



**KMCT**  
COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and  
Midwives Council & affiliated to Kerala University of Health Sciences

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**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that the information in the attached  
documents is verified by me and is true to the best of my  
knowledge.**



*olalci*  
Signature of the principal

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**KMCT Medical College Campus, Manassery, Mukkom, Kozhikode-673602, Kerala**

Phone: +91 495 2293040, Fax: +91 495 2295040

Email: [nursing@kmct.edu.in](mailto:nursing@kmct.edu.in) Website: <https://www.kmctnursingcollege.org/>



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**ACADEMIC COUNCIL COMMITTEE  
MEETING MINUTES**

2022-23

*Malinee*





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**ACADEMIC COUNCIL COMMITTEE  
MEETING MINUTES  
2022-2023**



*Mahesh*

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## MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

Date :- 18/09/22

Venue :- Principal chamber, KMCT CON

Time:-.10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Prof. Dr. Manjula S	Vice Principal	
3	Mrs. Steffy John	Professor	
4	Mrs. Rakhi Seban	Associate Professor	
5	Mrs. Lijna	Associate Professor	
6	Mrs. Shine Thomas	Associate Professor	
7	Ms. Neethu MV	Asst Professor	
8	Mrs. Aghila SB	Associate Professor	
9	Mrs. Shibili Abraham	Asst Professor	

Agenda :

1. Interdisciplinary / Interdepartmental courses
2. Add on Courses and Value added courses
3. To discuss regarding NAAC accreditation work
4. PTA meeting
5. Analysis of second year result
6. Supplementary exam registration
7. Sports Activities for students
8. Faculty enrolment for PhD
9. Review of academic plan and preparation
10. Sessional exam
11. Second semester classes
12. Strategic planning for the next 5 years ( 2022-2026)
13. Others



With the blessing of Lord Almighty Academic committee meeting was held on 13/09/2022 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson

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Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to read out the agenda.

SI NO.	Discussion	Action Taken
1	<b>Interdisciplinary / Interdepartmental courses</b> It has been decided that the subjects for interdisciplinary and interdepartmental courses to be taken by the faculty from the respective fields.	Letters to be sent to the respective departments without fail.
2	<b>Add on Courses and Value-added courses</b> To plan of add on courses and value added courses for students	A tentative plan is made and presented in front of madam
3	<b>To discuss regarding NAAC accreditation work.</b> The NAAC work is under progress and the documentation of each programme done regularly.	The NAAC criteria heads are aware of the NAAC proceedings and working relentlessly.
4	<b>PTA meeting</b> Principal asked all class coordinators to inform regarding general PTA meeting which is tentatively scheduled on 23/09/2022 from 8.30 am to 12.30 pm. Class coordinators are instructed to arrange all documents including leave status, academic status, discipline of each student before the meeting.	Management should be informed about the details of the meeting. Principal instructed to inform the UUC also regarding the meeting.
5	<b>Analysis of second year result</b> The percentage of this year result is 87.75%. but the quality-wise, the result need to be improved. Principal instructed to get a letter from all faculty who couldn't score 100 % pass in their respective subjects regarding what measures they are going to implement for the better result in the next academic year.	The teachers wrote explanation letter about not having 100% result and the new measures to improve the results.
6	<b>Supplementary exam registration</b> in view of fourth year supplementary examination notification, Principal instructed Mrs. Rakhi Seban to get the details of all students who are appearing for the fourth year exam. Teachers should make sure that students will pass in the supplementary exam and take proper measures.	Teachers should carefully enter internal marks and attendance and verify it.
7	<b>Sports Activities for students</b> As we have a functioning indoor stadium in KMCT Campus, all class coordinators are instructed to inform the students and get a	The class coordinators are

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	list of students who are interested in sports activities like cricket and badminton. A schedule can utilise these facilities and also avail the facilities of gym inside the campus.	instructed to pass on the information to students and get the names of the students who are interested.
8	<b>Faculty enrolment for PhD</b> As a part of improving quality, Principal instructed all eligible faculty members to enroll for PhD and get the information at least by October 2022	The faculty were encouraged to take up PhD programmes
9	<b>Review of academic plan and preparation</b> Principal instructed to submit full preparation in an organized manner this week itself.	The class coordinator is to prepare the academic plan as per the university plan.
10	<b>Sessional exam</b> The second sessional examinations is tentatively scheduled for the fourth year and third year students from 14th October 2022. (14, 17, 19, and 21 October 2022). For the second year, the dates are 15, 17, 19, 21, and 25 October 2022.	The students were informed about the tentative dates.
11	<b>Second semester classes</b> Second semester theory block. The practical block is scheduled from October onwards.	The theory and practical block to be done as per the master rotation plan.
12	<b>Stakeholders feedback report</b> The feedback analysis committee designed and collected feedback from different sections of stakeholder of the institution with the aim to monitor and evaluate the performance and to take remedial measures as and when required for the betterment of quality of the service provided by the institution and the maintenance of standard of nursing education provided. The feedback collected from Students, Teaching faculty, Professionals, Alumni and employers about aspects of the curriculum its applicable targets for different stakeholders. Students addressed the curriculum and implementation. Teaching faculty and professionals addressed contents of curriculum. Alumni and employers addressed the issues on	The data collected by the committee was consolidated, sorted and analyzed thoroughly following which the report was drafted. The areas of concern pointed out by various stakeholders were attended positively with care. Stepwise planned



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	adequacy of curriculum, sufficiency of content in the course, current professional standards and curriculum design.	actions were taken for sorting and mending the concerns addressed at hand.
13	<p><b>Annual report of examination results</b>  <b>First Year</b>            2021<sup>th</sup> batch- 70 students appeared in the university exam. Result published on 2022, 68 students are passed in the examination, we secured 97.14% results.</p>	
14	<p><b>Others</b>            In general principal instructed all faculty members to improve the quality of teaching strategies and to aim at the overall development of the student.            Principal instructed to observe World Elders day on October 1 2022. Fourth year and third year students can be taken for a visit to the old age home.            Mrs. Dona prince will be responsible for Nursing foundations (Second Semester). Mrs. Athira, Mrs. Shilpa P and Mrs. Amrutha can be given one unit each of child health nursing.</p>	
15	<p><b>Strategic planning for the year 2022-2026</b>  <b>GOAL 1</b>            KMCT College Of Nursing target to become a center of excellence by 2024 with NAAC accreditation  <b>GOAL 2</b>            Recruit diligent staff and students and execute processes for them for better output. Recruit teachers preferably with PhD in Nursing with good academic and professional credits and personal qualities.  <b>GOAL 3</b>            Initiate and sustain research and development programs.  <b>GOAL 4</b>            Enhance college infrastructure  <b>GOAL 5</b>            Plan, implement and evaluate additional academic programs for students for institutional excellence.</p>	

The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary



Signature of the Chairperson

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**MINUTES OF ACADEMIC COUNCIL COMMITTEE  
MEETING**

Date:- :19/11/2022

Venue:- Principal chamber, KMCT CON

Time:- .10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Prof. Dr. Manjula S	Vice Principal	
3	Mrs. Steffy John	Professor	
4	Mrs. Rakhi Seban	Associate Professor	
5	Mrs. Lijna	Associate Professor	
6	Mrs. Shine Thomas	Associate Professor	
7	Ms. Neethu MV	Asst Professor	
8	Mrs. Aghila SB	Associate Professor	
9	Mrs. Shibili Abraham	Asst Professor	

Agenda :

1. Academic meeting of 4<sup>th</sup> year
2. Academic meeting of 3<sup>rd</sup> year
3. To discuss regarding NAAC accreditation work.
4. Sanction of interdisciplinary courses / interdepartmental courses
5. Add on Courses and Value added courses

With the blessing of Lord Almighty Academic committee meeting was held on 13/09/2022 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.







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Sl NO.	Discussion	Action Taken
1	<b>Academic meeting of 4<sup>th</sup> year</b> It is decided to resume 4 <sup>th</sup> year regular classes by 20/04/2022. Two months complete theory block upto July 31,2022. Mrs. Rakhi Seban : OBG – 130 hrs (Theory) + 640 hrs (Clinical) Mrs. Lijna : Nursing Management – 70 hrs Ms. Neethu Merin Varghese – Nursing education – 80 hrs Mrs. Steffy John – CHN- 100 hrs	The teachers are given different subjects respectively and are the incharges of the same
2	<b>Academic meeting of 3<sup>rd</sup> year</b> It was decided to start IIIrd year BSc Nursing regular classes from 31/05/2022 onwards. Class Coordinator : Prof. Dr. Ambika C Asst. Class Coordinator : Mrs. Shibili Abraham Subject Incharges :- Advanced Medical Surgical Nursing : Mrs. Soumya PB Child Health Nursing : Mrs. Shanthamma Mental Health Nursing : Prof. Mrs. Ambika C Nursing research and statistics : Mrs. shibili	The teachers are given different subjects respectively and are the Incharges of the same
3	<b>NAAC updates</b> <b>To discuss regarding NAAC accreditation work.</b> The criteria heads were asked for the updation of NAAC Work. Criteria 1: Mrs. Neethu M Varghese, Mrs. Shincy Susan M E Criteria 2 : Mrs. Lijna , Mrs. Neenu Criteria 3: Mrs. Aghila SB , Mrs. Nasmina Criteria 4 : Mrs. Rakhi Seban Criteria 5 : Mrs. Steffy , Mrs. Kukcumol Criteria 6 : Mrs. Sruthi, Mrs. Shari, Criteria 7 : Mrs. Shibili, Mrs. Athira Criteria 8 : Mrs. Dona Prince , Mrs. Archana	
4	<b>Sanction of interdisciplinary courses / interdepartmental courses</b> The chairperson gave an overview about the number of courses where interdisciplinary training needs to be built up in the programme.	



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5	<p><b>Add on Courses and Value -added courses</b> To plan of add on courses and value-added courses for students.</p> <p><b>Add On Course:</b> <b>BSc Nursing</b> I Year: Patient Safety II Year: Palliative Care III Year: Transplant Nursing IV Year: Mid Level Health Povidar</p> <p><b>PB BSc Nursing</b> I Year: Bioethics</p> <p><b>Value Added Course:</b> <b>BSc Nursing</b> I Year: Soft Skill Training Programme II Year: Yoga: III Year: Professional Ettiquettes IV Year: Interpersonal Communication Skill and Therapeutic Nurse Patientrelationship and Project management skill</p> <p><b>PB BSc Nursing</b> I Year: Critical Thinking (Online)</p>	<p>A tentative plan is made and presented in front of madam</p> <p>The new dates for the add on and value-added courses has been decided.</p>
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The above plan was finalized and the meeting adjourned at 12:30 pm

  
Signature of the Secretary

  
Signature of the Chairperson





# KMCT COLLEGE OF NURSING

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## MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

Date :- 08.07.2022

Venue :- Principal chamber, KMCT CON

Time:- 10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Prof. Dr. Manjula S	Vice Principal	
3	Mrs. Steffy John	Professor	
4	Mrs. Rakhi Seban	Associate Professor	
5	Mrs. Lijna	Associate Professor	
6	Mrs. Shine Thomas	Associate Professor	
7	Ms. Neethu MV	Asst Professor	
8	Mrs. Aghila SB	Associate Professor	
9	Mrs. Shibili Abraham	Asst Professor	

Agenda :

1. Regular academic activities
2. Rotation plans for each year
3. INC training program
4. Sessional exams plan and Unit test
5. Continuing Nursing Education
6. Teaching practice for IV year
7. Extracurricular activities

With the blessing of Lord Almighty Academic committee meeting was held on 08.07.2022 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.





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Sl NO.	Discussion	Action Taken
1	<b>Regular academic activities</b> It was decided to complete all the portions by the end of July. Among 5 subjects Sessional exams to plan to conduct July 22 and 25 <sup>th</sup> .	It was planned to start study hours in college and hostel with adequate of supervision.
2	<b>Rotation plans for each year</b> Teachers have to prepare and submit rotation plans by third week of July. Correct and give it to principal on 20 <sup>th</sup> . It should be intimated to hospital teachers and students timely. All posting orders should be filed and kept in hospital.	The subject coordinators to make rotation plans for the year and submit it to the respective areas with madams sign.
3	<b>INC training program</b> INC training program intimation came. Faculty has to attend the training program including clinical staff. INC training session dates are given each faculty from each specialty has to attend on different dates.	All the faculty should attend the training programme by INC and to select the slots and submit it to Dr. Manjula Madam
4	<b>Sessional exams plan and Unit test</b> Unit test papers to be given on the next day itself. Sessional exams to be planned as per the plan. Revision for fourth year in February second week. Second Sessional in October. Third Sessional in December.	To plan the exam dates as per the academic timetable given by the KUHS
5	<b>Continuing Nursing Education</b> Faculty has to prepare for CNE in college and hospital in rotation. the list has to be prepared by Dr. Manjula S	Dr. Manjula S to give topics to the faculty for taking CNE in hospital and college
6	<b>Teaching practice for IV year</b> Education teaching plan is to be prepared and given to the students at least 15 days prior.	So that students can prepare well in advance



*Manjula S*



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7	<b>Extracurricular activities</b> A mail received from KMCT Head office regarding participation of students in sports. This responsibility instructed to Mrs.Shilpa KC, Mrs.Rakhi seban, Ms.Neethu.	Students remain physically and mentally healthy
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The above plan was finalized and the meeting adjourned at 12:30 pm

  
Signature of the Secretary

  
Signature of the Chairperson





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**ACADEMIC COUNCIL COMMITTEE  
MEETING MINUTES  
2021-2022**



*Mohini*



# KMCT COLLEGE OF NURSING

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## MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

Date :- 22/04/2022

Venue :- Principal chamber, KMCT CON

Time :- 10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Prof. Ambika	Vice Principal	
3	Mrs. Shine	Professor	
4	Mrs. Steffy John	Professor	
5	Mrs. Rakhi Seban	Professor	
6	Mrs. Archana	Lecturer	
7	Mrs. Shincy Susan M E	Lecturer	
8	Mrs. Aghila S B	Associate Professor	
9	Mrs. Kukkumol	Lecturer	
10	Mrs. Amrutha	Lecturer	
11	Mrs. Shibili Abraham	Asst Professor	

Agenda :

1. Interdisciplinary / Interdepartmental courses
2. Add on Courses and Value added courses
3. To discuss regarding NAAC accreditation work.
4. PTA meeting
5. To discuss regarding next academic years : fourth years
6. Practical of compensation hours for outgoing fourth year.
7. Preparation for regular academic year regarding: third year
8. Regarding Academic activities revision of 1<sup>st</sup> year & 2<sup>nd</sup> Year

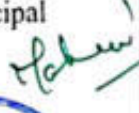



With the blessing of Lord Almighty Academic committee meeting was held on 13/09/2022 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.



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Sl NO.	Discussion	Action Taken
1	<b>Interdisciplinary / Interdepartmental courses</b> It has been decided that the subjects for interdisciplinary and interdepartmental courses to be taken by the faculty from the respective fields.	Letters to be sent to the respective departments without fail
2	<b>Add on Courses and Value added courses</b> To plan of add on and value added courses for students.	A tentative plan is made and presented in front of madam
3	<b>To discuss regarding NAAC accreditation work.</b> The NAAC work is under progress and the documentation of each programme done regularly.	The NAAC criteria heads are aware of the NAAC proceedings and working relentlessly.
4	<b>PTA meeting</b> Principal asked all class coordinators to inform regarding general PTA meeting which is tentatively scheduled on 23/05/2022 from 8.30 am to 12.30 pm. Class coordinators are instructed to arrange all documents including leave status, academic status, discipline of each student before the meeting.	Management should be informed about the details of the meeting. Principal instructed to inform the UUC also regarding the meeting.
5	<b>To discuss regarding next academic years : fourth years</b> It is decided to resume regular fourth year classes by 20.04.2022. Two months of complete theory block up to July 31. Clinical posting from August onwards. Principal discussed regarding preparations for next academic year. Teachers have to instruct the students regarding page numbers and theory as well as reference to students. Tentative date of 1 <sup>st</sup> year Sessional exam is May 30.	Teachers should get proper corrections from principal  
6	<b>Practical of compensation hours for outgoing fourth year.</b> Outgoing fourth year has to complete their compensation.	
7	<b>Preparation for regular academic year regarding third year</b> This meeting was held to discuss regarding preparation for regular academic year regarding. Advanced medical surgical nursing- full responsibility for Mrs. Soumya. Child health full	Teachers have to do preparations and get correction from principal.

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	responsibility Mrs. Santhamma. Nursing research and statistics Mrs. Shibili. Teachers have to keep the full notes and check student's notes randomly.	
8	<p><b>Regarding Academic activities revision of 1<sup>st</sup> year &amp; 2<sup>nd</sup> Year</b>            Regarding 1<sup>st</sup> year revision, Psychology, Physiology and FON revision pending. Principal instructed to maketimetable as per the pending class. All teachers should see that why students are absent (Mention the reason).            2<sup>nd</sup> year responsible faculty (Mrs. Jeena Mathew) almost completed..</p>	Teachers have to complete the cumulative records.
9	<p><b>Add on Courses and Value added courses</b>            To start with the plan of add on and value added courses for students.  <b>Add On Course :</b>            1<sup>st</sup> Year: Patient Safety            II<sup>nd</sup> Year: Palliative Care            III<sup>rd</sup> Year: Transplant Nursing            IV<sup>th</sup> Year : Mid Level Health Povidier  <b>Value Added Course :</b>            1<sup>st</sup> Year: Team work and Good Manners (Online)            II<sup>nd</sup> Year: Relaxation exercises            III<sup>rd</sup> Year : Interview Ettiquettes            IV<sup>th</sup> Year: Mass communication and CV Preparation (Online)</p>	<p>A tentative plan is made and presented in front of madam</p> <p>The new dates for the add on and value added courses has been decided .</p>
10.	<p><b>Stakeholders feedback report</b>            The feedback analysis committee designed and collected feedback from different sectional of stakeholder of the institution with the aim to monitor and evaluate the performance and to take remedial measure of as and when required for the betterment of quality of the service provided by the institution and the maintenance of standard of nursing education provide.            The feedback collected from Students, Teaching faculty, Professionals, Alumni and employers about aspects of the curriculum it's applicably targets for different stakeholders. Students addressed the curriculum and implementation.            Teaching faculty and professionals addressed contents of curriculum. Alumni and employers addressed the issues on adequacy of curriculum, sufficiency of content in the course, current professional standards and curriculum design.</p>	<p>The data collected by the committee was consolidated, sorted and analyzed thoroughly following which the analysis report was drafted.            The areas of concern pointed out by various stakeholders were attended positively with care. Stepwise planned actions were taken for sorting and mending the concerns addressed at hand.</p>



*Mathew*



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## 11. Annual report of examination results

### First Year

2019<sup>th</sup> batch- 50 students appeared in the university exam.  
Result published on 2022, 23 students are passed in the  
examination, we secured 46% results.

2020<sup>th</sup> batch- 48 students appeared in the university exam.  
Result published on 2022, 30 students are passed in the  
examination we got 62.5% results.

### Second Year

2019 th batch- 49 students appeared in the university exam.  
Result published on 2022, 43 students are passed in the  
examination we secured 87.75% results.

### Third Year

2018 th batch- 42 students appeared in the university exam.  
Result published on 2022, 40 students are passed in the  
examination we secured 95.23% results.

### Fourth Year

2017 th batch- 44 students appeared in the university  
exam. Result published on 2022, 42 students are passed in the  
examination we secured 95.45% results.

The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary



Signature of the Chairperson

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## MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

Date :- 22/12/2021

Venue :- Principal chamber, KMCT CON

Time:-.10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Prof. Ambika	Vice Principal	
3	Mrs. Shine	Professor	
4	Mrs. Steffy John	Professor	
5	Mrs. Rakhi Seban	Professor	
6	Mrs. Archana	Lecturer	
7	Mrs. Shincy Susan M E	Lecturer	
8	Mrs. Aghila S B	Associate Professor	
9	Mrs. Kukkumol	Lecturer	
10	Mrs. Amrutha	Lecturer	
11	Mrs. Shibili Abraham	Asst Professor	

Agenda :

1. To discuss regarding college day function
2. Discuss regarding time table and schedule of classes for new batch.
3. Regarding 3<sup>rd</sup> year model exam and revision
4. Regarding 3<sup>rd</sup> year model exam and revision
5. To discuss regarding promotion of existing batches
6. Review the completion of theory/ clinical hours
7. IVth Academic plan
8. Second year result improvement
9. First year BSc nursing result
10. Overall performance
11. Discussion on 1<sup>st</sup> year BSc Nursing University exam result
12. Preparation for regular and supplementary exam




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With the blessing of Lord Almighty Academic committee meeting was held on 22/12/2021 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.

Sl NO.	Discussion	Action Taken
1	<b>To discuss regarding college day function</b> The entire program should be coordinated well. Attendance to be taken by morning afternoon and evening. Discipline to be maintained. Food is to be distributed to students.	All teachers have to observe for ragging an it should intimated to concerned authority.
2	<b>Discuss regarding time table and schedule of classes for new batch.</b> First year - Asst. class coordinator Mrs. Shari has prepared the time table.	Principal instructed to send the students to medical college lab for external classes.
3	<b>Regarding 3<sup>rd</sup> year model exam and revision</b> Select 15 students who are chance scoring good marks and give intense coaching. the content wise delivery to all other students are same. Students should write the exam legibly,underline and write examples. Focus on all the matters pertaining to the student including food, rest and sleep. We need to focus on achievementof good marks for the students as per the instructions of management.	Regular teaching learning activities or the students
4	<b>Regarding 3<sup>rd</sup> year model exam and revision</b> Nursing research practical project should be over by February 28 <sup>th</sup> . No leave for faculty for staff and students (except for one day incase of emergency). Model practical examination will be held simultaneously. February 24, 25, 26 <sup>th</sup> . Complete attendance leave register and faculties are instructed to check the attendance percentage as we have to send into KUHS by April 17 <sup>th</sup> 2022. Prepare rough calculation of attendance by Monday 21 <sup>st</sup> February.	.If students have poor performance, repeat exam be given. 
5	<b>To discuss regarding promotion of existing batches</b> An orientation class will be given to them. 2 <sup>nd</sup> year BSc nursing students will be promoted to 3 <sup>rd</sup> year on 15 <sup>th</sup> February. First	The first years are



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	Sessional exam in 3 <sup>rd</sup> week of June. First years will be promoted to second year on 15.02.2022.	promoted to second year
6	<b>Review the completion of theory/ clinical hours</b> All theory hours completed. Regarding clinical requirements. Advanced medical surgical nursing file, hostellers pending with clinical 90% and 91% completed. Posting for hostellers withheld due to mental health posting at kuthiravattam from February onward. Mental health nursing clinical requirements an hour's will be completed by February 28 <sup>th</sup> 2022	Posting for hostellers withheld due to mental health posting at kuthiravattam
7	<b>IV<sup>th</sup> Academic plan</b> All theory hours completed. Fourth year have external posting for OBG at Thamarassery. Regarding requirements, some assignments are pending. Expect the students going to Thamarassery, remaining students have to come to college. All requirements to be completed by February 28 <sup>th</sup> February.	Principal instructed to complete the assignment by 28 <sup>th</sup> February.
8	<b>Second year result improvement</b> All theory portions completed first year to supplementary revision is going on. Teachers should prepare for one whole day class and get corrections from principal. This plan to be started from Monday, 31.01.2022 onwards.	The revision is planned on daily basis. One subject will be taken one day and the unit test will be conducted on next day 8AM-9AM.
9	<b>First year BSc nursing result</b> Time table will be based on a subject per day. The next day the students will have an exam in the morning. Starts the revision from Saturday 29.01.2022 onwards.	Principal emphasized the time plan, underline examples too the questions
10	<b>Overall performance</b> Class coordinators have to check whether the students are completing notes properly. Students should be given notes and teachers checked whether they are completing it.. First year classes will be monitored by Shine Thomas (First year Class coordinators). 4 <sup>th</sup> year classes notes will be checked by Mrs. Rakshi Seban. Third year notes will be checked by Dr. Ambika.	Entire class to be coordinated by the class coordinator 

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11	<b>Discussion on 1<sup>st</sup> year BSc Nursing University exam result</b> 1 <sup>st</sup> year BSc Nursing University exam result published on 17.01.2021 by KUHS. Out of 50 students 23 students passed and 27 students failed. Principal asked about the reason for this failure. Principal instructed the entire faculty to prepare the notes well and submit before the class and make the necessary correction before the class.	Few feedbacks from the students regarding the faculty were noted like coping the test book and simply reading the sides etc.
12	<b>Preparation for regular and supplementary exam</b> Principal instructed the responsibilities of supplementary exam registration to different faculty members. Principal instructed the responsibilities of revision to different subject teachers. Class coordinators gave a detailed report of completion of theory and practical hours.	Students who failed for regular exam and appearing for supplementary exam need to be given extra class.

The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary



Signature of the Chairperson

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**MINUTES OF ACADEMIC COUNCIL COMMITTEE  
MEETING**

Date :- 22/05/2021

Venue :- Principal chamber, KMCT CON

Time:-.10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Prof. Ambika	Vice Principal	
3	Mrs. Shine	Professor	
4	Mrs. Steffy John	Professor	
5	Mrs. Rakhi Seban	Professor	
6	Mrs. Archana	Lecturer	
7	Mrs. Shincy Susan Elias	Lecturer	
8	Mrs. Aghila S B	Associate Professor	
9	Mrs. Kukkumol	Lecturer	
10	Mrs. Amrutha	Lecturer	
11	Mrs. Shibili Abraham	Asst Professor	

Agenda :

1. Preparation for regular and supplementary exam
2. To revise the academic activities
3. IVth year Academic
4. First year Academic
5. Extension activities
6. To discuss regarding NAAC accreditation work
7. To discuss regarding classes and clinical posting of 4<sup>th</sup> year and 3<sup>rd</sup> year.



With the blessing of Lord Almighty Academic committee meeting was held on 22/05/2021 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.



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Sl NO.	Discussion	Action Taken
1	<p><b>Preparation for regular and supplementary exam</b></p> <p>The responsibility of supplementary exam registration to different faculty members. Students who failed for regular exam and appearing for supplementary exam need to be given extra class</p>	Class coordinators gave a detailed report of completion of theory and practical hours.
2	<p><b>To revise the academic activities</b></p> <p>As the date for university exams are postponed, principal instructed to cancel the 4-5 classes for all batches.</p>	
3	<p><b>IVth year Academic</b></p> <p>Principal instructed all class coordinators to submit the Sessional marks by Wednesday. As per the instruction from academic monitoring committee which include members from management committee teachers has to maintain the clinical diary which include their clinical duty hours, activities planned in the clinics student assignment etc. principal Enquired about vaccination status of the staff and students.</p>	All faculties have to submit their preparation before going to take class. Principal instructed that all faculty members taking clinical duty has to stay back and not to leave the students and not to leave the students and come to college early.
4	<p><b>First year Academic</b></p> <p>Allotting subjects to different teachers. Other instructions given by principal.</p> <p>To plan lamp lighting ceremony</p> <p>All staff should take planned leave and inform earlier unless in the case of emergency</p> <p>Give the responsibilities of teaching procedure to all teachers for 1<sup>st</sup> year students</p>	Every day absentees should be informed to principal and vice principal before 9.30am. Parents also need to inform
5	<p><b>Extension activities</b></p> <p>OBG and Child health department need to prepare a programme for breastfeeding week celebration</p> <p>The program for international yoga day also discussed in the meeting, it was decided to conduct a session on life or life style by Nithya, certified Yoga trainer</p>	The extension activities to be coordinated by IQAC



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6	<b>To discuss regarding NAAC accreditation work</b> Prof. Dr. Ambika C discussed regarding the NAAC work as per the institution from management.	All the criteria's were divided among staffs.
7	<b>To discuss regarding classes and clinical posting of 4<sup>th</sup> year and 3<sup>rd</sup> year.</b>  All class coordinators to follow the Covid protocol in the college. 4 <sup>th</sup> year students need to bring antigen result to college. When they bring back.	All teachers were instructed to take classes and clinical lab hours separately for day scholars and hostlers

The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary

Signature of the Chairperson





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**ACADEMIC COUNCIL COMMITTEE  
MEETING MINUTES  
2020-2021**



*Malavi*



**MINUTES OF ACADEMIC COUNCIL COMMITTEE  
MEETING**

Date :- 22/12/2020

Venue :- online meeting

Time:-.10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Prof. Ambika C	Vice Principal	
3	Mrs. Steffy John	Professor	
3	Mrs. Rakhi Seban	Associate Professor	
4	Mrs. Jeena Mathew	Associate Professor	

Agenda :

1. Interdisciplinary / Interdepartmental courses
2. Add on Courses and Value added courses
3. To discuss regarding NAAC accreditation work.
4. Evaluation of revision classes
5. To discuss the completion of theory classes and clinical posting and revision
6. Ongoing evaluation theory and clinical posting
7. Reopening college from January for faculty and students
8. Mentorship Diary And Mentorship Planning

With the blessing of Lord Almighty Academic committee meeting was held on 22/12/2020 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.

Sl NO.	Discussion	Action Taken
1	<b>Interdisciplinary / Interdepartmental courses</b> It has been decided that the subjects for interdisciplinary and interdepartmental courses to be taken by the faculty from the respective fields.	Letters to be sent to the respective departments without fail.




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2	<b>Add on Courses and Value added courses</b> To plan of add on and value added courses for students.	A tentative plan is made and presented in front of madam
3	<b>To discuss regarding NAAC accreditation work.</b> The NAAC work is under progress and the documentation of each programme done regularly.	The NAAC criteria heads are aware of the NAAC proceedings and working relentlessly.
4	<b>Evaluation of revision classes</b> Principal evaluated the revision classes of fourth year and third year. Classes are scheduled from 8.00Am to 5.00PM.	Allocation of subjects faculty members were allocated with subjects and were asked for preparation for the regular classes for fourth year and third year and second year.
5	<b>To discuss the completion of theory classes and clinical posting and revision</b> Outgoing 4 <sup>th</sup> year and current fourth year students have completed their theory and clinical hours. Outgoing 4 <sup>th</sup> year has gone for study leave. Current fourth year have completed their theory and clinical hours of third year. Current third years have completed their second year theory hours the clinical posting will be completed by 30 <sup>th</sup> April 2021.	Principal instructed different faculty members with the responsibilities of revision. All teachers were instructed to show the revision material ie, question papers from 2010-20 and answer key and get corrections from principal as well as to include the time plan to be done according to marks for the question.
6	<b>Ongoing evaluation theory and clinical posting</b> Coverage of theory portions and clinical posting of outgoing 4th year students were discussed. Mrs. Rakhi seban calculated and expresses the concern about completion of posting.	Hence it was decided to extend the clinical posting for 2 more weeks, and to start revisions as soon as the completion of clinical posting.



7	<b>Reopening college from January for faculty and students</b> Classes will be resuming from 4 <sup>th</sup> January 2021 for outgoing batch. Call the parents of all students to discuss about this. Every 15 days call a departmental meeting. Start moodle classes by January. Social distancing complete cleanliness of students have to be monitored. The members including principal, vice principal, other faculties.	Students have to use N95 masks a face shield due to Covid 19. covid jagratha Samithi has to be formed .
8	<b>Mentorship Diary And Mentorship Planning</b> Mentorship has to be planned effectively in order to prevent failures as well as slow learners.	To prevent failure of slow learners
9.	<b>Stakeholders feedback report</b> The feedback analysis committee designed and collected feedback from different sectional of stakeholder of the institution with the aim to monitor and evaluate the performance and to take remedial measure of as and when required for the betterment of quality of the service provided by the institution and the maintenance of standard of nursing education provide. The feedback collected from Students, Teaching faculty, Professionals, Alumni and employers about aspects of the curriculum it's applicably targets for different stakeholders. Students addressed the curriculum and implementation. Teaching faculty and professionals addressed contents of curriculum. Alumni and employers addressed the issues on adequacy of curriculum, sufficiency of content in the course, current professional standards and curriculum design.	The data collected by the committee was consolidated, sorted and analyzed thoroughly following which the report was drafted. The areas of concern pointed out by various stakeholders were attended positively with care. Stepwise planned actions were taken for sorting and mending the concerns addressed at hand.
10.	<b>Annual report of examination results</b> <b>Second Year</b> 2018 th batch- 42 students appeared in the university exam. Result published on 2021, 33 students are passed in the examination we secured 78.57% results. <b>Third Year</b> 2017 th batch- 48 students appeared in the university exam. Result published on 2021, 36 students are passed in the examination we secured 75% results.	



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### Fourth Year

2016 th batch- 40 students appeared in the university exam. Result published on 2021, 38 students are passed in the examination we secured 95% results.

The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary

Signature of the Chairperson



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**MINUTES OF ACADEMIC COUNCIL COMMITTEE  
MEETING**

Date :- 22/02/2021

Venue :- online meeting

Time:-.10:30 am to 12:30 pm

Members Present :-

SI No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Prof. Ambika C	Vice Principal	
3	Mrs. Steffy John	Professor	
3	Mrs. Rakhi Seban	Associate Professor	
4	Mrs. Jeena Mathew	Associate Professor	

Agenda :

1. Preparation for regular and supplementary exam
2. To revise the academic activities
3. IVth year Academic
4. First year Academic
5. Extension activities
6. To discuss regarding NAAC accreditation work
7. To discuss regarding classes and clinical posting of 4<sup>th</sup> year and 3<sup>rd</sup> year.

With the blessing of Lord Almighty Academic committee meeting was held on 22/02/2021 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. RMageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.





Sl NO.	Discussion	Action Taken
1	<b>Preparation for regular and supplementary exam</b> The responsibility of supplementary exam registration to different faculty members. Students who failed for regular exam and appearing for supplementary exam need to be given extra class	Class coordinators gave a detailed report of completion of theory and practical hours.
2	<b>To revise the academic activities</b> As the date for university exams are postponed, principal instructed to cancel the 4-5 classes for all batches.	
3	<b>IVth year Academic</b> Principal instructed all class coordinators to submit the Sessional marks by Wednesday. As per the instruction from academic monitoring committee which include members from management committee teachers has to maintain the clinical diary which include their clinical duty hours, activities planned in the clinics student assignment etc. principal Enquired about vaccination status of the staff and students.	All faculties have to submit their preparation before going to take class. Principal instructed that all faculty members taking clinical duty has to stay back and not to leave the students and not to leave the students and come to college early.
4	<b>First year Academic</b> Allotting subjects to different teachers. Other instructions given by principal. To plan lamp lighting ceremony All staff should take planned leave and inform earlier unless in the case of emergency Give the responsibilities of teaching procedure to all teachers for 1 <sup>st</sup> year students	Every day absentees should be informed to principal and vice principal before 9.30am. Parents also need to inform
5	<b>Extension activities</b> OBG and Child health department need to prepare a programme for breastfeeding week celebration The program for international yoga day also discussed in the meeting, it was decided to conduct a session on life or life style by Nithya, certified Yoga trainer	The extension activities to be coordinated by IQAC





6	<b>To discuss regarding NAAC accreditation work</b> Prof. Dr. Ambika C discussed regarding the NAAC work as per the institution from management.	All the criteria's were divided among staffs.
7	<b>To discuss regarding classes and clinical posting of 4<sup>th</sup> year and 3<sup>rd</sup> year.</b>  All class coordinators to follow the Covid protocol in the college. 4 <sup>th</sup> year students need to bring antigen result to college. When they bring back.	All teachers were instructed to take classes and clinical lab hours separately for day scholars and hostlers
	<b>Add on Courses and Valueadded courses</b> To start with the plan of add on and valueadded courses for students. <b>Add On Course :</b> I Year: <i>First Aid</i> II Year: <i>Palliative Care</i> III Year: <i>Transplant Nursing</i> IV Year : <i>Mid Level Health Povider</i>  <b>Value Added Course:</b> I Year: Working under pressure II Year: Meditation III Year: Meeting ettiquettes IV Year: Social media communication	A tentative plan is made and presented in front of madam  The new dates for the add on and value added courses has been decided.

The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary



Signature of the Chairperson



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## ACADEMIC COUNCIL COMMITTEE MEETING MINUTES

**2019-2020**



*Mohamud*



**MINUTES OF ACADEMIC COUNCIL COMMITTEE  
MEETING**

Date :- 07/08/2019

Venue :- Principal chamber, KMCT CON

Time:- 10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Mrs. Steffy John	Professor	
3	Mrs. Rakhi Seban	Associate Professor	
4	Mr. Raldin George	Assistant Professor	
5	Mrs. Meethu Scaria	Assistant Professor	
6	Mr. Deepak	Assistant Professor	

Agenda:

1. Interdisciplinary / Interdepartmental courses
2. Add on Courses and Valueadded courses
3. To discuss regarding NAAC accreditation work.
4. Regular Academic Activities
5. 3<sup>rd</sup> year result analysis and Improvement strategies and problems in the existing strategies
6. 1<sup>st</sup> year class coordinatorship and 2<sup>nd</sup> year subject allotment
7. Anti ragging class on 27<sup>th</sup> September
8. Evaluation of revision classes
9. Duties and responsibilities of class coordinators
10. lamp lighting ceremony
11. SNA advisor charge
12. Mentorship : mentee mentor
13. Temporary in charge of library





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With the blessing of Lord Almighty Academic committee meeting was held on 07/08/2019 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.

Sl NO.	Discussion	Action Taken
1	<b>Interdisciplinary / Interdepartmental courses</b> It has been decided that the subjects for interdisciplinary and interdepartmental courses to be taken by the faculty from the respective fields.	Letters to be sent to the respective departments without fail.
2	<b>Add on Courses and Valueadded courses</b> To plan of add on and valueadded courses for students.	A tentative plan is made and presented in front of madam
3	<b>To discuss regarding NAAC accreditation work.</b> The NAAC work is under progress and the documentation of each programme done regularly.	The NAAC criteria heads are aware of the NAAC proceedings and working relentlessly.
4	<b>Regular Academic Activities</b> All the teaching preparations should be ready by Thursday, 02.12.2019 in order to mail to the Director as well as the students. Principal specifically instructed 3 <sup>rd</sup> year and 4 <sup>th</sup> year faculty to refer journals. 4 <sup>th</sup> year BSc Nursing students will be having Community posting in the month of January. The committee divided and the faculty id given responsibilities for lamp lighting ceremony.	Before sending the mail to director (Dean, the preparations have to be submitted to Principal/vice Principal and get it corrected and once it's ok it can be sent to Dean/ Director.




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5	<p><b>3<sup>rd</sup> year result analysis and Improvement strategies and problems in the existing strategies</b></p> <p>Third year BSc Nursing students already promoted to IV<sup>th</sup> year on 16.09.2019.</p> <p>Principal expressed the disappointment of getting only 74.4% result for the 3<sup>rd</sup> year. Principal invited suggestion from faculties for the improvement. Madam instructed to follow the instructions mentioned below</p> <ul style="list-style-type: none"><li>• All preparations of 3<sup>rd</sup> year and 4<sup>th</sup> year should include journal presentation in this preparation demonstration also should be include wherever necessary.</li><li>• All subject teachers should verify that students are maintaining notes.</li><li>• teachers should aim for distinction next year</li><li>• Madam instructed takes all students to library and 1 library hour has to be compulsory.</li><li>• students have a lots of grammar mistake teachers should correct it from beginning</li><li>• All teachers submit their clinical diary on every Friday</li><li>• Journal presentation must be given for the students</li></ul>	<p>All topics to be printed form and the soft copy should be sending to management and students after the correction from principal madam in the hard copy. Every Thursday will be a meeting with Dean along with the preparations</p> <p style="text-align: right;"><i>Made</i></p> 
6	<p><b>1 year class coordinatorship and 2<sup>nd</sup> year subject allotment</b></p> <p>1 year class coordinatorship is given to Mrs. Dona Prince</p>	<p>The subject coordinator were given the respective</p>



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	<p>(along with Ms.Dimmya). Mrs. Vidya is given the charge of surgical nursing 2<sup>nd</sup> year.</p> <p>The 12<sup>th</sup> Batch BSc (N) 2019-23 batch classes will be starting on 18<sup>th</sup> September 2019. Mrs. Reshmi Nair is given with the responsibility of 1st year. An orientation programme and PTA executive committee meeting is planned on the same day.</p> <p>1<sup>st</sup> years will be promoted to 2<sup>nd</sup> year on 09.10.2019.</p>	subjects by the coordinator
7	<p><b>Anti ragging class on 27<sup>th</sup> September</b></p> <p>An awareness programme regarding ragging and its consequences will be planned on 27<sup>th</sup> September 2019.</p>	
8	<p><b>Evaluation of revision classes</b></p> <p>Principal evaluated the revision classes of fourth year and third year. Classes are scheduled from 8.00Am to 5.00PM..</p>	Allocation of subjects faculty members were allocated with subjects and were asked for preparation for the regular classes for fourth year and third year and second year
9	<p><b>Duties and responsibilities of class coordinators</b></p> <p>Rotation plan should be uploaded and send to the management along with teachers rotation, students rotation.</p>	The printed copy of the duties and responsibilities are given to the coordinator and asst coordinator
10	<p><b>lamp lighting ceremony</b></p> <p>1 year lamp lighting ceremony planned on 19/12/2019</p>	Different committees to be made and the incharges to make necessary changes





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11	<b>SNA advisor charge</b>  SNA advisor post given to Mr.Radlin .KMCT College of Nursing conducted the SNA North West zonal competitions	On behalf of KMCT of nursing and student Nurses Association – North West Zone. We thank the management for permitting us to conduct the SNA North west zonal Cultural competitions
12	<b>Mentorship: mentee mentor</b>  Mentorship list for all year planned and submitted to principal.	Regular mentor mentee meetings to be conducted
13	<b>Temporary in charge of library</b>  Temporary arrangement of librarian is planned by designing this work to a faculty Mrs.Dona Prince for the time being till Mrs Jameela (Librarian) is back from the leave.	For a short period of time as the librarian is on leave Mrs. Dona Prince have been given the responsibility of the library
14.	<b>Stakeholders feedback report</b>  The feedback analysis committee designed and collected feedback from different sectional of stakeholder of the institution with the aim to monitor and evaluate the performance and to take remedial measure of as and when required for the betterment of quality of the service provided by the institution and the maintenance of standard of nursing education provide. The feedback collected from Students, Teaching faculty, Professionals, Alumni and employers about aspects of the curriculum it's applicably targets for different stakeholders. Students addressed the curriculum and implementation. Teaching faculty and professionals addressed contents of curriculum. Alumni and employers addressed the issues on adequacy of curriculum, sufficiency of content in the course current professional standards and curriculum design.	The data collected by the committee was consolidated, sorted and analyzed thoroughly following which the analysis report was drafted. The areas of concern pointed out by various stakeholders were attended positively with care. Stepwise planned actions were taken for sorting and mending the concerns addressed at hand.



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15

**Annual report of examination results**

**First Year**

2018<sup>th</sup> batch- 42 students appeared in the university exam.  
Result published on 2020, 25 students are passed in the  
examination, we secured 59.52% results.

**Second Year**

2017 th batch- 45 students appeared in the university exam.  
Result published on 2020, 29 students are passed in the examination  
we secured 64.44% results.

**Third Year**

2016 th batch- 47 students appeared in the university exam.  
Result published on 2020, 35 students are passed in the examination  
we secured 74.46% results.

The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary



Signature of the Chairperson





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## MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

Date :- 09/08/2019

Venue :- Principal chamber, KMCT CON

Time:-.10:30 am to 12:30 pm

Members Present :-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Mrs. Steffy John	Professor	
3	Mrs. Rakhi Seban	Associate Professor	
4	Mr. Raldin George	Assistant Professor	
5	Mrs. Meethu Scaria	Assistant Professor	
6	Mr. Deepak	Assistant Professor	

Agenda :

1. Preparation for regular and supplementary exam
2. To revise the academic activities
3. IVth year Academic
4. First year Academic
5. Extension activities
6. To discuss regarding NAAC accreditation work
7. To discuss regarding classes and clinical posting of 4<sup>th</sup> year and 3<sup>rd</sup> year.

With the blessing of Lord Almighty Academic committee meeting was held on 09/08/2019 at 10:30 am . through offline meeting. Under the guidance of Principal cum chairperson Prof. RMageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.



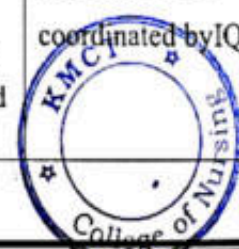
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Sl NO.	Discussion	Action Taken
1	<b>Preparation for regular and supplementary exam</b> The responsibility of supplementary exam registration to different faculty members. Students who failed for regular exam and appearing for supplementary exam need to be given extra class	Class coordinators gave a detailed report of completion of theory and practical hours.
2	<b>To revise the academic activities</b> As the date for university exams are postponed, principal instructed to cancel the 4-5 classes for all batches.	
3	<b>IV year Academic</b> Principal instructed all class coordinators to submit the Sessional marks by Wednesday. As per the instruction from academic monitoring committee which include members from management committee teachers has to maintain the clinical diary which include their clinical duty hours, activities planned in the clinics student assignment etc. principal Enquired about vaccination status of the staff and students.	All faculties have to submit their preparation before going to take class. Principal instructed that all faculty members taking clinical duty has to stay back and not to leave the students and not to leave the students and come to college early.
4	<b>First year Academic</b> Allotting subjects to different teachers. Other instructions given by principal. To plan lamp lighting ceremony All staff should take planned leave and inform earlier unless in the case of emergency Give the responsibilities of teaching procedure to all teachers for 1 <sup>st</sup> year students	Every day absentees should be informed to principal and vice principal before 9.30am. Parents also need to inform
5	<b>Extension activities</b> OBG and Child health department need to prepare a programme for breastfeeding week celebration The program for international yoga day also discussed in the meeting, it was decided to conduct a session on life or life style by Nithya, certified Yoga trainer	The extension activities to be coordinated by IQAC



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6	<b>To discuss regarding NAAC accreditation work</b> Prof. Dr. Ambika C discussed regarding the NAAC work as per the institution from management.	All the criteria's were divided among staffs.
7	<b>To discuss regarding classes and clinical posting of 4<sup>th</sup> year and 3<sup>rd</sup> year.</b> All class coordinators to follow the Covid protocol in the college. 4 <sup>th</sup> year students need to bring antigen result to college. When they bring back.	All teachers were instructed to take classes and clinical lab hours separately for day scholars and hostlers
	<b>Add on Courses and Value added courses</b> To start with the plan of add on and value added courses for students. <b>Add On Course :</b> I Year: <i>First Aid</i> II Year: <i>Palliative Care</i> III Year: <i>Transplant Nursing</i> IV Year : <i>Mid Level Health Provider</i>  <b>Value Added Course:</b> I Year: Stress management II Year: Breathing techniques III Year: Workplace etiquettes IV Year: Face to fce communication	A tentative plan is made and presented in front of madam  The new dates for the add on and value added courses has been decided.

The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary

Signature of the Chairperson





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**ACADEMIC COUNCIL COMMITTEE  
MEETING MINUTES  
2018-2019**



*Alaker*

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**MINUTES OF ACADEMIC COUNCIL COMMITTEE  
MEETING**

Date:- 12/09/2018

Venue:- Principal Chamber, KMCT CON

Time:- 2.30 - 4.00 PM

Members Present:-

Sl No	Name of the members	Designation	Signature of the members
1	Prof. Mrs. R Mageswari	Principal	
2	Mrs. Jasna	Vice Principal	
3	Mrs. Rakhi Seban	Associate Professor	
4	Mr. Raldin George	Assistant Professor	
5	Mrs. Meethu Scaria	Assistant Professor	
6	Mr. Deepak	Assistant Professor	

Agenda :

1. Interdisciplinary / Interdepartmental courses
2. Add on Courses and Value added courses
3. To discuss regarding NAAC accreditation work.
4. Discussion on the points discussed in principal's conclave conducted at KUHS
5. 2018-2019 admission, promotion and farewell
6. CNE and Faculty development program
7. Class on anti- ragging
8. Startegic planning 2018-2021
9. Others

With the blessing of Lord Almighty Academic committee meeting was held on 12/09/2018 at 2:30 pm . through offline meeting. Under the guidance of Principal cum chairperson Prof. R Mageswari. The chairperson welcomed all the members to the meeting and requested the secretary of the meeting to readout the agenda.





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Sl NO.	Discussion	Action Taken
1	<p><b>Interdisciplinary / Interdepartmental courses</b></p> <p>It has been decided that the subjects for interdisciplinary and interdepartmental courses to be taken by the faculty from the respective fields.</p>	Letters to be sent to the respective departments without fail.
2	<p><b>Add on Courses and Value added courses</b></p> <p>To start with the plan of add on and value added courses for students.</p>	A tentative plan is made and presented in front of madam
3	<p><b>To discuss regarding NAAC accreditation work.</b></p> <p>The NAAC work is under progress and the documentation of each programme done regularly.</p>	The NAAC criteria heads are aware of the NAAC proceedings and working relentlessly.
4	<p><b>Discussion on the points discussed in principal's conclave conducted at KUHS</b></p> <p>On 29.10.2018, KUHS instructed to formulate an Institutional Academic Committee (IAC) at college level. It is decided to form a committee including Principal(chairman), Vice principal( Co-Chairperson) and HODs of all departments being the members of the committee</p>	
5	<p><b>2018-2019 admission, promotion and farewell</b></p> <p>2018-19 admission and other student's promotion, farewell party to IV Year student's, academic preparation for the year 2018-19 etc. Expecting co-operation from all faculty.</p> <p>Both 1<sup>st</sup> year and 2<sup>nd</sup> year timetable was checked by principal and it was noticed that 9-10 hour in both year was assigned for the same faculty. So principal instructed all class coordinators to take almost attention while preparing the timetable.</p>	Assigned class coordinators and Asst. class coordinators. Arranged faculties by principal after discussing with class coordinators and teachers who deals with the subjects AN



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	Principal informed madam may come to the class at any time.	faculties should have enough preparation before entering class.
6.	<b>CNE and Faculty development program</b> CNEs and faculty development programme to be conducted in institutional level principal instructed faculty to plan for at least 2-3 workshops/conference in this academic year. Vice principal and all the HODs are instructed to supervise the classes of faculty	The faculty were instructed to attend and conduct workshops, conferences and CNE for personal and professional growth.
7.	<b>Class on anti-ragging</b> The anti-ragging class by circle inspectors Koduvally police station tentatively scheduled on 15.11.2018.	As the first year students come, the seniors as well as the juniors are given class to decrease the incidence of ragging.
8.	<b>Strategic Planning for the year 2018-2021</b> <u>GOAL 1</u> Deliver quality education to our students and maintain advanced educational programs in all specialities and clinical disciplines by providing evidence-based knowledge in both theoretical and clinical aspects. An overall development will include entrepreneur skills which will include awareness of social responsibility along with emphasis on ethics in clinical practice and professional values in both patient care and academics. Importance of lifelong learning and advanced technology and methods. <u>GOAL2</u>	 

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Research in the field of nursing care, infection control, more opportunities in the national and international research collaboration to be encouraged.

The students will be provided with opportunities for research. The various establishments namely, Government, non-government organization, the industrial and corporate partnerships and private foundation. More opportunities in national and international research collaboration will be encouraged.

GOAL 3

The institution look forward in delivering the highest standards of health care with state of art facilities. KMCT college of Nursing also supports the improvement of infrastructure in all clinical disciplines. Hospital also planned for NABH and NABL accreditations for hospitals and laboratory

Introduction of HIS for keeping medical records

GOAL 4

The college will be applying for seat enhancement in the UG programme (70 Seats).

GOAL 5

College will be starting new programmes like PG and PbBsc.

GOAL 6

A library upgrade will be planned which will include a 12-hour working period, digital library, journal sections, reference book section, lending section and a section for fiction and nonfiction books with computerized check-in and check-out system and CCTV.

GOAL 7


The institution has also decided to procure and establish functional MOU's and collaborative activities with various prestigious institutions like palliative care & cancer center.



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	<p><u>GOALS</u></p> <p>The institution has decided to implement smart classes by installing smart boards. The institution has also taken the initiative to set up an innovation &amp; incubation center for encouraging and promoting new ideas in the field of nursing concentrating on evidenced based practice.</p>	
9.	<p><b>Stakeholders feedback report</b></p> <p>The feedback analysis committee designed and collected feedback from different sectional of stakeholder of the institution with the aim to monitor and evaluate the performance and to take remedial measure of as and when required for the betterment of quality of the service provided by the institution and the maintenance of standard of nursing education provide. The feedback collected from Students, Teaching faculty, Professionals, Alumni and employers about aspects of the curriculum it's applicably targets for different stakeholders. Students addressed the curriculum and implementation.</p> <p>Teaching faculty and professionals addressed contents of curriculum. Alumni and employers addressed the issues on adequacy of curriculum, sufficiency of content in the course, current professional standards and curriculum design.</p>	<p>The data collected by the committee was consolidated, sorted and analyzed thoroughly following which the report was drafted. The areas of concern pointed out by various stakeholders were attended positively with care. Stepwise planned actions were taken for sorting and mending the concerns addressed at hand.</p>
10	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Fresher's day is scheduled on 17.11.2018.</li> <li>• PTA general body meeting is tentatively scheduled the month of January, 31.01.2019</li> <li>• lamp lighting scheduled on 31.01.2019</li> <li>• Sports day scheduled on 18<sup>th</sup> and 19<sup>th</sup> January.</li> <li>• New bags for the community lab has to be purchased for this academic year</li> <li>• The college union in charge responsibility is handed over to Mrs. Jasna from Mr. Raldin</li> <li>• The SNA in charge Mr. Deepak and he will continuing for this academic year</li> </ul>	 <p><i>Shahin</i></p>



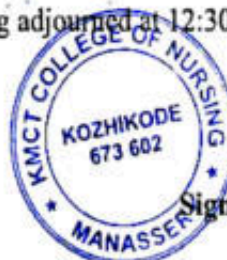
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	<ul style="list-style-type: none"> <li>The nutrition lab in charge will be Mrs. Smitha</li> </ul>	
11	<p><b>Annual report of examination results</b></p> <p><b>First Year</b></p> <p>2016<sup>th</sup> batch- 48 students appeared in the university exam. Result published on 2018, 23 students are passed in the examination, we secured 47.92% results.</p> <p>2017<sup>th</sup> batch- 48 students appeared in the university exam. Result published on 2018, 14 students are passed in the examination we got 29.16% results.</p> <p><b>Second Year</b></p> <p>2015<sup>th</sup> batch- 46 students appeared in the university exam. Result published on 2018, 36 students are passed in the examination we secured 78.26% results.</p> <p>2016<sup>th</sup> batch- 47 students appeared in the university exam. Result published on 2018, 29 students are passed in the examination we got 61.70% results.</p> <p><b>Third Year</b></p> <p>2014<sup>th</sup> batch- 42 students appeared in the university exam. Result published on 2018, 32 students are passed in the examination we secured 76.19% results.</p> <p>2015<sup>th</sup> batch- 47 students appeared in the university exam. Result published on 2018, 239 students are passed in the examination we got 82.97% results.</p> <p><b>Fourth Year</b></p> <p>2014<sup>th</sup> batch- 39 students appeared in the university exam. Result published on 2018, 34 students are passed in the examination we secured 87.17% results.</p> <p>2015<sup>th</sup> batch- 45 students appeared in the university exam. Result published on 2018, 43 students are passed in the examination we got 95.55% results.</p>	

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Signature of the Secretary



Signature of the Chairperson

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Agenda :

1. Preparation for regular and supplementary exam
2. To revise the academic activities
3. IV year Academic
4. First year Academic
5. -Extension activities
6. To discuss regarding NAAC accreditation work
7. To discuss regarding classes and clinical posting of 4<sup>th</sup> year and 3<sup>rd</sup> year.


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The above plan was finalized and the meeting adjourned at 12:30 pm

Signature of the Secretary

Signature of the Chairperson

