

S.No.	Subject	Detailed Description	Target Date	Officer	Remarks
1	Staff				
1.1	Existing staff	The Deputy Registrar has already been appointed. The PNRC could move case for sanction of one post of senior assistant and two posts of clerks.	8/15/2004	Registrar/SMER	
1.2	Requirement of new staff	If there was still more requirement of staff,the PNRC could send the case to Government. PNRC should try for outsourcing.	8/15/2004	President/Registrar	
2	Proforma for inspections	The proformas have been finalised for B.Sc., Post Basic B.Sc., G.N.M. and A.N.M. For GNM we will have two proformas, one for institutions commissioned before 2003 and other for after 2003. The PNRC in its last meeting had diluted the norms somewhat. The Superintendent to discuss the case with the undersigned for restoration of the position.	8/15/2004	President/Registrar/Superintendent	
3	Major short-comings in the Nursing instituions.	Proforma for GNM/ANM institutions has been given to PNRC for filling up the details. The proformas have been filled up on the basis of available information which was not completed. Superintendent, Mr.Kang was asked to complete all these proformas accurately and submit them by 12/4/2004	12/4/2004	Registrar/Superintendent, Mr.Kang	Done
4	Serious irregularities.	(1) The responsibility for grant of affiliation to Saraswati and Charanjit Memorial Nursing College has not been fixed as desired in the last meeting held on 4/2/2004.(2) Blacklist the inspectors who had inspected the Guru Nanak Nursing School, Jalandhar. (3) Register an FIR against Gulshanbir Kaur and management of Anand School of Nursing, Amritsar for fraudulent letter increasing the number of seats. (4) Chargesheet Gulshanbir Kaur for granting recognition to Guru Nanak Training Institute Patiala and Charanjit Memorial in the year 2001. (5) Fix responsibility for wrong inspection of R.N.Tagore Nursing School, Pathankot. (6) Blacklist the advocate and chargesheet Gulshanbir Kaur and the accountant for cash payment and non refund of money.	8/15/2004	Registrar/President	

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5	Computerization	Outsource data entry operators if required	8/15/2004	Registrar	
6	Computerisation of Examination System	The quotations have been received and there is wide variation. It was decided that the case would be discussed with a computer expert. If necessary the work can be given to Punjab Infotech.	8/15/2004	Registrar	
7	List of students	The list of students admitted in 2003-04 has been prepared on computer. Copy of this be sealed. The eligibility of the students be examined and they be issued registration number within one month. The President would finalise the case in case there is difference in the list submitted by the institution for examination and the list sent earlier.	8/15/2004	President	
8	Results of examination	The merit list of 2003 exam yearwise for both GNM and ANM to be put on the website. Give gold medal/silver medal and bronze medal to the eligible students.	8/15/2004	Registrar	

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9	ANM/GNM examination 2004 and non INC institutions	There were 3 GNM and 2 ANM institutions who had made admissions in 2003 without INC approval. The PNRC would finalise their shifting to INC approved institutions	8/15/2004	Registrar	
10	Admissions Procedure	The Registrar was asked to prepare a scheme for centralised admissions. However no progress has been reported. Fee of the colleges would be got fixed from the High Court Judge Committee.	15/4/2004	Registrar	Done
11	Hospital affiliation	The PNRC would obtain a certificate from the institutions - (1) From the SMO of the hospital regarding duration of training and regarding payment (2) From the institution regarding proof of payment	8/15/2004	Registrar	
12	Teaching faculty	We should computerized the list of teaching faculty of the institutions giving name, photo and PNRC registration number	8/15/2004	Registrar	

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13	Affiliation with PNRC	The affiliation with PNRC should be granted with absolute caution. It should be ensured (1) that the building has been constructed on the 2 acre land and it is not operating from a residential building (2) The requisite infrastructure exist (3) The teaching faculty has been recruited and details supplied to the inspection team. (4) That the inspecting team has visited the hospitals affiliated for training (5) That the inspectors have filled up all the columns of the inspection proformas with due care. Action should be taken against the inspectors for poor job		Registrar/President	
14	Inspections	All the institutions be inspected by a team of competent inspectors. The inspection teams be given the self assessment proforms duly filled in by the institution and blank proforma. Inspections be completed by 30/8/2004.	8/30/2004	Registrar/President	
15	BSC Nursing Institutions	Institutions be inspected and report be made about the institutions operating from rented buildings. Other nrms also be checked.	8/30/2004	Registrar/President	