

**JSS COLLEGE OF PHYSIOTHERAPY**

**MYSORE.**

**STAFF MEETING MINUTES**

**Date of meeting:** 27<sup>th</sup> July 2018

**Venue:** Board room, JSS College of Physiotherapy

**Time:** 3:00 pm

**Minutes prepared by:** Sandeep.P.H

**AGENDA**

SL NO	AGENDA
1.	Reports from coordinators - Regular batch & Odd batch curriculum
2.	Plan for Academic year 18-19
3.	Faculty development
4.	Individual committee report
5.	Independence day and Jayanthi Celebrations

The monthly staff meeting was presided by Dr Kavitha Raja. It commenced with review of reports of meetings of various committees.

### **Report from Coordinators:**

#### **1<sup>st</sup> year BPT :**

- As reported by Mrs Nagina
- All Classes of medical college is completed.
- Awaiting 3 internal marks, anatomy and Physiology, will be received in first week of august.
- 11 students have shortage of attendance, its informed to class coordinator by Principal that the information of students not writing exams should be informed to their parents.
- Those who have shortage of marks in IA, Improvement exams to be given until they get 50%

#### **2<sup>nd</sup> year BPT:**

- As reported by Mrs Sharvani Belle
- All classes of external subjects is completed.
- 4 students are not writing the exams, due to shortage of attendance. Its informed to class coordinator by Principal that the information of students not writing exams should be informed to their parents.

#### **3<sup>rd</sup> year BPT:**

- As reported by class coordinator : Mr Nityal
- Students of regular batch clinical and theory attendance is checked for attendance percentage 5 students have shortage of attendance. Its informed to class coordinator to inform the parents that their child will not be writing the exam due to shortage of attendance.
- All theory class of Clinical subjects are completed.
- Those who have shortage of marks in IA, Improvement exams to be given until they get 50%
- Odd batch class are going as per schedule.
- Its decided to schedule the students in clinics from Aug 20<sup>th</sup>.

#### **4<sup>th</sup> year BPT:**

- As reported by :Mr Sandeep.P.H.

- All classes completed and one student has shortage of the attendance. Its informed to class coordinator by Principal that the information of students not writing exams should be informed to their parents.
- Students should submit the project report before appearing the practical exams.
- To request Dr Suresh Babu to take 15 hours class on Clinical Neurology
- Neurosurgery class to be scheduled on mid of November.

### **IN GENERAL TO ALL YEARS**

- To inform odd batch and the upcoming batch about leave policy.
- To plan Research methodology class for UG and PG together for next academic year.
- Payment to the external class faculty (Psychology, Sociology, Medical College, Stastics) to be done by august end by UG Coordinator.
- Collect University exam Center fee prior at the time of application fee.
- Class allotment for odd batch supervised practicals by PGS

<b>Subject</b>	<b>PG</b>
Electrotherapy	Priscilla
Exercise therapy	Nischitha
PT Ortho	Mukunda and Jeslin
PT Cardio	Naresh
PT Neuro	Vignesh
CBR	Sandhya

- Reopening of the college will be on October 3<sup>rd</sup> or I week after last practical exam.

### **PLAN FOR ACADEMIC YEAR 2018-19**

- The individual subject committee should check the soft copy, do the necessary formatting should make into PDF file and upload in website.
- All Classes must be referenced, appropriate and adequate and listed assignments must be covered.
- Should Teach clinical reasoning and critical thinking to students - not rote learning
- LP,PM and SCALB should be reviewed, and UG coordinator has to send a letter to MVP to get the approval to print the same In printing press of JSSMVP by Aug 20<sup>th</sup> .
- To add the regional holidays in academic calendar.
- To invite DME and MS to Induction day and record the induction day PPT for further use.
- To record the Induction day of other years and make the students who were absent on the day when they come back, Documentation is done by taking signatures.
- For library acquisition: it was decided to purchase e books, apps and e journals.

- Equipment's to be purchased for next academic year : BROM, Tilt Table, pinchmeter, Postural drainage couch and hand held dynamometer.
- Change in the coordinators and committee in charges

<b>Coordinator/ Committee</b>	<b>Incharge</b>
UG Cordinator	Mrs Nagina
First Year BPT	Mr Sandeep.P.H
Second year	Mrs Sharvani
Third Year	Mr Nityal
Fourth Year	Mr Mansoor
First MPT	Mrs Renuka Devi
Second MPT	Dr Kavitha Raja
Academic Presentation	Mr Mansoor

- Faculty taking core subjects next year

<b>SUBJECTS</b>	<b>FACULTY</b>
Biomechanics	Nityal & Sandeep
Exercise therapy	Alagarasan & Mansoor
Electrotherapy	Sharvani & Asif
PT Ortho	Dr Kavitha Raja, Vijay Samuel Raj, Nityal
PT Cardio	M Renuka Devi Nagina, , Alagarasan
OBG	Nagina, Anushree
PT Neuro	Sandeep, Sharvani, Asif
Pediatric	Dr Kavitha Raja Mansoor , Sharvani
CBR	Dr Kavitha Raja ,Anushree, Prashanth, Priyanka
Research	Dr Kavitha Raja
Ethics	Anushree
EBP	Dr Kavitha Raja

#### **FACULTY DEVELOPMENT PROGRAMME:**

- To arrange for teaching staff a workshop by Medical education unit of JSS Medical college on 25 or 30 of august or 8 September. Person Incharge: Mrs Renuka devi
- Latrobe university will be coming on 16, 17 August, They are interested in doing Research collaboration .areas of interest are: LBP  
Also need to speak regarding student exchange programme.
- IASP conference on Pain will be held from 14-17 August.
- ACLS course (AHA Certified) is scheduled in the month of October: its informed to staff to register their names: person incharge: Mr Sandeep.P.H

- Faculty was informed to write for the Grants (TIDE, DST, NCERT) as per discussed dates

### **INDIVIDUAL COMMITTEE REPORT**

- Smart campus update was given by Mr Sandeep.P.H: Informed regarding Phase 1 Proposed plans of JSS Health Institutions.
- **HOSPITAL**
  1. Addressed by Mr Vijay Samuel Raj.
  2. Blanket reference from Medicine unit 5( Dr Suresh babu)
  3. A proposal for blanket reference for all ICUS in 3 shifts was given which was planned to conduct after meeting with all unit heads and go forward or not.
  4. High risk baby book got printed, is used during High risk clinic.
  5. Research proposals to be sent for hospital : Suggested were; Teaching SOAP note pattern and Inter disciplinary plan of care and management.
- **OFFICE**
  1. Addressed by Mr Vijay Samuel Raj
  2. All the communication to and fro from the office to be done by emails. In mails that are high Priority a CC to Be given for Office incharge and Principal.
  3. Monthly calendar should be submitted to the principal before 20<sup>th</sup> of the month
  4. New mail ids are give:
    - [admin\\_jsscpt@jssonline.org](mailto:admin_jsscpt@jssonline.org) (to Communicate with Prashanth)
    - [jsscpt@jssonline.org](mailto:jsscpt@jssonline.org) ( To Communicate with Drakshayini)
    - [niranjan\\_jsscpt@jssonline.org](mailto:niranjan_jsscpt@jssonline.org) ( To communicate with Niranjan)

### **INDEPENDENCE DAY AND JAYANTHI CELEBRATIONS**

- On the account of Independence Day celebration by JSS Health institutions, JSSCPT has taken responsibility of catering which includes breakfast for guests and faculty and staff-  
Office persons should get menu and quotation and submit to Prof Sheela williams before 31 for approval
- On the Celebrating Jayanthi celebration of Swamiji on Aug 30 ,Mrs Renuka devi & Mr Prashanth are our college representatives .  
Welcome address will be delivered by Renuka  
For Catering office has to get menu and 3 quotations and submit to Prof Sheela williams before Aug 10.

**July 2018- Staff Meeting**

<b>Sl No</b>	<b>Staff Present</b>	<b>Signature</b>
1	Dr Kavitha Raja	
2	Mrs. Renukadevi M	
3	Mrs Nagina	
4	Mr. Vijay Samuel Raj	
5	Mr Sandeep.P.H	
6	Mr Prashanth VM	
7	Mr Nityal	
8	Mrs Sharvani	
9	Mr Mansoor	
10	Mr Sayed Asif Basha	
11	Ms Priyanka Shirshath	

**Staff Absent:**

1. Mr Jakson k. joseph

**JSS COLLEGE OF PHYSIOTHERAPY**  
**JSS OLD HOSPITAL CAMPUS, MG ROAD**  
**Mysuru**

**MINUTES OF MEETING- SEPTEMBER 2017**

**Date of meeting:** Friday, 22-09-2017

**Time:** 3 pm

**Meeting held;** Board Room, JSSCPT

**AGENDA**

<b>Agenda No</b>	<b>Agenda</b>
1	Welcoming the members By Principal Dr Kavitha Raja
2	Status of Lesson Plan, Practical manual and Hand book
3	Ayudha pooja & Saraswathi pooja
4	Installation of Biometric in Library
5	New health center in JCE campus
6	Website update
7	Change in Class Coordinator
8	First year PG Guides
9	Hospital Update
10	Office update

**2 Status of Lesson Plan (LP), Practical manual (PM) and Hand book (HB)**

- First year BPT, PM and HB is given to print, will be reviewed and delivered on 26-09-2017.
- Second year LP, module 4 will be finalized on 23-09-2017 by Sandeep.P.H and Alagarasan.PM should be revised and updated on 26-09-2017.
- Final year PM should be revised and updated , Meeting on 26-09-2017
- Hand book of MPT first and second year is given for print , will be delivered be on 26-09-2017

**3 Ayudha pooja and Saraswathi Pooja** will be held on 28-09-2017 in college.

#### **4 Installation of biometric in library**

- Biometric will be installed in library on 25-09-2017
- Once functional all staff and students should enroll themselves
- Should give thumb impression on each entry and exit for the library.
- Class coordinators should convey the same to their students.
- Henceforth attendance of library will be calculated through biometric only.

#### **5. New health center in JCE campus**

- JSS MVP has proposed a new health center in JCE , which also has a Physiotherapy center in it.
- In the new center the targeted areas will be
  - Sports injury; Screening and rehabilitation,
  - Biomechanical analysis
  - Ergonomics lab

#### **6. Website update**

- The following areas should be updated in website
  - Alumini association: Nagina Nikhath
  - CBR: Prashanth
  - Sports: Nityal
  - Student council: Jakson K Joseph
  - Research cell: Nagina/ Priyanka
  - Grievance cell: Renuka devi
  - Hospital: Vijay Samuel
  - Lesson Plan: Sandeep.P.H
- Concerned committee/ Cell people should give write up to Alagarasan by 28-09-2017

#### **7. Change in Class coordinator**



- For the academic year 2017-18 the new Class coordinators for BPT and MPT are as follows

<b>Year</b>	<b>Coordinator</b>
First BPT	Kavya MS
Second BPT(Regular )	Sharvani
Second BPT(Odd)	Jakson K Joseph
Third year BPT (Regular)	Nityal kumar
Third year BPT (Odd)	Alagarasan
Final year BPT (Regular)	Sandeep.P.H
Final year BPT (Odd)	Prashanth VM
Intern Coordinator	Nagina nikhath
First year MPT	Dr Shanawaz Syed
Second year MPT	Dr Annie thomas

## 8. First year PG Guides

<b>Sl no</b>	<b>Student name</b>	<b>Guide</b>	<b>Co guide</b>
1	Ms Rahiba	Mr Jakson K Joseph	Mr Vijay Samuel Raj
2	Mr Jeslin	Mr Jakson K Joseph	Mr Vijay Samuel Raj
3	Ms Durga	Dr Annie thomas	Mr Sandeep.P.H
4	Mr Vignesh	Dr Annie thomas	Mr Sandeep.P.H
5	Mr Naresh	Dr ShahanwazSyed	Mrs Sharvani
6	Ms Nischitha Rao	Dr ShahanwazSyed	Ms Priyanka
7	Ms Priscilla	Mrs Nagina Nikhath	Mr Alagarsan
8	Ms Teresa V	Mrs Renuka M Devi	Mr Prashanth VM
9	Mr Mukunda	Mr Jakson K Joseph	Mr Nityal
10	Ms Sandhya	Dr Shahanwaz syed	Ms Kavya

## 9. Hospital

- For the month of September the income generated by each department is less compared to previous month: Regarding the same a report should be sent (Mail) to Dr Kavitha raja and Mr Vijay Samuel on or before 30<sup>th</sup> September.

- Post graduates patient care documentation (PG Work Dairy) should be signed by the respective supervisors, Work dairy will be sent to all the staff.
- First year PGs are advised not to take more than 2 cases for initial two months.
- SOP of Hospital to be updated.
- Once SOP is completed Policy has to be updated.

#### **10. Office**

- Class coordinators were informed to give the total number of classes taken by the external teaching faculty to office by 23<sup>rd</sup> September.
- Amount should be paid within the month of September to the respective staffs who have taken the class.

#### **Teaching Staff Present**

<b>Sl no</b>	<b>Name</b>	<b>Signature</b>
<b>1</b>	<b>Dr Kavitha raja</b>	
<b>2</b>	<b>Mrs. Renuka devi</b>	
<b>3</b>	<b>Dr. Shahanawaz Syed</b>	
<b>4</b>	<b>Dr Annie Thomas</b>	
<b>5</b>	<b>Mrs Nagina Nikath</b>	
<b>6</b>	<b>Mr Sandeep.P.H</b>	
<b>7</b>	<b>Mr Prashanth VM</b>	
<b>8</b>	<b>Mr Nityal Kumar</b>	
<b>9</b>	<b>Mr Alagarasan</b>	
<b>10</b>	<b>Ms Priyanka shirsath</b>	

#### **Teaching Staff Absent**

<b>Sl no</b>	<b>Staff Name</b>	<b>Signature</b>
<b>1</b>	<b>Mr Jakson k Joseph</b>	
<b>2</b>	<b>Mr Nagarjuna</b>	
<b>3</b>	<b>Mr Vijay Samuel Raj</b>	
<b>4</b>	<b>Ms Kavya MS</b>	
<b>5</b>	<b>Mrs Sharvani</b>	