

MINUTES OF

IQAC MEETINGS

2021

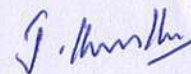
NOTICE

Date: 1st January 2021

Dear IQAC Members IQAC meeting is scheduled on
30th January 2021 from 3.30 pm in the Auditorium, 2nd Floor



Prof. Shubhangi Pangam
IQAC Co-ordinator



Prof. Dr. Jaya Kuruvilla
Principal – College of Nursing



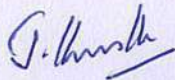
MINUTES OF IQAC MEETING

Date: 30th January 2021

Time: 3.30-4.30pm

CONTENT	RESPONSIBLE PERSON
<p>Salient features of NAAC A++ colleges</p> <p>Ms. Seema presented the salient features of colleges secured NAAC A++ grade, in which she highlighted the best practices followed by every colleges. Ms. Seema summarized the main features as: History & milestones of the Institution. (Over the period of time) Awards & recognition, Vibrant website, Unique programs/ Projects, Student centered schemes, Nation building programs, Continuous quality improvement, Collaboration</p> <p>Chairperson of each criterion presented the overall plan of presentation of their criterion. Highlighted the suggestions by PTV and the documents to be kept ready at department and centralised level.</p> <p>Department wise presentation outline</p> <p>Class coordinators of all department presented the outline of department presentation for PTV. Prof. Dr. Jaya Kuruvilla and Prof. Shubhangi Pangam gave valuable suggestions to incorporate.</p> <p>Committee wise action plan</p> <p>Reception committee</p> <p>Ms Dakshata presented the plan for reception committee during PTV. Highlighted event wise plan with faculty responsible.</p> <p>Cultural committee</p> <p>Ms. Savita Raut, presented the overall plan of “Sanskrutik Sandhya”, specified the program details with number of students involved from each class, overall budget for costumes, screening plan and student movement plan.</p> <p>NAAC parent meeting</p> <p>Ms. Alison presented the plan for parent meet with NAAC peer team members. Highlighted the program schedule with faculty responsible. The team responsible is in touch with all parents through the WhatsApp group created.</p>	<p>Ms. Seema Samudre</p> <p>Prof. Shubhangi Pangam, IQAC Coordinator</p>

<p>NAAC alumni meet</p> <p>Ms. Sinta discussed the plan regarding Alumni peer team meet, the logistic preparations and the program agenda. Student meeting with peer team</p> <p>Ms. Siman Xavier discussed the plan regarding student meet during peer team visit. Selected students from each class. Conducted one meeting last week. Planned to do one more meeting with students before the PTV.</p> <p>IQAC -Minute wise plan of NAAC peer team visit</p> <p>Prof. Shubhangi Pangam presented the minute wise plan during peer team visit. Discussed the committee with chairperson and members responsible, faculty responsible for department presentation & criterion wise presentation and their respective locations. Minute wise plan on Day 0, Day1 and Day 2 also discussed and doubts clarified. Prof. Dr. Jaya Kuruvilla suggested all criterion chairperson and department coordinators to do one mock presentation in front of steering committee.</p>	
<p>Principal madam appreciated all presentations.</p> <p>Criterion presentation: Madam suggested all chairperson to have a look on salient features of NAAC A++ college presentation and do modifications wherever necessary. Highlight community involvement and interdisciplinary collaborations. Achievement of college should come in student support, also include Covid vaccination.</p> <p>Serosoft and web guru: Madam emphasized to show Serosoft and web guru utilization in the past, since it's not functional at present.</p> <p>Department presentation: Include only what is done by the department.</p> <p>Exit meeting: Dr. Rajesh Rao will be coming for exit meeting instead of Mr. Joy Chakraborty.</p>	<p>Prof. Dr. Jaya Kuruvilla, Principal</p>


 Prof. Dr. Jaya Kuruvilla
 Principal

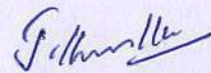
NOTICE

Date: 1st February 2021

Dear IQAC Members IQAC meeting is scheduled on
25th February 2021 from 3.30 pm in the Auditorium, 2nd Floor



Prof. Shubhangi Pangam
IQAC Co-ordinator



Prof. Dr. Jaya Kuruvilla
Principal – College of Nursing



MINUTES OF IQAC MEETING

Date: 25th February 2021

Time: 3.30-4.30pm

PARTICULARS	REPORTED BY
<p>PRINCIPAL REMARKS</p> <p>NAAC Peer team visit: Discussed the criterion wise score.</p> <p>Curricular aspect: 2.75 While planning for curriculum committee meet, consider the deficiency area and take remedial measures.</p> <p>Teaching learning : 2.56 The score went down due to low score in Student satisfaction survey scored which is 1.84</p> <p>Research and extension: 1.98, Infrastructure: 2.99, Student support: 3.61. Leadership and governance: 3.49, Best practices: 3.22, Nursing Aspect : 3.33</p> <p>Overall score analysis shows that except teaching learning and research innovation, the scores are above 3.</p> <p>Principal madam suggested the chairpersons and the team members of the Curricular aspects, Teaching learning, Research and innovations to do root cause analysis and take remedial measures to overcome the deficiency.</p> <p>Infrastructure: Ms. Dakshata and team can also think about the possible ways to improve the infrastructure.</p> <p>Academic excellence: Principal madam suggested all faculties to focus on academic excellence and 100% admission.</p> <p>Competency assurance: Focus on competency, student satisfaction and values.</p> <p>Message to parent group: Send sensitization message to parent group once in 2/3 months. Uniform message to parent group.</p> <p>Revised IQAC committee as per revised NAAC guidelines.</p>	<p>Prof. Dr. Jaya Kuruvilla, Principal</p>

NOTICE

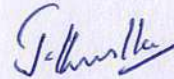
Date: 29th April 2021

Dear IQAC Members

IQAC meeting is scheduled on 28th May 2021 from 3.30 pm on zoom Platform



Prof. Shubhangi Pangam
IQAC co-ordinator



Prof. Dr. Jaya Kuruvilla
Principal – College of Nursing

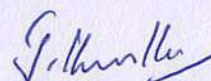


MINUTES OF IQAC MEETING

Date: 28^h May 2021

Time: 3.30-4.30pm

PARTICULARS	REPORTED BY
<p>PROPOSED QUALITY ASSURANCE FRAMEWORK AT CON Prof. Shubhangi Pangam presented, the presentation was in 2 parts which include conceptualization and Implementation of Quality assurance framework. Madam proposed a framework for Quality assurance mechanism at college. The overall goal that is to develop a Quality tool and discussed about Various Variables to reach the benchmark. The Process of tool development was discussed under each Key Focus Areas. It can be taken up as a pilot project and later embedded as one of the annual features in academic calendar at college. It will be a 6-monthly project.</p>	Prof. Shubhangi Pangam
<p>STUDENTS SATISFACTION PROJECT –UPDATE</p> <p>Prof. Wilma Valsalan presented brief report on students Satisfaction Project. The objectives were to identify the factors influencing students experience and satisfaction and develop strategies to enhance satisfaction. Mam, discussed about some of the task Undertaken for development of Framework. Project will be undertaken in 2 phases :</p> <ol style="list-style-type: none">1. NAAC Survey & GAP analysis,2. Comprehensive Student satisfaction Survey.	Prof. Wilma Valsalan



Prof. Dr. Jaya Kuruvilla

Principal - College of Nursing

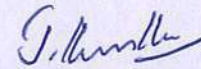
NOTICE

Date: 1st June 2021,

Dear IQAC Members IQAC meeting is scheduled on
26th June 2021 from 12.30 pm on zoom Platform



Prof. Shubhangi Pangam
IQAC co-ordinator



Prof. Dr. Jaya Kuruvilla
Principal – College of Nursing

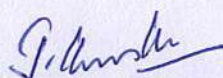


MINUTES OF IQAC MEETING

Date: 26th June 2021

Time: 12.30-1.30pm

PARTICULARS	REPORTED BY
<p>STUDENTS SATISFACTION PROJECT –UPDATE</p> <p>Prof. Wilma Valsalan presented brief report on students Satisfaction Project. Mam discussed about result of the Pilot survey conducted for first Year Basic BSc Nursing students. The survey needs to be completed by other year students and need to be combined. The framework with interventions for each criteria is drafted but need to be finalized.</p>	Prof. Wilma Valsalan
<p>Institution Innovation Council. Data has been furnished in website. The Innovation Council at college level was formulated</p> <p>President: Dr.Jaya Kuruvilla.</p> <p>Startup activity coordinator: Prof. Wilma Valsalan</p> <p>Innovation Activity Coordinator : Ms. Dakshata Nijai</p> <p>Internship Coordinator: Asso. Prof. Jacintha Fernandes</p> <p>ARIIA coordinator: Ms. Reena D'Souza.</p> <p>NRIF coordinator: Ms. Sakshi</p> <p>Social Media/PR coordinator: Ms.Pooja Nair</p> <p>Student Representatives from each Class.</p>	Prof. Dr. Jaya Kuruvilla


Prof. Dr. Jaya Kuruvilla
Principal

NOTICE

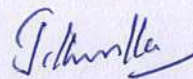
Date: 1st July 2021,

Dear IQAC Members

IQAC meeting is scheduled on 24.07.2021 from 12.30 pm on zoom Platform



Prof. Shubhangi Pangam
IQAC co-ordinator



Prof. Dr. Jaya Kuruvilla
Principal – College of Nursing



MINUTES OF IQAC MEETING

Date: 24.07.2021

Time: 12.30-1.30pm

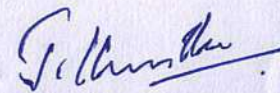
PARTICULARS	REPORTED BY
<p>QUALITY ASSESSMENT TOOL: FEEDBACK</p> <p>Prof. Shubhangi Pangam briefed about the Quality Assessment tool and the progress. The aim has been revised to “develop a relevant contextual tool for assessing Quality Assurance Mechanism at HCON”. The first draft was made by using Supportive standards from WHO, Global standards and Health Science colleges. The Key Focus Areas were identified and streamlined.</p>	<p>Prof. Shubhangi Pangam</p>

NOTICE

Date: 1st August 2021

Dear IQAC Members

IQAC meeting is scheduled on 28th August 2021 from 12.30 pm on zoom Platform



Prof. Dr. Jaya Kuruvilla


Principal – College of Nursing

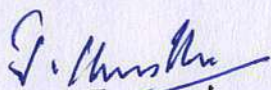
MINUTES OF IQAC MEETING

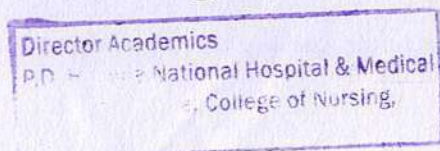
Date: 28th August 2021

Time: 12.30-1.30pm

PARTICULARS	REPORTED BY
<p>Student Satisfaction Project –An Update</p> <p><input type="checkbox"/> Ms. Wilma provided an update of activities completed till date i.e formation of core group, preparing the objectives, gap analysis. Findings of gap analysis showed unawareness of 1 st year students in certain areas. Principal Madam said that 1 st years are new to college and due to the pandemic many activities are not conducted in college and by SNA. Also Mam asked the SNA to conduct activities for First years in dining hall with social distancing. 4th year students to talk to 1 st year students regarding college activities.</p> <p>Administer student satisfaction survey form online.</p>	Prof. Wilma Valsalan
<p>Virtual Desk for Publication</p> <p><input type="checkbox"/> Principal Madam virtually inaugurated the virtual desk for publication. There are various aspects on the virtual platform that guides the teaching faculty regarding publication related aspects.....how to choose the journal for publication, guideline to write the article, research grants, plagiarism etc.</p>	Prof. Dr. Jaya Kuruvilla


Prof. Shubhangi Pangem

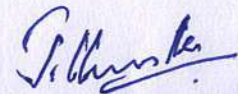

Prof. Dr. Jaya Kuruvilla.



NOTICE

Date: 1st September 2021

Dear IQAC Members IQAC meeting is scheduled on
30th September 2021 from 4.30 pm in the Auditorium



Prof. Dr. Jaya Kuruvilla


Principal – College of Nursing

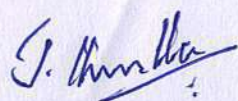
MINUTES OF IQAC MEETING

Date: 30th September 2021

Time: 4.30-5.00pm

PARTICULARS	REPORTED BY
<p>A tribute to real unsung Hero's Academic Warriors</p> <p>September 5th celebrated as Teachers Day, on this occasion on behalf of entire Hinduja College of Nursing wishing a very Happy Teachers Day to our Principal Madam, to the world you may be an educationist academician but you are a real hero an icon and a role model to your students it is time to pay tribute to the unsung heroes academic warriors who went an extra mile to help students during the pandemic so a video was shown as a Tribute to the unsung Heroes dear Teachers.</p>	Ms. Pooja Nair
<p>Student Satisfaction Update</p> <p>□ Ms. Wilma said after 4 rounds within the class coordinators HOD and core committee the final Survey form is ready the questions had been brought down from 100 to about 57 questions. The questions are based on the 6 domains of Serqual model. Ms. Wilma asked the class coordinators when the survey form could be administered to the students, Ms. Jacintha Fernandes said 1st October 2021 is fine for 4th years, Ms. Sinta Mathew said that 1st October 2021 at 2pm. Ms. Pooja and Ms. Reena said that 4th October 2021 2.30pm..</p>	Prof. Wilma Valsalan


Prof. Shubhangi Pangem


Prof. Dr. Jaya Kusuvilla
Director Academics
P.D. Hinduja National Hospital & Medical
Research Centre, College of Nursing,
Mumbai

NOTICE

Date: 1st October 2021,

Dear IQAC Members

IQAC meeting is scheduled on 30th October 2021 from 4.30 pm in the Auditorium



Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

MINUTES OF IQAC MEETING

Date: 30th October 2021

Time: 4.30-5.00pm

PARTICULARS	REPORTED BY
<p data-bbox="118 622 699 667">Student Satisfaction Survey Updates</p> <ul data-bbox="118 712 1082 1995" style="list-style-type: none"><li data-bbox="118 712 1082 1995">• Ms. Wilma reported that Student Satisfaction Survey form was administered to all the classes and the preliminary analysis showed that total questions 48 all the 118 students returned the forms. Overall there were 17 items in which about 85% of the students were satisfied. Areas of concern are Parents involvement in curriculum, college library, administrative issues, sports and recreational facilities, students social life and quality of food, Sanitary vending machine, common room facilities, Following areas received above 90% agreement College has good reputation, curriculum relevant to nursing syllabus, clinical learning environment promotes competency, faculty at college has dedicated teaching skills, good clinical areas enhanced by adequate supervision. Next class wise analysis will be done and will look for trends. Principal Mam said 6% of students who are dissatisfied and those who are neutral and can be a threat and need to be worked upon. Also certain areas like infrastructure and food nothing can be done. But issues identified need to be addressed. Action plan would be to do class wise analysis and address the students who are neutral also the infrastructure committee will be asked to look into the matter. Also matters not solved should be escalated to	Prof. Wilma Valsalan

<p>Principal through Class coordinators and HODs.</p> <ul style="list-style-type: none"> □ Ms.Greeshma to be in the infrastructure committee with Ms.Deepthi, Ms.Ann and Ms.Sani and an audit to be done and submitted to Ms.Wilma and then with suggestions to be submitted to Principal Madam. 	
<p>ECHO SESSION “MANTRA Rediscovering Self”</p> <p>□ Ms.Shubhangi presented the echo session of Mantra a 2 day workshop conducted at hospital in collaboration with Reddy’s Lab from 30th August & 7th September 2021. □ Topics covered were personality type based on Interpersonal Relationships, Conflict Management, Emotional Intelligence, managing change, Transaction style inventory and Time Management.</p> <p>IQAC UPDATES</p> <p>□ Successfully registered with ARIIA, Consultancy program for mentoring Higher Education institutions for Quality Assurance was conducted successfully for one institution and earned some revenue through this and 2 more projects are in pipeline. Quality assurance tool will be given to all faculty for validation</p>	<p>Prof. Shubhangi Pangam</p>

Shubhangi

Prof. Shubhangi Pangam

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Prof. Dr. Jaya Kusurville

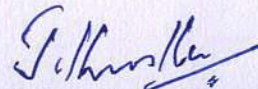
Director Academics
P.D. Hinduja National Hospital & Medical
Research Centre, College of Nursing,
Mumbai

NOTICE

Date: 1st November 2021

Dear IQAC Members

IQAC meeting is scheduled on 30th November 2021 from 4.30 pm Zoom Platform



Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing


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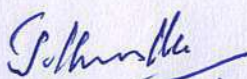
MINUTES OF IQAC MEETING

Date: 30th November 2021

Time: 4.30-5.00pm

PARTICULARS	REPORTED BY
<p>STUDENT SATISFACTION SURVEY UPDATE</p> <p>Prof. Wilma Valsalan presented brief report on students Satisfaction Project analysis. The second round of feedback were given to track students who gave different response. Senior students gave more suggestions than 1st and 2nd year students. Top scores of the class gave neutral, disagree response. The common suggestions were related to Covid related restrictions. Some of the notable suggestions were:</p> <ul style="list-style-type: none">• Access to library during Covid pandemic• Additional of extracurricular and recreational activities• Dedicated time for sports activities• Preference to wear civil dress.• Hostelites food during outside posting.• Common room facilities.• Communication between faculty• Sick leave as per the prospectus. <p>Prof Wilma also reminded everyone to reinforce the requirement or need for Covid restrictions to students.</p>	Prof. Wilma Valsalan


Prof. Shubhangi Pangem


Prof. Dr. Jeye Kusuvilla

Director Academics
P.D. Hinduja National Hospital & Medical
Research Centre, College of Nursing,
Mumbai

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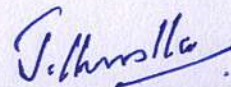
Director Academics
P.D. Hinduja National Hospital & Medical
Research Centre, College of Nursing,
Mumbai

NOTICE

Date: 1st December 2021,

Dear IQAC Members

IQAC meeting is scheduled on 23rd December 2021 from 12.30 pm Zoom Platform



Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

Alameda

MINUTES OF IQAC MEETING

Date: 23.12.2021

Time: 12.30-1.00pm

PARTICULARS	REPORTED BY
<p>STUDENT SATISFACTION SURVEY UPDATE</p> <p>Prof. Wilma Valsalan presented brief report on students experience encounters with an aim to identify unvoiced challenges experienced by students, creating an atmosphere of concern regarding student perceptiveness and restoring institutional polices and values. Class wise 1 hour session was taken on different days. Issues related to academic, hostel facilities, duty timings and clinical postings were discussed and clarified. Students were sensitized and re-oriented about Covid related restrictions and protocols to be followed in order to maintain the safety of everyone.</p>	Prof. Wilma Valsalan
<p>RELEASE OF VIRTUAL CLINICAL EXCURSION</p> <p>Ms. Pooja Nair introduced the digital library to enhance the clinical competency. The main components of digital library includes health assessment, clinical encounters, procedure manual, Nanda diagnosis, OSCE banks, therapeutic communication, ready reckoner, critical care notes, and question wall. Also highlighted the salient features such as learning in 3 D environment, easy availability any time, and one click access, connect to a real life experience, highly organized and track utility through Google forms.</p>	Ms. Pooja Nair

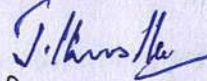
5 S PROJECT PRESENTATION

Ms. Pooja Nair

Ms. Pooja Nair presented the phase -1 implementation plan of 5S project. Ground floor and 1st floor were selected and assigned to the team as per the plan. Action plan with timeline is also set till 2nd week of January 2022.



Prof. Shubhangi Pangam



Prof. Dr. Jaya Kusuvilla

Director Academics
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