

CAREER GUIDANCE AND PLACEMENT CELL FOR NURSING STUDENTS

Objectives

1. To create awareness about scope/job available for students
2. To improve efficiency and technology skills of students
3. To encourage students to choose their career path
4. Campus Interview: To recruit nurses for placement in PIMS/MMM, Chennai.
5. To create awareness on government job opportunities
 - a) To provide over view about government job opportunities
 - b) To orient the students about state / central government job opportunities
 - c) To discuss the eligibility and examination details for state and central government job.
 - d) To explain the procedure to apply for examination
6. To orient about IELTS/OET/Abroad process

Committee Members

- Principal-CON
- Assistant Registrar
- Final Year Coordinators of All Nursing Programmes

Functions

- Maintaining and updating database of students. Maintaining database of health care settings and establishing strategic links for campus recruitments.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Coordinating with health care settings to learn about their requirements and recruitment procedures
- Identifying the needs and expectations of the health care settings to assist them in recruiting most suitable candidates.
- Organizing pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with Human Resources Department of different hospitals .
- Collecting feedback from employers where our students are selected.

- Motivate the students to develop technical knowledge in terms of career planning & goal setting.
- Assist employers to achieve their hiring goals.
- Provide resources and activities to facilitate the career planning process.
- Act as a link between students, alumni and the employment community.
- Assist students in obtaining placement in reputed health setting.

DISCIPLINARY COMMITTEE

Objectives

1. To scrutinize and prevent in disciplinary activities and riots in the campus
2. To investigate alleged breaches of the code
3. To provide safe and healthy environment for the students
4. To help the students to feel secure, attractive and functional

Members:

- Chairperson: Principal College of Nursing
- Members Secretary: Professors/Associate Professor
- Members: Professors/Associate Professors/ Assistant Professors

Functions of the Disciplinary Committee

1. To frame the rules and regulations of the committee.
2. To make the student aware about the discipline.
3. To make the student follow the disciplinary rules.
4. If any indiscipline found by any of the students, warn them on the first instance. Take disciplinary action based on the Rules and Regulations of the committee, if found with indiscipline behavior by the same students repeatedly.

Functions of the Appellate Panel:

1. To hear the appeals filed before it by any person aggrieved of an order of the Disciplinary Committee.

2. To dispose of the appeal in the manner it deems expedient, but within thirty days of the receipt of the appeal.
3. Quorum: The quorum shall be 2/3 rd of the total members.

STUDENT SUPPORT AND PROGRESSIVE CELL

Objectives

1. To provide support services to the students for their holistic development.
2. To promote the progression of students in academic and extracurricular activities.
3. To monitor the functions of various committees related to student support and progression.

Members:

- ✚ Chairperson: Principal College of Nursing
- ✚ Members Secretary: Professors/Associate Professor
- ✚ Members: Professors/Associate Professors/ Assistant Professors

Functions

1. Provision of various support services for student development.
2. Provision of continuous opportunities to the students to understand their potentials and participate in curricular, co-curricular and extra -curricular activities.
3. Overall development of the students in terms of physical, psychological, social and spiritual aspects.
4. Counseling services for students with various problems.
5. Grievance redressal of the students.
6. Prevention of sexual harassment and provision of safe environment for the students.
7. Provision of a ragging free campus.
8. Encourage the co-operation of all the stakeholders to ensure the overall development of students.
9. Career guidance and in campus placement for the students.
10. Mentoring for the students.
11. Addressing student related issues.

ANTIRAGGING COMMITTEE

Objectives:

1. To ensure a ragging free atmosphere in and outside campus.
2. To prohibit students from indulging in rowdy or undisciplined activities.
3. To create an awareness on uprooting the menace of ragging in the institution for the fresher's and other students.

Members:

1. Chairperson: Principal College of Nursing
2. Members Secretary: Professors/Associate Professor
3. Members: Professors/Associate Professors/ Assistant Professors

Procedures

1. The Member Secretary organizes meeting once in an academic year (June / July) and based on the need.
2. Update the committee and squad list with the contact details in the institution official website (June / July of every academic year)
3. The Schedule and meeting agenda to be notified at least 7 days in advance to the members by the member secretary and record the meeting proceedings.
4. Member secretary gives orientation to the students in the beginning of the Academic year.
5. Instruct the students and parents to do the online affidavit at the beginning of each academic year. (website: www.antiragging.in)
6. Proof of the online anti-ragging declaration to be submitted to the principal office
7. Create awareness among the students by conducting awareness program during the academic year especially at the beginning of the every academic year.
8. Display various posters on ragging in the college as well as hostels premises.
9. Anti-ragging squad make surprise visit in the hostels to check any untoward incidents and submit the report to the chairperson.
10. Vigilant in observing the students to find the incidents of ragging and strict action taken against those student/ students who indulge in ragging

11. Conduct on-the-spot enquiry on any incidence of ragging and collect detailed information referred and enquiry report along with recommendations shall be submitted to the anti-ragging committee for action.

SOCIAL COMMITTEE

Objectives:

1. To build their community through social activities and fostering a sense of spirit de corps
2. To foster a more positive and engaging work environment
3. To boost morale and ultimately enhance productivity and performance
4. To increase the sense of togetherness among the staff members

Committee Members:

- Chairperson: Principal College of Nursing
- Member Secretary: Professor/Associate Professor
- Members: Professors/Associate Professors/ Assistant Professors
- Cultural Secretary: Nominated by the principal on term basis for three years
- Treasurer/ Social secretary : Nominated by the principal on term basis for three years

Roles & Responsibilities:

- Initial Seed amount Rs. 300/head could be collected in the month of April every year and maintained. Further any amount could be collected as and when required after discussing in the faculty meeting.- Social Secretary/ Treasurer
- Organize and conduct events: Welcoming new faculty / Farewell, Common celebrations like Teachers Day, Nurses day, Women's day, Faculty Christmas, Retreats , Faculty picnic etc,- Cultural Secretary.
- Prepare program schedule, budget and present in faculty meeting- Cultural Secretary..
- Arranging refreshments for the events based on the budget.- Cultural Secretary.
- Account statement to be verified by the Additional Vice Principal for approval of Principal

- Event reports to be submitted within 5 working days to the Office with the audited statement- Cultural Secretary.
- Soft copy to be mailed to the Event mail (eventsconpims21@gmail.com) and update the Reports in Faculty Computer in the admission office. (Committee Reports - university Folder) - Cultural Secretary. Hard copy of the same to be submitted in office.
- Event to be entered in the Activities register kept in the principal office.
- The same to be reported in the faculty meeting.

SPORTS CELL

Objectives

1. To identify, recognize, train and promote sports talents of students at various levels.
2. To recognize and host sports events at college level.
3. To indulge the spirit of sportsmanship in every sportsperson.

Members

- Chairperson: Principal College of Nursing
- Member Secretary: SNA Advisor
- Members: Associate Professors/ Assistant Professors as sports incharge
- Student Secretary for Sports
- Student Representatives from Each Batch

Functions

1. Ensures that calendar of events are prepared for the academic year.
2. Acts as a liaison between students, physical education director and Principal.
3. Arrange weekly physical education section for B.Sc(N) students in coordination with class coordinator and Physical Education Instructor and principal.
4. To create zeal amongst students and faculty members towards sports.
5. Motivates and coaches the students to participate in house; inter collegiate, university, national and international level sports and games.
6. Sort out any issues taking place during matches. (Team selections, objections, quarrels etc.)
7. Maintains discipline in all events happening in and outside the college.

8. Ensure smooth conduct of sports events within the college.
9. Maintain record of sports and games events attended by students within the college, university and outside of the region/state.
10. Prepare the details of attendance exemption to be given to the students representing college in various sports and games
11. Keeping stock of previous and current years' sports goods.
12. Ordering sports goods in consultation with the principal as per INC norms.

PARENTS TEACHERS ASSOCIATION

Objectives

1. Promoting good/ positive relationships between teachers, students, staff, and parents/guardians.
2. To ensure high academic standards and enables the smooth working of the college.
3. To ensure good infrastructural facilities in higher learning institutes.
4. To provide a platform for the parents to discuss the academic and non-academic difficulties/ problems experienced by their wards.
5. To promote the understanding of teachers regarding the social background, talents and interests of the students.
6. To encourage the parents to show interest in the holistic development of their wards by exposing them to various sessions conducted by eminent speakers and artists.
7. To institute scholarships, prizes, medals etc., to benefit students showing a high proficiency in their studies.

Members:

- Chairperson – Principal
- Member Secretary – Professor/Associate Professor
- Members - Class Coordinators of each batch (i.e.) Associate professor/ Asst. Professor
- Parents and students as members (selected in the Annual meeting of PTA committee)

Functions

- The committee holds a meeting once in six months to discuss and evaluate academic matters
- Conducts an orientation program about the functioning of the committee to the parents during the course inauguration program of B.Sc, P.B.B.Sc and M.Sc Nursing program.
- Organizes Core committee meeting on the lamp lighting ceremony day for parents of first year B.Sc Nursing students.
- Holds a meeting in case of any problem or need related to students that needs immediate attention of the parents.

Frequency of the meeting

- Class PTA at least once in an academic year or after sessional exam to evaluate academic performance or often if deemed necessary.

MENTOR MENTEE SYSTEM

Objectives

1. To monitor Students performance.
2. To guide the student to choose the solution for the problems
3. To improve the self esteem of the students

Members

- Chairperson: Principal College of Nursing
- Members Secretary: Professors/Associate Professor
- Members: Professors/Associate Professors/ Assistant Professors

Responsibilities of Mentor

1. Class coordinator in coordination with other nursing teaching faculty of the batch nominate one faculty for every 10-20 students as Mentor/counselor.
2. Frequency of the meeting of Mentor with students is, on need basis/once in a month (Last Friday of every month). And same is reflected in the time table as schedule which is

prepared by the coordinator with the copy marked to Student Support Cell (SSC) coordinator

3. Mentor is responsible for,
 - a. Identification of lacunae in academic development
 - b. Arranging counseling for slow learning students with mentor
 - c. Arranging special coaching for slow learners/clearing arrear papers.
 - d. Interaction with Parents about their wards performance.
 - e. Guiding the students in co-curricular and Extra-curricular activities.
4. The Coordinator of Student Support Cell(SSC) will be the overall counseling coordinator for all the batches of students at CON-PIMS
5. Mentor shall preferably be attached to the same mentor for the entire duration of the programme.
6. Details of each mentee will be recorded and periodically updated.

Responsibilities of Mentee

- Attend meeting regularly.
- Fill personal information form at the time of joining mentor mentee system.
- Provide details of attendance, academic performance, co-curricular activities whenever asked for.
- Seek mentor advice whenever needed.

CONTINUING NURSING EDUCATION /STAFF DEVELOPMENT PROGRAMME **/JOURNAL CLUB**

Objectives

1. To facilitate the up-dation of professional knowledge among staff.
2. To provide a platform for the professionals to share & discuss the academic enrichment.

Members

- Chairperson: Principal College of Nursing
- Member Secretary: Professors/Associate Professor
- Members: Professors/Associate Professors/ Assistant Professors

Responsibilities

1. The faculty in-charge should plan CNE/SDP/Workshop/Training Programs prepares calendar for the academic year and adhere to the plan
2. Frequency of conduction : CNE/Journal club/SDP - Alternate months
3. One week before the presentation, a circular for the same should be prepared. For journal club the journal article which is to be presented also circulated to prepare the faculty for the discussion.
4. Every department should organize Workshop/conference/Seminar every year on rotation with TNNMC credit hours and the budget for the same can be generated through registration/ sponsorship.
5. Other departments shall organize in house CNE programs for the year within the budget of Rs.1000/year which is generated from NSS/ECO club/ Voters club etc.,
6. Necessary arrangements including travel, accommodation, and refreshment for resource persons from outside are planned as per institution policy.
7. The report of the program should be submitted in prescribed format within a week of completion of the program.

ANTI NARCOTIC CELL

Objectives

1. To identify the biological, environmental, behavioral, and social causes and consequences of drug use and addiction across the lifespan.
2. To develop new and improved strategies to prevent drug use and its consequences.

Chairperson: Principal- College of Nursing

Members:

1. Member Secretary - Professor/Associate professor –Department of MHN as nodal officer
2. Member- Vice-Principal – CON
3. Member- Professor/ Associate Professor, Psychiatrist / Clinical Psychologist - PIMS
4. The Class Coordinator (Invitee)

5. Student Representative (Invitee)

Functions

1. Identifying students using drugs/Alcohol during annual health check up
2. Insist on prevention of drug abuse during every class meetings
3. Coordinate with SSC for general psychological counseling to the students by psychiatrist and psychologist in the beginning of every academic year (June/July)
4. A drug abuse awareness program to be conducted every year involving all the batches/levels of students
5. Drug-free campus poster to be displayed in campus at various places
6. Celebration of World drug abuse day to spread awareness about the global importance of drug illicit and prevention. Encourage the students to actively participate in cultural and sports events to improve positive thinking.
7. An awareness regarding prevention of drug abuse to be included in the orientation program.
8. Visits to de-addiction center to educate the students on alcoholism patients
9. Copy of the report with adequate clear pictures of the event conducted to be filed in the anti narcotics file in the principal office and same updated in the committee report folder in admission office faculty system.

INTERNAL SCIENTEFIC COMMITTEE

Objectives:

- To scrutinize the research proposals of the dissertation and group projects submitted by nursing students and faculty.
- To forward the research proposals to the Institutional Ethics Committee after approval by ISC
- To create awareness regarding research methodology, ethical issues and other supporting information.
- Encourage and support student-centric research projects

MEMBERS

- Chairperson – External
- Members - External (2Nos)
- Principal college of Nursing -Member
- Member Secretary - Faculty college of Nursing
- Statistician -Member
- HOD's – College of Nursing -member

Quorum: The quorum shall be 2/3 rd of the total members.

Frequency of meeting: Biannually

Functions:

The Nursing research proposals generated at the College of Nursing, PIMS need to have the approval of the Internal Scientific Research Committee before being submitted to the Institutional Ethics Committee for consideration. Under this process, the Scientific Research Committee will mainly consider nursing research proposals for quality improvement and approval. After the approval, the proposals will be forwarded to the Institutional Ethics Committee of PIMS for consideration.

INTERNAL COMPLAINTS COMMITTEE

PURPOSE

To prevent, prohibit, and address all forms of harassment against employees, visitors, and students.

RESPONSIBILITIES

- Publicly notify about all types of workplace harassment.
- Organize training programmes and workshops for all employees and students on gender sensitization and awareness of rights and responsibilities.
- Act decisively against all forms of gender-based violence affecting employees, visitors, and students.
- Publicly commit to a zero-tolerance policy towards all types of harassment.
- Organize regular orientation programmes for ICC members, employees, and students.
- Address complaints submitted to the ICC.

- Prepare an annual report and submit it to the respective state government.

CURRICULUM COMMITTEE

Objectives

1. To conduct regular and systematic reviews of academic programmes and courses.
2. To ensure that curricula remain current, relevant, and aligned with the objectives of the programmes.
3. To promote and integrate innovative practices in teaching, learning, and evaluation methodologies.
4. To identify and address challenges and issues related to the teaching-learning process.
5. To monitor academic standards and implement measures aimed at enhancing academic quality.
6. To establish an effective academic system through clear delegation of responsibilities to departments, adherence to schedules set during the annual planning meeting, and development of an academic calendar that incorporates curricular, co-curricular, and extracurricular activities based on students' needs and societal demands.
7. To ensure periodical curriculum review
8. To conduct curriculum workshop once in a year to evaluate the curriculum.

Members

- Chairperson : Principal
- Member secretary : Vice principal
- Members
 - HOD's (Head of Departments)
 - Class coordinators of all nursing programme
 - Faculty Members (Professors/Associate Professors/Assistant professors/tutor)
 - Student Representatives
 - PTA member

Functions

- Ensure that the syllabi for all programmes comply with the standards and guidelines of the Indian Nursing Council.
- Recommend programme modifications and revisions for approval by the Board of Studies.
- Initiate and develop proposals for new academic programmes and seek approval during Academic Council meetings.
- Provide a platform to promote innovation in teaching, learning, and evaluation practices.
- Ensure continuous professional development opportunities for faculty members.
- Familiarize faculty and students with modern educational and clinical technologies.
- Develop and implement a continuous evaluation and quality improvement process to enhance student outcomes.
- Monitor student progress regularly and maintain effective communication with parents.
- Conduct regular meetings to address issues and explore opportunities related to curricula and learning pathways.
- Organize the commemoration of significant national and institutional days.
- Monitor the implementation and effectiveness of the academic plan.
- Enhance the standard of care through structured quality assurance programmes.

Meeting

- Biannually – curriculum review meeting
- Annually – curriculum workshop

LIBRARY COMMITTEE

Objectives:

1. To support the academic and research needs of students, faculty, and staff by ensuring the availability of relevant learning resources.
2. To develop and implement policies for effective management and use of library services and resources.
3. To plan and oversee the library budget and ensure optimal utilization of funds for procurement and maintenance of resources.

4. To enhance the library's role as a central hub of knowledge and lifelong learning within the institution.
5. To promote the use of digital resources and e-learning platforms in alignment with modern educational practices.
6. To ensure inclusivity and accessibility of resources for all users.

Members

- **Chairman** : Principal-CON
- **Members**
 - Vice principal
 - Assistant registrar –CON
 - Librarian –CON
 - Student representatives (all nursing programmes)

Functions:

1. Recommend and approve the selection and acquisition of books, journals, periodicals, digital resources, and other materials based on departmental and user requirements.
2. Develop and periodically review library policies related to borrowing, access, membership, and resource usage.
3. Advise on improvements to the library's physical and digital infrastructure, including furniture and reading spaces.
4. Obtain monthly statistics on resource usage.
5. Prepare and review the annual budget for the library and ensure judicious use of funds.
6. Organize orientation programmes and awareness sessions for students and faculty on the effective use of library resources and research tools.
7. Promote the adoption of e-books, online databases, and digital library services to supplement physical resources.
8. Collect feedback from users and take necessary steps to improve library services based on suggestions and needs.
9. Encourage collaboration with other libraries and resource centers to enhance access to a broader range of academic materials.