

**FATHER MULLER COLLEGE OF NURSING**

**CURRICULUM COMMITTEE  
MEETING MINUTES**

**2014-15**

# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Minutes of the Meeting

Meeting commenced at 3.00pm in the Syndicate Hall of Father Muller College of Nursing on 30.07.2014.

#### **The members present**

Sr. Winnifred D' Souza

Mrs. Victoria D'Almeida

Prof. Chanu Bhattacharya

Prof. Agnes E J

Prof. Irene Alvares

Prof. Leena K C

Mrs. Bridget D'Silva

Mrs. Shiji P J

Sr. Deepa Peter

All class coordinators

#### **Members Absent:**

Mrs Malarvizhi, HOD, Paediatric Nursing

#### **Agenda:**


1. To plan for the new academic year 2014-15
2. Internship program of fourth year B.Sc Nursing
3. Structuring the examination conducting system

#### **Minutes of the meeting are as follows:**

- Sr. Winnifred D'Souza principal discussed with each coordinator and planned the calendar of event for the new academic year 2014-15. Principal suggested that all the activities of the coming year should go as planned only and no alterations should do unless it is unavoidable. Regarding external teachers and medical subject teachers the letter will be send within a week and hence the class coordinators are asked to submit the tentative master rotation plan to Principal as early as possible.
- Chair person of curriculum committee asked all class coordinators to submit the master and clinical rotation plans with course plans to curriculum committee before the new academic year.

- A decision is taken regarding the conduct of Sessional/model examination. One week prior to exam the subject coordinators should submit three model question papers to the respective HOD of the department and the finalized question paper should be kept with HOD confidentially. Only ten minutes before the exam HOD will hand over the question paper to the subject coordinator. Thus confidentiality will be maintained throughout the process.
- Sr. Winnifred D'Souza principal informed that Students those who have attendance shortage should compensate by attending class. The subject teacher should take class and attendance percentage also should be added in the progress report while sending home.
- Recommended to initiate online feedback system which provides an opportunity for the parents and students to express their views freely. It was suggested to include provision of E-learning, smart classes and online examination for the students.
- Chair person presented the feedback report and highlighted the suggestions by the students and faculty. Principal suggested HODs to look in to the issues related to respective departments and do the needful and to submit an action taken report within fifteen days.
- Sr Deepa Peter, HOD of Fundamentals of Nursing informed that the new batch of B.Sc Nursing students will be posted in Homeopathic Medical College Hospital posting this year.
- Chair person asked HODs of various departments to submit any topics they wish to add to the curriculum. She suggested if possible conducting seminars on new or emerging issues or topics which could be benefited by large group of students.
- Regarding internship program of fourth year B.Sc Nursing, the problems with the planning of internship in the past were discussed from the point of view of completion of syllabus and completing the requirements of internship.
- As per the discussion between the HODs and class coordinator it was tentatively planned as the first two months of the academic year for theory block, following four months for the practical block for community health nursing and OBG nursing and the last four months exclusively for the internship program.



  
**Principal**  
**Principal**  
**Father Muller College of Nursing**  
**Kankanady, Mangaluru-575 002**

**FATHER MULLER COLLEGE OF NURSING**

**Curriculum Committee**

**Action Taken Report of Meeting on 30.07.2014**

- As per the plan the calendar of event was prepared and displayed for all faculty and students.
- Master rotation and clinical rotation plans were submitted to curriculum committee for the academic year.
- The new regulations on conduct of sessional examinations were communicated to all the departments.
- HODs have submitted the topics to add in the curriculum.
- It is decided to have internship at the end of academic year of IV B.Sc Nursing.

  
Chairperson



  
Sr. Winnifred D'Souza  
PRINCIPAL

Principal  
Father Muller College of Nursing  
Kankanady, Mangaiuru-575 002



# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Minutes of the Meeting

Meeting started at 3.45pm in the Syndicate Hall of Father Muller College of Nursing on 21.01.2015.

#### The members present

Sr. Winnifred D' Souza, Principal, FMCON  
Mrs. Victoria D'Almeida  
Prof. Chanu Bhattacharya  
Prof. Agnes E J  
Prof. Irene Alvares  
Prof. Leena K C  
Mrs. Bridget D'Silva  
Mrs. Shiji P J  
Sr. Deepa Peter  
Mrs. Malarvizhi M  
All class coordinators

#### Agenda

- ✓ To discuss regarding academic activities
  - ✓ Criterion audit feedback
  - ✓ Administration posting
- 
- Rev Sr Winnifred, Principal welcomed all the staff to the meeting and asked each one to present about various activities of respective batch. All the coordinators explained about the activities of particular batch.
  - Principal asked the coordinators to maintain a record of the attendance percentage of the students. Principal also informed that supplementary examination will be started from March 2015. Dr Leena informed the members about the concern of students taking sessional exam very lightly. She also presented the statistics of failures in sessional exams. As subject coordinators / Hods and class coordinators reported that students are not taking remedial test seriously as they feel they can make up internal assessment marks somehow. Hence the curriculum committee therefore planned to

devise some strategy / policy regarding the remedial measures and process of finagling the internal assessment marks.

➤ The following decisions were made in the meetings:

1. Student's performance has to communicate to students, their parents and respective HODs well in advance.
  2. The topics for sessional/ remedial tests need to be displayed on the notice board atleast one week prior to the test
  3. Students eligible for remedial test need to be counseled before exam, however the decision to appear for remedial test is up to the individual student.
  4. The result of remedial test need to be submitted to HODs and principal and it will be communicated to parents through the progress cards. If the student have decided not to attend for the remedial that also need to be mentioned in the progress card.
- Coordinator informed the members regarding the GOI guidelines in teaching learning. Prof. Leena suggested having an old syllabus one Column and in corporate GOI guidelines in parallel to the topics in another column. The received documents on GOI guidelines will be submitted to the curriculum committee.
- Prof. Leena, chairperson of the curriculum committee presented the Add on course syllabus of 'Biomedical waste and Infection control' and manual feedback forms prepared by the curriculum committee members.
- Principal informed that the year back students should complete all their requirements before them carrying over to the next year. The previous coordinators have to make sure that it is been done by the student.
- Principal said that we get the university news letter once in three months and it is used for any reference.
- The class coordinators presented the University exam results and the overall result of the college is very good. It was observed that most of the failures are in the external subjects such as Anatomy and Physiology, Microbiology, Pharmacology and Biochemistry. So the class coordinators are requested to give little more attention to those subjects. More remedial measures to be planned in discussion with the respective faculty who are dealing with the subjects from medical college. Principal suggested giving suggestions to teachers from medical college and other disciplines to look in to our syllabus and requirements before they plan the classes.

- Sister Winnifred informed that the supplementary exams will start from March, and hence the class coordinators to plan preparation holidays for those who are appearing for supplementary exams.
- Sr Deepa Peter informed that the remedial classes for first year B.Sc Nursing students will be starting early and the following teachers will be dealing with the subjects:  
Anatomy and physiology – Ms Shine Thomas and Mrs Diana  
Microbiology – Mrs Binsha and Ms Seema  
Biochemistry – Ms Delcy

Meeting adjourned at 4.30pm



  
Principal


Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575 002

**FATHER MULLER COLLEGE OF NURSING**  
**Curriculum Committee**  
**Action Taken Report of Meeting on 21.01.2015**

- Decisions on sessional exams and remedial tests were displayed on notice board for the reference of faculty and students.
- The GOI new guidelines are received by the curriculum committee and will be incorporated in the next Academic year onwards.
- Principal approved the Add-on course syllabus on Bioethics and Infection control and Bio-medical waste management.
- Class coordinators have initiated discussion with external faculty regarding the low performance of students in exams and how to improve the performance in the coming year.
- Remedial classes for subjects by the faculty are implemented.

  
Chairperson



  
Sr. Winnifred D'Souza  
PRINCIPAL  
Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002



# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Minutes of the Meeting

Meeting started at 3.30pm in the Syndicate Hall. of Father Muller College of Nursing on 15.07.2015.

#### The members present

Sr. Winnifred D' Souza, Principal, FMCON

Mrs. Victoria D'Almeida

Prof. Agnes E J

Prof. Irene Alvares

Prof. Leena K C

Prof. Chanu Bhattacharya

Mrs. Bridget D'Silva

Mrs. Shiji P J

Sr. Deepa Peter

All class coordinators

#### Agenda :

- Evaluation of implementation of curriculum in all the programs
- To discuss regarding exam booklets and exams of the students and completion of the curriculum activities.
- Miscellaneous


- Rev Sr Winnifred, Principal welcomed all the members to the meeting.
- Chair person presented the students and teacher feedback of the academic year. Principal instructed everyone to take a note on the areas to improve and need to do the modifications required. The action taken report need to be submitted within fifteen days
- Principal asked suggestions regarding the exam booklets. It decided to bring the slight modification in the first two pages to enter the marks and the cost of the booklets.
- Principal asked co-ordinators those who finish the term to hand over the syllabus, grievance record and co-ordinators file to new co-ordinators with the completion of MIS work and teaching materials to hand over to their respective HODs.

- Regarding the commencement of new academic year for the present batches it was decided to start from 5<sup>th</sup> October 2015 for having a uniform pattern in the MIS.
- Prof Victoria informed that as per INC a new course on Environmental science is added to the curriculum.
- Prof Savitha said that as per the new INC decision research subject will come to 3<sup>rd</sup> BSc and entire OBG subject will be included in 4<sup>th</sup> year BSc . Since it is not decided by RGUHS we have to wait for them to take decision on the implementation of the same. If at all we will implement it will be applicable only to the new batches i.e 2015-16 onwards.
- Chairperson reminded class and subject coordinators about the decision taken in IQAC meeting to display the question paper for Sessional/ model exams to avoid printed question paper which will reduce the wastage of paper.
- Principal enquired about the performance of students in model theory and practical examinations. Class coordinators reported the results and it was decided to have additional coaching and remedial measures to help the students till the study leave begins.

Meeting adjourned at 4.30pm

  
Chairperson



  
Principal  
Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002

# FATHER MULLER COLLEGE OF NURSING


## Curriculum Committee

### Action Taken Report of Meeting on 15.07.2015

- HODs of various departments are asked to submit the action taken report on feedback of students and faculty.
- The suggested modifications for the exam booklets are approved by the principal.
- The newly appointed class coordinators have received the completed documents of the students from the previous coordinators.

  
Chairperson



  
Principal  
Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575 002

**FATHER MULLER COLLEGE OF NURSING**

**CURRICULUM COMMITTEE MEETING  
MINUTES**

**2015-16**



## FATHER MULLER COLLEGE OF NURSING

### Curriculum Committee

### Minutes of the meeting

Meeting commenced at 3.00pm in the Syndicate Hall of Father Muller College of Nursing on 27.08.2015.

#### The members present

Sr. Winnifred D' Souza, Principal, FMCON  
Mrs. Victoria D'Almeida  
Prof. Chanu Bhattacharya  
Prof. Agnes E J  
Prof. Irene Alvares  
Prof. Leena K C  
Mrs. Bridget D'Silva  
Mrs. Shiji P J  
Sr. Deepa Peter  
Ms Seema Chavan  
All class coordinators

#### Agenda:

1. To discuss regarding the curriculum activities for new academic year
  2. MIS
- 
- Sr Winnifred welcomed all the staff to the meeting and asked all class coordinators to propose the tentative curriculum plan for next academic year. After discussion it was decided to go ahead with their plans and asked them to make sure that there are no clashes of different batches in same posting.
  - Sr Winnifred, principal asked to submit clinical rotation and master rotation plan colour copy to Curriculum Committee. Class coordinators were asked to prepare the academic calendar.
  - Principal informed that the teachers from medical college and other external teachers should be informed about the feedback from the students and the respective class coordinators should see that the same problems will not be repeated.
  - Principal informed that the student evaluation forms should not be distributed at once as it is difficult to evaluate also she told that curriculum committee should decide on number of the items to reduce in the forms.

- Principal asked to finish the basic classes before students could go to the clinical posting.
- Curriculum Committee chairperson asked all class coordinators to update the MIS for the present batches. If any help required completing the MIS work informed to ask Ms Priya office staff for the same.
- Chairperson of curriculum committee enquired everyone whether the decision taken regarding display of question paper for sessional exams were followed or not. However it was decided to give hard copy of the question paper for the model exams to the students.
- Regarding remedial exams, Mrs Leena suggested that 3 sessional exams and the best two can be considered for internal assessment as it was reported to have difficulty to finalize the remedial marks. Sr Winnifred said that only 10% of students need remedial exams and hence two sessional exams and one model exam will be better and those who want to improve their marks will be allowed to do that by writing assignments or whatever subject co-ordinator assigns.
- Regarding external subjects Principal informed that the letter will be send to medical college to appoint faculty for the subjects like Anatomy physiology, Microbiology, Pharmacology, Pathology and Genetics etc. However the class coordinators need to contact the respective department of medical college and give the time table in advance. Additional tutorials can be planned by our faculty by the end of academic year. Mrs Veena Manoj will continue with the subjects of sociology and general education. Mrs Preethika Vinay will take psychology. To teach languages (English and Kannada) teachers from outside will be appointed
- The clinical coordinator asked to call for meeting every month to evaluate the programs and to identify the problems. It was suggested that a written evaluation also could be taken and teachers should be able to spend more time with the students as that is our primary responsibility.

The meeting adjourned at 04.45pm.



*Sr Winnifred*  
Principal  
Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575 002

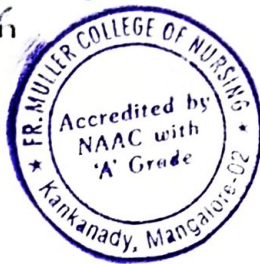
# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Action Taken Report of Meeting on 27.08.2015 at Syndicate hall

- Academic calendar is prepared for all the programs of the college
- Class coordinators have submitted the master and clinical rotations to Curriculum committee
- Initial theory block maximum theory portions required in the clinical exposure is been covered.
- Sessional exam question paper has been displayed on LCD instead of giving hard copy for each student.
- Letter to Medical College and other external teachers letter has been send by Principal regarding the classes along with time table copy.
- Clinical coordinator is taking the feedback from students after each posting regarding any issues of the posting and will be communicated in the class coordinators meeting.

  
Chairperson





Sr. Winnifred D'Souza  
PRINCIPAL

Principal

Father Muller College of Nursing  
Kankanady, Mangaluru-575 002



# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Minutes of the Meeting

Meeting commenced at 3.30pm in the Syndicate Hall of Father Muller College of Nursing on 04.02.2016.

#### The members present

Sr. Winnifred D' Souza, Principal, FMCON  
Mrs. Victoria D'Almeida  
Prof. Chanu Bhattacharya  
Prof. Agnes E J  
Prof. Irene Alvares  
Prof. Leena K C  
Prof. Savita Cutinho  
Mrs. Bridget D'Silva  
Mrs. Shiji P J  
Sr. Deepa Peter  
Ms Seema Chavan  
All class coordinators

#### Agenda

1. Internal assessment
2. RGUHS Evaluation System
3. Initiatives for the curriculum change
4. Revision of remedial measures
5. Nurse Practitioner course by INC

The minutes of the meeting as follows:

- Principal enquired about the ongoing curriculum and any suggestions or modifications required for the same. Sister informed that remedial exams of 3<sup>rd</sup> BSc (N) to continue as it is decided in the HOD and IQAC meeting which was with held for their miss behaviour . Also she informed that curriculum committee will be formulating the standard Internal Assessment format for all the batches.
- All co-ordinators expressed the difficulty in dealing with external subjects IA marks as the dept heads informed not to add any extra marks for assignments other than exams. Principal




advised to add the assignment marks since IA will be very low at last and signed by coordinators.

- Ms Sandra saldanha III BSc Nursing co-ordinator enquired regarding giving attendance to students when absent in class and attending student related meetings. Principal informed to keep meetings in their break time whenever possible so that students will not miss the class.
- Chairperson of Curriculum Committee informed those who are responsible for **add on courses to** prepare the content in a specified format and make like a book and send it to INC for approval so that somebody else will not copy that and take the credit and **all students who scored less than 50% will have to appear for the remedial test.**
- Chairperson of Curriculum Committee asked the group members opinion regarding Weightage distribution for calculating Internal Assessment marks. **It was decided after discussion that 60% weightage of the internal assessment will be given for sessional marks and remaining 40% will be for the learning activities conducted for the students.**
- Regarding the RGUHS evaluation system it was decided to draft collective suggestions on evaluation system that will be forwarded to the university via BOS member or mail. The members of the committee agreed to accept changes in the online evaluation system designed by the RGUHS University to improve the quality of evaluation system and to have fair justice to the students.
- The existing practices of remedial measures were reviewed following which the decision was taken by the members are as follows:
  - **60% of Weightage for internal assessment marks to be given for the Sessional exams and rest to be distributed for other learning activities.**
  - **Internal assessment plan should be uniform across all the department**
  - Curriculum committee chairperson will finalize and communicate the revised remedial measures for the faculty and students in the notice boards.
- **Nurse Practitioner course by INC:** The chairperson requested the members to give their opinion regarding the 'Draft Nurse Practitioner Course in Primary Health Care' by 13/02/16.
- Dr Leena K C, chairperson of curriculum committee expressed her concern regarding limited number of faculty assigned for curriculum criteria work. She said if two more faculty are

allotted for this criteria it will be good as feedback and add on course requires a lot of work from the committee.

The meeting adjourned at 04.40 pm.

*Deena*  
Chairperson



*Principal*  
Principal

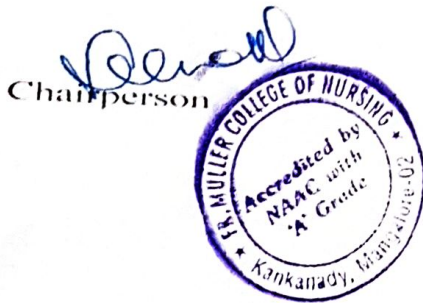
**Father Muller College of Nursing**  
Kankanady, Mangaluru-575002

**FATHER MULLER COLLEGE OF NURSING**

**Curriculum Committee**

**Action Taken Report of Meeting on 04.02.2016 at Syndicate hall**

- Curriculum committee have asked all departments to submit the IA plans to check for uniformity.
- External subjects' remedial measures have been taken by college faculty and the internal assessment was signed by college faculty.
- All students who got less than 50% of marks in Add-on course appeared for remedial test.
- For calculating IA marks, 60% weightage of the internal assessment was given for sessional marks and remaining 40% was for the learning activities conducted for the students.
- Suggestions regarding online evaluation system of RGUHS are communicated to the university officially.
- The opinion regarding the 'Draft Nurse Practitioner Course in Primary Health Care' by the entire faculty is collected and communicated to INC.



*[Handwritten Signature]*  
Sr. Winnifred D'Souza  
PRINCIPAL  
Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002

# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Minutes of the Meeting

Meeting commenced at 3.10pm in the Syndicate Hall of Father Muller College of Nursing on 12.07.2016.

#### **The members present**

Sr. Winnifred D' Souza, Principal, FMCON  
Mrs. Victoria D'Almeida  
Prof. Chanu Bhattacharya  
Prof. Agnes E J  
Prof. Irene Alvares  
Prof. Leena K C  
Prof. Savita Cutinho  
Mrs. Bridget D'Silva  
Mrs. Shiji P J  
Sr. Deepa Peter  
Ms Seema Chavan  
All class coordinators

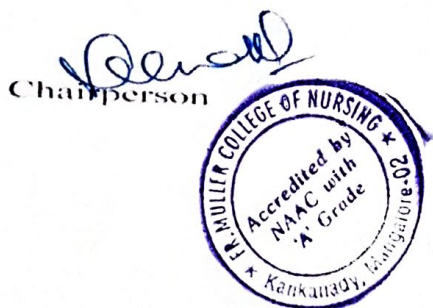
#### **Agenda:**

- ✓ To discuss regarding the academic activities
  - ✓ Feedback report
- 
- Principal informed that Ist year BSc Nursing and PBBSc nursing courses will commence from 16<sup>th</sup> of September and asked to prepare for orientation classes for the new batches. Regarding other batches since exam date is not at fixed advised to send start the classes from October onwards. In case practical exams remains then to send to the students for practical exam from theory block.
  - **Commencement of morning classes:** Principal told that even though classes' starts at 8.30 students are coming after 8.30 to the class. She enquired the reason and asked whether change of time is required. After a small discussion on it finalized to continue the same time for the class.




- The Curriculum Committee chair person shared her opinion regarding the guidelines for the evaluators in our center. She said that the faculty who is teaching the subject can correct the papers and the answer keys are must to be prepared before evaluating the papers. Before correcting the non nursing papers the faculty must prepare and study the answer keys.
- **Suggestion to the university on Dissertation Marks:** The members decided to draft a letter to the university regarding the dissertation marks entry in the RGUHS M.Sc (N) marks card. Presently it is return as viva under speciality. The objective is to consider it as a separate research exam and to make an entry as a research practical subject in the marks card. The committee decided to forward this decision to the IQAC of college and then to forward to university as a curriculum change.
- **Chairperson** presented the feedback report by students and staff. She said the suggestions given by students and staff will be considered while planning the curriculum for the next academic year. She analyzed and reported to the members that the students have not clearly understood the course feedback, average rating of the students on non nursing subjects such as Kannada, English, Computer and Nursing subjects such as research. She also said that the students have rated average for the clinical experience in Nursing Administration subject. Regarding the teachers feedback the members decided that only the Principal must manage the problems and not by the curriculum committee or any of the teachers. Ms Seema suggested that the curriculum committee to collect the feedback instead of coordinators to avoid the bias. The decision was taken to collect the feedback twice a year. In reply to it Dr Leena KC said there are no sufficient members in the committee to analyze the entire feedback.

Meeting adjourned at 4.30 p. m.



Principal



Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575 002

# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Action Taken Report of Meeting on 12.07.2016 at Syndicate hall

- The answer key was prepared by each subject coordinator to hand over to the evaluation section and the evaluators were provided with the answer key.
- The decision to draft a letter to the university regarding the dissertation marks entry in the RGUHS M.Sc (N) examination is communicated to IQAC for further actions.
- The department HODs are requested to attend to the feedback with respect to their subject and do the needful.



  
Principal  
Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru - 575 002

**FATHER MULLER COLLEGE OF NURSING**

**CURRICULUM COMMITTEE MEETING  
MINUTES**

**2016-17**

# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Minutes of the Meeting

Staff meeting is commenced on 19.01.2017 at 3pm at Syndicate hall.

#### The members present:

Sr. Winnifred D' Souza, Principal, FMCON  
Mrs. Victoria D'Almeida  
Prof. Chanu Bhattacharya  
Prof. Agnes E J  
Prof. Irene Alvares  
Prof. Leena K C  
Mrs. Bridget D'Silva  
Mrs. Shiji P J  
Sr. Deepa Peter  
Ms Seema Chavan  
All class coordinators

#### Agenda:

1. Ongoing Academic events
2. Key aspects for improvement

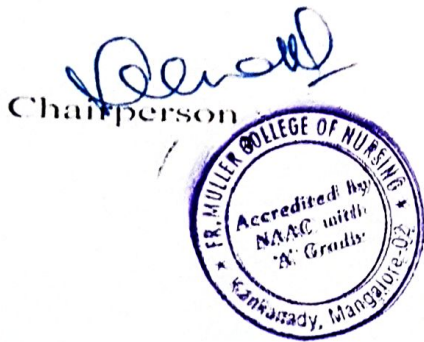
#### **Minutes of the meeting.....**

- Rev. Sr Winnifred, Principal welcomed all the staff and asked the coordinators to brief about the ongoing program feedback. Class coordinators updates about the completion of theory as well as practical hours and the performance of students in first Sessional exams.
- IQAC coordinator Dr Savitha Pramilda Cutinho informed that there won't be any more re exams for the students those who failed, instead remedial measures have to be followed regarding the same.
- Dr Savitha Pramilda Cutinho explained the points in details and advised the co-coordinators to identify the slow learners from every batch and conduct the remedial measures such as open book, MCQ, Assignment or question paper solving in order to improve the student's academic performance. The subject coordinators and the mentors are asked to keep a track on the students those who are slow learners.



- Principal informed about the academic problems and the workload of I year PBBSC students which was expressed by the students. Decision was taken on rescheduling the master rotation by having full block theory in the month of February and to allot minimum 2 hours per week library so that students get time to complete their assignment.
- Dr Leena KC informed that to get appropriate feedback has to be obtained in MIS. New teachers need to be assessed by the HOD's. Teachers teaching assessment format will be developed by the curriculum committee for the novice teacher. Feedback collection at two stages in a year. This year the first stage of feedback is in the month of February and second stage is after completion of the syllabus. The curriculum committee will be accountable for the modification of forms and MIS update. The evaluation forms will be made uniform for all the departments by the Teaching Learning and Evaluation Committee.
- The 'retest' as not considered as remedial measures. The subject coordinators and the class coordinators of UG & PG programs will identify slow and advanced learners. The tutorial of one hour/ per week / per subject will be scheduled in the time table for the slow learners. Simultaneously the advanced learners will have the class/ activity as planned by the subject teacher.

Meeting adjourned at 4.30pm



*[Handwritten Signature]*  
Principal

Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002

# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Action Taken Report of Meeting on 19.01.2017 at 3pm at Syndicate hall

- Notice on remedial measure is displayed on notice board of students and faculty. Subject coordinators are maintaining a track of remedial measures of the students.
- Master rotation of PBBSC is modified as having full block theory in the month of February and to allot minimum 2 hours per week library so that students get time to complete their assignment.
- Feedback forms are made available in MIS. First MIS feedback is collected in the month of February.
- Subject coordinators have planned the activities separately for slow and advanced learners.

  
Chairperson



  
Principal

Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002

**FATHER MULLER COLLEGE OF NURSING**

**Curriculum Committee**

**Minutes of the Meeting**

Staff meeting is commenced on 24.07.2017 at 3pm at Syndicate hall.

**The members present:**

Sr. Jacintha D Souza

Prof. Victoria D'Almeida

Prof. Agnes E J

Prof. Irene Alvares

Dr. Leena K C

Dr. Savitha Pramilda Cutinho

Mrs. Bridget D'Silva

Ms. Seema S Chavan

Mrs. Shiji P J

Sr. Deepa Peter

Mrs. Preethi Fernandes

Mrs Sonia D'Souza

Mrs Binsha Pappachan

**Agenda:**

1. Feedback report
2. Miscellaneous

**Minutes of the meeting...**

Meeting started with a silent prayer , Rev Sr Jacintha, Principal welcomed all the staff

- Dr Leena KC suggested planning for the short term add-on course of one year instead spreading across the four years. The members added saying the add-on course should be choice based rather than mandatory.
- Chair person presented the feedback report to the group. She said they have tried to reduce the number of items in the feedback forms wherever possible. Students and staff feedback looks good as majority are very satisfied with the academic and non academic activities of


the college. A few suggestions which were mentioned have been communicated to the concerned person to take necessary actions.

- Principal informed that the students are allowed to gain skill pertaining to any procedure required for them to learn.
- Curriculum committee chair person suggested that the syllabus on environmental science which is made mandatory by UGC for all colleges could be undertaken by the college.
- With regard to the question paper of the internal exams principal said that, it has to be specific with division of questions and bifurcation of marks, should be reviewed by the HOD for accuracy and the confidentiality has to be maintained.

Meeting adjourned at 4.30pm.

  
Chairperson



  
Principal  
Principal  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002





# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Action Taken Report of Meeting on 24.07.2017 at 3pm at Syndicate hall

- It is decided to have one year Add-on course on Bio-ethics and Infection control from next academic year instead of spreading it across all four years. Curriculum committee initiated the syllabus modifications.
- Feedback is been communicated to all faculty and suggestions were given for improvement to whomever needed.
- It was decided to wait till RGUHS suggest environmental science as a subject to teach. However it can be considered as an optional Add-on course, hence curriculum committee will initiate to prepare the course outline.
- HODs have verified the question papers before sessional exams to check the quality of the questions selected for the test.

Chairperson



Principal

Sr Jacintha D'Souza, MSc.(N), M.Phil.(N)  
PRINCIPAL  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002

**FATHER MULLER COLLEGE OF NURSING**

**CURRICULUM COMMITTEE  
MEETING MINUTES**

**2017-18**

# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Minutes of the meeting

Meeting commenced at 3.00pm in the Syndicate Hall of Father Muller College of Nursing on 25.08.2017.

#### **The following members were present**

Sr. Jacintha D Souza, Principal FMCON

Prof. Victoria D'Almeida

Prof. Agnes E J

Prof. Irene Alvares

Dr. Leena K C

Dr. Savitha Pramilda Cutinho

Mrs. Bridget D'Silva

Ms. Seema S Chavan

Mrs. Shiji P J

Sr. Deepa Peter

All Class Coordinators

#### **Agenda:**

1. Planning calendar of events 2017-18
2. Syllabus revision by INC
3. General instructions
4. Miscellaneous

#### **Minutes of the meeting...**

1. Planning calendar of events 2017-18
  - Principal welcomed everyone for the meeting and congratulated for the successful completion of one academic year. She said the same dedication is expected from the staff in the future too.
  - The class coordinators shared the problems they had encountered during the implementation of curriculum in the last academic year. Principal said this year planning of curriculum should incorporate these concerns seriously. Principal reminded the class coordinators to discuss with medical college regarding appointing faculty for teaching medical subjects as to have minimum number of faculty involved for teaching a particular batch.
  - It was decided to give the vacation in three slots; Christmas, Easter and in the month of May/June. Class coordinators are asked to discuss and submit the proposed master

rotation plan within one week of time. Principal said that the academic calendar will be released within fifteen days.

- Curriculum committee chair person asked to submit one copy of master rotation plan by all the class coordinators. She said this year also every batch will have 3 sessional exams and after every sessional exam with- in 10 days after getting answer scripts an improvement test will be conducted for those who wish, which will be of 50 marks.


## 2. Syllabus revision by INC


- Dr Leena K C presented the feedback of faculty on the revision of syllabus. The feedback was collected from all the departments and was presented subject wise. She said these suggestions will be communicated officially to Indian Nursing Council. Everyone agreed with the suggestions presented.

## 3. Principal suggested the following instructions for everyone to follow:

- The theory classes planned should not exceed more than 20 hours of the required hours
- Improvement test: the students should bring papers for exam which can be sealed in the class. First exam, the papers along with printed question paper should be given to the students.
- Sessional exams will be planned in the afternoon and time can be given for study in the morning. No gap of day necessary between exams.
- Research projects corrections should be done with soft copy and not asking students for repeated hard copies.
- The final weightage for internal should be 50/50 for sessional exams and assignments respectively
- The subject coordinators are expected to show the compiled internal marks to the principal for approval whereby it will be given to the class coordinator to enter in a master sheet, then to be submitted to the principal for final signature.
- Principal said that attendance and internal marks of add on course like Bioethics has to be entered in MIS
- Sr Jacintha suggested to introduce two add-on courses this year

Meeting adjourned at 4.25pm

  
Chairperson





Principal

Sr Jacintha D'Souza, MSc.(N), M.Phil.(N)  
PRINCIPAL  
Father Muller College of Nursing  
Kankanady, Mangaluru 575 002



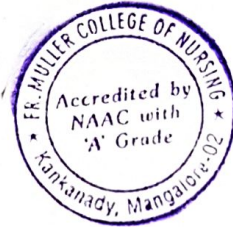
# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Action Taken Report of Meeting on 25.08.2017

- As per the decision the class coordinators have submitted the master rotation and clinical rotation plans for the current academic year. Academic calendar is prepared and distributed to all.
- The suggestions for syllabus revision as per the decision are drafted and send to INC.
- Master rotation is planned with not more than 20 hours extra than the required hours as per syllabus for all subjects.
- MIS chair person Ms Precilla D'silva was asked to enter the Add- on course attendance to MIS.

  
Chairperson





Principal

Sr Jacintha D'Souza, MSc.(N), M.Phil.(N)  
PRINCIPAL  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002

## FATHER MULLER COLLEGE OF NURSING

### Curriculum Committee

### Minutes of the meeting

Meeting commenced at 3.00pm in the Syndicate Hall of Father Muller College of Nursing on 15.02.2018.

#### Members present:

Sr. Jacintha D Souza, Principal, FMCON  
Prof. Victoria D'Almeida, Vice-Principal, FMCON  
Mrs Binsha Pappachan, Chair Person, Curriculum Committee  
Prof. Agnes E J, HOD Mental Health Nursing  
Prof. Irene Alvares, HOD Community Health Nursing  
Ms. Seema S Chavan, HOD Child health nursing  
Mrs. Shiji P J, HOD, Nursing Administration  
Sr. Deepa Peter, HOD Nursing Foundation  
Mrs Pramila D'Souza, HOD Dept of OBG Nursing  
Class coordinators

#### Agenda:

1. Ongoing academic events
2. Finalization of Add on course.

#### Minutes of the meeting....

- Rev Sr Jacintha D'Souza, Principal welcomed all to the meeting and asked Mrs Shwetha to discuss regarding Ist year BSc students performance. Mrs Shwetha verbalized that many of the students performance in the exam was very poor and remedial exams are planned to improve the performance of the students.
- Principal advised to motivate the students to improve their marks in each sessional exam. Hence forth IA marks will not be changed at the end of academic year even if the students score is less.
- Mrs Binsha, Chair person for curriculum committee enquired about the ongoing Add-on program. Ms Precilla said the Bioethics classes for the IV year students will be continued and Mrs Shwetha informed that HIC classes of Ist year BSc are stopped for some time and after the theory classes for other subjects are cover will be resuming with the Infection Control program classes.

- Principal announced regarding the English club program, which is planned to improve the English language among the students and the faculty.
- Mrs Binsha Pappachan, Chairperson of Curriculum Committee suggested Add on course on 'Environmental Sciences' for B Sc II year. The syllabus for the same will be planned for 30 hours and will be offered after the working hours. The syllabus will be prepared by curriculum committee and will try to start in next academic year.

Meeting adjourned at 4.30pm.



**Chair Person**



**Principal**

**Sr Jacintha D'Souza, MSc.(N), M.Phil.(N)**  
**PRINCIPAL**  
**Father Muller College of Nursing**  
**Kankanady, Mangaluru-575002**

**FATHER MULLER COLLEGE OF NURSING**

**Curriculum Committee**

**Action Taken Report of Meeting on 15.02.2018**

- As per the decision class coordinators have communicated to students that those who do not have the minimum required internal assessment marks will not be allowed to appear for university examinations.
- Add-on course on Infection Control is completed as per the syllabus. Students cleared the examination and the certificate of course completion is distributed to students.
- A new Add-on program on environmental science is prepared to be started in the next academic year. Syllabus is prepared and printed.
- English club is started to improve the communication skills of students.



**Chair person**



**Principal**

**Sr Jacintha D'Souza, MSc.(N), M.Phil.(N)**  
**PRINCIPAL**  
**Father Muller College of Nursing**  
**Kankanady, Mangaluru-575002**



# FATHER MULLER COLLEGE OF NURSING

## Curriculum Committee

### Minutes of the meeting

Meeting commenced at 3.00pm in the Syndicate Hall of Father Muller College of Nursing on 02.07.2018.

#### **The following members attended the meeting:**

Sr. Jacintha D Souza, Principal, FMCON  
Prof. Victoria D'Almeida, Vice-Principal, FMCON  
Mrs Binsha Papachan, Chair Person, Curriculum Committee  
Prof. Agnes E J, HOD, Mental Health Nursing  
Prof. Irene Alvares, HOD Community Health Nursing  
Ms. Seema S Chavan, HOD, Child health nursing  
Mrs. Shiji P J, HOD, Nursing Administration  
Sr. Deepa Peter, HOD of Department of Nursing Foundation  
Mrs Pramila D'Souza, HOD Dept of OBG Nursing  
Class coordinators

#### **Agenda:**

- ✓ Completion of Academic events
- ✓ Add-on Courses
- ✓ Value Added program

#### **Minutes of the meeting..**

The meeting started at 3.30 pm in the Syndicate hall. Sr Jacintha, Principal welcomed all to the meeting and introduced agenda of the meeting.

- Completion of academic events: Sr Jacintha enquired each co-ordinators about the completion of theory and practical hours. All coordinators expressed that they were able to complete the required hours as per master rotation plan.
- Sr Jacintha insisted that no extra measures required improving the IA of the students as they were already given with the benefit of 3 sessional and 3 improvement exams to score internal marks and student who scored IA of less than 13/25 in any subject are not permitted to appear the particular subject in university examination.
- As per the plan all batches have to conduct the model exam by July 23<sup>rd</sup> onwards since internal assessment marks to be ready by middle of august.

- Mrs Binsha, Chair person of Curriculum Committee presented the syllabus for Add-on program on Environmental Sciences and the members gave their suggestions for modifications. She said it will be implemented from next academic year. Along with that the ongoing Add-on programs on Bio-ethics and Infection Control will be planned as one year course and the modified syllabus will be ready soon for implementing in the next academic year.
- Mrs Binsha said though we have organised many value based topic sessions, however as a program we don't have anything as per the criteria. Hence the curriculum committee will be planning few more Value-based programs to be implemented which will be optional for the students.

Meeting adjourned at 4.15pm



**Chair person**



**Principal**  
**Father Muller College of Nursing**  
Kankanady, Mangalore-575002

## FATHER MULLER COLLEGE OF NURSING

### Curriculum Committee

#### Action Taken Report of Meeting on 02.07.2018

- As per the master rotation plan all the subjects have completed the allotted theory and clinical hours.
- Model examinations were conducted as per the plan.
- Add-on course on Bioethics and Infection control were revised which will be for one year instead of four years. Curriculum committee have communicated the revised syllabus to principal for approval.
- Principal have approved the syllabus for environmental science.
- The tentative plan for a course on value based education was proposed by curriculum committee chair person. The syllabus preparation was allotted to department of OBG nursing, and Mrs Shobha Xaviour will be responsible for the same.
- All master rotation plans and course plans have been submitted to Curriculum committee.
- Academic calendar is prepared and distributed to all.



**Chairperson**



**Principal**

**Sr Jacintha D'Souza, MSc.(N), M.Phil.(N)**  
**PRINCIPAL**  
**Father Muller College of Nursing**  
**Kankanady, Mangaluru-575002**

**FATHER MULLER COLLEGE OF NURSING**

**CURRICULUM COMMITTEE MEETING  
MINUTES**

**2018-19**





**FATHER MULLER COLLEGE OF NURSING**  
(A Unit of Father Muller Charitable Institutions)  
Kankanady, Mangalore-575002

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**MINUTES OF CURRICULUM COMMITTEE MEETING**

**Time: 2.30pm**

**Place: syndicate hall**

**Date :03-07-2019**

**Members Present for the meeting:**

1. Sr Jacintha D'Souza, Principal.
2. Dr Agnes EJ, IQAC coordinator
3. Mrs Binsha Pappachan, Curriculum committee Chairperson
4. Dr Devina Rodrigues, PG Coordinator
5. Prof Irene Alvares, HOD Department of community Health Nursing
6. Sr Deepa Peter, HOD Department of Fundamentals of Nursing
7. Mrs Seema Chavan, HOD Department of Pediatric Nursing
8. Mrs Shiji PJ, HOD, Department of Nursing Administration
9. Mrs Sonia D'souza, HOD, Department of Advanced Nursing and Practice
10. Mrs Shwetha Rashmi, Coordinator I B.Sc(n)
11. Mrs Priya Sweety, Coordinator, IIB.Sc(n)
12. Mrs Denitha, Asst Coordinator, IIB.Sc(n)
13. Mrs Sandra Saldanha, Coordinator, III B.Sc(n)
14. Mr Rajeev Mathew, Asst Coordinator, III.BSc(n)
15. Mrs Precilla D Silva, Coordinator, IV B.Sc(n)
16. Mrs Deepika, Asst Coordinator, IV B.Sc(n)
17. Mrs Shobha Xavier, Coordinator, I PB.BSc(n)
18. Mrs Reena Frank, Asst Coordinator, IPB.BSc(n)
19. Mrs Laveena Rodrigues, Coordinator, IIPB.BSc(n)

**Member Absent**

1. Ms Sonia Sequiera, Asst Coordinator, IIPBB.Sc(n)

**Agenda**

1. Plan of model exams
2. New academic year plan
3. Any other

The meeting began with a short prayer and Mrs Binsha Pappachan; Curriculum Committee chairperson welcomed the faculty for the meeting. Previous meeting minutes were read by the secretary.

The following points were discussed

- Curriculum chairperson enquired about completion of theory classes and plan for model exam. Coordinators of all the batches responded that majority of the portions are completed and revision is yet to start and UG Model exam planned on July 22<sup>nd</sup> 2019 and PG on August 12<sup>th</sup> 2019.
- The Principal suggested that model exam question paper can be prepared with choice of questions and seating arrangements are like final exams and to ask basic questions to students during model practical exams to assess competency of the students.
- Curriculum chair person suggested that the question Bank which is available in the RGUHS website can be utilized for revision classes and for preparing model exam question paper.
- Principal suggested that the class coordinators meeting will be called soon to plan the next academic year and the academic calendar will be prepared as early as possible.
- Curriculum committee Chair person requested all to forward the soft copy of master and clinical rotation plans to curriculum committee. Simulations hours to be mentioned separately.

#### Others

- Simulation classes to begin from starting of the next academic year so that all the students gets sufficient exposure to simulation lab
- Medical college has to be informed about the classes in the new academic year for medical subjects for both UG and PG students. Class coordinators need to finalise with the respective departmental heads of medical college. External teachers will be informed by the class coordinators and the letter will be send from the office.

Meeting adjourned at 3.45 pm

The minutes are prepared by Mrs. Priya Fernandes.

Curriculum Chairperson



Signature of the Principal

Sr Jacintha D'Souza, MSc.(N), M.Phil.(N)  
PRINCIPAL  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002

**FATHER MULLER COLLEGE OF NURSING**  
**Curriculum Committee**  
**Action Taken Report of Meeting on 03-07-2019**

1. All the courses completed the syllabus within the allotted hours.
2. Model exams were conducted just like university examinations and teachers have taken extra effort to understand the performance of the students in the model practical examinations.
3. Class coordinators have motivated the students to use question bank available in the university website and for model examinations teachers have selected questions from the question bank.
4. Class coordinators meeting was conducted and planned the academic year.
5. Class coordinators have sent the master rotation plans to curriculum committee.



Chair person





Principal  
Sr Jacintha D'Souza, MSc.(N), M.Phil.(N)  
PRINCIPAL  
Father Muller College of Nursing  
Kankanady, Mangaluru-575002