



## 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

### 4.3.4 Average annual expenditure for the purchase of books and journals including e-journals during the last five years.

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Website : www.choithramnursing.com

Date - 13 JULY, 2018  
Time - 4-5 PM  
Venue - Library

Committee members

Librarian - Mrs. Kiran Wagh

Name of Educational Teachers

Prof. Shweta Pattnaik

Ms. Rupal Chauhan

Agenda of the meeting

- \* Upgrading the record list of books
- \* Identifying slow learners
- \* Handling of register & files

In today's meeting it was discussed about the list of books that is to be maintained, List & details of the books, journals and magazines are recorded in the register, it has to be updated on computer

Slow learners are supposed to be identified from all batches of BSc. Nursing by the class teachers. Extra library hours will be given to them, assigning of mentors to help students in learning.

Other related topics were discussed regarding rules & regulations, all the discussion was informed to Principal mam.



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Librarian & Teachers attended the meeting

Librarian : Mrs. Kiran Wagh

Teachers : Prof. Shweta Pattnaik  
Ms Rupal Chauhan







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Website : www.choithramnursing.com

Date - 7 Oct, 2019  
Time - 3-4 PM  
Venue - Library

### Committee Members

#### Librarian

Mrs. Kiran Wagh

#### Name of teachers

Prof. Shweta Pattnaik

Ms. Rupal Chauhan

#### Agenda of the meeting

- \* Planning to buy new books for college
- \* Updating registers & records
- \* Identifying slow learners

The meeting was held in library for updating the records & registers maintained in the library. Progress of the records was discussed. Identifying slow learners was discussed, it was planned to frame a list of all student year wise & plan to improve their academic performance.

In the meeting it was also discussed to buy some new books for the upcoming session, a list of books from each subject was planned to be made.

Some worn out books was discussed to be re-bound, Arrangement of books was



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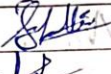
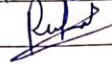
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modified in the library. All the discussion was informed to Principal and accordingly implementation was carried out.

Librarian & Teachers attended the meeting

Librarian: Mrs. Kiran Wagh 

Teachers: Prof. Shweta Pattnaik   
Ms. Rupal Chauhan 







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Date: 15<sup>th</sup> July 2020

Time: 2 - 4 pm

Venue: Choithram  
College of nursing

### COMMITTEE MEMBERS:-

Librarian: Mrs. Kiran Wagh

### Name of Educational teachers:-

1. Prof. Shweta Paltankar
2. Mrs. Christy Abish
3. Mrs. Rupal Chauhan

### Name of Student Incharge:-

1. Ms. Merin C.P.
2. Ms. Nimmy Susan

### Agenda of the meeting:-

Planning for better utilization of library by students and teachers during COVID-19.

Due to COVID-19, presence of teachers and students in the library was affected as maintenance of social distancing.

Therefore, restricted library usage was present i.e. few teachers at a time were allowed to use the library. Also online



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Classes were conducted from there.

No fresh books/journals were purchased during that period.

Also, the college purchased zoom platform and therefore series of webinars & conferences (National & International) both were planned and executed successfully. The students & teachers and all other nursing professionals were benefitted through it.

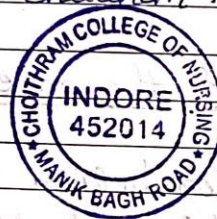
Librarian & Teachers attended the meeting are:-

Librarian: Mrs. Kiran Wagh

Teachers: Prof. Shweta Pattnaik

Mrs. Christy Abish

Mrs. Rupal Chauhan







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Date: 6<sup>th</sup> Oct. 2021

Time: 1-2 pm

Venue: Library,

## COMMITTEE MEMBERS:

Librarian:-

Name of Educational teachers:-

Prof. Shweta Pattnaik

Ms. Christy Abish

Ms. Rupal Chauhan

Agenda of the meeting:-

\* Upgrading the record list of books

\* Planning on developing a new software for the library.

\* Planning on identification of slow learners

\* Recognise learning problems among slow learners.

In today's meeting, it was discussed about the list of books that is to be maintained manually as well as in soft copy. The list and details of the books, journals, magazines are already recorded in the registers but an excel document or a software where all the data can be assembled together has to be worked on.



Slow learners are supposed to be identified from B.Sc Nursing batches by the class teachers. Thereafter, they will be assigned to respective





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teachers for their learning problems. Mentors to be assigned for them will be instructed to identify their learning difficulties in various aspects such as cognitive or behavioural problems.

In Conclusion, the class teachers need to be informed about the identification of slow learners and thereby start working on them. Also about the software in the library a discussion has to be made with Principal of the college.

The meeting got concluded at around 2 PM.

Librarian and Teachers attended the meeting are:-

Librarian: Mrs. Kiran Wagh

Teachers: Prof. Shweta Patil

Ms. Christy Abish

Ms. Rupal Chauhan





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Date: 17<sup>th</sup> Dec. 2021

Time: 3-4 PM

Venue: Choithram College  
of nursing.

Committee members:-

Librarian: - Mrs. Kiran Wagh

Name of educational teachers:-

Prof. Shweta Pattnaik

Ms. Christy Abish

Ms. Ramya Pillai

Ms. Rupal Chauhan

Agenda of the meeting:-

\* Discussion and planning on participation of students in essay competition at Bhopal.

A discussion meeting was called in order to express the views of the committee member for participation towards essay competition organized by Pt. Kuvijilal Dube Rashtriya Sansdiya Vidyaapeeth, Bhopal. A letter dated on 21<sup>st</sup> Oct 2021, received by choithram college of nursing on 15<sup>th</sup> Dec. 2021.

The Educational committee student incharges were also present in the meeting in order to explain them about the guidelines and rules for the participation.

Thereafter the students incharges are supposed to inform in all other batches and





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Collect & segregate the written documents/essay in separate folders as per the batch.

Lastly a covering letter would be required while posting the document to Bhopal. Student incharges instructed to submit the essay and other documents on 15<sup>th</sup> Jan 2022. The meeting got concluded around 4pm.

Educational teachers attended the meeting are:-

1. Prof. Shweta Pabtarai

2. Ms. Christy Abish

3. Ms. Romya Pillai

4. Ms. Rupel Chauhan

Student incharges of Educational Committee attended the meeting are:-

1. Sherin C.P.

2. Elsa Anna Joseph

3. Ankita Saliwal







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Date - 12<sup>th</sup> Feb 2022  
Time - 11 - 12 PM  
Venue - Library

### Committee members

Librarian - Mrs. Kiran Wagh

### Name of educational teachers

Mr. Anmol Joseph  
Ms. Sanghamitra Paul

### Agenda of meeting

- Handing over of responsibilities by Prof. Shweta Pattraik
- Discussion related to the files and records maintained in library

In today's meeting it was discussed about the files & records maintained in the library. Separate files for books, journals, magazines should be maintained also keep records of the bills. A summary of the payment of each year should be maintained. Roles and responsibilities were explained by Prof. Shweta Pattraik, all the related documents were handed over to Mr. Anmol Joseph in the presence of Prof. Yasmin Sharma, Institutional Committee head. Reporting of the meeting was done to Dr. (Prof.) Pradhara Michael, Principal Choithram College of Nursing.



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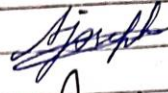
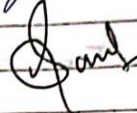
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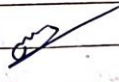
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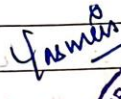
Educational teachers attended the meeting

1. Mr. Arnold Joseph 
2. Ms. Sanghamitra Paul 

Librarian

Mrs. Kiran Wagh 

Educational Committee Head

Prof. Yasmin Sharma 







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Date - 05<sup>th</sup> April, 2022  
Time - 3-4 PM  
Venue - Library

### Committee Members

Librarian - Mrs. Kiran Wagh

### Name of Educational teachers

Mr. Anmol Joseph  
Ms. Sanghamitra Paul

### Agenda of the meeting

- Updating the records
- Discussing about Library Budget
- Identifying slow learners and planning for slow learners
- Planning to buy new books for college

The meeting was held in library for updating the records maintained in the library. The progress of the records was discussed and problems related to records was discussed. Work was done in identifying slow learners, it was planned a list of students will be collected by all class coordinators and extra library hours will be allotted to them. In the meeting it was also discussed to buy some new books, a list was prepared by the suggestion of all HODs of speciality. Some worn out books





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was planned for re-binding. Arrangement of books & shelves was changed according to need. Budget of library was discussed & Expenditure was planned. Educational teachers attended the meeting.

1 Mr. Anmol Joseph - *Anmol*

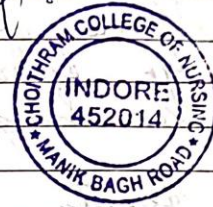
2 Ms. Sanghamitra Paul - *Sanghamitra*

Librarian

1 Mrs. Hiran Wagh - *Hiran*

Educational Committee Head

1 Prof. Yasmin Sharma - *Yasmin*





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Date - 14<sup>th</sup> June, 2022  
Time - 4<sup>th</sup> 5 PM  
Venue - Library

### Committee Members

Librarian - Mrs. Kiran Wagh

### Name of Educational Teachers

Mr. Anmol Joshi  
Ms. Sanghamitra Paul

### Agenda of the meeting

- Upgrading the record list of books
- Evaluating the progress of slow learners
- Discussion about fund allocation
- Highlight learning problems identified through TAL (Teacher Assisted Learning)

The meeting was held in library for updating the list of books. In which all the committee members were present and the work was distributed. Previous work accomplishment was evaluated and progress was checked. In meeting it was planned to replace wornout books. It was planned to draft new quotation for books and journals. Evaluation of the progress of slow learners was discussed and further plan of action was drafted. Concern learning problems faced by students was identified through feedback given by teachers





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Involved in Teacher Assisted Learning (TAL). As per the feedback some library activities were planned for the students.

Educational Teachers attended the meeting

1 Mr. Anand Joshi - ~~Staff~~

2 Ms. Sanghamitra Paul - ~~Staff~~

Librarian

1 Mrs. Kiran Wagh - ~~Staff~~

Educational Committee Head

1 Prof. Yasmin Sharma - Yasmin







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Date - 12 Aug, 2022  
Time - 4-5 PM  
Venue - Library

### Committee Members

Librarian - Mrs. Kiran Wagh

### Name of Educational Teachers

Mr. Samuel Joseph  
Ms. Sanghamitra Paul

### Agenda of Meeting

- Review of the previous work done
- Planning of purchase of new books
- Plan for the new session.
- Review of the general club presentation

The meeting was held in the library for reviewing of previous work done. The records of the books has been successfully updated and improved via proper channel. Review of Teacher Assisted Learning (TAL) was done with class coordinators & it was found that TAL has benefited the students. There has been improvement in student's academic performance. Purchase of new books was discussed.

Planning of new session was done as every year July - September admission for new session takes place. Sitting arrangement and sitting capacity was discussed to increase. Some rules & regulation were modified and was



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Discussed. Some new ideas were discussed like library orientation programme for BSc freshers, Book Bank, MOOCs etc. At last review of journal club was discussed.

Educational Teachers attended the meeting

1. Mr. Arvind Joshi
2. Ms. Sanghamitra Paul

Librarian

1. Mrs. Kiran Wagh

Educational Committee Head

1. Prof. Yasmin Sharma







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Website : www.choithramnursing.com

Date - 25 Nov, 2022  
Time - 4-5 PM  
Venue - Library

### Committee Members

Librarian - Mrs. Kiran Wagh

### Name of Educational Teachers

Mr. Arnold Joseph

Ms. Sanghamitra Paul

### Agenda of Meeting.

- Purchasing the subscription of International and national journals, DELNET
- Purchase of Library ILMS
- Purchasing New books for the college.

The meeting was organized in the library to discuss about framing a list regarding International & National journals. Work was allotted to committee members to sort out the list of journals and books.

Previous objectives were discussed and reviewed. Purchase of ILMS software was discussed.

Review of library orientation programme was done, Pros and cons were discussed with the committee members.

Issues and concern was discussed regarding library timing, rules & regulations and was informed to principal man





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Educational Teachers attended the meeting

1 Mr. Samuel Joseph *Joseph*

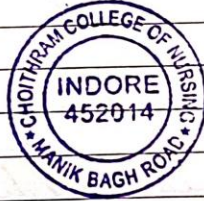
2 Ms. Sanghamitra Paul *Paul*

Librarian

1 Mrs. Hiran Wagh *Hiran*

Educational Committee Head

Prof. Yasmin Sharma *Yasmin*





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Date - 18 Feb, 2023  
Time - 1-2 PM  
Venue - Library

### Committee Members

Librarian - Mrs. Kiran Wagh

### Name of Educational teachers

Mr. Anmol Joseph  
Mrs. Saughamitra Paul

### Agenda of the meeting

- To enroll candidates in National Digital Library of India
- Make use of softwares such as Neo Lings, Microsoft Digital Software
- Review of ILMS software
- Review of Book Bank

The meeting was held in library, for the discussion of National Digital Library of India, a brief orientation was given by Prof. Yasmin Sharma about NDL. It was planned to make four key members i.e. Patron, President, Secretary & Executive Member. The name nominated for the post was Principal man, Prof. Yasmin Sharma, Mr. Anmol Joseph & Mrs. Kiran Wagh respectively. Further plan of action was discussed.

Review of Book Bank was discussed





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Records & Register was reviewed. Notes was prepared and communicated to all students & faculties.

For Language Lab usage of a software called Nus Lings was planned to be implemented for improving English speaking & reading skills of students.

Microsoft Digital Software is a platform to learn basic & Microsoft package software for free. It was plan to enroll faculties willing to enroll in respective online learning. The overall discussion was informed to Principal Mam.

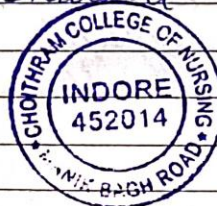
Educational teachers attended the meeting

1. Mr. Anand Joseph -
2. Ms. Sanghamitra Paul -   
Librarian

1. Mrs. Hiran Wagh -

Educational Committee Head

1. Prof. Yasmin Sharora -





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Date: 22/03/2023

Time: 2-3 pm

Venue: library

Committee Members

Librarian:- Mrs. Kiran Wagh

Name of Educational Teachers

Mr. Anmol Joseph

Ms. Sanghamitra Paul.

Agenda of the meeting

- \* Extension of Library Facility Hours for Teachers and class Co-ordinators

The meeting was called to discuss the possibility of extending library Facility hours for teachers and class co-ordinators.

The current library hours were reviewed and it was noted that the library currently closes at 04:00 pm.

It was proposed by the principal madam that teachers and class co-ordinators be allowed to avail library facilities until 6:00 pm, beyond the regular closing hours.

The need for an extension was discussed. Considering the additional time educators may require for lesson planning, research preparation and collaborative work.

After a thorough discussion, a consensus was reached to approve the extension of library facility hours for teachers and class co-ordinators until 6:00 pm.





# 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

The meeting was adjourned at 3:00pm.

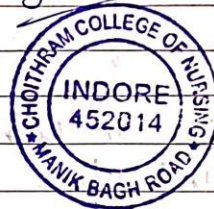
Educational Teachers attended the Meeting

1. Mr. Anmol Joseph
2. Ms. Sanghamitra Paul. Paul

Librarian

1. Mrs. Kiran Wagh

Educational Committee Head  
Prof. Yasmin Sharma Yasmin





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Website : www.choithramnursing.com

Date: 18/11/2023

Time: 11-12 pm

Venue: Library

### Committee Members

Librarian: Mrs. Kiran Wagh

### Name of Educational Teachers

Mr. Anmol Joseph

Ms. Sanghamitra Paul

### Agenda of the meeting

#### \* Planning for NDLI Awareness Session

The meeting was called to discuss and plan an upcoming event - an NDLI (National Digital Library of India) awareness session. The primary objective of the session was focusing on raising awareness about the NDLI platform, its resources, and how it can benefit students, researchers, and faculty.

Several proposed dates and times for the NDLI awareness session were presented. After discussion on 18/11/2023, 2-3pm were tentatively selected.

It was emphasized that the session should target students, faculty and researchers across various disciplines. The format of the awareness session was discussed, considering a mix of presentations, and question & answer sessions to engage participants effectively.

It was suggested that faculty members promote the event within their respective departments.





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The meeting concluded with optimism about the potential success of the NDLI awareness Session and gratitude for the collaborative efforts of all involved.

The meeting was adjourned at 12 pm.

Educational teachers attended the meeting

1. Mr. Anmol Joseph

2. Ms. Sanghamita Paul

Librarian

1. Mrs. Kiran Wagh

Educational Committee Head.

prof. yasmin sharma.





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Webiste : www.choithramnursing.com

Date - 15/04/24  
Time - 3-4 PM  
Venue - Library

Committee Members

Librarian -

Name of educational teachers

Mr. Anand Joseph

Ms. Sanghamitra Paul

Agenda of the meeting

- Plan re-orientation session of DELNET for all B.Sc. (N) batches & faculties
- Planning of Library Budget for the year 24-25
- Planning of purchasing new books & journals

The meeting was called to plan a re-orientation session of DELNET for all B.Sc. (N) batches & college faculties. And following dates were finalized, 18/04/24 for college faculties and 19/04/24 - 20/04/24 for B.Sc. (N) students.

Planning of library budget was also discussed in context to the previous expenditure a rough estimation of budget and yearly activity was planned.





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Purchase of new books & journals were also discussed. List of journals was reviewed and was advised to bring quotation and discuss with principal Mar.

General review of the library was done.

Educational committee members attended meeting

- 1 Mr. Anand Joseph
- 2 Ms. Sanghamitra Paul

Librarian

- 1 Mrs. Hiran Wagh

Educational Committee Head

- 1 Prof. Yasmin Sharma

