

P.D. HINDUJA NATIONAL HOSPITAL AND MRC

COLLEGE OF NURSING

IQAC Meeting Minutes

Date: 22nd April 2013

| Agenda | Responsible Person |
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| <p>INTERNAL ASSESSMENT</p> <p>Need to develop structured plan for preparation of weak students. They also need to be given practice of writing University papers. Residential faculty to make a plan to coach the poor performers.</p> <p>MCQs: It is found that formulation of MCQs is not per guidelines. Planned to organize workshop on MCQ preparation for all students.</p> | <p>Prof. Jaya K.</p> <p>In-service Education</p> |
| <p>Quality Initiatives: Decided to submit AQAR to NAAC. Madam also instructed Steering Committee to continue functioning & work on bringing quality initiatives & preparing yearly report.</p> | <p>HODs</p> |
| <p>Leave applications: Teachers to make sure to complete internal assessment before proceeding on leave.</p> | <p>HODs & Class-coordinators.</p> |
| <p>Practical Exam Dates: HODs need to plan Summer Courses as all practical examinations are getting over by 2nd week of June. Summer course should aim at enhancing student`s knowledge, skill & attitudes in a modular form with credit hours. Finance will be provided from college budget.</p> | <p>HODs</p> |