

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

Venue- Conference Hall

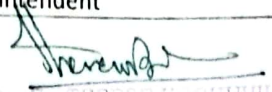
Time – 9 am – 11 am

Members present: -

| S. No | Name | Designation |
|-------|---------------------------------------|--|
| 1 | Rev. Dr. Joseph John | Manager |
| 2 | Prof. Dr. Sr. Terese Kochuvilayil SIC | Principal |
| 3 | Mr. D. Solomon | Administrative officer |
| 4 | Prof. Binutha V P | Vice Principal cum IQAC Coordinator/ Secretary |
| 5 | Mr. Jose Fernandez | Office superintendent |

Agenda:

1. Minutes of the previous meeting
2. Matters arising from the previous minutes
3. New academic year activities
 - Admission for the academic year 2024-2025
 - Curriculum committee feedback report
 - M.Sc Nursing Admission policy for Alumni and Tutors of College and School.
 - Graduation ceremony and college day celebration
 - Benziger Nursing journal initiative
 - Purchase of new educational software- Edusoft
 - Website updation and new vendor for website
 - Maintenance of conference hall and auditorium
 - Examination hall modification


 Dr. Sr. TERESE KOCHUVILAYIL S
 M.Sc., Ph.D
 PRINCIPAL
 BISHOP BENZIGER COLLEGE OF NURSING
 KOLLAM - 1, KERALA

| S. No. | Agenda | Details | Remark |
|--------|---|--|--------|
| 1 | Minutes of the previous meeting | Minutes of the previous meeting was read by the secretary - The corrections given are incorporated - The previous minutes was approved by the members | |
| 2 | Matters arising from the previous minutes | <ul style="list-style-type: none"> • Curriculum feedback reports were collected and evaluated • Curriculum workshop was conducted on 25.7.2023 • Plan of new academic block was sanctioned from the Bishop's House. • Additional Library book purchase and hostel maintenance was done | |
| 3 | Admission for the academic year 2024-2025 | <ul style="list-style-type: none"> • Admission of the academic year started on 04/11/24 for B.Sc and M.Sc Nursing program. • All teaching and non-teaching staff were informed about the new batch inauguration and all necessary arrangements were done. | |

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| Curriculum committee feedback report | As part of the curriculum evaluation feedback was received from all stakeholders like parents, alumni and employers. The report showed that the curriculum planning and implementation conducted as per the schedule. | |
| M.Sc Nursing Admission policy for Alumni and Tutors of College and School | Since the M.Sc Nursing seats are vacant management were giving opportunity to teach the graduate faculty in Bishop Benziger College of Nursing as per their preference and with 50% reduction in the fee structure. Management committee decided to have their fruitful progress and need to get good mark without failure rate in order to get the 50% reduction of fee concession. | |
| Graduation ceremony and college day celebration | <ul style="list-style-type: none"> Graduation ceremony and college day celebrations were conducted on 18/08/2024 with the esteemed presence of Dr. simon Philipose from Sree Chithirathirunnal Institute, TVM. College day celebration was done on 19/08/2024 with the presence of Radio Jokey, Eravipuram Satheeshan. | |
| Benziger Nursing journal initiative | Benziger college of Nursing initiate to start an International Journal with the Name of BJ NEER (Benziger Journal of Nursing Education Extension and Research) as part of the 20 th year celebration of the college. Planning to induct along with Lamp Lighting ceremony of 2025 January. | |
| Purchase of new educational software- Edusoft | New education software was purchased for college- EDUSOFT. Training program for the Edu soft were arranged and need to get support as full sing Edu soft usage. | |
| Website updation and new vendor for website | Website updation and change of website to Logiprompt pvt. Ltd. Company is on the process. Informed to keep all previous data as part of NAAC and AQAR submission. | |
| Maintenance of conference hall and auditorium | Maintanace of chairs of conference hall and auditorium is necessary and it is planned and executed. | |
| Examination hall modification | Space of the examination hall was not adequate as per the KUHS criteria so planned and implemented to demolish the stage portion of the examination hall. The modification done and rearrangement of seats were done and presently 75 students with considerable space can write the examination. Camera views rearranged as per the modification of seating arrangement. | |

Signature of the secretary



Signature of the Principal.

Dr. Sr. TERESE KOCHUVILAYIL S I C
M.Sc., Ph.D (N)
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