhana Michael. As per suggestion made by Principal that Mr. Philemon already had a conversation and it is clear that the people from this area usually come to MHOW for availing health facility.

Major outline of the proposed project were as follows:





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1. Purpose of the project
2. Funding
3. Team work and initiation
4. Proposed activities in three phases such as planning and survey in Phase I, Implementation in Phase II, Evaluation in phase III.





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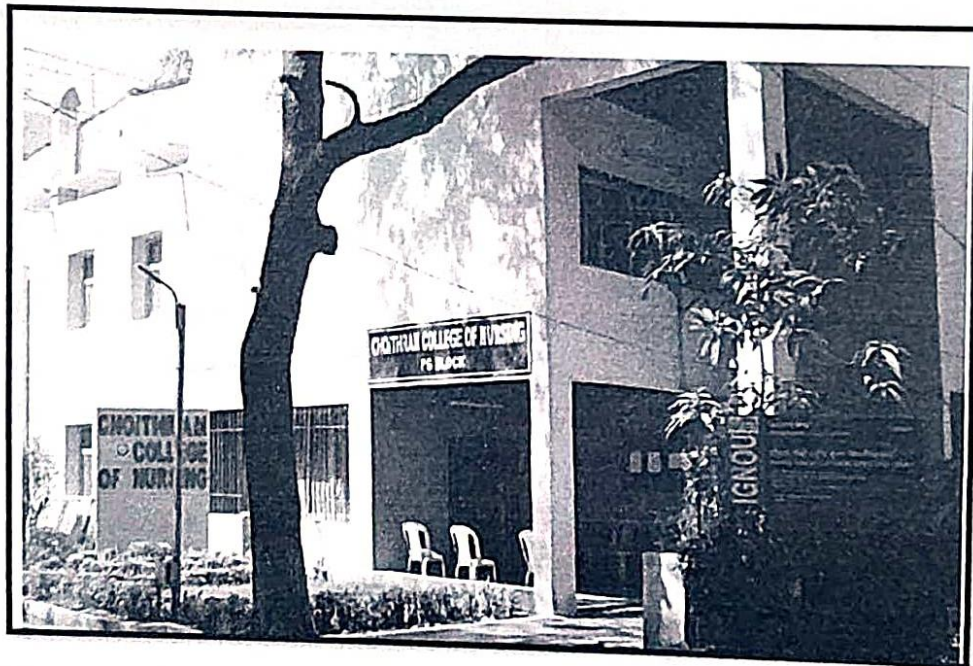
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CURRICULUM MINUTES ACADEMIC YEAR 2020-2021





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

DATE	-	12/12/2020
TIME	-	3:00 PM
VENUE	-	ONLINE PLATFORM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

Curriculum meeting was initiated by Prof.Aradhana Michael, Principal along with Vice Principal and HOD's. Agenda of the meeting were:

- Progress of syllabus completion
- Class coordinators of academic session 2020-2021
- Syllabus distribution

During the session as given by class coordinators update; was discussed, reviewed.

The progress is satisfied and syllabus yet to complete. The running session is giving good impact on co-curricular activities.

After discussion with Prof. Sheetal Saxena, the decision on Class Coordinators made.

Class coordinators of academic session 2020-2021

B. Sc. Nursing I Year

1st Coordinator :Prof. Rakhi Phandse

2nd Coordinator : Asst. Lecturer Sinsu Rachel Alex

B. Sc. Nursing II Year

1st Coordinator: Prof. Yasmin Sharma

2nd Coordinator : Asst. Lecturer Nisha Kushwah

B.Sc. Nursing III Year

1st Coordinator: Ms. Ritika Williams

2nd Coordinator : Mrs. Christy Abish





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B.Sc. Nursing IV Year

1st Coordinator : Prof. Prachi Gupta

2nd Coordinator: Asst. Prof. Ramya Pillai

Subject and syllabus distribution

B.Sc. Nursing I year

Subject: Anatomy and Physiology

Prof. Rakhi Chandel

Prof. Shreeja Vijayan

Prof. Shweta Pattnaik

Ms. Sinsu

Ms. Jini Varghese

Ms. Madhuri

Mrs. Yasmin Sharma

Subject: Nursing Foundation

Prof. Rakhi Chandel

Mrs. Yasmin Sharma

Ms. Sinsu Alex

Mr. Anmol

Mrs. Remya Pillai

Subject: Nutrition and Biochemistry

Ms. Ancy Varkey

Ms. Nibha Soy

Ms. Marlene Peter

External teacher

Subject: Microbiology

Prof. Rakhi Chandel

Ms. Sinsu





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External Teacher

Subject: Psychology

Mrs. Christy Abish

Mrs. Remya Pillai

Subject: English and Computer

Mr. Philemon Johnson

B.Sc. Nursing II Year

Subject: Sociology

Ms. Rupal Chouhan

Ms. Madhuri

Subject: Pharmacology

External Teacher

Ms. Archana

Subject: Genetics

Ms. Priya Pandit

Subject: Medical Surgical Nursing

All Medical Surgical Nursing M.Sc. N faculty

Subject: Community Health Nursing

M. Sc. N faculty and Community department faculty

Subject: CET

Mrs. Yasmin Sharma and M.Sc. Nursing

B.Sc. Nursing III Year

Subject: Child Health Nursing

M.Sc. N faculty and department faculty

Subject: Medical Surgical Nursing

M.Sc. N faculty and department faculty

Subject: Mental Health Nursing





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M.Sc. N faculty of the department

Subjects: Nursing Research

Will be dealt by all M.Sc. Nursing faculty

Subjects: Statistics

Dr. Lalwani

Mr. Anand Joseph

B.Sc. Nursing IV year

Subject: Midwifery: M.Sc. Nursing faculty and Department of OBG

Subject: Nursing Administration

All M.Sc. Nursing faculty

Subject: Community Health Nursing

M.Sc. N faculty and Community department faculty

Any other issues

Students started to be regular in the college.

Meeting ended by 5pm.





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ATTENDANCE

DATE: 12/12/2020

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Asso. Prof. Yasmin Sharma	
Asso. Prof. Ancy Varkey	
Asst. Prof. Vaishali Tiwari	

Prof. Rakhi Chandel

Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	17/02/2021
TIME	-	11:00 AM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF.ARADHANA MICHAEL

Under the Chair of Prof. Aradhana Michael, HOD's meeting was held.

Agenda were:

Inquiring present status of course and syllabus

Further delaying of Clinical Posting of students

As per suggestion given by class teachers, students are now in not at all relax mood and much hesitated to go back to clinicals on regular basis. Our teachers are serving in the hospital during the time.

This period must be fully utilized for theory classes as suggested by Prof. Rakhi Chandel and second by Mrs. Vaishali.

Followed by this, there was discussion on the present status and course of syllabus.

As per suggestions given by all teachers, it is found that there need some changes in current online mode as it is too wavy and hazy. So it is found that it would be better to call students back to college for safer studies and practice in demonstration room with precautions.





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ATTENDANCE

DATE: 17/02/2021

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Asso. Prof. Yasmin Sharma	
Asso. Prof. Ancy Varkey	
Asst. Prof. Vaishali Tiwari	
Ms. Nibha Soy	
Mrs. Christy Abish	
Ms. Remya Pillai	
Ms. Marlene Peter	
Mr. Anmol Joseph	

Prof. Rakhi Chandel
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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

DATE	-	05/04/2021
TIME	-	11:00 AM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF.ARADHANA MICHAEL

Under the Chair of Prof. Aradhana Michael, a meeting was held to review the completion status of curriculum for the year.

Agenda were:

Review meeting of completion of syllabus: theory and clinical hours

Class teachers given the following reviews of the concerned batches.

B.Sc.Nursing I year

Some subjects already in final stage of completion

Their fee status already worked out

B.Sc.Nursing II year

Students are doing the clinical oriented and thorough practice in the demonstration lab

B.Sc.Nursing III year

Maximum syllabus completed

For M.Sc.Nursing batches, it is decided to give more time to finish their clinical hours





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ATTENDANCE

DATE: 05/04/2021

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Asso. Prof. Yasmin Sharma	
Asso. Prof. Ancy Varkey	
Asst. Prof. Vaishali Tiwari	
Ms. Priya Pandit	
Ms. Nibha Soy	
Mrs. Christy Abish	
Ms. Remya Pillai	
Ms. Marlene Peter	
Mr. Anmol Joseph	
Ms. Sinsu	
Ms. Archana	

Prof. Rakhi Chandel
Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

DATE	-	10/08/2021
TIME	-	4:00 PM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF.ARADHANA MICHAEL

Under the Chair of Prof. Aradhana Michael, a meeting was held

Agenda were:

Review meeting of completion of clinical hours

Extracurricular activities

Any other issues

The meeting was started by welcoming all faculty by the Principal. Minutes Secretary Prof. Rakhi Chandel read the previous minutes, passed by Prof. Prachi Awasthi and second by Asso.Prof. Yasmin.

The following points were discussed

Class teachers given the following reviews of the concerned batches.

Most of the theory hours and clinical hours now became regular inside the college.

M.Sc.Nursing batches are covering up the lag hours and thesis work also in progress.

It is found that students need some form of co-curricular activities. For that class teachers are asked to provide platform for safe and health tips to stay healthy. All students are now allowed to move out with mask and necessary safety guidelines as per government instructions. They can go for indoor activities in small groups with distancing.

Meeting ended by 4:30 pm





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ATTENDANCE

DATE: 10/08/2021

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Sitweta Pattnaik	
Prof. Prachi Awasthi	
Asso. Prof. Yasmin Sharma	
Asso. Prof. Ancy Varkey	
Asst. Prof. Vaishali Tiwari	
Ms. Priya Pandit	
Ms. Nibha Soy	
Mrs. Christy Abish	
Ms. Remya Pillai	
Ms. Marlene Peter	
Mr. Anmol Joseph	
Ms. Sinsu	
Ms. Archana	

Prof. Rakhi Chandel
Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

DATE	-	15/11/2021
TIME	-	11:00 AM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	PROF.ARADHANA MICHAEL

A curriculum meeting was conducted under the Chairmanship of Prof. Aradhana Michael, Principal.

Agenda

Internal University Examination

The meeting was started with review of previous meeting minutes by Prof. Rakhi Chandel and was passed and approved by Prof. Shweta Pattnaik.

The conclusion of previous minutes also was dealt with focus on theory hours as well as clinical hours completion.

The following points were discussed:

1. MPMSU university has the recommendation to give general promotion for the batch 2019-2020. it will be consider after giving proper (University) examination in the institute.

The answer copies of all students also will be sent to the university as per the guidelines to the university before 3rd of December 2021.

As per the recommendation it is decided by the Principal Prof. Aradhana Michael to commence examination from 27th November 2021.

2. All class coordinators were instructed to prepare the examination time table in 2 days and commence the examination strictly under surveillance.

3. Class rooms to be prepared, answer copies will be as same as University copies

4. Invigilation duty of teachers must be listed soon

5. Team must be ready to check answer copies

6. All faculty members are asked to be part of examination work as it should be executed on urgent basis.





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ATTENDANCE

DATE: 15/01/2021

NAME OF TEACHER	SIGNATURE
Prof. Sheetal Saxena	
Prof. Shreeja Vijayan	
Prof. Rakhi Chandel	
Prof. Shweta Pattnaik	
Prof. Prachi Awasthi	
Asso. Prof. Yasmin Sharma	
Asso. Prof. Ancy Varkey	
Asst. Prof. Vaishali Tiwari	
Mrs. Christy Abish	
Ms. Nibha Soy	
Ms. Remya Pillai	
Ms. Marlene Peter	
Mr. Anmol Joseph	
Ms. Sinsu	
Ms. Priya Pandit	
Ms. Archana	
Ms. Reetika Williams	
Ms. Divya Saxena	

Prof. Rakhi Chandel
Minutes Secretary





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2021-2022

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CURRICULUM MINUTES

ACADEMIC YEAR 2021-2022





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



DATE	-	04/10/2021
TIME	-	3:00 PM
VENUE	-	PRINCIPAL OFFICE
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

The following points were the agenda for the meeting that was held on October 4th, 2021, under the direction of Dr. Prof. Aradhana Michael.

Agenda

- Class Coordinators of the session 2021-2022
- Syllabus distribution
- Internal examination
- Matters arising during the meeting

The following points were discussed and decided

- Following discussion with HODs, the decision regarding class coordinators was made and publicized.
- Subject distribution was carried out.
- It has been determined to notify all coordinators and subject heads of the need to perform regular unit tests at least every three to four months or following the conclusion of each unit.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



- Fair syllabus distribution was stressed in order to keep workload in check.
- Syllabus distribution was done after taking faculty suggestions.

Class Teachers

B. Sc. Nursing I year

I Class Coordinator: Ms. Sinsu Alex

II Class Coordinator: Ms. Sunimol Ajitkumar

B. Sc. Nursing II year

I Class Coordinator: Prof. Yasmin Sharma

II Class Coordinator: Ms. Ritika Williams

B. Sc. Nursing III year

I Class Coordinator : Ms. Vaishali Tiwari

II Class Coordinator : Ms. Remya Pillai

B. Sc. Nursing IV year

I Class Coordinator: Prof. Prachi Awasthi

II Class Coordinator: Ms. Priya Pandit

P.B .Sc. Nursing I&II year

Ms. Christy Abish

M.Sc. Nursing I Year

I Class Coordinator: Prof.Ancy Varkey

II Class Coordinator: Ms. Marlene Peter





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES



M.Sc. II year

I Class Coordinator: Prof. Sheetal Saxena

II Class Coordinator: Mr. Anmol Joseph

Subject distribution

The following teachers are assigned

B. Sc. Nursing I year

Subject- Anatomy and Physiology

- Ms. Nisha Kushwaha
- Mr. Anmol Joseph
- Prof. Shweta Pattnaik
- Ms. Gitanjali
- Mrs. Vaishali tiwari
- Ms. Priya pandit

Subject: Nursing Foundation

- Prof. Yasmin Sharma
- Prof. Rakhi Chandel
- Prof. Shreeja Vijayan
- Mrs. Vaishali Tiwari
- Mrs. Richa
- Ms. Sinsu Alex
- Mrs. Priya pandit
- Mrs. Rupal Chouhan
- Mrs. Remaya Pillai





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CURRICULUM MEETING MINUTES

Subject: Psychology

- Mrs. Remya Pillai
- Mrs. Chrisy Abish

Subject Nutrition

- Mrs. Marlene
- Ms. Ancy Varkey
- Mrs. Vibhooti-Dietician

Subject: Biochemistry

- Mr. Arnold Peter

Subject Microbiology

- Ms.Sinsu Alex
- Ms. Divya Saxena
- Ms. Reetika

Subject: English

- Mr. Philemon

Subject Computer

- Mr. Philemon

B. Sc. Nursing II year

Subject: Medical Surgical Nursing

- Prof. Shweta Pattnaik





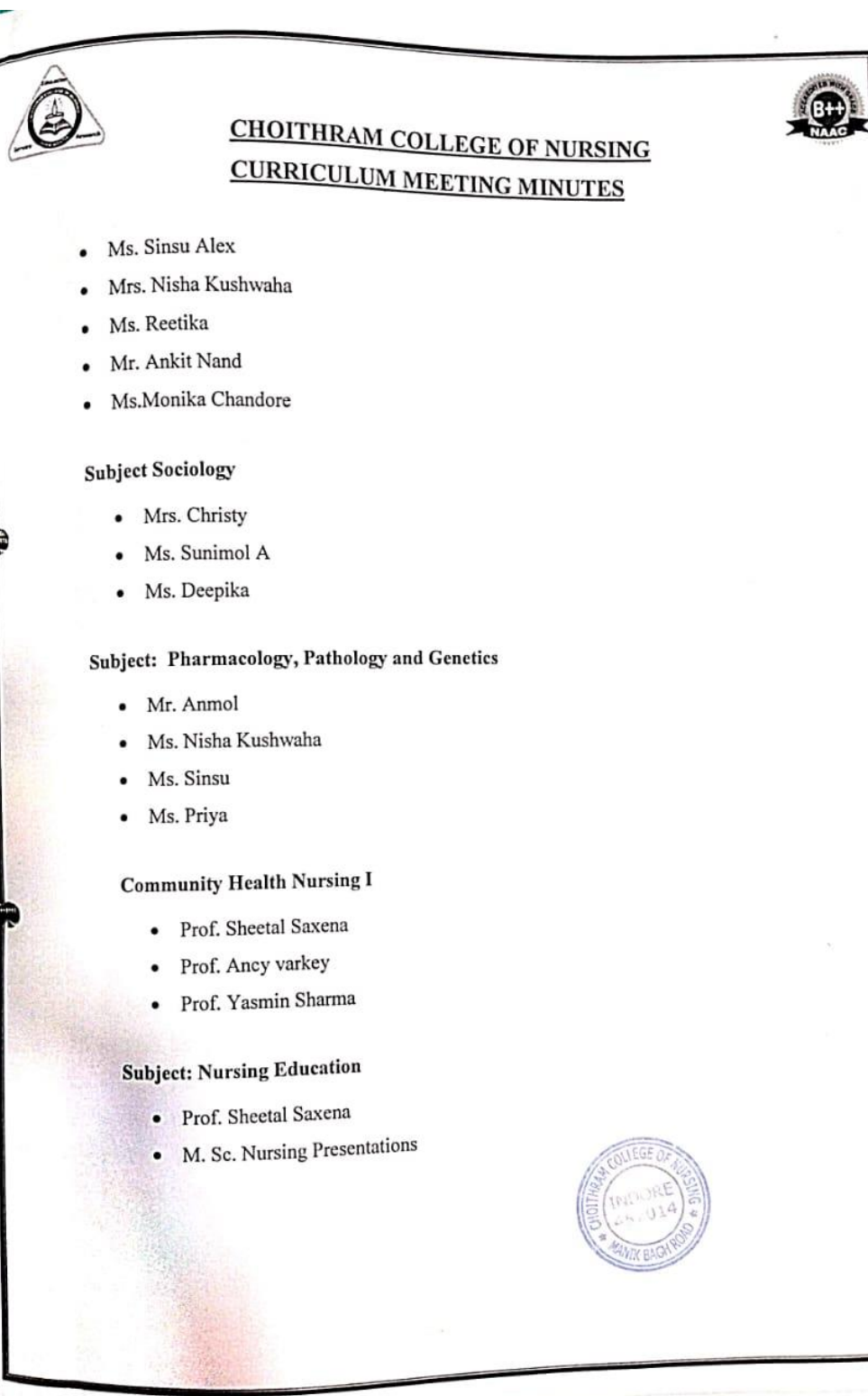
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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

B. Sc. Nursing III Year

Subject: Medical Surgical Nursing

- Prof. Shweta Pattnaik
- Ms. Sinsu Alex
- Mrs. Nisha Kushwaha
- Mr. Ankit Nand

Subject : Mental Health Nursing

- Asso. Prof. Vaishali Tiwari
- Mrs. Remya Pillai
- Mrs. Christy Abish
- Mr. Anmol Joseph

Subject : Child Health Nursing

- Prof. Shreeja Vijayan
- Prof. Rakhi Chandel
- Ms. Hemlata

Subject : Nursing Research and Statistics

- Prof. Sheetal Saxena
- Prof. Shreeja Vijayan
- Prof. Rakhi Phandse
- Prof. Prachi Gupta
- Prof. Shweta Pattnaik
- Prof. Ancy Varkey





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- Assoc. Prof. Vaishali Tiwari
- Mr. Anmol Joseph

B. Sc. Nursing IV Year

Community Health Nursing II

- Prof. Sheetal Saxena
- Prof. Ancy varkey
- Prof. Yasmin Sharma

Midwifery and Obstetrical Nursing

- Prof. Prachi Awasthi
- Ms. Divya Saxena
- Ms. Marlene Peter
- Ms. Priya Pandit

Management of Nursing Services and Education

- Prof. Sheetal Saxena
- Prof. Shreeja Vijayan
- Prof. Rakhi Phandse
- Prof. Prachi Awasthi
- Prof. Yasmin Sharma
- Prof. Ancy Varkey
- Ms. Priya Pandit

Meeting ended by 5pm.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



Teachers Attendance

DATE: 4/10/2021

Time: 3 pm

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	
9.	Ms. Remya Pillai	
10.	Ms. Christy abish	
11.	Ms. Divya saxena	
12.	Ms. Marlene Peter	
13.	Ms. Nibha Soy	
14.	Ms. Priya pandit	
15.	Ms. Nisha Kushwaha	
16.	Ms. Sinsu Alex	
17.	Mr. Anmol Joseph	
18.	Mr. Arnold Peter	
19.	Mr. Abhilash Kolare	
20.	Mr. Ankit Nand	

Dr. Prof. Aradhana Michael
Chairperson/Principal

Prof. Rakhi Chandel
Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	15/11/2021
TIME	-	11:00 AM
VENUE	-	PRINCIPAL OFFICE
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

The following points were the agenda for the HOD's meeting that was held on November 15, 2021, under the direction of Dr. Prof. Aradhana Michael.

Agenda

- **General promotion**
- **Internal practical examination**
- **Paper evaluation**

The previous meeting's minutes were read by the Minutes secretary, Prof. Rakhi Chandel, and approved by Prof. Shweta Pattnaik.

The following points were discussed.

- According to M.P.M.S.U University guidelines, general promotion for batch 2019-2020 will be done after taking internal university examination. Marks and answer sheets of the students in the prescribed given format must be sent to the University by 3rd of December.
- As per the guidelines, Principal Madam instructed to conduct internal **Examination from 27th November 2021.**
- All the Class coordinators are instructed to prepare the time table within two days.



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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- After discussion, Examination Coordinator, Prof. Shreeja Vijayan was asked for examination preparation. Answer sheets will be same as the University answer sheets.
- A team will be formed for subject-specific copy checking. All the faculty members will be involved for the invigilation and copy evaluation work.

Meeting ended at 1 pm.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE : 15/11/2021

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	<i>Sheetal</i>
2.	Prof. Shreeja Vijayan	<i>Shreeja</i>
3.	Prof. Shweta Pattnaik	<i>Shweta</i>
4.	Prof. Rakhi Phandse	<i>Rakhi</i>
5.	Prof. Prachi Awasthi	<i>Prachi</i>
6.	Prof. Ancy Varkey	<i>Ancy</i>
7.	Prof. Yasmin Sharma	<i>Yasmin</i>
8.	Mrs. Vaishali Tiwari	<i>Vaishali</i>



[Signature]
Dr. Prof. Aradhana Michael
Chairperson/Principal

[Signature]
Prof. Rakhi Chandel
Minutes Secretary



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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	10/01/2022
TIME	-	2:00 PM
VENUE	-	PRINCIPAL OFFICE
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

On 10TH January 2022, HOD's and class coordinators meeting was conducted under the chairperson of Dr. Prof. Aradhana Michael with the following agenda:

Agenda

- **Course evaluation, Parent, teacher and Student evaluation.**
- **Advanced planning for the curriculum**
- **Planning of internal exams.**
- **Any other issues.**

The previous meeting minutes were read by Prof. Rakhi Chandel , Minutes Secretary and passed by Prof. Shreeja Vijayan, IQAC Coordinator.

The following points were discussed.

- All class Coordinators have given details of concerned batch course completion. Theory and clinical hours are completed.
- Prof. Shreeja Vijayan explained the core aspects of parent, teacher, student and alumni feedback.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



Stake holder feedback analysis report

Student Satisfaction Survey

- While analyzing students responses in Student Satisfaction Survey, 92 students responded very satisfactory and 79 students rated satisfactory on the student centric method.
- 91 students were very satisfied and 70 responded satisfactory about the teaching and mentoring process.
- 94 of them responded very satisfactory, 73 satisfactory regarding problem solving and doubt clearing by the teachers during teaching learning in classroom.
- 83 students were very satisfactory and 82 satisfactory about fairness in the internal evaluation process by the teachers.
- 87 students responded very satisfactory and 81 satisfactory regarding institute encourage and motivates the students for classroom participation.
- 86 students responded very satisfactory and 71 satisfactory regarding teachers identifies the strength of the students and help to face physical, emotional, and learning challenges at right level.
- Regarding enhancing student's capacity and talents by providing opportunity in participating in various intercollegiate events (sports, yoga, dance, music, painting, drawing etc.) 89 were very satisfactory and 78 responded outstanding.
- 97 students responded very satisfactory about the institute/ teachers make efforts to delegate responsibilities and inculcate soft skills, life skills, and employability skills to make students ready for leadership opportunities.
- 84 students were very satisfied about the adequacy of furniture in classroom. 96





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- students responded outstanding and 75 very satisfactory about security arrangement in college (CCTV, Closed coverage campus). Orientation and guidelines for safety and security 93 students mentioned very satisfactory and 66 outstanding.
- 89 students were very satisfactory about first aid facility in college. Regarding cleanliness and hygiene in classroom 83 responded very satisfactory and 76 outstanding. 85 students were very satisfied about the toilet and washroom hygiene.
- 86 students said very satisfied regarding access to college library.
- 90 responded satisfactory and very satisfactory about provision of counseling.
- 99 students were very satisfied and 59 satisfied that individual students get exposed to the labs.
- Adequate number of supplies i.e article, instruments etc 86 students were very satisfactory and 74 students were satisfactory. 101 students were very satisfied and 60 responded outstanding about the supervision by teachers during lab hours.
- About use of technology and innovative teaching methods for teaching-learning 92 students were very satisfied and 85 responded outstanding. 77 students were satisfied and 76 very satisfied regarding computer lab with internet facility for the students.
- Availability and accessibility of online educational resources like DELNET, online journals etc 86 students responded very satisfactory and 74 satisfactory about the accessibility.
- 106 students were very satisfied for inspiring students for ethical conduct. 93 responded very satisfactory and 74 satisfactory about providing a chance to improve in behavior. Encourage and direct students for good conduct 100 students said very satisfied and 61 students said outstanding. 84 students were very satisfied and 76 responded outstanding regarding over all discipline maintained in college and hostel.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Faculty feedback report

- 15 faculties gave feedback on various aspects of curriculum. Majority, 73.3% of them agreed that curriculum has been updated at institution level apart from university to cater the need of current health scenario from time to time.
- In relation to system followed by the institute for design and development of curriculum, 60% strongly agreed that it is effective.
- 60% agreed that job assignments and workload are distributed fairly. 86.7% of them agreed that aims and objectives of the syllabi are well defined and clear to students.
- 73.3% agreed that theory syllabus completion occurs (90%-100%) in INC prescribed hours.
- 80% of them agreed that curriculum incorporates recent technological development in the area.
- Majority 66.7% agreed that library facility is optimally utilized by faculty members, research scholars and students
- 50% of them strongly agreed and 50% of them agreed that admission process is effective to maintain the aptitude and standard of the students. 66.7% of them strongly agreed that acquisition of student's skills is adequate in relation to curriculum requisite.
- 66.7% of them agreed that students' initiation in completion of assignments is satisfactory.
- 50% of them strongly agreed that evaluation system followed by the institute is effective.

Alumni feedback analysis report

- Out of 38 responses, majority of them strongly agreed that they proud to be the students of Choithram college of Nursing
- 60.6% of them agreed that the skills acquired from the curriculum is adequate to meet the challenges of the profession





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- 57.9% agreed that Professional transformation after completion of the course was marked.
- 55.3% agreed that Curriculum design provides opportunities for self learning and extra learning.
- 60.5% agreed that Institute support and contribute to the overall development of students.
- 60.5% agreed that teacher quality and attitude towards teaching and students are appreciative.
- 60.5% agreed that Institution's lab, equipment and library facility are adequate for practice and learning where as 26.3% strongly agreed that.
- 57.9% agreed that Sports, cultural and extra- curricular activities are satisfactory.
- Majority of them 65.8% agreed that the clinical exposure from parent hospital and community out posting experience was sufficient where as 34.2% strongly agreed it.
- A vast majority, 71% agreed that the overall facilities available in the institute contribute towards self growth.

PARENTS FEEDBACK REPORT

- 72 parents of B.Sc. nursing student have given their feedback report on various aspects.
- 51.4% were agreed that they feel proud for their daughter/Son got admission in this nursing college.
- 76.1% agreed about the admission process was faired and accurate.
- 58.3% parents responded agreed that there is good discipline in the college.
- 58.3% agreed about the good atmosphere in the college is conductive for learning.
- 54.2% responded that they agreed about the positive change in there ward after joining the college.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- 60 % agree about the college information is assessable to them.
- 56% agree about the curriculum of the course is well designed & promotes learning experience of the students.
- 57% agree that the examination conducted regularly & results are declared timely in the college.

Actions planned based on feedback analysis report

- As per feedback results of faculty, it is emphasized to include more library hours and Teacher Assisted Learning sessions and maximum skill lab utilization for students especially for slow learners.
- It is also decided to equip library with more subject books, national and International journals. For that Mrs. Kiran Librarian is asked to discuss in detail with Principal.
- For skill lab utilization, more items should be included in the lab, for that Principal instructed all HOD's to update their lab inventory and inform the requisition of items to their concerned lab.
- For the overall personality and professional development of the students, institution will include more sport and cultural activities.
- It is decided to give more demonstration classes for students before starting the clinical posting.
- As Alumni feedback showed positive responses towards internship training program and 3 shifts duty, it is decided to continue with that in the coming academic year too.
- Class teachers are reminded to update parents' Whatsapp group about every information common to all students and make meetings with parents. In order to make the institution website more accessible and transparent as per suggestion of parents, it is decided to update the college website. For that





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

responsibility is given to Mr. Philemon, IT In-charge.

- Principal commented that even though it is pandemic time, we have to decide Coordinators for next academic year. Prof. Shreeja Vijayan, examination Coordinator was asked to do follow up on University examination and plan for internal examination of students.

The meeting was ended at 4 pm.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE 11/01/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	Sheetal
2.	Prof. Shreeja Vijayan	Shreeja
3.	Prof. Shweta Pattnaik	Shweta
4.	Prof. Rakhi Phandse	Rakhi
5.	Prof. Prachi Awasthi	Prachi
6.	Prof. Ancy Varkey	Ancy
7.	Prof. Yasmin Sharma	Yasmin
8.	Mrs. Vaishali Tiwari	Vaishali
9.	Ms. Remya Pillai	Remya
10.	Ms. Christy abish	Christy
11.	Ms. Sinsu Alex	Sinsu
12.	Mr. Anmol Joseph	Anmol

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary



CHOITHRAM COLLEGE OF NURSING

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Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)



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Webiste : www.choithramnursing.com



CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	10/03/2022
TIME	-	11 AM
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

Faculty meeting was begun with the permission of chairperson. Minutes secretary delivered the previous meeting minutes and completion of planned activities.

Agenda

- Review of curriculum committee
- Status of online classes
- Orientation of faculty members with organizational norms

Chairperson Dr. Prof. Aradhana Michael welcome faculty to the meeting. The following points were discussed.

- As per the recommendation of IQAC Coordinator Prof. Shreeja Vijayan, it is decided to review and revise curriculum committee. It is suggested to include all HODs and Class and subject Coordinators in the curriculum committee.
- Professor Sheetal Saxena has been assigned the academic coordinator, responsible for overseeing the execution and monitoring of all theoretical academic plans. She will be supported by two coordinators.
- Prof. Shweta Pattnaik will look after the clinical aspects and she will be assisted by 2 coordinators.







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- Subject and class coordinators are provided an overview of the online classes. Due to the students' internet problems, it was decided to limit the number and duration of online classes. It is also decided to review the classes when offline classes resume.
- Principal emphasized the need for orientation of new staff on organizational norms precisely.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE : 10/03/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary



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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	06/04/2022
TIME	-	11 AM
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

Faculty meeting was begun with the permission of chairperson. Minutes secretary delivered the previous meeting minutes and completion of planned activities.

Agenda

- **Review of actions taken on feedback analysis**
- **Any other issues**

The following points were discussed

- Regular assessment and Evaluation -Unit tests are conducted at least three to four times each month after each unit is finished.
- Receiving regular input from teacher instructors assigned in the clinical setting.
- Teacher Assisted Learning and mentor-mentee program was already incorporated.
- Library hours- incorporated in regular time table by class Coordinators in each batch.
- Increased students's understanding of fundamental techniques.
- An increase in lab usage is shown by skill development. More items were added in all labs to make the students practice individually. Institution has already incorporated the new advanced skill lab with high fidelity mannequin.
- Assignment follow up demonstrated that students' time management skills have improved.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- As per the need of students, library is equipped with more subject books, digital library and various journals.
- In order to make confidence in the final year students to work in different set up, we have planned to continue the Internship training program.
- It is decided to give students more no of 8 hours 3 shift duty to enable them to be equipped with skills of professional transformation. It is incorporated in the clinical posting.
- More emphasis on clinical practice and administration duty especially for Final year students was planned and integrated so that curriculum provides more opportunities for self learning, administrative and leadership skills.
- For the overall personality and professional development of the students, institution included more sport and cultural activities.
- In order to make learning outcome, more transparent, it is decided to declare results and send report card to parents.
- College website is more informative and updated.

The meeting ended at 2pm.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE : 06/04/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary



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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	23/05/2022
TIME	-	11 AM
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

Agenda

- Curriculum review
- Slow learners
- Soft skill training
- Moral education classes
- Instilling professional ethics by intellectual property rights classes
- Extracurricular activities
- Planning of future venture of Choithram College of nursing.

Minutes of previous meeting was approved by Chairperson, passed by Prof. Shreeja Vijayan and second by Prof. Prachi Awasthi.

The following points of previous meeting were discussed

- Review of current curriculum Committee – Completed and done.
- Orientation of faculty members with the organizational norms, basic professional etiquettes to be followed and professional behavior- Communicated during the faculty meeting itself and taken the feedback.
- To review the smooth functioning of online classes- Review done and specific sites for online classes assigned to teachers.





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The meeting continued with the following discussion

- Follow up of curriculum status was done and all Class and subject Coordinators give status of course done.
- It is decided to start Teacher Assisted Learning session for all students with special attention on slow bloomers. Mainly it will be done for first year and second year B.Sc. Nursing students.
- Principal Madam suggested that the Faculty In-service education classes are pending.
- Prof.Shweta Pattnaik suggested to take the class on Nursing Process and Prof.Rakhi Chandel and Prof.Yasmin Sharma are decided to be the resource persons, Mrs.Sunimol and Ms.Sinsu R. will be the Coordinator and Prof.Shweta Pattnaik will be the main coordinator of the in-service education.
- Prof.Prachi Awasthi suggested to conduct soft skill classes for B.Sc. Nursing 4th year during their induction classes, Later, all the batches of B.Sc. Nursing and M.Sc. Nursing will also attend the same.
- Prof.Sheetal Saxena Suggestede Moral education classes for B.Sc. Nursing 1st year fresh batch 2021-22. It will be taken by internal senior faculty members.
- Prof. Sheetal Saxena also suggested toconduct the workshop in collaboration with DAVV on the topic- Intellectual Property.
- Principal Madam suggested to conduct the Research Workshop at local level, so that M.Sc. Nursing students from other Nursing institutions can also participate.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- An awareness program on Fire safety must be conducted for B.Sc. Nursing students.
- It is also decided to include more socio- cultural and extra -curricular activities so that our students will be more active and develop leadership qualities and functional health which will be especially helpful after pandemic period.

Work Done-

- 1) In-service Education is planned on 04/06/2022 in Hospital Auditorium form 9:30 am to 2 pm.
- 2) Fire Safety class conducted on 24th May 2022, at 3 pm to 4 pm.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE 12/05/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary



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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	06/07/2022
TIME	-	11 AM
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

Agenda

- Discussion on Organogram of college of nursing
- Job responsibilities of professors
- Students progress in academics
- Any other issues

Faculty meeting was begun with the permission of chairperson. Minute secretary delivered the previous meeting minutes and completion of planned activities.

Minutes of previous meeting was approved by Chairperson, passed by Prof. Prachi Awasthi and second by Prof. Sheetal Saxena.

The following points were discussed

- Everyone had some suggestions, and the principal helped the faculty construct the faculty members' job descriptions and organizational chart.
- Nutrition practical for B.Sc. Nursing I year will be done this year, along with II year students (Previous I Year).
- Students' progress and status on curricular activities were discussed.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- Teacher Assisted Learning session was continued for students and students reported it as beneficial for them.
- All the committee heads were enquired about their activities, and reported the same.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



Attendance

DATE : 06/01/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	Sheetal
3.	Prof. Shweta Pattnaik	Shreeja
4.	Prof. Rakhi Phandse	Shweta
5.	Prof. Prachi Awasthi	Rakhi
6.	Prof. Ancy Varkey	Prachi
7.	Prof. Yasmin Sharma	Ancy
8.	Mrs. Vaishali Tiwari	Yasmin

Dr. Prof. Aradhana Michael
Chairperson/Principal

Prof. Rakhi Chandel
Minutes Secretary





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	21/09/2022
TIME	-	10 AM
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

Agenda

- Infrastructure development
- Organogram
- Curriculum completion
- Any other issues

Faculty meeting was begun with the permission of chairperson. Minute secretary delivered the previous meeting minutes and completion of planned activities.

Minutes of previous meeting was approved by Chairperson, passed by Prof. Shweta Pattnaik and second by Prof. Sheetal Saxena.

Principal Madam asked the faculty members to give the suggestions regarding the same-

- Principal Madam discussed the current infrastructure and requested proposals for updating it from the HODs.
- For Gandhi Jayanti, which falls on October 2, 2022, Madam prepared an educational notice board decoration project as well as cleanliness of the campus by students
- All Class Coordinators given update on course completion.
- Discussion of Professors job responsibilities done and explained
- Planning of upcoming batch of new first years and their orientation program also done.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES



Attendance

DATE : 21/09/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary



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CURRICULUM MINUTES ACADEMIC YEAR 2022-2023





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

DATE	-	03/10/2022
TIME	-	3:00 PM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

The following points were the agenda for the meeting that was held on October 3rd, 2022, under the direction of Dr. Prof. Aradhana Michael.

Agenda

- Update of curriculum completion by class coordinators of present batches
- Class Coordinators of the session 2022-2023
- Syllabus distribution
- Academic calendar
- Matters arising during the meeting

The following points were discussed and decided:

- An overaal curriculum update was given by present coordinators and it is noted that most of the session is near of completion.
- For the academic session 2022-2023, class coordinators of each batch were approved by the Principal after getting opinion from all previous and all faculty concerned.
- Along with this, Subject distribution was also discerned and allotted.
- Fair syllabus distribution was emphasized in order to keep workload in check.
- Syllabus distribution was done after taking faculty suggestions and previous year impact and suggestions from students view point.





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CURRICULUM MEETING MINUTES

- In order to make sure the routine calendar days apt work, academic calendar plan was allotted as decided earlier which allow systematic curriculum delivery yet act as reminder of days to be observed.
- All class teachers of the session this time asked for compensation of student pending work by adding more calendar days, so that they can be totally shifted to the next year.

Class Teachers

B. Sc. Nursing I year

I Class Coordinator: Ms. Sinsu Alex

II Class Coordinator: Ms. Deepika Singh

B. Sc. Nursing II year

I Class Coordinator: Ms. Remya Pillai

II Class Coordinator: Mr. Arnol Peter

B. Sc. Nursing III year

I Class Coordinator : Prof. Prachi Awasthi

II Class Coordinator : Ms. Hamalata Birla

B. Sc. Nursing IV year

I Class Coordinator: Prof. Yasmin Sharma

II Class Coordinator: Ms. Nibha Soy

P.B.Sc. Nursing I&II year

Ms. Christy Abish

M.Sc. Nursing I Year





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I Class Coordinator: Mrs. Marlene Peter



CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

M.Sc. II year

I Class Coordinator: Mrs. Vaishali Tiwari

Subject distribution

The following teachers are assigned

B. Sc. Nursing I year

Subject- Anatomy and Physiology

- Ms. Nisha Kushwaha
- Mr. Anmol Joseph
- Ms. Dolly Sawner
- Prof. Sheetal Saxena
- Mrs. Sunimol A
- Mrs. Vaishali tiwari
- Ms. Sanghamitra Paul

Subject: Nursing Foundation

- Prof. Sheetal Saxena
- Prof. Yasmin Sharma
- Prof. Rakhi Chandel
- Mrs. Sunimol A
- Ms. Sinsu Alex
- Ms. Jyoti Chouhan
- Ms. Dolly
- Mrs. Remaya Pillai

Subject: Psychology

- Mrs. Remya Pillai
- Mrs. Chrisy Abish





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- Mrs. Sunimol A

CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

Subject Nutrition

- Mrs. Marlene
- Ms. Ancy Verkey
- Mrs. Vibhooti-Dietician

Subject: Biochemistry

- Mr. Arnold Peter

Subject Microbiology

- Ms. Sinsu Alex
- Ms. Richa Das
- Mrs. Sunimol A

Subject: English

- Ms. Twinkle

Subject Computer

- Mr. Philemon

B. Sc. Nursing II year

Subject: Medical Surgical Nursing

- Prof. Shweta Pattnaik
- Mrs. Supriya Chinnhan
- Ms. Sinsu Alex
- Mrs. Nisha Kushwaha
- Mr. Ankit Nand





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- Ms.Monika Chandore



CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Subject Sociology

- Mrs. Christy
- Ms. Sunimol A
- Ms. Deepika
- Mrs. Vaishali Tiwari

Subject: Pharmacology, Pathology and Genetics

- Mr. Anmol
- Ms. Nisha Kushwaha
- Ms. Sinsu
- Ms. Priya

Community Health Nursing I

- Prof. Sheetal Saxena
- Prof. Ancy varkey
- Prof. Yasmin Sharma
- Ms. Deepika Singh

Subject: Nursing Education

- Prof. Sheetal Saxena
- Ms. Monika
- Ms. Richa Das

B. Sc. Nursing III Year

Subject: Medical Surgical Nursing

- Prof. Shweta Pattnaik
- Ms. Sinsu Alex





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- Mrs. Nisha Kushwaha
- Ms. Supriya CH

CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- Mr. Ankit Nand
- Ms. Monika Chandore

Subject : Mental Health Nursing

- Asso. Prof. Vaishali Tiwari
- Mrs. Remya Pillai
- Mrs. Christy Abish
- Mr. Anmol Joseph

Subject : Child Health Nursing

- Prof. Shreeja Vijayan
- Prof. Rakhi Chandel
- Ms. Hemlata

Subject : Nursing Research and Statistics

- Prof. Sheetal Saxena
- Prof. Shreeja Vijayan
- Prof. Rakhi Phandse
- Prof. Prachi Gupta
- Prof. Shweta Pattnaik
- Prof. Ancy Varkey
- Assoc. Prof. Vaishali Tiwari
- Mr. Anmol Joseph

B. Sc. Nursing IV Year

Community Health Nursing II

- Prof. Sheetal Saxena





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- Prof. Ancy varkey
- Prof. Yasmin Sharma

CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Midwifery and Obstetrical Nursing

- Prof. Prachi Awasthi
- Ms. Marlene Peter
- Ms. Priya Pandit
- Ms. Richa Das

Management of Nursing Services and Education

- Prof. Sheetal Saxena
- Prof. Shreeja Vijayan
- Prof. Rakhi Phandse
- Prof. Prachi Awasthi
- Prof. Yasmin Sharma
- Prof. Ancy Varkey
- Ms. Priya Pandit

Meeting ended by 5pm.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE : 3/10/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	
9.	Ms. Remya Pillai	
10.	Ms. Christy abish	
11.	Ms. Sinsu Alex	
12.	Mr. Anmol Joseph	

Dr. Prof. Aradhana Michael
Chairperson/Principal

Prof. Rakhi Chandel
Minutes Secretary





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CURRICULUM MEETING MINUTES

DATE	-	04/11/2022
TIME	-	2:00 PM
VENUE	-	BOARD ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

On 11TH November 2022, a curriculum meeting was conducted under the chairperson ship of Dr. Prof. Aradhana Michael with the following agenda:

Agenda

- Course evaluation
- Advanced planning for the curriculum
- Planning of internal exams.
- IQAC update and feedback evaluation

The previous meeting minutes were read by Prof. Rakhi Chandel , Minutes Secretary and passed by Prof. Shreeja Vijayan, IQAC Coordinator.

The following points were discussed.

- All class Coordinators have given the update of course completion and students point of view of next level promotion.
- Prof. Shreeja Vijayan explained the concern of students in relation to examination. IQAC update discussed for advanced planning in terms of curriculum which was planned ahead.
- It is decided to promote students to next level after their internal examination. Planning of internal examination and tentative days decided.
- As planned, all class coordinators are requested to complete all records pertaining to curriculum.





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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

Feedback from all stake holders were discussed and necessary revisions suggested.

Major discussion were as follows:

- Motivation of students by more co-curricular and sports hours
- External faculty for additional expertise in selected subjects
- Periodical student evaluation by continuous monitoring of progress; mentor -mentee meet to continue.
- Mess management by adding more items in the menu plan, cleaning of water cooler and drinking water
- Students health record to be more precise
- Parents concern of examination of students must convey to the concerned
- Feedback from alumni was good except few such as lab facilities, which was updated already
- More opportunities of sponsorship for the faculty who wish to do research work or participation in any sort of professional upgradation.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE : 4/11/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijnyan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary



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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

DATE	-	03/02/2023
TIME	-	11AM-2:00 PM
VENUE	-	MEETING ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

On 3RD February 2023, a meeting was conducted under the chairperson ship of Dr. Prof. Aradhana Michael with the following agenda:

Agenda

- Elective Course in Collaboration with NSS
- Procedure Log book
- Clinical practice and related aspects
- Newsletter for all Choithram faculty
- Any other issues

Minutes of Previous meeting was approved by chairperson, passed by Prof. Shreeja Vijayan and second by Prof. Shweta Pattnaik.

The following points were discussed:

- As per suggestion by the Principal, students will have the opportunity to get elective courses; faculty experts and external competent guests also can contribute to this courses.
- Faculty who wished to contribute also gave views on their domain areas of expertise.
- It is essential to give more focus on clinical practice
- Teachers to give more emphasis on return demonstration in lab as well as students demonstration in clinical area along with log book preference.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- Integration classes for B.Sc. N IV years will be starting from 7th Feb 23. Prof Ancy Varkey will be the coordinator for the same.
- Dr. Prof. Aradhana Michael mam discussed about the meeting held on the 16/01/2023 among the management Mr. Gambhir Nath khaddar Head (Consultant) Training and Counselling.
- Discussed about the teacher's activity of all the Academic group of Choithram.
- From our institution teachers may also participate and publish their articles based on poetry, poem, short story etc.
- It may be a carrier of show cased talents of all the Choithram educational institute.
- Principal Madam Suggested that the institutional Sexual Harassment Cell needs to be more active and we have to showcase our work which is well initiated for girl students especially.
- Prof. Sheerja mam suggested that for making this cell more visible, we can display a notification to catch up student attention, regarding the Cell.
- It is recommended that our new First year students can also be the member of Sexual Harassment Cell and most of the activity also can be executed by them with minimum assistance.
- Mrs. Vaishali Tiwari pointed that there should be one person of Higher Authority from the Hospital side. Madam suggested that either Dr. Amit Bhat sir or Dr. Sunil Chandiwal sir can be one of the members.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE : 3/02/2022

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary



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CHOITHRAM COLLEGE OF NURSING



CURRICULUM MEETING MINUTES

DATE	-	06/04/2023
TIME	-	12:30 pm
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

On 4th April 2023, a meeting was conducted under the chairperson ship of Dr. Prof. Aradhana Michael with the following agenda:

Agenda

- Review of curriculum committee
- Curriculum status
- Lamp lighting and Graduation ceremony
- Re orientation of faculty members and students with organizational norms
- Any other issues

The following points were discussed

- As per the recommendation of IQAC Coordinator Prof. Shreeja Vijayan, it is decided to review and revise curriculum committee. It is suggested to include all HODs and Class and subject Coordinators in the curriculum committee.
- The gap after staff resign also must be handled by substitute teachers who are also willing at the same time apt for the same.
- The subjects of Psychology and Psychiatric will be divided again.
- Allotment of subject heads as suggested by Principal Mam





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Nursing Foundation Team

Prof. Rakhi Chandel

Mrs. Sunimol A

Ms. Vibha Lal

Ms. Pooja Rathore

Ms. Jyoti Chouhan

- Professor Sheetal Saxena has been assigned the same as academic coordinator, responsible for overseeing the execution and monitoring of all theoretical academic plans. She will be supported by two co-coordinators.
- Prof. Shweta Pattnaik also will remain as Clinical Coordinator and will look after the clinical aspects; she will be assisted by 2 co-coordinators.
- The mentor-mentee programme had already been implemented. Curriculum status was revised.
- Class Coordinators in each batch integrated library hours into the normal schedule.
- Students' comprehension of basic procedures has improved.
- Skill development indicates a rise in lab usage. To encourage the pupils to practise on their own, more equipment was already introduced to every lab. The institution has already implemented the high fidelity mannequin in the new advanced skill lab.
- Follow-up assignments showed that students' time management abilities had improved.
- The library is furnished with a range of publications, a digital library, and additional subject books based on the needs of the students.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- The institute also included more sports and cultural events to help students' overall growth as individuals and as professionals.
- College website is more informative and updated.
- It has been determined that students will work three shifts of eight hours each in order to equip them with the skills necessary for a career transformation. It is included in the posting for the clinical.
- Specifically for final-year students, additional focus was on clinical practice and administrative responsibilities. This was intended and integrated into the curriculum to give students more opportunities to develop their leadership, administrative, and self-learning skills.
- The committee update was taken from each committee of Lamp lighting and Graduation ceremony, discussed, revised and given suggestions.
- Organization norm and conduct was emphasized with decorum, uniformity, updated information, communication pattern for all faculty in the place. Additionally student representatives were informed with the communication order that to be followed as well as the diversity and uniformity integrated behaviour while in the campus.
- Discussion on constructive disciplinary action against misconduct by students. Disciplinary committee will take action if any serious misconduct was observed and will maintain the minutes and reports of the incident concerned were attached.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE : 06/04/2023

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary



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CHOITHRAM COLLEGE OF NURSING

CURRICULUM MEETING MINUTES

DATE	-	08/07/2023
TIME	-	12 N AM
VENUE	-	CONFERENCE ROOM
CHAIR PERSON	-	DR.PROF.ARADHANA MICHAEL

Agenda

- Student progress
- Soft skill training
- Instilling professional ethics by intellectual property rights classes
- Extracurricular activities
- Planning of future venture of Choithram College of nursing, Upcoming inspection by CBI

Meeting commenced at 12 N under the guidance of chairperson Dr. Prof. Aradhana Michael. Prof. Rakhi Chandel, Minute secretary shared the previous meeting minutes which was approved by chairperson, passed by Prof. Shweta Pattnaik and second by Prof. Shreeja Vijayan.

The meeting continued with the following discussion:

- Since a lot theory session had progressed, it is essential to have clinical experience. Along with that theory evaluation should be done which can be planned.
- Mentoring session for all students with special attention on slow bloomers continued. Mainly it will be focused on first year and second year B.Sc. Nursing students.
- It is suggested that the Faculty In-service education classes are slowed, so it also





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to be done.



CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

- M. Sc Nursing final years were given soft skill training along with their curricular option, to promote their education level and to updated in profession growth norms.
- Principal Madam suggested that it is essential that research coordinators need to conduct the Research Workshop for that all the coordinators are asked to make a review of previous work and outline for further programs, so that M.Sc. Nursing students can also participate.
- B.Sc. Nursing IV years as well as M.Sc. Nursing final year students were sensitized about platforms of professional growth norms, but not allowed for any sort of copy and paste action for research work. The so named intellectual property rights and ethical norms is mandatory for any sort of research work which is adapted by the institute.
- Women empowerment and co curricular activities will be included more for all even at community level. For that women equality day celebration planned.
- It is also decided to include more socio- cultural and extra -curricular activities so that our students will be more active and develop leadership qualities and functional health.
- Principal Madam proposed organizing a nutrition-related activity during Nutrition Month, such as a play involving all three batches of B.Sc. nursing students which is essential for providing nutrition education by the nurses to the child and mother including elderly.

Work Done-

- As part of institutional amendment adherence, Action Research was formed
- Ms. Marlene Peter will ensure that all coordinators are kept informed and updated on this.





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- Curriculum review taken and slow learners were given updated facilities and additional study hours in the library and hostel where they were assisted with hostel residing teachers.





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CHOITHRAM COLLEGE OF NURSING CURRICULUM MEETING MINUTES

Attendance

DATE: 8/07/2023

SNO	NAME	SIGNATURE
1.	Prof. Sheetal Saxena	
2.	Prof. Shreeja Vijayan	
3.	Prof. Shweta Pattnaik	
4.	Prof. Rakhi Phandse	
5.	Prof. Prachi Awasthi	
6.	Prof. Ancy Varkey	
7.	Prof. Yasmin Sharma	
8.	Mrs. Vaishali Tiwari	

Dr. Prof. Aradhana Michael
Chairperson/Principal



Prof. Rakhi Chandel
Minutes Secretary