Date: 01/09/2020

NOTIFICATION ON ADMINISTRATIVE AND ACADEMIC COMMITTEES

The following Administrative and Academic/Standing committees for the academic year 2020-2021 have been notified with objectives and TOF for all teaching and non-teaching staff (Terms of Office). Please sign your name and affirm the same, as this will be regarded your approval.

ADMINISTRATIVE COMMITTEES:

GOVERNING COUNCIL/ ADVISORY COMMITTEE

Introduction:

The Governance Guidelines Document of R.D.Memorial College of Nursing Bhopal is evolved from its practices and is based on:

- Indian Nursing Council Norms
- Madhya Pradesh Nurses Registration Council
- Madhya Pradesh Medical Science University, Jabalpur
- Barkatullah University Bhopal.
- Chitra Gupta Siksha Prasar Samiti Rules and Regulations

Purpose:

The document produced by the Governance Council committee reflects the best governance approaches that benefit all stakeholders:

- At all levels, strong leadership and managerial skills are required, as well as transparency and integrity.
- Through appropriate inspections and audits, a process for good teaching-learning and assessment is established.
- Training Services that are focused and effective for students' progression, there are good support services in place.
- Financial systems that are reliable and transparent, with internal and external audits

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Accreditation process Student participation at various levels.

- Process for gathering feedback from stakeholders and taking action on it Promotion of strong industry-institute collaboration for better results.
- Process for obtaining financed research projects involving UG/PG/Research students and faculty

Composition of the committee:

CHAIRPERSON	PROF. DR. KAMLESH SINGH, PRINCIPAL, RDMCON BHOPAL	
MEMBERS SECRETORY	MRS. DOLLY JOHN SHIJU	VICE-PRINCIPAL, RDMCON
MEMBER	SHREE HEMANT SINGH CHAUHAN	CHAIRMAN, CHITRA GUPT SIKSHA PRASAR SAMITI,
	MRS. SUDHA SINGH CHAUHAN	SECRETARY, CHITRA GUPT SIKSHA PRASAR SAMITI
	MS. SHIPRA CHAUHAN	DIRECTOR, RDMCON. MANAGEMENT REPRESENTATIVE
	DR. ARVIND RAI	REPRESENTATIVE FROM AFFILIATED UNIVERSITY
	MR.M.C. SHRIVASTAVA	CHIEF EXECUTIVE ENGINEER, RDMCON. SPECIAL INVITEE
	SHREE MAYANK UPADHAY	ADVOCATE SPECIAL INVITEE
	MR. M. RAO	FINANCE OFFICER, RDMCON.

- **Roles and Responsibility of committee members**

Chairperson

The Chairperson is responsible for the leadership of the Governing Council and ultimately to the stakeholders for its effectiveness.

1. As Chairperson of its meetings, he/she should promote Governing Council's well-being and efficient operation, ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of meeting.
2. The Chairperson is responsible for ensuring that the Governing Council operates effectively, discusses those issues which it needs to discuss, and dispatches its

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responsibilities in an effective way.

3. The Chairperson is responsible for ensuring that the Governing Council exercises control over the strategic direction of the institution, through an effective planning of Teaching-Learning process, and the performance of the institution is assessed against the objectives, which the Governing Council has approved.

Member Secretary:

1. Implementing the decisions of the Governing Council and ensuring that they are implemented through the relevant part of the institution's management structure.
2. Initiating discussion and consultation with the staff and the academic council on proposals of concerning the institution's future development, and ensuring that such proposals are presented to the Governing Council.

Members

1. Participate and guide in developing strategic plans
2. Attend brainstorming sessions for new initiatives and guides the same.
3. Monitor the reviews of processes/procedures and follow these changes from time to time
4. Review procurement procedures and audit for any issues/concerns

Term of office and the bylaws:

1. All members shall serve for a period of three years from the date of their appointment to the committee.

2. A committee member may be re-nominated for a maximum of three terms.

3. A member who has served on the committee for a total of three terms is unable to serve again.

4. When the motion is accepted by a majority of the members, the meeting minutes will be approved.

5. Meeting minutes will be distributed to committee members within three days of the meeting for change or deletion, with a 10-day deadline to resubmit.

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In the meeting the following are the common agenda:

1. The acceptance of internal college policies, rules, and procedures.
2. Permission to enroll annually and the maximum number of students each course.
3. Acceptance of the yearly budget projection.
4. The choice or establishment of tuition rates and other fees charged by the college for educational services.
5. The choice to begin a new programme or course.
6. Choices about student welfare initiatives.
7. The acceptance of study plans, texts, and references for college departments and libraries.
8. Issuing diplomas for education.
9. The selection of the teaching and non-teaching staff.
10. Selection of Teaching and Non-Teaching Staff for Promotion or Transfer
11. Acceptance of programmes for new and ongoing research that fit the college budget.
12. Student and stakeholder feedback.

Frequency:

- Once in a year or whenever required.

Quorum:

- 50% of committee member attendance.

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MANAGEMENT REVIEW MEETING (MRM) COMMITTEE:

Introduction:

A Management Review is a formal, structured meeting which involves top management and takes place at regular intervals throughout the year.

Purpose:

The purpose of a MRM is to review and evaluate the effectiveness of Management System and also help to determine its continued suitability and adequacy. The MRM does this, by encouraging top management to consider the degree by which the Management System:

- Achieves the expected results.
- Meets the organization's requirements.
- Functions in accordance with the established operating procedures and processes.
- Capable of identifying non-conformities and monitoring subsequent corrective and preventiveactions.

Composition of the committee:

SL.NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1.	MS SHIPRA SINGH	DIRECTOR	ADMINISTRATOR
2.	PROF. DR. KAMLESH SINGH, PRINCIPAL, RDMCON BHOPAL	PRINCIPAL	CHAIR PERSON
3.	MRS.MALLIKA ROY	HOD OF CHN DEPT.	SECRETARY
4.	DR. N. VIJAYA NARAYANAN	HOD OF MSN DEPT	MEMBER
5.	MS. MONIKA RAO	HOD OF FON DEPT.	MEMBER
6.	MR. VIKAS ROY	P.B.B.SC.(N)- I YR. COORDINATOR	MEMBER
7.	MR.SAJJAN PATEL	P.B.B.SC. (N) - IIYR COORDINATOR .	MEMBER

8.	G MAMATHA	B.SC.(N)- I YR. COORDINATOR	MEMBER
9.	MS. RUCHI TRIPATHI	B.SC.(N)- II YR.COORDINATOR	MEMBER
10.	MS. SUSHMA THAKRE	B.SC.(N)- III YR. COORDINATOR	MEMBER
11.	MS. AKSHAY KUMARI JHALA	B.SC.(N)- IV YR. COORDINATOR	MEMBER
12.	MRS. SANGEETA CHILHATE	GNM- I YR. COORDINATOR	MEMBER
13.	MS. NISTHA PANDEY	GNM- II YR. COORDINATOR	MEMBER
14	MRS. SHINI K.K.	GNM- III YR. COORDINATOR	MEMBER
15.	MRS. C. GOMATHI	HOD OF PSYCHIATRIC NURSING	MEMBER
16.	MR. BALDEV YADAV	TUTOR	MEMBER

Note: All teaching and non-teaching faculty will be the members.

Administrator oversees the overall responsibility for the Management System and also accountable forconvening, attending and reporting on Management Reviews.

Member Secretary

- To review periodically the working and to ensure the continual improvement of qualitymanagement system.
- Reviews adequacy of teaching, non-teaching staffs and supporting facilities to plan, implementand evaluate the Quality management system
- Prepares institutional calendar of events to implement curricular and curricular activities.

Members

- Monitors progress of syllabus and plan and implement for the same
- Plans and implements faculty training program and promotions

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Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- To conduct meeting thrice a year after two internal quality audit and external audit

Quorum

- 50% of committee member attendance.

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GENERAL COMMITTEE:

Introduction

General Committee Meeting is essential for executing important decisions of the College. Many important decisions are taken in this meeting with regards to general academic/professional/any other information related to the students, faculty and the college.

Purpose

To analyze and implement curricular, co-curricular and extracurricular activities

Composition of the committee:

All teaching faculty, representative from principal's office and library

Roles and responsibilities

- To analyze the implementation of each month classroom and clinical hours
- To provide general academic/professional/any other related information to the faculty and toStudents through faculty
- To suggest and guide the faculty regarding activities carried out
- To know the attendance shortage of students in order to take appropriate action
- To analyze student performance regarding IA test and take appropriate action for needfulimprovement
- To review the class meeting and other activities of the class as per the calendar of events
- The Minutes Secretary shall attend every meeting of the Committee and record its minutes and place the same for confirmation before the next meeting of the Committee after the minutes are signed by the Meeting Secretary and the Chairperson of the committee. In the absence of the Minutes Secretary, the Chairperson shall make alternate arrangements for recording minutes of the meeting.

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Term of office

The term of the minute's secretary shall be for a period of 6 month.

Frequency:

- A Committee shall meet as often as necessary, but at least once in a month.

Quorum:

- 50% of committee member attendance.

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CURRICULUM AND EVALUATION COMMITTEE

Introduction

The Curriculum Committee shall discuss and recommend proposals affecting the academic program of the College, including value added and certificate course proposals, programme (UG & PG) requirements, and general policies with impact on Teaching and learning process.

Purpose

- It ensures that UG and PG curriculum is implemented and evaluated as per apex body.
- It ensures that the design and structure of a curriculum meets the established curricular goalsand objectives
- It monitors and evaluates all aspects of the curriculum periodically

Composition of the committee:

SL. NO	NAME	DESIGNATION	POSITION IN THE COMMITTEE
1.	PROF. DR. KAMLESH SINGH	PRINCIPAL, RDMCON	CHAIRPERSON
2.	MRS. DOLLY JOHN SHIJU	VICE-PRINCIPAL, RDMCON	MEMBER SECRETARY
5.	DR. N. VIJAYA NARAYANAN	HOD, MSN DEPT.	MEMBER
6.	MS. NEELAM AWASTHI	HOD, CHILD HEALTH NURSING DEPT	MEMBER
7.	MRS. C. GOMATHI	HOD, MHN DEPT.	MEMBER
8.	MRS. MALIKA ROY	I M.SC COORDINATOR	MEMBER
9.	MS. AKSHAY KUMARI JHALA	IV B.SC COORDINATOR	MEMBER
10.	MS. SUSHMA THAKRE	III B.SC.CO-ORDINATOR	MEMBER
11.	MS. RUCHI TRIPATHI	II B.SC.CO-ORDINATOR	MEMBER

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12.	G MAMATHA	I B.SC.CO-ORDINATOR	MEMBER
13.	MR. SAJJAN PATEL	II P.B.B.SC CO-ORDINATOR	MEMBER
14.	MR. VIKAS ROY	I P.B.B.SC CO-ORDINATOR	MEMBER
15.	MS SHARDA DEVI	LIBRARIAN	MEMBER
STUDENT REPRESENTATIVES			
16.	SANDHYA UPADHAYA	I M.SC STUDENT	MEMBER
17.	ANJALI BELWANSHI	II P.B.B.SC STUDENT	MEMBER
18.	MS. REENA VERMA	I P.B.B.SC STUDENT	MEMBER
19.	KANCHAN BAGH	IV B.SC STUDENT	MEMBER
20.	TWINKAL CHOUDHARY	III B.SC STUDENT	MEMBER
21.	SHIWANI SINGH	II B.SC STUDENT	MEMBER
22.	SALONI GOUR	I B.SC STUDENT	MEMBER

Roles and responsibilities

1. Prepare Curriculum Committee agendas in conjunction with the designated Operations to be done.
2. Moderates Curriculum Committee meetings.
3. Serve as a resource to assist faculty in the development of curriculum proposals.
4. Develop recommended procedures and forms for the processing of curriculum materials.
5. Review all curriculum proposals for accuracy and work with faculty to make necessarycorrections.
6. Facilitate curriculum training for committee members.

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7. Maintain the Curriculum Guidebook, curriculum training materials, and the curriculummanagement system.
8. Selection of class coordinators and course coordinators

Member Secretary:

1. Attend all meetings of the Curriculum Committee.
2. Mastery of curriculum procedures, policies, resources, forms, and deadlines is required.
3. During curriculum development, provide first-line curriculum support for faculty in their specific area by answering queries and providing information on curriculum regulations and procedures.
4. Prior to meetings, review all curriculum materials presented on the agenda and be prepared for the Committee's discussion.
5. Work with the Curricular Committee and keep their relevant areas informed about curriculum issues.
6. Establish processes for student evaluation.
7. Create a plan for evaluating a specific educational programme as well as the whole curriculum plan for each programme.

Create a curriculum evaluation plan and acquire objective data.

Members:

- Plans calendar of events for all the courses
- Prepare course wise master rotation plan for the academic year
- Designing the course developments in accord with the overall academic objectives.
- Supervise the instructional plans for each class/course.
- Ensure on provision of adequate instructional resources
- Investigate specific curriculum problems present and discuss them, find solutions and take corrective measures.
- Plan and organize staff development activities relating to curriculum needs in co-ordinationwith staff welfare committee.
- Obtain and review feedback from various sources of the curriculum and instructional programs such as students, alumnae and stakeholders.

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Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Conduct periodic committee meetings twice a year or as on when required.

Quorum

- 50% of committee member attendance.

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RESEARCH COMMITTEE

Introduction

The Research committee oversees the smooth and efficient coordination of research activities in the institute, thus fostering overall growth and also helps to inculcate the spirit and culture of research among faculty and students.

Purpose

- Enhance interaction and cooperation between researchers for interdisciplinary and multi-disciplinary work.
- Organize research promotion events like conferences, seminars, workshops, invited guest lectures.
- Motivate faculty for doctoral and post-doctoral research.
- Encourage faculty to undertake research projects in thrust areas in health sector.
- Promote research publications.
- Scrutinize the UG, PG, staff and departmental research projects before submitting for ethicalclearance.
- check the completed projects before they are being presented or published
- Maintain the research review register.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	PRESIDENT
2	MRS. C. GOMATHI	HOD OF MHN DEPT.	MEMBER SECRETARY
3	MRS. DOLLY SHIJU	VICE PRINCIPAL & HOD OF OBG DEPT.	MEMBER
4	DR. N. VIJAYA NARAYANAN	HOD OF MSN DEPT.	MEMBER
5	MRS.MALIKA ROY	HOD OF CHN DEPT.	MEMBER

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INSTITUTIONAL ETHICS COMMITTEE

Introduction

Institutional Ethics Committee of R. D. Memorial College of Nursing (RDMCON) was constituted for discussion and approval of institutional/ collaborative research projects with respect to safeguard dignity, right, safety and well being of all research participants and to ensure that the research iscarried under prescribed guidelines.

"Institutional Ethics Committee, R. D. Memorial College of Nursing was constituted and operates as per ICMR guidelines.

Head of the Institution of R. D. Memorial College of Nursing, as per the new guidelines has constitutedon Dated 01-09-2020.

Purpose

To establish and constitute the institutional ethics committee for R. D. Memorial College of Nursing as per ICMRGuidelines.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	DR. L.K.SHARMA	SPECIAL INVITE	CHAIRPERSON
2	DR. ARVIND RAI	UNIVERSITY REPRESENTATIVE	MEMBER
3	DR. DINESH CHOUDHARY	BASIC MEDICAL SCIENTIST	MEMBER
4	DR.PRASHANT MATH	BIOSTATICIAN	MEMBER
5	DR. SHAUKAT ALI	CLINICIAN FROM VARIOUS INSTITUTION	MEMBER
6	DR.SANJAY PATKAR	CLINICIAN FROM VARIOUS INSTITUTION	MEMBER
7	MR. MAYANK UPADHAY	ADVOCATE	MEMBER

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8	MRS C. GOMATHI	PROF. HOD RDMCON	MEMBER
9	PROF.G.NAGARAJAN	PHILOSPHER	MEMBER
10	MR. GURJAR	LAY PERSON	MEMBER
11	MRS DOLLY JOHN SHIJU	VICE PRINCIPAL RDMCON	SECRETARY
12	DR. N. VIJAYNARAYANAN	PROF. HOD MSN DEPT.	MEMBER

Roles and responsibilities

- Regularly attend and actively participate in the IEC meetings.
- Review, discuss and consider research proposals submitted for evaluation. Reviewers for each proposal will review the study. Later, if any other issues the other IEC members can voice their comments/suggestions.
- Discuss serious adverse event reports and recommend appropriate action(s).
- Review the progress reports and monitor ongoing studies as appropriate.
- Evaluate final reports and outcomes.
- Maintain confidentiality of the documents and deliberations of IEC meetings.
- Declare any conflict of interest.
- Participate in continuing education activities in biomedical ethics and biomedical research.
- Conduct monitoring visits for any research proposal, if needed.

Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a

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member of thecommittee again.

Frequency

- Once in a year or whenever required.

Quorum

- 50% of committee member attendance.

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LIBRARY COMMITTEE:

Library Committee acts as a channel of communication between the Institute Library and its users. It extends advice and suggests new ideas from time to time regarding the developmental activities of the Library.

Purpose

It shall assist in developing operational procedures, suggest various measures for improvement and development of the Library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

Composition of the Committee

SL.NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	BRIG. (RETD.) ESTHER DAULAT	PRINCIPAL	CHAIRPERSON
2	MS SHARDA DEVI	LIBRARIAN	MEMBER SECRETARY
3	MS. NEELAM AWASTHI	HOD OF PED. NSG DEPT.	MEMBER
4	DR. N. VIJAYA NARAYANAN	HOD OF MSN DEPT.	MEMBER
5	MRS.MALLIKA ROY	HOD OF CHN DEPT.	MEMBER
6	MRS. C. GOMATHI	HOD OF MHN DEPT.	MEMBER
7	MS. MONIKA RAO	HOD OF FON. NSG DEPT.	MEMBER
8	MRS. MALIKA ROY	I M.SC.(N)	MEMBER
9	JYOTHI MEDA	IV B.SC.(N)	MEMBER
10	PREETIBALA CHOUHAN	II P.B. B.SC.(N)	MEMBER
11	SAJJAN PATEL	ASSISTANT PROFESSOR	CONVENER

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12	MRS. DOLLY SHIJU	HOD OF OBG NSG DEPT.	CONVENER

Roles and Responsibilities

- To consider policy matters regarding Central Library/Departmental libraries including the policy for procurement of books and journals and render advice to the Purchase Committee for Library procurements.
- To look into day to day problems of the Library clientele, Library staff and send recommendations to the Principal.
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental libraries.
- To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
- To consider and put forward the views of Students and faculty regarding their problems and solutionssought thereof.

Term of office

- The term of office of all members shall be for a period of 3 years from the date of joining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.A member who has completed a total of two terms shall not be a member of thecommittee again.

Frequency

- Once in a year or whenever required.

Quorum

- 50% of committee member attendance.

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STAFF WELFARE COMMITTEE:

Introduction

The Institution has always been keen on the overall development of the teaching and non-teaching staff and abides by their welfare. This committee works for the benefit and welfare of the all staff and provides a channel to interact with each other.

Purpose

It helps to build a healthy working environment and foster good relationships among the staff andprovides opportunities for attending various workshops, seminars, symposiums and conferences conducted by various institutions and agencies in and outside the state. It plans and organizes regular programs and activities for the development of faculty and administrative staff.

Composition of Members

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL, RDMCON	PRESIDENT
2	MR. VIKAS ROY	TUTOR	MEMBER SECRETARY
3	MRS. C. GOMATHI	HOD OF MHN DEPT.	MEMBER
4	MR. VIJAY SAHOO	ACCOUNTANT	MEMBER
5	MS SHARDA DEVI	LIBRARIAN	MEMBER
6	MS ANSHU SINGH	ATTENDER	MEMBER

Roles and responsibilities

- Motivates and improved the sense of security among staff.
- Provide a platform to exercise their professional capabilities.
- Establish a formal means to identify specific issues relevant to staff welfare at the college.

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- ❖ Advise the management on work matters of interest and concern to staff.
- ❖ Share with management the staff ideas and suggestions for improvement to achieve the institution objectives.
- ❖ To felicitate outstanding achievements of staff members in various fields.
- ❖ Facilitate effective communication between staff and the various management structures within the college.

Term of office

- ➢ The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- ➢ A member may be re-nominated to the committee for a maximum period of 3terms.
- ➢ A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- nce in a year or whenever required.

Quorum

- 50% of committee member attendance.

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STUDENT WELFARE COMMITTEE:

Introduction

The Student Welfare Committee endeavors to help a student's educational process to advance theiracademic as well as personal abilities.

Purpose

- It gives Maximum benefits to the students through various welfare activities organized by the collegeauthorities.
- Analyze and solve the problems of students regarding academic & Institutional activities.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2	MRS. DOLLY JOHN SHIJU	VICE-PRINCIPAL	MEMBER SECRETARY
3	MRS. SHINI K.K.	TUTOR	MEMBER
4	MRS. SANGEETA CHILHATE	ASSISTANT PROFESSOR	MEMBER
5	MS ANJLEENA	LECTURER	MEMBER
6	SHIVANI SAHU	I M.SC.(N) STUDENT	MEMBER
7	MONIKA LAKRA	II P.B. B.SC(N) STUDENT	MEMBER
8	SONAM KHANVE	IV B.SC.(N) STUDENT	MEMBER

Roles and responsibilities

- Review the conditions that contribute to the academic success, personal development and well-being of students.
- Collect and share information relating to student welfare matters.
- Co-ordinate and communicate with teachers and students on matters concerning

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to the welfare ofthe students.

- ❖ Invite guest speakers on aspects of student welfare.
- ❖ Arranging for physical examination and vaccination.
- ❖ Preparing health in-charges rotation plan for students.
- ❖ Arranging recreational and cultural activities in co-ordination with

Term of office

- ➢ The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- ➢ A member may be re-nominated to the committee for a maximum period of 3terms.
- ➢ A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Once in four months or whenever required.

Quorum

- 50% of committee member attendance.

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ANTI - RAGGING COMMITTEE

Introduction

Ragging is a criminal offense. Ragging is strictly prohibited by both State Govt. and Central Govt. In tune with the policy of R. D. Memorial College of Nursing, to ensure completely ragging free environment in the campus and in compliance with the letter from UGC from time to time, Anti-Ragging Committee has been constituted in our Institute.

Purpose

It helps to prohibit, prevent and eliminate the scourge of ragging including any conduct by student whether by words spoken/written/by an act which has the effect of teasing, treating/handling with rudeness to a fresher or any other student, indulging in rowdy/ undisciplined activities by any student and monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.

Composition of the committee:

SI. NO.	NAME	DESIGNATION	POSITION
1	MR. HEMANT SINGH CHAUHAN	CHAIRMAN	CHAIRPERSON
2	PROF. DR. KAMLESH SINGH	PRINCIPAL	MEMBER
3	DR. N. VIJAYA NARAYANAN	HOD OF MSN DEPT.	MEMBER SECRETARY
4	MS. NEELAM AWASTHI	ASSISTANT PROFESSOR	MEMBER
5	MS BINDHU CHACKO	ASSISTANT PROFESSOR	MEMBER
6	G MAMATHA	ASSISTANT PROFESSOR	MEMBER
7	MR. VIKAS ROY	TUTOR	MEMBER
8	MS SHARDA DEVI	LIBRARIAN	MEMBER
9	BHAWNA SAKHARE	IV B.SC STUDENT	MEMBER
10	TWINKAL CHOUDHARY	III B.SC STUDENT	MEMBER
11	AADITYA RATHOD	II B.SC STUDENT	MEMBER
12	SONAM HAJARE	I B.SC STUDENT	MEMBER

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NOTE: INCIDENCE SPECIFIC INVITEES & CONCERNED CLASS CO-COORDINATORS

List of Anti- ragging squad members

SL. NO.	NAMES	DESIGNATION	DAYS
1	MR.N. VIJAYA NARAYANAN	PROF. HOD MSN DEPT.	MONDAY
2	MRS. MALIKA ROY	PROF. HOD CHNN DEPT.	TUESDAY
3	MS. MONIKA RAO	ASSISTENT. PROF	WEDNESDAY
4	MRS. SANGEETA CHILHATE	ASSISTENT. PROF	THURSDAY
5	MRS SINI K.K.	TUTOR	FRIDAY
6	MS. NISTHA PANDEY	TUTOR	SATURDAY
7	MS. PREETI SEN	CLINICAL INSTRUCTOR	SUNDAY

Roles and responsibilities

- To be vigilant at all hours all around the campus and other places vulnerable to incidents of and having the potential of, ragging and shall be empowered to inspect such places.
- To make surprise raids on hostels, and other places vulnerable to incidents and having thepotential for ragging.
- To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student/parent/guardian, as the case may be and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action.
- To ensure the display of posters on Institution and Department Notice Boards and otherprominent designated places.
- To offer services of counseling and create awareness to the students.

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- To maintain documentation regarding the Anti-ragging committee members.

Responsibilities of Anti Ragging Squad

- To keep / maintain the R. D. Memorial College of Nursing ragging free
- To keep in touch with the students to identify any incidents of ragging.
- To clarify / investigate about the incident.
- If found guilty, first warn, and in subsequent incidents take strong actions like punishments andfines.
- Report the incident to the higher Authorities for further management.
- To keep vigilance / check regularly to stop/ prevent/ avoid ragging among students.

Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Every month and when incidents are identified. Squads will work every day in a week.

Quorum

- 50% of committee member attendance.

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DISCIPLINARY COMMITTEE (Staff & Students):

Introduction

Discipline is the bridge between goals and accomplishment ensures strict rules and regulations for staffsand students.

Purpose

Education should bring in moral ethical values of well-being and every educator and educating institutions should strive hard to bring in the core human values in the process of learning and focus on quality approach to ensure better living with better educated countrymen.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2	DR. N. VIJAYA NARAYANAN	PROFESSOR, HOD OF MSN	MEMBER SECRETARY
3	MRS. DOLLY SHIJU	VICE-PRINCIPAL	MEMBER
4	MRS MALIKA ROY	PROFESSOR, HOD OF CHN	MEMBER
5	SAJJAN PATEL	ASSISTENT. PROFESSOR	MEMBER
NOTE: INCIDENCE SPECIFIC INVITEES & CONCERNED CLASS CO-COORDINATORS			

Roles and responsibilities:

- Maintain professional behavior/etiquettes among staff and students.
- Plan, develop and display the rules and regulations at college, clinical and hostel.
- Reporting incident within 24 hours to principal's office.
- Verify and analyze the issues.
- Classify minor or major incidents.
- Taking necessary action.

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Term of office

- ❖ The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- ❖ A member may be re-nominated to the committee for a maximum period of 3terms.
- ❖ A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency:

- whenever incidents are identified and reported

Quorum:

- 50% of committee member attendance.

PRINCIPAL
R.D Memorial Nursing College
Bhopal (M.P)

STAFF & STUDENTS RECRUITMENT AND SELECTION COMMITTEE

Introduction

It provides diverse perspectives and expertise is an effective way to support a fair, equitable and transparent recruitment process. This also supports the college goals of objectivity and diversity, andminimizes bias.

Purpose:

It is a process of sourcing, screening, short listing and selecting the right students to the right programmeand right staff for the required vacant positions.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	BRIG. (RETD.) ESTHER DAULAT	PRINCIPAL	CHAIRPERSON
2	MRS. DOLLY SHIJU	PROF &VICE-PRINCIPAL,	MEMBER SECRETARY
3	MRS.MALLIKA ROY	ASSOC, HOD OF CHN	MEMBER
4	MRS. C. GOMATHI	PROFESSOR, HOD OF MHN	MEMBER
Note: If needed Subject experts will be invited as a special invitee			

Roles and Responsibilities:

- To recruit the right student to the right program and right staff to right job
- Selection of teaching and non-teaching staff and students as per the criteria given by apexbodies and institutional policy.
- Planning Orientation to the selected staffs and students on rules and regulations of the college.
- Explaining the rules, regulations of the Institution and responsibilities of particular post.

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Term of office

- ❖ The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- ❖ A member may be re-nominated to the committee for a maximum period of 3terms.
- ❖ A member who has completed a total of three terms shall not be a member of the committee again.

Frequency:

- The meeting is conducted as and when required.

Quorum:

- 50% of committee member attendance.

PRINCIPAL
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STUDENTS COUNSELING CELL

Introduction

Student Counseling Cell aims to help students become self-aware and reach their highest potential while dealing with anxiety and stress. The counseling cell provides a happy and comfortable environment for students to discuss their problems regarding their academic and social life.

Purpose:

It addresses and helps to resolve their personal, educational, social as well as psychological problems and creates awareness about issues and problems related to mental health of student community.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2	MS. BINDU CHACKO	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	MS. SHUSHMA SINGH	TUTOR	MEMBER
4	MRS. C. GOMATHI	COUNSELOR, PROFESSOR, HOD OF MHN	MEMBER
5	CONCERNED CLASS CO-ORDINATOR		MEMBER/ SPECIAL INVITEE

Roles and Responsibilities:

- Solve personal problems of student by conducting individual counseling session
- Boost self esteem of weaker /physically challenged students.
- Diagnose the learning difficulties of students and help them to overcome the same.
- Help the students to overcome examination stress or fear.
- Conduct training program on counseling skills for faculty & staff.
- Conduct seminars for students on mental health and addiction issues.

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- ❖ Refer the students to professional psychiatrics or counselors in severe cases.
- ❖ Inform the parents about psychological misbehavior of the student.

Term of office

- ❖ The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- ❖ A member may be re-nominated to the committee for a maximum period of 3terms.
- ❖ A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- The meeting is conducted as and when required.

Quorum

- 50% of committee member attendance.

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Bhopal (M.P)

GRIEVANCE REDRESSAL/ INTERNAL COMPLAINT COMMITTEE

Introduction

Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner dealingwith the substantive function connected with the grievance and maintaining necessary confidentiality.

Purpose

It ensures a fair, impartial and consistent mechanism for redressal of varied issues faced by the staff andstudents and promotes cordial relationship among staff and students.

Composition of the committee:

SL.NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	PRESIDENT
2	G MAMATHA	ASST.PROFESSOR	MEMBER
3	DHAPU YADAV	ASST. PROFESSOR	MEMBER SECRETARY
4	MS. MONIKA RAO	ASST.PROFESSOR	MEMBER
5	MS. AKSHAY KUMARI JHALA	IV BSC. CO-ORDINATOR	MEMBER
6	MS. SUSHMA THAKRE	III BSC CO-ORDINATOR	MEMBER

Roles & Responsibilities:

- To be a healthy, harmonious academic environment by providing a platform where staff and students are able to express the grievances/concerns freely and fearlessly with a feeling of being victimized.
- To counsel staff and students to refrain from instigating students against other students, teachers and/or college administration.
- To ensure a conducive teaching-learning environment where all members of the staff are affectionate to students without being resentful.
- To maintain a 'grievance box' where staff and students can drop their grievances.

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- ❖ To scrutinize the cases of grievances received and redress the grievances depending on the merit of the case.
- ❖ To conduct a systematic inquiry into matter (where necessary) and submit a report to the higher authorities (undersigned) for suitable action.

Term of office

- ➢ The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- ➢ A member may be re-nominated to the committee for a maximum period of 3terms.
- ➢ A member who has completed a total of three terms shall not be a member of thecommittee again

Frequency

- The meeting is conducted as and when required.

Quorum

- 50% of committee member attendance.

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PARENT TEACHER ASSOCIATION

Introduction

It provides a channel for both parents and Institution and establishes a partnership between them and also oversees the overall development of their children through planning and conducting a variety of developmental and recreational activities.

Purpose

The PTA is designed to foster and encourage student learning as a means of supporting studentsactivities.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	VICE- PRESIDENT
2	MR. ROHIT SINGH	ASST. PROFESSOR.	MEMBER SECRETARY
3	MRS. DOLLY JOHN SHIJU	VICE-PRINCIPAL	MEMBER
4	MRS. SANGEETA CHILHATE	ASST. PROFESSOR	MEMBER
5	MR. LAKSHAMAN SINGH RAJPUT	TUTOR	MEMBER
NOTE: PARENT REPRESENTATIVES WITH CONCERNED CLASS CO-ORDINATOR WILL BE THE MEMBERS			

President

- To chair meetings.
- To establish and guide the direction of the Parent-Teacher Association.
- To monitor the progress of the execution of resolutions made.

Member secretary

- To assist the president to draft and send agendas.
- To draft meeting minutes.
- To act as a bridge between parents and college for enhancing communication.

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- ❖ To update parents regarding their children performance in thedevelopment in the college and to get feedback for the same.

Member

- ❖ To establish and expand parental networks to liaise with members for participation in relevantmeetings and activities.
- ❖ To design activities of publicity and promotional events of the Parent-Teacher Association.

Term of office

- ➢ The term of office of all members shall be for a period of 3 years from the date of joiningthe committee.
- ➢ A member may be re-nominated to the committee for a maximum period of 3terms.
- ➢ A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Twice a year (after 1st and 3rd IA test) and when ever required.

Quorum

- 50% of committee member attendance.

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PLACEMENT CELL&CAREER GUIDANCE COUNSELLING CELL

Introduction

It is committed to help the students by conducting placement drives like various workshops, seminars,and guest lectures by eminent personalities.

Purpose

- Helps to motivate students to get placement or job in our parent hospital, government, private or semi government sectors within and outside the state or country.
- Provides a platform of support service for the students in developing their clinical skills, communication ability, personal development and confidence to perform better.
- Provides support services to the students to face the challenges with regard to competitiveexaminations without any stress.
- Provides guidance and counseling to the students regarding various traditional and Job orientedcourses.
- Provides or display the information related to vacant jobs.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	PRESIDENT
2	SAJJAN PATEL	ASST. PROF.	MEMBER SECRETARY
3	G MAMATHA	ASST. PROF	MEMBER
4.	MS. SUJATA NARWARE	TUTOR	MEMBER
5.	MS. RITIKA LAKHERA	TUTOR	MEMBER

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Roles and Responsibilities

- To provide information and literature about the various possible careers available in India andabroad.
- To help students to resolve career problems.
- To equip them career related information to cope with the career challenges.
- To provide information further academic courses and scholarship etc.
- Provide required training [Soft skills & Technical] to the students through external trainers or through the internal resource members.

Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- The meeting is conducted as and when required.

Quorum

- 50% of committee member attendance.

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WOMEN EMPOWERMENT CELL AND SEXUAL HARASSMENT CELL

Introduction

The Women Empowerment Cell (WEC) was established to empower and protect the rights of female members of the College's teachers, staff, and students. The WEC seeks to promote gender sensitivity in the college by organising a variety of programme to educate, sensitize, and create a peaceful atmosphere on campus. It seeks to improve the lives of students and staff members by preparing them to become competent professionals capable of taking on higher academic challenges.

Purpose

The WEC aims at intellectual and social upliftment of the female students and staffs. The cell supportsand creates an enabling environment for sharing anxieties, problems and difficulties faced by persons marginalized on account of gender and sexuality. Train and coordinate the work of Gender Advocates who can champion gender awareness through workshops and other activities.

Composition of the committee:

SL.NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2	MS. SUSHMA THAKRE	ASSOCIATE PROFESSOR	MEMBER SECRETARY
3	DR. N. VIJAYA NARAYANAN	HOD OF MSN	MEMBER
4	MRS. MALIKA ROY	PROFESSOR	MEMBER
5	MR. MAYANK UPADHAY	ADVOCATE, FORMER STUDENT WELFARE OFFICER,	EXTERNAL MEMBER
6	MRS. SANGEETA CHILHATE	ASSISTANT. PROFESSOR	MEMBER
7	MOHINI BHARTELE	IV YR.B.SC STUDENT	STUDENT REPRESENTATIVE
8	DEEPIKA KARDATE	III YR.B.SC STUDENT	STUDENT REPRESENTATIVE
9	SHIWANI SINGH	II YR.B.SC STUDENT	STUDENT REPRESENTATIVE

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10	SOYA BARELA	I YR.B.SC STUDENT	STUDENT REPRESENTATIVE
11	MONIKA MISHRA	II PB B.SC STUDENT	STUDENT REPRESENTATIVE

Roles and responsibilities

- The cell stands for facilitating women's empowerment through guest lectures, seminars,awareness program and other welfare activities.
- To create the awareness on the objectives of WEC amongst girl students for their enthusiastic participation.
- To encourage women to undertake activities that strengthens their self-confidence.
- To participate actively in the events and competitions organized by the cell and encourage othergirl students to participate.
- To empower female faculty, staff and students about general economic and social issues.
- To review safety and security measures for female employees and girl students.

Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- The meeting is conducted as and when required.

Quorum

- 50% of committee member attendance.

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ANTI DRUGS / SUBSTANCE ABUSE CELL

Introduction

R. D. Memorial College of Nursing ensures to create a secure, conducive atmosphere for learning among the students on the campus and imposes total ban of substance abuse.

Purpose

The anti-drugs cell of the college has been constituted to ensure a drug- free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL, RDMCON	CHAIRPERSON
2	MR. HEMANT SINGH CHAUHAN	CHAIRMAN	MEMBER
3	MRS. C. GOMATHI	HOD, DEPT. OF MHN	MEMBER SECRETARY
4	DR. N. VIJAYA NARAYANAN	HOD, DEPT. OF MSN	MEMBER
5	MRS.MALLIKA ROY	HOD, DEPT. OF CHN	MEMBER
5	MS. MONIKA RAO	ASSISTANT PROFESSOR & HOD OF FON	MEMBER
6	MS. ALPANA SARKAR	WORDEN, GIRLS HOSTEL	MEMBER
7	MR VIJAY HALDAR	WORDEN, BOYS HOSTEL	MEMBER

Roles and responsibilities

- The possession, use and/or distribution of substances of abuse are prohibited on premises.
- Supervisors and security will carry out random checks on students/residential premises for anysubstances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate

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disciplinaryaction which may include expulsion.

- ❖ Organizing awareness program in the college and hostels about the ill-effects of drugs andalcohol.
- ❖ Encouraging peer policing among students against the use of drugs and reporting of anynoticed use of drugs by the students to anti-drugs cell.

Term of office

- ➢ The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- ➢ A member may be re-nominated to the committee for a maximum period of 3terms.
- ➢ A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Executive meeting will be conducted as and when required.

Quorum

- 50% of committee member attendance.

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INTERNATIONAL STUDENT CELL COMMITTEE

Introduction

International student cell which caters to the needs of foreign students from various countries. The Institute has always been welcoming towards students aspiring for world class education which webelieve is our forte.

Purpose

The International Students' Cell would strive for the welfare of the international student community; organize interactive discussions, seminars, program on the themes of cultural integration, generating awareness about unity in diversity.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2	MS BINDHU CHACKO	ASST. PROFESSOR	MEMBER SECRETARY
3.	MRS. JALPANA ADHIKARY	PROFESSOR	MEMBER
4.	G MAMATHA	ASST.PROFESSOR	MEMBER
5.	MS. NISTHA PANDEY	TUTOR	MEMBER

Roles and Responsibilities

- It is the duty of the Cell to refer the UGC guidelines for International Students – Generic guidelines of admission of international students and to follow it up in coordination with the Registrar's office.
- The Cell shall get the details from the Registrar's office for every academic year viz. No. of International students enrolled for each course, Name of the student, Name of the country to which he/shebelongs, etc.

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- ❖ It is the duty of the Cell to organize familiarization sessions for freshly enrolled students prior to the commencement of the academic session.
- ❖ The Cell have to resolve the difficulties faced by international students and to provide necessary assistance in areas such as completion of admission formalities, to help them in finding accommodation, opening of Bank accounts, counseling/orientation etc.
- ❖ It is the duty of the Cell to inform the international students about the dress code, hostel rules, rules onanti-ragging, etc.
- ❖ It is the duty of the Cell to provide inputs on specific and relevant information about the region, cityand suburbs, local customs, culture, language, civil facilities, etc.

Term of office

- ➢ The term of office of all members shall be for a period of 3 years from the date of joiningthe committee.
- ➢ A member may be re-nominated to the committee for a maximum period of 3terms.
- ➢ A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Executive meeting will be conducted as and when required.

Quorum

- 50% of committee member attendance.

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EQUAL OPPORTUNITY CELL (SC/ST/MINORITY /OBC)

Introduction

Discrimination against any person on the grounds of his/her disability or physical limitations and minority status is a gross violation of universally accepted principles of equality and human rights and even constitutional obligations. To address these and other urgent issues concerning SC, ST, OBC, and the Equal Opportunity Cell was set up by the RDMCON College.

Purpose

It oversees the effective implementation of policies and program for disadvantaged groups, to provide guidance and counseling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1.	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2.	MS BINDHU CHACKO	ASST. PROFESSOR	MEMBER SECRETARY
3.	MS. AANSHU	TUTOR	MEMBER
4.	MS. KIRTI SHRIVASTAVA	COMPUTER OPERATOR	MEMBER
5.	MRS VASANTA SHRIVASTAVA	CLERK	MEMBER
6.	MR. ROHIT SINGH	II M.SC(N) CO-ORDINATER	MEMBER
7.	MS. AKSHAY KUMARI JHALA	IV B.SC.(N) CO-ORDINATER	MEMBER

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Roles and Responsibilities

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To enhance the diversity among the students, teaching and non-teaching staff population and atthe same time eliminate the perception of discrimination.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- To disseminate the information related to schemes and program for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- To establish coordination with the Government and other agencies/organizations to mobilizeacademic and financial resources to provide assistance to students.
- To organize periodic meetings to monitor the progress of different schemes.
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments(teaching and non-teaching posts) and to improve their performances.
- To sensitize the college on the problems of SC/ST and other disadvantaged groups.

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Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Executive meeting will be conducted as and when required.

Quorum

- 50% of committee member attendance.

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ENVIRONMENTAL CELL / GREEN AUDIT

Introduction

Environmental cell or Green Audit cell audits the environmental sustainability and management of Departments & Institution. A proactive and enlightened Green Audit Committee helps to keep theenvironment on the campus pollution free and neat & clean.

Purpose:

- To do plantation of Maximum tree to protection the environment.
- To create environmental awareness among students.
- To make effective waste management (solid, water)
- Effectively using Alternate energy initiatives such as (Solar plant)
- Implement Audit such as :
- Water audit
- Energy audit
- Waste management audit
- Green audit
- To try to make our college eco-friendly.
- To care and periodically evaluation of tree.
- Observation and maintain the garden area.
- To implement paperless office.
- To make Average percentage expenditure on green initiatives and waste management.
- Use bicycles for pollution free environment.

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Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2	MS BINDHU CHACKO	ASST. PROFESSOR	MEMBER SECRETARY
3	MS. NEELAM AWASTHI	HOD, PEDIATRIC DEPT	MEMBER
4	MRS.MALLIKA ROY	HOD OF CHN DEPT.	MEMBER
5	MRS. C. GOMATHI	HOD, MHN DEPT.	MEMBER
6.	MRS. DOLLY JOHN SHIJU	HOD, DEPT OF OBG	MEMBER
7	MS. MONIKA RAO	HOD, DEPT OF FON	MEMBER
8	G MAMATHA	ASST. PROFESSOR	MEMBER

ROLES AND RESPONSIBILITIES

Chairperson:

- Evaluation of team work
- Establish a college environmental committee that will hold responsibility for the enforcement andreview of the environmental policy.

Member Secretary:

- To make yearly plan
- Work accordingly to fulfill the objectives
- Participating in plantation, Water management, Energy Conservation, Waste management, E waste management, Green area Management, &Use of LED for energy conservation.
- Recycle or safely dispose of white goods, computers and electrical appliances.

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- Review periodically the list of trees planted in the garden, allot numbers to the trees and keep records. Give scientific names to the tree and maintain green card
- Create awareness of environmental sustainability and takes action to ensure environmental sustainability.
- Ensure that an audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.
- Celebrate every year "Environment Day" and plant trees to make the campus more Green.

Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Executive meeting will be conducted as and when required.

Quorum

- 50% of committee member attendance.

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YOUTH RED CROSS UNIT

Introduction

Our institution, prepare our students to be caring citizens so that they have an opportunity to touch thelives of the needy and the helpless.

Purpose

We try to make a difference in our students through YRC by following cardinal principles

- Promotion of health and life.
- Service to the sick and the suffering.
- Develop the mental and moral capacities of the youth

Composition of the committee:

SL.NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2	MS BINDHU CHACKO	ASST. PROFESSOR	PROGRAMME OFFICER
3	DHAPU YADAV	ASST. PROFESSOR	CO-PROGRAMME OFFICER
4	MS. SHUSHMA SINGH	TUTOR CUM CLINICAL INSTRUCTOR	CO-PROGRAMME OFFICER
5	MAYANK SHIVAM	STUDENT IV B.SC.(N)	STUDENT SECRETARY
6	SHIRIN SHEIKH	STUDENT III B.SC.(N)	MEMBER
7	DEENU TIWARI	STUDENT IV B.SC.(N)	MEMBER
8	JYOTHI MEDA	STUDENT IV B.SC.(N)	MEMBER
9	SIYAN KUMARI YADAV	STUDENT III B.SC.(N)	MEMBER
10	SANJU YADAV	STUDENT III B.SC.(N)	MEMBER
11	SONA NINAMA	STUDENT II B.SC.(N)	MEMBER

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12	SHRUTI	STUDENT II B.SC.(N)	MEMBER
13	SHEETAL MOHABE	STUDENT I B.SC.(N)	MEMBER
14	SAVITA PRAJAPATI	STUDENT I B.SC.(N)	MEMBER

Roles and Responsibilities

- Promotion of health and hygiene.
- Service to others.
- Relief work during emergencies like flood, fire and other natural calamities.
- National Integration.

YRC observes the following commemorative days with lectures, health camps & blood donationcamp:

- World Health Day
- World Red Cross Day
- World Blood Donation Day
- World AIDS day

Term of office

- The term of office of all members shall be for a period of 3 years from the date of joining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of the committee again.

Frequency

- Executive meeting will be conducted as and when required.

Quorum

- 50% of committee member attendance.

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STUDENT'S NURSES ASSOCIATION

Introduction

The Student Nurses' Association of R. D. Memorial College of Nursing is one of the best platforms for the student nurses and it provides curricular and co-curricular programs, communicates issues and concerns relevant to nursing, encourages participation in community health-related activities and promotes legislative involvement of the nursing student.

Purpose

The SNA aids in the development of the whole person, his/her professional role and his/her responsibility for healthcare of people in all walks of life. SNA unit of our college strictly follows the Bye- laws of Trained Nurses Association of India (TNAI).

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	PRESIDENT
2	MRS. DOLLY JOHN SHIJU	VICE-PRINCIPAL	VICE- PRESIDENT
3	MS. BINDU CHACKO	ASST. PROFESSOR	SNA ADVISOR
4	MANISHA DAMOR	IV B.SC.(N) STUDENT	PRESIDENT (STUDENT)
5	PREETI YADAV	IV B.SC.(N) STUDENT	VICE PRESIDENT (STUDENT)
6	SALONI	III B.SC.(N) STUDENT	GENERAL SECRETARY
7	RENUKA BAMNIYA	III B.SC.(N) STUDENT	TREASURER
8	SHIWANI SINGH	II B.SC.(N) STUDENT	SPORTS SECRETARY
9	CHANDNI KUSHWAHA	III B.SC.(N) STUDENT	CULTURAL SECRETARY
10	MANISHA JATAV	IV B.SC.(N) STUDENT	MEMBER
11	NEHA SINGH RAJPUT	IV B.SC.(N) STUDENT	MEMBER

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12	TWINKAL CHOUDHARY	III B.SC.(N) STUDENT	MEMBER
13	SHARDA HATILA	III B.SC.(N) STUDENT	MEMBER

Roles and Responsibilities:

President

- The president will demonstrate leadership and provide organization and initiative within SNA.
- The president is the representative of the SNA to the faculty.
- The president presides at all meetings of the organization and of the executive board.

Vice President

- The vice-president acts as the coordinator of all committees.
- The vice-president will preside in the absence of the president.

Secretary

- The secretary will keep the record of the proceedings of all meetings.
- The secretary will also take attendance at all meetings.
- The secretary will be responsible for all SNA communications.

Treasurer

The treasurer will keep an itemized record in a permanent file of all receipts and expenditures and givewritten report of same each month.

SNA ADVISOR

- Plans calendar of events every year.
- Conducts General Body meetings once in a year and executive meeting as and when required.
- Elects SNA office bearers once in a year.
- Celebrates various national days like Independence Day, Republic day and.

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- Organizes significant days like Nurses Day, Teachers day and New Year.
- Celebrates various festivals like Onam and Christmans.
- Plans and conducts college events like Fresher's Day, Graduation and Lamp lighting ceremonyand farewell of students and staff.
- Arranges picnic for students and staff.
- Arranges guest lecturers for enhancement of knowledge for students and staff.
- Maintain documents and registers of meetings and financial expenditure.
- The SNA Advisor will be overall responsible for the coordination of SNA Activities

Members

- To serve as liaisons between their respective classes, the SNA and faculty.
- To distribute the "Nurses' Notes" and relay other pertinent information to their respective classes.
- To handle such responsibilities as set down by precedents.
- To serve as voting members of the standing committees
- All members of the executive board will keep detailed records and procedures of their job responsibilities and committee functions.

Term of office

- The term of office of all members shall be for a period of 1years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 2 terms.

Frequency

- Once/when required in a year General Body Meeting will be conducted.
- Executive meeting will be conducted as and when required.

Quorum

- 50% of committee member attendance.

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ALUMNI ASSOCIATION

Introduction

Every association binds its members together as a coherent group towards a common goal. Thus the association serves as a connecting link fostering friendship and fellowship among all its alumnae and with provides opportunities for continued self development through scientific, professional, social and cultural programs organized periodically.

Purpose:

It aims to motivate, strengthen and foster the professional relationship among the present and pastalumni's and thus enhance the growth and development of Institution

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	PRESIDENT
2	MRS.MALLIKA ROY	PROFESSOR HOD OF CHN	VICE-PRESIDENT
3	MS. BINDU CHACKO	ASST. PROFESSOR	MEMBER SECRETARY
4	MR. BALDEV YADAV	TUTOR	JOINT SECRETARY
5	MR. DEEPAK RATHOUR	TUTOR	TRESURER
6	MRS. SANGEETA CHILHATE	ASST. PROFESSOR	MEMBER
7	MS. RUCHI TRIPATHI	ASST. PROFESSOR	MEMBER
8	MR. DEEPAK RATHOUR	TUTOR	MEMBER
9	MS ANJLEENA	TUTOR	MEMBER
10	MRS. ARCHANA WAGAH	TUTOR	MEMBER

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11	MS. SHUSHMA SINGH	TUTOR	MEMBER
12	MS. SUSHMA THAKRE	ASSISTANT PROFESSOR	MEMBER
13	MRS. DOLLY JOHN SHIJU	VICE-PRINCIPAL	CO-OPTED MEMBER

Roles and responsibilitiesPresident:

The President shall have control over the affairs of the Association and shall preside over the committeemeetings and the meeting of the general body. She or he shall have powers to convene meeting of the committee.

Vice- President:

In the absence of president she/he will carry out the duties and responsibilities of the President.

Secretary:

- To receive all applications for membership and place them before the committee for enrollingmembers.
- To maintain proper registers and records and to keep in safe custody.
- To convene meetings of the committee or of the general body when authorized to do so by thepresident.
- To perform all other functions as may be assigned from time to time by the President or by the Executive Committee.
- To organize career guidance program for outgoing UG & PG students.
- To check periodically the registers and the other records of the association
- To conduct orientation program and in-service education program for its members in the interest ofmaintaining professional standards.
- To implement all decisions taken by the general body.
- To develop funding for the benefit of the association by donations, contributions, aids membershipfees and subscriptions.
- To fill up any casual vacancy in the committee by co-option.

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Treasurer:

- To keep a regular account of income and expenditure of the association and it shall be presented to thegeneral body for approval annually.
- She or he shall have powers to operate the accounts of the association and to incur such expenditure asmay be approved by the committee.
- She or he shall get the annual statement of accounts prepared, audited and such statements shall beplaced before the committee and the general body for approval.

Joint Secretary:

- To assist the secretary in all her or his duties.
- In the absence of the secretary, the joint secretary will perform all the duties and responsibilities of thesecretary.

Members:

- Representative will work for the association in their own area. They will help in the functioning of the association and work to strengthen the association.

Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.

Frequency

- Conducts meeting twice in a year or when ever need arises and General Body Meeting once in a year.

Quorum

- 50% of committee member attendance.

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HOSTEL COMMITTEE AND MESS COMMITTEE

Introduction

The Hostel and Mess Committee holds the responsibility of keeping a check on the hostel infrastructure, housekeeping issues etc.In short, Hostel and Mess committee makes the hostel life of a student cherish- able for a lifetime.

Purpose

Acting as liaisons between the administration, the caterers, the hostel authorities on one side and the students on the other, the committee members facilitate the addressing of issues that the students have andcommunicate the same to the concerned authorities. They ensure that the administration's concerns are communicated to the students and act for the benefit of all stakeholders involved. They take numerous initiatives for the betterment of lives of the students and implement the same by bringing the authoritiesin confidence.

Composition of the committee:

SL.NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	SHREE HEMANT SINGH CHAUHAN	CHAIRMAN	CHAIRPERSON
2	BRIG. (RETD.) ESTHER DAULAT	PRINCIPAL	CO-CHAIRPERSON
3	MS. ALPANA SARKAR	WARDEN (GIRLS HOSTEL)	MEMBER SECRETARY
4	MR VIJAY HALDAR	WARDEN (BOYS HOSTEL)	MEMBER
4	MR.M.C. SHRIVASTAVA	CHIEF EXECUTIVE ENGINEER	MEMBER
5	MR. RAO	FINANCE OFFICER	MEMBER
6	MRS. MALIKA ROY	M.SC.CO-ORDINATOR	MEMBER
7	MR.VIJAY SAHOO	ACCOUNTANT	MEMBER
9	SHIRIN SHEIKH	III B.SC(N) STUDENTS REPRESENTATIVE	MEMBER

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10	GAYATRI PATEL	IV B.SC(N) STUDENTS REPRESENTATIVE	MEMBER

Roles and responsibilities:

- Acts as a bridge between the administration, caterers, hostel authorities on one side and thestudents on the other.
- Facilitates the grievance redressal of students and communicates the same to the concernedauthorities.
- Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues,mess facilities, etc.
- Ensures an enriching stay at the campus.
- Maintains friendly and homely atmosphere to the students.
- Develops social integrity among students.
- Provides general comfort and welfare to the students.
- Maintains discipline in the hostel.

Term of office

- The term of office of all members shall be for a period of 3 years from the date ofjoining the committee.
- A member may be re-nominated to the committee for a maximum period of 3terms.
- A member who has completed a total of three terms shall not be a member of thecommittee again.

Frequency

- Conducts meeting twice in a year or when ever need arises and General Body Meeting once in a year.

Quorum

- 50% of committee member attendance.

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CONTINUING NURSING EDUCATION

Introduction

CNE conducts education program monthly to update the knowledge of the faculty.

Purpose

The purpose of the CNE is to ensure information and activities designed to enhance, improve or maintain the healthcare providers; Staffs which helps to improve in providing high quality education, care, research and administration.

Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. KAMLESH SINGH	PRINCIPAL	CHAIRPERSON
2	Ms. NEELAM AWASTHI	HOD DEPT. OF CHN	MEMBER SECRETARY
3	Ms. PREETI SEN	TUTOR	MEMBER
4	Ms ANJLEENA	TUTOR	MEMBER

Roles and Responsibilities

- Updates knowledge of the faculties with current trend, information and technology in nursing.
- Maintains standards of health care at acceptable level, and setting standard of performance.
- Provides a platform to exercise their professional capabilities.
- Encourages faculty to conduct Evidence based a research activities.
- Promotes creative leadership efficiency among the faculty.
- Provide a channel to interact with one another.
- Conducts or organizes In-service education program.
- Encourages the faculty to attend Seminars/Workshops/Conferences.
- Conduct monthly Journal club.
- Maintains Documents of the program conducted.

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