

# Dinsha Patel College of Nursing, Nadiad

## National Assessment and Accreditation Project (NAAC)

**Title of the Committee:** Curriculum Planning and Academic Monitoring Committee 2019 - 2020

### 1. Details of committee members:

Sr No	Name of Member	Designation in committee
1	Mr. Virendra Jain	Chairman
2	Ms. Sachi Christian	Secretary
3	Mrs. Arpita Vaidya	Member
4	Ms. Dhara Vyas	Member

### 2. Objectives of Committee:

1. To ensure the smooth and efficient management of academics.
2. To monitor, evaluate and continuously improve the study plan to fulfill the college mission.
3. To monitor various academic activities.

### 3. Policies for attainment of objectives

#### 1) Responsibility of the Academic Coordinator:

- a) Maintain departmental academic file
- b) Prepare Academic Calendar
- c) Observe Lecture conduction of faculties along with senior faculty member.
- d) Review of the Records(Class Coordinator file)
- e) Review of syllabus completion/ Practical completion.
- f) Monitor the work of Coordinator for smooth function of Academics.

#### 2) Responsibility of the Academic Coordinator:

- a) Maintain class coordinator file
- b) Adjustment of the lectures and practical session.
- c) Submission of syllabus completion report and attendance report monthly.

- d) Prepare monthly time table and display it for students.
- e) Look after Mentorship activities in class and record the data.
- f) Monitor overall discipline among students.

#### 4. Rules/ Regulation of committee:

- Committee will meet on 22<sup>nd</sup> of August/October/November/December/ February/ March/ May/ July.
- Report to the chairperson for any on the changes.


#### 5. Distribution of the work:

Each Coordinator assign for their particular class work.

Sr No	Name of the Faculty	Class Alloted
1	Ms. Dhara Vyas	FY MSC
2	Mr. kailash Nagar	SY MSC
3	Mrs. Paras Savaliya	FY PB BSC
4	Ms. Bansari Trivedi	SY PB BSC
5	Ms. Sanjana Bhatia	FY BSC
6	Mr. Nickson Das	SY BSC
7	Ms. Sachi Christian	TY BSC
8	Ms. Neha Paramar	Final year BSC
9	Ms. Mural Christian	FY GNM
10	Ms. Kiran Dolia	SY GNM
11	Ms. Khusbu N. Patel	TY GNM

#### 6. List of the records

1. Meeting Register
2. Meeting file
3. Class Coordinator File for each Coordinator

  
 Sign of Principal  
 Mr. Virendra Jain