



MGM INSTITUTE OF HEALTH SCIENCES
MGM NEW BOMBAY COLLEGE OF NURSING

5th Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1
Kamothe, Navi Mumbai – 410 209.

STANDARD OPERATING PROCEDURE (SOP)
Academic Planning

Type of Document	:	Academic
Name of the document		Academic Planning
Document Number	:	MGM/NBCON/SOP/ACA/008
Number of Pages	:	02
Effective Date	:	8th August 2013
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Revised on	:	9th July 2018





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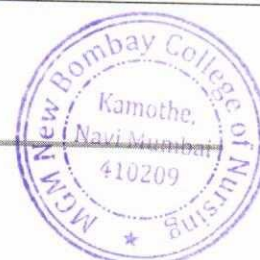
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STANDARD OPERATING PROCEDURE (SOP)
Academic Planning

- 1. PURPOSE** : To describe the procedure for Annual Academic Planning
- 2. SCOPE** : Applies to all Nursing Programmes offered by Nursing College
- 3. RESPONSIBILITY** : Programme Coordinators and Class Coordinators, Co-coordinators, Subject Co-ordinators of B.Sc Nursing, Post Basic B.Sc Nursing, M.Sc Nursing, Nurse Practitioner Programme.

4. POLICY:

Sl. No	Policy
4.1	Meetings for academic planning are conducted at the end of academic year. (First week of July)
4.2	Master rotations are prepared by concerned coordinators in consultation with programme coordinators. (first & second week of July)
4.3	The coordinator displays the Master plan, subject allocation, clinical postings, extracurricular activities and extension activities at the UG / PG committee. (Third week of July)
4.4	The Coordinator confirms a fixed schedule of external lectures by after consulting with external lecturers personally or as and when needed. (August)
4.5	Weekly time tables are prepared and displayed on the notice board after approval of Director on every Friday.
4.6	The concerned teacher follows the time table to conduct theory lectures / Demonstration in the laboratory.
4.7	Cumulative record of theory lectures and clinical experience is maintained.





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5. PROCEDURE

Sl. No.	Standard Procedure
5.1	IQAC meeting is conducted to review overall academic performance in the previous year and to plan quality improvement agendas in the month of June every year.
5.2	Feedback from students are taken at the end of each academic year to review the implementation of every nursing programmes.
5.3	College council meeting is conducted in the month of July every year to review the implementation of each nursing programme. The programme coordinators present the review report of UG and PG programmes. Brief planning for each UG and PG programme is done. The Coordinators and co-coordinators for every class are assigned.
5.4	The Proposed dates for Diwali Vacation, First Term Exam, ECA week, Prefinal Exam, Summer Vacation and Study Leave are also planned during academic planning meeting.
5.5	Coordinators present the Master plan, clinical postings, extracurricular activities, extension activities in the UG / PG committee for approval.
5.6	Specific planning for each class is done by concerned class coordinators in consultation with programme coordinators.
5.7	Subject coordinators submit the planning of their subjects to the class coordinator for its implementation.
5.8	Every faculty involved in teaching of concerned nursing programme is provided with the plan of unit allocation, assignments and procedures to be demonstrated in the laboratory for its implementation.
5.9	Weekly time tables are prepared by concerned co- coordinators of each class for internal / external faculty.
5.10	Time table is displayed on the notice board after approval of Director
5.11	The concerned teacher follows the time table to conduct theory lecture / Demonstration in the laboratory.
5.12	Cumulative record of theory lectures, clinical and field experience is maintained in the time table after realization.

