



# BISHOP BENZIGER COLLEGE

# OF NURSING

*Accredited by NAAC,*

*Member of United Nations Academic Impact Program*

*Approved Research Centre of Kerala University of Health Sciences*



## 2.6.4 - PTA Meeting Minutes

II YEAR BSC NURSING  
III PTA MEETING CONDUCTED ON 29.07.2016

Venue : Seminar Hall  
 Time : 2-4 PM

Agenda

- To discuss about the academic progress of students.
  - To discuss about the behaviour of students.
  - To discuss about the sessional feedback
  - To discuss about the attendance shortage and internal mark issues of students.
  - To discuss about the ~~requirements~~ requirements: shortage and ~~requirements~~ requirements.
  - To discuss about academic progress.
  - To get feedback from parents.
- Members present for the meeting

- |                |   |   |
|----------------|---|---|
| 1. Mrs. Shujas | - | Class Coordinator   |
| 2. Mrs. Soni   | - | Asst class "  |
| 3. Mrs. Salma  | } | Teaching Staffs   |
| 4. Mrs. Tasmin |   |   |
| 5. Mrs. Mekha  |   |   |
| 6. Ms. Anilla  |   |   |
| 7. Parents     | - | 40 members.<br>5 members informed through phone (disturbly to attend) |

The PTA started with prayer song by 11 year students. Mrs. Shujas, class coordinator welcomed the parents and explained about the progress of students. Then she

informed about the NMAC inspection result.  
 Then she informed about the behavioural  
 problems of the student. A detail feedback  
 given regarding the III Sessional Exam  
 and she informed the shortage of  
 attendance and Internal mark of student  
 and its problems to appear for the uninvited  
 Exam. Some of the parents ask about  
 the behavioural problems of students and  
 they advised those students need strict  
 punishment for that. Mrs. Shuja informed  
 about the Tutorial of students. Then she  
 talk about the Leave & Late students  
 problems. Finally time given for personal  
 feedback. Then from 3:30 pm clarification  
 of parents doubts and Meeting - the teachers  
 started. Meeting adjourned at 4:00 pm  
 Refreshment arranged for the parents.  
 Then they allowed to meet the students.



Mrs. Shuja  
 Class Coordinator

DR. ANOOPA K. N. D. (M)  
 PRINCIPAL  
 BISHOP BENEDICT COLLEGE OF NURSING  
 KOLLAM - 1, KERALA



(2014-2018)

III YEAR B.Sc. NURSING - 22/12/2016(1<sup>st</sup> meeting  
of the year)

Date: 22/12/2016

Time: 2:00 - 4 pm.

Agenda

- To discuss the progress of students in the academic year.
- To get suggestions to improve the performances of students.
- To discuss on the leaves
- To inform about the outside postings - ahead in the year.
- Any other issues.

Members Present

- Prof. Anoop K.R. - Principal
  - Mr. Athula Mary Jacob - Coordinator
  - Mrs. Solly Thomas } - Asst. Coordinator
  - Mrs. Babu Sajini
  - Mrs. Salima
- } Faculty

The meeting commenced at 2pm with an introduction by Prof. Anoop K.R, principal BSCN. Self introductions were done by the faculty members to make themselves familiar with parents.

The class coordinator then gave a brief note on the academic and performance of the class in total and regarding the frequent leaves taken by few students.

Parents were informed regarding the importance of attendance and internal marks. The performance of the match was satisfactory and suggestions were invited on how to improve it.

Most of the parents told the wards are not spending time for studying ~~during~~ ~~the~~ ~~periods~~ as expected.

Suggestions came on putting frequent tests. Some of the parents were worried about the use of mobile phones. Students were advised on the following matters in front of parents.

Instructions were given by Mrs. Sajini regarding the MHA Poshing puoskada (Jan 27 - Jan 31). Refreshments were arranged for the parents and the meeting adjourned at 4 pm. 36 parents attended the meeting and 13 parents were not present as they had some inconvenience as per information received.

Atula  
 Athula Mary Jacob  
 (in the class coordinator)

I Year B.Sc Nursing:I. PTA minutes:Date : 29/12/16.Time : 1:30 - 4 pm.Agenda :

- To discuss the Students performance in the Sessional Exam.
- To discuss about progress report & sign the progress report by parent.
- To get their suggestion for future plan.
- Any other issues.

Members present :

prof. Anjal Angelina - class co-ordinator.  
 ms. Tincy - Asst. class co-ordinator  
 ms. prince - Tutor clinical instructor  
 ms. Reethi Rameshwaran - Tutor  
 ms. Anita - clinical instructor.

The meeting commenced at 1:30 pm with silent prayer. ms. Tincy welcomed the parents followed by prof. Anjal Angelina delivered a talk about student performance and informed parents that the students are having good attendance and students are concentrating in their studies. The students performance in all the subjects are good except micro-biology. The students have difficulty in writing the answers due to medium of instruction. Students from malayalam medium has difficulty to present the answers, <sup>that</sup> Retest will be conducted for the failed students to improve their performance. Time was given for open discussion to express their suggestion. Parents told they all are comfortable and satisfied with the college activities & classes. Hostel students parents reported that food in hostel mess need to be improved.

The progress report was distributed to the

parents and students were asked to meet their parents and meet the subject teachers and instructors to meet their mentors and at the end all the parents and students met the class co-ordinator and submitted the signed progress report.

The week students parents were met and explained about the remedial measures to be taken for the improvement. Individually feedback was given to the parents and students. Parents were requested to give more attention to their children's studies and advised to avoid unnecessary leave. The meeting went on well and adjourned at 4:00pm. and refreshment was distributed to all the parents attended the meeting. few parents took excuse before the meeting.

Total number of parents present : 46.

Amal Anjali  
I year B.Sc (N)  
class co-ordinator.



STAMPED  
BENZIGER COLLEGE OF NURSING  
KOLLAM - 1 - TRIVANCOORAM

## II YEAR BSC NURSING - 2015-19 BATCH

I PTA meeting concluded on 25/11/17.

Venu: Seminar Hall  
Time: 2.5 pm.

### Agenda:

- \* To inform parent about the academic progress of the students.
- \* To inform the progress report of I. sessional exam.
- \* To discuss the attendance of students in theory & clinics.
- \* To discuss the issues related to absenteeism & behaviour of students.
- \* Any other issues.

### Members present:

1. Prof. Anroopa K.R. - Principal, BBCORV
  2. Mrs. Douglas Morris - Class Co-ordinator
  3. Mrs. Feby Fulgen - Assistant class coordinator
  4. Mrs. Jasmine P.V
  5. Mrs. Sony John
  6. Mrs. Sufeena Mary
  7. Mr. Jesin J
- } Faculty members

Meeting commenced at 2.15 pm with a prayer song by II year students. Mrs. Douglas Morris, class co-ordinator, delivered the welcome speech. Student's overall evaluation, in the 1<sup>st</sup> sessional exam and the clinical performance of students were explained in general. She excused for the delay in conducting 1<sup>st</sup> PTA meeting because of the difficulty in finding pharmacology faculty & postponement of



1<sup>st</sup> year Theory & practical examinations. The issues related to Absentism were discussed & parents are motivated to look extra care while taking leaves. The details of II Year BSc (W) program including master rotation & hours allotted for theory & practical were discussed.

The progress cards were issued to the parents and students are called for discussing it with their parents. After that each student & her parent met all the faculty & individually & gained feedback from them.

Prof: Anoop K.R, Principal had given an overall evaluation of students performance. In the 1<sup>st</sup> sessional exam 15 students got all pass, 4 students failed in all subjects. The issues related to misbehavior in classroom & misuse of AV aids were discussed. She expressed her sincere thanks for the attendance of parents on the day.

Total parents attended : 39.

No. of parents not attended: 11.

The meeting ends at 4.30pm. Mrs. Doulos Morris has given the vote of Thanks & refreshment was arranged for parents & teachers.

~~2/2/17~~

*Doulos Morris*  
2/2/17  
Doulos Morris Fernandez  
(Class coordinator - II BSc (W)).



IV YEAR BSc NURSING 2016-17 3<sup>rd</sup> PTA MEETING REPORT  
ON - 23.12.2016

Agenda :-

- (1) Welcome - the parents and introduce the Faculty
- (2) To discuss about - the academic completion
- (3) To discuss about students Leave, Compensation and Holidays regarding
- (4) To inform - the parents about - the problems of students behaviours and malpractice.

Members Attended

- (1) class Coordinator :: Mrs. Shuja's
- (2) Teaching Staffs :: Mrs. Nisha OBG  
Mrs. Sherin OBG  
Mrs. Mehta Community

Meeting commenced at 2.00 pm with prayer song by IV year students. Mrs. Shuja, welcome the parents & teachers and she introduce the Faculty to the parents then Mrs. Shuja explained about the Academic - theory and practical completion. Then she explained about the long absentees students. She informed about the need of 100% attendance and its importance.

Mrs. Shuja Appreciated the students about the talents in extra curricular activities. Then she informed the misbehaviours of the students. The following matters were discussed

- Without permission class room system used
- Roaming during Night duty period
- Telling Lies / misbehaviour only few students.
- Copying during Sessional Examination
- Issues of Hostel misdeeds

Issues related to absenteeism were discussed parents were motivated for students behavioural modification. Then progress card issued and allowed the parents to meet the concerned subject teachers regarding further clarification.

Some parents informed about the hostel issues like phone facility. They suggest weekly 1 hour if the students are permitting to use mobile phone the phone problem can be rectified. The meeting adjourned at 3.40 pm. Mrs. Shreya gives vote of thanks and refreshment arranged for the parents and teachers.

Total parents attended : 37  
Not attended - 8

~~16/2/12~~

*Shreya*

Mrs. SHREYA S.

IV Year Class Coordinator.

MICHAEL X.R. Ph.D (M)  
PRINCIPAL  
BISHOP BENIGNO COLLEGE OF NURSING  
KOLLAM - 691001



## PIA Executive Meeting - 16.02.2017

Minutes of PIA executive meeting conducted on  
16.02.2017

### Agenda:

Prayer : IV year B.Sc. Nursing

Welcome speech: Mrs. Meekha. K. Gopinath, Tutor

Presidential address

Updates on college functions, academic matters: Prof. Anoop K.R, Principal.

Administrative matters: Mr. D. Solomon, Administrative officer.

Election with new office bearers.

Suggestion by parents on developmental activities of the college.

Vote of thanks: Mrs. Lovelin Morris, Tutor.

### Members present:

PIA president: Prof. Anoop K.R, Principal

Ex. Secretary: Prof. Anand, Vice principal

Secretary: Mrs. Meekha. K. Gopinath, Tutor

Executive members: Mr. D. Solomon, Administrative officer.

(Teacher): Mrs. Nisha John, Tutor

Clinical coordinator: Mrs. Lovelin Morris Fernandez

I BSc. Nursing: - Mrs. Vinola

Parent representative: Mr. A. Vijayan

II BSc. Nursing: - Mr. M.K. Alfred

Ms. Priyanshi Rajathi

IV BSc. Nursing: - Mrs. Lillykutty Thilasy

Ms. Anand V

I MSc. Nursing: - Mr. Samuel Joseph

II MSc. Nursing: - Ms. B. Mohandas

The meeting started at 2.30<sup>pm</sup>.

PIA executive meeting started with prayer by IV B.Sc. N. students. Welcome address was given by Mr. Mehta. K. Eppinath, Nursing Tutor / Secretary. The proceedings were then taken over by Prof. Anoop K. R., Principal, being the President of the meeting. Presidential address was provided, following which academic matters were discussed.

### Self defense class.

Regarding academic matters, madam explained that the academic performance as result percentage is 90.8% and we are ahead in implementing all activities that assure improvement in quality education. During NAAC visit, there was suggestion to improve self defense of girls. Madam explained that the suggestion had been taken into consideration and an awareness class is planned to be arranged on first week of March for B.Sc. nursing student.

### B.S. Training

Prof. Anoop K. R., principal explained that a B.S. training programme has been organised for final year B.Sc. Nursing students for ₹1000 will be contributed by the management and ₹1000 should be contributed by the students. The students participating in the programme will be provided with a certificate which will be valid upto 2018. Madam further explained to utilize the opportunity wisely as several students may take the training in the coming years as their certificate may get invalid if taken earlier.

### Green Campus.

Prof. Anoop K. R. insisted on maintenance of green campus and called for PIA's suggestion regarding minimizing plastic usage. Madam

discussed about the 'Hastha Niyamavali' which suggests the minimization of plastic usage. Madam suggested that paper waste can be collected separately and given for recycling and that steel glasses and steel plates can be used instead of plastic cups & plates.

### Disciplinary issues

Madam explained that some disciplinary issues are arising as matters relating to skinned pasting and taking other's files which need to be conducted. Use of Mobile phones.

Prof. Anoop K.R., expressed that PIA members can give suggestions regarding mobile phone usage since there are minor from students side.

### Safe custody of original certificates

Madam insisted on advising the students regarding the importance of keeping the original certificates safely since the originals are given freely to the students.

### PIA fund utilization

PIA president revealed that currently PIA has a fund of ₹ 1,15,000. Madam called for suggestion from executive members for its purposeful utilization. There are needs as - first a biometric punch in library which was a suggestion put forward by librarian, secondly an electronic display board and purchase of steel glass and plates.

Following the discussion of academic matters, Mr. Solomon, Administrative officer discussed about administrative affairs.

### NAAC accreditation:-

Sir explained that when other colleges are now under process of getting accreditation, Bishop Benziger had already got accreditation and in imminent

of activities our college is ahead when compared to other colleges. She said that interaction with PTA and giving suggestions, all will enhance progress of students.

### Disciplinary committee

A disciplinary committee functions for rectifying the students. She further explained that pitfalls on the part of the students will be found out and will help them to live positively in the society.

### PTA fund utilization

Solomon she said that utilization of PTA fund in purchase of lockers worth ₹50,000 was made possible due to the involvement and effort by ex-vice president Mr. Somasajan.

### Venue for anti tobacco awareness class.

Solomon she said that it is worthful to mention that city police commissioner has chosen BKLON as venue for conclusion of anti tobacco awareness class and that among the students who were caught by pink police, no students were from our college.

### Use of mobile phones.

Solomon she said that sometimes it becomes necessary to keep and use phones in emergency but misuse should be avoided. Though faculty has been provided to keep their phones in lockers or even in office students are not utilizing it.

### Conservation of nature.

Minimization of plastic usage can be considered. She added that though we had kitchen garden, due to water scarcity, we could not nurture it. But we have 2 wells and it will be conserved properly by avoiding wastage.

### Appreciation of Works by ex-vice president.

It was appreciated despite being a teacher, Mr. Somraj, ex-vice president, PIA and his wife used to come and attend the meeting, active involve and put effort for the welfare of the institution. His wordless efforts were well appreciated and honoured in the meeting.

### Election of new office bearers.

Following the discussion by administrative officer regarding administrative affairs, election was conducted to elect the executive members for PIA. The elected members were:

PIA President	: Prof. Anoop K.R, Principal.
PIA Vice President	: Mr. B. Mohandas.
Secretary	: Ms. Melba. K. Gopinath, Tutor.
Treasurer	: Veng. Rev. Hgr. Fr. Ferdinand Peter, Director BBT.

### Executive members.

I B.Sc. Nursing	: Ms. Vinaya.
II B.Sc. Nursing	:
III B.Sc. Nursing	: Mr. H.L. Alfred
IV B.Sc. Nursing	: Ms. Lillykutty Thilasey.
I M.Sc. Nursing	: Mr. Samuel Thomas.
II M.Sc. Nursing	: Mr. B. Mohandas.

### Suggestion by parents on developmental activities.

Mr. Alfred, executive member, expressed his opinions as

- Disciplinary issues even if it is a minute one should be informed to parents without fail.
- Green campus campaign should be initiated and for that steel glass can be purchased and PIA fund could be utilized for the same.
- Plastic garbage can be collected separately.



- Waste bin can be kept separately for collecting plastic and food waste should be fully cleared before throwing the plastic.
- Suggestion of display board was welcomed
- Certain issues of importance were notified as not informing change of exam date, making students to change uniform, subapproach of one of faculty toward one of student making her to sit alone in bus in an observation visit, not allowing her to write exam.
- Mr. Alfred added that no teacher should behave in such a manner and should never leave a girl child alone; he also expressed his worries regarding negative communication of the faculty members. He suggested that students should never be discouraged and never let down their confidence.
- Mr. Alfred also expressed his grief regarding the harassment his child has to suffer due to entering the operation theatre for seeing her mother's operation.

Mr. B. Mohandas, vice president said that this type of incidences should not happen. Regarding utilization of PTA fund, he said that steel glasses and steel plates can be bought. Display board purchase can also be considered. Regarding disciplinary action he said that disciplinary steps can be taken without hindering their future. He also expressed his gratitude for electing him as vice president and gave assurance that he would function for the progress of the institution.

Answering to the queries of the parent and suggestions of parent, principal madam

expressed that indeed all the suggestions will be taken into consideration for the changes to be incorporated in future. No eligible candidates will be hindered from writing exam and that if anything hushing has happened from the college for that madam apologize and that if it was with one of the faculty, and if communication strategy need to be changed, it will be initiated. Principal madam further explained that no one will be allowed to witness surgery of blood relatives and it is against hospital policy. All the faculty <sup>members</sup> have the goal intention to make them graduate within 4 years. Principal madam also welcomed suggestions and said that experience should be shared.

Vote of thanks:

Vote of thanks was given by Mr. Lovelin Morris Fernandez, Inter.

The meeting adjourned at 3.45<sup>PM</sup>.

Signature of Secretary : Helle (Ms. Mga)

Signature of Principal : G. Joseph (Ms. S. D. M. M.)

DR. ANOOPA K. R. B. D. (M)  
 PRINCIPAL  
 KISHOR BENZIGER COLLEGE OF NURSING  
 KOLLAM-1, KERALA

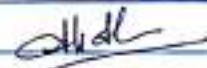


PTA meeting of I<sup>st</sup> Yr M.Sc Nursing held on 2/03/17

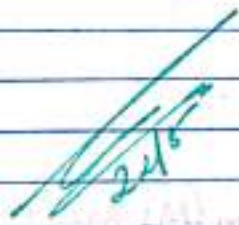
### Agenda

- Discussion of academic completion.
- Discussion of academic performance.
- Any other relevant issues.

The PTA meeting of I<sup>st</sup> M.Sc Nursing was held on 02/03/2017. Parents of all the students participated in the PTA. The discussion was primarily based on the academic completion and academic performance. Mr. Nisha parent had some concerns regarding the health as she is pregnant. In due discussion the concerns were addressed. The academic performance was satisfactory for all except Mrs. Vena. This was also duly addressed.

  
Antony Thomas  
I<sup>st</sup> Yr Co-ordinator.



  
24/5  
PRINCIPAL  
BISHOP BENER COLLEGE OF NURSING

## II PTA MEETING OF III YEAR B.Sc NURSING (2014-18 BATCH)

DATE : 20/04/2017

TIME : 2pm - 4pm

### AGENDA

- Discuss on progress of students
- Inform regarding the supplementary examinations
- discuss on the fulfillment of eligibility criteria for University exams.
- Seek suggestions to improve

### Members Present

1) Mrs. ATHVA

2) Mrs. ANU

3) Mrs. Salima

4) Mr. Bally

5) Mr. Sa.

} Faculty

The PTA meeting was held at the seminar hall from 2pm to 4pm. Meeting commenced with an introduction by the Class Coordinator. Other faculty members were also introduced to the group.

Coordinator gave address regarding the general academic performance. The upcoming results of university exams and the supplementary exams were also matter of discussion.

Few parents told about the difficulty faced by students in few papers. Parents were informed on the follow up of student matters (personal / academic) seriously.

Parents were also reminded on the students' fulfilments of requirements for being eligible to register for University exams.

Progress reports were given individually in the presence of students and time for meeting subject teachers were also provided. 27 parents attended the meeting. Tea and snacks were provided and the meeting adjourned at 4pm.

Dr. ANOOLA M. JACOB (M)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM, KERALA



*Amal*  
ANOLEA MARY JACOB  
(COORDINATOR)

## II YEAR BSc NURSING - 2015-19 BATCH

II PTA meeting conducted on 12-5-17

Venue: I year BSc Class

Time: 2-4 pm.

### Agenda:

\* to inform parents regarding the academic progress of their students.

\* to inform regarding the current status of attendance & internal marks of each student.

\* to discuss any issues related to their overall performance & behavior.

\* to inform regarding the I year supplementary examination & study tour.

\* Any other issues.

### Members present:

1. Mrs. Lovelin Morris Fernandez, Class co-ordinator
2. Mrs. Feby Kelger, Asst. Class Co-ordinator.
3. Mrs. Jasmond P.V. } Faculty
4. Mrs. Sony John. }
5. Mr. Jasim. J }

Meeting started with a prayer song by the students at 2pm. The class co-ordinator delivered the welcome speech. There were about 31 parents attended the meeting. Some parents informed their inconvenience due to Hastal at Kottayam district. The class co-ordinator discussed the overall performance of the students, the clinical performance & completion of requirements. The medical posting of 1<sup>st</sup> batch students gets over & except 2 students submitted their require file. Regarding the progress of students, out of 49 appeared, 26 got passed in all subjects. 6 of them failed in all subjects.

No. of failures in each subject;

Medical Nursing - 14

Surgical Nursing - 19

Community Health Nsg - 15

Pharmacology - 8

The progress cards were issued & the parents met each faculty with their children & discussed about their performance in clinics & theory. The students who failed were advised for remedial teaching methods. Some parents asked about to conduct retest for those students. The class co-ordinator explained that the retest will be conducted after the III sessional exam as required.

The parents were informed regarding the night duty starts by 5<sup>th</sup> June 2017, 1 week night duty for each student. The study tour is planned on 27<sup>th</sup> May to Thiruvananthapuram & informed that they will get information if there is any change.

Refreshment for the parents were arranged at 3pm. No other particular issues were discussed. The meeting adjourned at 4pm. The faculty thanked the parents for their co-operation & presence.

Total parents attended - 31

No. of parents not attended - 19.

*Handwritten signature*  
19/5/17

Mrs. Lovelin Morris Fernandez,  
Class co-ordinator - II BSc (N)



Iur B.Sc Nursing : II PTA Report.  
Minutes of the meeting conducted on 11/4/13.

Date : 11/4/13.

Time : 2-4 pm.

Agenda :

- Discuss on progress of the students
- Suggestion for improving the students performance

Members present :

- Prof. Anupa K.P - principal
- Prof. Anjal Angeline - class co-ordinator
- Mrs. Tinny Gerald - Asst. class co-ordinator
- Mrs. Resmi Rameshwaran - Tutor
- Mr. Prince - Clinical Instructor
- Mrs. Anita - Clinical Instructor

The II PTA meeting was commenced at 2pm at seminar Hall. Meeting started with silent prayer. Mrs. Tinny, Asst class co-ordinator welcome the parents. Totally 40 parents attend the PTA meeting. principal Prof. Anupake gave feedback about the Iur students performance in the II sessional Exam. Madam explained about their progress. The students are not showing much interest like I sessional exams. The parents were given time to give their feedback about their ward performance. The progress report was distributed to them at the beginning of the meeting. Time was allotted for suggestion from parents. one parent suggested to improve the hostel facility for study purpose. The parents said that the students are feeling tired and not studying daily portions.

The class teacher addressed them regarding lack of interest of students.



towards studies. Explained about value  
for weak students and tutorial for the  
weak students. The parents are advised to  
avoid taking unnecessary leave during the  
vacation days of their children. All the parents and  
students were given time to meet their  
mentors, subject teachers and class teachers.  
All the parents and students met the  
concerned teachers and received feedback  
about their performance. The parents signed  
the progress report and handed over it to  
the class co-ordinator. Tea & Snacks were  
distributed to them. The parents were informed  
about the periodical unit test and practical  
experience of their students; informed about  
III Seminal Exam. class teacher thanked all the par  
The meeting adjourned at 4pm.

Annal Dely

(MRS. ANNAL ANUELINE  
I.Y.S. class co-ordinator)

Dr. P. J. J. P. (M)  
Principal,  
St. Joseph's College of Nursing,  
Kollam, Kerala



I YEAR B.Sc Nursing.III PTA Conducted on 22/7/17Minutes of the meeting:

Date: 22/7/17-

Time: 2pm - 5pm

Agenda:

- Discuss on progress of the students
- Future plan
- Suggestions for improving students performance.

Members present:

Prof. Anna Angeline - class co-ordinator.

Mrs. Tinley Gerald - Asst. class co-ordinator.

Mrs. Prince Christopher - clinical instructor

Mrs. Resmi Paveendran - " "

Ms. Anita

The III PTA meeting was started at 2.15pm with silent prayer at seminar hall. Mrs. Tinley Gerald Asst. class co-ordinator welcome the gathering. Totally 42 parents reported for the meeting. class co-ordinator explained about the future plan like university tentative examination date, Handling over of students to II year B.Sc Nursing. Their and the students progress in the III Sessional Exam. Total 2 students passed all the subjects. Model Exam time table was informed to the parents. It is happy to note that students performance is comparatively good with II sessional exam. Time was allotted for parents to give their feedback and suggestion regarding their children's performance. Some parents requested for continuous revision on I year subject till Exam. The plan for the revision

daily 4-pm in 1 year class room of importance of staying preparing old questions and its revision.

The progress report were distributed and parents were given time to see their children and they were instructed to meet all the subject teachers and mentors of first year. All the parents met the class Co-ordinator and the subject teachers and mentors. The parents were satisfied about Academic & non-Academic activities. Three parents requested to vacate the hostel as their children are not comfortable in hostel.

Tea and snacks were distributed to all the parents and meeting adjourned at 5:00pm.

Amal Angeline  
25/7/17.



## Academic Year - 2017-2018

I YEAR BSc (N) - 2017-'21 BATCH

I PTA meeting conducted on 23.12.17

Venue: Seminar Hall

Time: 1.30pm - 3.30pm

### Agenda:

- \* To inform the curriculum progress
- \* To inform the academic progress & distribute progress report after 1<sup>st</sup> sessional exam.
- \* To address the issues of parents & students.
- \* To discuss attendance issues.
- \* To seek suggestions from parents to improve the program
- \* Any other issues

### Members present:

1. Mrs. Deuchin Morris Fernandez. Class Coordinator
  2. Mrs. Safarina Mary C
  3. Ms. Anitha
  4. Mr. Jerin J
  5. Mrs. Ruby John
- } faculty.

Meeting started at 1.30pm, with a prayer song by 1<sup>st</sup> yr. BSc (N) students. The class coordinator delivered the welcome speech. About 46 parents attended the meeting. The class coordinator explained the curriculum progress & distributed the progress report. Out of 50 students, only 12 had passed in all subjects in the 1<sup>st</sup> sessional exams. Most of the failures in Anatomy & Physiology. The students were called and the progress reports get signed in presence of

them. Time for giving suggestions & asking doubts given for the parents. All the parents were happy about the classes & college atmosphere. But most of them complained about hostel matters. Students have problem with drinking water & toilet facilities. A few parents given complaints regarding accommodation and congestion in the students' rooms & they were not able to study because of overcrowding in rooms. The parents requested some arrangements in hotel so that the students can study properly in their rooms. The class co-ordinator agreed to address this issue to the Principal & higher authority.

The parents met the subject teachers separately with their children & discussed the overall performance of each student. Tea & snacks were arranged for the parents. The meeting adjourned at 3:30 pm.

*David Joseph*  
04/10/16

Mrs. Lovelace M. S. K. K.



Principal  
Bishop Jenifer College of Nursing  
Kollam - 1

### III B.S (CV) . 2015 - 19 BATCH

P.P.T.D conducted on 11-12-17.

Venue : Seminar Hall

Time : 2-4 pm.

#### Agenda :

- \* To orient new subjects and their academic progress.
- \* To inform about KUIS new rules and regulations.
- \* To inform about each student's progress in academic activities.
- \* To give proper instructions and get consent before going to outstation.
- \* other issues.

#### Members Present

Mrs. Anu S. Khosh  
 Mrs. Belay K. Jayaram  
 Mrs. Sify Thomas  
 Mrs. Jasmine P.V  
 Mrs. Sajini Raju.

meeting started at 2 pm.  
 29 parents attended the meeting.  
 All subject incharges had given subject  
 circulation to the parents. Asst. Class coord-  
 inator explained the new rules and  
 regulations as per KUIS. 80% attendance  
 for theory and 100% attendance for  
 practical should be there for each  
 student before registering for exam and  
 50% internal marks for sessional exams.

Progress report got signed by the parents, the rules and regulations before going to mental health Nursing outposting instructed by Mrs. Anu S. K. B. S. and got consent from each parent. One of the parent asked to arrange some facilities for Research DTP works inside the campus itself.

Tea and Snacks was distributed to all the parents and meeting adjourned at 4 pm.

~~15/1/18~~

~~15/1/18~~

Mrs. Salma C.P

Dr. ANOORA, B.A., B.L.D (N)  
PRINCIPAL  
K. J. S. COLLEGE OF NURSING  
M. S. S. S. S. S.



## II<sup>nd</sup> year Bsc Nursing

1<sup>st</sup> PIA conducted on 23/12/17

Venue :- II<sup>nd</sup> year Bsc class room  
Time :- 2-4 PM

### Agenda

- \* To inform the academic progress of the students
- \* To inform KUNHS new roles and regulations
- \* To inform regarding the current status of attendance.
- \* Seek suggestions to improve.

### Members present

Mrs. Jebi Fulgen (class co-ordinator)  
Mrs. Resmi Ravindran (Asst class co-ordinator)  
Mrs. Sherin Nursing tutor  
Mrs. Sony John clinical instructor

The 1<sup>st</sup> PIA meeting was started at 2.15 PM with silent prayer. 32 parents were attended in the meeting. Self introduction were done by each faculty members to make themselves familiar with parents. Class co-ordinator explained about the new roles and regulations of KUNHS to parents and also the academic performance of the students in total. Asst. co-ordinator explains about the clinical performance of students and their assignment details to parents. Mrs. Sherin and Mrs. Sony John explains about the clinical posting especially the



medical posting performance of the students. class coordinator informed to parents about the matter of second Saturday working for students in detail. The progress report was distributed to parents and allowed time for see the report in detail; The parents are advised to avoid taking unnecessary leave during clinical posting.

All parents and students are allowed to meet their class coordinator and subject incharges, mentors and concerned teachers and received feedback from teachers about their academic performance. parents signed the progress report. Tea and snacks were arranged for parents. No other issues were discussed. The parents were satisfied about the academic and non academic activities. Meeting adjourned at 4 PM

For ResmP  
Ravindra

Mrs. ResmP Ravindran.



## IV YEAR BSC NURSING

I<sup>st</sup> PTA was conducted on 23/12/17

Venue: IV<sup>th</sup> year class room  
Time: 2-4 pm

### Agenda

- (1) To inform academic progress and distribute the progress cards
- (2) To inform curricular progress
- (3) To inform regarding board, certificates, other issues
- (4) To seek suggestions for future plan.

### Members present

Mrs Joyce Vendas - class co-ordinator / EDN sub-charge  
 Mrs Sully Thomas - sub-class co-ordinator / ADH sub-charge  
 Mrs Kalyan John - OBEI subject in-charge  
 Mrs Anmol Singhvi - HOD - OBEI Department  
 Mrs Jithu - CHM - subject in-charge

The meeting commenced at 2pm by a short prayer. Mrs Joyce Vendas welcomed the parents followed by introduction of the faculty members. Students' performance were discussed with the parents. Rules and regulations of the university were discussed, and parents gave suggestions regarding the curricular changes. All subject - in-charge explained regarding the requirements and parents were clear about the curricular limitations of the faculty and students. They raised queries regarding the load of assignments and it was nicely cleared by the respective teachers. The sub regarding attendance of the students was also discussed regarding the meeting. Parents were given opportunity to meet the students and they expressed their support and making adjustment of 4pm. Vote of thanks was given by Mrs Joyce Vendas and the meeting was arranged for parents and teachers. Total parent



IV<sup>th</sup> class co-ordinator  
JOYCE VENDAS

## PIA-T Executive Meeting - 17/01/2018

### Minutes of PIA Executive Meeting

Date : 17/01/2018

Time : 2pm - 4pm

Venu : Seminar Hall, Bishop Benziger College of Nursing

Members Present :

→ College Representatives

Sl.No	Name of the Members	Position in the PIA Executive
1.	Prof. Anand	Vice Principal, President in charge
2.	Mrs. D. Selaman. S	Administrative officer
3.	Mrs. Tyethi Lakshmi. T.	PTA Secretary
4.	Mrs. Levelin Morris.	Clinical coordinator
5.	Mrs. Nisha John	Teacher Representative

→ Parent Representatives

Sl.No	Name of the Members	Position in the executive PIA
1.	Mr. B. Mohandas	Vice - President
2.	Mrs. Cicily Antony	I Year Bsc Nursing
3.	Mr. Jaxon. A	"
4.	Mr. Radhakrishnan	II Year Bsc Nursing
5.	Mrs. Heike Gracious	III Year Bsc Nursing
6.	Mrs. Mercy Edison	"
7.	Mrs. Minu. R.	IV Year Bsc Nursing
8.	Mr. Sundareshan	"

Agenda :-

- > Prayer
- > Welcome speech
- > Minutes of the previous meeting
- > Feedback of Previous minutes
- > Presidential Address
- > Academic Matter.
- > Administrative matter.
- > Election of New office bearers
- > Suggestions by Parents.
- > Vote of thanks.

The agenda of the meeting was circulated among all PTA executive members via circular register and through phone calls three days before the meeting.

The PTA executive meeting started at 2 pm after having enough quorum of parent representatives. Mrs. Jyothilakshmi J, the new PTA Secretary, welcomed all the members present in the meeting. In the absence of Principal, Prof. Anand S, Vice Principal presided the meeting.

-> Minutes of the Previous meeting

The minutes of the previous meeting was read out by Mrs. Jyothilakshmi J, PTA Secretary and the Vice Principal gave feed back about the matters discussed in the previous minutes

- > Self-Defense and Anti Drug Class was conducted on 13/12/2017.
- > Anti Human Traffic awareness class was conducted on 24/01/2017.
- > BLS Class conducted on 25/03/2017. Total expense of BLS class was Rs. 2500/-. Half of the fees was provided by the management.

Half of the fees was paid by students  
 → Purchased 260 Steel glasses and 240 Steel plates by using PIN fund. Total expense is Rs. 22,000/-

### → Academic Matters.

A brief report on the academic activities of the College was presented by Vice-Principal Prof. Anand S.

#### → Results of outgoing batches.

The members were informed about the results of IV Year Bsc Nursing & II Year Hsc Nursing. It was a good academic achievement for BBRN.

#### → Disciplinary Committee.

A guidance and counselling committee is functioning effectively in our college under the guidance of KULLS. Two faculties got adequate training in the guidance & counselling. This committee meets the students & gives proper guidance and counselling in needed situations.

#### → NAAC.

In every year, the updation of criteria in the NAAC should be done routinely and all the staffs work as a team for meeting the criteria in NAAC.

#### → UNAI.

The members were informed about the new achievements of our college i.e. UNAI (United Nations Academic Impact). We got membership in UNAI. An official inauguration of UNAI in college has been arranged on 23/1/18.

#### → Graduation and Lamp-lighting Ceremony.

Graduation and lamp-lighting ceremony in 2018 has been planned on the second week of February. In this graduation function.

College decided to stitch a separate individual gown for each graduate instead of having these in rent so that Gowns could be kept in College and can be used in future. Vice Principal invited suggestions from parents & also informed about the expense of Gowns which is planned to be met from the management & PTA fund.

#### → Celebration of Important Days

The College celebrated almost all important days in an year, especially - Republic day, Independence day, International Yoga day, Environmental Day etc. The students actively participated & conducted various programmes in Community and College. Mainly it was organised by NSS. In the Republic day NSS unit of BBCon is plan to conduct various programmes like health check ups, provision of food etc at an old age home.

#### → Mark list of University Exams

The Vice Principal informed to the parent about the importance of collecting mark list of each academic year after publishing the result and it should be kept safely.

#### → Role of Parents in the academic Standards of the Students

The parent were requested to take personal interest in monitoring and encouraging the students in their academic activities.

#### → Administrative Matters

The administrative activities in the College were discussed by Mr. D. Solomon, Administrative officer.

#### → Utilization of PTA fund

The members of the PTA were informed about the financial position of the PTA fund. PTA fund amounts to Rs. 1,49,284/-.

Administrative office informed the parents that the PTA fund is utilized only for the welfare of students. Sir also informed about the utilization of PTA fund along with management fund in meeting the expenses of Gowns and the PTA executives agreed to the above decision.

→ NAAC.

The updation of NAAC Criteria and internal audits are on process. In the previous NAAC inspection they point out a deficit of research activities in our college. So the management allotted Rs. 5000/- for departmental project works and all the departments conduct various research works in their field by using this amount.

→ Cultivation of Vegetables.

The members were informed about the cultivation of vegetables in our campus. This is a project of Agricultural Department, Kollam. NSS unit of our college is mainly an organizer of this project. Students are actively participating in this vegetable cultivation and it is now nominated for various awards from Agricultural Departments.

→ Community Radio Training Programme.

The members were informed about 'Community Radio Training Programme'. This is a new project under Community Health Nursing Department. The project mainly focuses on public health i.e. giving health awareness classes to the general public about the health care management in home situations. This training programme is broadcasted through our Community Radio Benziger 107.8 FM. The official inauguration of this project is planned to be conducted on 20/01/2018.

→ New Guest Room.

Members were informed about the new guest room in our college. The furniture of this room was donated by Alumni Members of this college. Every year a Alumni News letter is released from college.

→ Appreciation to Ex-Vice President - PTA

The Administrative officers appreciated Mr. B. Mohan Das, PTA Ex-Vice President in this meeting, about his dedication, support and suggestions for the well functioning of the PTA Committee for the last one year.

→ Election of New Office Bearers

1. PTA President - Prof. Anoop K.R (Principal)
2. PTA Vice President - Mrs. Heike Gracious
3. PTA Treasurer - Very Rev. Msgr. Fr. Ferdinand Peter (Director, BBH)
4. PTA Secretary - Mrs. Jyothi Lakshmi, J
5. Executive Members - Prof. Anand S, Vice Principal  
Mr. D. Solomon (Administrative Officer)  
Mrs. Lovelin Moses (Clinical Coordinator)  
Mrs. Nisha John (Teacher Representative)

Parent Executive Members.

1. I Year Bsc Nursing - Mr. Jaxon A
2. II Year Bsc Nursing - Mr. Radhakrishnan
3. III Year Bsc Nursing - Mrs. Mercy Edison
4. IV Year Bsc Nursing - Mr. Sundareshaan
5. II Year Msc Nursing - Mrs. Bhylaja
6. I Year Msc Nursing - Mr. Mollylethy



## → Suggestions by Parents.

→ Mr. Radhakrishnan Expressed that.

- Counselling should be given to all batch students in every year.
- Appreciated Administrative officer for his knowledge, experience and skill in the administration field.

→ Mrs. Arity Anlong expressed that.

- The safety of Hostel should be monitored.
- The surroundings of the hostel should be properly cleaned with the help of students and also suggested to cultivate vegetables in the hostel ground.

→ Mr. B. Mahan Das expressed that.

- The graduation gowns should be purchased for the college and also utilize the PTA fund and management fund for purchasing graduate gowns.
- Conveyed his gratitude for his daughter to get a job at reputed institution - MIMS.

→ Mrs. Mercy Edison Expressed that.

- To remit a small amount of Rs. 250/- from each outgoing students to maintain the gown properly for future use.


→ Mrs. Heike Gracious is elected as new PTA Vice - President & she also expressed her gratitude for electing her as the PTA Vice - President & gave assurance that she would definitely function for the progress of the institution.


Vice Principal welcomed the suggestions from the parents and said that all suggestions will be taken into considerations.

## Vote of Thanks

Vote of thanks was given by Mrs. Lovelin, Clinical Co-ordinator. She thanked the PTA executive council members for their support, suggestions and active participation in the PTA Executive meeting.

The PTA Executive Meeting adjourned at 4pm.

Signature of Secretary  (Tyothilakshmi J)

Signature of  Principal (Prof. Anoop K.R.)

Dr. ANOOP K.R. B.L.D.P.H.  
PRINCIPAL  
KOLLAM COLLEGE OF NURSING  
KOLLAM, KERALA



II YEAR M.Sc NURSING.1 PTA Meeting Minutes:Date : 23/12/12.Time : 2pm.

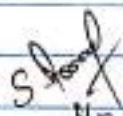
Agenda :

- discuss about the student progress.
- distribute the progress report.
- receive the feedback from the parents.
- any other issues.

The parents were informed about the PTA meeting on 23/12/12 at 2pm.

The class co-ordinator met the parents and informed about their progress. Each parent was met individually and took feedback about their students progress. The progress report also distributed to them and signed by them. Parents told they are expecting the first year result. Students are taking more effort in completing their requirements. Tea & snacks were distributed to parents.

The meeting adjourned at 4pm.

  
Signature of Principal.

Amal Anjeline,  
II yr MSc (N)  
class co-ordinator.

PRINCIPAL  
BISHOP BENEDICT COLLEGE OF NURSING  
KOLLAM-1, KERALA



Iyr Msc (ND) 1st PTA Meeting Minutes.Date : 17-2-18Time : 2pm.

Agenda :- The agenda of the meeting were to.

- Discuss about the student progress.
- Distribute the progress report.
- Any other issues.

The class coordinator met the parents and informed about their progress report, Attendance percentage and rule and regulation of KUAS University. The class coordinator met the each students parents and ask about students progress and got signature. Mrs. Sandhya E parents not yet attend the PTA meeting because of her mother is sick. Her husband is in abroad. All clinical outside posting were completed and requirements completed. got feed back from parents.

The meeting adjourned at 3pm.

*S. S. S.*  
Signature of Principal:

Mrs. Binutha V.P.  
Binutha

Iyr Msc (ND) coordinator.

PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM, I, KERALA



1st year BSc. Nursing  
2nd PTA meeting minutes.

Date :- 27/03/18

Time :- 2 PM

Agenda :- The agenda of the meeting are to

- \* Discuss about the student progress
- \* Distribute the progress report.
- \* Receive the feedback from the parents
- \* Any other issues.

The meeting was started with a silent prayer. After that the principal met the parents and informed about the students performance in second semester exam. The progress report distributed to the parents and each parent was met <sup>the faculty</sup> individually and took feedback about their students progress. Parents signed the progress report. Tea and snacks were arranged for parents. Meeting adjourned at 4 PM.

~~Signature of principal~~

~~Signature~~  
Mrs. Jimmy beald  
PTA, 1st. class. student



III<sup>rd</sup> yr B.Sc Nursing

II PTA meeting Minutes

Date: 23/3/18

Time: - 2-4 PM

- Agenda** :- The agenda of the meeting are to.
- \* Discuss about the student progress.
  - \* Distribute the progress report.
  - \* Receive feedback from parents.
  - \* Attendance [theory and clinical] according to university.
  - \* The Revaluation and Recalculation regimen from the university.
  - \* Any other issues.

Members Present:

Mrs. Soly Thomas

Mrs. Anu S. Khoshr

Mrs. Belaç K. Jayins

Mrs. Jasmine P.V

Mrs. Sajini

Mrs. Asha Francis


Mrs.

The II meeting (PTA) was started at 2:15 PM with silent prayer. 17 parents attended in the meeting. Self introduction done by each faculty. The agenda were explained to the parents. Each subject co-ordinator explained about their subjects, theory and clinical performance of students. The parents were told about their children all were busy engaged in waiting till late night and we explained about 3 Speciality and Thesis. The last meeting parents were worry about focused into the difficulty of students.

regarding printing, typing of Research Subject.  
At this time we explained them about  
that all facilities were available in the  
College itself.

The progress report were distributed  
to the parents and each parent met each  
teachers and took feedback about their  
children's progress. Parents signed the progress  
card report. Tea and snacks was arranged  
for parents. The meeting was ended at 4 PM.

  
Signature of Principal.

  
Mrs. Soly Thomas  
III yr class Coordinator



IV YEAR BSc NURSINGII PTA MEETING - MINUTESDate : 30/06/2018Time : 2 pm - 4 pmVenue : IV Year Bsc Nursing Class Room

- Agenda :- The agenda of the meeting are to :
- Inform about the academic progress of IV Year Students
  - Discuss the academic performance in II sessional-exam
  - Inform about the current attendance status
  - Collect suggestions from parents to improve the exam result in coming exams
  - Distribute the progress Reports
  - Any other issues.

Members present :

- |                           |  |
|---------------------------|--|
| Mrs. Anna Angeline (Prof) | - HOD, OBG Department                  |
| Mrs. Sheeja S             | - HOD, CHN Department                  |
| Mrs. Felby Fulgen         | - Associate Professor, CHN (Nsg Educa) |
| Mrs. Saly Thomas          | - Administration, Subject incharge     |
| Mrs. Athala               | - Nursing Tutor                        |
| Mrs. Nisha John           | - OBG, Subject incharge                |
| Mrs. Jyothi Lakshmi       | - CHN, Assent. class Co-ordinator      |

The II PTA meeting started at 2 pm with a silent prayer. The Assist. Class Co-ordinator welcomed the parents & introduced the faculty. Total 19 parents attended the meeting. The agenda were explained to the parents. Each Subject Co-ordinator explained about their Subject performance, clinical posting, Completion of requirements, Submission of files, Students performance in II sessional Examination including number of Students passed, failed & absent in examinations.



The Assistant. Class Co-ordinator also informed about the attendance percentage required for the completion of final year. She also informed about the number of students eligible for final year exams, BLS class, Picnic and Campus recruitments.

There was a suggestion from the part of parents that to send an SMS from the College to each parents regarding the commencement of examination atleast one week prior to the starting date of exam. So that they could give more attention to their children's studies and could make sure that they could attend all the examinations.

The progress reports of II sessional examination were distributed to parents and parents met each faculty & collect feed back about their children's academic progress. Parents signed the progress reports. Refreshment was arranged for parents.

The meeting adjourned at 4pm.

~~4/2/12~~  
Signature of Principal

PRINCIPAL

~~4/2/12~~  
Signature Assist. Class Co-ordinator



## II YEAR BSc NURSING

### II PTA MEETING MINUTES

Date :- 17/05/2018

Time :- 2pm - 4pm

Venue :- Seminar Hall.

Agenda :- The agenda for the meeting were

- Discuss the academic progress of the students.
- Inform the parents regarding the performance of students in III session.
- Distribute the progress report.
- Discuss about the hostel facilities.
- Any other issues.

Members present :-

1. Prof. Anoop K.R - Principal.
2. Mrs. Felby Fulgen - Class Coordinator.
3. Mrs. Reshmi - Assistant class Coordinator.
4. Mrs. Sherin - Nursing Tutor.
5. Mrs. Sony John - Clinical Instructor.
6. Mr. Jerin - Nursing Tutor.
7. Mrs. Jyothilakshmi - Nursing Tutor.
8. Sr. Giretti - Representative from Hostel.

The class coordinator welcomed the parents, Principal and other faculty to the meeting. She explained the agenda for the meeting. Principal Madam gave a feedback regarding the overall progress of the students and invited suggestions from the parents to improve the results of the students.

The parents gave a good feedback about the academic learning environment and the teachers.

The parents had a concern about the food in the hostel. The parents requested to give a quality food than the quantity.

For discussing this issue, Sr. Gorelli from hostel was also present there.

There was also another concern that the mess fee is not paid by all the students in a regular pattern.

Principal Madam assured that all the concerns of the parents will be informed to the hostel authorities, and

The parents also suggested that the students are feeling difficulty in studying Pharmacology since the external's (Mrs. Deepa) class is not able to follow. Mrs. Feby gave assurance to the parents that it will be solved with necessary revisions for the students and also this information will be communicated to the external.

The progress report was distributed to the parents and it was got signed. The meeting adjourned at 4 PM.

Signature of Principal.

Signature of class Coordinator



I year BSc Nursing → 2017-2021 BATCH

III PTA meeting minutes dated 11/01/18 at 2pm.

121

Date: 11/01/18

Time: 2pm

Venue: Seminar Hall.

Agenda:

- \* Discuss about the student's progress.
- \* Distribute the progress report.
- \* Discuss the future activities - college day, Onam Celebration, starting of II<sup>nd</sup> classes.
- \* Announce the date of university exam & preparatory holidays.
- \* Discuss any issues.

The meeting started at 2pm with a prayer song. The class co-ordinators welcome the parents and teachers by appreciating their presence. There are 32 parents attended the meeting. The teachers present were;

1. Mr. Anand S, Vice. Principal
2. Mrs. Anuradha Morris, Class Co-ordinator
3. Mrs. Sufaina Mary } subject teachers.
4. Mrs. Rajini }


Class co-ordinator explained about the general progress of the students & summarised the results. One student passed in all subjects (62%), 25 students did not attend psychology exams. 10 students passed in 5 subjects with absent in Psychology exam. 14 students failed only in anatomy. 5 students failed in all 6 subjects. The class co-ordinator discussed the feedback of students regarding the exam results to the parents. The need of attendance & internal marks to appear university exam was explained to the parents.

Prof. Anand S, Vice. Principal discussed about the future activities of students. As 1<sup>st</sup> August 1<sup>st</sup> year classes gets over & 20<sup>th</sup> August onwards,

the students will enter into 2<sup>nd</sup> year class. The tentative date for University Exam is announced as on 23<sup>rd</sup> October 2018. Please to that students will get 2 weeks holidays for preparation of exams. Sir requested all dayscholar students be there in college for 1<sup>st</sup> week of preparatory holiday. 2<sup>nd</sup> week, those who wish can come to college. Hostellers will not be allowed to go home during preparatory holidays. Also sir told that on 20<sup>th</sup> August onwards, morning 8<sup>am</sup> - 9<sup>am</sup> & 4<sup>pm</sup> to 5<sup>pm</sup>, revision classes will be conducted for the students.

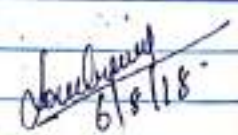
The progress reports distributed to students in the presence of parents and teachers individually discussed with parents regarding their performance. Parents are advised to give motivation to students in improving their attendance & results.

Tea and Snacks were arranged for the parents in the Nubetion Lab. The meeting adjourned at 3.30pm.

  
Signature of Principal

DR. ANOOPA, K.K. PH.D (P)  
PRINCIPAL  
BISHOP BENEDICT COLLEGE OF NURSING  
KOLLAM - 1



  
Signature of class-coordinator.

II] vs B.Sc(N) 2015-2019

III] PIA meeting minutes dated 28/8/18

123

Time: 2pm

Venue: Seminar Hall

### Agenda

- \* Discuss about the students progress.
- \* Distribute the progress report.
- \* Discuss the future activities - college day tour.
- \* Announce the date of university exams
- \* Completion of requirements and attendance percentage.

The meeting started at 2pm with a silent prayer. The class-teacher co-ordinator welcome the parents and teachers by appreciating their presence. There are 25 parents attend the meeting.

Principal madam started the meeting regarding the agenda and also the other teachers

were Mrs. Anu S. Khosla, Assistant class Co-ordinator  
Mrs. Bely K. Jayins, Research Co-ordinator  
Mrs. Jasmine, MSN Co-ordinator  
Mrs. Asha, CHN department

Principal madam welcomed the parents gave the feedback regarding the overall performance of the students at last year. The All 48 students has above 80% clinical attendance and 2 students has shortage in paediatric, and 1 students in mental therapy. The ~~Study~~ tour was planned to wendana and there was no objection from the parents.

The parents gave a good feedback regarding the academic learning environment and teachers.

The progress report were distributed to students  
parents and each parent met the teachers  
and took feed back, and signed the  
report card. The tea and snacks were  
arranged and the meeting ended at  
4pm

Signature of principal

Dr. MOUFA, M. B. Ph.D (M)

Principal, Kollam - 1

Kollam - 1

Signature of class-  
Co-ordinator



2 yr MScND 1<sup>st</sup> PTA Meeting Minutes.

Date : 14-7-18

Time : 3-4pm

Agenda : The agenda of the meeting are to

- Discuss about the student program
- Distribute the progress report.
- Receive the feedback from the parents
- Any other issues.

The class coordinator met the parents and informed about their daughters' progress and subject details. Mrs. Jimi husband informed about her difficulties, health status, and leaves. Her health status is not in healthy. So she is very tired when she come to home. Distributed the progress report 2 students failed in ANP and one student failed in Nsg Education, and signed by them. class coordinator explained about the importance of Internal mark and seminars and clinical requirements. The meeting adjourned at 3pm.

Ms. Brutha-V.P.

*[Signature]*

Dur MScND class coordinator.

*[Signature]*  
signature of principal.

Dr. ANOOPA, M.R. Ph.D (M)  
PRINCIPAL  
SCHOOL OF NURSING  
KOLLAM





II Year M.Sc (N), PIA minutes: II.

Date: 21.04.18.

Time: 2-4pm.

Agenda:

- To discuss about student performance.
- To distribute the progress report.
- To receive the feedback from parents.
- Any other issues.

The parents were informed about II PIA meeting. The class co-ordinator met the parents individually and explained about the performance of the student in the theory + clinical area.

The parents were explained about the future activities and progress report was given to them for signature. The parents were requested to meet their concerned Head of the department and asked not to encourage taking leave. The parents were happy about their load and assured that they will motivate their children to perform well in the final Exam. The meeting adjourned at 4pm.



Signature of the Principal.

Dr. ANSOPA, K.R. Ph.D (M)  
PRINCIPAL  
UNIVERSITY COLLEGE OF NURSING  
KOLLAM-1, INDIA

Amal Ayaline

class co-ordinator  
II-yr M.Sc (N).



## "ACADEMIC YEAR 2018-2019"

### I PTA EXECUTIVE MEETING -

#### Minutes of I PTA Executive Meeting

Date: 21/11/2018

Time: 2pm - 4pm.

Venu: Seminar Hall, Bishop Benziger College of Nursing

#### Members Present:

##### (i) College Representatives

Sl.No	Name of the members	Position in the PTA Executive
1.	Dr. Anoop K.R	Principal, President PTA
2	Mr. Anand	Vice Principal, BBCN
3	Mr. Solomon S	Administrative officer, BBCN
4	Mrs. Jyothilakshmi. J	PTA Secretary
5	Mrs. Lavelin Morris	Clinical Co-ordinator
6	Mrs. Nisha John	Teacher's Representative

##### (ii) Parent Representatives

Sl.No	Name of Parent Representatives	Position in the PTA Executive
1.	Mrs. Heike Gracious	Vice President, PTA (VPR)
2	Mrs. Mercy Edison	IV Year Bsc
3	Mrs. Vimala	III Year Bsc
4	Mrs. Jackson	II Year Bsc
5	Mrs. Cicily B	II Year Bsc
6	Mrs. Lily A	I Year <del>Bsc</del> Msc
7	Mr. V. Antony Kesmal	I Year Bsc
8	Mr. V. Dennis	I Year Msc
9	Mr. Jerome	II Year Msc
10.	Mr. Leona Henry	I Year Bsc

Agenda:

- > Prayers
- > Welcome Speech
- > Presidential address
- > Admissions 2018 (B.Sc. and M.Sc Nursing)
- > Exam results of Bsc and M.Sc Nursing
- > New Radio Project (Swasthya)
- > BLS training program
- > Career placement
- > Quality assurance initiated by university
- > New graduation gowns
- > New additions in the infrastructure (Advanced Skill Lab)
- > PTA representatives in class focus
- > Modification in Paediatric & OBG lab
- > National Conference
- > Feed back from parents
- > Any other issues
- > Vote of Thanks.

The PTA executive meeting started at 8 pm after having enough quorum of parent representation from each batch. Mrs. Jyothi Lakshmi J welcomed all the members present in the meeting. After that the President of PTA Executive Committee, Dr. Anoop K.R. presided over the meeting. Following are the major academic matters discussed by Principal in the college. PTA executive meeting.

-> Admissions 2018 (B.Sc. and M.Sc Nursing)

Principal mam explained about the new admissions of Bsc Nursing and Msc Nursing students in our college. In M.Sc Nursing total 8 students took admission among which one student got admission at Government college of Nursing. So that we

have 7 Msc Nursing students in I year Msc batch.

→ Exam Results of Bsc and Msc Nursing

The II Year Msc (Outgoing) result published which reflected good academic achievements. Most of them got 70% marks and above in their examinations and one student from Medical surgical department got distinction in the exam.

→ New Radio Project (Swashrya)

Principal Mam explained about our new radio projects which is broadcasted through our Community radio Benziger 107.8 FM. The Community Health Nursing department of BBN in association with Community Radio Benziger to organise this project. It mainly focus to give training to the women in our Pallihottan Coastal area, about the basic health care. The name of this program is "Swashrya". The timing of broadcasting of this program is Monday, Wednesday and Friday at 8.30 am and rebroadcasting in Tuesday, Thursday and Saturday from 11.15 am to 11.30 am. Principal Mam appreciated every students who participated in this radioproject.

→ BLS - Training Program

From the outgoing batch of IV Year B.sc Nursing (36 students) and one student from II Year Msc Nursing (Regular) attended BLS - Training program and got BLS Certificate on 28/06/18. For each student it cost Rs. 2500/- of which Rs. 1250/- paid by student and Rs. 1250/- paid from our management.

### → Career Placement.

Mam informed about the career placement conducted for IV Year Bsc Nursing Students in our College. The INSCOL - conducted a continuing nursing education program for students on 5/6/18. The SR Consultancy for Yashoda hospital conducted a Campus Interview on 14/8/18 in our College. From that out of 36 students 28 students got selected. The Madras Medical Mission also conducted a campus interview on 26/9/18. In that out of 31 students, 18 students got selected.

### → Quality assurance initiated by university

KUHS set various guidelines for improving/assuring the quality of academic performance in Colleges of Nursing. Mam informed to the parent about the guidelines set by the university. In this quality assurance by the university PTA has a major role. So sometimes they will call for enquiring about the activities of College PTA.

### → New graduation gowns.

Principal mam informed to the parents about new graduation gowns which the college was buying and about the small amount of money collected from graduates for the proper maintenance of these new gowns.

### → New additions in the infrastructure. (Advance Skill Lab)

Based on the previous INC inspection they suggested to prepare an advanced skill lab in our college. Mam informed parents about the importance of an advanced

skill lab for our students. Its main focus is to improve the simulation teaching in our students. So Mam advised parents to give their support to construct an advanced skill lab in our college.

→ PTA representatives in class tours.

Principal informed to the parent about the presence of parent representative in the student tour. She also requested to continue the presence of parent in their class tours in the coming years too.

→ Modification in Paediatric and OBG lab

Based on the suggestions of last inspection, we rearranged paediatric and OBG lab in two separated areas.

→ National Conference

The members were informed about the National Conference organized by Bishop Benign College of Nursing on 30/11/2018 and 01/12/2018. Parents should give motivation to their child to participate in the National Conference, it will be a good achievement in their educational and professional life.

→ Administrative matters.

The Administrator of BBCon, Mr. Solomon Sir informed parent representative about the following matters

→ Our II Year Bsc Nursing Students & NSS team participated in Kerala flood Relief activities in Alappuzha. It has been mentioned in UNAI website.

→ The agricultural program of our college for this year was inaugurated by Mr. Rajendran Babu Mayor of Kollam on 5/11/18. In the previous year we got so much profit from the vegetable cultivation and also got III prize in the district level i.e. Rs. 500/- from agricultural department.

→ University Statutory board suggested to build an advanced skill lab in every college. For that requires 1000 square feet area. Informed to management & Management assured full support for the development of an advanced skill lab in our college. Sir also informed to the parents about the compensation duty of students. When compare the previous years, compensation duty of students have reduced. Sir also informed to the parents to motivate the students to do Msc Nursing programs after they have completed their Bsc Nursing. Because students will get Scholarship from various authorities like FCDP. So that they can overcome the financial problem in their study period.

→ The members were informed about the hostel facility. The first year Bsc Nursing students were shifted to School of Nursing building.

→ The members were informed about the National Conference it comes under the NANC criteria & also told that Principal Maun planned to conduct an International Conference on 2020. The members were informed that all the

University Regular / Supplementary examinations were conducted in correct time.

→ Feed back from parents.

A parent of I Year Msc Student. Shared a concern his daughter does not get enough time to spend with his family, because of assignments & classes. Principal replied that this two year Msc program is so compact thus family should ensure good support to her.


→ Any other issues.


Members were informed about the importance of maintaining 80% attendance in theory & 100% attendance in the practical hours for meeting the university examination Criteria. Principal also informed to the parents about the notification of unauthorized absence of students in Research tool presentation day. Members were also informed about the anti Rugging classes conducted for students by college in this academic year. Elected 3 new members in executive committee (2 from I Year Bsc & 1 from Msc).

Vote of Thanks was given by Mrs. Lovelin Moses, Clinical Co-ordinator. She thanked the PTA

Executive Council members for their support, suggestions and active participation in the PTA Executive meeting.

The PTA Executive meeting adjourned at 3.30 pm.

Signature of Secretary  (Jyothi Lakshmi. J)

Signature of Principal  (Dr. Anoop K.R.)

Dr. ANOOP K.R. PH.D (M)

PRINCIPAL

FLY

CONDUCTOR'S

1/1/2024





IV YEAR B.Sc NURSING.I PTA MEETING MINUTESDate: 23/11/18Time: 2 pm - 4 pmVenu: Seminar Hall, Bishop Benziger College of NursingAgenda

- To inform academic progress and distribal Progress cards
- To inform curricular program
- To inform regarding leave, Compensation & other extra curricular activities
- To receive the feedback from parents
- Any other issues

The I PTA meeting started at 2 pm with a silent prayer. The Class Co-ordinator Mrs. Nirsha John welcomed the parents. After that Dr. Anoop K.R, Principal, BBON presided over the meeting. The Principal Mam informed to the parents about the completion of III Year Bsc Nursing exams, 80% attendance in theory & 100% attendance in the practical hours. Advised the parents not allow the students to take unauthorized leave in their theory & practical hours.

Principal Mam discussed about the BLS training program, INSCOL - orientation program, Preparation of EV classes in the fourth year educational period. The members were informed about the academic performance of students in the first session examination. Principal mam advised parents to motivate the students to do Msc Nursing programme after they have finished the Bsc

Principal Madam also informed to the point about the development of an advanced skill lab. in our College & also about the National Conference on 30/11/18 & 01/12/18. Principal Mam welcomed the parents in the inaugural function of our National Conference. Madam also informed about the Anti Ragging Classes & anti-Ragging Cell started in our College. Mam also informed to the parents about the two University Rank got by our Moe-Nursing Students.

The parents had a concern about the food in the hostel. The parents requested to give a quality food than the quantity. Principal mam informed that when she enquired about this matter, Sister informed that the mess fee is not paid by all the students in a regular pattern. If you make an arrangement to pay the mess fee at correct time, this problem will solve. At the end of the meeting, the progress report was distributed to the parents. The total number of parents attended this meeting were - 31 parents.

The meeting adjourned at 4pm.

Signature of Principal

Signature of Asst. Chm. Co-ordinator

Dr. ANOOP K. R. Ph.D (M)  
PRINCIPAL  
DISTRICT COLLEGE OF NURSING  
MULLAM, T. S. S. DISTRICT



### III YEAR BSc. NURSING

#### I PTA MEETING MINUTES

Date: 19/12/18

Time: 2-4 p.m.

Venue: Seminar hall, Bishop Benziger college of nursing

#### Agenda

- General orientation about the III<sup>rd</sup> year academic
- Discuss the academic performance in I<sup>st</sup> semester
- Discuss regarding the out postings in III<sup>rd</sup> year BSc.
- To inform regarding computer lab facilities regarding research practical.
- Discuss about hostel facilities.
- Any other issues.

The teachers present were:

1. Mrs. Anu S. Kosh
2. Mrs. Soly Thomas
3. Mrs. Jasmine P.V.
4. Mrs. Reshmi Ravendran.
5. Miss Asha Francis

Meeting started at 2 p.m. on 19/12/18 in seminar hall. During the meeting around 29 parents were present and rest parents got involved during the meeting process. Total 48 parents were present during the PTA.

The class coordinator welcomed principal madam, faculty and parents to the I<sup>st</sup> PTA meeting of III<sup>rd</sup> year academic. Madam started the meeting with a humble prayer and welcomed everyone. Madam explained about the III<sup>rd</sup> year new syllabus and clinical exposures. She explained about the importance of theory as well as the practical percentage of attendance.

Madam gave the subject introduction and the faculties dealing the respective subjects. She also explained about the computer lab facilities available for research purpose. Madam discussed about our college results of students. She also told about the external pushings of 11<sup>th</sup> year and various hostel rules, which should be followed by the students.

Mrs. Anu discussed about mental health pushings and regarding the subjects. She asked the parents to give consent regarding the Peruvankada mental health pushing and marks of students per percentage and paid consent regarding attendance shortage students. She asked parents feedback and suggestions to improve students facilities in learning.

The parents gave a good feedback about the academic learning environment and the teachers. Mrs. Jasmine told about the REC pushing and Padmarathy pushing instructions and regarding the importance of discipline in external pushings.

The parents had a concern regarding hostel food and a.c. pan. The parents requested to improve the quality the food. Principal madam assured that all the concerns of the parents will be informed to hostel authorities. Thereafter meeting was there with Sr. Rony, Principal madam and Solomon Sir with hostel students parents.

The progress report was distributed to the parents and it was got signed. The meeting adjourned at 4 p.m.

Signature of Principal



Signature of Asst. Class coordinator

I YEAR BSc NURSING 2018-2022 BATCH

I<sup>st</sup> PTA MEETING CONDUCTED ON 22/12/18

VENUE :- SEMINAR HALL

TIME :- 1.30 pm - 3.30 pm

### AGENDA :-

- \* To inform the curriculum progress & distribute progress report of 1<sup>st</sup> sessional exam
- \* To address the issues of parents & students
- \* To discuss attendance issues
- \* To inform about lamp lighting ceremony
- \* To seek suggestions from parents to improve the program
- \* Any other issues

### MEMBERS PRESENT :-

1. DR. ANOOPA KR
2. MRS. TINEY GERALD
3. MRS. ANITA THOMAS
4. MRS. SONY JOHN

The Meeting started commenced at 1.30pm with silent prayer. Mrs. Anita welcomed the parents followed by Dr. Anoop KR delivered a speech about academic performance of 1<sup>st</sup> year students. About 41 parents attended the meeting. Out of 50 students 16 students passed in all subjects. Most of them failed in Physiology & Nursing Foundations. The students were called & progress report got signed in presence of them. Dr. Anoop explained about the lamp lighting ceremony & clinical exposure. The need to have ~~high~~ attendance and internal marks was discussed. All the students were happy about

the class & college atmosphere. But most of them complained about hostel matters & hospital facilities. The parents requested to make some arrangements for improving the safety of hostel. The Principal man assured that all the concerns of the parents will be solved immediately. Followed by the hosts Solomon met hostel students parents. After that parents met the subject teacher separately with their children & discussed the overall performance of each student. Tea & snacks were arranged for the parents. The meeting adjourned at 3:30pm.

~~Signature of Principal~~

~~Anita Thomas~~

Dr. ANCOOPA, K.R. Ph.D (N)  
PRINCIPAL  
KOLLAM - 1, KERALA



## II year BSc(N) - 2017-2021 Batch

I. PTA meeting held on 15.12.2018

Venu : Seminar Hall

Time : 1.30 pm to 3.45 pm.

### Agenda:

- \* To inform parents regarding the academic progress of their children.
- \* To inform the current status of attendance in theory and practice.
- \* To inform the vacation and tentative dates of Type Four practical exams.
- \* To discuss any issues related to curriculum and overall performance of students.
- \* Any other issues.

### Members present:

1. Prof. Anand S, Vice Principal, BBCon
2. Mr. Solomon D, Administrative officer, BBCon
3. Mrs. Sheeja, Class Co-ordinator
4. Mrs. Douline, Asst. class Co-ordinator.
5. Mrs. Safina Mary, Clinical Instructor
6. Mrs. Feby Felgen, Asst. Professor, BBCon.
7. Mr. Jovin, Missing Tutor, BBCon.
8. Sr. Rini, Hostel warden.

The meeting started with the prayer song by Type BSc(N) students by 1.30pm. The Class Co-ordinator delivered the welcome speech. There were about 45 parents attended the meeting. Some parents informed their inconvenience through phone. Mrs. Sheeja discussed about the overall performance of students and presented a report on the last 4 months performance activities. The one third of theory portions are over.

Medical and surgical Nursing clinical posting started on 31/12/18 onwards. Students are posted in various medical and surgical areas including Operation theatre according to the requirement in their curriculum. Regarding the progress, 18 out of 48 students passed in all subjects.

The progress cards were issued and the parents met the each faculty with their children and discussed their performance in class & clinics. The class coordinator discussed about the night duty of 1 week duration as part of surgical Nsg part requirement. Ms. Solomon, Administrative officer handed over the scholarship and <sup>cheque</sup> ~~contribution~~ to merit students - Ms. Fatima Rs. 24,000/- as SIA scholarship.

Parents gave good comments about academic and teaching environment in college. They also express some concern regarding hostel facilities and mess. Dr. Rini replied to the parents' concern and assure them to make necessary arrangements to improve the facilities. She also emphasised to pay about the 8-time bound payment of mess & hostel fee from the students.

Refreshment for parents were arranged in the Nutrition Lab. The meeting adjourned at 3.45pm.

~~Signature of Principal~~

Signature of Class Coordinator  
6/1/19

Dr. ANOOPA, B.Sc. (N) (M)

BISHOP BENZIGER COLLEGE OF NURSING





II year M.Sc Nursing

I PTA meeting : 9.02.19.

Date : 9.02.19.

Venue : IAC office.

Time : 3-4pm.

Agenda :

- To inform parents regarding the progress of their wards.
- To discuss about the external posting for Nursing Management.
- Any other issues.

The first PTA meeting of the II yr M.Sc (N) was conducted on 9.02.19 at 3pm. Two parents reported out of 3 students; progress of the students were informed and discussed about the external posting of Nursing Management at Chennai and Kozhikode during the first week of April. Mrs. Jincy and Mrs. Sandhya parents reported in time and signed the Progress Report. Mrs. Jincy's parents took apology and assured to come to meet the class teacher as early as possible. There were no other issues and the meeting adjourned at 4.00pm.

~~12/12/19~~  
Principal.

Annaal Anpeline

II yr M.Sc (N) class coordinator

Dr. Anitha, B.Sc. Ph.D. (N)  
Principal,  
Bharathi College of Nursing,  
Pulimuttu, Perala



St. Msc Nursing

I PTA Meeting on 29.1.19 at 2pm-4pm.

Agenda:-

- Inform parents regarding the progress report.
- Present about Pathmarathy posting and Victoria Posting.
- Any other issues.

The first PTA meeting of the St. Msc(N) was conducted on 29.1.19 at 2pm-4pm. 5 parents reported on of 7 students. Progress report were shared and inform about internal marks and attendance percentages and also discussed about the external posting of Pathmarathy, RCC and Victoria during the ~~the~~ <sup>one</sup> ~~month~~ month of February and March 11 to 23 RCC Posting. All parents were get signed the progress report. There was no other issues and the meeting adjourned at 4pm.

27/2  
Principal

Asst  
Principal  
classroom  
10/1



IV YEAR BSC NURSINGII PTA MEETING MINUTESDate : 23/03/2019Time : 2pm - 4pm.Venu : Seminar Hall, Bishop Benziger College of NursingAgenda :

- To inform academic progress and distribute progress cards
- To inform curricular progress
- To inform regarding registration procedure of university exam <sup>Attendance in theory & practical</sup>
- To receive the feed back from parents
- Any other issues

Members present :

1. Dr. Anoop K.R - Principal, BBCON.
2. Mrs. Anna Angelin (Prof) - HOD, OBG Department
3. Mrs. Sheeja S. - HOD, CHN Department.
4. Mrs. Joyce Yezuda - Asst. Professor, OBG, EDN
5. Mrs. Nisha - Nursing Tutor, OBG
6. Mrs. Jyothilakshmi J. - Nursing Tutor, OBG, CHN EDN.

The II PTA meeting in IV year Bsc Nursing commenced at 2pm with a Silent Prayer. Mrs. Nisha John welcomed the parents. Dr. Anoop K.R Principal, BBCON presided over the meeting. Principal informed to the parents about the academic performance of students in theory & practical area. Informed about the result percentage of II sessional exam which was conducted in the first & second week of March. Most of the students did not take much effort in their studies. Mum advised the parents to encourage the students in their study.

Principal informed about the attendance percentage in theory & practical area. Advised parents not allow them to take unauthorized absence in their clinical posting time. Principal also informed about the importance of starting IELTS training in our College Campus & also informed about the Campus recruitments.

Mrs. Nisha John, Class Co-ordinator informed parents about the academic performance of students. II semestrial exam conducted on the beginning of March & distributed answer sheets & most of the students don't get expected scores. Enquired about their reasons & got that they couldn't study well because of the completion of clinical posting requirements. Main also informed to the parents about to advise their students to study well and will get a good job in their future. Madam distributed progress report to parents. Parents made a good communication with the concerned subject teachers & enquired their children's performance in the college.

The total number of parents attended the II PTA meeting were 12. Tea and Snacks were arranged for the parents in nutrition lab. The meeting adjourned at 3.30 pm.

~~Signature of Principal~~

Dr. ANOJAY K.P., Ph.D (H)  
Principal  
SREEJITHA COLLEGE OF NURSING  
KANNUR, KERALA



~~Signature of Asst. Class Co-ord.~~  
19/03/19 (Jyothi Lakshmi J)  
Signature of Asst. Class Co-ord.  
(10 Year)

## II YEAR B.Sc NURSING

## II PTA MEETING MINUTES

DATE : 30.03.19

TIME : 2pm to 4pm

VENUE : SEMINAR HALL, BISHOP BENZIGER COLLEGE OF NURSING

## AGENDA

- To inform parents regarding the academic progress of their children and distribute progress cards
- To discuss about the first year university exam results
- To inform the current status of attendance in theory and practicals
- To inform the Easter Vacation and tentative date of first year Supplementary Exam dates.
- To discuss any issues related to curriculum and overall performance of students
- To receive feedback from parents
- Any other issues

## MEMBERS PRESENT

1. DR. ANOOPA K.R - Principal, BBCON
2. MRS. SHEEJA S - Class Co-ordinator, II B.Sc Nsg
3. MRS. SHERIN SEBASTIAN - Assistant Class Co-ordinator, II B.Sc Nsg
4. MRS. FEBY FULGEN - Assistant Professor, CHN
5. MR. JERIN - Tutor, Medical Surgical Nursing
6. MRS. SAFARINA MARY - Medical Instructor, Medical Surgical Nursing


The meeting started with the prayer song by II yr B.Sc Nursing students by 2.00 pm. The class co-ordinator delivered the welcome speech. There

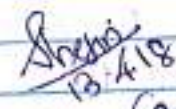
were about 36 parents attended the meeting. Dr Anoop K.R, principal, BBOON presided over the meeting. Principal discussed with the parents about the first year university exam results. She informed about the Tutorial sessions (4-5pm) conducted for the failed students. She also informed the date of Supplementary exams (25-04-19) and vacation. Principal informed to the parents about the academic performance of students and result percentage of II sessional exam. She also informed about attendance percentage of theory and practical areas especially the shortage details of attendance.

Mrs. Sheeja, Class Co-ordinator discussed with the parents about the academic performance of students. She distributed the progress report to the parents. She discussed about the posting details (medical, surgical and community nursing) and completion of requirements especially clinical assignment completion. She stressed on the lack of attendance and informed the parents about students with shortage of attendance.

The parents met faculty with their children and discussed their performance in class and clinic. Tea and snacks were arranged for the parents in the relation lab.

The meeting adjourned at 3.45 pm

  
Signature of principal

  
Signature of Asst. Class co-ordinator  
(II year)



IYR BSc NURSING  
II PTA MINUTES

DATE :- 13.4.19

TIME :- 12<sup>PM</sup>

VENUE :- Seminar Hall, BBEON, Kollam

AGENDA :

- To discuss the performance of the students
- To issue the progress report of II<sup>nd</sup> semestrial exam.
- To discuss about students problems in college & Hostel
- To motivate the parents to support & encourage the children in academic activities
- To emphasize the importance of theory & clinical attendance

MEMBERS PRESENT :

1. Dr. Anoop K.R
2. Mrs. Anita Thomas
3. Mrs. Sony John
4. Ms. Jeevi James
5. Mrs. Anu S. Khosh
6. Mrs. Sajini Raje

The meeting commenced at 12pm with silent prayer. Dr. Anoop K.R welcomed the parents and delivered a speech on academic performance of Iyr Bsc Nursing students. About 45 parents attended the meeting. Out of 50 students, 10 students passed in all subjects. Dr. Anoop K.R explained about the <sup>result</sup> pass percentage of II<sup>nd</sup> semestrial exam which was conducted in March. Mam advised the parents to encourage them in their study. Madam emphasized the importance of theory as well as practical percentage of attendance. Madam also explained <sup>about</sup> the <sup>importance</sup> of

interest for failed students. Certain issues of impotency  
 were notified at not informing students are not getting  
 time for lunch break due to strict & rude approach of  
 families towards students. One of the parent suggested that  
 students should never be discouraged and never let down  
 their confidence. Some of the parents are still concerned about  
 student safety and Sr. Rini & Ms. Solomon sci gave proper  
 explanation regarding the matter. Suggestions came on  
 putting frequent test papers since parents were worried  
 about their academic performance. Progress Reports were  
 distributed and all the parents met class co-ordinator &  
 the subject teachers. Refreshments for parents were  
 arranged in the Nutrition Lab. The meeting adjourned at  
 2pm.

~~14/5/19.~~  
 Signature of Principal

~~14/5/19.~~  
 Signature of class co-ordinator

Dr. ANOOPA, K.R. Ph.D / M  
 PRINCIPAL  
 S. S. COLLEGE  
 KOLLAM - 1, KERALA





III YR. B.Sc NURSING  
II PTA - MINUTES

DATE : 24.4.19

TIME : 11<sup>am</sup> pm

VENUE : Seminar hall, BBCON, Kollam

AGENDA

- to discuss performance of students
- to issue progress report of II sessional
- to discuss students problems in college and Hostel
- to motivate parents to support and encourage in academic activities
- to emphasize importance of theory and clinical attendance

MEMBERS PRESENT

1. Dr. Anroopa. B.R
2. Mrs. Anu. S. Khosh
3. Mrs. Betsy. K. Jayims
4. Mrs. Farmin
5. Mrs. Arsmi. Raveendran
6. Mrs. Sujini. Raju

The meeting commenced at 11<sup>am</sup> with silent prayer. Dr. Anroopa. B.R welcomed parents. Total seven<sup>TEN</sup> parents attended the meeting. Class coordinator Mrs Anu. S. Khosh discussed about current Academic status of the students. Discussion about Research activities by the students, concern of the students about hostel facilities were also discussed. progress cards issued to the parents in between the meeting. Importance of having adequate attendance in theory and practical were also came as a

matter of discussion in the meeting  
The parents individually met  
the faculties to analyse the progress of  
their children. The meeting winded up  
with a light refreshment at nutritional  
lab. The meeting adjourned at 1 PM

Signature of principal

~~Signature~~  
Signature of  
class coordinator

Dr. ANGOPA, I.R. Ph.D (M)  
PRINCIPAL  
SRI CHANDRASEKHAR COLLEGE OF NURSING  
KODURU, TIRUPATI



### III BSc NURSING

### III PTA MINUTES

Date : 04.07.19

Time : 8<sup>30</sup>am - 3pm

Venue : Seminar Hall, BBCON, Kollam

#### Agenda :

- Performance of students in III Sessionals
- issue progress reports.
- Student picnic on 06.07.19.
- Leave
- Homepass.
- Importance of attendance and internals.
- Unit tests.

#### Members present :-


1. Dr. Anoop K.R.
2. Ms. Anu S. Khosh
3. Ms. Resmi Raveendran
4. Ms. Bekky K. Jayaraj
5. Ms. Asha Francis
6. Ms. Sindhu Ambika
7. Ms. Pinky Antony
8. Ms. Sajini Raju

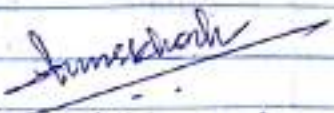
The meeting started at 8pm with a silent prayer. Dr Anoop K.R welcomed the parents. 40 parents attended the meeting. All the points in the agenda were discussed. Parents were completely satisfied with the performance of students the only complaint regarding hostel facilities.

The main matter of discussion was regarding the picnic. The place, timing, payment and the representation

of PTA to be attended in picnic were discussed and decided:

Parents met the faculty individually and the meeting ended with a light refreshment at 4 pm.

  
Signature of Principal

  
Signature of class coordinator  
atol

Dr. ANOOPA K.R. Ph.D (M)  
PRINCIPAL  
MANGALORE UNIVERSITY  
MANGALORE



## II PTA EXECUTIVE MEETING, (Academic Year 2018-2019)

### Minutes of II PTA Executive Meeting

Date : 16/07/2018

Time : 2pm - 3pm

Venue : Seminar Hall, Bishop Benziger College of Nursing.

Members Present : College and Parent Representatives.

#### College Representatives :

Sl. No	Name of the members	Position in the PTA Executive
1	Dr. Anoop. K.R	PTA President
2.	Prof. Anand. S	Vice Principal
3.	Mr. Solomon. D	Administrative officer
4.	Mrs. Jyothilakshmi. J	PTA Secretary
5.	Mrs. Nisha John	Clinical Co-ordinator
6.	Mrs. Sindhu Ambika	Teacher Representatives

#### Parent Representatives :

Sl. No	Name of the members	Position in the PTA Executive
1.	Mrs. Heike Gracious.	Vice President, IV Year B.Sc
2.	Mrs. Mercy Edison	IV Year B.Sc Nursing
3.	Mrs. Vimala	III Year B.Sc Nursing
4.	Mr. Jackson	II Year B.Sc Nursing
5.	Mrs. Cicily Antony	II Year B.Sc Nursing
6.	Mrs. Leona Henry	I Year B.Sc Nursing
7.	Mr. V. Antony Kesmal	I Year B.Sc Nursing
8.	Mrs. Lily. A	I Year M.Sc Nursing

### Agenda:

- Prayer
- Minutes of Previous meeting
- Feed back of Previous meeting
- Academic Performance
- Admission 2018 (B.Sc and M.Sc Nursing)
- Exam results of B.Sc and M.Sc Nursing
- Career placement
- BLS Training program
- Progress regarding establishment of Advanced Skill Lab
- Development of College Infrastructure
- Upcoming Events
- Disciplinary issues
- Parents feed back form
- Administrative matters
- Election of new office bearers
- Feed back from parents
- Any other issues
- Vote of Thanks.

The agenda of the meeting was circulated among all PTA executive through phone calls few days before the meeting. The PTA executive meeting started with a silent prayer at 2pm. After having enough quorum of parent representatives, Mrs. Jyothi PTA secretary welcomed all the members present in the meeting. Dr. Anoop K.R, Principal, BBCon presided the meeting.

### → Minutes of the previous meeting

The minutes of the previous meeting was read out by Mrs. Jyothi lakshmi and the Principal gave feed back about the matter discussed in the previous minutes. The major academic matter discussed by Principal in the college PTA executive meeting as mentioned on next page.

→ Exam results of B.Sc. and M.Sc Nursing.

Principal informed about the pass percentage of university exam result of all batch students in BBCon for the year 2018-2019.  
Academic Result 2018 (Last Year)

Sl. No	Batch / Year of Study	Passed	Appear	Percentage
1.	Outgoing B.Sc (2014-2018)	34	36	94%
2	IV Year B.Sc (III Year Result)	44	49	90%
3	III Year B.Sc (II Year Result)	41	47	87%
4	II Year B.Sc (I Year Result)	17	48	35%
5.	II Year M.Sc (I Year Result)	03	03	100%

Principal also mentioned the completion of theory hours. Overall 90% of theory of all batches finished successfully. remain 10% of theory has pending which will be completed the next coming two weeks. Principal also announced the date of starting of next academic year for all present batch students of BBCon which will be started on 19/08/2019. The new B.Sc Nursing will be started as per the date of government announcement. All outgoing batch students successfully completed their course and based on their certificate in BLS training, they got an opportunity to work in many reputed hospitals as a staff nurse without attending any interview. The current IV year B.Sc Nursing students got an opportunity to organize two days National level workshop on "Dual Responsibilities" and one state level workshop on "Advanced Nursing Skills" in BBCon.

→ Admission 2019 (B.Sc Nursing & M.Sc Nursing)  
Bishop Benziger College of Nursing stands as first among the colleges of Nursing under

AMCSFNCK and second among 127 Nursing Colleges in Kerala State to receive the remarkable achievement of NAAC Accreditation (B Grade). Our College is now a member of United Nations Academic Impact sharing a culture of Intellectual Social responsibility. Principal informed about the current status of admission in B.Sc Nursing program in our College. Total number of applications received in B.Sc Nursing for the next academic year had above more than 10,000. From that we clearly understood the demand of nursing in our Society.

### → Career Placement

Principal discussed about the campus recruitment which have already conducted in our campus on the month of July

1. Apollo Gleneagles Hospital, Kolkata conducted campus recruitment on 29/05/19
2. 'Make in terns' (Association with IIT Madras) training conducted on 11/07/2019 and 12/07/2019

Principal also informed to the PTA executives about the upcoming recruitment in our College for final year students.

1. Application process for issuing new passport of students has been started since 15/07/2019
2. Japanese Recruitment (It is a Govt. Project of National Skill Organization in Association with Ministry of External Affairs) will be planned to conduct on 17/07/2019
3. MMM Campus recruitment will be planned to conduct on 19/07/2019.

### → BLS Training Program

Principal informed about the BLS program which will be planned to conduct for final year students on 25/07/2019 at BBCon. It was really a



Practical achievement for our final year students. Total expenses of BLS class is Rs. 2500/-. Half of the fees (Rs. 1250/-) was provided by the management. Half of the fees (Rs. 1250/-) will be paid by students. Almost all students from IV year B.Sc Nursing are willing to attend the one day BLS training class arranged in our Campus.

→ Progress regarding establishment of Advanced Skill Lab and Development of College Infrastructure.

Principal informed about the construction of the new advanced lab in our college. We have a plan to shift a class room from main block to an area which was recently constructed above II year class room and will be arranged the new advanced skill lab in the main college building block. The infrastructure for the advanced skill lab was completed. Now we have given a list of items that are required for doing procedures in the skill lab to the hospital authority. The total estimated expense of items which are required for skill lab is Rs. 1.5 Lakh which will be planned to meet from the management and PIA fund.

→ Upcoming events:

Principal informed about the upcoming events in this academic year.

1. Farewell will be planned on 14/08/2019
2. College day will be planned on 17/08/2019
3. Next academic year (B.Sc) will be started on 19/08/19
4. Onam Celebration will be planned on 07/09/19

### → Disciplinary issues

Principal discussed the recent disciplinary issue faced by students in college. So parents must be alert when a child came to her home with concerned leave. If the child is not coming back to college on the next working day, please be alert to inform the college or their concerned class co-ordinator immediately. In the college we have a disciplinary committee and a good student supportive cell, if any students misbehave against college and university regulations, we must take action against them through disciplinary committee and it will be informed to the parents.

### → Parents feed back form.

As per the instructions from KUTTS the college authority prepared a parent feed back form which will be introduced from the next academic year itself via class PTA meetings.

### → Administrative Matters:

Mr. Solomon D, Administrative Officer, BGCN informed to parents about the following matters:-

- PTA fund:- Administrator informed the PTA executive about the available balance of PTA fund till date. It was Rs. 58,600/-. One time investment of PTA fund is Rs. 1400/- for each student.
- Advanced Skill lab:- The total amount estimated for constructing advanced skill lab is around 10 Lakh. Now the management spent Rs. 7 lakh for constructions of advanced skill lab.
- Student Scholarships:- Sir informed about the Statutory Scholarship and SNA Scholarship for B.Sc Nursing & TNA Scholarship for M.Sc Nursing Students. Total 12 students from I Year B.Sc Nursing got Statutory Scholarship.

Two Students from BBCON got SNA Scholarship (Rs. 20,000)

- Agriculture Project and NSS:- Due to the Scarcity of water and climate change we could not continue the project of Vegetable cultivation on this year.
- Disciplinary issue: Parents should support their child in their academic and professional life. It will make great change in the attitude and behaviour of new generation students. Parents act as a good motivator for their academic life. It will help the students to complete the course successfully. Not allow the students to take unnecessary leave. If they want to take leave inform to the concerned teacher prior to that day or the day itself.

→ Election of new office bearers.

In the PTA executive meeting elected new office bearers for the next academic year 2019-2020

Sl. No	Positions	Name of new member
1.	PTA president	Dr. Anoop K.R.
2	PTA Vice President	Mr. V. Antony kumar
3	PTA Treasurer	Director, BBI
4.	PTA Secretary	Mrs. Jyothilalashmi J.
5	Executive members	Prof. Anand. S (Gandhi) Mr. D. Solomon (AO) Mr. Nohn John Mrs. Sindhu Ambika

### Parent Executive Members.

Sl.No	Batch.	Name of new office bearers.
1.	I Year B.Sc Nursing.	Mrs. Leona Henry.
2	II Year B.Sc Nursing	Mr. Jackson & Mrs. Cicily
3	III Year B.Sc Nursing	Mrs. Vimala & Mr. Radhakrishna
4.	IV Year B.Sc Nursing	Mr. Lilly & Mr. V. Dennis
5.	II Year M.Sc Nursing	
6	I Year M.Sc Nursing	

#### → Feed back from Parents.

Mr. V. Antony kermal is elected as new PTA Vice President and he also expressed his gratitude for electing him as PTA Vice-President and gave assurance that he would definitely function for the progress of the institution.

Principal welcomed the suggestions by the parents and said that all suggestions will be taken into considerations.

#### → Any other issues

Principal and administrator discussed about the recent formation of a new Canteen Committee in our College. The Committee is mainly focussed to avoid the excess use of unhealthy cool drinks, junk foods in the canteen, proper maintenance of hygienic environment inside and outside the premises of the canteen and provision of healthy snacks for students. In this committee involved representative of college staffs and students.

→ Vote of Thanks: Vote of thanks was given by Mrs. Nisha Clinical Co-ordinator. She thanked the PTA executive council members for their support, suggestions and active participation in the PTA executive meeting.

The PTA executive meeting adjourned at 3pm.

Signature of Secretary  
(Jyathilakshmi.T)

Signature of Principal  
(Dr. Anooja K.R.)



IV YEAR B.Sc NURSING (2015-2019)III PTA MEETINGDate : 03/08/2019Time : 12pm - 1pmVenu : Seminar Hall, BBCON, Kollam.Agenda :-

- Academic Matters
- Final Year KUTS Exam.
- Onam Holidays
- Career Placement
- BLS Training.
- Upcoming Events
- Study Tour
- Parents feed back form
- Any other issues

Members Present:

1. Dr. Anoop K.R, Principal, BBCON
2. Ms. Joyce Yasudas, Assnat. Professor (OBG, CON)
3. Ms. Nisha John, Nursing Tutor (Clinical Coordination)
4. Ms. Jyothi Lakshmi J, Nursing Tutor (CHN)

The III PTA meeting of IV Year B.Sc Nursing started with a silent prayer at 12pm on 03/08/19. Mrs. Nisha John, IV Year Class Co-ordinator welcomed the parents. After that Dr. Anoop K.R, Principal BBCON presided over the meeting. Principal informed parents about the total number of eligible students for the final university examination, which were 45 in number. Principal informed about the date of final year B.Sc Nursing exam & also mentioned the examination fee, it was Rs. 2055/-. Now the students completed their II sessional exam. & most of them appeared well, but many informed that, parents also encouraged the students to study.

well and score high marks in the final examinations. Principal also mentioned the study holidays of 10 Year Students which will be started on Onam holidays itself. Principal Man also informed to parents, not allow the students to sit and study in home in their study holidays encourage the students to come to college & study in college, and utilize the library facilities for queries paper references. Parents were informed about the career recruitment conducted for 10 Year B.Sc Nursing by Apollo (Kolkata), IIT Madras, Madras Medical Mission (MMM) and various agencies. Parents were informed about the namelist of students (14) who are selected for MMM. Parents were informed about BLS training and the upcoming events like Farewell will be planned on 14/08/19, Onam Celebration will be planned on 7/9/19 College day will be planned on 17/08/19 & next academic year will be scheduled on 19/08/19.

Principal informed to the parents about the joining of various health institutions of students after the university examination is not considered in their experience. Only after getting provincial certificate of course after result, must come & collect the certificate from college & next day itself, will apply for KNC registration. Principal also mentioned about a new training program for students after completing their 10 Year B.Sc Nursing in our parent institution to improve their individual confidence in the clinical settings. Man also informed to that next academic year onwards we will be planned to start an IELTS Centre in our institution for our students. Meeting will be run on the next coming days. Parents were informed about their Study Tour in Hunnar on 10/8/19 & the submission of new parent feed back form, which will come in the coming days to parent. Principal Man informed about the next week onwards, we will schedule their model examination. At the end of the meeting progress report distributed & meeting adjourned.

For  
Signature of Class Co-ordinator  
(Mrs. Nisha John)

Signature of Principal  
(Dr. Anurupa K.R.)

## II YEAR B.Sc NURSING (2017-2021)

### III PTA MEETING, MINUTES

DATE : 03.08.19

TIME : 3 Pm - 4 Pm

VENUE : SEMINAR HALL, BBCON, KOLLAM

#### AGENDA

- To inform parents regarding the academic progress of their children and distribute progress card
- To inform the current status of attendance in theory and practicals and attendance shortage.
- To inform regarding the study tour and its consent
- To inform regarding the tentative date of university exam and study leave.
- To discuss any issues related to curriculum and overall performance of students.
- To receive feedback from parents.
- Any other issues.

#### MEMBERS PRESENT

1. Dr. Anoop K.R , Principal , BBCON
2. Mrs. Speerija S - Class Co-ordinator , II B.Sc NURSING
3. Mrs. Sherin Sebastin - Assistant class co-ordinator, II B.Sc NURSING
4. Mr. Jem - Nursing Tutor, Medical-Surgical Nursing
5. Mrs. Reshna - Nursing tutor, Medical-Surgical Nursing
6. Mrs. Sakina Mary - Clinical instructor, Medical-Surgical Nursing
7. Mrs. Greesha - Nursing tutor, Community Health Nursing

The meeting started at 3pm with a silent prayer. The class co-ordinator delivered the welcome speech. There were about 37 parents attended the meeting. Dr. Anoop K.R, principal, BBCON presided over - the

meeting. Principal discussed with the parents about the III sessional Exam marks. She told the parents that there is improvement in their studies. She also emphasised on the list of students with attendance shortage. She also discussed regarding the study tour to Vagamon and ask the parents to provide consent if they are willing to send their children for the study tour. She informed about the commencement of III year classes on 19.8.19 and tentative exam (university) will be on October 3<sup>rd</sup> week. She emphasised the importance of question paper work out. She also informed regarding the provision of student support service like issue of passport in the college.

Mrs. Sheeja, class Co-ordinator discussed with the parents about the academic performance of student. She also emphasised on the attendance shortage. She appreciated the students with rank details. She insisted a Parent representative to accompany the students to Vagamon. Mother of Mr. Jincy Saij agreed to accompany with the students. She distributed the progress report to the parents.

The parents met faculty with their children and discussed their performance in class and clinics. Tea and Snacks were arranged for the parents in the nutrition lab. The meeting adjourned at 4.10 pm.

Shan  
S/11/19

SHERIN SEBASTIAN

13/11/19  
Signature of Principal

Signature of Asst. Coordinator  
(A/Sr B.Sc NTS)





## I YEAR BSc NURSING [2018-2022]

## III PTA MEETING

DATE :- 3.8.19

TIME :- 3pm - 4pm

VENUE: SEMINAR HALL BBION

## AGENDA :-

- \* To discuss the performance of the students
- \* To inform current status of attendance in theory & practicals & attendance shortage.
- \* To inform tentative date of University Exam & revision classes.
- \* To inform regarding student loan & its consent.
- \* To issue progress report of III semestral exam
- \* To receive feedback from parents

## MEMBERS PRESENT :-


1. Dr. Anoop K.R
2. Mrs. Anitta Thomas
3. Mrs. Mercy Thomas
4. Mrs. Sajith Ragi
5. Mrs. Greshma.

The meeting commenced at 3pm with silent prayer and the class coordinator welcomed the parents. 40 parents attended the meeting. Dr. Anoop K.P delivered a speech on academic performance of Iy BSc Nursing students.

Principal discussed with the parents regarding Division B and Model Exam. Madam advised the parents to motivate their students in studies. Tentative date of University exam was discussed with the parents.

Mam also discussed regarding loan to Kanyakumari and asked parents to provide consent if they <sup>willing</sup> to send the students for loan. Mam also informed <sup>parents</sup> of passport services from college. Importance of having adequate attendance in theory & practical was also discussed in

the meeting. The parents met faculty members with their children and discussed their performance in class & clinics. The refreshments were arranged for the parents after the meeting. The meeting adjourned at 4pm

  
Signature of Principal

Dr. ANOOPA K.R. PhD  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 686 011

*Shilpa*  
20/8/19  
Signature of class coordinator



I PTA EXECUTIVE MEETINGACADEMIC YEAR 2019-2020MINUTES OF I PTA EXECUTIVE MEETING

DATE : 13/12/2019

TIME : 1<sup>30</sup> pm to 2<sup>30</sup> pm

VENUE : SEMINAR HALL, BISHOP BENZIGER COLLEGE OF NURSING

MEMBERS PRESENT : College and parent Representatives

COLLEGE REPRESENTATIVES:

Sl. No.	NAME OF THE MEMBERS	POSITION IN THE PTA EXECUTIVE
1.	Dr. Anoop K. R	PTA President
2.	Ms. Salaman D	Administrative officer
3.	Mrs. Reshma V.S	PTA Secretary
4.	Ms. Nisha John	Clinical co-ordinator
5.	Ms. Sindhu Ambika	Teached Representatives

PARENT REPRESENTATIVES:

Sl. No.	NAME OF THE MEMBERS	POSITION IN THE PTA EXECUTIVE
1.	Ms. Johnson R	I year MSc Nursing
2.	Ms. Anil Kumar	I year BSc Nursing
3.	Mrs. Lily A	II year BSc Nursing
4.	Mrs. Manju Francis	I year BSc Nursing
5.	Ms. Srinivasan	I year BSc Nursing
6.	Ms. V. Antony Kernal	II year BSc Nursing PTA vice president
7.	Mrs. Heela Henry	II year BSc Nursing
8.	Mrs. Annamma Jackson	III year BSc Nursing
9.	Mrs. Amala	IV year BSc Nursing
10.		

AGENDA:

- Prayer
- Welcome speech
- Minutes of previous meeting.
- Feed back of previous meeting.
- Exam Results of Bsc and Msc Nursing
- Admission 2019 (Bsc and Msc Nursing)
- Career placement
- Progress regarding establishment of advanced skill lab.
- Development of college infrastructure
- Cuprousing events
- Research Centre inauguration
- Disciplinary issues
- Parents feed back forms.
- Administrative matters.
- election of new office bearers.
- Feed back from parents.
- Any other issues
- Vote of thanks.

The agenda of the meeting was circulated among all PIA executive members through phone calls & focus days before the meeting. The PIA executive meeting started with a silent prayer at 1.30pm after having enough quorum of parent representatives. Mrs. Reshma. T.S., PIA secretary welcomed all the members present in the meeting. Dr. Anoop. K.R. Principal, Bishop Benziger college of Nursing presided the meeting.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting was read out by Mrs. Reshma. T.S. and The principal gave feed back about the matters discussed in the

previous minutes. The major academic matters discussed by principal in the college P.A executive meeting at mentioned below:

\* EXAM RESULTS OF BSC AND MSC NURSING :

Principal informed about the pass percentage of university exams result of all batch students which are published till this date in Bishop Barrages college of Nursing for the year 2018-2019.

Academic Result - 2019

Sl. No.	BATCH / YEAR OF STUDY	PASSED	APPEARED	PERCENTAGE
1.	Outgoing MSC (N) (2017-2019)	3-3 <sup>rd</sup> class	3	100%
2.	II year MSC (I year Result)	5-1 <sup>st</sup> class	7	71.43%
3.	Outgoing BSC (N) (2015-2019)	43-1 <sup>st</sup> class	44	99%
4.	IV year BSC (N) (III year Result)	waiting for result	-	-
5.	III year Bsc (N) (II year Result)	waiting for result	-	-
6.	II year Bsc (N) (I year Result)	waiting for result	-	-
7.				
8.				

The principal mentioned the completion of theory part 40% of finished for all batches successfully. Principal also informed that all out going batch students successfully completed their course and based on their certificate in BSc Nursing they got an opportunity to work in many reputed hospitals as a staff nurse without attending any interview.

ADMISSION 2019 (BSC AND MSC NURSING)

Principal now explained about the new admissions of Bsc Nursing and

MSc Nursing students in our college. In MSc Nursing total 9 students took admissions.

#### \* CAREER PLACEMENT :-

Principal discussed about the career placement which had already conducted in our campus.

1. Apollo gleege hospital on 19<sup>th</sup> July 2019. and 19 students get selected.
2. On 30<sup>th</sup> October recruitment drive conducted at IMS and Asta health care group in our college campus premises.

#### \* TRAINING PROGRAMES :-

Principal informed about the BSc program, conducted for out-going BSc students on 25/07/2019 at BBRM. It was really a practical achievement for our final year students. Total expenses of BSc class is R-2500 - Half of the fee R-1250 - was provided by the management. Half of the fee R-1250 - only paid by the students. All most all students from IV<sup>th</sup> year BSc Nursing are attended the one day BSc training class arranged in our campus.

#### \* PROGRESS REGARDING ESTABLISHMENT OF ADVANCED SKILL LAB AND DEVELOPMENT OF COLLEGE INFRASTRUCTURE :-

The principal informed about the construction of the new advanced skill lab in our college. According to the planning, the skill lab arranged in the main college building block. Now we had already purchased the half of the items required for doing the

procedures from the hospital authority. The remaining purchasing are going on. Now around 1.75 lakhs already are spent for skill lab. It was met from the management and PIA fund.

### UPCOMING EVENTS :-

The principal madam informed about the upcoming events in this academic year.

1. Arts day ~~and~~ will be planned on 14/12/2019
2. X-mas celebration will be planned on 21/12/2019
3. Lamp lighting and graduation ceremony will be planned on 26/01/2020.
4. International wash shop planned but the date didn't fix yet now.

### DISCIPLINARY ISSUES :-

The principal discussed the recent disciplinary issue faced was the students are using extra mobiles in the hostel without permission. So ~~it will~~ <sup>it will</sup> ~~the~~ <sup>the</sup> students are using mobiles rather than the allotted time. The disciplinary action will be taken against that students. So the parents are requested to don't give dual phone to the students they will misuse it. Thus all the parents supported the talk given by principal madam regarding the issues regarding mobile phones.

### PARENTS FEED BACK FORM:

As per the instruction from kuras the college authority prepare a parents feed back

forms, which will be provided in the class PIA meetings.

### ADMINISTRATIVE RESEARCH CENTER INAUGURATION:

The principal made an informal that our college get the affiliation of research center from KUNAS. The research center inauguration was conducted on 30/1/2019. The center was inaugurated by Dr. Vasudevan Nair, G.S. Kerala university of health sciences.

### ADMINISTRATIVE MATTERS :

Ms. Solomon, Administrative Officer BZCOI informed to parents about the administrative matters.

PIA fund:- Administrator informed the PIA executives about the PIA fund.

Advanced skill lab:- The total amount estimated for constructing advanced skill lab is around 10 lakhs. Now it self are already spend 1.75 lakhs for purchasing the items needed for doing the procedures.

### ELECTION OF NEW OFFICE BEARERS:

In the PIA Executive meeting only the secretary was changed. Remaining all bearers are same for the next academic year 2019-20.

Sl. NO.	POSITION	NAME OF THE MEMBERS
1.	PIA President	DR. Anoop K.R
2.	PIA Vice president	Ms. Antony kumar
3.	PIA Treasurer	Director BZCOI
4.	PIA Secretary	Mrs. Reshma. N.S
5.	Executive members.	Prof. Anand S, vice principal Ms. Solomon (AO) Mrs. Nisha John Mrs. Smita Ambike [teachers]



Sl No	BATCH	NAME OF PARENTS
1.	I YEAR MSc Nursing	Mr. Johnson R
2.	I YEAR MSc Nursing	Ms. Anil Kumar
3.	II year MSc Nursing	Mrs. Lily. A
4.	II year MSc Nursing	
5.	I year BSc Nursing	Mrs. Manju Francis
6.	I year BSc Nursing	Ms. Sindharan
7.	II year BSc Nursing	Ms. V. Antony Kesma
8.	II year BSc Nursing	Mrs. Leona Henry
9.	III year BSc Nursing	Mrs. Anamika Jackson
10.	III year BSc Nursing	
11.	IV year BSc Nursing	Mrs. Anjali
12.	IV year BSc Nursing	

FEED BACK FROM PARENTS :-

All the parent executive members expressed their concern about the college and the students. The principal welcomed the suggestions by the parents and give assurance that all suggestions will be taken into consideration. The main suggestion is that they need the PIA meetings in second semester. Principal welcomed give assurance to that suggestion.

ANY OTHER ISSUES:

No other issues reported.



NOTE OF THANKS:

Note of thanks was given by Mrs. Sindharan, teacher representation of BCCN. She thanked the PIA executive council members for their support suggestions and active participation in the PIA executive meetings.

The PIA executive meeting adjourned at 2<sup>30</sup> pm.

*Reshma V.S*  
SIGNATURE OF THE SECRETARY  
MRS. RESHMA V.S

*Dr. Anoop K.R*  
SIGNATURE OF THE PRINCIPAL  
DR. ANOOP K.R

**PTA MINUTES REGISTER**  
**BISHOP BENZIGER**  
**COLLEGE OF NURSING**  
**2019-**

Academic Year 2019-2020  
IV YEAR B.Sc. Nursing (2016-2020)  
1<sup>ST</sup> PTA MEETING

Date: 13.12.19

Time: 2.30<sup>PM</sup> - 3.30<sup>PM</sup>

Venue: Seminar Hall

Agenda:

- 1) To inform academic progress
- 2) To announce the first sessional exam results.
- 3) Internship Programme
- 4) OET Training for students
- 5) Disciplinary Issues
- 6) Upcoming Events.

Members Present

- Dr. Anoop K.R. Principal BBCon
- Prof. Annel Angelini OBG, HOD
- Mrs. Sheela's Anso. Professor CHN HOD
- Mrs. Joyce Yesudas Asst. Professor
- Mrs. Feby Ingun Asst. Professor
- Mrs. Nisha John Class Co-ordinator
- Mrs. Jyothi Sekshumi Asst. Class Co-ordinator
- Mrs. P.V. Greshma Nursing Tutor.

Sl. No.	Agenda	Content	Remarks
1.	To inform academic progress.	The 1 <sup>st</sup> PTA meeting in IV yr B.Sc. Nursing commenced at 2.30 <sup>PM</sup> with a silent prayer.	

Sl. No	Agenda	Content	Remarks
		<p>           Mrs. Nisha John welcomed the parents. Dr. Anoopkumar Prinsyal BScot presided over the meeting. Prinsyal informed to the parents about the academic performance of students in theory and practicals. About 33 parents attended the meeting. Madam informed to the parents about the completion of III<sup>rd</sup> yr Practical exam<sup>s</sup>. 80% attendance in theory and 100% attendance in Practical hours. Advised the parents not allow the students to take leave in their theory &amp; practical hours.         </p>	
2.	<p>           To announce the first sessional exam results.         </p>	<p>           Prinsyal madam announced the results of I<sup>st</sup> sessional exam. Out of 48 students, 37 passed in all subjects; 7 failed in Nursing Education, 4 failed in Management of Nursing Services and education, 3 in OBG; 2 in CHN         </p>	

Sl. No	Agenda	Content	Remarks
		Madam advised parents to motivate the students in their studies.	
3.	Internship Programme	Dr. Anuja K.R explained regarding Internship programme in the month of July for final year B.Sc. Nursing students to the parents. Principal explained the purpose of these internship mainly focus on enhancing the clinical skills under the supervision of faculty from the college with morning and evening shift duty.	
4.	OET Training for students	Principal discussed about the OET Training programme which is planned to final year B.Sc. Nursing students in our campus itself. The team from OET - British Council TVM already visit our students in the month of November 11 <sup>th</sup> 2019. Madam explained the scope of Nursing and discussed the opportunities in foreign countries. Principal instructed about the course fees and the final approval will come from the Management.	30 parents expressed their willingness to join for OET training program.
5	Disciplinary issues	Principal discussed the disciplinary issue happened	

S.No. Agenda

Content

Remarks.

in student hostel. Students are using extra mobile phones in the hostel without permission. Students are using mobile phones rather than an allotted time, the disciplinary action will be taken against for that students. Madam advised that parents don't give dual phones to the students they will misuse it.

All parents are agreed with principal suggestions.

6. Upcoming events

Principal madam informed about the upcoming events in the academic year 2019-2020.

- Arts day will be planned on 19/12/19
- X-mas celebration will be planned on 21/12/19.
- Lamp lighting & Graduation Ceremony will be planned on 26/01/2020
- International workshop will be planned in the month of February.

At the end of the meeting progress report distributed to the parents.

Sl. No.	Agenda	Content	Remarks
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Parents made a good communication with the concerned subject teachers and enquired their children performance in the college.

Tea & Snacks were arranged for the parents in Nutrition Lab. The meeting adjourned at 3.30 pm.

~~6/1/2020~~  
Signature of Principal

~~3/1/2020~~  
Signature of Class-Coordinator  
IV yr B.Sc. Nursing



Dr. ANOOP K.R. Ph.D (M)  
PRINCIPAL  
BENIGNIPAL COLLEGE OF NURSING  
KOLLAM - 1

I YEAR BSC NURSING [2019-2020]I PTA MEETING

DATE : 21-12-19  
TIME : 2pm - 3pm  
VENUE : SEMINAR HALL

AGENDA :-

- \* To discuss the academic plans.
- \* To inform regarding the importance of class attendance as well as attendance in each subjects.
- \* To announce the first sessional exam results.
- \* To inform about lamp lighting ceremony.
- \* To inform regarding the protocols to be followed when taking pre-planned or emergency leaves as well as uninformed leaves.
- \* To introduce first year faculty members.
- \* To receive feed back from parents.
- \* To get the progress reports signed by parents.
- \* To interact with parents.

MEMBERS PRESENT :

1. Dr. Anoop K.R.
2. Mrs. Sindhu Ambika
3. Mrs. Anitta Thomas
4. Mrs. P.V. Greeshma
5. Mrs. Anulekshmi
6. Mrs. Lincy
7. Mrs. Shelin Johnson
8. Mrs. Anelpama




The meeting commenced at 2pm with a silent prayer & the class coordinator welcomed the parents. Dr. Anoop K.R. delivered a speech about the academic plans in 2 year and the performance of 2 year students. All parents attended the meeting. Principal mam explained about the importance of attendance and the protocols to be followed when taking leaves especially uninformal leaves. Mam also announced the results of 1 sessional exam. Out of 50 students 37 passed in all subjects and 13 failed in Anatomy, Fundamentals of nursing, Psychology & Microbiology respectively. Mam advised parents to motivate the students in their studies. Principal mam also informed regarding the Lamp lighting ceremony and clinical postings. Also mentioned about the maintenance of the auditorium screen. There was a small introduction by the newly joined faculty members of 2 year BSc(N). In the feed back forum of parents, all expressed their concern regarding mosquitoes in hostel. A few suggested some preventive measures against the dwelling of mosquitoes in the hostel premises. Parents also raised few concerns regarding:-

- Use of mosquito nets in hostel rooms.
- Implementing a whatsapp group for parents.
- Big water tank facility in hostel.
- Estimated cost of the screen maintenance.

Principal mam ensured that all the concerns of parents will be solved at the earliest as needed. The students were called and the progress card got

signed in front of them by parents. After that all parents met the respective subject teachers with their wards and discussed the overall individual performance.

Tea and snacks were arranged for the parents. The meeting adjourned at 3pm.

  
Signature of Principal


Dr. ANCOOPA, K.R. Ph.D (M)

PRINCIPAL

SRMULUJEEVAR COLLEGE OF NURSING

NB

As per Principal's main instructions, further PTA meeting minutes should be written in three column way.



SINDHU-AMBIKA

Signature of Class-coordinator



II YEAR BSC NURSING [2019-2022]  
I PTA MEETING 2019-2020

DATE : 21-12-2019  
TIME : 2-3 PM  
VENUE : II YEAR BSCN class Room  
AGENDA :

- 1) To inform parents regarding academic progress of the students.
- 2) To inform regarding the current status of attendance and
- 3) To inform any issues related to their overall performance and behaviours.
- 4) Seek suggestions to improve.

MEMBERS PRESENT :

- 1) Prof. Anand S. (vice principal)
- 2) Mrs. Jeeba fulgus (class coordinator)
- 3) Mrs. Roshana. W (Assistant class coordinator)
- 4) Ms. Jesin. J (Surgical Nursing subject incharge)
- 5) Mrs. Shesha Johnson (Clinical instructor)

Sl. No.	AGENDA	CONTENT	REMARKS
		<p>The meeting commenced at 2pm with a silent prayer. Total 5 faculties and 33 parents were attendanted the meeting. Self introduction were given by each faculty members to more themselves families with the parents. class coordinator presented the agenda. according to that the meeting conducted.</p>	

Sl. No.	Aims	Content	Remarks
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1	To inform the parents regarding the progress of the students	The class coordinator informed the parents regarding the academic progress of the students regarding their semester work performance and performance of their core every subject matters. He also explained regarding the completed work of every subject. He also open discussion for the parents to the way child's score of the parents with some that it was shared by the class coordinator.	
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2	To discuss regarding the present status of attendance of students	The class coordinator, Prof. Prasad, discuss regarding the present status of attendance. He informed that students like us necessary about it will collect these "Screenshot" each week every week will recorded in that it is very important for the students whose they will become a self driver. So he give suggestion to the parents that there will also the students to take unnecessary leaves. At the parents we they are comments.	
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Sl No.	AGENDA	CONTENT	REMARKS
3.	To inform any issues related to these overall performance	<p>The class coordinator informed any issues related to these overall performance. Mentioned the students overall performance is very good. The students are participated all co-curricular activities very well. There are no issues reported from the students.</p> <p>All the parents are come and meet each and every subject teacher with progress and along with students. So all teachers give individual opinions about the students to improve their current performance. And get sign from the parents in both P1 attendance register and the progress card.</p>	
4.	Seek suggestions to improve.	<p>The teachers give suggestions to the parents that don't allow the students to take unnecessary leaves. Attend all the theory classes and eluvial post-ings. And encourage the students to study well and give more importance to these <sup>study</sup> activities.</p> <p>Tea and snacks were arranged for the parents. The meeting adjourned at 3pm.</p>	

11/11/2023  
SIGNATURE OF THE PRINCIPAL

SIGNATURE OF THE CLASS COORDINATOR

for the teacher  
30/11/2023  
MRS. RESHMA

## III YEAR B.Sc NURSING [2019-2020]

### I PIA MEETING 2019-2020

**Date** : 18.01.2020

**Time** : 2-3 pm

**Venue** : Seminar hall

**Agenda** :

1. To inform parents regarding academic performance of the students.
2. To inform regarding current attendance status of the students.
3. To inform any issues related to their overall performance & behaviour.
4. Seek suggestions to improve.
5. Meeting with parents of slow learners.

#### Members Present

1. Dr Anoop KR (Principal)
2. Mrs. Sheela Sebastian (Class co-ordinator)
3. Mrs Anulekshmi. B.S (Asst. Class coordinator)
4. Mrs Betty K Jayems (Nursing Research & statistics)  
HOD, CHILD HEALTH NURSING
5. Mrs Manila Mathews (Asst. Professor)
6. Mrs Vidya V (Tutor)
7. Mrs Raveen (Tutor)

Sl. No.	Agenda	Content	Remarks
		<p>The meeting commenced at 2pm with prayer.</p> <p>7 faculty members and parents were attended the meeting. Class coordinators presented the agenda.</p> <p>According to the meeting conducted</p>	

Sl. No.	Agenda	Content-	Remarks
1.	To inform parents regarding the academic performance of students	<p>The Principal informed the parents regarding the performance of students in their first sessional examination. Class coordinator declared the whole pass student numbers and <sup>number of</sup> failed ones. And she also announced the performance and success rate of each subject. Give an open discussion column for the parents to clear their doubts. No one responded.</p>	
2.	To inform regarding the absent attendance status of the students.	<p>Principal madam explained the importance of 80% attendance to the parents. And she also asked them to check their children had any attendance shortage. Class coordinator announced the number of students who are in danger to compensate the attendance shortage. And she also requested the parents not to allow their children to take unnecessary leaves.</p>	

Sl. No.	Agenda.	Content	Remarks.
3.	To inform any issues related to their overall performances & behaviour	The main issue was that the students, especially day scholars were not informing any leave prior to take. Class coordinators also informed that the students were showing the tendencies of taking unnecessary leaves.	
4.	Seek suggestions to improve.	The teachers of each subject met the parents with students. Provided necessary suggestions and advice to improve their academic performances.	
5.	Meeting with parents of slow learners.	<p>The class coordinators met the parents of slow learners and discussed their weak points. She convinced the importance of subject clinics and tutorials also she referred that students to the faculty who are in charge of subject clinic.</p> <p>Tea and snacks were arranged for parents in nutrition lab. The meeting adjourned at 3.30pm</p>	

Signature of  
Principal

Dr. ANOOPA, K.R. PH.D  
PRINCIPAL  
SENDER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



for  
Signature of  
the class coordinator.  
20.01.2020



## I YEAR M.Sc (N) (2019-2021)

### I PTA Meeting Minutes.

Date : 10.01.2020

Time : 2pm - 3pm

Venue : I & AC office.

#### Agenda:-

1. To inform parents regarding their ward performance.
2. To inform students attendance in theory/practical.
3. To seek suggestion from parents.
4. Any other issues.

#### Members present :-

- 1) Prof. Anmol Angeline - class co-ordinator
- 2) Mrs. Binukha Vp - HOD, medical surgical Dept
- 3) Mrs. Shaeja S - HOD, community health Dept
- 4) Mrs. Betey - HOD, child health Dept.

S.No.	Agenda	Content	Remarks
1.	To inform parents regarding their	<p>The meeting commenced at 2pm. <del>Seven</del> <sup>seven</sup> parents out of nine attended the meeting. The <sup>class co-ordinator</sup> met the parents individually and then they met principal Dr. Anoopakr and got feedback from principal also. Then the parents met the concerned HODs and received feedback.</p>	

S. No	Agenda	Content	Remarks
1.	Word performance.	<p>The class co-ordinator met the parents individually along with the student. The progress report was shown to them and explained about their performance. The students were anxious about 1st Sessional Exam as they were not in touch with pattern of writing Exam for 100 marks. The Exam pattern and importance of time management was explained to them. The parents signed the progress report and handed over to the co-ordinator. Parents were also assured about their progress in future.</p>	
2.	To inform students attendance in theory/practical.	<p>The parents were informed about the students attendance percentage in each subject. Another parent was particularly informed about her attendance shortage due to fall &amp; accident. She is asked to compensate the leave as early as possible.</p>	
3.	To seek suggestions from parents.	<p>Parents were asked to give suggestions for the</p>	

S.NO	Agenda	Content	Remark
		<p>betterment of students performance. All The parents replied that they will support the students to attend the classes + clinicals regularly. They appreciated the college rules and routines. They are happy about their class.</p>	
4.	Any other issues	<p>No other issues were discussed. meeting adjourned at 4:00pm.</p>	

*[Signature]*  
Principal -

Dr. ANSOOLA K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM-1, KERALA

Annal Angelina  
class co-ordinator



III YEAR BSc NURSING (2017-2021)[II] PT4 MEETING THROUGH ZOOM PLATFORM

DATE : 14.08.2020

TIME : 10-11 am

PLATFORM : ZOOM

AGENDA

1. To inform parents regarding academic performance of the students
2. To inform parents regarding theory and practical sessions in the COVID-19 Scenario esp. university exams
3. To seek suggestions from parents
4. Any other issues.

MEMBERS PRESENT

1. DR. ANOOPA K.R (PRINCIPAL)
2. Mrs. SHERIN SEBASTIN (CLASS CO-ORDINATOR)
3. Mrs. ANULEKSHMI (ASSISTANT CLASS CO-ORDINATOR)
4. Mrs. BETCY. K. JAYMS (HOD, CHILD HEALTH NURSING)
5. Mrs. MANILA MATHEWS (ASSISTANT PROFESSOR)
6. Mrs. VIDHYA. V (TUTOR)
7. Mr. PRAVEEN (TUTOR)
8. Mrs. SAJINI (CLINICAL INSTRUCTOR)

Sl.No	AGENDA	CONTENT	REMARKS
		The meeting commenced at 10am. 8 Faculty members and 40 parents attended the meeting. Class Co-ordinator welcomed the Principal mam and parents for the meeting.	

Sl. No.	AGENDA	CONTENT	REMARKS
1.	To inform parents regarding academic performance of students	The principal informed the parents regarding the performance of students in their second sessional examination. She informed the parents that <u>40</u> out of <u>48</u> students passed in the second sessional exam. She also pointed out the top three Rankers.	
2.	To inform parents regarding theory and practical sessions in the COVID-19 scenario especially university exam.	The principal informed the parents that there will not be any university exams until 80% completion of the clinicals. Theory classes will continue online until educational institutions re-open. She also told that classes for the next academic year will begin on the first week of September. (IV. B.Sc Nursing classes principal Mam also told that students can take their books and certificates (marklist) from the hostel and college according to their convenience & S	

Sl. No.	AGENDA	CONTENT	REMARKS
		<p>early as possible  She also told that the third sessional exams will be planned on 20/8/20, 22/8/20, 24/8/20 and 26/8/20. The exams will be on zoom platform and time duration is 3 hrs parental supervision is mandatory and the answer paper should be sent via post after the end of all exam (ie on 26/8/20)  She also told that college is open and students especially from Isolation can utilise the library facilities  principal also told that there will be model Exam.</p>	
3.	To seek suggestions from parents	<p>parents were anxious about the text book and network issues during online classes. principal told that teachers will be giving notes to the students and no worries about unavailability of text books.</p>	

S.No	AGENDA	CONTENT	REMARKS
4.	Any other issues	No other issues discussed Meeting adjourned at 11am	

  
SIGNATURE OF  
PRINCIPAL

Dr. [Name] (M)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM-1



  
SIGNATURE OF  
CLASS CO-ORDINATOR

I<sup>st</sup> YEAR B.Sc NURSING (2019-2022)

II<sup>nd</sup> PTA MEETING THROUGH ZOOM PLATFORM

DATE: 15/08/2020

TIME: 5<sup>pm</sup> - 6<sup>pm</sup>

PLATFORM: ZOOM

### AGENDA

- 1) To inform parents regarding academic performance of students
- 2) To inform parents regarding theory and practical sessions during Covid-19 circumstances
- 3) To seek suggestions from parents
- 4) Any other issues.

### MEMBERS PRESENT

- 1) DR. ANOOPA K.R (PRINCIPAL)
- 2) MRS. SINDHU. AMBIKA (CLASS CO-ORDINATOR)
- 3) MR. PRINCE. CHRISTOPHER (ASST. CLASS CO-ORDINATOR)
- 4) MRS. LINCY. FRANCIS (CLINICAL INSTRUCTOR)
- 5) MRS. SATINI. RAJU (CLINICAL INSTRUCTOR)
- 6) MRS. ANUPAMA VARGHESE (CLINICAL INSTRUCTOR)
- 7) MRS. GREEISHMA . P.V (NURSING TUTOR)
- 8) MRS. ANULEKSHMI B.S (NURSING TUTOR)
- 9) MRS. ANN BENZILY (NURSING TUTOR)

SL. NO	AGENDA	CONTENT	REMARKS
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		The meeting commenced at 5 <sup>pm</sup> . Total faculty members and parents attended the meeting. class Co-ordinator welcomed the principal & parents for the meeting.	
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SL. NO	AGENDA	CONTENT	REMARKS
1.	To inform parents regarding academic performance of students.	<p>The principal informed the parents regarding the performance of students, in their II<sup>nd</sup> Semestrial examination.</p> <p>She informed the parents that 16 out of 50 students passed in the II<sup>nd</sup> Semestrial examination.</p> <p>The name of the exam topper were mentioned.</p>	NIL
2)	To inform parents regarding theory and practical classes in the COVID-19 Circumstance	<p>The principal informed the parents and students about mandatory attendance of 80% for attending the university examination.</p> <p>Due to this unusual Circumstance, the theory classes will continue in digital platform till the College reopens.</p> <p>The third Semestrial examination is scheduled by the end of August.</p> <p>Principal also informed that the next academic year will get started by the first week of September. Further all examinations under COVID-19 Circumstance will be carried out in Online</p>	NIL

S.L. NO	AGENDA	CONTENT	REMARKS
		<p>made and the students have to send their answer sheets by post to the College. To add on students were also informed to utilize the College library and to collect their books from their hostels, if they are at reachable vicinity.</p>	
3)	<p>To seek suggestions from the parents.</p>	<p>One of the parent enquired whether they have to pay their full amount of fees for their first year, due to the students' absence due to COVID-19. The principal explained that all the academic needs will be completed even if there is a delay at present, so that the students may have to pay the full package. No other parents had any other queries.</p>	NIL
4)	<p>Any other issues</p>	<p>No other issues were discussed. The meeting adjourned at</p>	



14/10/20  
SIGNATURE OF PRINCIPAL

Dr. ANOOPA, B.Sc., Ph.D (M)  
PRINCIPAL  
GNANAPRIYA COLLEGE OF NURSING  
KOLLAM - 1, KERALA

for  
SIGNATURE OF CLASS-COORDINATOR

## II YEAR BSC NURSING (2018-2022)

### II PTA MEETING THROUGH ZOOM PLATFORM

DATE : 21/08/2020

TIME : 5-6 PM

PLATFORM : ZOOM

#### AGENDA:

1. To inform parents regarding academic performance of the students
2. To inform parents regarding theory and practical sessions in the covid-19 Scenario especially university exams.
3. To seek suggestions from parents
4. Any other issues.

#### MEMBERS PRESENT:

1. DR. Anopa. K.R [Principal]
2. Mrs. Febi fulgen [class co-ordinator]
3. Mrs. Reshmanib [Assistant class co-ordinator]
4. Mr. Binutha. N.P [HOD, Medical surgical Nursing]
5. Mr. Jexin.J [Tutor]
6. Mrs. Sindhu Ambika [Tutor]
7. Mr. Sherin sebastian [clinical instructor]
8. Mrs. Anupama [clinical instructor]

Sl. No.	AGENDA	CONTENT	REMARK
		The meeting commenced at 5pm, 8 faculty members and 45 parents attended the meeting. class co-ordinator welcomed	

SL No.	AGENDA	CONTENT	REMARK
		the principal mem, all Teaching faculty members and parents to the meeting.	
1	TO inform parents regarding academic performance of the students	The principal informed the parents regarding the performance of students in the 2 <sup>nd</sup> sessional examination. She informed the parents that 39 out of 48 students passed the second sessional exam. She also pointed out the top three rankers.	
2	TO inform parents regarding theory and practical sessions in the covid-19 scenario.	The principal informed the parents that, there will not be any university exams without 80% completion of the clinical hours. Theory classes will continue online until educational institutions re-open. She also told that classes for the next academic year will begin on the first week of September [III Bsc Nursing dates] The principal also	

Sl. No.	AGENDA	CONTENT	REMARKS
		<p>told that the students can take these books and certificate [Insert mark list] from the basket and college according to their convenience as early as possible. She also told that the 3<sup>rd</sup> sessional exams will be conducted on Zoom platform and time duration is 3hr with 75 marks for each subject <del>marks</del> parent supervision is mandatory because of network issues and the answer papers should be send via post after the end of all exams. She also told that the college is open and students especially from Kollam can utilise the library facilities. principal also told that there will be model exam encourage the students to utilise the available online resources for studying.</p>	

SL No.	AGIENDA	CONTENT	REMARK
3.	To seek suggestions from parents.	parents were anxious about the text book and net work issues during online classes. principal told that teachers will be giving notes to the students and no need to worry about text books.	
4.	Any other issues.	No other issues discussed. Meeting adjourned at 6 pm.	

SIGNATURE OF  
PRINCIPAL

SIGNATURE OF  
CLASS CO-ORDINATOR

DR. ANITHA, B.Sc., Ph.D. (N)  
Principal  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



## IV year BSc Nursing (2016-2020) Ind PTA Meeting through Zoom Platform

Date: 17.8.2020

Time: 10-11 am

Platform: Zoom

### Agenda

- 1) To inform parents regarding academic performance of the students.
- 2) To inform parents regarding theory and practical sessions in Covid-19 pandemic especially university exams.
- 3) To seek suggestions from parents.
- 4) Any other issues.

### Members Present

- |                         |                          |
|-------------------------|--------------------------|
| 1. Dr. Anoop K.R        | [Principal, BBion]       |
| 2. Mrs. Nisha John      | Class Co-ordinator       |
| 3. Mrs. Jyothilakshmi   | Asst. Class Co-ordinator |
| 4. Prof. Anmol Angelini | HOD, OBG Dept            |
| 5. Mrs. Joyce Thomas    | Asst. Professor          |
| 6. Mrs. PV Greshma      | Nursing Tutor.           |

Sl.No	Agenda	Content	Remark
		The meeting commenced at 10 am, 6 faculty and 41 parents attended the meeting. Class Co-ordinator welcomed the Principal madam, faculty	

Sl. No.	Agenda	Content	Remarks
		members and presents to the meeting.	
1.	To inform parents regarding attendance performance of the students.	The principal madam informed the parents regarding the performance of students with their second sessional exam. Madam informed the pass percentage of 97.1% out of 48 students and also pointed out the top rankers.	
2.	To inform parents regarding theory and practical session in Covid-19 pandemic especially university exams.	Principal conveyed the parents that, there will not be conducting university exams without 80% completion of the clinical hours. Theory classes will continue online until educational institutions reopens. Madam also informed the commencement of new academic year classes will be scheduled on alternative days. Madam informed that the students can take 3rd year mark list from the college according to their convenience as early as possible. Madam instructed 3rd sessional exam guidelines which is conducting through	



Sl. No	Agenda	Content	Remarks
		<p>Zoom platform. Time duration of 3 hrs with 15 marks. Exam will be conducting under the supervision of parents and the final day of exam, the answer sheets will be send by post.</p> <p>Madam informed that college will be open and the students can utilize library facility if possible.</p>	
3	To seek suggestions from parents.	<p>Parents were anxious about opening of college and final year university examination. Enquired about OET online classes and Principal madam conveyed that OET classes will be scheduled when the students will</p>	

Sl. No	Agenda	Content	Remarks
		be joining the College.	

4.	Any other issues.	No other matters discussed.	
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Meeting adjourned  
at 10.45 am

~~Signature of Principal.~~

Signature of  
Class Coordinator

P. ANOOPA, K.R. Ph.D (N)  
PRINCIPAL  
NIPUN BHARATI COLLEGE OF NURSING  
KOLLAM - 1, KERALA



II YEAR Bsc NURSING [2019-2023]  
I<sup>st</sup> PM Meeting Through Zoom platform

DATE: 19/09/2020

TIME:

PLATFORM: ZOOM

AGENDA:

1. To inform parents regarding new academic ~~for the year~~ <sup>year</sup> of the students
2. To inform parents regarding the new academic year theory and practical sessions fees payment
3. To seek suggestions from parents
4. Any other issues.

MEMBERS PRESENT:

1. DR. Anoop K.R [Principal]
2. Mrs. Rahma. V.S [class co-ordinator]
3. Ms. Prince christopher [Assistant class co-ordinator]

SL No. AGENDA

CONTENT

REMARK

The meeting commenced at 3 AM. 3 faculty members and 4 parents attended the meeting. class co-ordinators welcomed principal mam

SL No	AGENDA	CONTENT	REMARK
		Teaching faculty members and parents to the meeting.	
1.	To inform parents regarding <sup>new</sup> academic <del>performance</del> <sup>year</sup> of the students.	The principal informed the parents regarding the new academic year of <sup>2nd</sup> Bsc Nursing welcomed the students to <sup>2nd</sup> Bsc Nursing. The principal informed the parents that they can buy text-book through online and <del>we</del> give connection to master publications. The new academic year theory classes will continue when the time table for 1 <sup>st</sup> year university exam will come then we will see the students for the exam.	
2.	To inform parents regarding the new academic year theory and practical sessions.	The principal conveyed the parents that <del>there</del> the theory classes will continue online until the educational institutions re-open. Madam informed the parents that they can pay the fees either by online payment or by direct pay mail and the students can apply for scholarship by online.	

SL No.	AGIENDA	CONTENT	REMARK
3.	To seek suggestions from parents.	<p>The principal madam seek suggestions from parents. parents were anxious about opening of collage and their studies and about text books.</p> <p>Principal madam informed the parents that don't worry about text books. they can bring text books through online and the class co-ordinator give the contact no and address of medical book publisher and <sup>the students</sup> they can purchase the books from there.</p>	
4.	Any other issues	<p>No other issues discussed.</p> <p>Meeting adjourned at 11<sup>30</sup> AM</p>	

SIGNATURE OF PRINCIPAL

DR. ANOOPA, K.R. F.D (N)  
 PRINCIPAL  
 BISHOP BENZIGER COLLEGE OF NURSING  
 KOLLAM-1, KERALA



SIGNATURE OF CLASS CO-ORDINATOR

*Shahme.11f*

### III YEAR Bsc Nursing [2018-2022]

39

#### SLN: 1<sup>st</sup> PTA MEETING THROUGH ZOOM PLATFORM

**DATE** 19.09.2020.

**TIME** 9:30 - 10:00 am.

**PLATFORM** Zoom.

#### AGENDA

1. To inform Parents regarding new academic year.
2. To inform parents regarding fee payment and textbook availability.
3. To seek suggestions from parents.
4. Any other issues.

#### Members Present:

1. Dr. Anoop K R (Principal)
2. Mrs. Manika Mathews (Class coordinator)

#### SLN: AGENDA                      CONTENT                      REMARK

The meeting commenced at 9:30 am. 35 parents attended the meeting. The class coordinator welcomed the Principal Dr. Anoop K R and parents to the meeting.

1. To inform parents regarding new academic year. The Principal addressed the meeting by explaining about new academic year 2020-2021. The classes will be through virtual platform 4 hours per day which will be gradually increased and it will be continued until college lockdown lifts.

Sl. No.	AGENDA	CONTENT	Remarks
2.	To inform parents regarding the mode of fee payment of fall payment through online and text book availability	Dr. Anjan K R explained about the mode of fee payment through online banking or direct pay. The last date for payment has been extended till Oct. 31st 2020. The text book of new academic year can be accessed from the book dealer on a demand price and which will be sent to the residential address on demand.	
3.	To seek suggestions from parents	This was followed by a very cordial interactive session between the teachers and parents regarding the <del>work</del> performance of students. The parents expressed anxious thought about the college opening, examination and practical duty. The Principal assured about the safety of students and explained that advice will be taken up on the university decision.	
4.	Any other issues.	A couple of parents asked permission to take things from the college hostel. Principal madam	

Slno. AGENDA

CONTENT

REMARKS

assured by getting pass permit  
from college hostel warden  
they can take their personal  
things.  
No other issues discussed  
in the meeting.

Meeting adjourned at  
10:00 AM.

SIGNATURE OF THE PRINCIPAL



*[Handwritten signature]*

S

Dr. AKOUBA, E.R. Ph.D (M)  
PRINCIPAL  
BISHOP BENIGER COLLEGE OF NURSING  
K. J. SOMAIYA INSTITUTE OF HEALTH SCIENCES

SIGNATURE OF THE CLASS COORDINATOR