

ARMY COLLEGE OF NURSING, JRC

Faculty Meeting Minutes

Date :- Oct 20, 2022

Time :- 1400 - 1600hrs

Venue :- Conference Hall

Meeting was commenced at 1410hrs in Conference hall in the presence of Prof. Mrs Charlotte Kanadive Principal ACo, faculty members.

Following agendas were discussed.

* Minutes & feedback on previous minutes of faculty meeting

1. Course Appraisal

BSCCN 4th yr

BSCCN 3rd yr

BSc (N) 2nd yr

BSc (N) Sem - II

BSc (N) Sem - I

2. Internal assessment compilation

3. Discussion on planning for upcoming session

4. Update on Makeup duty (all batches)

5. Discipline Issues

6. Special Assignment Appraisal

• IBAC Coordinator • Research

• Academic

• Guidance & Counselling

• Alumni

• Examinations

• CNE

• GNA

• Cultural

• Sports

• TNAI

• Red Cross, NSS, NCC

• Editorial, Recording Report

Any other issues with the permission of chair,



Previous Minutes Read and necessary action taken

- Refinals for 2nd/3rd yr done (Evaluation pending)
- MRB CRPs of Sem-I & II to be Revised by Coordinators
- Establishment of Dept. Library is awaited due to books
- Biochemistry External Hours pending, to appoint through MH.
- Document verification for Sem-I by Mr. Sunel B.Hc. Sup'tendant
- Course Evaluation file, Feed back forms by lab/IC Teachers feedback, Alumni feedback and Antiragging forms collected.

Course Appraisal

B.Sc. (N) 4th yr

Theory hours, Clinical hours and Internship hours completed.

Internship extended by one week i.e from 10th Oct to 17 Oct 2022 done.

Hours were less for Mr. Monika Kumari only less with 1% in Theory hours.

To complete, she can complete hours in colg. library. plan her lectures as per that.

Relieving can be delayed to complete makeup in clinicals.

After Univ. Exams 4th year to complete clinicals in MH esp. makeup hours.

Thesis submission is done. Copy to library pending. OBG group pending for sign.



BSC(N) 3rd year

- ⇒ Theory and clinical hours completed for all the specialities.
- ⇒ Dolly Kumari less with 11 Duties (Clinical) Nita less with 4.5 Duties (Hours)
- 9 other students generally with 2-4 duties.
- ⇒ Coordinators to prepare Result by Nov. 5th 2022 and on 12th Nov. 2022 Int. Assessment to be prepared and uploaded if portal opens up.
- ⇒ Practicals (Pre-finals) to be planned in MH for 3rd yr plan MSN - II & MHN & CHN on Oct 31st - 2022 in MH. (20 stud. per speciality)

<u>Dept.</u>	<u>Teachers</u>
MSN - II	Ms. Eliza ^{MS} , Nita ^{MS} , Khushnaseeb. Ma ^{MS}
CHN	Ms. Meenakshi & Ms. Amranyet
MHM	Ms. Riya Ms. Amranyet

<u>Subjects (Th)</u>	<u>Hours completion</u>
OBG	= 50/45 MHN = 120/90
Research	= 50/45
CHN	= 120/95
MSN	= 150/120
<u>Clinicals</u>	⇒ 400 RS
MHN	= 282/270
CHN	= 282/270
OBG	= 1
MSN	= 280/270

- ⇒ Educational Trips to be planned after exams
- ⇒ Megha can speed post ^{her} Report card and get signed.
- ⇒ Dolly is given Bed Rest. Till 10/9/2022 will be at home for rest & food p



Plan her makeup after Exam.

Ms. Kritika don't write anything in papers and even in her Retests. She will meet Principal ma'am.

For Kritika 1st Term:- 2 papers taken /subject

2nd Term = 6 papers

3rd Term 2 papers with assignment per subject.

Also provide her Mentorship Report.

B.Sc. (N) 2nd year

Many students pending with makeups duties

Ms. Eliza will prepare list and get it approved from Principal ma'am.

<u>Subject</u>	<u>Hours Completion</u>
Sociology =	62/60
CHN =	90/90
MSN - I =	223/210
Pharma =	52/45
CET =	62+30 (60/30)
Lib =	33/30
CC =	44/50
Genetics =	17/15
Patho =	30/30
Pract MSN =	420/720

Prefinals Result complete and sign on NOV 5th

Internal Assessment date of Submission 12th Nov. 22

Report cards given to 45 students.

Fine to be imposed on students who will be late in exams. Reporting from home.

Trip will be after exam.



BSC (N) Sem-II

Applied Biochem	=	0/50	
Nutrition	=	25/50 (Th)	5/20 (Boat)
NF	=	59/30	
SL	=	18/130	
Clinicals NF	=	180/330	
Heaven Impo.	=	11/50	
Lab (")	=	11/50	
ss/lib	=	03/40	
CC	=	0/20	(Include Diwali)

- For all batches going to clinicals from 1st Nov will be on long and short duties.
- After exams 3rd and 4th yrs will also be on L'a "G" duty
- Complete clinical block will have M, E, N Sh.
- Self study hours can be given to clinicals.
- Don't reveal curriculum to students.
- MRKs CRKs to review for SEM-II
- From 7th Nov. - 12th Nov. Sessional Exam-I can be planned.
- Transport duty 1/0 to adjust & inform ad. off regarding requirement of buses for LLS2 schedule will be
 - 8-1 Short Duty
 - 1-2 L-B (Lunch Break)
 - 2-4 class
 - 4-4:30 Tea Break
 - 4:30-7:30 cong duty
- Tell Mrs. Rashmi Singh to Report on 26th Oct. 2 to claim for Insurance last date is Nov. 7th 20. Send email through colg. to her.

B.Sc.(N) Sem-I

- Com. Eng. = 6/40
- Sociology = 45/120
- Psychology = 19/60
- NF = 38/120
- SL = 20/80
- SC+CC = 17/80

Psychology :- Post diwali External Lectures to be planned by Ms. Deepthi Singh (Psychologist).

⇒ 3rd Counselling planned on 21st Oct. 22.

• Talent Hunt = 28th Nov. 22

• Freshers = 3rd wk. of Nov.

• Lamp light = 2nd Dec. wk.

[for Practice 4 Day can be allotted].

Revise MRPC CRPC.

4th Nov. 2022 - plan for farewell for Interns.

Sem. II to arrange for freshers' Party.

Discipline Issues:-

Absentism in Evng Duty / Attendance } SOP to be framed.
 Late outery Reporting }
 Late for classes }

Serious Issues:- Ms. Anshu (2nd sem) parents called. Priyanshi for forge signatures on log Book Mala & Manshu (4th yr) to apologise.

IOAC On 31st July 2022 report submitted.

Ms. Kujra will be NAAC Co-coordinator

↳ Reverse Committee list.

No. of parents & students to increase.



ARMY COLLEGE OF NURSING
Faculty Meeting: in continuation (to be over)

Date :- 31 Oct. 2022

Time :- 1430- 1330hrs

Venue :- Conference hall

Meeting was held in conference ^{hall} in continuation to previous meeting held on Oct 20. 2022. It is headed by Principal ACN.

Following agendas were discussed :-

- * Diwali holidays :- status of students who report late
- * Academic planning for session 2022-2023
- * Re final examination result
- * Internal assessment compilation
- * Farewell party
- * Sukhmani Sahib path
- * Preparatory leave notice
- * Guidance and Counselling :- Only needy student name to be forwarded.

Any other issues with permission of chairperson



- B.Sc (N) 3rd yr as a host will be given 2-4 off on 1st, 2nd Nov. 2022. Whereas on Nov. 3rd for them it will be full day off.
- B.Sc (N) 4th yr will also observe off on from on 1st and 2nd Nov. 2022 and full day of Nov. 3rd. 2022
- B.Sc (N) 2nd yr off will be given to participants whereas others will follow routine as per time table.
- For B.Sc Sem I & Sem II no relaxation to be given, they will continue with curricula. Participants can be given off after permission by Principal.

•) Schedule (Timing) for farewells:-
 Commence :- 4:30 - 5:30
 Dinner :- 6:30 pm onwards.

3) Sukhmani Sahib Pathi:- Mr. Eliza being SNA coordinator will prepare budget for same and will make necessary arrangements. Gurpurab celebration will be held two days prior to on 8th Nov. 2022. Students can go to Gurudwaras to offer prayers.

•) Preparatory notice to be circulated for 2nd 3rd and 4th year.

→ Dates for 3rd & 4th yrs:-

1st Sem = 13-18 March 23 (1st APRIL 2023) → PTM

2nd Sem = 03-08 July 23 (22 July PTM)

Re Univ = 8-14 Oct 23 &



Guidance and Counselling:-

Coordinators to screen the students and make sure only needy students' name to be forwarded on Friday.

Academic Plan for session 2022-2023

Mrs. Priya (Academic Coordinator) for session 2022-2023.

Principal has revealed HODs list, Subject Incharges, Special assignments, and House distribution.

Other points:-

- BSc Sem 2 commence long duty after their first sessional exams.
- Date sheets for Sem I & Sem II to circulate at earliest. Leave as prop to be granted for A & P and Socio Psycho exam.
- Mr. Anandil to look after date sheet, SOP, Email for receiving question paper before 10 days of examination. Proper channel to be used.
- New session will begin from 5th Dec 2022 onwards for Annual system.
- Teachers for Sem I & II to submit MRP & CRF.



→ Sem I & II - Upcoming Session Exams will start from 7 Nov 2022.

Teachers / Coordinators to submit the pt Result on 27 Nov. 2022. Affix that only a date of PTM will be fixed.

→ Printer and Exam photocopy: - Printer will be allotted to the Examination cell. Ms. Anurag to operate as per SOP.

→ Staff expressed b. of being overburdened owing to shortage of staff. On this Principal mam assured that new staff will join and they will do it at earliest.

→ NOV 15th 2022 is declared deadline by director to submit the MEL, CR and workload. Therefore coordinators are requested to submit it by 10th

→ INC :- Issued Notice of starting regular batch, if student join from 1st Nov. 2022^{or} any day after 31st Oct-22. It will be considered a separate batch.

→ Students absent in practicals will submit additional assignment.

→ Ms. Gazala (B.Sc(N) Sem 1) student underper in the class. Therefore, it is informed to all concerned teachers to keep all records separately and her parents will be informed through coordinator.



ARMY COLLEGE OF Nsg

Faculty Meeting Minutes

Date :- Nov 16, 2022

Time :- 1400 - 1600

Venue :- Conference Hall

Meeting was commenced at 1410 hrs in Conference Hall in the presence of Prof. Mrs. Charlotte Rand Principal ACN.

Following agendas were discussed.

1. Course Appraisal

• BSc-4th yrs • BSc 3rd yrs • BSc 2nd yrs • BSc Sem II

2. Internal assessment Upload on Univ. Portal

3. Workload Discussion

4. Update on Makeup duty Call batches

5. Discipline Issues :- Action taken

6. Documentation :- Lab Registers.

7. Update on ERP

8. Appraisal on Special Assignment :-

• IQAC • Academic • Alumni • Research • CQE

• G&C • ExaminT • Faculty • SNA • Culture

• TNAI • Sports • Infrastructure • R&R • Editor

• MCC:clm. • NSS: fund • Red Cross: fund

* Any other Issues with the permission of



- ↓ Previous meeting minutes recalled and feedback taken.
- * Late joining Sem-I, Usha Bunkar :- Extra classes to be planned.
- = Exam cell SOP revised. Need to be followed strictly. There must be 2 minimum sets of Question paper to submit. Then Exam coord. will handle.
- * Gazala Report Card to be prepared and shown to parents.
- * Injection for Hep B. Pending. Ms. Apsera to Report for feedback from Ms. Lakshinder Kaur.

Course Appraisal:-

B.Sc.(N) 4th year

- Clinical, Theory and Internship hours Completed
- 29 students pending with makeup duty.
- Research articles to be submitted on Nov 3rd 22
- Gr. photograph on last practical Day (Uniforms)

B.Sc.(N) 3rd year

- Submit list of make up duty.
- Theory clinical hours Completed.
- Education Trips to plan for Month of Feb-March 3rd & 2nd yr.
- Sem I & II can be sent to Science City.
- Keitika Mentorship details to present.
- Miscommunication happened with father, however Coordinator needs to be thorough with the details to avoid it.



BSCN 2nd year

- 10 students will be doing makeup duty.
for Neha Debnath :- Exams will be in Feb-2023
↳ she will do evening duty to complete her 59 hrs
↳ Exam coordinator to confirm for her Internal assessment of Mr. Neha Debnath
- Simarjit :- Recvd Kellno. Univ for Examination.
the Community hours count 8 hrs from Nov 4

B.Sc Sem II

- for biochem Dr. Pranav Prabhakar will take d
an every Saturday 8-10. All students must
attend same.
- Attendance to be maintained
- for Sem II :- NCC syllabus to be completed. for
the class (8-10 NCC, 2-4 NCC on Examination
Days of 2nd / 3rd / 4th yrs.
- Drill to be planned on every Sunday 8-10
by External Teacher
- Breakfast preference to be asked.
- after lunch they can proceed for online
Course Appraisal

Nursing Foundations II = 74 | 120 (2h) 25 | 120 lab

Clinicals = 134 | 320

Nutrition = 26 | 40 (Th) 5 | 20 (L)

Ms. Apssra to plan for Rest lab Hours.

Biochem = 1 | 40

Health Informatics = 12 | 40

lab " = 15 | 50

For Subj Health Informatics :- Jean
appointed exp- for clinical a
Mr. Sanku to talk personally.



Sem-I

- English = 19/40
- W & P = 71/120
- Socio = 34/60
- Psy = 26/60
- NSF = 32/120 SL = 40/80
- SS = 27/40
- CC = 13/40

- Lamp lighting = 9th Dec 2022
- Freshers Plan = 5th Dec 2022
- MRP & CRP To submit, Course file to be submitted
- Leave Record, cumulative Record, Admission Regs. Pending

Internal Assessment

- For 1st yrs it is submitted.
- 2nd and 3rd years are pending with #.

Workload Discussion:-

It is temporary, expected to change once new faculty will join.

- Session on 5th Dec 2022 will commence for Annual Batches. Handing taking over 1-3rd Dec 2022.
- Makeup duty for all to be planned on Sundays and GAZETTED HOLIDAYS.

- Discipline Issues:- Director sro expressed annoyance because of weird language used by them in mails.
- Revision on fines to be done as advised few changes.
- Ms. Piyanshi to submit = Rs 5000/-

- For Kettles collected from ^{surprised} today's rounds
- Rs. 100 fine, Kettles will be returned.
- Issue for Nisha Rai forged signature to be addressed after exams.
- Students skip Evening attendance, necessary actions to be taken.
- Warden Duty :- Students Complained themselves put 'P' on registers, on ground check it was found fake.
- Documentation - Lab Registers are ready a final count by teachers to be performed on Nov. 19-2022 for physical verification of Equipments.
- Items with L.No. :- to be checked. Verify functional, ^{Items to be} repaired, misplaced and new items to order as budget is required for new session Nov. 25-2022.
- HODs wise list for budget to be done. Get signed for bloc.
- If 'no' demand submit 'nil' Budget.
- For info: Cuman Cell 10 AC cell merged.

ERP Software Updates

Inputs Recd from Accountant. Modules discussed in previous ERP Meeting (Discussion Modules) are fixed. Mrs. Sarika prepared ppt and shared a sample of ERP software that enable to get acquainted with it.

To discuss library module in detail Ms. Navin will have separate meeting. Hostel module to discuss with criteria wise meetings to be held.



Examination :-

In case if 1/3rd of class is failⁱⁿ any subject Exams must be reconducted. If 7-10 students fail assignments can be given.

In case of Absentism, test should be conducted again.

- Note:- Teachers must visit computer lab to update experience on BFCMS portal on Friday (11-12 pm)
- Sick leave only to be granted if student is sick. For clinicals if sick leave students will do smgl. Makeup as 100% attendance in clinicals required.
- Curd & sugar can be given by CR to all students

IQAC :-

- List of faculty members per criteria yet to final.
- IQAC meeting minutes are pending
- Ms. Riya to plan for same (organize IQAC meeting)
Plan meeting December onwards (20 Dec 2022)

→ Final Date to Submit MRP CRP will be 25 Nov. 2022.

→ For Sessional Exam Result to be submitted on Nov. 25th 2022.
Lab day (articles) = 19 Nov. 22.

→ Panel Discussion (Women Entrepreneurship) Day on Tuesday 22. 2022. to be held (9-10) by SNIA.

→ Academic :- Workload will be discussed.
Once 6 faculty join back on Dec. 22.
- Teachings will be supervised. Sem II QS demonstration. No teacher shall sign

ARMY COLLEGE OF NURSING, JALANDHAR CANTT
FACULTY MEETING MINUTES

DATE: 17TH JANUARY, 2023

VENUE: CONFERENCE HALL

Meeting was commenced at 9 hour in conference hall. In the presence of Prof. (Mrs) Charlotte Randive off. Principal ACN.

Following agenda were discussed

1. Course Completion Update

- B.Sc.(N) 4th Year
- B.Sc.(N) 3rd Year
- B.Sc.(N) SEM-II
- B.Sc.(N) SEM-I

2. Internal Assessment Upload on University Portal

3. Update on Session Exam II (SEM-2 &1)

4. Update on Convocation Preparation.

5. Discipline Issues: Current issues (if any), actions taken on previous Issues

6. Documentation: Lab Registers,

7. Update on fine collection due late reporting from winter vacation

8. Appraisal on Special Assignment

- IQAC Coordinator
- Academic
- Alumini
- CNE
- Research & Publication
- Guidance & Counselling
- Examination
- Faculty
- SNA
- Cultural
- TNAI
- Sports
- Infrastructure
- Recording & Reporting
- Editorial /Website
- NSS
- NCC
- Red Cross

Any Other Issues with the
Permission of Chairperson



1. The Previous meeting minute was recalled and feedback was taken.
2. The SOP for Exam Cell is revised need to be followed strictly and should be submitted till 25th January, 2023.
3. In IQAC plan the activities according to criteria and submit till 25th Jan, 2023 with all other records.

COURSE APPERASAL

Bsc (N) 4th Year

- The submission date for new Course Files is 6th Feb, 2023.
- The research statement to be submitted till 9th Feb 2023.
- Plan for workshop topic.

Theory Hours=MIDWIFERY=29/59

CHN=20/100

MANAGEMENT=7/100(Theory=60+30+10) (Research)

Clinical Hours=95/229(Midwifery)

95/163 (Community Health Nursing)

Bsc (N) 3rd Year:

- The Session was commenced on 5th dec2022.
- The Clinical Posting had started from 12th Dec 2022.
- The winter Vacations were assigned from 1st Jan-10th Jan2023.

Theory Hours=MSN=17/120

CHN=13/190

MHN=18/90

Research=4/45

OBG=8/45

Library=6/50

Co-Curricular= 15/15

Clinical Hours

CHN=75/270

MHN=75/270

MSN=75/270

OBG=75/180

Bsc (n) First Year Sem-2

- The University exam will start from 30th Jan2023 -1 Feb 2023.
- Preparatory leaves can be given on 26 Jan -28th Jan2023.
- The Students will go for Makeup duty after their University exam.
- The 15 Pending Hrs of Nutrition will be completed by Ms.Apsra, Ms Sofia & Ms Harjot and the external teacher Dr.Pranav Prabhakar will complete biochemistry.
- The Internal Assessment should be uploaded by 28 Jan 2023.

Bsc (n) First Year Sem-1

- The Second session exam commences from 1 Feb 2023-4 Feb2023 timings are 8:30am-10:30am.



- The completion of syllabus is till 11th Feb2023. Ms Harjot is assign for first aid &Ms Nidhi is for Psychology pending hours.

Theory hours= ENG=33/40

AP=101/120

PSY=38/60

SOCIO=51/60

FON (THEORY) =78/120

FON (SL) =50/80

CO-CURRICULAR=40/40

UPDATE ON CONVOCATION PRAPRATION

- Mrs Priya (Associate Prof) will work on the Minutes of Convocation.

UPDATE ON FINE COLLECTION DUE LATE REPORTING FROM WINTER VACATION

- The fine for late comers will be discussed with the Registrar Sir.

DISCIPLINE ISSUES: CURRENT ISSUES (IF ANY), ACTIONS TAKEN ON PREVIOUS ISSUES

- Ms Krithika Bsc (n) fourth year wants to with draw herself.
- Ms Vinay Bsc (n) 3rd year had joined back & the medical certificate is submitted on 14 Jan 2023.
- Ms Priyanshi had paid the fine of Rs 5000 and can avail her 50% of Winter Vacation.
- Ms Nisha Rai Bsc (n) fourth year had paid the fine of Rs 5000 and avail 5 Winter Vacations.
- The Students who are going to Clinical area will go in First trip in case they miss their trip will get fine of 50 rupee.

DOCUMENTATION: LAB REGISTERS

- Submit the report of lab Registers till 30th Jan 2023.
- List of new Items needed in labs will submit to Ms Priya Sharma.
- The lab registers will be documented according to the leisure number.

ACADEMIC

- Lamp lighting & oath ceremony reports to be submitted.

ALUMINI

- The activity calendar to be submitted by Apsra mam.
- Alumini meet to be planned on convocation day.

CNE

- The CNE is planned in Feb 2023.

CULTURAL

- The cultural in charge is Ms Pooja.
- The activities for convocation will be prepared by Ms Pooja.

SNA

- Update on short film till 30th march.
- Agni path race is planned from 17th -19th Feb 2023.

TNAI

- SEM -1is pending with TNAI registration.

SPORTS

- Sports In charge is Ms Harjot.



RECORDING /REPORTING

- Maintain all the Records &update on notice boards frequently.

EDITORIAL /WEBSITE

- Sofyia mam will update the entire mandatory records on website.

NSS

- No update

NCC

- The NCC camp is going on &the exam is from 28th Jan 29th Jan2023.
- Plan the Calendar for NCC events.
- Plan their Exam who were absent from exam Sapna & Sakshi Bsc (n) Sec year.

RED CROSS

No update

Harpreet
Kaur

FACULTY INCHARGE
Ms Harpreet Kaur
Clinical Instructor

Charlotte

CHAIRPERSON
Prof(Mrs)Charlotte Randive
Principal

Principal
Army College of Nursing
Jalandhar Cantt.

ARMY COLLEGE OF NURSING, JALANDHAR CANTT
FACULTY MEETING MINUTES

DATE: 04/03/2023 & 28/03/2023

VENUE: SEMINAR HALL

The Faculty Meeting held at 9 pm in seminar hall. In the presence of Prof (Mrs.) Charlotte Randive off. Principal ACN.

1. Course Completion Update

- B.Sc.(N) 4th Year
- B.Sc.(N) 3rd Year
- B.Sc.(N) SEM-II
- B.Sc.(N) SEM-I

2. Internal Assessment Update university portal

3. Update on 1st term exam (3rd & 4th year)

4. Sports meet committee

5. Discipline Issues: Current issues (if any), actions taken on previous Issues

6. Documentation: Lab Registers,

7. Update on fine collection due late reporting from winter vacation

8. Swachta abhiyan activities in community

9. Appraisal on Special Assignment

- IQAC Coordinator
- Academic
- Alumini
- CNE
- Research & Publication
- Guidance & Counselling
- Examination
- Faculty
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- Editorial /Website
- NSS
- NCC
- Red Cross
- Any other issues with the permission of chairperson



- The Registrar Sir had appreciated the Improvement done in Clinical area by the teachers.
- The Short & full leave will be first section by email & by what's app.
- The faculty will delegate all her responsibilities to concerned teacher before going for leave.
- The advertisement had been given for Professor (1) Assistant Professor (1) and Clinical Instructor (6).
- The Revision of salary for Professor, Associate Professor, Assistant Professor & NTS staff will be discussed in first week of April.
- The Increase of seats per batch will be 100 in near Future.
- The Msc course will start in 2024-2025 & the proposal is under process. The alumni association can help for filling of Seats.
- The Method of teaching will be English during classes and clinical & use Maximum A.V aids during classes.
- The Registrar Sir had given the solution to limit the Wastage of Stationary all the documents first approved by respective authority than final Print will be taken.
- The Punctuality is the Utmost Imp If faculty punch at 7:30 am they will not go to hostel & no one will visit Hostel during College time except lunch break.
- The salary sheet should be signed on time.
- Remove all the decorations after using MP Hall & Seminar Hall. Do not use double tape for decoration.
- Complete the course File of SEM-1, SEM-3, Bsc (n) 3rd year & Bsc (n) 4th year & Submit till 13th march 2023.
- Planning for workshop will be in internship in between 1- 28th October.
- Complete the MRP & CRP of all batches along With irregular batch of sem1.
- Convocation report is submitted.
- Maintain the Internal Assessment of SEM-1 till 31st march.
- Nisha Rai fine will cut from her security.
- The Kushreet, Simran, Nisha Rai & Anisha Hooda got Warning letters & their Outing is cancelled till Course Completion.
- All the Stock Verification had done & discussed with Registrar Sir they will give Solution for Missing articles.
- Swatcha abhiyan will discuss with Registrar Sir.



COURSE APPERASAL

BSc (N) 4th Year

Theory Hours=MIDWIFERY=29/59

CHN=33/100

MANAGEMENT=21/100(Theory=60+30+10) (Research)

Clinical Hours =155/229(Midwifery)

155/163 (Community Health Nursing)

*27 hrs of OBG will complete till 30th April.

* Community posting will start in May letters for permissions had sent to Adampur & Kartarpur.

* The Synopsis for research will submit till 3rd April 2023 & toll presentation will in between 25th -30th April.

BSc (N) 3rd Year:

- ASHA School visit will start from 10th April 2023 & permission for MH Amritsar is pending. The charges for Mental Hospital Amritsar training are 2000 Rs, 2600Rs Mess &750Room Rent.
- Plan for night duty after 10th April.
- Term exam are going on & PTM will plan on Saturday 15 April. The Progress Report will send with students in summer Vacation on 6th April.

Theory Hours= MSN=35/120

CHN=36/190

MHN=42/90

Research=19/45

OBG=15/45

Library=10/50

Co-Curricular= 24/50

Clinical Hours= CHN/270

MHN=/270

MSN=/270

OBG=/180

- Max 122 Hrs &Min 50 Hrs Per Student Completed.

Bsc (n) Second Year SEM-3

Theory hours= Microbiology= 20/40

Pharma=12/25

Pathology=3/25

AHN-1= 69/155

Co-curricular=12/20

Clinical =480(189 max &164 min)

- The Sessional Exam will plan in 24th April -29th April &PTM on 6th May.
- Science City trip can be plan for them.



Bsc (n) First Year SEM-1

Theory hours= ENG=40/40

AP=134/120

PSY=66/60

SOCIO=64/60

FON (THEORY) =135/120

FON (SL)=95/80

Co-Curricular=40/40

Clinical=171 hrs

S/S=45/45

Extracurricular=47/45

*Makeup duty will be done by SEM 1 in evening duty.

DISCIPLINE ISSUES: CURRENT ISSUES (IF ANY), ACTIONS TAKEN ON PREVIOUS ISSUES

- Varsha Bsc (n) SEM -3 had 10 days leave.
- Vinay is for one Month Leave.
- Maintain their Theory & Clinical Attendance.

DOCUMENTATION: LAB REGISTERS

- The lab register are ready by physical verification of teachers & report is submitted.

ACADEMIC

- All the activities of March are completed.
- Piping Ceremony is pending.
- WHO day planning is under process.

ALUMINI

- The activity calendar to be submitted by Apsra mam.
- Alumni meet planned on Convocation day.

CNE

- The CNE is planned in March.

CULTURAL

- No update on cultural.

SNA

- GB meeting is pending

TNAI

- SEM -1 TNAI registration is completed.
- The fourth year forms will fill for TNAI card.



ARMY COLLEGE OF NURSING, JALANDHAR CANTT
FACULTY MEETING MINUTES

DATE: 25 May 2023

Time: 1400-1600 hrs.

VENUE: SEMINAR HALL

The Faculty Meeting held at 9 pm in seminar hall. In the presence of Prof (Mrs.) Charlotte Randive off. Principal ACN.

1. Course Appraisal
 - B.Sc.(N) 4th Year: Community Postings
 - B.Sc. (N) 3rdYear: ASHA School & Vidyasagar Hospital Amritsar Posting.
 - B.Sc.(N) SEM-III :BCLS,PDP,SkillLab
 - B.Sc.(N) SEM-I: PDP
2. Discipline Issues: Current issues (If any), actions taken on Previous Issues
3. Update On Result Of First term exam of 3rd year, 4th year & Sem 3 (PTM)
4. Internal Assessment Updates SEM-1 & Special Batch of sem-1.
5. Mentorship Update
6. Documentation: Lab registers Maintenance, Boards, and Class registers.
7. Swachta abhiyan activities in Community.
8. Summer Vacation Update: Faculty & Students.
9. Makeup duty.
10. Handing & Taking over of teachers proceeding for Vacations.
11. AAC: Agendas.
12. Appraisal on Special Assignment.

* IQAC CO-ORDINATOR

* Academic

* Alumini

* CNE: MHN & CHN

* Research & Publications

* Guidance & Counselling

* Examination; date sheet & reappear

* Faculty: Increment & ESI

* SNA; IYOM

* Cultural

* Hobby club

* TNAI

* Transport: Teacher/Trip schedule

* Sports

* Infrastructure

* Recording & Reporting

* Editorial & Website

* NSS/RRC: inspection

* NCC

* Red Cross

* Buddy programme

* Health

Any other issue with the permission of chairperson.

S.No	POINTS	ACTION	INFO
1.	*The Short & full leave will be first section by email & by what's app. *The faculty will delegate all her responsibilities to concerned teacher before going for leave.	*The faculty is following what's app method and instructed to Email too.	All Faculty Members
2.	The Bsc (n) first year Sem 1 students Kushreet, Simran, Nisha Rai & Anisha Hooda got warning letters. Their outing is cancelled till completion of course.	*The outing for Khushreet & Simran is allowed.	All Faculty Members
3.	The Advertisement had been given for the Post of Professor (1) Assistant Professor (1) and Clinical Instructor (6). 8	* The Advertisement for the Post of Professor (1) Assistant Professor (1) is extended till 10 th June 2023. The selection for clinical instructor (6) had been completed On 18 th may 2023.	All Faculty Members
4.	The Revision of Salary for Professor, Associate Professor, and Assistant professor & NTS was discussed in first week of April.	*It is under process	All Faculty Members
5.	The Msc course will start in 2024-2025 and 3 students per Specialty will be recruited. The proposal for same will be made soon.	*It is under process	All Faculty Members
6.	The Demand for one more printer was given by faculty.	*The New Printer is not available yet till than use the Online mode for documentation it also reduces the wastage of paper.	All Faculty Members
7.	All the Stock Verification had done and discussed with Registrar Sir a separate board will sit and find out the solutions for Missing articles.	*The Maximum Missing articles were found except few articles. The list of left articles had been given to MR. Biman Halder (LDC).	All Faculty Members
8.	The Swatcha abhiyan will discuss with Registrar Sir.	*No update on it.	All Faculty Members
9.	The Punctuality is the Utmost Imp in case any Faculty Punch at 7:30 am they will not go to hostel and also not leave college in between the classes.	*It is in progress	All Faculty Members
10.	Piping Ceremony	*The SEM 3 result is not declared so plan for Bsc (n) 3 ^{rs} & 4 th year.	All Faculty Members
11.	GB meeting is pending.	*It is completed on 17 th April.	All Faculty Members

S.NO	POINTS	ACTION	INFO
12.	<p><u>COURSE APPRAISAL</u></p> <p>1. BSc (N) 4th Year</p> <p>(a)Theory hours Midwifery=45/59 CHN=97/100 Management=93/100</p> <p>(b)Clinical hours 229/229(Midwifery) 163/163 (CHN)</p> <p>(c)PTM (d) Mentorship (e) Community posting (f)BLS,PDP (g)Workshop (tentative plan) (h)Second Term Exam</p>	<p>15TH APRIL 2023 24th April 2023 August 2023 September 2023 August 2023 (leadership style) 12th june-17th June 2023</p>	All Faculty Members
13.	<p><u>2. BSc (N) 3rd Year</u></p> <p>(a)Theory hours MSN=68/120 CHN=63/190 MHN=79/90 Research=39/45 OBG=23/45 Library=29/50 Co-Curricular= 36/50</p> <p>(b)Clinical Hours CHN=270 (213 max & 50 min) MHN=270(227max & 36 min) MSN=270 (213 max& 86 min) OBG=180 (217 max&50 min)</p> <p>(c) ASHA School Visits & Mental Hospital Amritsar visits are under process.</p> <p>(d)PTM (e) Mentorship (f)Complete Theory Block (g) Second Term Exam (h) Partial Clinical Duty (i) Summer Vacations</p>	<p>15TH April 2023 24th April 2023 5 June-12th June 2023 12th June-17th June2023 July 2023 14th June-3July 2023</p>	All Faculty Members



S.NO	POINTS	ACTION	INFO
14.	<p><u>Bsc (n) Second Year Sem-3</u></p> <p>(a)Theory hours Microbiology= 32/40 Pharma= 17/25 Pathology=18/25 AHN-1= 114/155 Co-curricular=43/40</p> <p>(b) Clinical hours 480(360 Max &290 Min)</p> <p>(c)PTM (d) Mentorship (e) BLS (f)PDP (g)Summer Vacations</p>	<p>24th May 2023 24th April 2023 Completed Under process 1st June 2023-20th June 2023</p>	<p>All Faculty Members</p>
15.	<p><u>Bsc (n) First Year Sem-1</u></p> <p>(a)Theory hours ENG=43/40 AP=144/120 PSY=79/60 SOCIO=80/60 FON (Theory) =192/120 FON (SL) =96/80 Co-Curricular=62/40 Self-study= 55/40</p> <p>(b)Clinical hours 411/160 hrs</p> <p>(c)Internal Assessment (d)Make-Up Duty (e) Summer Vacations</p>	<p>Updated in registers Completed before vacations 1st June 2023-10th June 2023</p>	<p>All Faculty Members</p>



ARMY COLLEGE OF NURSING, JALANDHAR CANTT
FACULTY MEETING MINUTES

DATE: 21st July 2023

Time: 1400-1600 hrs.

VENUE: SEMINAR HALL

The Faculty Meeting held at 2 pm in seminar hall. In the presence of Prof (Mrs.) Charlotte Randive off. Principal ACN.

1. Course Appraisal
 - B.Sc.(N) 4th Year
 - B.Sc. (N) 3rd Year
 - B.Sc.(N) SEM-IV
 - B.Sc.(N) SEM-II
2. Discipline Issues: Current issues (If any), actions taken on Previous Issues
3. Update On Result Of University Exam SEM -2.
4. Update on University Theory & Practical Exam.
5. Internal Assessment Update: SEM 1.sem 3, reappear & Neha Debanath
6. Documentation: Lab registers Maintenance, Updated Procedures checklist lab feedback form, Boards, Class registers & ASTB.
7. AAC
8. Summer Vacation Update: Faculty
9. OAT
10. Update on academic planning
11. Appraisal on Special Assignment.

* IQAC CO-ORDINATOR

* Academic

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* CNE: MHN&CHN

* Research & Publications

* Guidance & Counselling

* Examination; date sheet & reappear

* Faculty

* SNA

* Cultural

* Hobby club

* TNAI

* Transport: Teacher/Trip schedule

* Sports

* Infrastructure

* Recording & Reporting

* Editorial & Website

* NSS/RRC: inspection

* NCC

* Red Cross

* Buddy programme

* Health

Any other issue with the permission of chairperson.

S.NO	POINTS	ACTION	INFO
12.	<p><u>COURSE APPRAISAL</u></p> <p>1. BSc (N) 4th Year</p> <p>(a)Theory hours Midwifery=45/59 CHN=97/100 Management=93/100(b)</p> <p>Clinical hours 229/229(Midwifery) 163/163 (CHN)</p> <p>(a)PTM (b) Mentorship (c) Community posting (d)BLS,PDP (e)Workshop (tentative plan) (f)Second Term Exam (g) Vacation</p>	<p>(a) In September (b) In July (c) 28th august onwards (d) 21st 22nd & 23rd august 2023. (e) 21st July 2023 (f) 12th june-17th June 2023 (g) 28th oct 2023.</p>	All Faculty Members
13.	<p><u>2. BSc (N) 3rd Year</u></p> <p>(a)Theory hours MSN=96/120 CHN=84/190 MHN=93/90 Research=50/45 OBG=28/45 Library=47/50 Co-Curricular= 36/50</p> <p>(b)Clinical Hours CHN=270 (213 max & 50 min) MHN=270(227max & 36 min) MSN=270 (213 max& 86 min) OBG=180 (217 max& 50 min)</p> <p>(a) ASHA School Visits</p> <p>(b)PTM (c) Mentorship (d) old age home visit</p>	<p>(a) 26th August 2023 the posting will complete. (b) In sep (c) In July (d) It is planned in august 2023.</p>	All Faculty Members



S.NO	POINTS	ACTION	INFO
14.	<p><u>Bsc (n) Second Year Sem-4</u> (a) Theory hours Pharmacology = 16/60 Pathology & genetics = 10/20 AHN 2= 34/140 Professional = 12/20 Co-curricular/library=0/40 (b) Clinical hours 0/480 Skill lab=8/40</p> <p>(a) Mentorship (b) Session exam (c) Skill Lab</p>	<p>(a) In July (b) 21 aug 2023 onwards (c) Skill lab will be taken by the teachers who had completed their units and Re demo can be taken by subject teachers.</p>	<p>All Faculty Members</p>
15.	<p><u>Bsc (n) First Year Sem 2</u> (a) Theory hours HNIT=11/40 Biochemistry=19/40 Nutrition=0 /60 FON (Theory) =47/120 FON (SL) =13/120 Library/Co-Curricular=1/60 (b) Clinical hours =0/</p> <p>(a) Mentorship (b) Session exam</p>	<p>(a) In July (b) 21 aug 2023 onwards</p>	<p>All Faculty Members</p>



ARMY COLLEGE OF NURSING, JALANDHAR CANTT
FACULTY MEETING MINUTES

DATE: 25th AUGUST 2023
VENUE: SEMINAR HALL

Time: 1200-100 hrs.

The Faculty Meeting held at Seminar hall at 12; 00 noon. In the presence of Prof (Mrs.) Charlotte Randive Off. Principal ACN.

1. Course Appraisal
 - B.Sc.(N) 4th Year
 - B.Sc. (N) 3rdYear
 - B.Sc.(N) SEM-IV
 - B.Sc.(N) SEM-II
2. Discipline Issues: Current issues (If any), actions taken on Previous Issues
3. Update On commencement of SEM 1 2023-2024 .
4. Educational Trip
5. Geriatric visit Bsc (n) Third Year
6. Documentation: Lab registers Maintenance, Updated Procedures checklist lab feedback form, Boards, Class registers.
7. Appraisal on Special Assignment.
 - * IQAC CO-ORDINATOR
 - *Academic
 - *Alumini
 - * CNE: MHN&CHN
 - *Research &Publications
 - *Guidance &Counselling
 - *Examination; date sheet &reappear
 - *Faculty
 - *SNA
 - *Cultural
 - *Hobby club
 - *TNAI
 - *Transport: Teacher/Trip schedule
 - *Sports
 - *Infrastructure
 - *Recording &Reporting
 - *Editorial &Website
 - *NSS/RRC
 - *NCC
 - *Red Cross
 - *Buddy programme
 - *Health

Any other issue with the permission of chairperson.

S.NO	POINTS	ACTION	INFO
4..	<p><u>COURSE APPRAISAL</u></p> <p>1. BSc (N) 4th Year</p> <p>a)Theory hours Midwifery=45/59 CHN=97/100 Management=93/100(b)</p> <p>Clinical hours 229/229(Midwifery) 163/163 (CHN)</p> <p>(a) BLS (b) Mentorship (c) Community posting (d) Research</p>	<p>(a) 16-18 AUG completed. (b) 6th SEP 2023 (c) 28th AUG 2023 (d) Under process</p>	<p>All Faculty Members</p>
5.	<p><u>2. BSc (N) 3rd Year</u></p> <p>(a)Theory hours MSN=96/120 CHN=89/190 MHN=105/90 Research=50/45 OBG=28/45 Library=47/50 Co-Curricular= 36/50</p> <p>(b)Clinical Hours CHN=270 (231max &184min) MHN=270(242max &195 min) MSN=270 (286max& 213 min) OBG=180 (180max&572min)</p> <p>(a) ASHA School Visits (b) PTM (c) Mentorship (d) old age home visit</p> <p>(e)Pre Univ Exam</p>	<p>(a) It is Completed 26 Aug 2023. (b) It will be 6 Sep 2023. (c) It will be on 26th Sep 2023. (d) It is planned in August 2023 in heavenly palace but they will charge some money so it is pending. (e) It is planned in Oct 2023.</p>	<p>All Faculty Members</p>



S.NO	POINTS	ACTION	INFO
6..	<p><u>Bsc (n) Second Year Sem-4</u> (a)Theory hours Pharmacology = 33/60 Pathology &genetics =20/23 AHN 2= 117/140 Professional =19/20 Co-curricular/library=25/40 Soft skill= 20/20 (b) Clinical hours 162 /480 Skill lab=28/40 (a)Mentorship (b) Session exam (c)Skill Lab (d) AHN practical (e) PTM</p>	<p>(a) It will be on 26th Sep 2023. (b) It will be in 2nd -8th Oct 2023. (c) Skill lab will be taken by the teachers who had completed their units and Re demo can be taken by subject teachers. (d) 28th Aug first batch &4th Sep 2023 Sec batch. (e) For first term exam it will be on 6 Sep 2023.</p>	All Faculty Members
7.	<p><u>Bsc (n) First Year SEM 2</u> (a)Theory hours HNIT (T) =15/40 HNIT(SL) =25/40 Biochemistry=30/40 Nutrition=66 /60 FON (Theory) =118/120 FON (SL) =42/120 Library/Co-Curricular=16/60 (b) clinical = 0 (a)Mentorship (b) Session exam (c) PTM</p>	<p>(a)It will be on 26th Sep 2023. (b)It will be in 2nd -8th Oct 2023. (c) For first term exam it will be on 6 Sep 2023.</p>	All Faculty Members