Dinsha Patel College of Nursing, Nadiad

National Assessment and Accreditation Project (NAAC)

Title of the Committee: Curriculum Planning and feedback survey Committee 2023 - 2024

1. Details of committee members:

Sr No	Name of Member	Designation in committee
1	Mr. Virendra Jain	**Chairman**
2	Ms. Twara Parmar	**Secretary**
3	All Course coordinators	**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.
4. To assess the success of academic provision in relation to the expectations of student regarding curriculum.
5. To provide feedback to lectures in order to improve delivery and content of the study subjects.
6. To significantly increase alumni interaction with the institution.
7. To provide quality educational programs relevant to the students future career of their desired course.
8. To provide supplementary videos, research papers, books or articles in DVD and course modules to help the students in their endless pursuit of knowledge.

3. Policies for attainment of objectives

1) **Responsibility of the Course 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.

g) Planning related to feedback system and Overall supervision of work progress and guidance for feedback.

h) Preparation and verification of transcript.

i) Present monthly syllabus activity front of college council.

2) Responsibility of the Class 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.

g) Collection and analysis the feedback from the allotted classes.

4. Rules/ Regulation of committee:

➤ Committee will meet on 8th of every month.

➤ Report to the chairperson for any on the changes.

Policies for reimbursement for online NPTEL/Swayam certificate course

All the teaching faculties and students are herby informed that those who enroll for NPTEL/ Swayam Online certificate course fee will be reimburse on following condition with the course of NPTEL/ Swayam courses as per below table

Sr. No.	Score	Reimburse of exam fee (%)
1	70 to 79	25
2	80 to 89	50
3	90 or above	100

5. Distribution of the work:

Each Coordinator assign for their particular class work.

Sr No	Name of the Faculty	Class Alloted
1	Mr. Kailash Nagar	1st year MSC
2	Ms. Neha Parmar Ms. Dhara Vyas (I/C)	2nd year MSC
3	Ms. Ms. Prakruti Patel	1st year PB BSC
4	Ms. Julia Chauhan	2nd year PB BSC
5	Mr. Sachin Sharma	1st Semester BSC
6	Ms. Angel Christian	2nd Semester BSC
7	Ms. Preksha Parmar	4th Semester BSC
8	Ms. Mansi Patel	4th year BSC
9	Ms. Dhrumini Patel	1st year GNM
10	Ms. Mohini Baria	2nd year GNM
11	Ms. Jyot Darji	3rd year GNM

6. List of the records

1. Meeting Register
2. Meeting file
3. Class Coordinator File for each Coordinator
4. Feedback analysis details file
5. Implementation and action taken record file
6. Certificate file for certificate courses.

Sign of Principal

Mr. Virendra Jain