

# **MENTAL HEALTH NURSING**



**INDIRA COLLEGE OF NURSING**

**Pandur, Thiruvallur.**

**CIRCULAR**

**16.01.2023**

**MENTAL HEALTH NURSING DEPARTMENT MEETING**

As per the direction of Head of the Department, The Mental Health Nursing, Department meeting Schedule on **19.01.2023** at 2Pm..

**DATE : 19.01.2023**

**TIME : 2 PM**






**VENUE - Mental Health Nursing Department**

**EVENT - Mental Health Nursing Meeting**


**AGENDA:**

- Syllabus division
- Planning of Clinical Posting
- E-content Development
- Health day celebration related to Clinical specialty

**MEMBERS:**

1. Mr. Simon samuvel ( Assistant professor) 
2. Mrs. Franklin (Clinical Instructor) 
3. Mrs. Mageshwari (Clinical Instructor) 
4. Mrs. Rani (Clinical Instructor) 
5. Mr. Ragul dravid (Clinical Instructor) 

  
**SIGNATURE OF THE HOD**

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



**INDIRA COLLEGE OF NURSING**

**Pandur, Thiruvallur.**

**DEPARTMENTAL MEETING REPORT**

**MINUTES OF MEETING**

**DATE: 19.01.2023**

**VENUE: MHN Department**

**MEMBERS:**


1. Mrs. Thenmozhi ( Professor)
2. Mr. Simon samuvel ( Assistant professor)
3. Mrs.Franklin (Clinical Instructor)
4. Mrs.Mageshwari (Clinical Instructor)
5. Mrs.Rani (Clinical Instructor )
6. Mr. Raguldravid(Clinical Instructor )

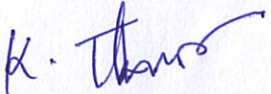
**AGENDA:**

- Syllabus division
- Planning of Clinical Posting
- E-content Development
- Health day celebration related to Clinical speciality

**POINTS DISCUSSED:**

- Mrs. Thenmozhi ( Professor) Welcome the staff of the department and above agenda was discussed.
- Above mentioned members were present and approved the previous minutes of meeting.Discussed and reported the previous month target and completions.
- The syllabus divided to the faculty (Total Theory hours-770, Practical hours-2740) each faculty-154 hours).
- Planned Staff Members for clinical posting for the month of November with division of clinical Requirements
- Discussed about E-content development by Power Point Presentations and E-courses.
- World Suicide Prevention Day programme will be celebrated with tentative date and budget.
- Weekly report to be submitted to the department HOD (completing Hours of Theory
- The meeting ended with vote of thanks, by Mr. Simon samuvel (Assistant professor)

  
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**CIRCULAR**

**25.08.2022**

**MENTAL HEALTH NURSING DEPARTMENT MEETING**

As per the direction of Head of the Department, The Mental Health Nursing, Department meeting Schedule on **29.08.2022** at 2 pm

**DATE : 29.08.2022**


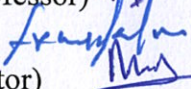

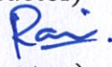

**TIME ; : 2 PM**


**VENUE : Mental Health Nursing Department**


**AGENDA:**

1. Syllabus completion status of the month September.
2. The health day celebration related to Clinical Specialty
3. Discussion about Assessment - Unit test

**MEMBERS:**

1. Mr. Simon samuvel (Assistant professor) 
2. Mrs. Franklin (Clinical Instructor) 
3. Mrs. Mageshwari (Clinical Instructor) 
4. Mrs. Rani (Clinical Instructor) 
5. Mr. Ragul dravid (Clinical Instructor) 

  
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**Pandur, Thiruvallur**  
**DEPARTMENTAL MEETING REPORT**  
**MINUTES OF MEETING**

DATE: **29.08.2022**

VENUE: MHN Department

**MEMBERS:**


1. Mr. Simon samuvel ( assistant professor)
2. Mrs.Franklin (Clinical Instructor)
3. Mrs.Mageshwari (Clinical Instructor)
4. Mrs.Rani (Clinical Instructor )
5. Mr. Raguldravid(Clinical Instructor )


**AGENDA:**

- ❖ Syllabus completion status of the month September.
- ❖ The health day celebration related to Clinical Specialty
- ❖ Discussion about Assessment - Unit test

**POINTS DISCUSSED:**

- Mr. Simon samuvel ( Assistant professor) Welcome the staff of the department and above the agenda was discussed.
- Above mentioned members were present and approved the previous minutes of meeting
- Discussed about last meeting target and achievement.
- discussed about syllabus completion status of the month September
- World Mental Health Day will be celebrated this month with tentative date and budget
- Discussed about the planning of Unit test
- Weekly report Should be submitted to the Department HOD ( Theory &Clinical requirements)
- Ended with vote of thanks, by Mrs.Rani, Nursing Tutor.

  
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**CIRCULAR**

**29.04.2022**

**MENTAL HEALTH NURSING DEPARTMENT MEETING**

As per the direction of Head of the Department, The Mental Health Nursing, Department meeting Schedule on **03.05.2022** at 2Pm.

**DATE : 03.05.2022**


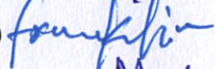


**TIME . : 2PM**


**VENUE : Mental Health Nursing Department**

**AGENDA:**

- Syllabus completion status for the month of October.
- Status of requirements of Clinical posting
- Plan for Sessional I examination
- Planning the Field visit

**MEMBERS:**

1. Mr. Simon samuvel ( assistant professor) 
2. Mrs. Franklin (Clinical Instructor) 
3. Mrs. Mageshwari (Clinical Instructor) 
4. Mrs. Rani (Clinical Instructor) 

  
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**DEPARTMENTAL MEETING REPORT  
MINUTES OF MEETING**

**DATE: 03.05.2022**

**VENUE: MHN Department**

**MEMBERS:**


1. Mr. Simon samuvel ( Assistant professor)
2. Mrs.Franklin (Clinical Instructor)
3. Mrs.Mageshwari (Clinical Instructor)
4. Mrs.Rani (Clinical Instructor )
5. Mr. Raguldravid(Clinical Instructor )

**AGENDA:**

- Syllabus completion status for the month of October.
- Status of requirements of Clinical posting
- Health day's celebration in the year.
- Plan for Sessional I examination
- Planning the Field visit

**POINTS DISCUSSED:**

- ❖ Mr. Simon samuvel ( Assistant professor), Welcome the staff of the department and above the agenda was discussed.
- ❖ Above mentioned members were present and approved the previous minutes of meeting
- ❖ Discussed about last meeting target and completion.
- ❖ Discussed about the clinical posting Discussed about syllabus completion for the month of December
- ❖ Discussed about Sessional examination I
- ❖ Weekly Report to be Submitted the department HOD
- ❖ Discussed about the field visit planning to Old Age Home.
- ❖ Ended with vote of thanks, .by Mr. Raguldravid (Clinical Instructor )

  
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CIRCULAR

20.08.2021

MENTAL HEALTH NURSING  
DEPARTMENT MEETING

As per the direction of principal office, The MHN Department meeting Schedule on **24.08.2021** at 2 Pm.for the discussion.

DATE : **24.08.2021**

TIME ; : 2 pm

VENUE : Mental Health Nursing Department

EVENT : Mental Health Nursing Meeting

**AGENDA:**

1. Health day celebration related to Clinical Specialty
2. Clinical Posting
3. Planning for Sessional II examination
4. Mental Health Nursing Log Book

**MEMBERS:**

1. Mr. Prthap Mohan (Professor) *Prathy Mohan*
2. Mr. Simon samuvel ( Assistant professor) *Simon*
3. Mrs.Franklin (Clinical Instructor) *Franklin*
4. Mrs.Mageshwari (Clinical Instructor) *Mrs*
5. Mrs.Rani (Clinical Instructor) *Rani*

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**INDIRA COLLEGE OF NURSING**

**Pandur, Thiruvallur**

**DEPARTMENTAL MEETING REPORT  
MINUTES OF MEETING**

**DATE: 24.08.2021**

**VENUE: MHN Department**

**MEMBERS:**


1. Mr. Prathap Mohan (Professor)
2. Mr. Simon samuvel ( Assistant professor)
3. Mrs.Franklin (Clinical Instructor)
4. Mrs.Mageshwari (Clinical Instructor)
5. Mrs.Rani (Clinical Instructor )

**AGENDA:**

- Health day celebration related to Clinical Specialty
- Clinical Posting
- Planning for Sessional I examination
- Mental Health Nursing Log Book

**POINTS DISCUSSED:**

- Mr. Prathap Mohan (Professor), Welcome the staff of the department and above agenda was discussed.
- Above mentioned members were present and approved the previous minutes of meeting
- Discussed about clinical posting, students performance in I Sessional Examination and measures to improve students' performance.
- Discussed about the clinical posting completing hours in the month of March & April and requirements completing till February.
- Discussed about II Sessional Examination
- Discussed about Log Book completion.
- Weekly Report to be submitted to the Department HOD
- Ended with vote of thanks, by Mrs.Mageshwari (Clinical Instructor)

  
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**MENTAL HEALTH NURSING DEPARTMENT MEETING**

08.02.2021

As per the direction of principal office, The MHN Department meeting Schedule on 10.02.2021 at 2 Pm.

DATE :.10.02.2021

TIME : : 2 PM

VENUE : Mental Health Nursing Department

EVENT : Mental Health Nursing Meeting

**AGENDA:**

- Health day celebration for the month of month of April
- Clinical Posting
- Field visit plan
- Students Performance

**MEMBERS:**

1. Mr. Prathap Mohan (Professor) *Prathy mohan.*
2. Mr. Simon samuvel ( Assistant professor) *Simon*
3. Mrs.Franklin (Clinical Instructor) *Franklin*
4. Mrs.Mageshwari (Clinical Instructor) *Mageshwari*
5. Mrs.Rani (Clinical Instructor) *Rani.*

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SIGNATURE OF THE HOD

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**DEPARTMENTAL MEETING REPORT  
MINUTES OF MEETING**

DATE: 10.02.2021

VENUE: MHN Department

**MEMBERS:**


1. Mr. Prathap Mohan (Professor)
2. Mr. Simon samuvel ( Assistant professor)
3. Mrs.Franklin (Clinical Instructor)
4. Mrs.Mageshwari (Clinical Instructor)
5. Mrs.Rani (Clinical Instructor )

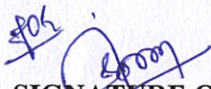
**AGENDA:**

- Health day celebration for the month of month of April
- Clinical Posting
- Students Performance
- Online course discussion.

**POINTS DISCUSSED:**

- ❖ Mr. Simon samuvel (Assistant professor) Welcome the staff of the department and above agenda was discussed.
- ❖ Above mentioned members were present and approved the previous minutes of meeting
- ❖ In this meeting discussed about the clinical posting and requirements Completing hours and syllabus
- ❖ Discussed about Remedial class for slow learner students [like re-test, Remedial class, Revision]
- ❖ Online course date and topic were discussed.
- ❖ Weekly report to be submitted to department HOD
- ❖ Ended with vote of thanks, by Mrs.Rani (Clinical Instructor )

  
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**20.08.2020**

As per the direction of principal office, The MHN Department meeting Schedule on 24.08.2020 at 2 Pm.for the discussion

DATE : 24.08.2020

TIME : 2 PM

VENUE : Mental Health Nursing Department

EVENT : Mental Health Nursing Meeting

**AGENDA:**

- REQUIREMENT /syllabus pending status.
- Planning Internship duty
- Students Performance
- Online Course

**MEMBERS:**

1. Mr. Prthap Mohan (Professor) *Prthap Mohan*
2. Mr. Simon samuvel ( Assistant professor) *Simon*
3. Mrs.Franklin (Clinical Instructor) *Franklin*
4. Mrs.Mageshwari (Clinical Instructor) *Ma*
5. Mrs.Rani (Clinical Instructor) *Rani*

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**Pandur, Thiruvallur**

**DEPARTMENTAL MEETING REPORT  
MINUTES OF MEETING**

DATE: 24.08.2020

VENUE: MHN Department

**MEMBERS:**


1. Mr. Prathap Mohan (Professor)
2. Mr. Simon samuvel ( Assistant professor)
3. Mrs.Franklin (Clinical Instructor)
4. Mrs.Mageshwari (Clinical Instructor)
5. Mrs.Rani (Clinical Instructor)

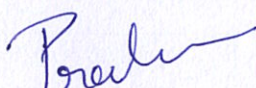
**AGENDA:**

- Requirement /syllabus pending status.
- Planning Internship duty
- students performance
- online course

**POINTS DISCUSSED:**

- ❖ Mr. Simon samuvel (Assistant professor).welcome the staff of the department and above agenda was discussed.
- ❖ Above mentioned members were present and approved the previous minutes of meeting
- ❖ Discussed about last departmental meeting task completion
- ❖ Discussed about the clinical posting and requirements completed hours
- ❖ Discussed about internship training
- ❖ Discussed about Remedial class for slow learner students
- ❖ Discussed about Online course for students weekly report to be submitted to the department HOD
- ❖ Finally the meeting ended with vote of thanks, by Mr.Franklin, Nursing Tutor.

  
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**INDIRA COLLEGE OF NURSING**

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**CIRCULAR**

**06.02.2020**

As per the direction of principal office, The MHN Department meeting Schedule on  
**10.02.2020** at 2 pm.

**DATE: 10.02.2020**

**VENUE: MHN Department**

**MEMBERS:**

1. Mr. Prathap Mohan (Professor) *Prathap Mohan*
2. Mr. Simon samuvel ( Assistant professor) *Simon*
3. Mrs.Franklin (Clinical Instructor) *Franklin*
4. Mrs.Mageshwari (Clinical Instructor) *Mageshwari*
5. Mrs.Rani (Clinical Instructor) *Rani*

**AGENDA:**

- Health day celebration
- Model examination
- Exam preparation
- Plan about OSCE and Practical preparation
- Signing the log book
- Planning Revision

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**PRINCIPAL**  
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**Pandur, Thiruvallur**

**DEPARTMENTAL MEETING REPORT  
MINUTES OF MEETING**

DATE: 10.02.2020

VENUE: MHN Department

**MEMBERS:**

1. Mr. Prathap Mohan (Professor)
2. Mr. Simon samuvel ( Assistant professor)
3. Mrs.Franklin (Clinical Instructor)
4. Mrs.Mageshwari (Clinical Instructor)
5. Mrs.Rani (Clinical Instructor)

**AGENDA:**

- Health day celebration
- Model examination
- Exam preparation
- Plan about OSCE and Practical preparation
- Signing the log book
- Planning Revision

**POINTS DISCUSSED:**

- ❖ Mr. Prathap Mohan (Professor), welcome the staff of the department and above agenda was discussed.
- ❖ Above mentioned members were present and approved the previous minutes of meeting
- ❖ Discussed about Remedial class for slow learner students
- ❖ Discussed about Online courses
- ❖ Discussed about syllabus completion and Revision of previous Question paper
- ❖ Discussed about log book signing
- ❖ Weekly Report to be submitted to the department HOD
- ❖ Ended with vote of thanks, by Mr. Simon samuvel (Assistant professor)

  
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**Pandur, Thiruvallur**

**CIRCULAR**

**26.08.2019**

**MENTAL HEALTH NURSING DEPARTMENT MEETING**

As per the direction of principal office, The MHN Department meeting Schedule on **29.08.2019** at 2 Pm.



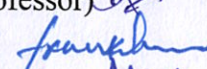
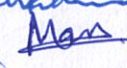
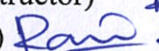
DATE : **29.08.2019**

TIME : 2 PM

VENUE : Mental Health Nursing Department


EVENT : Mental Health Nursing Meeting

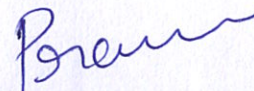
**MEMBERS:**

1. Mr. Parthap Mohan (Professor) 
2. Mr. Simon samuvel (Assistant professor) 
3. Mrs. Franklin (Clinical Instructor) 
4. Mrs. Mageshwari (Clinical Instructor) 
5. Mrs. Rani (Clinical Instructor) 

**AGENDA**

- Health day celebration
- Model examination
- Exam preparation
- Plan about OSCE and Practical preparation
- Signing the log book
- Planning Revision
- Value added course.

  
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**INDIRA COLLEGE OF NURSING**

**Pandur, Thiruvallur**

**DEPARTMENTAL MEETING REPORT  
MINUTES OF MEETING**

**DATE: 29.08.2019**

**VENUE: MHN Department**

**MEMBERS:**


1. Mr. Parthap Mohan (Professor)
2. Mr. Simon samuvel ( assistant professor)
3. Mrs.Franklin (Clinical Instructor)
4. Mrs.Mageshwari (Clinical Instructor)
5. Mrs.Rani (Clinical Instructor)

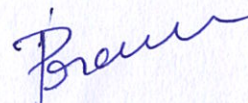
**AGENDA:**

- Analysis the student performance
- University examination preparation
- IA mark
- Submission of file
- 

**POINTS DISCUSSED:**

- ❖ Prof Mr. Prathap Mohan (Professor) welcome the staff of the department and above agenda was discussed.
- ❖ Above mentioned members were present and approved the previous minutes of meeting
- ❖ Discussed about the logbook signing, Model examination, OSCE evaluation to the students during practical preparation.
- ❖ Discussed about Remedial class for slow learners
- ❖ Discussed about university examination
- ❖ Discussed about Internal assessment mark.
- ❖ Weekly Report to be submitted to the department HOD
- ❖ Value added course was planned for stress management on 18.09.2019 to 19.09.2019.
- ❖ Ended with vote of thanks, by Mr. Simon samuvel (Assistant professor)

  
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**INDIRA COLLEGE OF NURSING**

**Pandur, Thiruvallur**

**CIRCULAR**

24.08.2018

**MENTAL HEALTH NURSING DEPARTMENT MEETING**

As per the direction of principal office, The MHN Department meeting Schedule on 29.08.2018 at 2 Pm.

**DATE : 29.08.2018**

**TIME : 2 PM**

**VENUE : Mental Health Nursing Department**

**AGENDA:**

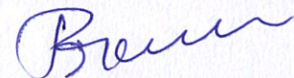
- Analysis the student performance
- University examination preparation
- IA mark
- Submission of file

**MEMBERS:**

1. Mr. Parthap Mohan (Professor) *Parthap Mohan*
2. Mr. Simon samuvel ( Assistant professor) *Simon*
3. Mrs.Franklin (Clinical Instructor) *Franklin*
4. Mrs.Mageshwari (Clinical Instructor) *Mageshwari*
5. Mrs.Rani (Clinical Instructor) *Rani*



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**DEPARTMENTAL MEETING REPORT  
MINUTES OF MEETING**

**DATE: 29.08.2018**

**VENUE: MHN Department**

**MEMBERS:**

1. Mr. Prthap Mohan (Professor)
2. Mr. Simon samuvel ( Assistant professor)
3. Mrs.Franklin (Clinical Instructor)
4. Mrs.Mageshwari (Clinical Instructor)
5. Mrs.Rani (Clinical Instructor)

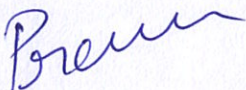
**AGENDA:**

- Analysis the student performance
- University examination preparation
- IA mark
- Submission of file

**POINTS DISCUSSED:**

- Prof Mr. Prathap Mohan (Professor) welcome the staff of the department and above agenda was discussed.
- Above mentioned members were present and approved the previous minutes of meeting
- Discussed about the logbook signing, Model examination, OSCE evaluation to the students during practical preparation.
- Discussed about Remedial class for slow learners
- Discussed about university examination
- Discussed about Internal assessment mark.
- Weekly Report to be submitted to the department HOD
- Ended with vote of thanks, by Mr. Simon samuvel (Assistant professor)

  
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