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Army College of Nursing, Jalandhar Cantt

DATE :- 7th September 2021

VENUE :- Library

TIME :- (11³⁰am - 1:30pm) (2:30pm - 3:30pm)

Faculty meeting started at 11:30am in the presence of Chairperson Mrs. M. Maheshwary, Principal. Meeting continued after lunch break at 2:30pm till 3:30pm with Registrar Sir

⇒ The agenda points of the meeting were:-

1) Minutes of previous meeting

2) Course Appraisal of B.Sc.(N)

4th year

3rd year

2nd year

1st year

3) Clinical updates

4) Plan for new session (2021-2022)

5) SNA

Election and farewell

6) NAAC

7) Alumni

8) Faculty welfare

9) Hostel Study Plan

10) Discussion of administration points in presence of registrar.

habib
Principal

Army College of Nursing
Jalandhar Cantt

Course Appraisal Of BSc(N) 4th Year.

Subject	INC	PLANNED	COMPLETED
1) Community HN-II	90	95	80
2) OBG	45	45	53
3) Management	60	60	60

Clinical Hours

Area	INC	Planned	Completed
1) CHN-II	135	135	138
2) OBG	180	180	180
3) Research	45	45	52

- * Regular classes for 15 hrs for CHN (Theory) 4th year in the month of September.
- * Research - final date collection - 30th Sept.

COURSE APPRAISAL FOR BSc(N) 3rd YEAR

SUBJECT	INC	PLANNED	COMPLETED
1) Paediatric Nsg.	90	100	102
2) Mental Health Nsg.	90	100	95
3) Medical Surgical II	120	130	157
4) Research & Statistics	45	50	48
5) OBG	45	50	57
6) Library	50	50	28

Clinical Hours

Area	INC	PLANNED	COMPLETED
OBG	180	190	168
Paediatric	270	280	272 ¹⁻¹⁵ ₃₁₋₄₅
MSN-II	270	280	222 ²¹⁻⁴⁰ ₄₁₋₆₀
MHN	270	280	277

Roll No.	Hrs Completed	Hrs Left
Paediatrics - 16-30	245	27
45-59	256	16
MSN-II - 1-20	211	59

2 weeks posting for MSN-II, OBG, Paeds to be started from 3rd October. i.e.
 1 week - MSN-II
 1 week - OBG + Paeds.

For MHN → 277 hrs will be completed till 1st Oct.

* Planning for practical exams (2nd term) and statistics classes to be done.

COURSE APPRAISAL FOR BSc(N) 2nd YEAR

SUBJECTS	INC	PLANNED	COMPLETED
1) Sociology	60	60	53
2) Pharmacology	45	50	61
Pathology	30	30	44
Genetics	15	15	16
3) MSN-I	210	226	172
4) CHN-I	90	90	84
5) CET	60+30	60+30	60+29
6) Library	50	50	33
7) Co-curricular	50	50	52

Clinical Hours

Area	INC	PLANNED	COMPLETED
MSN-I	720	780	438 ^(5.16)
CHN-I	135	135	39

For MSN-I - students will do 8-8 (long duty) from 20th Sept - 9th Oct. in MH. CHN-I posting will start from 11th Oct.
 * 366-4th I 390-4th II 396-IX 432-V 396-VI

Harshita
 Principal
 Army College of Nursing
 Jalandhar Cantt

COURSE APPRAISAL FOR BSLN 1st YEAR

SUBJECT	INC	PLANNED	COMPLETED
Anatomy & Phys.	120	127	112
Psychology	60	63	76
Microbiology	60	64	60
Nutrition	60	62	63
Biochemistry	30	33	37
Computer	45	45	50
FON (Theory)	265	270	275
FON (Lab)	200	200	157
English	60	60	51
Library	50	50	26

From 29th Sept, 1st year will be posted for 8hrs duty in MH.

> CLINICAL UPDATES - The clinical updates were given by the clinical teachers.

B.Sc (N) 4th year is on community posting from 8am - 1pm.

B.Sc (N) 3rd year is posted in MH from 8am - 2pm.

B.Sc (N) 1st year is posted in MH from 8am - 1pm.

B.Sc (N) 2nd year will be posted on duty in MH from 20th September 2021 till 9th Oct 2021, 12hrs duty. (day and night).

→ PLAN FOR NEW SESSION (2021-2022)

CLASS COORDINATORS & CO-COORDINATORS.

4th year - Varinder Mam, Jasleen mam
 3rd year - Baljit Mam, Aman mam.
 2nd year - Gagan Mam, Nandini mam.
 1st year - Priya Mam, Rashmi mam.

HEAD OF DEPARTMENT.

4th year, Management - Prof. Mrs. M. Maheshwary
 Community - Varinder mam.
 Research & Stats - Priya Mam.
 Nsg. Foundation -
 Obstetrical Nsg - Baljit Mam.
 Mental Health Nsg - Prof. Mrs. Charlotte

SUBJECT INCHARGE

4th year
 Obstetrical Nsg - Mrs. Jasleen.
 Community I+II - Mrs. Varinder.
 Management - Mrs. Baljit.

3rd year
 Medical Surgical II - Mrs. Eeliza.
 Child Health Nsg - Mrs. Apsara.
 Mental Health Nsg - Miss. Aman
 Obstetrical Nsg - Mrs. Kalindi
 Nsg Research - Mrs. Priya.

2nd year
 Sociology - Ms. Nandini
 PPG - Ms. Ritu
 (Pharmacology, External Pathology - Ms. Ritu, Genetics - Ms. A.)

MSN-I - Ms. Gagan
Community I - Mrs. Vidwinder
CET - Mrs. Baljit

1st year
1st SEM English - Mrs. Anjali
Anatomy & Physiology - Mrs. Rashmi
Sociology - Mrs. Nandini
Psychology - Mrs. Anjali
Nsg. Foundation I - Ms. Riya
First Aid - Ms. Poojanka

2nd SEM Biochemistry } - Mrs. Harpreet
Nutrition }
Nsg. Foundation - Ms. Riya
Nsg. Informatics - Mrs. Sarika
Nsg. Found II Health Assess - Mrs. Khushnasceb

SPECIAL ASSIGNMENT

NAAC - Prof. Mrs. Charlotte
Guidance & Counselling - Ms. Gagan Sharma
Academic coordinator - Prof. Mrs. Charlotte
Department of Research - Mrs. Riya
Faculty Incharge - Mrs. Rashmi
TNAI - Mrs. Khushnasceb
SNA Advisor - Mrs. Baljeet
Discipline committee - Mrs. Eliza
Examination coordinator - Mrs. Aman
Cultural Coordinator - Mrs. Kalindi
Recording & Reporting - Mrs. Nandini
CNE Coordinator - Mrs. Jasleen
Clinical Incharge - Ms. Riya

Editorial Committee - Mrs. Apsara
PA System - Mrs. Sarika
Mess Incharge - Ms. Parmest
Sports Incharge - Mrs. Eliza
Transport Inch. - Mrs. Lakhwinder
Health Incharge - Ms. Poojanka
Red Cross - Ms. Poojanka
NCC - Mrs. Eliza
NSS - Ms. Riya
Infrastructure - Mrs. Anjali

→ SNA - ELECTION & FAREWELL
→ Suicide Prevention Day - 10th Sept 2021
will be celebrated on 13th Sept by 2nd years
→ Farewell of 4th years - 22nd October 2021
→ Elections planned on 3rd week of Oct, 2021

→ NAAC UPDATES
As the documents of NAAC are already uploaded, a file has to be prepared, and submitted on 20 - 25th Sept. 2021. to Prof. Mrs. Charlotte

→ ALUMNI
As there were no particular points at present, so it needs to be discussed in next meeting.

Baljeet
Principal
Army College of Nursing
Jalandhar Cantt

HOSTEL STUDY PLAN

As discussed by the Chairperson, the study hours will be from 8:30-11pm. Hostel teachers will be appointed to check the students every week.

FACULTY WELFARE

Four main points were discussed by Chairperson i.e.

1) Health Card for faculty : After a long discussion by Registrar, it was concluded that it is not entitled for faculty.

2) Transport for dayscholar - It is yet to be decided.

3) Canteen Facility - It was also not entitled, as discussed with Registrar.

4) Get Together Party by Management - It was decided on 29th April AWESday.

Note : For best teacher award criteria, certificate will be given to all teachers who will be getting distinction in a particular subject.

DISCUSSION OF ADMINISTRATION POINTS IN PRESENCE OF REGISTRAR

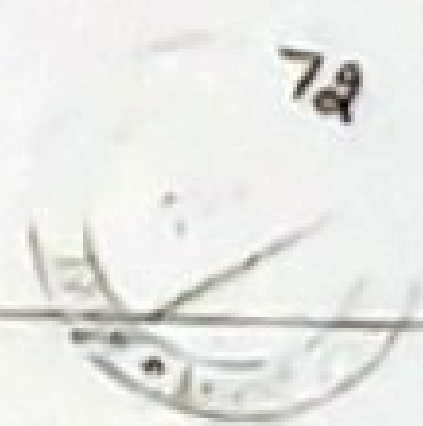
After the completion of faculty meeting at 11:30pm it again continued at 2:30pm after lunch break with Registrar sir.

The points discussed are as follows:-

- 1) Lights, fans, AC's must be switched off before leaving the office.
- 2) Buckets are provided for the outlet of AC water.
- 3) Switched over from CFL to LED lights. 315 LED bulb lights and 300 LED bulbs have been purchased, with an expenditure of 1.74 lacs.
- 4) Locks are provided for the Almirah's in MH. Keys handed over to every subject in charge. It has to be kept in mind that proper handing, taking over is done of the particulars of almirah's by teachers. Expenditure for locks are Rs 2700, 50% of cost of repair of almirahs will be taken from teachers for next time, if mishandled. Expenditure of re-painting of almirahs is Rs 7500.
- 5) Expenditure of wooden flooring of stage is 1.4 lacs.
- 6) Expenditure of 3 Air Curtains is Rs 3700.
- 7) 8 CCTV's have been repaired, while 3 are still required.
- 8) Welcoming of New Director, OBI specialized, on 9th September.
- 9) NCC, NSS, Red cross have been introduced.

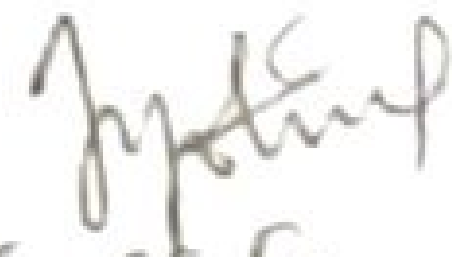
Prabhat
Principal

Army College of Nursing
Jalandhar Cantt



in the college.

- 1) For NCC - 52 students are eligible and a 3 years ^{certificate} course will be required. For the head teacher, 2 months course is a mandatory requirement.
- 2) Dr. Sarinder has to visit the simulation lab.
- 3) Website of the college is been re-designed.
- 4) A discussion over 17 latecomers was done, and it was concluded that the students would be marked absent in clinicals if there is no genuine reason.
- 5) In simulation lab, the utensils need to be replaced the same day.
- 6) Buses for clinicals will leave for clinicals, from college by 8:10 am.


SIGNATURE OF FACULTY INCHARGE


SIGNATURE OF PRINCIPAL
Army College of Nursing
Jalandhar Cantt.

ARMY COLLEGE OF NURSING, JRC

Dated:- Oct, 01, 2021

Venue:- 140

Timing:- 1400-1600hrs

Faculty meeting started at 14:00 hrs in the presence of chairperson Prof. (Mrs) M. Maheswary, Principal. Meeting held for 2 hrs (1400-1600hrs).

→ The agenda points of meeting are as follows:-

1) Minutes of previous meeting

2) Course Appraisal:-

• BSc (N) 4th yr

• BSc (N) 3rd yr

• BSc (N) 2nd yr

• BSc (N) 1st yr

3) 2nd Term practicals

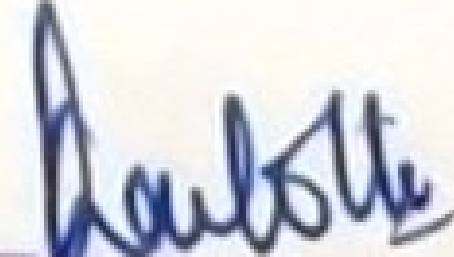
4) Internal assessment, updations

5) Preparatory leave

6) 2nd term result (Theory)

7) Induction for 2020-2021

8) Farewell of 4th yrs.


Principal
Army College of Nursing
Jalandhar Cantt

Course Appraisal for B.Sc. (N) 1st yr

Subjects	INC	Planned	Completed
Community Health Nsg-II	90	95	94
OBG	45	45	53
Management & Adminib ⁿ	60	60	60

Clinical Hours	INC	Planned	Completed
1. CHN II :-	135	135	133
2. OBG	180	180	180
3. Mj Research I stat :-	45	45	52

Internship hours: - 1152 1152 1152

- * Over log books, Gynae practical Books and other criteria get submitted, students can proceed for preps
- * Conduct viva of CHN II & OBG on 14th & 15th Oct 2021 and add hours
- * Finalize the trip on last week of October 2021 or it can be done after practicals (final)
- * Conduct BIS for a Day on last wk. of Oct with Capt. Akanksha / In-charge
- * Research work: sending yrs to proceed for data collection and start analysis under the supervision of Guides/HODs

Course Appraisal for B.Sc. (N) 3rd yr

* theory hours are completed for all subjects

* Practical hours for OBG completed.

Practical/Clinical hrs	INC	Planned	Completed
MSN II	270	280	210
CHN	270	280	220/199
MHN	270	280	229/250

- * Chairperson advised to plan clinical and 2nd term practicals on 11, 12, 13 October 2021
- * Log Book/files should come/submitted under control of HODs
- * for 3rd yr, Date for submission is Oct 16, 2021

- * Statistics hrs = covered 12 out of 19 hrs.
- * Plan for Revision as well for 5th year.
- * Half an hour outing for ATM money withdrawal

Course Appraisal for 2nd year

⇒ Theory syllabus is over for 2nd yr.

Practical Hours/Clinical	INC	Planned	Completed
CHN-I	135	135	39
MSN-I	720	730	

- ⇒ Plan Community Posting from 5th of October 2021 till 21st October to complete Community Health Nsg Practical Hours
- ⇒ Remaining days after community posting, MSN Dept should plan duties and get it approved to complete at least 20% of posting hrs.
- ⇒ Plan practical 2nd term for MSN-I on 18th & 19th October and count in Practical hrs.
- ⇒ Log Book Submission is due Oct. 2021
- ⇒ Plan Revision for Ms. Kailika (2nd yr) for Biochem & Nutrition. It will be done by Ms. Priyanka (CS)
- ⇒ Start mentorship for each class.
- ⇒ Revision for 2nd yr plan it focusing on 2nd term Result

Course Appraisal for B.Sc. (N) 1st yr

* Theory syllabus is completed for 1st yr.

Practical/Clinical hrs	INC	Planned	Completed
FOH (L)	200	200	182
FOH (P)			

(Signature)
Principal
Army College of Nursing
Jalandhar Cantt

Continue their clinicals for 12hrs duty to complete remaining hours
 5th Practical to be conducted on 6th Oct 2021. Ms Priya Sharma will take viva

Internal Assessment updation:

- BSc (N) 1st yr will show Internal Log on 9th Oct 2021
- BSc (N) 2nd yr will show Internal Log on 19th Oct 2021
- BSc (N) 3rd yr will show Internal Log on 28th Oct 2021
- BSc (N) 4th yr will show Internal Log on 20th Oct 2021

1) Regulatory Issues:

Sup. & every class can be given & wks prior to start sheet and once they submit all criteria, log sheet & file to respective HOD

2) 3rd Sem Result (Theory)

BSc (N) 3rd yr (Coordinator to show Results on Monday 22nd Oct 2021 to see progress Report of students)

BSc (N) 3rd yr: All students are pass in MSN-II, CHN, MHN. But in Research & Lect. & are fail

BSc (N) 3rd yr: All students are pass but Ms Anika Ms Nikita need to give CHN-II & MSN-II paper due to absence & weak performance respectively.

BSc (N) 1st yr:

In APP - 10 were fail, Micro 20 pass & 30 fail, Nat. Biochem: 3 fail, NT - 7 failed, Phy all are pass

* Prefinals can be omitted amid covid & class changes

Teachers for Practical (Dept)

- 1) NT - Ms Rupa, Ms Nandini & Ms. Ritu ; Viva by Ms Priya Sharma (Assoc. Prof)
- 2) Child Health Nsg - Ms Eliza, Ms. Kalindi
Viva by Prof (AM) M Maheswary Principal ACD.
- 3) MSN - II - Ms Anamjeet, Ms. Rashmi, Ms. Khushab and Viva by Ms. Gagan Sharma (AM)
- 4) MSN - I - Ms. Rashmi, Ms. Priyanka
Ms. Khushab and Viva by Ms. Gagan Sharma (AM)
- 5) MHN - Ms. Haynab, Ms. Priyanka Viva by Prof (AM) Charlotte & B

* Conduct bed side viva and viva in city in respective lab only.

* Equip cardboard in MH and start it on Monday onwards.

* Teachers are requested to chairperson to divide them (CTs) acc to dept wise & keep them specific

* Conduct HOD's meeting at Principal office once a month

* Induction for 2020-2021 Batch.

* Prof (AM) Charlotte to Represent academic calendar

On 2nd of Nov. 2021 - 1st yr commencement after Diwali festival (offline)

17th Nov 2021 - 2nd, 3rd & 4th yr commencement

Note: - II & IV yr start clinical block at closing of course & 1st & 3rd yr with study block.

7) Sewell Party timing will be 3 to 6pm. Due to this faculty can report at 11am on 14th Oct 2021.
 Sign of faculty JLC - Rashmi Sharma

Sign of Principal



Rashmi
 Principal
 Army College of Nursing
 Jalandhar Cantt

1. closure of session

B.Sc (N) 1st year: Theory / Practical hours are completed. Internship is completed

Internal Assessment yet to complete

Plan membership on 9th Nov. 2021

B.Sc (N) 2nd year: Theory / Practical hours are completed for all classes/subjects.

2 hours for stat are pending arrange on 8th Nov 2021

Internal assessment only pending with Prefinals. His recent need to meet Principal main regarding her performance.

B.Sc (N) 3rd year:

Theory / Practical hours are completed only pending with 1/1 of prefinals exam

* Notice board Results should be displayed. Place it in front side / side wall of Ashoka student notice board

B.Sc (N) 1st year:

Theory / Practical hours are completed of all subjects. Plan for makeup duty.

written application to be taken from students before proceeding to Dwali vacation regarding completing makeup duty

Psychology Exam to check by Mrs. Varinderpal.

1st P Exam check by Mrs. Khushnasib
CIN 1 Mrs. Pooja Sharma

Examination updates:- Conduct Exam for miss, for student who are leaving early & for Hospitalised stu conduct later.

- Neha Debnath will be 6 month back and she will be marked Absent for Univ Exams.
- On Wednesday it will be half day. On Sunday students have to return from Dwali vacation
- Make progress card ready and send it with students going home
- Practical Prefinal:- replicate best of 1st 2nd year team
- Lab coats:- give your size. For inspection give appropriate

2. Academic Updates:-

- List of Special Assignment 2021-2022
- Coordinator for session 2021-2022
- Lab Incharges 2021-2022
- HODs List 2021-2022
- Roles for teachers are assigned by Principal main discussion & details are laid by main to all respective teachers
- NSS, NCC & Red Cross are new things to introduce to new NCC's long term demand by students
- Teachers are invited for NCC for training, any one of teacher can go for training at Gwalior and will be appointed as ANO (Associate NCC officer).
- Orientation Prog for upcoming 1st year = Nov 15th Nov 18 for four days
- Online classes for 3 hours
- Code of conduct, ethics to be discussed in orientation (Nov 15 2021) as guest lecture by Mr. Simran Psychologist.
- Vote of thank by Prof. Dr. Charlotte Rosemary

Barbati
Principal
Army College of Nursing
Jalandhar Cantt

ARMY COLLEGE OF NURSING, JRC

Minutes for HODs Meeting

Date: - 21.12.21
Venue: - Conference Hall
Time: - 10:00 - 12:00 hrs

Faculty gathered for HODs meeting. Meeting started at 10:00 hrs in the presence of chairperson Prof. and MM. Honorary Principal, A-CN, JRC. Remaining meeting held on Dec 17 with few Agenda Points. Agenda points for HODs meeting are as follows:-

1) Announcement of Session Dec 17, 2021

Course Appraisal

- 1) B.Sc. CN 4th yr
- 2) B.Sc. (N) 3rd yr
- 3) B.Sc. (N) 2nd yr
- 4) B.Sc. (N) 1st yr
- University practicals
- Mentorship feedback

- 2) Academic calendar discussion
- 3) Faculty workload analysis
- 4) NMC updates
- 5) SNA activities
- SNA elections
- Upcoming events

* Any other issues with the permission of chairperson

1) meeting began with, congratulations to the team for successful completion of last session & Best wishes for new beginning of session 2021-2022.

Following points reminded to coordinators before starting agendas:-

1) Log Books to be submitted in Principal's office

2) For first year log books available online, can be printed and signed.

B.Sc. (N) 4th yr:- get signed on Dec 17, 2021

" 3rd yr :- get signed

" 2nd yr :- sign it on 30 NOV. 2021

" 1st yr :- get signed on Dec 2, 2021

2) COURSE APPRAISAL

1) B.Sc. (N) 4th yr:-

Plan clinical rotation (complete) for the month of Dec 2021 with OBG Dept. (Morning, Evening & Night)

2) Get SNA & sports election on Dec 2, 2021. End of nominated members.

3) Dec 27 & Dec 28 will be course commencement and subject orientation classes for all batches except B.Sc. 1st yr

4) B.Sc. (N) 3rd yr:-

Plan theory block (complete) for the month of Dec 2021.

5) B.Sc. (N) 2nd yr

Plan for partial theory block (140-160 hrs) for 2nd yr. October - 1200 hrs will be clinical block for MNSI

Harshita
Principal

Army College of Nursing
Jalandhar Cantt

Priority

External exam to be continued. Office claim will be reviewed on 21/11/2021

University Institute

- Faculty members with Internal Examinations to be conducted by Examination Cell Coordination
- Data to be updated
- Self test to be expected for child health Month
- Evaluation performance sheets, Roll no. sheets to be with Examinations coordination work
- Communicate feedback to diff departments
- Internal Examiners Role to be very capative and aware students to their near potential for immediately more learning Practical skills
- Coordinator to coordinate the role of skilled assistant and Examination coordinator, & Internal Examiners on the prepared sheet of work allotment for Univ. Faculties

Mentorship Report :-

Mentorship for all batches held & matters are discussed among all the HOD and remedial measures to be taken in next meeting planned on Dec 11, 2021.

2) Academic Calendar :-

Academic calendar for session 2021-2022 discussed by academic coordinator and few changes as per discussion held to do so Academic Incharge, Mr. Gyan Chandra

Lesson plans to be ready as must for all teachers to have for each & every class. Course commencement for all classes will be 21 Dec 2021

Faculty will have elections SNA Advisor to be vigilant

World AIDS day to be celebrated with theme End Inequality's Resolve. Guest speaker for the day on Dec 1, 2021 by Mrs. Varinder pal de laal with speaker

Dec 14th will be volleyball match, Sports 9/10 discuss this as CMO practical falls on Dec 17th 2021 therefore plan other indoor activity for Dec 2021

SNA will have Christmas celebration SNA advisor to look after event and seek guidance from Prof. (Mrs) Charlotte Ranadive (VP) whilst vacation notice to be circulated and displayed on all notice boards

Have idea about World Entrepreneurship Day & SNA Advisor of both sessions

Dec 20th 2021 will be joining for first year to new campus

All coordinators, Discipline Incharge must ensure no ragging shall take place. Junior should not also mistook any action or simple introduction in ragging. Innuence should not be punished. Ask for vaccination details of students

1st - 31st Jan will be offline classes & skilled lab hours for first yrs and same for 3rd yrs & will be clinical Every fourth Saturday of the month Mentorship prog to be organised

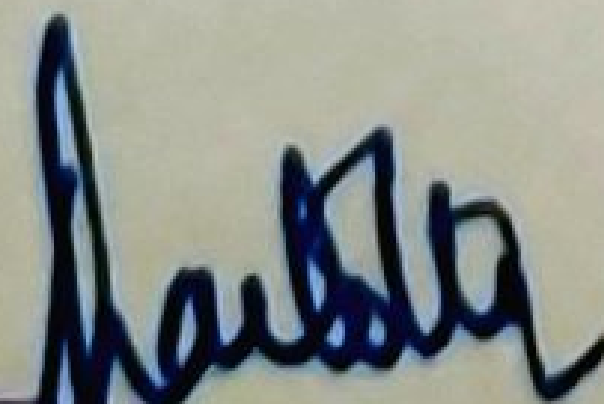
Charita
Principal
Army College of Nursing
Jalandhar Cantt

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Attendance for Faculty Meeting (14 Dec 20)

Army College of Nursing, Jalandhar Cantt

S.no.	Name of Faculty	Designation	Attendance
1	Prof (Mrs.) M Maheswary	Principal	.
2	Prof (Mrs.) Charlotte Ranadive	Vice Principal	Leave
3	Mrs. Priya Sharma	Associate Professor	Present
4	Mrs. Baljeet Kaur	Associate Professor	Leave
5	Mrs. Varinderpal Kaur	Assistant Professor	Present
6	Mrs. Khushnasib kaur	Assistant Professor	Present
7	Ms. Gagan Sharma	Assistant Professor	Present
8	Mrs. Jasleen Kaur	Clinical Instructor	Present
9	Mrs. Anjali	Clinical Instructor	Present
10	Mrs. Apsra	Clinical Instructor	Present
11	Mrs. Eliza	Clinical Instructor	Present
12	Mrs. Harpreet Kaur	Clinical Instructor	Leave
13	Mrs. Rashmi Sharma	Clinical Instructor	Present
14	Ms. Riya Sharma	Clinical Instructor	Present
15	Ms. Amanjeet Kaur	Clinical Instructor	Present
16	Ms. Nandini	Clinical Instructor	Present
17	Ms. Priyanka	Clinical Instructor	Present
18	Mrs. Ritu Rana	Clinical Instructor	Present
19	Ms. Parneet Kaur	Clinical Instructor	Present
20	Ms. Kalindi Sharan	Clinical Instructor	Present
21	Mrs. Meenakshi	Clinical Instructor	Present


Principal
Army College of Nursing
Jalandhar Cantt

ARMY COLLEGE OF NURSING, JRC

MINUTES FOR FACULTY MEETING

Date :- 14 Dec 2021
Venue :- Ground Hall
Time :- 1100 - 1300 hrs

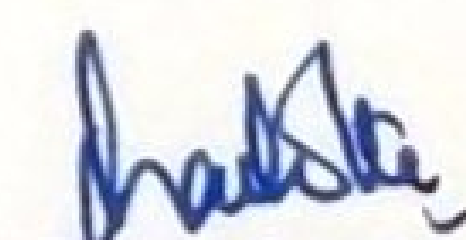
Faculty meeting started at 1100 hrs with the presence of Dr. Jagan Mohan Reddy (M.D) Maheswari, Principal. The meeting held for 2 hours.

Agenda points for meeting are as follows.

- 1. Commencement of Session 2020-2021
- 2. Course Approval
 - B.Sc (N) 1st yr
 - B.Sc (N) 2nd yr
 - B.Sc (N) 3rd yr
 - B.Sc (N) 4th yr
- 3. Faculty workload allotment
- 4. JRC Practical Examination
- 5. NAC UPDATES
- 6. SPECIAL TESTS, SUGGESTS
- 7. QA Activities
 - Opening events
 - 100% Activities
 - Reporting events
 - Housekeeping
 - House visit

Any other issues with the permission of Chairperson

- * Meeting started with minute reading of previous faculty and HOD meeting. Following points were discussed.
 - Neta Debnath will join college and will be taken care by B.Sc 1st yr coordinators of session 2020-2021 i.e. Ms. Vandarpal Kaur (Assistant Prof)
 - NCC is shortly going to commence. Suggested teacher is Ms. Neerakshi (Clinical Instructor)
 - Lab Incharges are (2021-2022)
 - Neg found :- Ms. Pooja (LS)
 - Community Health :- Ms. Neerakshi (CS)
 - A.V Aid :- Ms. Anjali (CS)
 - Preclinical & Micro lab :- Ms. Lakshmi Devi Kaur
 - Nutrition Lab :- Ms. Parvati Kaur (CS)
 - OBG :- Ms. Anurag (CS)
 - Child Health :- Ms. Eliza (CS)
 - Teachers need to see the condemnation of articles (if any), prepare list and submit it
 - Simulation lab is under construction and proposed budget to HODs
 - First year coordinators to get their log books signed today
 - Teacher esp (I) must follow strict pattern of taking demonstration from students. Sign log books in the hospital itself as per ward requirements
 - Lesson plan to must to carry in classes. Teacher Daily (PPD) can be formulated/prepared. Teachers to get into format & then can be ordered.
 - Christmas and Carols are scheduled on 15th Dec 2021.
 - Winter vacations will remain same for faculty in practicals can report for 2 days in 1st and can continue their vacation with certificate etc.


Principal
Army College of Nursing
Jalandhar Cantt

Evaluation proformas must have distribution marks. Avoid giving marks directly.

COURSE APPRAISAL

B.Sc (N) 4th year:-

→ Total hours covered are 9. This per subject i.e. OBG, Mgt, community are covered.

→ On Dec-6-2021 Clinicals are started

GP1 completed - 42 hrs out of 180

GP2 " = 72 hrs "

GP3 " = 54 hrs "

GP4 " = 74 hrs "

GP5 " = 54 hrs "

GP6 " = 42 hrs "

→ Attend duty one day extra i.e till 23rd Dec. 21.

B.Sc (N) 3rd yr

• Complete theory block is followed:-

MSN-II = 11/120

MHN = 13/90

CHN = 8/90

Research/stat = 2/45

OBG = 0/45

Lib = 4/50

CC = 1/50

B-SC(N) 2nd yr :- On Partial clinical block

Patho = 4/30

Genetics = 1/15

MSNI = 6/40

CHN = 5/90

CET = 3/90

Lib = 2/50

Clinical = 35/720

(same for all)

• Teachers have to plan assignment topics in library lecture too.

• Clinical proformas are important to fill. Per ward one proforma to fill.

• Equip almshouse in the MH → By Mrs. Kurnash (AP)

• Ms. Gagan Sharma (AP) to check ward weekly clinical teaching proformas regularly.

• Teachers were asked different topics they taught in clinicals.

• External Teacher Pharma (45)^{hrs}:- External to confirm. Sociology :- from APS it will be procured.

• Teacher's diary (APS) under plan.

B-SC (N) 1st yr (online) HRS completed

Communicative English = 15/40

App^l Anatomy physio = 12/120

Nursing Foundation = 18/120

App^l Psychology = 15/60

Sociology = 12/60

• Students who are absent in Online classes have to send mails requesting sick or any other leave

• Look for list of books to order for 1st yr

• Ask for tailor to meet and take measurement during quarantine period of B.Sc (1st yr) i.e. 30 Dec

• Look for Pocket Dictionary.

• Collect amount from 1st yr & disperse it fast

• Sports uniform to look after Mr. Eliza (CC)

• External teachers to see:-

→ for A & P :- MO from MH

→ for Socio :- APS (Interview)

→ for Psychology :- Teacher is ready for tutorial max classes offline

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- NCC, Red cross, NSS and Health Jc. Badges to be get ready soon.
- All coordinators will get after discipline.

RNA Activity

- EB meeting minutes were discussed by Ms. Nandan (Cultural Incharge)
- EB meeting planned & reviewed on Dec-15-2021 from 9:30 to 10:30 hrs
- Upcoming event is Christmas celebration. Ms. Nandan presented plan for it.

SPORTS ACTIVITY

- On Dec 15, 21 Chess and Carrom is planned
- Principal, Registrar to be called for the same

MENTORSHIP POINTS

- Discussion in HODs meeting regarding mentorship prog was minuted and told to all faculty members.
- Mr. Vaidya to submit feedback forms and summary will be done by Ms. Sarika.

OTHER POINTS:-

- Present your budgets for upcoming sessions
- HODs have to give list as per their special assignment and Budget must be given.
- Present Budget for Research publication
- Infrastructure Budget to Present.

- Followup for AWS Magazine article from Ms. Charlotte Paradiar (VP)
- ASK for Lab Demands HODs to see.
- Budget for NSS, NCC, Red cross to be proposed.
- Faculty fund @100/month should be collected
- Faculty fund utilization:- Quarterly can have Outing.
- Holiday on alternate sat is under plan.

Sarika Chandel
Signature of Faculty I/c

[Signature]
Signature of Principal

Sarika
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ARMY COLLEGE OF NURSING

Minutes for HODs Meeting

Date:- Feb-9-2022

Venue:- Conference Hall

Timing:- 0830-1100 hrs

Faculty (HODs) and SNA Advisor, NAAC Coordinator attended meeting and it started at 0830 hrs in the presence of Chairperson Prof. (M) M Maheswary Principal ACN, JRC.

Agenda Points for HODs Meeting are as follows:

1. Course Appraisal
 B.Sc (N) 4th yr
 B.Sc (N) 3rd yr
 B.Sc (N) 2nd yr
 B.Sc (N) Sem-I
2. Update on 1st term Examination
3. Upcoming Clinical Plan
4. Mentorship Prog. feedback
5. SNA Activities
 • Upcoming events
6. NAAC Update

Any other issues with the permission of Chairperson.

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B.Sc (N) 4th yr :- Hours Completion

1. Midwifery & Obst Nursing :- 28/45
2. Community Health Nsg :- 25/90
3. Mgt. of Nsg services & Education :- 32/90
4. Midwifery & Obst. Nsg (Practicals) Clinical :- 130/180 hr.

+ Plan their clinicals from Feb 17th 2022. Pending 50 hours to be completed in Feb-2022.

* Plan morning, evening and night duty in OBG ward.

* Fourth yr first term practical schedule is :- 10 Feb - 11 Feb 2022:
 Community Health Nsg II = Roll no. 1-30 & vice versa
 OBG (in Hospital MH) = 31-60
 Document these hours in practical hours.

+ Conduct mentorship prog. on Feb 9th 2022 Afternoon

* Mentorship Prog. will hold individually.

* Research:- Problem statement presentation will be held on March 10, 11, 12, 2022.

* Minimum 3 statement of problems with objectives to be planned.

B.Sc (N) 3rd yr :-

- Students have to report back to college on Feb 10th 2022
- Fee is pending for 2 students.
- 7 day period of quarantine.

Subjects	Hours Completion	Lib	CC
Mental Health Nsg :-	50/90	13	17
Child Health Nsg :-	47/90		
Med Surg II :-	50/100		
Nsg Research & Stat :-	24/45		

Plan for external class (for statistics) 10 hrs while

(Signature)
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Students are in quarantine period.
 Ask for PG swimming in availability for 2 hr class and fitness hours. This to be done by Research Coordinator (Ms. Priya Sharma ASO-Prof)

→ First term exam is planned for 3rd year from 17th Feb onwards till 23rd Feb 2022 from 09:00-11:00 hrs.

→ Mentorship Prog. for 2nd yr will be held on Feb 25, 2022.

* MENTORSHIP REGISTER FORMAT TO BE FINALIZED TODAY - BY PROF CHARLOTTE RANADIVE.

- add an open ended question in the end.
 * TEACHER'S LESSON PLAN DIARY FORMAT TO BE FRAMED BY MS GAGAN SHARMA.

* 2nd year will start with Chandri Mandir Parking in April & March will be Partial Block.

B-SC 2nd year

Subjects	Completed hrs	Prescribed hrs
Secology	05	60
Pharmacology	23	45
Pathology	16	30
Genetics	5	15
CHN	39	90
MSN	39	210
CET (TTP)	25 + 00	60 + 30
MSN Clinical	90	720 (Planned 720)
CHN Practical	00	135

1st term exam is planned from 17th - 23rd of Feb 2022
 Practical to be completed in 2nd wk of March
 Socio External followup from LPV by Charlotte Rani

B-SC (N) 1st yr Sem-I

Subjects	Completed Hrs	Prescribed Hrs
Comm. English	9/40	40
Applied NIP	49	120
Applied Socio	26	60
Psych	21	60
Neg foundation	61	120
Skilled Lab HA	00	80
clinical	00	160

* Ask for External for Anatomy & Physiology, English an Sociology and Psychology. from MS MH, APS Respective.

* 1st term examinations over by 10/2/2022 NO NET practical for 1st sem students

* Skilled Lab hours to plan after camp lighting coming
 * 4th yr will have practice teachings in upcoming weeks student with PT can stay back colg from clinical.

* Cancer Day to celebrate on 26th Feb 2022

* Freshers party is postponed to March 17th
 * 1st yr will attend Panel Discussion by 4th yr on 14th Feb 2022 on Sexual Reproductive Health.

2. UPDATE ON FIRST TERM EXAMINATION

→ For first sem and 4th yr it is planned and will over by 10th Feb & 23rd Feb respectively.

→ For 2nd & 3rd yr. Examinations coord. is directed to plan from 17th Feb onwards in Hostel mess.

→ Practicals for 2nd & 3rd yr will be conducted in 3rd wk of March 2022.

→ 4th yr students will appear for community & ORG Practical on 10th & 11th Feb 2022.

Charlotte Rani
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ARMY COLLEGE OF NURSING MINUTES OF HODs MEETING

DATE :- APRIL 1. 2022

TIME :- 1200- 1300 hr, 1430hr - 1605hr.

VENUE :- Conference Hall.

HODs Meeting started at 12pm with all 6 HODs in the presence of chairperson Prof. Mrs. M Maheswary Principal, ACN, JRC.

Agenda Points for HODs meeting are as follows:

1. Department Appraisal
Nursing Foundations
Medical Surgical Nsg
Child Health Nsg
Mental Health Nsg
Midwifery / Obstetrical Nsg
Community Health Nsg


2. Update on 2nd term Examinations

3. Upcoming clinical plan

4. Mentorship Prog. feedback.

5. Departmental Research.

any other issues with the permission of chairperson.


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Department Appraisal

Community Health Nsg:

- All students and staff (1st year) are involved in community clinical hours for 4th year (Community Posting) as completed in March 2022. For BSc (N) 3rd year community posting will start in April 2022 (1st APRIL onwards)
- 2 events / days celebrated by dept 1-c Leprosy (Quiz competition held)
- World Earth Day (to be celebrated on APRIL 22)
- Certificate distribution to be done post 1st meeting (for Leprosy Day)
- Prize distribution to be done.
- Ex-Staff advisor - Remaining EB members can be given momentes
- For community Posting letter has been submitted to 2 GAs (Mr. Jansher Khan → Internship to be done) for covering fee
- Dept plan for 2 days for LK or 10 day posting at Jansher Khan
- On World Earth day - Guest lecture is planned by Dr. Anvita Dept to follow up.

Community Dept Research:-

- Teachers are: Ms. Priya, Ms. Apna, Ms. Kalindi to prepare statement of problem.
- Students can be sent for data collection.

→ On 5th & 6th April 2022 there will be research presentations by 4th year

Ms. Priya to submit schedule for 4th year Presentations

- TEHR Projects:- Go through guidelines and discuss formally in meeting
- Criteria for research are envt, Bsc & Infectious Disease (Prepare for Research workshop (this))

Topic Details to be presented on 6th April 2022.

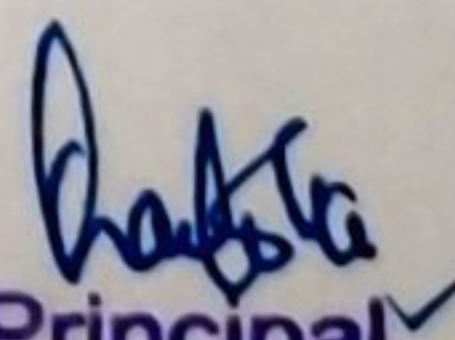
① JOPC meeting on 6th APRIL (TO BE MANAGED BY RAC Coordinator)

- Research Committee: Members will be: Principal + Research coordinator + and 2 faculties (NVC)
- Construct SOPs for Research Conduction.
- Fix for Institution Review Board, Ethical committee, Scientific Review Board
- Letter heads to be prepared and permission to be granted
- Ms. Priya to prepare file, go through process for Research approval; for first time will go for paper presentation.
- Before June / summer vacation teacher can proceed for paper presentation
- Faculty in charge to ^{manage} for faculty welfare prog. like cwe, workshops, seminar and all.

Meeting Resumed at 2:30 post lunch.

Practical faculties for 3rd year (1st term Practical) 9-6-21

Child health Nsg : Mr. Esha + Ms. Meena Kishore HOD
Mental Health Nsg : Ms. Anjali + Mr. Rya HOD
Nsg - II : Ms. Anurag + Ms. Rashmi + Ms. Ritu + Mr. Chandra HOD


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ARMY COLLEGE OF NURSING
MINUTES FOR FACULTY MEETING

Date :- ~~March~~ 2021


Venue :- Seminar Hall.

Timing :- 1000-1300

Faculty meeting commenced at _____ in the presence of Chairperson Prof. (Mrs) M Maheswari Principal AEW. Meeting held in 3 sessions/days

Agenda Points for the meeting are as follows:-

1. Course Appraisal
 - BSC(N) 4th yr
 - BSC(N) 3rd yr
 - BSC(N) 2nd yr
 - BSC(N) 1st yr
 2. Update on clinical posting
 3. Mentorship Prog.
 4. Appraisal special Asst.
 1. Academic
 2. Examination
 - Recording & Reporting
 - CNE
 6. SNA: Nurses day
 - TNAI
 - Guidance & counselling
 - Alumni
 - Sports
 - NSS
 - NCC
 - Red Cross
- COO.


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Course Appraisal

B.Sc. (N) 4th yr.

Subjects

HRS Completion

OBG

59/49

(Still 9 hrs pending)

Mgt.

63/90

CHN

57/90

- Presb. clinical for OBG; CHN completed.
- for OBG 10 unit is pending, Mgt. required 15 hrs.
- for Pharmacotherapeutic classes needed & Demos required.

• Internship Begin in May 2022 (2-4 can be partial Block for syllabus completion)

• Term 2 to complete on 26, 27, 28 May 2022.

• In June 2022 Chandi Mandir party to start.

• On 30th & 31st May practical can be conducted.

• Before 15/5/2022 CHN & OBG practical to complete

• Educatn trip in August to plan

• Capt. Akansha → In May 2022 for BIS can be appro-
-ached.

• Exchange Prog. to held on, will see for colg.

• Bitter than ACN. Or can happen within
& Nsg colg. of Army.

• TNAI introduced manual for community equip
It in library.

• Every Dept. to present paper before summer
vacation

• Mentorship prog. is done (will be discussed in
HODs meeting)

• AQAR meeting + A faculty talk + Registrar sit
meeting can be done on wednesday.

• Patient
• Medi
Secur

Distribution of teachers for 2 May 2022 onwards in Hospital:

- SDICO : Ms. Ananjeet Kaur
- Family : Ms. Harpreet Kaur
- Surgical : Ms. Riya Sharma
- Medical : Ms. Ritu
- OT/ICU : Ms. Khushnasib
- BCC/Trauma/OPD : Ms. Lakshinder
- Paediatric : Ms. Meenakshi
- Psychiatry : Ms. Anjali
- Community : Ms. Priya + Ms. Apna

- Mr. Kalindi (CE) can stay back to focus on Sociology.
- Students dress code while going out for cutting will be discussed in next EB meeting.
- Ms. Jasleen (CE) Exam Duty (Evening 2-5pm) for Reappear students.

→ Meeting ended at 2:00 pm and expected to carry it on Monday, 2nd May (2-4pm).

⇒ Meeting commenced at 2 pm on May 2nd 2022 in Seminar Hall in presence of all faculty members, chairperson & Registrar.

1) First and foremost Registrar discussed Deepika's tragedy and announced her free education by Mrs. Anves. Insurance agency was also intimated in time.

2) Patron Points were discussed by Registrar, as follows:

- Medical audit of electrical appliance for security safety of AED

- Mutual aid scheme:- In case of terror attack
ACN: local units going to respond in case of emergency.
- On Aides Day: Students from APS can be called to show ACN (Infrastructure) etc.
- Nurses day: Students of APS can be invited but exams are there.
- KK Vihar can be involved in Nurses day.
- Students have asked to reduce extra-curricular activity. Paton has advised one day per month to celebrate. Events have to be selected and practice session can be shranked.
- For this 2-3 days can be clubbed together and celebration can be planned.
- Students participation can be declined if we focus on guest lectures and cut down on cultural events.
- Director Dr. to Review training infrastructure and clinical experience to be enhanced as per curriculum. They not be considered manpower but only to develop skills.
- AAC to focus on clinical experience and regular feedback.
- Hospital grant to HALL - for Best clinical and Community Nurse. Rs 15000/- to sponsor, however Paton reiterated and to consider books as prizes than money or mementos.
- Zero Tolerance for ragging. In case if any issue, report to core directly.
- Hobby club - fresh advice can be taken.
- Placements for students can be improved.
- Faculty/ staff to remain motivated working conditions to improve.

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- Engineers have visited to look after granular structure paint outside college and will be replaced in upcoming years
 - Students points during patron visits:-
 - 1) MNC as instructors in clinicals / Demonstrate them in classes by doctors.
 - Anatomy & Physiology classes Rs 2000/hr by PMS doctor demanded. → Need to workout.
 - Experience in Civil Hospital to be planned.
 - Faculty to Read five:- Important letter / MC memos will be displayed for a week for transparency.
 - Functionality to foster among faculty.
 - Regular conduct of class
 - Maintenance Committee:- To look after articles reqd. maintenance for this infrastructure /c To involved
 - All are advised to switch off fan / light / ACs while moving out of offices
 - Establishment of Aya:- for this college can bear half of payment of Aya. Teacher ~~is~~ willing to await this can come up with points
 - Kindly all write in complaint book if anything stops working. submit leave applications on time for mess / dining in / etc.
 - Faculty joining fresh should be given induction prog.
 - for Annual magazine of colg. Mrs. Parneet will take in care. Newsletter to get ready on monthly basis
 - for martial arts - 3rd year payment to be reconsidered
 - SNA - EB members, duties to be exposed via SNA day

NOTES FOR HODs MEETING



Dated :- 11 May 2022
Venue :- Principal office
Timing :- 1200 - 1300 hrs

HODs meeting commenced at 12:00hrs with all HODs in the presence of Principal in main ACN JRC. Meeting held for 1 & half hr.

Signatures of HODs

Signature

- 1. Prof. Mrs. (M) Maheswary (Child Health Nsg Dept) :-
- 2. Prof. Mrs. Charlotte Pandoro (Nursing Health Nsg Dept) :-
- 3. Mrs. Biya Sharma (Associate Prof) (Community Health Nsg Dept) :-
- 4. Mrs. Sujat Kumar (Associate Prof) (Nursing Dept) :-
- 5. Mrs. Gayatri Sharma (Asst Prof) (Med. Surg Dept) :-
- 6. Mr. Kishore Sharma (CS) for Nsg Found-I :-

Agenda items for HODs meeting are as follows:-

- 1. Dept Appraisal
 - Nsg foundations-
 - Medical Surgical Nsg
 - Child Health Nsg
 - Mental Health Nsg
 - Midwifery & obst. Nsg
 - Community Health Nsg
 - 2. Updation program (1st + 2nd term)
 - 3. Upcoming clinical plan
 - 4. Mentorship Prog feedback
 - 5. Dept Research
 - 6. Summer Vacations.
- Any other issues with the permission of Chairperson.

A. V. K.



Child Health Nsg

- 26 students of 3rd year are done with posting in Paed Ward. One group left for posting Med Viva. Pending will be conducted next wk.

Medical Surgical Nsg:-

- B.Sc. (N) 3rd year: Completed posting of Med Surg at Chandi Mandir
- B.Sc. (N) 2nd year: Currently in Partial Block. Theory how are planned from 21st May 2022 onwards.
- Chandi Mandir posting will only be for 1st yr from next session onwards
- Statistics offline classes are required. 4 hour are completed only.

Summer Vacations: & 2nd term Examination

B.Sc (N) 2nd & 3rd year:- Vacations for 20 days
Commence from 31st May 2022 - June 19 2022

Their Second term Examination to plan

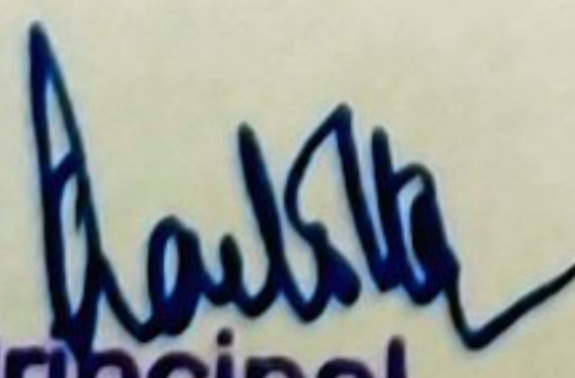
for 2nd yr:- 28th JUNE - 2nd July

for 3rd yr:- 27, 28, 29 May - "

- Practicals can be conducted during clinicals.
- Conduct Study Block from 22 Jun - 27 Jun 2022 for 3rd yr
- During 2nd term plan 2 hrs classes (theory/revision)
- First year can ^{go for} revision and vacations to be planned after Univ. Exams.

Community Health Nsg:-

- 4 hrs at community posting till 31st May
- Went wk (16 May onwards) data collection


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- planned. 21st May will be pilot Study Present
- 23rd - 29th May - Data collection
- 21st May 2022 - will be workshop for 4th year.
- Students are asking for arranging Guest speaker (Dr. Hardeep Kaur as Resource person Recommended by students)
- As per HOD discussion 4th yr. should do workshop on their own. No Resource person to procure.
- According to roll-call students to part in Chandimandir
- HODs plan and take first draft from students before they proceed for Chandimandir.
- to procure 30 chairs in CMC lab for seating.

OBST & Midwife Dept:-

- Law books are under process.
- 10 cases filled in 3rd year only during Posting.
- OBG posting to ASHA school posting to start in July 2022.

Nursing Foundations:-

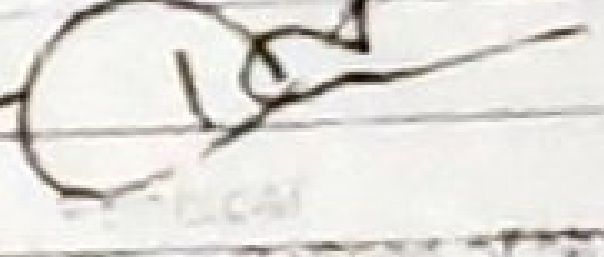
- for BSc (N) Sem - I 120 hrs out 160 are complete pending with 40 hrs to be completed in June 2022
- Physiology to complete by Ms. Kashari & Ms. Meenakshi (CIs)
- Counselling sessions held by Ms. Deepi on every Friday. All students all can avail this service from 2-4pm on all Fridays.
- Paediatric Dept. will conduct research on Mr. Capt. Atkasha to organize BLS/ACLS Prog.
- Ms. Baljot gofor proposal.

In meeting with Director Sir, ACLS workshop can be held separately after teachers.

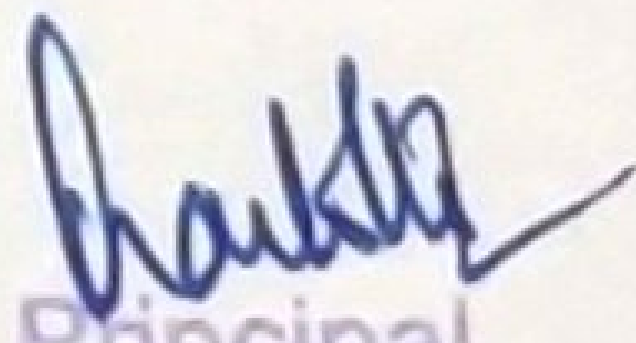
Mentorship feedback:-

- Martial arts attendance to look after
- Diarrhea to majority students large upon
- Checking Mess hygiene. A surprise visit to plan
- Mentorship feedbacks to be updated and An taken - to discuss with students.

Signature of Faculty I/c :- Lashari Sharma

Signature of Principal :- 

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