

NOTICE

Date: 5th January 2018

Dear IQAC Members

IQAC meeting is scheduled on 19th January 2018 between 12.00pm– 1.30pm., 10th floor Board room.

- 1) Presentation of AAA report
- 2) GAP analysis & Development of action Plan
- 4) Any other

Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

P.D. HINDUJA NATIONAL HOSPITAL AND MRC, COLLEGE OF NURSING

IQAC Meeting Minutes

Date: 19th January 2018

Agenda	Responsible Person
IQAC Co-coordinator welcomed the members & presented the Exit Report of AAA.	IQAC Coordinator
Development of action plan for following identified gaps developed:	IQAC Coordinator
<ul style="list-style-type: none">• Quantification of Teaching Learning activities.• Add more Choice based/Short term courses.• Enhance affiliation with various societies.• Strengthen Research funds, undertake funded projects• Infrastructure Enhancement: Labs & playground• Representation of Placement Cell on website• Strengthen SNA documentation: Committee wise report & activities from all spheres to be included.	
Principal Madam discussed about need to create NAAC culture & importance of handholding for the same.	Prof. Dr. Jaya K.
Other information discussed by Principal madam:	Prof. Dr. Jaya K.
<ul style="list-style-type: none">• Attitude of NAAC to be inculcated & implemented by all• Peer team visit is delayed for Health Sciences.• Need to continue with same enthusiasm.• Maintain your morale, be available for others & share each other's burden.• Strengthen international collaboration & funded research by faculty.	

Session on KRA: Alignment of Personal & Organizational goals is scheduled for all HODs on 9th February 2019.

IQAC Secretary

Meeting got adjourned at 1.30 pm.

NOTICE

Date: 11th April 2018

Dear IQAC Members

IQAC meeting is scheduled on **14th April 2018** between **3pm-4pm, 10th floor Board room.**

- 1) IQAC Update
- 2) Presentation of NIRF data
- 3) Planning of Gratitude Week
- 4) Plan for Teacher Felicitation
- 5) Any other

Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

P.D. HINDUJA NATIONAL HOSPITAL AND MRC, COLLEGE OF NURSING

IQAC Meeting Minutes

Date: 14th April 2018

Agenda	Responsible Person
IQAC Co-coordinator welcomed the members.	IQAC Coordinator
Presented IQAC update with month wise activities. Significant activities undertaken are as follows;	IQAC Secretary
✓ Nurse Invention galore	
✓ Inauguration of IPR(Intellectual Property Right cell)	
✓ Participation in Poster competition at HNH	
✓ Quality safety Week-	
✓ Idea O meter competition	
✓ Finalization of AAA format	
✓ Book Narration-Celebration of Dr A.P J Abdul Kalam`s Birthday	
✓ IIQA Draft Preparation	

- ✓ Website Update with AQAR, RTI act, Minutes of the IQAC Meetings
- ✓ NIRF data Compilation
- ✓ Release of last curriculum UG
- ✓ Right To Information documentation & Action Taken Report finalization
- ✓ IIQA uploaded
- ✓ Release of Code of Conduct-Hand book, Best Practices, Research Reflection
- ✓ Conduct of Academic & Administrative Audit
- ✓ KRA development- Workshop for HODs & Faculty
- ✓ Release of Antarnaad
- ✓ Release of All Revised Procedure Manual
- ✓ Conducted Workshop on “Leadership” for the Alumni
- ✓ Release of book “Discover The Leader in You

Final NIRF data which is submitted to website presented,

IQAC Coordinator

Principal Madam emphasized the need to increase extramural research grants & efforts towards patenting.

Planning of Gratitude Week:

Prof. Dr. Jaya K.

Gratitude week celebration decided from 6th to 10th August 2018. Department wise responsibility would be informed accordingly.

IQAC put up a proposal for felicitating Teachers for which subject ranks were received in MUHS examination. Proposal got unanimously approved. Decided to present with appreciation plaque.

Prof. Dr. Jaya K.

Meeting got adjourned at 4.30 pm.

NOTICE

Date: 22nd September 2018

Dear IQAC Members

IQAC meeting is scheduled on 29th September 2018 between 12pm-1pm, 10th floor Board room.

- 1) Activities by IQAC
- 2) Presentation of Adhoc Committee Report
- 3) Patenting & Copyrights
- 4) Any other

Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

P.D. HINDUJA NATIONAL HOSPITAL AND MRC, COLLEGE OF NURSING

IQAC Meeting Minutes

Date: 29th September 2018

Agenda

Responsible Person

IQAC Co-coordinator welcomed the members.

IQAC Coordinator

Presented IQAC update with month wise activities. Significant activities undertaken are as follows;

IQAC Secretary

- ✓ Organization of Orientation program
- ✓ Felicitation of Subject Teacher for Subject ranks.
- ✓ Celebrated Gratitude week for Administrative & Support Staff

Principal Madam briefed about the Adhoc committee constitution & it's purpose.

Prof. Dr. Jaya K.

Adhoc Committee chairperson presented the report

Criterion I: Curricular Aspects

Ms. Bindu

- No. meetings held : 3
- Objective: Analysis of the Qualitative & Quantitative Data

KI	Observations	Remarks	Action Taken
1.1-1.4	Most of the documents present	Certain Documents like updating register & files need to be confirmed with the concerned personnel	Prepared the checklist on required documents as per the key indicators Reminder mail sent by the Criterion 1 leader to the concerned personnel on the required documents.
1.3	Incomplete - Pending	In process	Closure date: 4 th Oct.2018

KI	DEFICIENCY	ACTION PLAN
3.1.1	E-Copies of the grant award letters for research projects sponsored agencies (research Msc. Nursing students) <ul style="list-style-type: none"> • ArjoHuntleigh • P D Hinduja Hospital (Waiving off laboratory) 	Informed passed out MSc. Students , work under way

Ms. Jinu

	• SurgiMedix	
3.1.2	Research projects per teacher funded (Travel expenses, MUHS AVISHKAR) *Letter from Principal college of nursing *Supporting document from Funding Agency	To be complete by 30 th October
3.2.1	Incubation centre :patenting process *Community Health Nursing Bag	Contacting companies/ industries related to manufacture
3.2.2	Link Of the IPR & Industry-Academia Innovative practices activity report on the website	
3.3.2	Institution incentives to teachers received state, national and international awards *Letter of acknowledgment/appreciation year 2012-2018 for faculty	
3.3.3	Number of Ph.D.s awarded	NIL

Key Indicators		Data Required	Remarks
5.1	STUDENT SUPPORT (50)		
5.1.1	Average % of students benefited by the scholarships and <u>freeships</u> by the Govt. during the last 5 yrs	Name of the Scheme No. of students benefiting	Need to update data of 2018 -19 (Circular by Oct. end
	Document	Upload Sanction letters	Mail sent to <u>Pooja . S</u> Closure date: 15 th Oct
5.1.2	Average % of students benefited by <u>scholarships, freeships</u> , etc. provided by the institution besides the government schemes during the last 5 Yrs	Name of the scheme with contact information No. of students benefitting	Need to update data of 2017 -18 (Circular by Oct. end
	Document	Upload Sanction letters	Mail sent to <u>Pooja . S</u> Closure date: 15 th Oct
5.1.3	No. of capability enhancement and development schemes	Name of the capability enhancement scheme Year of implementation No. of students enrolled Name of the agencies involved with contact details	Present

Ms. Bindu

Key Indicators		Data Required	Remarks
5.1.4	Average % of students benefited by the guidance for competitive examinations and career counselling offered by the institution during the last five years	* Name of the Scheme * No. of the students who have passed in the competitive exam * No. of students placed	Present
5.1.4	Average % of students benefited by the guidance for competitive examinations and career counselling offered by the institution during the last five years	* Name of the Scheme * No. of the students who have passed in the competitive exam * No. of students placed	Present
5.1.5	Average % of the students benefited by the Vocational Education and Training (VET) during the last 5 Yrs	* No. enrolled * No. of successfully completed	???
5.1.6	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases		Md. <u>Shubhangi</u> to work on it. Closure date: 15 th Oct
	Document	Upload the minutes of meeting	Closure Date: 20 th Oct 2018

Key Indicators		Data Required	Remarks
5.3	Student Participation & Activities (25)		
5.3.1	No. of awards/ medals for outstanding performance in sports/cultural activities at national / international level during the last 5 yrs.	* SNA Binneal * Sports * NSS * IAP * Intercolleagat Competition	In Process reminder mail sent
	Document	Upload award letters and certificates	In process; Closure Date: 20 th Oct 18
5.3.2	Presence of active Student Council & representation of students on academic & administrative bodies/committees of the Institution		Present
5.3.3	Average no. of sports and cultural activities / competitions organised at institution level per year	* Name of the activity	In Process reminder mail sent

Key Indicators		Data Required	Remarks
5.4	Alumni Engagement (10)		
5.4.1	The Alumni Association / Chapters contributes significantly to the development of the institution through financial and non financial during the last five years	Upload a description of alumni association contribution to the institution	Present
5.4.2	Alumni Contribution during the last five years	*Name of the Alumnus/ Alumni association *Quantum of the contribution	Present
	Documents	Upload *Annual audited statements of accounts *Alumni Association audited statements	In Process
5.4.3	No. of Alumni Association / Chapters meetings held during the last 5 yrs.	*No. of Alumni association meetings *Dates of meetings	

Ms. Bindu

Criteria 6-Governance, Leadership and Management

Ms. Reena D

6.2.4 activity successfully implemented based on the Minutes of the meeting of various Bodies/ Cells and Committees

(Counselling Cell)

6.3.5 Appraisal system: Description need to be enhanced

6.4.1 Financial Audit: Description need to be enhanced

6.4.3 Resource mobilization policy: Description is pending

Meeting got adjourned at 2.00pm.

NOTICE

Date: 1st December 2018

Dear IQAC Members

IQAC meeting is scheduled on 1st December 2018 between 3.30pm to 4.30pm 10th floor Board room.

1) IQAC Update

2) Presentation of Action Plan

3) Any other

Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

P.D. HINDUJA NATIONAL HOSPITAL AND MRC, COLLEGE OF NURSING

IQAC Meeting Minutes

Date: 1st December 2018

Agenda

Responsible

Person

IQAC Secretary welcomed the members.

IQAC secretary

Presented IQAC update with month wise activities. Significant activities are as follows;

IQAC

Secretary

- ✓ National Library Week Celebration 2018, Theme: Wake up & Read with Poster & Book mark Competition
- ✓ QUALITY & SAFETY WEEK CELEBRATIONS 2018
- ✓ Faculty ,Students of UG & PG participated in various Competitions: Snakes & Ladder, Spin the Yarn, Passing the Parcel, Hospictionary, Amazing Race, Quiz on Infection Control and Patient Safety, Room of Clue
- ✓ Submitted Data of NIRF RANKING 2018
- ✓ AQAR Data Submission in Process

Criterion II:

Teaching Learning Evaluation

- Preparation of Students Satisfaction Survey.
- Class Coordinator to develop plan in collaboration with IQAC
- Audit of Innovative Teaching Learning Processes used.

Committee to finalize Processes & organize accordingly

Criterion III Research, Innovations & Mobilization

- Finalization of Research Promotion Policy Need to be updated on website
- Tapping of Research Grants
 - Sponsored Research Projects... ICMR proposals to be finalized
 - Identification of Non-Government funding agency
 - Possibility of Institutional funding from Research Department at Hinduja
 - PatentingPriority
 - Books/Chapters with ISBN
 - Articles in listed journals
- IPR Activities to be strengthened
- Innovation Centre / Incubation Hub... to come out with Definite plan

Research Committee to come up with Action Plan

Criterion IV Infrastructure

Librarian & Criterion IV

Library as a Learning Resources

team to comply

- Bibliometrics of the publications during the latest specified academic year. (Librarian)
- Increase use of E Content Resources
 1. E-PG Pathshala
 2. SWAYAM
 3. Other MOOCs platform
 4. NPTEL
 5. Institutional LMS
- Wi Fi facility: IT Committee to prepare feasibility report & recommendations

Criterion V Student Support & Progression

Criterion V team to comply

- Placement Cell & International Cell report to be uploaded on website
- Alumni Fundraising.....Critical & significant

S	Particulars /Activities	Responsibility	Expected by
1	Preparation of Students Satisfaction Survey.	Class Coordinators	January 31 st 2019 (First Phase)
2	Audit of Innovative Teaching Learning Processes used.	Criterion II Team	January 31 st 2019 (First Phase)
3	Research Committee Action Plan	Criterion III Team	January 31 st 2019 (First Phase)
4	IQAC Meeting for AQAR Approval	IQAC Team	December 2018
5	Collaborative Quality Initiatives SeminarState level (MUHS affiliated colleges)	IQAC Team	March 2019

Action Plan

Meeting got adjourned at 5.30 pm.

NOTICE

Date: 11th January 2019

Dear IQAC Members

IQAC meeting is scheduled on 19th January 2019 between 3.30pm to 4.30pm 10th floor Board room.

- 1) AQAR presentation
- 2) IQAC update
- 3) Brief about forthcoming events
- 4) Any other

Prof. Dr. Jaya Kuruvilla

Principal – College of Nursing

P.D. HINDUJA NATIONAL HOSPITAL AND MRC, COLLEGE OF NURSING

IQAC Meeting Minutes

Date: 19th January 2019

Agenda

IQAC Coordinator welcomed the members.

IQAC Coordinator briefed about activities undertaken:

- NIRF data compilation
- AQAR Finalization & Submission to NAAC
- Pilot study Compilation & Submission to NAAC office
- AISHE uploading
- Research Grant Mobilization and presentation at University level.

Common activities to be undertaken

- Goal: Streamlining of documentation
- Strategies:
- Evidence collection (Quantitative Matrix)
- Compilation of qualitative matrix

Responsible
Person
IQAC
Coordinator
IQAC
Coordinator

IQAC
Coordinator

- Preparation of list of supporting documents & circulating in departments.

Criterion wise plan needs to be undertaken;

Criterion I
Committee

Curricular Aspects:

- Audit to be undertaken
- Update of Feedback analysis & ATR
- Feedback from other professional
- Drive for filling online feedback form
- Uniform guidelines about file to be maintained r/t
- Trans disciplinary Courses, Value Added Courses
- Feedback about E Portfolio (Next Meeting)

Teaching Learning & Evaluation:

Criterion II
Committee

- Audit of innovative Teaching Learning Strategies

Strategies:

- Compilation of Important Best Practises r/t Teaching, learning & evaluation
- Outline similar to Best Practises.
- Outcomes in terms of statistical data mandatory
- Audit of innovative teaching learning strategies (cross departmental)
- Additional column of TL Methodology in register & evidences with concerned teacher (ex. Digital lesson plan, cases, videos & their response sheet, Role play / Movie response sheet)
- Mentorship data (Outline can be created by Counselling Cell to bring Uniformity in Practise)
- Performance Enhancement Data (Class wise)
- Structured program for enhancement of skills
- Development & delivery of E learning Module
- Midterm improvement opportunities for students

- SSS

Research, Extension & Collaboration

Criterion III
Committee

- Validation of research policy by experts
- Mobilization of Research Grant (ICMR)*
- GCP certificates compilation
- Organization of Grant writing session
- SCOPUS/ Web Of Science/Pubmed Indexing*
- Suggested activities:
 - IPR : IPR module, Innovation Fest, Revamping of PhD Museum, Reference Management Module
 - Program with Industry Collaboration (Visit to R & D centre of biomedical or pharmaceutical organization)
 - Possibility of using free software for plagiarism & piloting with existing projects.

Infrastructure & Learning resources

Criterion IV
Committee

- Sinages (Creating a feel of NAAC Accredited Institute)
- Use of MOOCs: NPTEL, Swayam
- Possible Collaboration with E- PG Pathshala
- Use of Pre-recorded Videos, MUHS webinar utilization

Student support & progression

Criterion V
Committee

- Preparation of Competitive Examination (Nclex Module)
- IELTS/OET based course in Phase wise manner for BSc Nursing Students
- Compendium of Student Support in Collaboration with IQAC
- Alumni Donation drive
- Possibility of Online Grievance System for students with Auto escalation

- Apex Manual Finalization
- Student Council activities documentation & strengthening
- CSSU activity strengthening

Leadership & Governance

Criterion VI
Committee

- POSH Course Completion
- Strengthening gender sensitization program

Shared *Winning Moments*;

- **Prof. Dr. Jaya Kuruvilla, Principal, CON –**
- Resource person for Workshop organised by Chettinad Academy of Research & Education.
- Free Paper presentation (IQAC Best Practises)
- Member of SWG (National) for revised framework
- Representation at AVISHKAR & State level Research Conference
- Mobilization of LTRG & STRG
- Publication of Book Epidemiology (International)

Forthcoming Events

- **Audits (Curricular aspects & Teaching Learning Activities)**
- Cross Criterion Audits
- Website Updating
- Release of Antarnaad
- PO, CO, PSO tracking mechanism
- Indexing of NAAC Conference proceedings.

Meeting got adjourned at 5.30 pm.