

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 22nd 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