



# 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

**6.2.1 The Institutional has well defined organisational structure, Statutory Bodies/committees of the College with relevant rules, norms and guidelines**

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## CHOITHRAM COLLEGE OF NURSING FACULTY MEETING MINUTES

DATE - 19/10/2022  
TIME - 12:30 pm to 2:30 pm  
CHAIRPERSON - Dr.Prof.Aradhana Michael  
AGENDA -  
✓ Updates of NAAC work  
✓ Any other issues

Faculty meeting was begun with the permission of chairperson. The agenda of the previous meeting was-

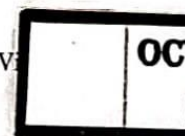
- ✓ Curriculum Meeting for Completion of Theory and practical hours and promotion of students in new batches.
- ✓ Any other Issue

### Work done-

- ✓ Visit to "Book Launch of Hindi Version of MBBS book" at Bhopal was successfully done with students.
- ✓ Students of all the batches have been informed about the timely completion of their assignments.
- ✓ Final dates of Heartful Meditation is from-..... which is informed to concerned faculty.

### APPROVAL OF THE MINUTES-

- Minutes of previous meeting was approved by Chairperson, passed by Prof. Shreeja V second by Prof. Shweta Pattnaik.
- Minutes secretary extended the agenda of the current meeting that is –
  - ✓ Updates of NAAC work
  - ✓ Any other issues



### Following points have been discussed-

- Meeting initiated with the discussion of completion of NAAC work as per the criteria. Criteria heads updated their work and shared their problems if any with the madam. (Detailed Minute report is maintained by Prof. Yasmin Sharma, NAAC coordinator)
- Prof.Shreeja Vijayan suggested that, to show the usage of different laboratory, entry register must be kept where students will put their signature.
- A register is to be maintained in Library for the documentation of TARINING PROGRAM OF SWAYAM, MOOC etc.





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- Mr. Jayesh Gupta, will be responsible for all the maintenance work of both the buildings and if there is any complaint, he will take care of that.
- Mrs. Ramya P has prepared mentor mentee card which holds 6 pages, this card will be allotted to every student in 1<sup>st</sup> year and in each year, new pages will be added in same card about their mentor mentee meetings and progress.
- Print out of that card will be taken from College itself. She also requested to give one hour in a week for mentor mentee.

## II Any other issue-

- Principal madam shared 3 formats of Education Business with us and allotted to following faculty for completion and maintain in future. The expected date of submission was 22/10/2022.
  - ✓ Activity format- Mr. Anmol Joseph
  - ✓ Meeting Minutes & Students strengths – Ms. Nisha
  - ✓ Employee details – Office staff
- Prof. Rakhi Chandel shared about an event organised by Institute of Green Engineers to celebrate IGEN Green Day on 22<sup>nd</sup> October 2022. Principal madam permitted to participate and asked Prof. Rakhi Chandel to coordinate further.
- Induction program of BSc Nursing IV Year batch 2023- Madam suggested that English classes will be included in induction program so that our students will perform better in the clinical area.
- Madam asked Prof. Prachi Awasthi to coordinate with Prof. Shweta Pattnaik, Clinical Coordinator to discuss and identify the problem area which can be included in induction program.
- Madam also instructed Prof. Prachi Awasthi to make a list of eligible BSc Nursing 4<sup>th</sup> year students (full attendance) who can be placed in the hospital as a trainee and madam will discuss with the management about their salary. Expected Placement date is 1<sup>st</sup> January 2023.
- IELTS or OET classes can be started as per the demand of the students.
- Prof. Prachi Awasthi was asked to give the difference between IELTS & OET.
- Tentative date for the induction program is 15<sup>th</sup> November 2022.
- Moral development for the students is to be planned after Diwali vacation.

Meeting concluded at 2:30 pm.





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## ATTENDANCE-

SNO	NAME	SIGNATURE
1.	Prof.Sheetal Saxena	<i>Sheetal</i>
2.	Prof.Shreeja Vijayan	<i>Shreeja</i>
3.	Prof.Prachi Awasthi	<i>Prachi</i>
4.	Mrs.Ramya P.	<i>Ramya</i>
5.	Mrs.Marlene Joseph	<i>Marlene</i>
6.	Mrs.Priya Pandit	<i>Priya</i>
7.	Mrs,Nisha Kushwaha	<i>Nisha</i>
8.	Ms.Sinsu Rachel	<i>Sinsu</i>
9.	Mr.Anmol Joseph	<i>Anmol</i>
10.	Mrs.Deepika Sigh	<i>Deepika</i>

Dr.Prof.Aradhana Michael  
Chairperson/Principal



Prof.Rakhi Chandel  
Minute Secretary



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## CHOITHRAM COLLEGE OF NURSING FACULTY MEETING MINUTES

DATE - 13/10/2022  
TIME - 04:15 pm to 5:30 pm  
CHAIRPERSON - Dr.Prof.Aradhana Michael  
AGENDA -

- Curriculum Meeting for Completion of Theory and practical hours and promotion of students in new batches.
- Any other Issue

Faculty meeting was begun with the permission of chairperson. The agenda of the previous meeting was-

- Updates of Orientataion program of BSc Nursing Fresher 2022-23 batch.

### APPROVAL OF THE MINUTES-

- Minutes of previous meeting was approved by Chairperson, passed by Prof. Shreeja Viajayan and second by Prof. Shweta Pattnaik.
- Minutes secretary extended the agenda of the current meeting that is –
  - ✓ Curriculum Meeting for Completion of Theory and practical hours and promotion of students in new batches.
  - ✓ Any other Issue

Principal madam started meeting with the current agenda and asked the class coordinators to update. All the class coordinators discussed about their course completion with principal madam and final dates were approved for promotion in next batches which are as follows-

### BSc Nursing, I year

Class Coordinator- Mrs. Sinsu R.  
Date of Joining- 10<sup>th</sup> November 2021.  
Pre University Examination- 1<sup>st</sup> week of December 2022  
Promotion in BSc (N) II Year- 15<sup>th</sup> December 2022.

### BSc Nursing, II year

Class Coordinator- Prof. Yasmin Sharma  
Date of Joining- 1<sup>st</sup> April 2022  
Pre University Examination- 15<sup>th</sup> March 2022  
Promotion in BSc (N) III Year- Aril 2022





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## BSc Nursing, III year

Class Coordinator-	Mrs. Vaishali Tiwari
Date of Joining-	1 <sup>st</sup> December 2021
Pre University Examination-	1 <sup>st</sup> week of December 2022
Promotion in BSc (N) IV Year-	15 <sup>th</sup> December 2022

## BSc Nursing, IV year

Class Coordinator-	Prof. Prachi Awasthi
Date of Joining-	1 <sup>st</sup> December 2021
Internship-	31 <sup>st</sup> December 2022

## MSc Nursing, I year

Class Coordinator-	Prof. Rakhi Chandel
Date of Joining-	14 <sup>th</sup> December 2021
Promotion in MSc (N) Final Year-	31 <sup>st</sup> December 2022

## II- Any other issue-

Madam shared that as per the meeting with Indore Collector, they have approached our institution for the participation in "Book Launch of Hindi Version of MBBS book" at Bhopal. Madam asked the faculty to nominate themselves and their batches for the participation.

Three faculty members Ms.Sinsu R., Mr.Anmol and Ms.Neha Gill, were selected for the same along with BSc Nursing 3<sup>rd</sup> year batch. Madam asked them to further coordinate for the arrangements.

## III- Dates of SNA Inhouse election-

Madam suggested that in November, SNA Inhouse elections can be planned.

## IV- Workshop of Heartful Meditation-

As per the NAAC MOU with institute of Heartful Meditation, 3 days workshop is to be conducted for the faculty, madam suggested that during Diwali vacation (24<sup>th</sup> to 29<sup>th</sup> October 2022) faculty can attend the workshop.

Meeting adjourned at 5:30 pm.





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4.	Prof.Prachi Awasthi	
5.	Mrs.Vaishali Tiwari	
6.	Ms.Sinsu Rachel	
7.	Mr.Anmol Joseph	

Dr.Prof.Aradhana Michael  
Chairperson/Principal



Prof.Rakhi Chandel  
Minute Secretary