# *Guidelines for the Creation of the*

# Internal Quality Assurance Cell (IQAC)

# and Submission of Annual Quality Assurance Report

#  (AQAR) in Accredited Institutions




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 **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**
 *An Autonomous Institution of the University Grants Commission*

 P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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| http://mcsnumandal.com/wp-content/uploads/2013/09/hinduja_hospital_logocopy.png | **P.D.HINDUJA NATIONAL HOSPITAL & MRC, COLLEGE OF NURSING****NAAC 'A' GRADE****Affiliated to Maharashtra University of Health Sciences, Nashik****A Unit Of Hinduja National Hospital & Medical Research Centre, Mumbai** |

**The Annual Quality Assurance Report (AQAR) of the IQAC**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC,

through its IQAC. The report is to detail the tangible results achieved in key areas, specifically

identified by the institutional IQAC at the beginning of the academic year. The AQAR will

detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period*

*would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

**Part – A**

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| AQAR for the year *(for example)* :  |  |
| 1. Details of the Institution | August 2012 to July 2013 |
| 1.1 Name of the Institution | P.D. Hinduja National Hospital and MRC, College of Nursing |
| 1.2 Address Line 1 | Emerald Court, D Wing, Kondivita Lane, Marol Pipe Line |
| Address Line 2 | Andheri (East) |
| City/Town | Mumbai |
| State | Maharashtra |
| Pin Code | 400059 |
| Institution e-mail address | nursingedu@hindujahospital.com |
| Contact Nos | 022-28269159/022 - 24232344 |
| Name of the Head of the Institution | Prof. Dr. Jaya Kuruvilla |
| Tel. No. with STD Code | 022-28269159 Extension - 7944 |
| Mobile | 9820926966 |
| Name of the IQAC Co-ordinator | Ms. Wilma Valsalan |
| Mobile:  | 9987529121 |
| IQAC e-mail address | iqac11hindujacon@gmail.com |
| 1.3 NAAC Track ID *(For ex. MHCOGN 18879)*  | 14414 |
| 1.4 NAAC Executive Committee No. & Date:*(For Example EC/32/A&A/143 dated 3-5-2004.* *This EC no. is available in the right corner- bottom of your institution’s Accreditation Certificate)* | EC/61/A&A/40 dated Sept 15.2012 |
| 1.5 Website address: | www.hindujahospital.com |
| Web-link of the AQAR | www.hindujahospital.com/college-of-nursing/index.html |

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| 1 | *Kindly provide the details of the institute* |
|  | Name of Institution | P.D. Hinduja National Hospital & MRC, College of Nursing. |
|  | Year of Establishment of the Institution | 15th March 1981 |
|  | Address Line 1 | Emerald Court, D wing, Kondivita Lane |
|  | Address Line 2 | Andheri ( West ) |
|  | City/Town | Mumbai |
|  | State | Maharashtra |
|  | Postal Code | 400 059 |
|  | Email Address | nursingedu@hindujahospital.com |
| 2 | ***NAAC Accreditation/Reaccreditation Details*** |  |
|  | Year of accreditation/Reaccreditation | September 2012 |
|  | Current Grade | A |
|  | CGPA | 3.08 |
| 3 | ***Institutional Status*** | Affiliated Temporary |
| 4 | ***Contact Person Details*** |  |
|  | Name of Head of Institution | Professor Dr. Jaya Kuruvilla |
|  | Contact Phone | 9820 09 69 66 |
|  | Email | jayakuruvilla@hindujahospital.com |
|  | Name of IQAC Co-ordinator | Ms. Wilma Valsalan |
|  | Email | wilma.valsalan@ hindujahospital.com |

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| Section I | *This section is related to institutional goals, vision & mission, academic programmes & activities, strategies & action plans for institution building.* |
| 5 | ***Number of academic programmes existing ( enter a number; 0 for nil)*** |
|  | Undergraduate ( BSc. Nursing ) | 1 |
|  | Postgraduate ( MSc. Nursing) | 1 |
|  | Research programmes ( PhD. Nursing )  | 1 |
|  | Certificate course ( First Aid Course) | 1 |
|  | Professional programmes ( BSc Nursing, MSc Nursing, PhD Nursing) | 3 |
|  | Other value added programmes ( Summer camps/year) | 4 |
|  | Any other programmes offered ( Professional enculturation, Soft skill training programme for Final MSc Nursing) | 2 |
| 6 | ***Details of Programme Development ( enter a number; 0 for nil)*** |
|  | New programmes added during the year(PhD Nursing) | 1 |
|  | New programs designed( Summer camps) | 4 |
|  | Programs under revision | 0 |
|  | Interdepartmental collaborative programs ( Summer camps) | 4 |
|  | Interinstitutional collaborative programs | 0 |
|  | Number of review committee recommendations | 0 |
|  | Number of NAAC peer team recommendations implemented* Enhancement of PG seats- Child Health
* Nursing Innovative students centre teaching learning
* Generation of AQAR
* Implementation of document
 | 4 |
|  | Number of UGC/any other expert committee recommendations implemented. | 0 |
|  | Number of NAAC peer team recommendations under implementation* Capacity building of teachers
* Grants for research projects
* Incentives , rewards & recognitions
* Library automation
 | 4 |
|  | Number of UGC/any other expert committee recommendations under implementation | 0 |
| 7 | ***Faculty Details ( enter a number; 0 for nil)*** |  |
|  | Total faculty strength required as per norms for all programs)  | 21 |
|  | Total faculty on rolls | 23 |
|  | Faculty added during the year | 2 |
|  | Faculty positions vacant | 0 |
|  | Faculty left during the year | 2 |
|  | Total number of visiting faculty | 24 |
|  | Total number of guest faculty | 6 |
| 8 | ***Qualification of Faculty*** |  |
|  | PhD & above | 1 |
|  | MPhil and others | 1 |
|  | Masters | 16 |
|  | Any other (BSc Nursing) | 6 |
| 9 | ***Faculty qualification improvement*** |  |
|  | PhD awarded to existing faculty | 0 |
|  | MPhil awarded to existing faculty | 0 |
|  | Any other degree awarded to existing faculty (MSc Nursing) | 2 |

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| 10 | *Administrative staff details ( Enter a number; 0 for nil)* |  |
|  | Administrative staff ( Total sanctioned) | 7 |
|  | Administrative staff ( actual strength ) | 7 |
|  | Added during the year | 0 |
|  | Left during the year | 0 |
| 11 | ***Technical Support Staff Details ( Enter a number; 0 for nil)*** |  |
|  | Technical Support staff ( Total sanctioned strength ) | 1 |
|  | Technical Support staff ( Total sanctioned strength) | 1 |
|  | Added during the year | 0 |
|  | Left during the year | 0 |
|  | Number of posts vacant | 0 |
| *SECTION II this section surveys the quality sustenance & development activities during the year taken up by IQAC. It reflects quality management structure, strategies and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni and other stakeholders (social perception of the institution) in line with the vision, mission & goals of the institution.* |
| 12 | **Establishment details** |  |
|  | Year of establishment of IQAC | 06/07/2011 |
| 13 | **Composition of IQAC ( enter a number; 0 for nil)** |  |
|  | Number of IQAC members | 11 |
|  | Number of Alumni in IQAC | 1 |
|  | Number of Students in IQAC | 1 |
|  | Number of Faculty in IQAC | 5 |
|  | Number of Administrative Staff in IQAC | 1 |
|  | Number of Technical Staff in IQAC  | 0 |
|  | Number of Management representatives | 1 |
|  | Number of external experts in IQAC | 1 |
|  | Number of any other stakeholder & community representative | 1 |
| 14 | ***IQAC Meetings*** |  |
|  | Number of IQAC meetings held during the year | 3 |
| 15 | ***Whether Calendar of activities of IQAC formulated for the academic year*** | Yes |
| 16 | ***IQAC Plans for Development (( enter a number; 0 for nil)*** |  |
|  | Number of academic programs proposed.( MSc in Child Health Nursing) | 1 |
|  | Number of value added programs proposed ( Summer camp, Soft Skill program) | 2 |
|  | Number of skill oriented program(First Aid, Soft skill development program) | 2 |
|  | Number of faculty competency & development programs proposed. ( In-service Calendar) | 8 |
|  | Number of student mentoring programs proposed | 4 |
|  | Number of co-curricular activities proposed | 21 |
|  | Number of Interdepartmental cooperative schemes proposed | 4 |
|  | Number of community extension programs proposed | 3 |
|  | Any other programs proposed (Specify)  | 0 |
| *17. IQAC Plans for Development & Implementation ( enter a number; 0 for nil)* |
|  | Number of academic programs implemented  | 3 |
|  | Number of value added programs implemented ( Summer camp, Soft Skill program) | 5 |
|  | Number of skill oriented program implemented(First Aid, Soft skill development program) | 2 |
|  | Number of faculty competency & development programs implemented | 5 |
|  | Number of student mentoring programs implemented | 4 |
|  | Number of co-curricular activities implemented | 21 |
|  | Number of Interdepartmental cooperative schemes implemented | 4 |
|  | Number of community extension programs implemented | 3 |
|  | Any other programs implemented (Certificate for First Aid )  | 1 |
| 18 | ***IQAC seminars & Conferences ( enter a number; 0 for nil)*** |
|  | Number of seminars/conferences/workshops organised by IQAC within the institution.( Catalyst & Mission I’m possible ) | 2 |
|  | Number of participants from the institution( UG & PG students) | 49  |
|  | Number of participants from outside | 0 |
|  | Number of external experts invited | 4 |
|  | Number of external conferences/seminars/workshops on institutional quality attended. | 0 |
|  | Number of events conducted with IQACs of other institutions as collaborative programs. | 0 |
| 19 | ***Did IQAC receive any funding from UGC during the year?*** | No |
| 20 | ***If the response to Q 19 is Yes, please provide the amount received from UGC- ( Input 0 – if NA/NIL) any other source including internal financial support from the management ( specify amount)*** |
|  | Amount received from UGC | 0 |
|  | Amount received from any other source including college management | 0 |

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| 21 | *Any significant contribution made by IQAC on quality enhancement during current year* *( Please provide details in bullet format)* | Development of roadmap for NAAC reaccreditation 2017 |
| Development of proposal for adding speciality ( Child Health Nursing) of MSc nursing  |
| Designing & implementation of Summer camps as bridging course. |
| Internal audit for college level examinations. |
| Development of SOP for admission process |
| Development of SOP for hostel. |
| *Section III In this section the events, activities and 7 outputs in the field of research & academic areas being surveyed* |
| 22 | ***Number of new academic programs developed or designed by faculty.******(Child Health Nursing: speciality)*** | 1 |
|  | Number of faculty members involved in curriculum restructuring/revision/syllabus development | 1 |
|  | Number of programs in which evaluation process reformation taken up & implemented. | 1 |
|  | Number of active teaching days during the current academic year | 242 |
|  | Average percentage of attendance of students | 90 – 100% |
|  | Percentage of classes engaged by guest faculty & temporary teachers | 15% |
|  | Number of self-financed programs offered | 3 |
|  | Number of aided programs offered  | 0 |
|  | Number of programs discontinued during the year  | 0 |
| 23 | ***Whether any systematic student feedback mechanism is in place?*** | Yes |

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| 24 | *Feedback details ( If answer to question 23 is Yes)* |
|  | Percentage of courses where student feedback is taken. | 100% |
| 25 | ***Is feedback for improvement provided to the faculty?*** | Yes |
| 26 | ***Faculty Research, projects & Publication details for the year*** |  |
|  | Number of major research projects undertaken during the year | 1 |
|  | Number of minor research projects undertaken during the year  | 4 |
|  | Number of major ongoing projects | 1 |
|  | Number of minor ongoing projects | 4 |
|  | Number of major projects completed | 0 |
|  | Number of minor projects completed | 1 |
|  | Number of major project proposals submitted for external funding | 1 |
|  | Number of minor project proposals submitted for external funding | 1 |
|  | Number of research publications in peer reviewed journals | 3 |
|  | Number of research publications in International peer reviewed journals | 0 |
|  | Number of research publications in national peer reviewed journals  | 3 |
|  | Number of research papers accepted for publication in International peer reviewed journals | 0 |
|  | Number of research papers accepted for publications in national peer reviewed journals | 0 |
|  | Average of impact factor of publication reported | 0 |
|  | Number of books published | 0 |
|  | Number of edited books published  | 0 |
|  | Number of books (single authored) published | 0 |
|  | Number of conferences attended by faculty | 4 |
|  | Number of International conferences attended | 2 |
|  | Number of National conferences attended | 2 |
|  | Number of papers presented in International conferences | 3 |
|  | Number of papers presented in national conferences | 2 |
|  | Number of conferences organised by the institution | 1 |
|  |  Number of faculty acted as experts resource person | 3 |
|  | Number of faculty acted as experts resource persons – International | 2 |
|  | Number of faculty acted as experts resource person-national | 2 |
|  | Number of collaborations with International institutes | 0 |
|  | Number of collaborations with National institutes | 1 |
|  | Number of linkages created during the year | 0 |
|  | Total budget for research for current year as a percentage of total institution budget | 3% |
|  | Amount of external research funding received in the year | 0 |
|  | Number of patents received in the year | 0 |
|  | Number of patents applied for in the year | 0 |
|  | Number of research awards/recognitions received by faculty & research fellows of the institute in the year.  | 3 |
|  | Number of PhD awarded during the year | 0 |
|  | Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities | 13% |

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| 27 | *Student Details & Support Mechanisms* |  |
|  | Total intake of students for various courses | 50 |
|  | Actual enrolment during the year | 50 |
|  | Student dropout percentage during the year | 0 |
|  | Success percentage in the final examination and percentage | 100% |
|  | Number of academic distinctions in the final examination  | 98 |
|  | Number of students who got admitted to institutions of national importance | 0 |
|  | Number of students admitted to institutions abroad | 0 |
|  | Number of students qualified in UGC NET/SET | 0 |
|  | Number of students qualified GATE/CAT/Other examination | 0 |
| 28 | ***Does student support mechanism exist for coaching competitive examinations?*** | No |
| 29 | ***Student participation, if response is yes to Qn. 27*** |  |
|  | Number of students participated | 0 |
| 30 | ***Does student counselling & guidance service exist*** | Yes |
| 31 | ***Student, participation, if answer to Qn. 29 is yes*** |
|  | Number of students participated | 2 |
| 32 | ***Career Guidance*** |  |
|  | Number of career guidance programs organized | 1 |
|  | Percentage of students participated in career guidance programs | 100 |
| 33 | ***Is there provision for campus placement?*** | Yes |
| 34 | ***If yes to Qn. 32*** |  |
|  | Number of students participated in campus selection programs | 29 |
|  | Number of students selected for placement during the year | 29 |
| 35 | ***Does gender sensitization program exist?*** |  |
| 36 | ***If Answer is Yes to Qn 34*** |  |
|  | Number of programs organised | 1 |
| 37 | ***Student activities*** |  |
|  | Number of students participated in external cultural events | 64 |
|  | Number of prizes won by students in external cultural events | 2 |
|  | Number of cultural events conducted by the institute for the students | 5 |
|  | Number of students participated in international sports & game events | 0 |
|  | Number of students participated in National sports & game events | 0 |
|  | Number of students participated in State level sports & game events | 1 |
|  | Number of students participated in University level sports & game events | 0 |
|  | Number of prizes won by students in international sports & game events | 0 |
|  | Number of prizes won by students in national sports & game events | 0 |
|  | Number of prizes won by students in state level sports & game events | 0 |
|  | Number of sports & games events conducted by the institute for the students | 15 |
| 38 | ***Composition of students*** |  |
|  | Percentage of Scheduled caste | 2 |
|  | Percentage of Scheduled tribe | 0 |
|  | Percentage of other backward communities | 8 |
|  | Percentage of women students | 100 |
|  | Percentage of physically challenged | 0 |
|  | Percentage of rural students | 48 |
|  | Percentage of urban students | 52 |
| 39 | ***Scholarships & Financial Support*** |  |
|  | Number of students availing financial support from the institute | 1 |
|  | Amount disbursed as financial support from the institution | Rs.1,00,000/ |
|  | Number of students awarded scholarship from the institution | 0 |
|  | Number of students awarded scholarship from the institute | 0 |
|  | Number of students received notable national/international achievements/recognition | 2 |
| 40 | ***Student initiatives*** |  |
|  | Number of community upliftment programs initiated by students | 2 |
|  | Number of literary programs initiated by students | 0 |
|  | Number of social action initiatives based on science/environment initiated by students | 1 |
|  | Number of student research initiatives | 50 |

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| *SECTION V This section surveys the Governance & Innovation at the institution related to quality management. The educational management strategies adopted & in practice for achieving the objectives are focussed.* |
| 41 | ***Whether perspective plan for overall developmental activities is created?*** | Yes |
| 42 | ***If the answer for Qn 41 is Yes, is the plan implemented & monitored?*** | Yes |
| 43 | ***Whether benchmarking is created for institutional quality management efforts?*** | Yes |
| 44 | ***If the answer to question 43 is Yes please list the benchmarking in various areas of development in bullet format*** | * 100% success in University Examination
* 100% campus placement for graduates
* 100% transparent & secured evaluation system
* 1:10 Teacher student Ration
* 100% supervised clinical experience.
 |
| 45 | ***Is a Management Information System (MIS) in place?*** | No, However all documents are computerised |
| 46 | ***If answer to question 45 is Yes, please provide details of MIS applied to*** |  |
|  | * Administrative procedures including finance
* Student admission
* Student records
* Evaluation & examination procedures
* Research administration
* Others
 | NA |
| 47 | ***Existence of learning resource management*** |
|  | e- database in library | Yes |
|  | ICT & smart class room  | Yes |
|  | e- learning sources | Yes |
|  | Production of teaching modules | Yes |
|  | Interactive Learning facilities | Yes |

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| 48 | *Internal resource mobilization: Kindly provide the amount contributed* |
|  | Research | 18,981 |
|  | Consultancy & training | 1500 |
|  | Student Contribution | 10400 |
|  | Alumni contribution | 50000 |
|  | Well-wishers | 1,00,000 |
| 49 |  |  |
|  | Amount spent for infrastructure development | 1416679 |
|  | Amount spent for student welfare | 146313 |
|  | Amount spent for staff welfare | 271034 |
| 50 | ***Is delegation of authority practised***  | Yes |
| 51 | ***Does grievance redressal cell exist?*** | Yes |
| 52 | ***Grievance received from faculty &resolved ( enter a number; 0 for nil)*** |
|  | Number of grievances received | 0 |
|  | Number of grievances resolved | 0 |
| 53 | ***Grievance received from students &resolved ( enter a number; 0 for nil)*** |
|  | Number of grievances received | 0 |
|  | Number of grievances resolved | 0 |
| 54 | ***Grievance received from other staff members & resolved ( enter a number; 0 for nil)*** |
|  | Number of grievances received | 0 |
|  | Number of grievances resolved | 0 |
| 55 | ***Has the institution conducted any SWOT analysis during the year?*** | Yes |
| 56 | ***The SWOT analysis was done by internal or by external agency*** | Internal |

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| 57 | *Kindly provide three identified strengths from SWOT Analysis ( In bullet format)* | Strong leadership & GovernanceState of art infrastructureExperienced & highly qualified teaching faculty |
| 58 | ***Kindly provide three identified weaknesses from SWOT Analysis ( In bullet format)*** | Spacious AuditoriumDeclined in number of applicants for nursing. |
| 59 | ***Kindly provide two opportunities from SWOT Analysis ( In bullet format)*** | Expansion of consultancy servicesStrengthening collaboration |
| 60 | ***Kindly provide two identified challenges/threats from SWOT analysis.*** | Increased number of colleges offering nursing programs near vicinity. |
| 61 | ***Identify any significant progress made by the institution towards achieving goals & objectives during the year.*** | Collaboration with foreign university.Commencing PhD program |
| 62 | ***How do you perceive the role of NAAC in the quality development of your institution ( suggestion in bullet format to be given below)*** | The Accreditation by NAAC have provided momentum for quality enhancement activities in college. The college has been given a new momentum for directing its programmes towards improving the student`s Performance, value based overall development, promotion of innovations and inculcation of professionalism in nursing students.  |