

DEPARTMENTAL MEETING DETAILS

**MEDICAL SURGICAL NURSING**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

05.01.2023

**CIRCULAR**  
**MSN DEPARTMENT MEETING**

As per the direction of principal office, the MSN Department meeting schedule 09.01.2023 at 2.00 Pm. Departmental faculties instructed to attend without fail.

**DATE: 09.01.2023**

**VENUE: MSN DEPARTMENTAL ROOM**

**TIME : 2.00 Pm**

**AGENDA:**

1. Class registers completion
2. Revision for MSN —I and MSN-II
3. Preparatory holiday for students
4. Exam budget plan for both theory and practical examination
5. Plan for valu added course

**Members:**

1. Mrs.Abirami (Professor) *Abirami*
2. Mrs.Kalavathi.P (Associate Prof) *P. Kalavathi*
3. Mrs.Umamaheswari (Associate Prof) *U. Maheswari*
4. Mr.Arulprakesh(Associate Prof) *Arulprakesh*
5. Mrs. Santha sheela(Clinical Instructor) *J. Santh*
6. Mrs. Manjula (Clinical Instructor) *B. Manjula*
7. Mrs. Prabavathi (Clinical Instructor) *Prabavathi*
8. Mrs. Priyanka (Clinical Instructor) *Priyanka*
9. Mrs.Mariyammal(Clinical Instructor) *Mariyammal*
10. Mrs. Ramani (Clinical Instructor) *Ramani*

*Abirami*

Signature of the HOD

*Principal*  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

**DEPARTMENTAL MEETING REPORT**

**MINUTES OF MEETING**

**DATE: 09.01.2023**

**VENUE: MSN DEPARTMENTAL ROOM**

**Members:**

1. Mrs.Abirami (Professor)
2. Mrs.Kalavathi.P(Associate Prof)
3. Mrs.Umamaheswari (Associate Prof)
4. Mr.Arulprakesh(Associate Prof)
5. Mrs. Santha sheela(Clinical Instructor)
6. Mrs. Manjula (Clinical Instructor)
7. Mrs. Prabavathi (Clinical Instructor)
8. Mrs. Priyanka (Clinical Instructor)
9. Mrs.Mariyammal(Clinical Instructor)
10. Mrs. Ramani (Clinical Instructor)

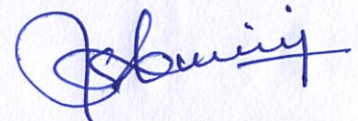
**POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD Prof. Mrs. Abirami and the previous minutes of report was read by Mrs. Kalavathi. P Associate Professor. The following points were discussed

- Discussed about completion of class registers, daily attendance, clinical attendance, leave Register, cumulative record,and Internal Mark Register
- In This Meeting to Discuss the Preparatory Holiday for the Students
- In this meeting to discussed the both theory and clinicaalexam for MSN-I and MSN II
- Discussed about First aid Training Programme which is to be conducted on 09.02.2023 to 11.02.2023.



**PRINCIPAL**  
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**THIRUVALLUR**



**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

04.09.2022

**CIRCULAR**

**MSN DEPARTMENT MEETING**


As per the direction of principal office, the MSN Department meeting schedule on **07.09.2022 at 2.00 pm**. Departmental faculties instructed to attend without fail.

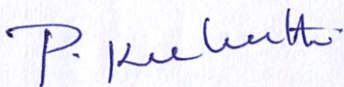
**AGENDA FOR DISCUSSION**

1. Syllabus division
2. Master rotation plan, unit plan, lesson plan, and course plan
3. The Health Day Celebration
4. Unit Division and weekly report submission
5. Plan for value added course

**Departmental faculty members:**

1. Mrs.Kalavathi.P, M.Sc(N), Associate Professor *P. Kalavathi*
2. Mrs.Umamaheswari, M.Sc. (N) Associate Professor *B. Umamaheswari*
3. Mr.ArunlPrakesh, M.Sc Associate Professor *Arunl Prakesh*
4. Mrs. Santha Sheela, M.Sc(N) Clinical Instructor *S. Santha*
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor *Priyanka*
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor *Pavithra*
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor *Mariyammal*
8. Mrs. Ramani, B.Sc (N), Clinical Instructor *Ramani*

  
**PRINCIPAL**  
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**THIRUVALLUR**

  
**Signature of the HOD**

# INDIRA COLLEGE OF NURSING

Pandur ,Thiruvallur

## DEPARTMENTAL MEETING REPORT

### MINUTES OF MEETING

**DATE: 07.09.2022**

**VENUE: MSN DEPARTMENTAL ROOM**


#### Members:

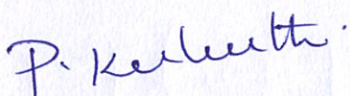
1. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
2. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
3. Mr.ArulPrakesh, M.Sc Associate Professor
4. Mrs. Santha Sheela, M.Sc(N) Clinical Instructor
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
8. Mrs. Ramani, B.Sc (N), Clinical Instructor

#### POINTS DISCUSSED:

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor. The following points were discussed

- Syllabus division done by the HOD and allocated the units for the faculty members according to their experience and area of interest.
- Discussed regarding the Master clinical rotation plan, clinical area for both MSN I & II and to get ready with the permission letters. The stipulated MSN- I 210 hours and clinical hours 800, MSN-II Theory Hours 170 and Practical-400 Hrs.
- Instructed to prepare course plan, unit plan, lesson plan for their allocated units and informed to submit before 25<sup>th</sup>September 2022.
- Discussed about the Health Day events to organized and about the plan of action.
- Decided to celebrate the World Heart Day, and discussed about the plan of action
- Discussed about the availability of online course and to attend.
- Meeting ended by 3.30pm.

  
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Signature of the HOD

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

04.05.2022

**CIRCULAR**

**MSN DEPARTMENT MEETING**


As per the direction of principal office, the MSN Department meeting Schedule on **09.05.2022 at 2.00 pm**. Departmental faculties instructed to attend without fail.

**AGENDA FOR DISCUSSION**

1. Clinical hours completion report
2. Students requirement completion report and staff report
3. Log book signature
4. Internal mark for msn I and msn-II
5. Revisions for MSN — 1 and MSN-II
6. Number students appear the MSN-I &MSN-II Exam
7. Plan for valu added course

**Departmental faculty members:**

1. Mrs.Kalavathi.P, M.Sc(N), Associate Professor *P. Kulkarni*
2. Mrs.Umamaheswari, M.Sc. (N) Associate Professor *B. Ullas*
3. Mr.Arul Prakesh, M.Sc Associate Professor *Arulprakash*
4. Mrs. Santha Sheela, M.Sc(N) Clinical Instructor *S. Shany*
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor *Priyanka.*
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor *Parthi*
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor *Mariyammal.*
8. Mrs. Ramani, B.Sc (N), Clinical Instructor *Ramy.*

  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

*P. Kulkarni*  
**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

**DEPARTMENTAL MEETING REPORT**

**MINUTES OF MEETING**

**DATE: 09.05.2022**

**VENUE: MSN DEPARTMENTAL ROOM**

**Members:**


1. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
2. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
3. Mr.Arul Prakesh, M.Sc Associate Professor
4. Mrs. Priyanka, B.Sc (N), Clinical Instructor
5. Mrs.Pavithra, B.Sc (N), Clinical Instructor
6. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
7. Mrs. Ramani, B.Sc (N), Clinical Instructor

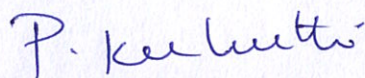
**POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor.

The following points were discussed

- Discussed about the total number of clinical hours completed for appearing University exam by each students reported by the class coordinator
- MSN I requirements submitted status and pending details reported by the class incharge.
- For log book signature and the completion of all signature were discussed and fixed a date of submission.
- Revision I & II for the subject Medical surgical Nursing was discussed and instructed to revise previous year university question
- Meeting ended by 3.30pm.

  
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**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

03.06.2021

**CIRCULAR**

**MSN DEPARTMENT MEETING**


As per the direction of principal office, the MSN Department meeting Schedule on **07.06.2021 at 2.00 pm**. Departmental faculties instructed to attend without fail.

**AGENDA FOR DISCUSSION**

1. Unit and theory hour's completion.
2. Group research topics
3. Clinical requirements completion
4. Online webinar

**Departmental faculty members:**

1. Mrs.Kalavathi.P, M.Sc(N), Associate Professor *P. Kalavathi*
2. Mrs.Umamaheswari, M.Sc. (N) Associate Professor *B. Umamaheswari*
3. Mr.Arun Prakesh, M.Sc Associate Professor *Arun Prakesh*
4. Mrs. Priyanka, B.Sc (N), Clinical Instructor *Priyanka*
5. Mrs.Pavithra, B.Sc (N), Clinical Instructor *Pavithra*
6. Mrs.Mariyammal, B.Sc (N), Clinical Instructor *Mariyammal*
7. Mrs. Ramani, B.Sc (N), Clinical Instructor *Ramani*

  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

*P. Kalavathi*  
**Signature of the HOD**



**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

**DEPARTMENTAL MEETING REPORT**

**MINUTES OF MEETING**

**DATE: 07.06.2021**

**VENUE: MSN DEPARTMENTAL ROOM**

**Members:**


1. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
2. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
3. Mr.ArunPrakesh, M.Sc Associate Professor
4. Mrs. Priyanka, B.Sc (N), Clinical Instructor
5. Mrs.Pavithra, B.Sc (N), Clinical Instructor
6. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
7. Mrs. Ramani, B.Sc (N), Clinical Instructor

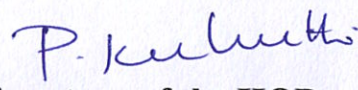
**POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor.

The following points were discussed

- Discussed about the total number of clinical hours completed for this month.
- Discussed about the online webinar staff responsibilities and the coordination of the webinar.
- Faculties reported the group project correction of the third year B.Sc (N) students.
- Meeting ended at 3pm.

  
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**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

08.01.2021

**CIRCULAR**

**MSN DEPARTMENT MEETING**


As per the direction of principal office, the MSN Department meeting Schedule on **11.01.2021 at 2.00 pm**. Departmental faculties instructed to attend without fail.

**AGENDA FOR DISCUSSION**

1. Sessional exam II and its marks
2. Theory and clinical hour's completion report
3. Group research topics
4. Online webinars

**Departmental faculty members:**

1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal *Sudhakar*
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor *P. Kalavathi*
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor *B. Umamaheswari*
4. Mr.Arun Prakesh, M.Sc Associate Professor *Arun*
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor *Priyanka*
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor *Pavithra*
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor *Mariyammal*
8. Mrs. Ramani, B.Sc (N), Clinical Instructor *Ramani*

  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203,**  
**THIRUVALLUR**

*P. Kalavathi*  
**Signature of the HOD**

# INDIRA COLLEGE OF NURSING

Pandur ,Thiruvallur

## DEPARTMENTAL MEETING REPORT

### MINUTES OF MEETING

**DATE: 11.01.2021**

**VENUE: MSN DEPARTMENTAL ROOM**

#### **Members:**


1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
4. Mr.ArunPrakesh, M.Sc Associate Professor
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
8. Mrs. Ramani, B.Sc (N), Clinical Instructor

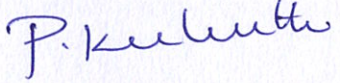
#### **POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor.

The following points were discussed

- Discussed about the total number of clinical hours completed for this month.
- Discussed about the sessional exam marks and informed students those who were failed in MSNto conduct the retest.
- Discussed about the online webinar conduction in the month of May and its topic selection, invitation, resource person and its budget
- Meeting ended at 3pm.

  
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PANDUR - 631 203.  
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Signature of the HOD

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

18.09.2020

**CIRCULAR**

**MSN DEPARTMENT MEETING**


As per the direction of principal office, the MSN Department meeting Schedule on **21.09.2020 at 2.00 pm**. Departmental faculties instructed to attend without fail.

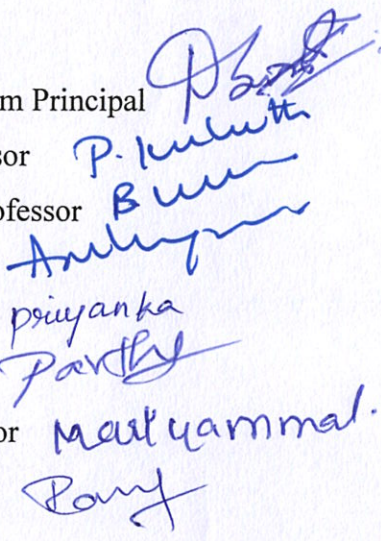
**AGENDA FOR DISCUSSION**

- Clinical posting completion hours for last month
- Students Requirement Completion Report and Staff Report
- Sessional Exam
- World Kidney Day

**Departmental faculty members:**

1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
4. Mr.Arun Prakesh, M.Sc Associate Professor
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
8. Mrs. Ramani, B.Sc (N), Clinical Instructor

  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

  
**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

**DEPARTMENTAL MEETING REPORT**  
**MINUTES OF MEETING**

**DATE: 21.09.2020**

**VENUE: MSN DEPARTMENTAL ROOM**


**Members:**

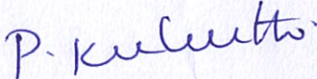
1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
4. Mr.ArunPrakesh, M.Sc Associate Professor
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
8. Mrs. Ramani, B.Sc (N), Clinical Instructor

**POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor. The following points were discussed

- Discussed about the total number of clinical hours completed for this month.
- Discussed the student's requirement completion report and staff clinical teaching plan report.
- Discussed about the sessional exam portions plan and the question paper setting by the faculty and to get approval from HOD.
- Discussed about the plan to celebrate World Kidney Day Programme events with tentative Date and Budget
- Meeting ended at 3pm.

  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
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**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

12.03.2020

**CIRCULAR**

**MSN DEPARTMENT MEETING**

As per the direction of principal office, the MSN Department meeting Schedule on **16.03.2020 at 2.00 pm**. Departmental faculties instructed to attend without fail.

**AGENDA FOR DISCUSSION**

- Clinical posting completion hours for last month
- Students Requirement Completion Report and Staff report
- Model practical Exam
- World cancer day

**Departmental faculty members:**

1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal *[Signature]*
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor *P. Kulkarni*
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor *B. Uthappa*
4. Mr.ArunPrakesh, M.Sc Associate Professor *Arun Prakesh*
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor *Priyanka*
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor *Pavithra*
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor *Mariyammal*
8. Mrs. Ramani, B.Sc (N), Clinical Instructor *Ramani*

*[Signature]*  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

*P. Kulkarni*  
**Signature of the HOD**

# INDIRA COLLEGE OF NURSING

Pandur ,Thiruvallur

## DEPARTMENTAL MEETING REPORT

### MINUTES OF MEETING

**DATE: 16.03.2020**

**VENUE: MSN DEPARTMENTAL ROOM**

#### **Members:**

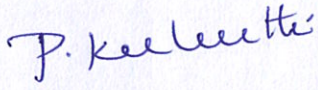
1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
4. Mr.ArunPrakesh, M.Sc Associate Professor
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
8. Mrs. Ramani, B.Sc (N), Clinical Instructor

#### **POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor. The following points were discussed

- Discussed about the total number of clinical hours completed for this month.
- Discussed the student's requirement completion report and staff clinical teaching plan report.
- Discussed about the date and the staff to conduct the model practical for MSN I subject and informed to give clinical oriented viva questions to students .
- Discussed about the plan to celebrate World Cancer Day Programmewith tentative Date
- Meeting ended with vote of thanks Mr. Arui Prakesh, M.Sc (N), Associate professor.

  
PRINCIPAL  
INDIRA COLLEGE OF NURSING  
PANDUR - 631 203.  
THIRUVALLUR

  
Signature of the HOD

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

02.08.2019

**CIRCULAR**

**MSN DEPARTMENT MEETING**

As per the direction of principal office, the MSN Department meeting Schedule on **05.08.2019 at 2.00 pm**. Departmental faculties instructed to attend without fail.

**AGENDA FOR DISCUSSION**

1. Clinical posting requirement completion report and staff report.
2. Group research topics
3. Health day celebration (World Patient safety Day)
4. Revision & model exam plan

**Departmental faculty members:**

1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal *Sudhakar*
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor *P. Kalavathi*
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor *B. Umamaheswari*
4. Mr.ArunPrakesh, M.Sc Associate Professor *Arun Prakesh*
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor *Priyanka*
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor *Pavithra*
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor *Mariyammal*
8. Mrs. Ramani, B.Sc (N), Clinical Instructor *Ramani*

*[Handwritten Signature]*  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR.**

*P. Kalavathi*  
**Signature of the HOD**



**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

**DEPARTMENTAL MEETING REPORT**

**MINUTES OF MEETING**

**DATE: 05.08.2019**

**VENUE: MSN DEPARTMENTAL ROOM**

**Members:**

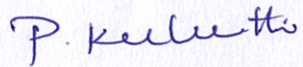
1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
4. Mr.ArunPrakesh, M.Sc Associate Professor
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
8. Mrs. Ramani, B.Sc (N), Clinical Instructor

**POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor. The following points were discussed

- Discussed about the clinical requirements submitted by the students and informed that few students not submitted their requirements.
- Discussed to finalized with log book signature and to get sign from the principal.
- Finalized the M.Sc (N) I year MSN departmental project statement of the problem.
- Discussed about plan of celebrating world patient safety day and the budget.
- Informed to prepare the revision exam schedule for MSN subject.
- Meeting ended by 3.15 pm.

  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

  
**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

14.02.2019

**CIRCULAR**

**MSN DEPARTMENT MEETING**

As per the direction of principal office, the MSN Department meeting Schedule on **18.02.2019 at 2.00 pm**. Departmental faculties instructed to attend without fail.

**AGENDA FOR DISCUSSION**

1. Unit completion status
2. Group research topics
3. Health day celebration (World Kidney Day)
4. Sessional exams

**Departmental faculty members:**

1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal *D. Sudhakar*
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor *P. Kalavathi*
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor *B. Umamaheswari*
4. Mr.ArunPrakesh, M.Sc Associate Professor *Arun Prakesh*
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor *Priyanka*
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor *Pavithra*
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor *Mariyammal*
8. Mrs. Ramani, B.Sc (N), Clinical Instructor *Ramani*

*[Handwritten Signature]*  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

*P. Kalavathi*  
**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

**DEPARTMENTAL MEETING REPORT**

**MINUTES OF MEETING**

**DATE: 18.02.2019**

**VENUE: MSN DEPARTMENTAL ROOM**


**Members:**


1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
4. Mr.ArunPrakesh, M.Sc Associate Professor
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
8. Mrs. Ramani, B.Sc (N), Clinical Instructor

**POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor. The following points were discussed

- Discussed about the theory and clinical hours completed for last three months.
- Discussed about the feedback and report of World Aids Day Programme.
- Decided to celebrate the World Diabetes Day and discussed about the event plan, tentative date and budget.
- Discussed to do the departmental project and inform to submit the statement of problem within a week.
- Inform to prepare sessional exam question paper according to the university format and to get approval from the HOD before conducting exam.
- Meeting ended with Vote Of Thanks by Mr. Arul Prakash, M.Sc(N), Associate professor.

  
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**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
**Pandur ,Thiruvallur**

03.11.2018

**CIRCULAR**

**MSN DEPARTMENT MEETING**

As per the direction of principal office, the MSN Department meeting Schedule on **07.11.2018 at 2.00 pm**. Departmental faculties instructed to attend without fail.

**AGENDA FOR DISCUSSION**

1. Unit completion status.
2. Health Day Celebration
3. Planning of Clinical Posting
4. Unit Test

**Departmental faculty members:**

1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal *[Signature]*
2. Mrs.Kalavathi.P, M.Sc (N), Associate Professor *[Signature]*
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor *[Signature]*
4. Mr.ArunPrakesh, M.Sc Associate Professor *[Signature]*
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor *[Signature]*
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor *[Signature]*
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor *[Signature]*
8. Mrs. Ramani, B.Sc (N), Clinical Instructor *[Signature]*

*[Signature]*  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

*[Signature]*  
**Signature of the HOD**

**INDIRA COLLEGE OF NURSING**  
Pandur ,Thiruvallur

**DEPARTMENTAL MEETING REPORT**

**MINUTES OF MEETING**

**DATE: 07.11.2018**

**VENUE: MSN DEPARTMENTAL ROOM**

**Members:**

1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
4. Mr.ArunPrakesh, M.Sc Associate Professor
5. Mrs. Priyanka, B.Sc (N), Clinical Instructor
6. Mrs.Pavithra, B.Sc (N), Clinical Instructor
7. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
8. Mrs. Ramani, B.Sc (N), Clinical Instructor

**POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor.

The following points were discussed

- Discussed about the unit's completion by each faculty members and the informed about the pending portions.
- Discussed about the feedback and report of International day for the ElderlyProgram.
- Discussed to celebrate the World Diabetes Day about the event plan, tentative date
- Discussed about the clinical posting requirements, faculty allocation for clinical areaof both MSN I & II.
- Discussed about the performance of the students in unit test and to conduct retest for the failures.
- Meeting ended with Vote of Thanks by Mrs. Uma Maheswari M.Sc(N) Associate Professor.

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**INDIRA COLLEGE OF NURSING**  
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03.08.2018

**CIRCULAR**

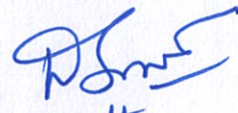
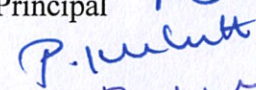
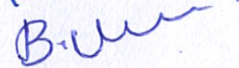
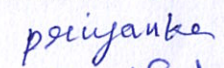
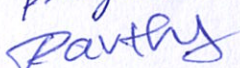
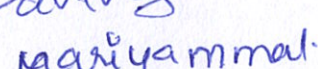

**MSN DEPARTMENT MEETING**


As per the direction of principal, the MSN Department meeting Scheduled on **06.08.2018 at 2.00 pm**. Departmental faculties instructed to attend without fail.

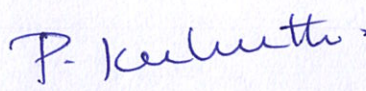
**AGENDA FOR DISCUSSION**

1. Syllabus division
2. Master rotation plan, unit plan, lesson plan, and course plan
3. The Health Day Celebration
4. Online Courses.
5. Unit Division and weekly report submission

**Departmental faculty members:**

1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal 
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor 
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor 
4. Mrs. Priyanka, B.Sc (N), Clinical Instructor 
5. Mrs.Pavithra, B.Sc (N), Clinical Instructor 
6. Mrs.Mariyammal, B.Sc (N), Clinical Instructor 
7. Mrs. Ramani, B.Sc (N), Clinical Instructor 

  
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**THIRUVALLUR**

  
**Signature of the HOD**

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**Pandur ,Thiruvallur**

**DEPARTMENTAL MEETING REPORT**

**MINUTES OF MEETING**

**DATE: 06.08.2018**

**VENUE: MSN DEPARTMENTAL ROOM**

**Members:**


1. Prof .Dr. Sudhakar, M.Sc (N), Ph.D, HOD cum Principal
2. Mrs.Kalavathi.P, M.Sc(N), Associate Professor
3. Mrs.Umamaheswari, M.Sc. (N) Associate Professor
4. Mrs. Priyanka, B.Sc (N), Clinical Instructor
5. Mrs.Pavithra, B.Sc (N), Clinical Instructor
6. Mrs.Mariyammal, B.Sc (N), Clinical Instructor
7. Mrs. Ramani, B.Sc (N), Clinical Instructor

**POINTS DISCUSSED:**

The departmental meeting started with welcome the gathering by HOD, previous minutes of report was read by Mrs. Kalavathi. P Associate Professor. The following points were discussed

- Syllabus division done by the HOD and allocated the units for the faculty members according to their experience and area of interest.
- Discussed regarding the Master clinical rotation plan, clinical area for both MSN I & II and to get ready with the permission letters.
- The stipulated MSN- I 210 hours and clinical hours 800, MSN-II Theory Hours 170 and Practical-400 Hrs.
- Instructed to prepare course plan, unit plan, lesson plan for their allocated units and informed to submit before 15<sup>th</sup>September 2018.
- Discussed about the Health Day events to organized and about the plan of action.
- Decided to celebrate the World Heart Day, and discussed about the plan of action Discussed about the availability of online course and to attend.
- Meeting ended with vote of thanks by Ms. Ramani, B. Sc (N) Clinical Instructor.

  
**PRINCIPAL**  
**INDIRA COLLEGE OF NURSING**  
**PANDUR - 631 203.**  
**THIRUVALLUR**

  
**Signature of the HOD**