



# BISHOP BENZIGER COLLEGE

# OF NURSING

*Accredited by NAAC,*

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*Approved Research Centre of Kerala University of Health Sciences*



**7.2.1 - SSGP - Meeting Minutes  
2017 - 2020**





# Bishop Benziger College of Nursing

P.B. No. 46, Sastri Jn., Kollam - 691001, Kerala, India.

No.BBCON/641/'17

24.05.2017

To  
Dean Student Affairs  
Kerala University of Health Sciences  
Thrissur.

Sir/ Madam,

**Sub: - Constitution of Student Support and Guidance Cell- Action taken- report -reg:-  
Ref: Your Letter No.13925/Dean SA/KUHS/2017 dated 22.05.2017**

With reference to the above, we would like to inform you that the following actions have been taken regarding the constitution of student support and guidance cell in our college.

1. A separate room is available for SSGC in our institution since 2010
2. A board for SSGC with the names of trained faculty members is displayed in the respective area
3. Primary level functioning unit has been set up in our college with the following members
  - Prof. Anand S (Vice- Principal)
  - Mrs. Tincy Gerald (faculty representative)
  - Mrs. Annal Angeline and Mrs. Feby Fulgen (Nodal faculty members)
  - Ms. Varsha Varghese ( Student representative)
  - Mrs. Vimala ( PTA representative )
4. A college level program advisory committee is formulated with principal as the chairperson and the members are
  - Mr. Solomon, A.O, ( Management representative)
  - Faculty representatives from various departments
  - Mrs. Jasmine (Representative-Medical Surgical Nursing department)
  - Mrs. Salima C.P (Representative- Child Health Nursing department)
  - Mrs. Annal Angeline (Representative-Obstetrics and Gynaecology department and Nodal faculty member)
  - Mrs. Feby Fulgen (Representative- Community Health Nursing department and Nodal faculty member)
  - Mrs. Anu S Ghosh (Representative- Mental Health Nursing department)
  - Ms. Varsha Varghese ( Student representative)
  - Mrs. Vimala ( PTA Representative)

The first meeting of advisory committee is being planned on 29.05.2017.

Thanking you,  
Sincerely

Principal

Dr. ANOOPA K. RAPH.D.(N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1 - KERALA





## Minutes of meeting on Student Support and Guidance Cell

**Date:** 29/05/2017

**Venue:** IQAC Room

**Members present:**

Prof. Anooa K R	(Chairperson)
Prof. Aninal Angeline	(Nodal faculty member)
Mrs. Feby Fulgen	(Nodal faculty member)
Mrs. Salima C.P	(Representative- Child Health Nursing department)
Mrs. Anu S Ghosh	(Representative- Mental Health Nursing department)
Mrs. Tincy Gerald	(Faculty representative)
Mrs. Vimala	(PTA representative)
Ms. Varsha Varghese	(Student representative)
Fr. Jose Puthenveedu	(Invited Expert)

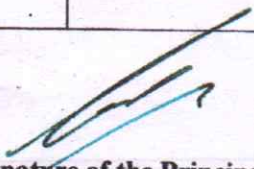
**Members apologized:** Mr. Solomon (Management representative)

SL/ No	Agenda	Details	Remarks
		<p>At the beginning of the meeting Prof. Anooa K R, Principal explained about the student support and guidance cell to all the members present. Madam discussed that from 164 affiliated colleges, 424 nodal teachers were identified. In our college, a space is already available in the college for SSGC. As an expert, Fr. Jose Puthenveedu was invited for the meeting.</p> <p>Mrs. Feby Fulgen was selected as the Secretary for Program Advisory Committee of SSGC.</p>	
1.	Develop the terms of reference	<p>Objectives and terms of reference were formulated in the meeting as:</p> <ul style="list-style-type: none"> <li>• To identify the first year students who are having problems and to provide support and guidance to the students</li> <li>• To identify the issues at the earliest and to rectify it.</li> </ul>	



		<p>Terms of reference</p> <ul style="list-style-type: none"> <li>• The committee shall meet once in 6 months and as &amp; when needed</li> <li>• The committee needs 2/3<sup>rd</sup> of the quorum to meet and to make any decisions.</li> <li>• The term of the committee will be one year.</li> <li>• If anybody resigns from our institution , it can be replaced by new members as per the recommendations from HOD</li> <li>• Committee shall prepare an annual report and it can be sent to the university.</li> </ul>	
2.	Planning the course of actions.	<p>Principal madam informed that the cell will be functioning through the primary level functioning unit. Mrs. Feby Fulgen explained about the primary unit. The various strategies for the mode of actions were also discussed.</p> <p>Fr. Jose Puthenveedu suggested that the students having problems can be identified through the teachers. Also the students' willingness for accepting the support and guidance must be assured. Father also suggested that the contact details of the nodal teachers can be displayed along with their names.</p> <p>Father also suggested that surveys can be done among the teachers to identify the students with problems.</p> <p>As per the university, local committee has to be made operational and the minutes of the local committee has to be brought before the program advisory committee.</p> <p>Limitations of the cell were also identified as</p> <ul style="list-style-type: none"> <li>• Getting correct information from the students</li> <li>• Reliability of the information given by students.</li> </ul> <p>The meeting dispersed at 12.00N</p>	

  
Signature of the Secretary

  
Signature of the Principal



Prof. ANOOPA, K.R., M.Sc. (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM-1, KERALA.



7.1.3

## Minutes of Student Support and Guidance Program

Date: 27/11/2018

Venue : IQAC Room

Members present: Prof. Anooa K R (Chairperson)  
Mrs. Feby Fulgen (Nodal faculty member)  
Mrs. Anu S Ghosh (Nodal Faculty Member)  
Mrs. Tincy Gerald (Faculty Representative)  
Mrs. Vimala (PTA representative)  
Ms. Varsha Varghese (Student Representative)  
Mrs. Sindha H Mendez (Invited Expert )

Members apologized: Mr. Solomon (Management Representative)  
Prof. Annal Angeline (Nodal Faculty Member)  
Mrs. Betsy K Jayims (Representative – Child Health Nursing Department)



20/11/18  
Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



S/No	Agenda	Details	Remarks
1.	Minutes of previous meeting	The secretary for the meeting, Mrs. Feby Fulgen read the minutes of the previous meeting.	The minutes was passed by Mrs. Tincy Gerald.
2.	Introducing new counsellor	Dr. Anoop K R, Principal introduced Mrs. Sindha H Mendez to the committee members. Madam is a retired professor from Karmala Rani Training College, Kollam and she has attained a diploma in counseling, previously working as a student counselor in Infant Jesus Anglo Indian Higher Secondary School, Kollam. She is newly appointed as the part time student counselor in our campus. she is available in the college in alternative working days.	
3.	Review of activities of last one year	Mrs. Feby Fulgen, Nodal officer of SSGP reviewed the activities of last one year. She shared that the cell was actively functioning in the college in the last one year. The support cell was able to give support to five students in last one year on problems like, personal, emotional, academic, family problems. Except one student, all the others improved their status. One student is absent for a long time and hence we are not able to follow up her as she is not picking up the phone. Mrs. Feby also share that the nodal officers attended two review meetings of SSGP, one conducted at Bishop Benziger College of Nursing and one at Govt. Medical College, Kollam. In both the meetings, the nodal officers presented the activities of the cell in our college. Honourable Vice Chancellor of KUHS presided both the meetings and shared many views about SSGP. Mainly he commented that the cell should be very active in all the colleges. It was also discussed in the meeting that there is a good improvement in the students' result after the introduction of SSGP. Mrs. Feby also shared that an action taken report was sent to university on 24/05/2017. The study skill inventory was also filled by the two batches. We also received an analysis report of study skill inventory for the 2016-2020 batch of BSc students. The main problem for the students was time management . the nodal officers took a session on time management for the first years.	
4.	Suggestions by committee members	Mrs. Feby shared that a register can be maintained for entering the support details of the students. Mrs. Sindha H mendez also shared that Fr. Jose Puthenveedu also maintained a register about the students he intervened. Sindha madam is also	



		<p>maintaining a register. Mrs. Feby added that the nodal officers will be also maintaining a register separately for the students whom they give support.</p> <p>Principal madam suggested that the students must utilize this facility, because this is not only for a person who is having a problem, but also for improving mental health. We need the good involvement of the parents and students. Madam also shared that the referral services can be informed by the counselors. But the decision is up to the parents. Mrs. Feby said that we can refer the students also to Govt. Medical College, Kollam as a regional referral Centre of SSGP.</p> <p>The student representative Varsha Varghese suggested that it will be better if the counseling services given in first year are continued in all academic years. It will also make the students feel free to come to the counseling area. She also suggested the provision of a zero hour in the time table for the utilization of counseling services. But principal shared the doubt in effective utilization of the hour by all students. It was decided in the meeting to use the services in a need based pattern. Varsha also suggested that the mentor mentee meetings can be made more effective. All the other committee members accepted the suggestion. The student representative and the parent representative together commented that there is a problem for many students in the presentation of their exam papers. In response to this, principal replied that there is already a plan to make the good presented papers in the college library. Seniors can also help their juniors in improving their paper presentation.</p> <p>Madam also suggested that a book can be prepared by the students by solving the previous questions, so that it can be used for exam reference.</p>	
5.	FUTURE PLANS	<p>Mrs. Feby shared that the sensitization program can be conducted for teachers and students as part of empowerment of SSGP.</p> <p>Principal suggested that the display boards of nodal officers can be kept in front of the teachers cabin.</p> <p>The meeting adjourned at 12.30 pm.</p>	

Signature of secretary



Signature of the Principal

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





# BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



## MINUTES OF STUDENTS SUPPORT AND GUIDANCE PROGRAM ON 28/11/2019

VENUE: IQAC Hall

TIME: 12-12.30 PM

### MEMBERS ATTENDED

Sl. No.	Name	Designation	Signature
1.	Dr. Anoop K.R.	Principal	
2.	Prof. S Anand	Vice Principal	
3.	Prof. Annal Angeline	Professor	
4.	Mrs. Feby Fulgen	Asst. Professor	

### AGENDA

#### 1. ORIENTATION TO FACULTY ON NEW MENTORSHIP REGISTER

SL NO	AGENDA	DETAILS	REMARKS
1.	Orientation To Faculty on New Mentorship Register	Prof. Anoop K.R welcomed all the members to the meeting and invited Mrs. Feby Fulgen to discuss about the new Mentorship book. Mrs. Feby Fulgen explained about the components in the membership book. An active discussion was done in the meeting regarding recording of quarterly review of mentoring. It was decided in the meeting to give an orientation to all faculty about the new mentorship register on 02/12/2019. Mrs. Feby Fulgen, Nodal Officer of SSGP was assigned to give the orientation and distribute the books to all faculty.	

The meeting adjourned at 12.30 pm.

SIGNATURE OF SECRETARY



SIGNATURE OF PRINCIPAL

Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL





# BISHOP BENZIGER COLLEGE OF NURSING

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## MINUTES OF STUDENT SUPPORT AND GUIDANCE PROGRAM ON 20/01/2020

Venue : IQAC Hall

Time : 10.30 am- 11.30 am

### MEMBERS PRESENT

Sl / No:	Name	Designation	Signature
1	Dr. Anoop K R	Principal	
2	Prof. Annal Angeline	Professor	
3	Dr. Sindha H Mendez	Institutional counsellor	
4	Mrs. Feby Fulgen	Nodal Officer	
5	Mrs. Manila Mathews	Assistant Professor	
6	Mr. Praveen George	Tutor	
7	Mrs. Sindhu Ambika	Tutor	
8	Mrs. Vimala	Parent Representative	
9	Ms. Varsha Varghese	Student Representative	

Sl/No:	Agenda	Details	Remarks
1.	Renewal of memberships of the committee	As many of the old members of the committee has resigned, new faculty members were selected from each department and introduced in the meeting. Mrs. Sindhu Ambika – Medical Surgical Department Mrs. Manila Mathews – Child Health Nursing Department Mr. Praveen George – Mental Health Nursing Department	
2.	Planning for academic student support	It was discussed in the meeting to make the subject clinic and student tutorials more effective. Principal madam displayed the new mentorship book during the meeting. Madam also explained about the mentorship program and SSGP program to the new faculty. it was decided in the meeting to make a schedule for tutorials and subject clinic as soon as the result comes.	Mrs. Manila Mathews
3.	Collaboration with sister concerns on student support activities	Principal Madam informed about the MoU between our college and Fathima Matha National College. There was an active discussion in the meeting about the programs which can be organised for our students from FMNC. Dr. Sindha H Mendez gave suggestions like we can have many collaborative activities with fathima college like organizing classes for language, personality development and time management. Principal madam also shared that assistance can obtained from psychology department for research and statistics. Sindha madam also suggested that a medicinal garden can be set up in our college in consultation with botany department of Fathima College.	

Meeting adjourned at 11.30 am.



Signature of Principal

Dr. ANOOPA. K.R. Ph.D (N)