

MINUTES OF IQAC MEETING

Date: 7th November 2015

Time: 9.30am – 12.30 pm

Members present were

- Prof. Dr. Jaya Kuruvilla
- Prof. Wilma Valsalan
- Prof. Jacintha Lobo
- Prof. Shubhangi Pangam
- Asso. Prof. Jacintha Fernandes
- Asso. Prof. Siman Xavier.
- Ms. Sheeja Kanade
- Ms. Reena DSouza
- Ms. Sreeja Nair (Alumini Representative)
- Ms. Savita Raut
- Mrs. Sangeeta Sane
- Ms. Meghna Shirke
- Ms. Maisha Ingle
- Ms. Sneha Pramod (Student's Representative)

Members Absent were

Mr. Rajesh Rao

Mr. Bhagwan Phalsamkar

Signature of IQAC Secretary

Signature of Principal

MINUTES OF IQAC MEETING

7th November 2015

CONTENT	RESPONSIBLE PERSON	TARGET DATE
IQAC Co-ordinator formally welcomed the committee members & reoriented to functions & responsibilities of IQAC.		
A) IT Roadmap presented by Secretary, IT subcommittee. Responsibilities r/t the same as follows: 1. Creating website summary	Secretary, IT subcommittee	December 2015
1. Suggestions for Alumni corner & students corner in website solicited from Alumni representative & Student representative	Ms. Sreeja Ms. Sneha	December 2015
2. Revision of feedback forms for uploading in website <ul style="list-style-type: none"> • Graduates • Post Graduates • Alumni • Parents 	Ms. Jacinta F Ms. Shubhangi P Ms. Sreeja , Ms. Dakshata, Ms. Sinta, Ms. Pooja, Ms. Seema, Ms. Jinta	December 2015
3. Madam Principal welcomed suggestions regarding designing of simulation lab.		
4. CCTV installation would be undertaken sooner in next 1 -2 month.	Security Dept.	
5. Library computerization too would be initiated soon.		
6. Duplication of computerization of certain processes can be avoided by utilizing existing IT enabled facilities of university.	IT department	December 2015
B) Discussion & Finalization of state level NAAC sponsored seminar organised by IQAC Date: 30 th January 2015 <ul style="list-style-type: none"> • Programme schedule & various committees details presented & informed committee members to disseminate the same in their respective department. (Annexure I: Details of Committee members) • Suggested to call for ideas related to content & design of workshop from various stakeholders through mails. 	Ms. Shubahngi P Ms. Siman X	
IQAC update (Academic year 2014-2015) provided. Informed about completed activities for academic year 2015-2016. <ul style="list-style-type: none"> • Orientation Program • Submission of proposal to NAAC(state level seminar) • Submission of AQAR 		

<ul style="list-style-type: none"> • Vachan Prerna Diwas & operationalization of Kalam's corner • Soft skill development on 31st October 		
<p>Informed about upcoming activities;</p> <p>For Teachers:</p> <ul style="list-style-type: none"> • Sensitization session on Legal & Ethical issues • Session on Art of writing research paper <p>For students:</p> <ul style="list-style-type: none"> • Educational play material competition • Research poster presentation competition 	IQAC Secretary	December 2015 January 2016
<p>Responsibilities related to completion of various quality related initiatives discussed as follows;</p> <ul style="list-style-type: none"> • Preparation of Apex manual with SOPs. • Revision of procedure manual. • Minimum one audit/department. • Departmental documentation completion (Master File at departmental level year wise) • Completion of curriculum committee meeting file • Completion of preceptorship documentation 	FON dept. HODs HODs HODs Curriculum com. secretary Preceptorship coordinator.	July 2016
<ul style="list-style-type: none"> • Computerization of Lesson plans & uploading of procedure videos. • Computerization of question bank. • Revision of SOPs related to internal assessment. • Audit completion (CCA dept. level) • Suggested to undertake half day workshop for designing & finalizing outline for computerised lesson plans <p>Research, Extension & consultancy:</p> <ul style="list-style-type: none"> • Minimum one publication per faculty • Implementation of Minimum one consultancy program/dept. • Organization of minimum two extension program/dept. 	Subject Teacher Subject Teacher FON dept. CCA Co-ordinator IQAC coordinator. Faculty HODs HODs	July 2016
<p>Responsibilities related to formulation of Audit Performa finalized as follows</p> <ul style="list-style-type: none"> • Student Support, Research, Consultancy, Extension Activities. • Infrastructure & Learning Resources. • Teaching learning, Evaluation & Examination • Curriculum aspects • Administration process, Inventory management 	FON Medical Surgical Nursing Dept. Obstetrics & Gynaecology Dept. Child Health Nursing Dept.	December 2015

	Mrs. Sangeeta Sane , Community Health Nursing Dept.	
<p>Principal madam was selected as a member of NAAC Peer Team for accreditation of Chettinad Academy of Research & Education. Mam provided feedback about the same. Following suggestions based on the feedback need to be incorporated:</p> <ul style="list-style-type: none"> • Enhancement in overall hospitality.(Selection of hotel, food, travel arrangement) • Well planned, detailed programme of visit • Flashing of Welcome to NAAC Peer Team Members on computer screens • Completion of documentation & furnishing if asked within shortest possible time • Department wise board about Research related activities. • Conduct of Green Audit • Well planned & rehearsed cultural event • Possibility of NGO involvement wherever possible. • Hospital facilities such as MHU to be incorporated in college activities. <ul style="list-style-type: none"> • Explore possibility of receiving extramural funding for research. 		
<p>Finalized agenda for next core committee meeting as follows:</p> <p>Presentation of</p> <ul style="list-style-type: none"> • Website specifications • Audit Performa's • Research committee action plan • Feedback forms <p>Meeting got adjourned after formal vote of thanks</p>		