

**Date -8/11/2019**  
**Time – 10 am to 11 am**  
**Venue – Principal office**

## **MINUTES OF THE MEETING**

**Agenda 1- Reading and confirmation of Previous IQAC meeting minutes.**

**Agenda 2- Handover from the co-coordinator Mr. Nischal Pathak**

**Agenda 3 – Forthcoming uploading of annual report 2018- 2019**

**Agenda 4 –Institutional planning for new academic session 2019-2020**

A meeting was held between IQAC co-ordinator, chairperson and committee members.

**Agenda 1– Previous IQAC minutes**

Previous IQAC meeting was regarding progress and course completion of all batches, formulation of new committee members. By October end, theory and clinical of all batches completed and batches will be promoted from November onwards.

Necessary amendments were made and new committee members and class co-ordinator were declared for both B.Sc. and M.Sc. nursing.

**Agenda 2- Hand over from IQAC Co-coordinator Mr. Nischal Pathak**

As Mr. Nischal Pathak is resigning from the institution, he handed over all documents to IQAC co-ordinator Prof. ShreejaVijayan. Mr.Nischal Pathak demonstrated the steps of uploading annual report in the web portal to the committee members.

**Agenda 3 – Forthcoming uploading of annual report 2018-2019**

Discussion was made about the necessary documents needed for annual report.

**Agenda 4 – Inviting suggestions for the academic session 2019-2020.**

After discussion, the following suggestions and recommendations were given.

- To promote collaborative activities, joint activities can be done with Choithram Paramedical and dietary department of CH&RC .
- To measure and to improve happiness index of the student's recreational activities should be promoted and to include more activities like sports, dance, music etc.
- For the same, grievance redressal cell must be updated and to deal with academic and non-academic issues of the students. Documentation must be maintained also.

- Yoga and meditation classes will be started after the month of December. It was also recommended to get courses from certified agents so that the participants will get an authentic certificate.
- Soft skill training and English language training programme will be arranged for office staff (clerk) as per MPMSU guidelines 2019-2020
- Documentation of faculty updates such as conferences, workshops, e-learning courses should be done.
- For infrastructure development, it is suggested to make some modification in arrangements of nutrition lab.
- Regularization of creche caretakers was done from CH &RC.
- Suggestions also were given to improve creche facilities, new T.V and play materials for kids was made.
- To maintain daily attendance of the student's biometric will be installed as per MPMSU guidelines.

Meeting ended by 11 am.

**Date -10/10/2018**  
**Time- 4pm**  
**Venue – Board Room**

## **MINUTES OF THE MEETING**

### **Agenda I – Curriculum planning**

**Agenda III – Mobilize participation of each undergraduate student in extension/ awareness activity**

**Agenda IV- Holistic development of students.**

**Agenda V- Students participation in National program**

### **Agenda I – Curriculum planning**

As per class coordinators & subject coordinators, both theory classes and clinical hours will be completed on time. B.Sc. Nursing IV<sup>th</sup> year students will continue with their research project work and complete before their internship

### **Agenda II – Exclusive workshop for undergraduates**

More focus should be given to enrich the knowledge and skills of undergraduates, so to fulfill this goal planning exclusive workshop for undergraduates on various topics as to strengthen their core knowledge.

**Agenda III – Mobilize participation of each undergraduate student in extension/ awareness activity**

It is to plan to motivate each undergraduate student to participate in extension and awareness activity by providing them new opportunities.

**Agenda IV- Holistic development of students.**

It is also planned in this particular meeting to focus on the holistic development of the students so, starting of yoga and meditation classes for new batches is scheduled in upcoming month.

**Agenda V- Students participation in National program**

Students are going to participate in National program like Indradhanush for that planning is made to make team leaders for different area for surveillance and proper rotation must be follow to ensure participation of each student in this program.

**Date – 25/09/2019**  
**Time 3:30- 5:10 pm**  
**Venue –Board room**

## **Minutes of the meeting**

### **Agenda I –Progress and course completion of current batches**

### **Agenda II- Revision of various committee members**

### **Agenda III- New class coordinators**

### **Agenda IV- Inviting suggestions for improving the curriculum.**

A meeting was called by IQAC co-ordinator Prof. Shreeja Vijayan to discuss on following agenda-

### **Agenda I – Progress and course completion of current batches**

As per class coordinators & subject coordinators, both theory classes and clinical hours will be completed by the end of October. B.Sc. Nursing IV<sup>th</sup> year students will continue with their research project work.

### **Agenda II – of various committee members**

There are many committees functioning in the institution for the smooth delivery of curricular and co-curricular activities. After discussion various committee functions examined and members revised, and new committee members added.

### **Agenda III – New class coordinators**

New class coordinators were decided for all the batches of both B.Sc. & M.Sc. Nursing

### **Agenda IV – Inviting suggestions for improving the curriculum**

- It is suggested that next academic year onwards all batches course should be strictly completed by the month of September.
- Orientation programme should be conducted for new faculty members.
- For improving curriculum, after discussion it is decided that Prof. ShreejaVijayan will be the theory coordinator and Prof. Shweta Pattnaik as clinical coordinator for the next academic year (2019- 2020)
- **Discussion** on participation of students on Workshop - infection control with theme “IMPACT ( I Motivate Prevent & Act Control Transmission) for undergraduate students. Meeting was ended by 5:10 pm

**Date – 15/06/2019**  
**Time – 3 pm**  
**Venue – Principal office**

## **Minutes of the meeting**

### **Agenda I – Discussion on previous minutes**

### **Agenda II- Forthcoming entrance examination**

### **Agenda III- Dual role responsibility of nurses**

#### **Agenda I- – Discussion on previous minutes**

Minutes read by IQAC co-ordinator Prof. Shreeja Vijayan and confirmed by Prof. Shweta Pannaik & Mrs Yasmin Sharma.

#### **Agenda II- - Forthcoming entrance examination**

As entrance examination is planned for the new batches of B.Sc. Nursing I year for the academic year 2019-20, discussion was made and responsibilities were delegated to the concerned teachers.

#### **Agenda III- Dual role responsibility of nurses**

In view of the recommendation for nurse's dual responsibilities in CH &RC &CCON, it was suggested to organize debate in hospital auditorium on 10/05/19 by Choithram Hospital. Based on this, suggestions and recommendations were enquired from the part of CCON faculty by the principal.

- There should be a clear job responsibility of faculty for dual responsibility.
- Certificates also should be provided for performing dual responsibilities.

**Agenda IV-** Planning for one day workshop on implementation of protocols, committee formation and impact on health care and workshop on NABH sensitization for BSc Nursing Fourth year students.

The meeting was ended by 4 pm.

**Date -01/04/2019**  
**Time -4pm**  
**Venue – Conference room**

### **Minutes of the meeting**

**Agenda I – Declaration and take charge of Officiating Principal.**

**Agenda II – Any other issues.**

**Agenda I – Declaration and take charge of Officiating Principal.**

A meeting was held among IQAC and faculty members in the situation of the resignation of Prof. Dr Usha Ukande from the Principal post. Prof. Dr. UshaUkande declared that Prof. Sheetal Saxena will be taking the charge of Officiating Principal with immediate effect.

Prof. Dr. Usha Ukande and Prof. Sheetal Saxena shared their experiences in the institution with the members.

**Agenda II-**

After discussion it was recommended to conduct 3 days workshop on research for PhD. Aspirants. For this, sponsorship can be avail from TNAI & ICMR.

The meeting was ended by 4:45 pm.

**Date -14/03/2019**  
**Time- 4pm**  
**Venue – Board Room**

## **MINUTES OF THE MEETING**

**Agenda I – Rescheduling of classes and clinical posting**

**Agenda II – Planning of Vacation (Holi and summer vacation)**

**Agenda III – Any other issue**

**Agenda I - Rescheduling of classes and clinical posting**

In view of the delay in University examination by MPMSU, after discussion it is decided to continue theory classes and clinical posting of all batches as usual.

**Agenda II - Planning of Vacation (Holi and Summer)**

- As there is no upcoming examination for B.Sc.(N) I<sup>st</sup> year batch (fresher batch,) their vacation will be on the same dates as decided earlier.
- B.Sc. Nursing II, III & IV year student's vacation dates will be planned after confirming their exam dates.
- Holi vacation will be from 20/03/2019 – 25/03/2019.
- Summer vacation will be from 13<sup>th</sup> April to 20<sup>th</sup> April. IV<sup>th</sup> year students will be relieved at the end of the session and can allow them to go for 2 weeks of vacation.

**Agenda III (Any other issue/Discussion)**

- Principal Prof. Dr. Usha Ukande recommended that every teacher should publish a research every year.

Date -22/12/2018  
Time -12 pm -1 pm  
Venue –Board room

## MINUTES OF THE MEETING

**Agenda 1- Read and confirm minutes of last meeting.**

**Agenda 2- Decision of next IQAC coordinator**

**Agenda 3 - Discussion about pilot study of NAAC manual of health sciences for colleges.**

**Agenda 3- Delegation of responsibility (criteria) among faculty members.**

**Agenda 1- Read and confirm minutes of last meeting.**

The last minutes were read and confirmed by the members.

**Agenda 2- Decision of next IQAC coordinator**

As IQAC coordinator **Prof. Blessy Antony** is planning to resign from the institution, **Prof Shreeja Vijayan** was nominated and confirmed as the next coordinator by the IQAC members.

**Agenda 2 - Discussion about pilot study of NAAC manual of health sciences for colleges.**

The IQAC coordinator informed to the committee members about the phone call and letter from NAAC stating to conduct a pilot study of newly developed NAAC manual of Health Sciences for colleges in selected Health Sciences colleges from 27<sup>th</sup> December to 15<sup>th</sup> January 2019.

It was also informed from NAAC that our college is selected for conducting pilot study, for this necessary data templates and excel sheet will be provided by NAAC which is to be filled and necessary suggestions to be given and to send the data before 15<sup>th</sup> January 2019 to NAAC.

**Agenda 3- Delegation of responsibility (criteria) among faculty members.**

Principal Dr. Usha Ukande asked the committee members and faculty to participate in the pilot study and to submit it in the stipulated time in Co-ordination with Prof. Shreeja Vijayan & Mr Nishchal Pathak who will do the final compilation of pilot study.

**Agenda 4:-** Planning to organize two day's workshop on Patient safety: errors, injuries, accident and infections for faculty and under graduate students.

The meeting was adjourned following recapitulation and vote of thanks by IQAC co-ordinator.