

**SIKKIM PROFESSIONAL INSTITUTE OF NURSING (SPION)  
8TH MILE BUDANG, SORENG, SIKKIM**

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**MINUTES OF MEETING**

**Board of Studies (BoS) – College of Nursing**

**Date:** 15th March 2024

**Time:** 11:00 AM – 1:00 PM

**Venue:** Meeting Room, SPION

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**Members Present:**

- Prof. Jaswant Sokhi – Pro. VC & Chairperson
- Miss Akreti Gurung – Principal I/C
- Miss Caroline Subba - Tutor
- Miss Ranjita Chettri - Tutor
- Miss Yangchen Sherpa – Tutor
- Miss Pratistha Rai – Tutor
- Miss Sonia Chettri – Tutor
- Miss Sunaina Chettri – Tutor
- Miss Toshika Dahal – Tutor
- Miss Pema Lepcha - Tutor

**Agenda:**

1. Review of curriculum implementation for the academic year 2023–24
  2. Discussion on upcoming University Examinations (July 2024)
  3. Planning for new academic session (2024–25) beginning in August 2024
  4. Proposal of short-term courses and workshops for skill enhancement
  5. Any other matters with the permission of the Chair
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**Proceedings:**

1. **Review of Curriculum Implementation**



- The Chairperson appreciated the faculty for timely completion of theory and practical portions.
- Clinical postings were reported to be running smoothly in STNM Hospital, District Hospital Namchi, and affiliated Community Health Centers.
- Minor lapses in attendance of certain batches were noted, and faculty mentors were asked to strengthen student monitoring.

## **2. University Examinations (July 2024)**

- The examination schedule from Sikkim Professional University was shared with the members.
- Faculty were requested to complete internal assessments by 10th June 2024.
- Revision classes and pre-final model exams were proposed in the month of June.

## **3. New Academic Session (2024–25)**

- Admission process for new batches (B.Sc. Nursing, GNM) is expected to begin in July 2024.
- Orientation program for freshers is tentatively scheduled for the first week of August.
- Departments were asked to update their teaching plans and submit by June 2024.

## **4. Skill Enhancement Workshops & Courses**

- Proposal to organize a two-day workshop on Research Methodology and Biostatistics for final-year UG and PG students.
- Plan to initiate Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) training.
- A short-term certificate course in Palliative Care Nursing was suggested, pending university approval.

## **5. Any Other Matters**

- The importance of promoting faculty research and publications was emphasized.
- Members suggested encouraging students to participate in upcoming Nurses' Day 2024 celebrations with poster and essay competitions.

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### **Resolutions:**

- Internal assessments to be completed by 10th June 2024.
- Revision and model examinations to be conducted before the university exam.
- Orientation program for freshers to be organized in the first week of August 2024.
- Research Methodology Workshop to be conducted in May 2024.
- Proposal for Palliative Care Nursing Certificate Course to be forwarded to University Academic Council.



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The meeting concluded at 1:00 PM with a vote of thanks to the Chair.



**Miss Akreti Gurung**

**Principal I/C**

**SPION, Budang**

**Prof. (Dr.) Jaswant Sokhi**

**Pro Vice Chancellor**

**SPU, Budang**



**SIKKIM PROFESSIONAL INSTITUTE OF NURSING (SPION)**  
**8TH MILE, BUDANG, SORENG, SIKKIM**  
**REPORT ON BOARD OF STUDIES MEETING**

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**Date:** 12th November 2024

**Time:** 11:00 AM – 1:00 PM

**Venue:** Meeting Room, SPION

**Chairperson:** Principal, SPION

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**Agenda:**

1. Review of ongoing semester syllabus completion
  2. Internal assessment and feedback review
  3. Preparations for University Practical Examinations (Jan 2025)
  4. Curriculum revision suggestions for upcoming academic session
  5. Library new purchase and digital resources
  6. Augmentation of laboratories and clinical practice areas
  7. Any other matter with the permission of the Chair
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**Minutes:**

**Agenda 1 – Review of Ongoing Semester Syllabus Completion**

- Most departments reported 75–80% completion of syllabus.
- Community Health Nursing requested additional time for field postings due to delayed monsoon schedule.
- Psychiatric Nursing faculty highlighted the need to integrate more case-based discussions.

**Agenda 2 – Internal Assessment and Feedback Review**

- Internal assessment marks were analyzed; overall performance satisfactory.
- Low scores in Nursing Research & Statistics noted, with remedial classes planned for late November.
- Feedback from students suggested more interactive and demonstration-based teaching.

**Agenda 3 – University Practical Examinations**



- Tentative exam schedule (Jan 2025) received from SPU was discussed.
- Skills lab preparation and hospital allocation confirmed.
- Faculty exam coordinators identified for each specialty.

#### **Agenda 4 – Curriculum Revision Suggestions**

- Suggestion to add simulation-based modules in Critical Care Nursing.
- Case presentation and process recording to be strengthened in psychiatric and community postings.

#### **Agenda 5 – Library New Purchase & Digital Resources**

- Approval to purchase updated editions of key nursing textbooks (2024 editions).
- Subscription to online journals through ProQuest Nursing Collection proposed.
- Faculty advised to submit book requisitions by December.

#### **Agenda 6 – Laboratory & Clinical Practice Augmentation**

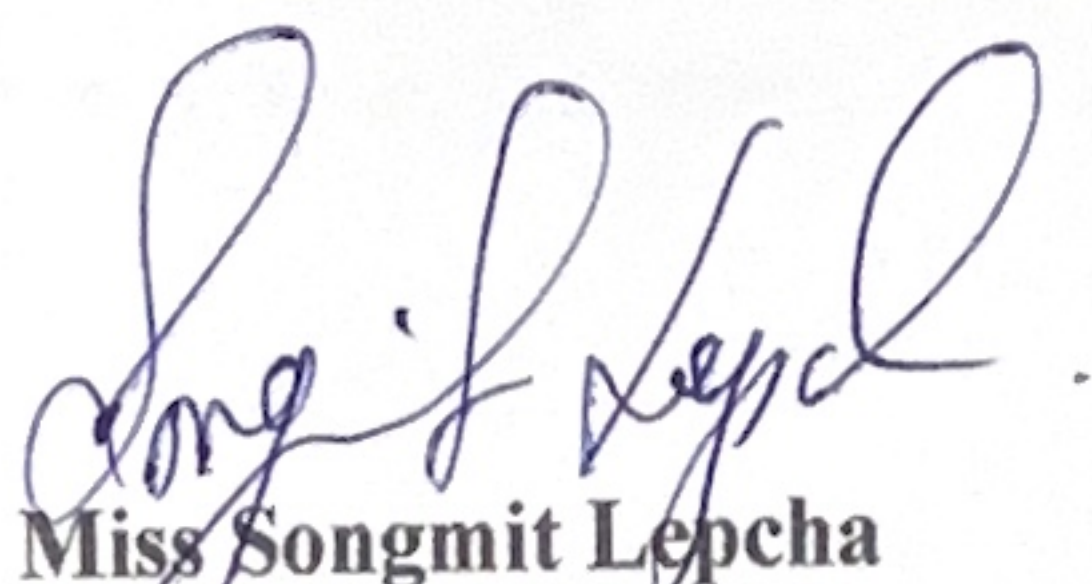
- Maternal and neonatal care models to be added in OBG lab.
- Proposal to establish a mini-simulation unit for emergency procedures.

#### **Agenda 7 – Any Other Matters**

- Plan to conduct a Seminar on Mental Health Nursing in March 2025.
- Faculty development workshop on “Advanced Assessment Skills in Nursing” to be organized in February 2025.

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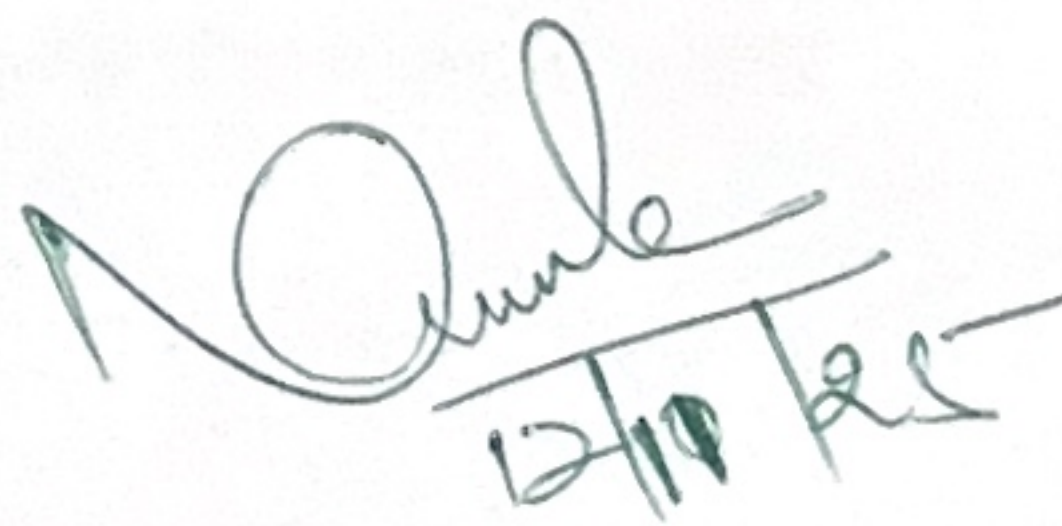
**The meeting concluded with a vote of thanks to the Chair at 1:00 PM.**



**Miss Songmit Lepcha**

**Minutes Secretary**

**SPION, Budang**



**Mrs. Nisha Soren**

**Principal I/C**

**SPION, Budang**



**SIKKIM PROFESSIONAL INSTITUTE OF NURSING**  
**8TH MILE BUDANG, SORENG SIKKIM**  
**REPORT ON MONTHLY TEACHER COUNCIL MEETING**

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**Date:** 5th May 2025

**Time:** 3:00 PM

**Venue:** Meeting Room

**Chairperson:** Principal, SPION

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**Agenda:**

- Finalization of Subject Distribution
  - Preparation for Upcoming University Internal Assessment
  - Clinical Posting Adjustments
  - Planning for International Nurses Day Celebration
  - Administrative Matters
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**Minutes:**

**Agenda 1 – Finalization of Subject Distribution**

- Subject distribution for GNM and B.Sc. Nursing was finalized.
- Respective subject coordinators were allotted for the academic year 2025–26.

**Agenda 2 – University Internal Assessment**

- Discussion was held on conducting internal exams for both GNM and B.Sc. students in the third week of May.
- Teachers were reminded to prepare question papers and submit them to the Exam Cell on time.

**Agenda 3 – Clinical Posting Adjustments**

- Minor adjustments in clinical postings were discussed due to hospital workload.
- Permission letters for STNM and District Hospitals to be arranged before end of May.

**Agenda 4 – Nurses Day Celebration**

- It was decided to celebrate Nurses Day on 12th May with a cultural and academic program.



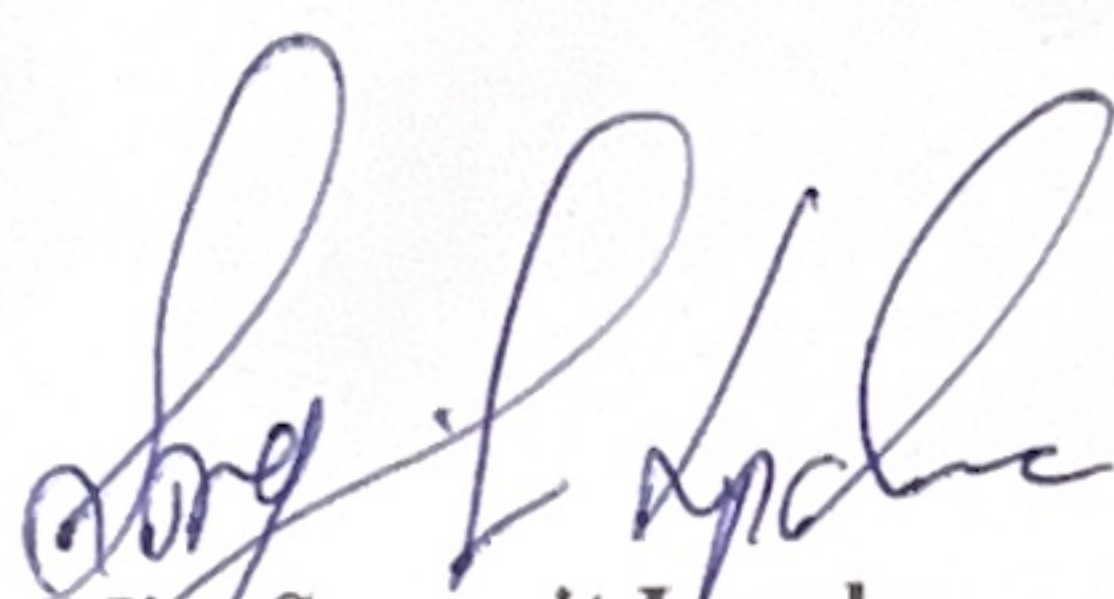
- Ms. Nikita and Miss Cheden were appointed as Program Coordinator.

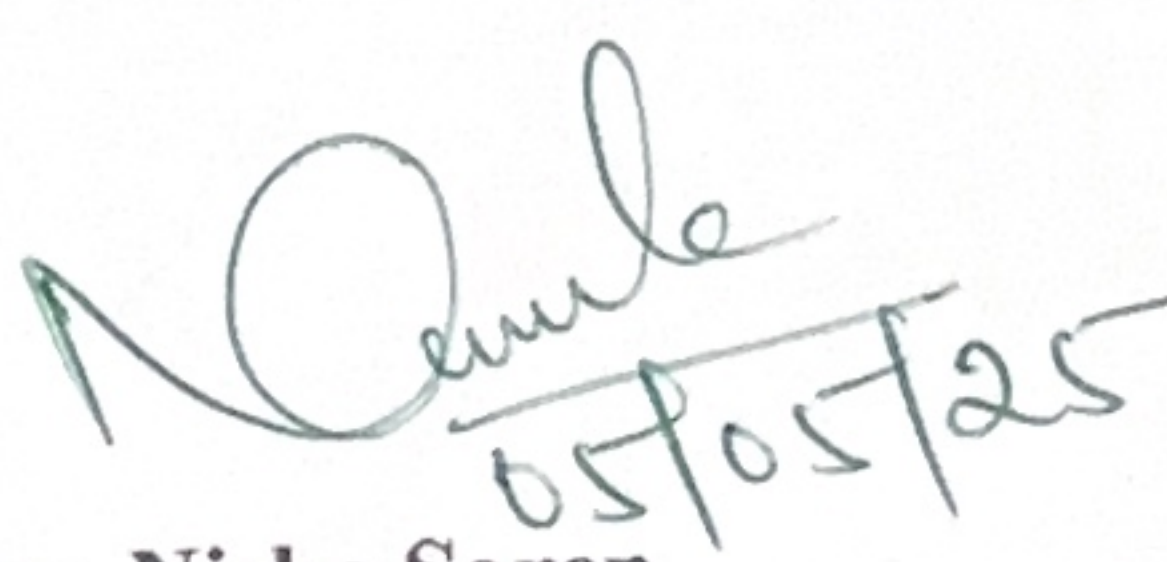
#### **Agenda 5 – Administrative Matters**

- Proper attendance maintenance and updating of student records emphasized.
- Faculty were reminded to complete monthly CRP/MRP submissions.

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The meeting ended with a vote of thanks to the chair.

  
**Miss Songmit Lepcha**  
**Minutes Secretary**  
**SPION, Budang**

  
**Mrs. Nisha Soren**  
**Principal I/C**  
**SPION, Budang**



**SIKKIM PROFESSIONAL INSTITUTE OF NURSING**  
**8TH MILE BUDANG, SORENG SIKKIM**  
**REPORT ON MONTHLY TEACHER COUNCIL MEETING**

**Date:** 3rd June 2025

**Time:** 3:00 PM

**Venue:** Meeting Room

**Chairperson:** Principal, SPICON

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**Agenda:**

- Preparations for University Examination (July 2025)
- Completion of Syllabus
- Pre-University Practical Examinations
- Library and Lab Updates
- Educational Visit Review

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**Minutes:**

**Agenda 1 – University Exam Preparation**

- Faculty were instructed to complete 100% syllabus before 25th June.
- Revision classes to be conducted for weaker students.

**Agenda 2 – Pre-University Practical**

- Pre-board practical to be conducted in the last week of June.
- Clinical instructors were asked to prepare checklists.

**Agenda 3 – Library and Lab Updates**

- Library staff instructed to provide sufficient reference materials for exam preparation.
- Lab coordinators reminded to ensure availability of instruments for practical.

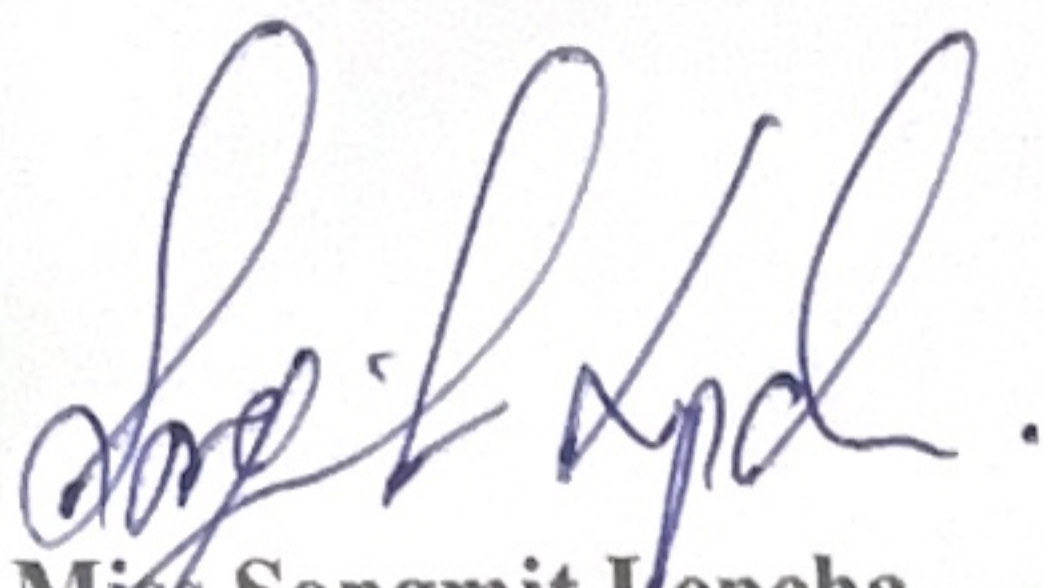
**Agenda 4 – Educational Visit Review**

- Feedback was collected from faculty and students regarding last month's educational visit.
- Positive response noted; future visits to be planned accordingly.



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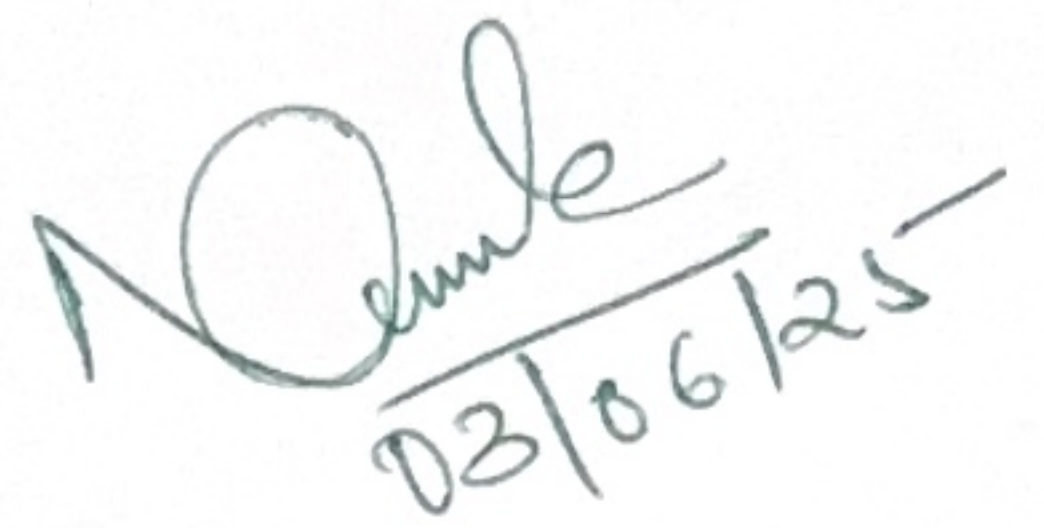
The meeting ended with a vote of thanks to the chair.



Miss Songmit Lepcha

Minutes Secretary

SPION, Budang



Mrs. Nisha Soren

Principal I/C

SPION, Budang



**SIKKIM PROFESSIONAL INSTITUTE OF NURSING**  
**8TH MILE BUDANG, SORENG, SIKKIM**  
**REPORT ON BOARD OF STUDIES MEETING**

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**Date:** 8th July 2025

**Time:** 2:30 PM

**Venue:** Meeting Room

**Chairperson:** Principal, SPION

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**Agenda:**

- University Examination Arrangements
  - Faculty Invigilation Duties
  - Examination Discipline and Attendance
  - Next Session Admission Updates
  - Administrative Matters
  - Revision of Syllabus (BoS)
  - Library New Purchase and Lab Augmentation (BoS)
  - Review of MRP, CRP and Academic Calendar (2025–2026)
  - Council Examination for GNM Arrangement
  - Closure of Internship for GNM Batch (2022–2025)
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**Minutes:**

**Agenda 1 – University Examination Arrangements**

- Examination schedules were shared with all faculty.
- Classrooms were allotted as per student strength.

**Agenda 2 – Faculty Invigilation Duties**

- Invigilation duty roster was finalized.
- Faculty reminded to strictly follow rules of conduct during exams.

**Agenda 3 – Examination Discipline and Attendance**

- Teachers asked to brief students on maintaining discipline during university exams.



- Attendance sheets to be properly verified and submitted daily.

#### **Agenda 4 – Admission Updates**

- Admission process for new GNM and B.Sc. batches to begin after university exams.
- Prospectus and forms already circulated.

#### **Agenda 5 – Administrative Matters**

- Staff were reminded to submit pending reports before the end of July.

#### **Agenda 6 – Revision of Syllabus (Board of Studies)**

- Suggestions to include new clinical case scenarios and OSCE-based assessments in the upcoming session.

#### **Agenda 7 – Library New Purchase and Lab Augmentation (Board of Studies)**

- Decision to purchase updated editions of core nursing textbooks.
- Augmentation of skills lab with new mannequins and simulation equipment was approved.

#### **Agenda 8 – Review of MRP, CRP and Academic Calendar (2025–2026)**

- Draft academic calendar for 2025–26 presented and reviewed.
- MRP (Monthly Report of Progress) and CRP (Course Report Progress) submission deadlines were finalized for each department.

#### **Agenda 9 – Council Examination for GNM Arrangement**

- Council exam dates for GNM final year students shared.
- Faculty assigned for theory and practical examination duties.

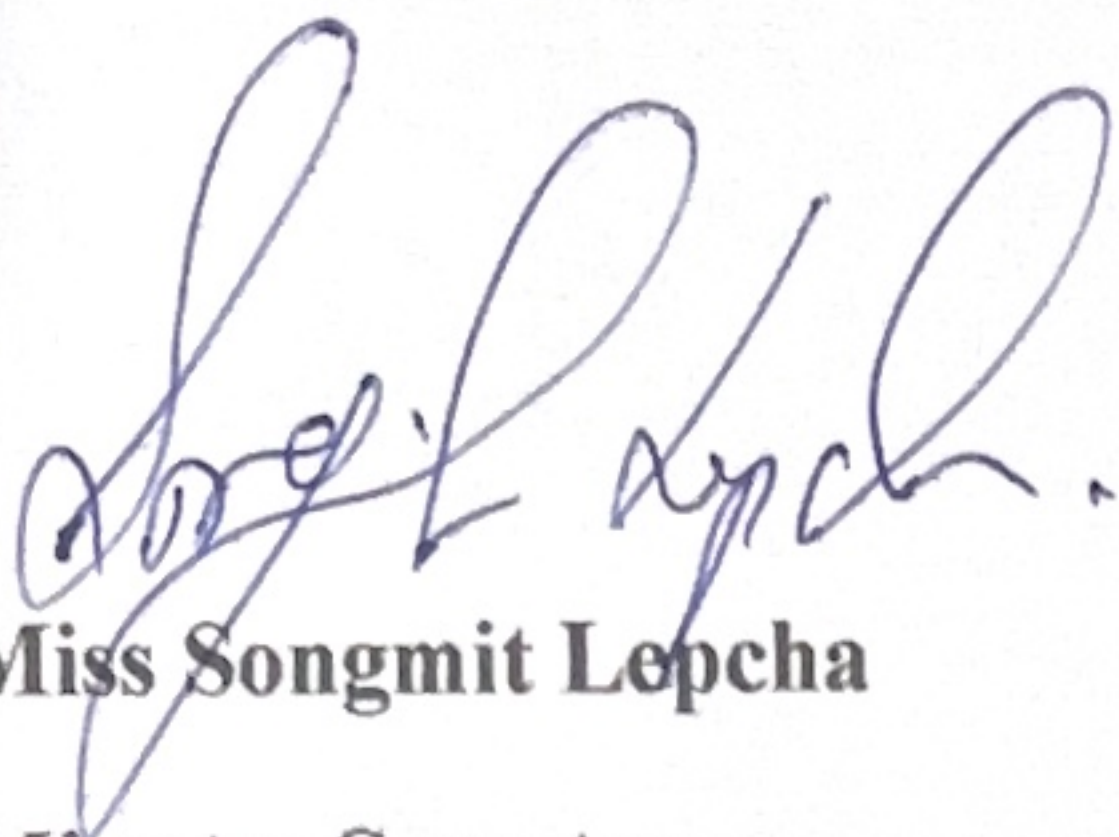
#### **Agenda 10 – Closure of Internship for GNM (2022–2025 Batch)**

- Internship for GNM 2022–25 batch to be completed by 31st July 2025.
- Completion ceremony and feedback session to be organized in the first week of August.

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The meeting ended with a vote of thanks to the chair.

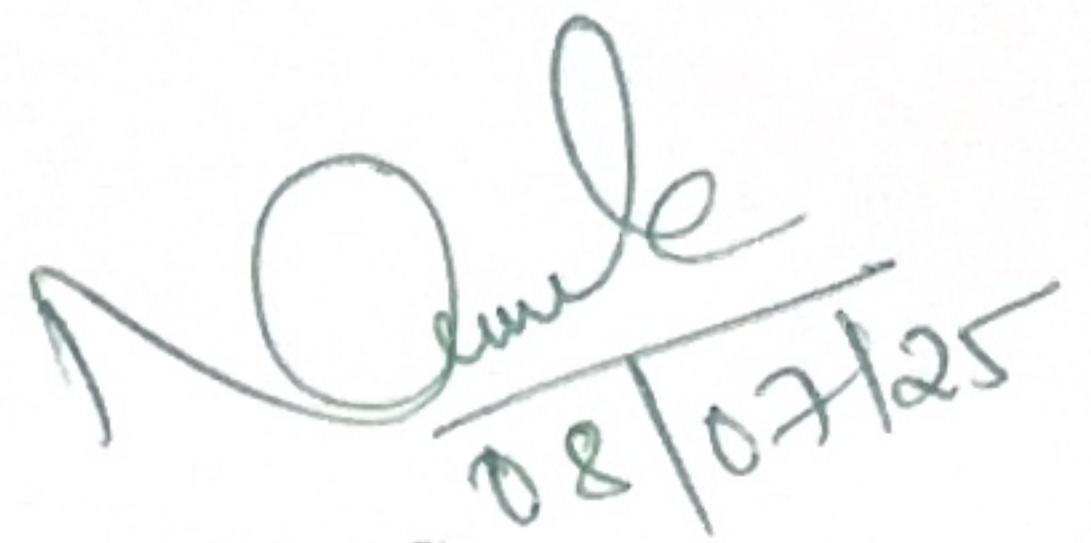




**Miss Songmit Lepcha**

**Minutes Secretary**

**SPION, Budang**



**Mrs. Nisha Soren**

**Principal I/C**

**SPION, Budang**



**SIKKIM PROFESSIONAL INSTITUTE OF NURSING**  
**8TH MILE BUDANG, SORENG SIKKIM**  
**REPORT ON MONTHLY TEACHER COUNCIL MEETING**

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**Date:** 6th August 2025

**Time:** 3:00 PM

**Venue:** Meeting Room

**Chairperson:** Principal, SPICON

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**Agenda:**

- Commencement of New Academic Session (2025–26)
  - Orientation Program for Freshers
  - Clinical Posting Plan (New Session)
  - SNAI & TNAI Activities
  - Administrative and Library Matters
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**Minutes:**

**Agenda 1 – Commencement of New Session**

- The new academic session for GNM and B.Sc. Nursing began on 4th August.
- Faculty welcomed the new students and shared academic guidelines.

**Agenda 2 – Orientation Program**

- An orientation program for new students was scheduled on 10th August.
- Topics: Institute rules, academic policies, clinical exposure, and student activities.

**Agenda 3 – Clinical Posting Plan**

- Clinical posting schedule for the new batch was prepared.
- Senior batches to continue ongoing postings as per calendar.

**Agenda 4 – SNAI & TNAI Activities**

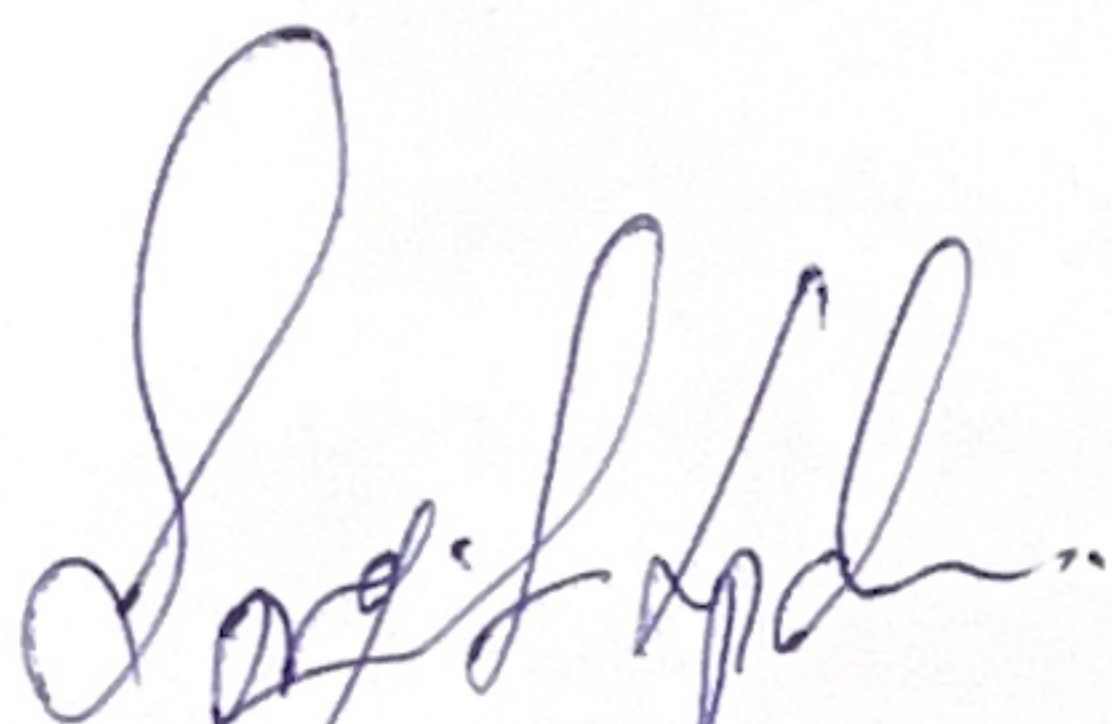
- SNAI membership drive for new students to begin in August.
- Ms. Leena Ma'am to coordinate activities.

**Agenda 5 – Administrative and Library Matters**



- Faculty reminded to update lesson plans.
  - Library in-charge to issue new library cards for fresh students.
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The meeting ended with a vote of thanks to the chair.



**Miss Songmit Lepcha**  
Minutes Secretary

**SPION, Budang**



**Mrs. Nisha Soren**

**Principal I/C**

**SPION, Budang**