

MINUTES OF

IQAC MEETINGS

2022

NOTICE

Date: 4th January 2022

Dear IQAC Members

IQAC meeting is scheduled on 21st JANUARY 2022 AT 10.00 AM



Prof. Dr. Jaya Kuruvilla




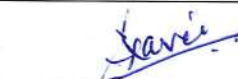
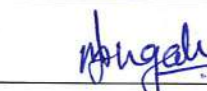


Principal – College of Nursing

MINUTES OF IQAC MEETING

Date: 21st January 2022

Time: 12.30-1.00pm

Members attended

Sn. No.	Members	Signature
1.	Chairperson: Prof. Dr. Jaya Kuruvilla	
2.	Secretary: Ms. Reena Dsouza	
3.	IQAC co-ordinator: Prof. Shubhangi Pangam	
Members		
4.	Prof. Siman Xavier	
5.	Ms. Manisha Ingle	
6.	Ms. Pooja Nair	
7.	Ms. Monalisa Sinha	



Director Academics
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Website: www.hindujahospital.com • E-mail: nursingedu@hindujahospital.com

MINUTES OF IQAC MEETING

Date: 21st JANUARY 2022 Time: 12.30-1.00pm

PARTICULARS	REPORTED BY
<p>GRADUATE ATTRIBUTE PROJECT UPDATE</p> <p>Assoc. Prof. Jacintha Fernandes presented the Graduate Enrichment Pathway to clinical comfort, confidence and competence of the students. Highlighted the general process and specific process of each department which already existing and also recommended certain activities to incorporate such as strengthening of bridge course, sensitizing session on attributes, professional attribute screening every months, individualized feedback, and the student progress tracker which will be implemented from I year to IV year. Also emphasized to review the student patient ratio for each batch..</p>	Assoc. Prof. Jacintha Fernandes
<p>PMS: Madam addressed the PMS rating on a 5-point scale. The rating 3 means that average or meets requirement. 5 means far exceeds requirement. Madam emphasized that it should be a goal of each faculty to reach the level of rating 5 in PMS. Madam emphasized to merge personal goal with organizational goal</p> <p>KRA: Madam insisted HODs to guide the department faculties to frame the Aims and objectives to be written in SMART format.</p>	Prof. Dr. Jaya Kuruvilla


Signature of IQAC Co-ordinator


Signature of IQAC Chairperson

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

NOTICE

Date: 4th February 2022

Dear IQAC Members

IQAC meeting is scheduled on 26th FEBRUARY 2022 AT 4.30 PM



Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

**P. D. HINDUJA NATIONAL HOSPITAL
& MEDICAL RESEARCH CENTRE**

(Established and Managed by the National Health & Education Society)



COLLEGE OF NURSING

NAAC ACCREDITED

MINUTES OF IQAC MEETING

Date: 26th February 2022

Time: 4.30 PM

Members attended

Sn. no.	Members	Signature
1.	Chairperson: Prof. Dr. Jaya Kuruvilla	<i>J. Kuruvilla</i>
2.	Secretary: Ms. Reena Dsouza	<i>Reena</i>
3.	IQAC co-ordinator: Prof. Shubhangi Pangam	<i>Shubhangi</i>
Members		
4.	Prof. Shubhangi Pangam	<i>Shubhangi</i>
5.	Prof. Siman Xavier	<i>Siman</i>
6.	Ms. Manisha Ingle	<i>Manisha</i>
7.	Ms. Pooja Nair	<i>Pooja</i>
8.	Ms. Monalisa Sinha	<i>Monalisa</i>

P. Kuruvilla

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MINUTES OF IQAC MEETING

Date: 26th FEBRUARY 2022

Time:4.30-5.00pm

PARTICULARS	REPORTED BY
SEE(Design thinking to enhance student experience) Prof. Wilma Valsalan presented the student experience encounters in design thinking framework. As a part of the framework, the two action plan developed i.e. conduct face to face students experience encounters once in every 2 months and test the digital student experience encounter once in a month. As a part of digital SE conducted in the month of January 2022, issues related to academic and utilization of library was reported.	Prof. Wilma Valsalan
Mentorship diary Assoc. Prof. Siman Xavier presented the first draft of mentorship diary, designed specially for students to maintain their mentorship experience through out the year.	Assoc. Prof. Siman Xavier
PERFORMANCE MANAGEMENT SYSTEM Prof .Dr. Jaya Kuruvilla presented a detailed PMS process for the faculties. The main highlights of the presentation were PMS philosophy and objectives, PMS methodology, performance cycle, performance parameters and the competencies for different levels. Madam also had taken a detailed session on KRA development, where in shared her own KRA to get more understanding on the specific components and its weightage. Prof. Dr. Jaya Kuruvilla emphasized the role of HODs as an initiating officer in PMS and KRA development in each department. Madam also emphasized the below points. All facultiesshould complete the KRA development and PMS within the given time and 2th march will be the last day to sent to the HR. A mid year review is planned next year onwards, so that it will help the employee to change the strategy to deliver the productive outcome.	Prof .Dr. Jaya Kuruvilla


Signature of IQAC Co-ordinator


Signature of IQAC Chairperson

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

NOTICE

Date: 1st March 2022

Dear IQAC Members

IQAC meeting is scheduled on 26th March 2022 from 12.30 pm in Auditorium



Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

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COLLEGE OF NURSING

NAAC ACCREDITED

MINUTES OF IQAC MEETING

Date: 26th March, 2022

Time: 12.30-1.00pm

Members attended

Sn. No.	Members	Signature
1.	Chairperson: Prof. Dr. Jaya Kuruvilla	
2.	Secretary: Ms. Reena Dsouza	
3.	IQAC co-ordinator: Prof. Shubhangi Pangam	
Members		
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MINUTES OF IQAC MEETING

Date: 26th March 2022

Time: 12.30-1.00pm

PARTICULARS	REPORTED BY
<p>GRADUATE ATTRIBUTE PROJECT UPDATE</p> <p>Ms. Jain Babu presented the framework for graduate attribute project. The main thrust areas were year specific programs, institutional initiativeness, employability enhancement program and professionalism development program. The schedule of the program with specific evaluation method also presented.</p>	Ms. Jain Babu
<p>CLINICAL JUDGEMENT IN GRADUATES</p> <p>Prof. Shubhangi Pangam presented the detailed proposed framework for clinical judgment. Presented the overall aim, objectives and the preparedness of faculty and students. Also mentioned the proposed activities, to be undertaken in each year and project feedback from students.</p>	Prof. Shubhangi Pangam
<p>VALUE CELEBRATION</p> <p>Ms. Sinta presented the value celebration framework developed for the batches. Presented the survey conducted through Google forms about the relevance of value celebration in each class. The outcome of the analysis was positive and suggestions for more structured framework. Ms. Sinta also presented the value celebration framework based on the feedback received from survey. Highlighted the main core values through out the 4 year i.e integrity, self- discipline, sense of belonging, intrinsic motivation. also mentioned the strategies for the implementation of the values in phase I and Phase II.</p>	Ms. Sinta Mathew


Signature of IQAC Co-ordinator


Signature of IQAC Chairperson

Director Academics
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Mumbai

NOTICE

Date: 10th May 2022

Dear IQAC Members

IQAC meeting is scheduled on 24th May 2022 from 3.30 pm on Zoom Platform



Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

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COLLEGE OF NURSING

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MINUTES OF IQAC MEETING

Date 24th May 2022

Time: 3.30 pm

Members attended

Sn. no.	Members	Signature
1.	Chairperson: Prof. Dr. Jaya Kuruvilla	<i>J. Kuruvilla</i>
2.	Secretary: Ms. Reena Dsouza	<i>Reena</i>
3.	IQAC co-ordinator: Prof. Shubhangi Pangam	<i>Shubhangi</i>
Members		
4.	Prof. Shubhangi Pangam	<i>Shubhangi</i>
5.	Prof. Siman Xavier	<i>Siman</i>
6.	Ms. Manisha Ingle	<i>Manisha</i>
7.	Ms. Pooja Nair	<i>Pooja</i>
8.	Ms. Monalisa Sinha	<i>Monalisa</i>

* *J. Kuruvilla*

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MINUTES OF IQAC MEETING

Date: 24th May 2022

Time: 3.30-4.00pm

PARTICULARS	REPORTED BY
<p>GRADUATE ATTRIBUTE PROJECT UPDATE</p> <p>Ms. Jain Babu presented the upcoming plan to be carried out in graduate attribute project. presented the details of pre interview trial phase for third and fourth year students, highlighted the interview process, time line, interview panel of experts and evaluation criteria for the interview. Also reminded regarding the clinical judgment plan of activities of each year.</p>	Ms. Jain Babu
<p>ECHO session on LIC inspection</p> <p>Prof. Shubhangi Pangam presented an overview on LIC inspection. Madam emphasized the responsibilities to be carried out prior to the inspection and duties of an assessor. Detailed explanation regarding all annexures and the documents to be kept ready in college.</p>	Prof. Shubhangi Pangam
<p>STUDENTS SATISFACTION SURVEY</p> <p>Prof. Wilma Valsalan briefed about the activities carried out with regard to students satisfaction project from the beginning. the team reviewed the NAAC student satisfaction survey questionnaire administered to students. as an action plan to the issues raised with the help of survey, SEE(student experience encounter started. till now three session of face to face SEE sessions were conducted with each class.</p>	Prof. Wilma Valsalan



Signature of IQAC Co-ordinator



Signature of IQAC Chairperson

Director Academics
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NOTICE

Date: 10th August 2022

Dear IQAC Members

IQAC meeting is scheduled on 27.08.2022 from 3.30 pm.

Venue: Board Room



Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

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COLLEGE OF NURSING

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MINUTES OF IQAC MEETING

Date: 27.08 2022

Time: 3.30-4.00pm

Members attended

Sn. no.	Members	Signature
1.	Chairperson: Prof. Dr. Jaya Kuruvilla	<i>J. Kuruvilla</i>
2.	Secretary: Ms. Reena Dsouza	<i>R. Dsouza</i>
3.	IQAC co-ordinator: Ms. Jain Babu	<i>Jain Babu</i>
Members		
4.	Prof. Shubhangi Pangam	<i>Shubhangi Pangam</i>
5.	Prof. Siman Xavier	<i>Siman Xavier</i>
6.	Ms. Manisha Ingle	<i>Manisha Ingle</i>
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MINUTES OF IQAC MEETING

Date: 27.08 2022

Time: 3.30-4.00pm

PARTICULARS	REPORTED BY
GRADUATE ATTRIBUTE UPDATES Ms. Jain Babu presented the brief report of the undertaken activities as a part of Graduate Attribute program. Activities undertaken were Outcome Focused Module, Preclinical Module, Trial Interview Phase-I, Bridge Course, Faculty In-service program. Shared the feedback from panellists for the trial interview Phase-I. Upcoming activity is Trial Interview Phase-II for Fourth year outgoing batch.	Ms. Jain Babu
QUALITY INITIATIVENESS: ACTION PLAN REVIEW As a part of quality initiativeness, a strategic action plan were Presented by faculties on the following topic. Absenteeism, Faculty Preparedness, Student Satisfaction, Attitudes and values, Alumni involvement	Prof. Shubhangi Pangam Asso. Prof. Jacintha Fernandes Ms. Jain Babu Ms. Pooja Nair Ms. Reena Dsouza
IQAC UPDATES Prof. Shubhangi Pangam reported the recent updates regarding AQAR upload. AQAR compilation done. Plan to upload on 29 th September. Principal madam suggested to do in-depth analysis. Need to keep institutional level bench marking	Prof. Shubhangi Pangam
IQAC University decided to exempt NAAC B++ accredited institutions from direct inspection. Madam suggested to strengthen all criteria, there should be an incremental growth in each of the criteria.	Prof. Jaya Kuruvilla
AQAR Madam suggested doing student satisfaction after submitting the AQAR. The student grievances should be closed within short time after the feedback taken. The institution will be eligible for III cycle of accreditation after submitting 4 AQARs	Prof. Jaya Kuruvilla


Signature of IQAC Co-ordinator


Signature of IQAC Chairperson

NOTICE

Date: 10th November 2022

Dear IQAC Members

IQAC meeting is scheduled on 30.11.2022

from 3.30 pm Venue: Board Room



Prof. Dr. Jaya Kuruvilla

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Date: 30.11.2022

Time: 3.30-4.00pm

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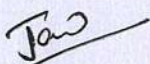
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MINUTES OF IQAC MEETING

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Time: 3.30-4.00pm

PARTICULARS	REPORTED BY
IQAC UPDATES Asso. Prof. Jain Babu updated regarding the IQAC activities. AQAR submission last date is on 31st December. Master class on OSCE scheduled on 12th December. Completely hands on session. Discussed the program agenda	Ms. Jain Babu
FACULTY DEVELOPMENT PROGRAM-PRESENTATION Prof. Shubhangi Pangam presented the proposed plan for faculty development. Major highlights were integrated faculty development program from entry to exit. Presented a detailed plan on the interventions, tasks or the activities by the FDP cell and the evaluation. Principal madam appreciated the presentation and the effort taken	Prof. Shubhangi Pangam Prof. Dr. JayaKuruville



Signature of IQAC Co-ordinator



Signature of IQAC Chairperson

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Date: 21.12.2022

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Members attended

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Date: 21.12.2022

Time: 3.00-3.30pm

PARTICULARS	REPORTED BY
IQAC UPDATES. Asso. Prof. Jain Babu updated regarding the IQAC activities. Activities undertaken were Trauma workshop and OSCE master class. Hinduja foundation signed MOU with King's College, London. Trauma and palliative care can be conducted in collaboration with KCL.	Ms. Jain Babu
Upcoming plan Curriculum Committee: Meeting scheduled on 4th January 2023. Short term courses on Infection control, pain management to be finalized in the meeting. Interns : Interview can be planned in the month of January 2023. Associate Professor Jacintha Fernandes is responsible to inform students to submit application for the interview. Meeting got adjourned at 3.30pm	Prof. Dr. JayaKuruville

Signature of IQAC Co-ordinator

Signature of IQAC Chairperson