

Document No: BES/ACPC/C/10/2021-22

Date: 01/10/2021

CIRCULAR


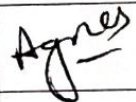
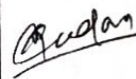
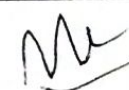

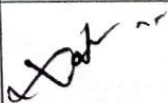
To deliver the optimum quality services to the students & maintain the standards of all academic & non-academic areas across the organisation, the management has decided to form various committees with the chosen representatives to supervise the concerned activities in their respective fields.

The management is pleased to recruit the under signees as the part of the academic & curriculum planning committee with the following details:

COMMITTEE NAME: ACADEMIC & CURRICULUM PLANNING COMMITTEE

Meeting Schedule: Fourth week of February, May, August & November month as desired by the chairperson

Quorum: 50% of the members

Sl. No.	Name	Designation	Role	Sign
1.	Mrs. Lubna	Principal	Chairperson	
3.	Mrs. Agnes Mahima David	Associate professor	Secretary	
6.	Mr. Madan Mohan Gupta	Associate professor	Member	
7.	Mrs. Arti Srivastava	Associate professor	Member	
8.	Mr. Sachin	Assistant Professor	Member	
9.	Mr. Satish Kumar Saini	Assistant Professor	Member	

The scope of the committee can be expressed as follows (but not limited to):

- To maintain the standards of education, upliftment and growth of the institution by overseeing the overall academic regulations of the institution.
- To regulate the policies and procedure for academic activities, methods of instructions and examination as per the ongoing regulations by the concerned statutory regulatory bodies and the university
- To identify, monitor and regulate the evaluation & assessment process from time to time.
- To plan and finalize the annual academic calendar.
- To oversee promotions of activities concerning teaching, research and related


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- activities in the institution in coordination with Institutional Ethics Committee.
- To consider matters of general academic interest either on its own initiative or on a reference made by a Faculty or Board of Management or Governing Body or Director and take appropriate action there on.
 - To recommend to the board of management the creation and abolition of teaching and academic post.
 - To recognize the certificates, diplomas and other training programs or courses of the institutions and approve their equivalence.
 - To consider and approve eligibility criteria for student admissions to various programmes offered by institute in consultation with admission and counselling committee.
 - To coordinate with student development and welfare committee for academic activities such as industrial visits, clinical posting, co-curricular activities etc.


(Director)

Authorized Signatory

CC: All Members


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Document No: BES/ACPC/I/11/2020-21

Date: 20/11/2021


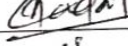


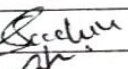

MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held (as per the schedule).
The details of the meeting are as follows:

Committee: Academic & Curriculum Planning Committee
Date: 23/11/2021
Time: 11:00 AM-11:30 AM
Venue: Conference Hall
Chairperson: Mrs Lubna

The following members are requested to attend the meeting:

Sl. No.	Name	Designation	Role	Signature	Remarks
1.	Mrs. Lubna	Principal	Chairperson		
2.	Mr. Madan Mohan Gupta	Professor	Member		
3.	Mrs Agnes Mahima David	Associate Professor	Secretary		
4.	Arti Srivastava	Associate Professor	Member		
5.	Mr. Sachin	Assistant Professor	Member		
6.	Mr Satish	Assistant Professor	Member		


The agenda of the meeting will be:

1. Orientation to curriculum policies for new member
2. General review of implementation of curriculum
3. Planning for add on courses
4. Planning for practical exam
5. Orientation program for new session of GNM and ANM 2021-2022

All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards


Mrs. Agnes Mahima David
(Secretary)
(Academic & Curriculum Planning Committee)


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Document No: BES/ACPC/M/11/2020-2021

Date: 23/11/2021

MINUTES OF MEETING

General Details

Committee: Academic & Curriculum Planning Committee
 Date: 23/11/2021
 Time: 11:00 -11:30 AM
 Venue: Conference Hall
 Chairperson: Mrs lubna
 Agenda:

1. Orientation to curriculum policies for new member
2. General review of implementation of curriculum
3. Planning for add on courses
4. Planning for practical exam
5. Orientation program for new session of GNM and ANM 2021-2022

Attendance details:

Attendees	Absentee
Mrs. Lubna	
Mr.Madan Mohan Gupta	
Mrs Agnes Mahima David	
Arti Srivastava	
Mr. Sachin	
Mr Satish	

Discussion Details:

Discussion	Action	Responsibility	Target Time
Orientation to curriculum policies for new member	Committee discussed about existing policies on curriculum such as <ul style="list-style-type: none"> • Course of instruction will be the Syllabus given by INC, University and UP State Medical Faculty 	ALL	1 weeks

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	<ul style="list-style-type: none"> • Course of hours including theory and clinical must be followed according to INC • Various method of teaching should be followed by using variety of AV aids • Evaluation of the student should be done by 2 internal and one preuniversity exam • Special attention should be given in research work of students • Yearly plan, like Academic calendar, Master rotation plan, Clinical rotation plan, Course plan, unit plan and assessment formats are must be prepared before course starts. • Registers and records on curriculum implementation must be prepared on time. 		
General review of implementation of curriculum	<p>Curriculum committee discussed about completion of course. It advised to follow the schedule to the faculty those who were not completing course as per plan.</p> <p>It instructed to do modifications in course allotment according to changes occurred in faculty members.</p>	Mrs Lubna	1 weeks
planning for add on courses	<p>Committee decided to conduct add on courses on various speciality</p> <ul style="list-style-type: none"> • Additional course will be started from <u>March 2021</u> last week • Booklet should be prepared on specialty Medical surgical 	<p>Mrs Lubna</p> <p>Mrs Agnes</p>	1 month

	nursing, Paediatric nursing, OBG nursing and Community health nursing		
Planning for conducting practical exam as per upsmf	Planning for conducting practical exam from 23-11-21 to 27-11-21 as per UPMSF	Mrs Lubna Mrs Arti Mr Sachin	1 day
Orientation program for new session of GNM and ANM 2021-2022	Committee decided to conduct orientation program for new batch student on December 1 st week	Mr Sachin Mr Satish	2weeks

Next Meeting: As per the schedule

Prepared by: Mrs. Agnes Mahima David (Secretary) <i>Agnes</i>	Approved By: <i>[Signature]</i> Mrs Lubna (Chairperson)
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CC: All members

[Signature]
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Document No: BES/ACPC/RC/2/2021-22

Date: 05/01/2022

R-CIRCULAR

With reference to circular issued No.: BES/ACPC/C/10/2021-22 dated 01/10/2021, this is to inform that the composition of the committee has to be revised as per the following details:

COMMITTEE NAME: ACADEMIC & CURRICULUM PLANNING COMMITTEE

Meeting Schedule: Fourth week of February, May, August & November month as desired by the chairperson

Quorum: 50% of the members

S.No.	Member	Designation	Role	Signature
1.	Mrs. Lubna	Principal	Chairperson	
2.	Mrs. Umamaheswari	Professor	Member	
3.	Mrs. Agnes Mahima David	Associate Professor	Secretary	
4.	Mr. C. Dhikhil	Academic Counsellor, SGPGI.	External Member	
5.	Mr. Ajay Kumar	Assistant Nursing Superintendent, SGPGI.	External Member	
6.	Mr. Madan Mohan Gupta	Associate professor	Member	
7.	Mrs. Arti Srivastava	Associate professor	Member	
8.	Mr. Sachin	Assistant Professor	Member	
9.	Mr. Satish Kumar Saini	Assistant Professor	Member	

Changes in composition of the committee

- New members has been added according to the need.

(Director)

Authorised Signatory

CC: All Members

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Document No: BES/ACPC/II/02/2021-22

Date: 22/02/2022

MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held (as per the schedule). The details of the meeting are as follows:

Committee: Academic & Curriculum Planning Committee
Date: 24/02/2022
Time: 11:00 AM-11:30 AM
Venue: Conference Hall
Chairperson: Mrs Lubna

The following members are requested to attend the meeting:

Sl.No.	Name	Designation	Role	Sign
1.	Mrs. Lubna	Principal	Chairperson	
2.	Mrs. Umamaheswari	Professor	Member	
3.	Mrs. Agnes Mahima David	Associate professor	Secretary	
4.	Mr. C. Dhikhil	Academic Counsellor, SGPGI.	External Member	
5.	Mr. Ajay Kumar	Assistant Nursing Superintendent, SGPGI.	External Member	
6.	Mr. Madan Mohan Gupta	Associate professor	Member	
7.	Mrs. Arti Srivastava	Associate professor	Member	
8.	Mr. Sachin	Assistant Professor	Member	
9.	Mr. Satish Kumar Saini	Assistant Professor	Member	

The agenda of the meeting will be:

1. Finalization of committee members
2. Orientation to curriculum policies for new member
3. Revision of existing policies
4. General review of implementation of curriculum
5. Starting of clinical training and community posting

All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards

Mrs. Agnes Mahima David

(Secretary)

(Academic & Curriculum Planning Committee)


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Document No: BES/ACPC/M/02/2021-2022

Date: 24/02/2022

MINUTES OF MEETING

General Details

Committee: Academic & Curriculum Planning Committee
Date: 22/02/2022
Time: 11:00 -11:30 AM
Venue: Conference Hall
Chairperson: Mrs Lubna
Agenda:


1. Finalization of committee members
2. Orientation to curriculum policies for new member
3. Revision of existing policies
4. General review of implementation of curriculum
5. Starting of clinical training and community posting

Attendance details:

Attendees	Absentee
Mrs. Lubna	
Mrs. Umamaheswari	
Mrs. Agnes Mahima David	
Mr. C. Dhikhil	
Mr. Ajay Kumar	
Mr. Madan Mohan Gupta	
Mrs. Arti Srivastava	
Mr. Sachin	
Mr. Satish Kumar Saini	

Discussion Details:

Discussion	Action	Responsibility	Target Time
Finalization of committee member	All attendees of meeting accepted to work in delegated post in curriculum committee	ALL	-
Orientation to curriculum policies for new member	Committee discussed about existing policies on curriculum such as <ul style="list-style-type: none">• Course of instruction will be the Syllabus given by INC, University and UP	ALL	1week


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	<p>State Medical Faculty</p> <ul style="list-style-type: none"> • Course of hours including theory and clinical must be followed according to INC • Various method of teaching should be followed by using variety of AV aids • Evaluation of the student should be done by 2 internal and one preuniversity exam • Special attention should be given in research work of students • Yearly plan, like Academic calendar, Master rotation plan, Clinical rotation plan, Course plan, unit plan and assessment formats are must be prepared before course starts. • Registers and records on curriculum implementation must be prepared on time. 		
Revision of existing policies	<p>Committee revised the existing policies. Formulation of new policies should be done</p>	Mrs. Arti Srivastava	1week
General review of implementation of curriculum	<ul style="list-style-type: none"> • Curriculum committee discussed about completion of course. It advised to follow the schedule to the faculty those who were not completing course as per plan. • It instructed to do modifications in course allotment according to changes occurred in faculty members. 	Mrs Lubna	1 week
Starting of clinical	<p>Committee decide to start the clinical training and community posting as per schedule. It</p>		

training and community posting	delegated the works as follows; <ul style="list-style-type: none"> • Preparation of permission seeking letters and getting approval from concern hospital management and community centre • Starting of clinical training and community posting on time • Evaluation of students in clinical and community areas, 	Mrs. Lubna Mr. Sachin Mr. Satish	6weeks
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Next Meeting: As per the schedule

Prepared by: Mrs. Agnes Mahima David (Secretary) <i>Agnes</i>	Approved By: Mrs Lubna (Chairperson) <i>[Signature]</i>
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CC: All members

[Signature]
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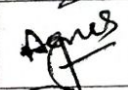



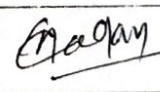

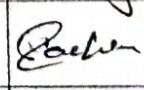
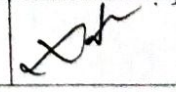
R-CIRCULAR

With reference to circular issued No.BES/ACPC/C/10/21-22 dated 01/10/2021, this is to inform that the composition of the committee has to be revised as per the following details:

COMMITTEE NAME: ACADEMIC & CURRICULUM PLANNING COMMITTEE

Meeting Schedule: Fourth week of February, May, August & November month as desired by the chairperson

Quorum: 50% of the members

SN	Earlier member	Replaced by	Designation	Role	Signature
1.	Mrs. Lubna	Mrs. Archana Chouhan	Principal	Chairperson	
2.	Mrs Agnes Mahima David		Associate Professor	Secretary	
3	Mrs Umamaheswari		Professor	Member	
4.	Mr. C. Dhikhil		Academic Counsellor, SGPGI	External Member	
5.	Mr. Ajay Kumar		Assistant Nursing Superintendent, SGPGI.	External Member	
6.	Mr.Madan Mohan Gupta		Associate Professor	Member	
7.	Mrs Arti Srivastava	Mrs Durba Ganguly	Assistant Professor	New Member	
8.	Mr. Sachin		Assistant Professor	Member	
9.	Mr Satish		Assistant Professor	Member	

Changes in composition of the committee

- Mrs Archana Chouhan has been appointed as Chairperson
- Mrs Durba Ganguly has been added as new member


(Director)

Authorised Signatory
CC: All Members


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Document No: BES/ACPC/1/03/2022

Date: 28/03/2022

MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held (as per the schedule).

The details of the meeting are as follows:

Committee: Academic & Curriculum Planning Committee
Date: 30/03/2022
Time: 1:00 PM-1:30 PM
Venue: Conference Hall
Chairperson: Mrs. Archana Chouhan

The following members are requested to attend the meeting:

Sl. No.	Name	Designation	Role	Signature	Remarks
1.	Mrs Archana Chouhan	Principal	Chairperson		It was good communication regarding plan.
2.	Mrs Agnes Mahima David	Associate Professor	Secretary		
3.	Mrs. Umamaheswari	Professor	Member		
4.	Mr. C. Dhikhil	Academic Counsellor, SGPGI	External Member		
5.	Mr. Ajay Kumar	Assistant Nursing Superintendent, SGPGI.	External Member		
6.	Mr.Madan Mohan Gupta	Associate Professor	Member		
7.	Mrs Durba ganguly	Assistant Professor	Member		
8.	Mr. Sachin	Assistant Professor	Member		
9.	Mr Satish	Assistant Professor	Member		

The agenda of the meeting will be:

1. General review of implementation of curriculum
2. Planning for add on courses
3. Planning for first internal exam

All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards

Mrs. Agnes Mahima David
 (Secretary)(Academic & Curriculum Planning Committee)

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MINUTES OF MEETING

General Details

Committee: Academic & Curriculum Planning Committee
 Date: 30/03/2022
 Time: 1:00 -1:30 PM
 Venue: Conference Hall
 Chairperson: Mrs. Archana chouhan
 Agenda:

1. General review of implementation of curriculum
2. Planning for add on courses
3. Planning for first internal exam

Attendance details:

Attendees	Absentee
Mrs. Archana Chouhan	
Mrs Agnes Mahima David	
Mrs. Umamaheswari	
Mr. C. Dhikhil	
Mr. Ajay Kumar	
Mr.Madan Mohan Gupta	
Mrs Durba Ganguly	
Mr. Sachin	
Mr Satish	

Discussion Details:

Discussion	Action	Responsibility	Target Time
General review of implementation of curriculum	Curriculum committee discussed about completion of course. It advised to follow the schedule to the faculty those who were not completing course as per plan.	Mrs. Archana chouhan	1 weeks

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	It instructed to do modifications in course allotment according to changes occurred in faculty members.		
Planning for add on courses	<p>Committee decided to conduct add on courses on various speciality</p> <ul style="list-style-type: none"> • Additional course will be started from April 2022 last week • Booklet should be prepared on specialty Medical surgical nursing, Paediatric nursing, OBG nursing and Community health nursing 	Mrs. Archana Chouhan Mrs. Agnes	1 month
Planning for conducting first internal exam	<p>Planning for conducting first internal exam from 11-03-22 to 19-03-22 .Committee delegated the work schedule for the first internal exam as follows</p> <ul style="list-style-type: none"> • In first terminal exam 50% syllabus has been covered. • Preparation of question paper by the subject teacher. • Arrangement of answer sheets by the coordinators. • Preparation of exam date schedule. • Preparation of invigilator list • Preparation of faculty list for copy checking. • Planning for result declaration within 1 week. 	Mrs. Archana Chouhan Mrs. Durba Mr. Sachin	1 day

Next Meeting: As per the schedule

Prepared by: Mrs. Agnes Mahima David (Secretary) <i>Agnes</i>	Approved By: Mrs. Archana Chouhan (Chairperson) <i>Archana</i>
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CC: All members


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Document No: BES/ACPC/RC/05/2022

Date: 30/5/2022


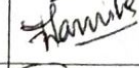
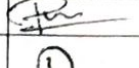
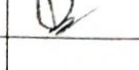

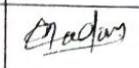

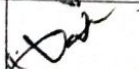
R- CIRCULAR

When reference to circular issued No : BES/ACPC/RC/03/2021-22 Date 26/3/2022 this is to inform that the composition and scope of the committee has to be revised for the following details.

COMMITTEE NAME : ACADEMIC AND CURRICULUM PLANNING COMMITTEE


Meeting Schedule: Fourth week of February, May, August and November month as desired by the chairperson

Quorum : 50% of the members

SN	Earlier member	Replaced by	Designation	Role	Signature
1.	Mrs. Archana Chouhan		Principal	Chairperson	
2.	Mrs. Agnes Mahima David	Mrs. Anamika Das Gupta	Tutor	Secretary	
3.	Mrs. Umamaheswari		Professor	Member	
4.	Mr C.Dhikhil		Academic counsellor, SGPGI	External Member	
5.	Mr. Ajay Kumar		Assistant Nursing Superintendent, SGPGI	External Member	
6.	Mr. Madan Mohan		Associate Professor	Member	
7.	Mrs. Durba Ganguly		Associate Professor	Member	
8.	Mr. Satish		Associate Professor	Member	


Changes in composition :

- Mrs Anamika Das Gupta has been appointed as Secretary


(Director)

Authorised Signatory

CC: All Member


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Document No: BES/ACPC/1/05/2022

Date: 30/5/2022


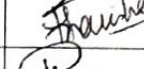


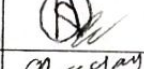


MEETING INVITATION

Dear All

This is to intimate you regarding the committee meeting to be held (as per the schedule). The details of the meeting are as follows:

Committee: Academic and Curriculum Planning Committee
Date: 30/5/2022
Time: 12-1 PM
Venue: Conference Hall
Chairperson: Mrs. Archana Chouhan


The following members are requested to attend the meeting:

Sl.No	Name	Designation	Role	Signature	Remarks
1.	Mrs. Archana Chouhan	Principal	Chairperson		
2.	Mrs. Anamika Das Gupta	Tutor	Secretary		
3.	Mrs. Umamaheshwari	Professor	Member		
4.	Mr. C.Dhikhil	Academic Councillor, SGPGI	External member		
5.	Mr. Ajay Kumar	Assistant Nursing superintendent, SGPGI	External member		
6.	Mr. Madan Mohan Gupta	Associate Professor	Member		
7.	Mrs. Durba Ganguly	Associate professor	Member		

The agenda of the meeting will be:


1. General review on implementation of curriculum
2. Starting of clinical training for remaining classes
3. Planning for various visit
4. Planning for conduction add-on courses
5. Preparation and implementation of additional new Add-on courses
6. Planning for Stakeholder's Feedback
7. All the members are requested to make their cordial presence. Be kind to confirm your attendance/reason for absence.
8. Planning for Mid-Course improvement of performance of the student.
9. Emphasis on student's performance on clinical, Lab & Community posting

Warm Regards



Mrs. Anamika Das Gupta

(Secretary)


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MINUTES OF MEETING**General Details****Committee: Academic and Curriculum Planning Committee****Date: 30/5/2022****Time: 12-1 PM****Venue: Conference Hall****Chairperson: Dr. Archana chouhan****Attendance Details:**

Attendees	Absentee
Dr. Archana Chouhan	
Mrs. Anamika Das Gupta	
Mrs. Umamaheswari	
Mr. C.Dhikhil	
Mr. Ajay Kumar	
Mr. Madan Mohan	
Mrs. Durba Ganguly	
Mr. Satish	

Discussion Details


Agenda	Discussion	Action	responsibility	Target Time
General review on implementation of curriculum	Curriculum committee discussed about completion of course.	It is advised to follow the schedule to the subject teachers those who were not completing course as per plan.	Mrs. Umamaheshwari	As per schedule
Starting of additional clinical training for remaining classes	Committee discussed about additional Clinical Training.	It is structured to plan additionally clinical training in following hospitals: <ul style="list-style-type: none"> • Chandan Hospital • Medanta hospital • PGI • Dr. Ram Manohar Lohiya Institute of Medical Sciences 	Mr. Madan Mohan	1 month
Planning for various visit	Committee discussed about to plan for various visit.	Committee decide to send the students in following visits: <ul style="list-style-type: none"> • Handicap center • DE addiction Centre • Old Age Home 	Mr. Satish	1 month

		<ul style="list-style-type: none"> Anath Ashram Blood Bank Water purification plant Sewage disposal plant 		
Planning for conduction add-on courses	Committee planned to conduct add on courses for all students	<ul style="list-style-type: none"> It is decided to conduct add-on courses as seminar, workshop, conference, presentation or assignment for various topic Soon ALS/BLS courses will be conducted for the students 	Mrs. Anamika Das Gupta	8 weeks
Preparation and implementation of additional new Add-on courses	Committee discussed about to plan for yoga classes	Committee instructed to Event planning committee to conduct Yoga Classes for all students	Mrs. Durba Ganguly	2 days
Planning for stalk holders feedback	Committee discussed about collection of feedback from stakeholders on curriculum.	<ul style="list-style-type: none"> It is instructed to do modification in stakeholders feedback goggle form. stakeholders feedback should be taken in the month of September. 	Mr. Madan Mohan	3 Months

Next Meeting: As per schedule

Prepared by: Mrs. Anamika Das Gupta
(Secretary)

Anamika

Approved by: 
Dr. Archana Chouhan
(Chairperson)

CC: All members


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56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

Academic & Curriculum Planning Committee Conducted On- 30.05.2022



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Document No: BES/ACPC/1/08/21-22

Date: 18/08/2022

MEETING INVITATION






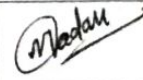
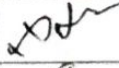

Dear All

This is to intimate you regarding the committee meeting to be held (as per the schedule).

The details of the meeting are as follows:

Committee: Academic & Curriculum Planning Committee**Date:** 20/08/2022**Time:** 11:00 AM-11:30 AM**Venue:** Conference Hall**Chairperson:** Dr. Archana Chouhan

The following members are requested to attend the meeting:

Sl. No.	Name	Designation	Role	Signature	Remarks
1.	Dr. Archana Chouhan	Principal	Chairperson		
2.	Mrs. Anamika Das Gupta	Tutor	Secretary		
3.	Mrs. Umamaheswari	Professor	Member		
4.	Mr. C. Dhikhil	Academic Counsellor, SGPGI	External Member		
5.	Mr. Ajay Kumar	Assistant Nursing Superintendent, SGPGI	External Member		
6.	Mr. Madan Mohan Gupta	Associate Professor	Member		
7.	Mr Satish	Assistant Professor	Member		
8.	Mrs. Durba Ganguly	Assistant Professor	Member		


The agenda of the meeting will be:

1. Review of course completion
2. Planning for internal examination
3. Academic preparation of new session 2022-23
4. Completion of research project of B.Sc. nursing 4th yr and M.Sc. nursing 2nd year
5. Collection of feedback on curriculum from stakeholder

All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards


 Mrs. Anamika Das Gupta

(Secretary)

(Academic & Curriculum Planning Committee)


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Document No: BES/ACPC/M/08/2021-2022

Date: 20/08/2022

MINUTES OF MEETING**General Details**

Committee: Academic & Curriculum Planning Committee
 Date: 20/08/2022
 Time: 11:00 -11:30 AM
 Venue: Conference Hall
 Chairperson: Mrs. Archana Chauhan
 Agenda:

1. Review of course completion
2. Planning for internal examination
3. Academic preparation of new session 2022-23
4. Completion of research project of B.Sc. nursing 4th yr and M.Sc. nursing 2nd year
5. Collection of feedback on curriculum from stakeholder

Attendance details:

Attendees	Absentee
Mrs. Umamaheswari	Dr. Archana Chouhan
Mr. C. Dhikhil	Mrs. Anamika Das Gupta
Mr. Ajay Kumar	
Mr. Madan Mohan Gupta	
Mr Satish	
Mrs. Durba Ganguly	

Discussion Details:

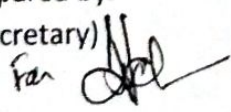
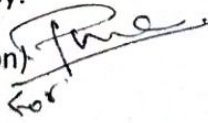
Discussion	Action	Responsibility	Target Time
Review of course completion	Committee discussed about the course completion at the end of academic session	ALL HOD & Class Co-ordinators	1 weeks
Planning for internal examination	Committee decided that internal exam will be conducted on September month of 3rd week. Committee delegated the work schedule for internal examination as follow. <ul style="list-style-type: none"> • Preparation for question paper practical examination 	Mrs. Durba Ganguly	1 weeks

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	and exam duty		
Academic preparation of new session 2022-23	<p>Committee delegated the curriculum related works to various faculty as follow:</p> <ul style="list-style-type: none"> • Finalization of coordinator and syllabus distribution • Preparation of academic calendar • Preparation of master rotation and clinical rotation • Preparation for course plan, unit plan and lesson plan by subject teacher 	Mrs. Waribam Chanu Henthoi	4 weeks
Completion of research project of B.Sc. nursing 4th yr and M.Sc. nursing 2nd year	Committee discussed about completion the research project of BSc nursing 4 th yr and M.Sc. nursing 2 nd year	Mr. Satish	1weeks
Collection of feedback on curriculum from stakeholder	It is instructed to collect feedback on curriculum from stakeholder	Mrs. Durba Ganguly	1weeks

Next Meeting: As per the schedule

<p>Prepared by: (Secretary)</p> <p>For </p>	<p>Approved By:</p> <p>(Chairperson) </p> <p>For</p>
--	--

CC: All members


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