



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences , Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date: 02.11.2016

Time: 11 am to 12 pm

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose of the meeting: Announcing the Class Co-coordinators

And Allotment of Syllabus

I. Announcing the Class Co-ordinators

Principal has announced the class co-ordinators for B.Sc(N) program.

I B.Sc(N) – Mrs.P.Anusha,M.Sc(N)

II B.Sc(N) – Ms.Vasantha Kumari.C,M.Sc(N)

III B.Sc(N) – Ms.G.Anuradha, M.Sc(N)

IV B.Sc(N) – Mrs.C.Rathiga, M.Sc(N)

II. Allotment of the Syllabus

Principal Madam allotted syllabus for the faculty and also allotted in charge for the subjects dealt by 2 to 3 faculty.

III. Arrangement of External faculty

Principal Madam advised the I B.Sc and II B.Sc Class Co-ordinators to arrange external faculty for external subjects and informed them to take incharge for arranging transportation facility for external faculty.

IV. Submission of master rotation & clinical rotation plan

Principal Madam instructed the class coordinators to submit Master rotation plan & Clinical Rotation plan by 1st week of December without fail.

V. Preparing B.Sc(N) Students for Practical Examination

- Principal madam asked the class co-ordinators of B.Sc(N) programme to prepare schedule for Return demonstration and prepare the students for Final Practical examination including Viva.


- Principal Madam advised to plan for Model practical Examination for B.Sc(N)students.
- Principal Madam asked to submit log books & get Signature prior to the examination by class wise.
- Principal Madam asked all the Lab in-charges to prepare the list of articles & solutions required for practical examination and it should be ready before the practical examination.

VI. Plan for sports

Principal Madam instructed to plan sports for B.Sc (N) students in the month of December.

VII. Fees

- Principal Madam said that all the class co-ordinators should take in charge for payment of fees by their respective students.
- Madam said that by January after Christmas vacation student has to pay Mess fee, tuition fee and electricity fee by the students.
- Book fee should be paid by the students by 1st week of academic year.


PRINCIPAL
Principal
Sri Venkateswara College of Nursing
R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences, Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date: 24.04.2017

Time: 2.30 pm to 4.30 pm

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose of the meeting: Academic & Committee meeting

- I. B.Sc Admission
 - Advised the faculty to bring more admission
 - Incentives to the students and for the staff regarding admission
 - Admission committee incharge – Mrs.V.Sujatha
 - Members – Mrs.T.P.GangaDevi, Mrs.P.Jayalakshmi, Ms.Pavithra.S, Ms.G.Anusha, Ms.PreethiPadma, Ms.G.Anuradha, Ms.G.Jhansi & Mrs.K.Dileep.
- II. Sickness permission – Incharge – Mrs.V.Sujatha
In the absence of Principal and vice-principal, Ms.G.Anuradha can give permission for sending the students regarding treatment purpose.
- III. Visitor's permission
 - One permission per month for students
 - No other student is allowed to visit and meet the parents and relatives of friends.
 - Brothers are not allowed in college premises
- IV. Academic classes
 - Give less hours for completed subjects and more for not completed subjects.
 - Timetable of next month should be on principal madam table on or before 28th of every month.
 - Allot hours for Demo and Return demo in timetable
 - Keep lab entry register
- V. Committee incharges
 - Student welfare committee – Ms.Vasantha Kumari.C & Mrs.T.P.GangaDevi
 - Library committee – Ms.R.Janaki & Mrs.M.Bhavya

- Governing Body – Mrs.V.Sujatha
 - IQAC – Chairman -Mrs.V.Sujatha, Members- Mrs.C.Rathiga, Students & Parents
 - Grievance committee – Ms.Pavithra.S
 - Sports committee – Ms.Pavithra.S, Mrs.Bhavya .M
 - Mess Committee –Ms.Anusha.G, Ms.Anuradha.G
 - Hostel Committee - Ms.Anusha.G, Ms.Anuradha.G
 - Result analysis - Mrs.C.Rathiga
 - Counseling Committee – Mrs.A.Kamamma
 - Anti ragging committee - Ms.Vasanth Kumari.C
 - Health committee - Ms.Anuradha.G
 - Feedback committee - Mrs.V.Sujatha (from faculty, students & alumni)
 - Steering committee - Ms.Anusha.G&Mrs.T.P.GangaDevi
 - Remedial class – Class co-ordinator
 - Alumni – Mrs.P.K.Reddemma
 - Disciplinary Committee - Mrs.A.Kamamma
 - SNA – Mrs.C.Rathiga
 - NSS – Ms.Anusha.G
 - Examination section - Mrs.C.Rathiga, Mrs.P.K.Reddemma
 - Academic committee - Mrs.V.Sujatha , Mrs.C.Rathiga
 - Admission committee - Mrs.V.Sujatha , Mrs.C.Rathiga
 - Orientation committee – first year class co-ordinator
 - Training & placement cell – Ms.Pavithra.S
 - Research & Development cell - Mrs.V.Sujatha, Mrs.T.P.GangaDevi, Ms.Anusha.G&Ms.Pavithra.S
 - Staff secretary – Ms.Anusha.G
- VI. Holiday for students
B.Sc(N) students – 29.04.2017 to 18.05 2017
Supplementary students – more than 2 subjects 5 days leave.
- VII. Annual leave for the faculty
- Faculty who have completed one year in this institution can avail with the annual leave.
 - Among total 20 annual leave, 15 days leave should avail in the month of May 2017 and remaining 5 days leave can avail in the month of December 2017.


PRINCIPAL
 Sri Venkateswara College of Nursing
 R.V.S. Nagar, Tirupathi Road,
 Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences , Vijayawada

RVS Nagar, Tirupathi Road, Chittoor - 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date: 07.09.2017

Time: 11 am

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose : Syllabus completion, admissions and classes for freshers

Member Absent: Mrs.K.Dileep

I. Class Syllabus Status:

I B.Sc

- Complete syllabus by 20th September 2017.
- Prepare timetable for Sundays / 8-9 am / 5-6 pm
- Report regrading syllabus completion to the Principal on 22nd September 2017.

II B.Sc

- Prepare timetable for Sundays / 8-9 am / 5-6 pm
- Complete syllabus by 25th September 2017

III B.Sc

- Plan for revision classes
- Plan prefinal exam in the first week of October 2017 (3rd to 9th)

IV B.Sc

- Finish project along with the theory
- Submit administration file and case book
- I & II B.Sc(N) change the timetable
- III & IV B.Sc(N) continue the same schedule
- Submit log books of all 4 year of B.Sc(N) by second week of September

II. Revision Classes

Principal madam advised to start the revision classes for II, III & IV B.Sc(N) students.



- III. Internal assessment
 - Strictly give the marks for the students
 - Prepare internal assessment of individual student
- IV. Mentor & Mentee Responsibilities
- V. General committees
- VI. Freshers Class
- VII. Conference

V. Sujatha
PRINCIPAL

Principal
Sri Venkateswara College of Nursin,
R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences, Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date: 04.10.2017

Time:2.30 p.m

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose :Next Academic plan (2017-18)

Member Absent: Mrs.A.Kamalamma

- I. Discussion about previous minutes of the meeting:
 - Principal madam appreciated for finishing the syllabus for all the batches on time.
 - Madam advised to submit project book along with the log book.
 - Mentor mentee files to be updated.
 - Madam instructed to encourage the students to participate in co-curricular activities.
 - Madam advised to plan the conference after 18th January 2018 or 1st week of February.
- II. Class co-ordinators
 - I B.Sc(N) – Mrs.P.Anusha,M.Sc (N)
 - II B.Sc(N) – Ms.Vasanth Kumari.C,M.Sc(N)
 - III B.Sc(N) – Ms.G.Anusha, M.Sc(N)
 - IV B.Sc(N) – Mrs.T.P.GangaDevi, M.Sc(N)
- III. Dress code and punctuality
 - Punctuality has to be maintained during college as well as class hours.
 - Short hands, knots, back hooks are not allowed during regular schedule except at the functions.
 - Don't change your departments during the working time.
 - Breakfast and lunch have to be taken in Nutrition lab only.

IV. MRP & CRP

- Class co-ordinators should prepare MRP & CRP and submit on 3rd week of October 2017.
- Class co-ordinators should prepare clinical permission letters to the respective hospitals.

V. Timetable submission and maintenance

- Timetable file must be maintained by the Class co-ordinator.
- Timetable of next month should be on principal madam table on or before 27th of every month.

VI. Student attendance and timings

- Student attendance Register has to be kept under lock by the class co-ordinator.
- Student attendance Register must handle only by the class co-ordinator and should not leave the register anywhere.

VII. Unittest and examination

- Unit test should be conducted according to the schedule.
- Two unit test should be conducted before the examination.
- Mark register has to be kept under lock by the class co-ordinator.

VIII. Arrangement of external classes

The Class co-ordinators should take initiation in arranging the external faculty for their respective classes.

IX. Orientation to new students

- I B.Sc(N) class co-ordinator have to plan for orientation programme for their students.
- After orientation programme, students should submit report to the class co-ordinator.

X. Monthly health records & vaccination

- All the class co-ordinators should maintain the health records of their students.
- I B.Sc(N) class co-ordinator have to plan for Hep B Vaccination, Blood test – Hb, Blood Grouping and mole reports for their students.

XI. Mentor and Mentee

- Both the mentor as well as mentee has to feel responsible for each other.
- Mentor has to give guidance to the students in weaker aspects.

XII. Rules and regulations

- Engage in active teaching role for complete hour.
- Don't be too close to the students.
- Don't exchange your departments and don't disturb other departments during working hours.
- 2 casual leave is applicable to those faculty who have completed 5 years of experience in this institution.
- Hostel faculty should know the issues of all the students and should respond immediately to those issues.
- Attendance should be maintained in the study hours.
- Every weekend conduct exam to the students.

XIII. Mobile phones

- Usage of mobile phone is restricted during the working hours except during the lunch hour.
- Use mobile only for official work.

XIV. Visiting pass

- All the class co-ordinators should maintain visitors register.
- All the class co-ordinators should issue the visitors pass to the parents and relatives.

XV. Practical exam preparation

- The class co-ordinator should plan the practical preparation for their students and submit schedule to the Principal madam.
- Solution list has to be prepared by the subject teacher and submit it to the respective HOD's and get financial support from the principal.

XVI. Farewell and welcome party

- The class co-ordinator and III B.Sc(N) students should plan farewell for the outgoing batch.
- The class co-ordinator and II B.Sc(N) students should plan for Welcome party for the new comers.
- Plan both the functions in the month of November.

XVII. Committee members

- Academic committee - Mrs.V.Sujatha , Mrs.C.Rathiga
- Admission committee - Mrs.V.Sujatha , Mrs.C.Rathiga
- Orientation committee – first year class co-ordinator
- Student welfare committee – Ms.VasanthaKumari.C&Mrs.T.P.GangaDevi

- Library committee – Ms.R.Janaki&Mrs.M.Bhavya
- Governing Body – Mrs.V.Sujatha
- IQAC – Chairman -Mrs.V.Sujatha, Members- Mrs.C.Rathiga, Students & Parents
- Grievance committee – Ms.Pavithra.S
- Sports committee – Ms.Pavithra.S, Mrs.Bhavya .M
- Mess Committee – Ms.Anusha.G, Ms.Anuradha.G
- Hostel Committee - Ms.Anusha.G, Ms.Anuradha.G
- Result analysis - Mrs.C.Rathiga
- Counseling Committee – Mrs.A.Kamamma
- Anti-ragging committee - Ms.VasanthaKumari.C
- Health committee - Ms.Anuradha.G
- Feedback committee - Mrs.V.Sujatha (from faculty, students &alumni)
- Steering committee - Ms.Anusha.G&Mrs.T.P.GangaDevi
- Remedial class – Class co-ordinator
- Alumni – Mrs.P.K.Reddemma
- Disciplinary Committee - Mrs.A.Kamamma
- SNA – Mrs.C.Rathiga
- NSS – Ms.Anusha.G
- Examination section - Mrs.C.Rathiga, Mrs.P.K.Reddemma
- Training & placement cell – Ms.Pavithra.S
- Research & Development cell - Mrs.V.Sujatha, Mrs.T.P.GangaDevi, Ms.Anusha.G&Ms.Pavithra.S
- Staff secretary – Ms.Anusha.G

XVIII. Lab incharges:

- a) FON Lab : Mrs.P.Anusha&MrsJeevitha
- b) MSN Lab : Ms.G.Anusha&Mrs.M.Bhavya
- c) A & P Lab : Ms.Usha
- d) A.V.aids Lab : Ms.R.Snehalatha
- e) Nutrition Lab : Mrs.V.Padmaja
- f) MCH Lab : Mrs.T.P.GangaDevi&Mrs.K.Dileep
- g) Community Lab : Ms.G.Jhansi


PRINCIPAL
 Principal
 Sri Venkateswara College of Nursing
 R.V.S. Nagar, Tirupathi Road,
 Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences, Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date: 16.07.2018

Time: 3.00 p.m

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose : Announcement of Results & Report of I Term

I. Discussion on Previous minutes of meeting

- Punctuality has to be maintained for classes.
- Don't carry textbook to classrooms. Lesson plans are must.
- Lab memo's and return demos should be included in the timetable.
- Class co-ordinators have to motivate the students to pay the fees.
- In Mentor meeting discuss personally with the students and find out all the problems of students.
- Don't be too close with the students.
- Don't use mobile phones during working hours.

II. Results

- Principal madam announced the results of the regular students.
- Plan schedule for supplementary students during study hours and in the month of May.

III. Inspection

- Principal Mam congratulated for successfully completing School of Nursing Inspection.
- Thanked each faculty for co-operating during inspection
- Madam specially thanked financial department for supporting in emergency situations
- APNMC registration and renewal is compulsory for all the faculty to work in this college.

IV. Suggestions given by the Principal to the Class Co-ordinator regarding Hours completion

- I B.Sc(N)
 - All subjects have been delayed.
 - Finish your syllabus within allotted hours.
 - Give detail explanation and guide students in preparing notes.
- II B.Sc(N) – plan hours for other subjects
- III B.Sc(N) – plan more hours for MSN-II
- IV B.Sc(N)
 - Plan for field visits.
 - Plan for projects to the student
 - Plan for management postings – College administration and ward administration.

V. Lab – plan for demo and return demos.

VI. Field visits

- Field visits should be planned by community department.
- Project should be started by subject teachers.
- Plan for practice teaching for II B.Sc(N)
- Plan for management postings

VII. Paper correction

- Don't correct paper as per personal issues.
- Record all marks in marks register
- Class co-ordinators should check for completion of unit test before term exam and entry of marks.
- Conduct parent meeting after each term exam.

VIII. Fees – B.Sc(N) students should pay I term fees by 25.03.2018

IX. Study hours – study hours should be maintained without fail

X. Student discipline

- Class co-ordinators are responsible for correcting respective classes.
- Check dress code for students in class rooms as well as in clinical.


PRINCIPAL
Principal

Sri Venkateswara College of Nursing
R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences, Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date:01.11.2018

Time:3.00 pm

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose : Syllabus completion

Members Absent: MrsP.Jayalakshmi, Mrs.P.K.Reddemma

I. Syllabus Completion – Report by Class co-ordinator

I B.Sc(N)

- Syllabus is pending so principal madam advised to stop clinical for the students and advised to send after theory examination completes.
- Madam allotted few hours in nursing foundations to community department.

II B.Sc(N)

- Syllabus is pending so principal madam advised to send clinical upto 15th September
- Plan classes on Sundays also.
- Madam allotted few hours of community subject to Mrs.C.Rathiga Madam.
- Syllabus has to be completed by September 15th.

III B.Sc(N)

- Syllabus few hours are pending, so principal madam advised to go for partial block for completing syllabus.
- Send the students to clinical up to 30th September.
- Principal madam advised to plan revision classes for students.

IV B.Sc(N)

- Principal madam advised to plan revision classes for students.
- Principal madam advised to plan internship hours for students for full day up to 30th September.

- Plan activities in administration postings.
- Lesson plan should be taught to students before they relieve from college and plan for classes to 1st, 2nd & 3rd B.Sc(N) Students.
- Master plan and micro teaching should be planned.
- By September 21st all projects books should be submitted.

II. Progress report of the students

- Plan for remedy classes for students.
- Teach students regarding time planning for exams
- Progress report has to be submitted after 7 days of exam completion.

III. Hostel


- Hostel in-charge is Ms.Snehalatha
- Mess in-charge is Ms.R.Usharani

IV. APNMC registration & Renewal

- APNMC registration is mandatory for working in this institution including renewal.

V. Clinicals

- Faculty need to maintain dress code in clinical.
- Biometric attendance is mandatory for


PRINCIPAL
Principal
Sri Venkateswara College of Nursing
R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences, Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date:11.8.2019

Time:3.00 p.m

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose :Academic schedule discussion

Members Absent: NIL

I.Class co-ordinators

I B.Sc(N) – Mrs.P.Anusha,M.Sc(N)

II B.Sc(N) – Ms.Vasanth Kumari.C,M.Sc(N)

III B.Sc(N) – Mrs.T.P.GangaDevi, M.Sc(N)

IV B.Sc(N) – Mrs.C.Rathiga, M.Sc(N)

- Principal madam announced subject in-charge and allotted subjects to respective faculty.
- Principal madam said that not to change class co-ordinator and subjects without Principal permission and intimation.

II. Responsibilities of Class Co-ordinators

- MRP & CRP have to be submitted by 22nd December and timetables have to be prepared and submitted by 20th December 2018.
- Mam advised to keep the same copy in Class co-ordinator file.
- Time table should be submitted by 28th of every month
- Keep the time table on 30th of every month in respective classes
- Plan Unit test, Term test and Model exam according to our annual schedule.
- Clinical training of the respective batches has to be planned by Class co-ordinator.
- Submit the clinical letters by the end of December.
- Class attendance register has to be maintained by Class co-ordinator
- Subject register has to be maintained and checked by class co-ordinator
- Marks should be entered in the mark register by the subject teacher and should be maintained by Class co-ordinator.
- Question paper for term exam have to be submit 10 days before the date of exam.

- Progress report should be submitted by 8th day after the conduction or completion of term exam.
- Class timings should be maintained.

III. Responsibilities of Disciplinary Incharge

- Late comers list should be given to the Principal for further action.
- Dress code should be maintained both by faculty and students.

Others:

- Principal Madam appreciated P.Anusha for maintaining and coordinating the transportation successfully.
- Principal Madam advised to strictly maintain visiting pass for the visitors of the respective students.
- Principal Madam advised the hostel incharge to remove sockets inside the hostel room and advised to keep the switch board outside the room.


PRINCIPAL
Principal
Sri Venkateswara College of Nursing
R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences , Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date: 02.11.2019

Time: 11 am to 12 pm

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose of the meeting: Announcing the Class Co-coordinators

And Allotment of Syllabus

1. Announcing the Class Co-ordinators

Principal has announced the class co-ordinators for B.Sc(N) program.

I B.Sc(N) – Mrs.P.Anusha, M.Sc(N)

II B.Sc(N) – Ms.Vasanth Kumari.C, M.Sc(N)

III B.Sc(N) – Ms.S.Sireesha, M.Sc(N)

IV B.Sc(N) – Mrs.K.Rekha, M.Sc(N)

2. Allotment of the Syllabus

- Principal Madam allotted syllabus for the faculty and also allotted in charge for the subjects dealt by 2 to 3 faculty.

3. Arrangement of External faculty

- Principal Madam advised the I B.Sc and II B.Sc Class Co-ordinators to arrange external faculty for external subjects and informed them to take incharge for arranging transportation facility for external faculty.

4. Submission of Master Rotation & Clinical Rotation Plan

- Principal Madam instructed the class coordinators to submit Master rotation plan & Clinical Rotation plan by 1st week of December without fail.

5. Preparing B.Sc(N) Students for Practical Examination

- Principal madam asked the class co-ordinators of B.Sc(N) programme to prepare schedule for Return demonstration and prepare the students for Final Practical examination including Viva.
- Principal Madam advised to plan for Model practical Examination for B.Sc(N) students.
- Principal Madam asked to submit log books & get Signature prior to the examination by class wise.
- Principal Madam asked all the Lab in-charges to prepare the list of articles & solutions required for practical examination and it should be ready before the practical examination.

6. Plan for sports

- Principal Madam instructed to plan sports for B.Sc (N) students in the month of December 2019.

7. Fees

- Principal Madam said that all the class co-ordinators should take in charge for payment of fees by their respective students.
- Madam said that by January after Christmas vacation student has to pay Mess fee, tuition fee and electricity fee by the students.
- Book fee should be paid by the students by 1st week of academic year.

8. Co-Curricular Activities

- As a part of this every year there is celebrations of SELESTA 2k20 in the month of February 2020
- All the class coordinators are instructed to motivate the students to participate in the SELESTA 2k20 Program.
- The activities are as follows
 - ✓ Registration fees
 - ✓ Sports(volley ball, throw ball, kho-kho, kabbadi, chess, caroms, etc)
 - ✓ Competition activities like (Rangoli, painting, mehendi, singing, dance etc)

V. Sujatha

PRINCIPAL

Principal

Sri Venkateswara College of Nursing
R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences , Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date: 20.03.2020

Time: 11 am to 12 pm

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose of the meeting: Announcing the Holidays due to PANDEMIC COVID-19 and online classes

1. Announcing the Holidays

Principal has announced the Holidays for B.Sc(N) program due to the Pandemic from April-2020 onwards

2. Allotment of the Online classes

- Principal Madam allotted online classes for the faculty and according to the Time table

3. Arrangement of Video Classes

- Principal Madam advised the faculty for arranging video classes for the students

4. Conducting Online Tests

- Principal Madam instructed the class coordinators to conduct the online test for the assessment without fail.


PRINCIPAL
Principal
Sri Venkateswara College of Nursing
R.V.S. Nagar, Tirupathi Road
Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING

Recognized by Govt of AP and APNMC, Vijayawada

Accredited with 'A' Grade by NAAC, Bangalore

Approved by Indian Nursing Council, New Delhi

Affiliated to Dr.NTR University of Health Sciences , Vijayawada

RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)

E.Mail : svcon.rvs@gmail.com, Website: www.svcon.org Ph.No:7729999174

MINUTES OF THE MEETING

Date: 12.08.2020

Time: 11 am to 12 pm

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose of the meeting: Announcing the Postponement of the Regular Examinations due to the Pandemic through ZOOM APP

1. Announcing the Examinations Schedule

Principal has announced the postponement of the Regular Examination from November to February and March 2021

2. Allotment of the Online classes

- Principal Madam allotted online classes for the faculty and according to the Time table

3. Arrangement of Video Classes

- Principal Madam advised the faculty for arranging video classes for the students

4. Conducting Online Tests

- Principal Madam instructed the class coordinators to conduct the online test for the assessment without fail.


PRINCIPAL
Principal

Sri Venkateswara College of Nursing
R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127





MINUTES OF THE MEETING

Date: 29.03.2021

Time: 11 am to 12 pm

Meeting lead by: Principal- Mrs.V.Sujatha

Purpose of the meeting: Announcing the Class Co-coordinators
And Allotment of Syllabus

1. Announcing the Class Co-ordinators

Principal has announced the class co-ordinators for B.Sc(N) program.

I B.Sc(N) – Mrs.P.Anusha, M.Sc(N)

II B.Sc(N) – Ms.Vasanth Kumari.C, M.Sc(N)

III B.Sc(N) – Ms.S.Sireesha, M.Sc(N)

IV B.Sc(N) – Mrs.S.Sujitha, M.Sc(N)

2. Allotment of the Syllabus

Principal Madam allotted syllabus for the faculty and also allotted in charge for the subjects dealt by 2 to 3 faculty.

3. Arrangement of External faculty

Principal Madam advised the I B.Sc and II B.Sc Class Co-ordinators to arrange external faculty for external subjects and informed them to take incharge for arranging transportation facility for external faculty.

4. Submission of master rotation & clinical rotation plan

Principal Madam instructed the class coordinators to submit Master rotation plan & Clinical Rotation plan by 1st week of April without fail.

5. Preparing B.Sc(N) Students for Practical Examination

- Principal madam asked the class co-ordinators of B.Sc(N) programme to prepare schedule for Return demonstration and

prepare the students for Final Practical examination including Viva.

- Principal Madam advised to plan for Model practical Examination for B.Sc(N)students.
- Principal Madam asked to submit log books & get Signature prior to the examination by class wise.
- Principal Madam asked all the Lab in-charges to prepare the list of articles & solutions required for practical examination and it should be ready before the practical examination.

6. Plan for sports

Principal Madam instructed to plan sports for B.Sc (N) students in the month of April.

7. Fees

- Principal Madam said that all the class co-ordinators should take in charge for payment of fees by their respective students.
- Madam said that by May vacation student has to pay Mess fee, tuition fee and electricity fee by the students.
- Book fee should be paid by the students by 1st week of academic year.


PRINCIPAL
Principal

Sri Venkateswara College of Nurs:
R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127.