

Date -15/1/2020
Time -11 am -12.30pm
Venue -Board room

MINUTES OF THE MEETING

Agenda 1- Read and confirm minutes of last meeting.

Agenda 2- Appointment of new IQAC Composition.

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

Agenda 4 – Evaluation of Clinical

Agenda 5- Any other matter with the permission of chair.

Agenda 1- Read and confirm minutes of last meeting.

The last minutes were read by Prof. Shreeja Vijayan, IQAC Co-ordinator and confirmed by Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing Dept.

Agenda 2- Formation of new IQAC Composition.

Formation of new IQAC Composition (members) was proposed and confirmed by chair with appointment of new IQAC Committee members.

IQAC coordinator Prof Shreeja Vijayan and Co-cordinator Asso. Prof. Yasmin Sharma remain same.

Prof Shreeja Vijayan sensitized new members with roles and responsibilities of IQAC members as per NAAC criteria.

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


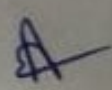
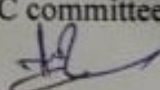
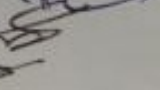

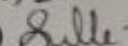
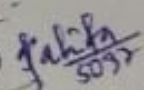
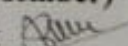
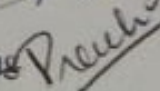

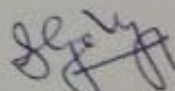
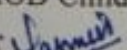
Principal Dr. (Prof) Aradhana Michael gave responsibility to update activities under each criterion to the criteria heads for upcoming year.

Agenda 4 – Evaluation of Clinical

For maintain high quality aspects in Clinical Experience of the students all Class Teachers discussed the progress of clinical for their respective batches.

Meeting ended by 12:30 pm.

IQAC Committee members:

- Mr. Vivek Singh, Secretary, CH & RC (New Member) 
- Dr. (Prof.) Aradhana Michael, Principal, and Chairperson IQAC committee. 
- Dr. Amit Bhatt – Deputy Director, CH & RC (New Member) 
- Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC 
- Mr. Anand Goud, Secretary, Satya NGO (New Member) 
- Mrs. Steffi Millicent, Vishesh Hospital (New Member) 
- Ms. Laishram Kabita Devi, Nursing Supervisor (New Member) 
- Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing 
- Prof. Prachi Awasthi, HOD, Obstetric and gynecological Nursing 
- Mrs. Vaishali Tiwari, HOD, Mental Health Nursing 
- Prof. Shreeja Vijayan, IQAC Cordinator, HOD Child Health Nursing 
- Mrs. Yasmin sharma, IQAC Co-Cordinator 

MINUTES OF THE MEETING

Agenda 1 – Reading minutes of previous minutes.

Agenda -2 Online National Day Celebration

Agenda – 3 Dual Role Responsibilities

Agenda 4- Any other matter with the permission of chair.

Agenda 1 – Discussion on previous minutes

- Minutes read by IQAC Co-ordinator Prof. Shreeja Vijayan and confirmed by Prof. Prachi Awasthi, HOD, Obstetric and gynecological Nursing

Agenda -1 Online National Day Celebration

To boost up the enthusiasm and active participation of undergraduates and also enhance National Integrity among them planning was done for conduction of online National Day Celebration.



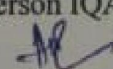


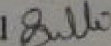
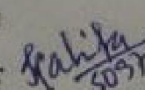

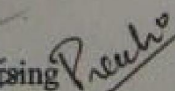

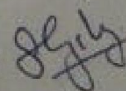

Agenda – 2 Dual Role Responsibilities

Sensitization for Covid 19 Pandemic of Nursing staff and supporting staff. During this pandemic situation it was planned along with curriculum proficiency faculty will serve as frontline health care professionals by engaging themselves in performing their duties in green zone (screening) and red zone (dealing with Covid patients).

Agenda 4- Any other matter with the permission of chair.

- AISHE uploading was done on 19/02/2020
- As lockdown was started many of the states it was planned to send students to their homes to keep safety of students in mind.

IQAC Committee members:

- Mr. Vivek Singh, Secretary, CH & RC 
- Dr. (Prof.) Aradhana Michael, Principal, Chairperson IQAC committee. 
- Dr. Amit Bhatt – Deputy Director, CH & RC 
- Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC 
- Mr. Anand Goud, Secretary, Satya NGO 
- Mrs. Steffi Millicent, Vishesh Hospital 
- Ms. Laishram Kabita Devi, Nursing Supervisor 
- Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing 
- Prof. Prachi Awasthi, HOD, Obstetric and gynecological Nursing 
- Mrs. Vaishali Tiwari, HOD, Mental Health Nursing 
- Prof. Shreeja Vijayan, IQAC Cordinator, HOD Child Health Nursing 
- Mrs. Yasmin sharma, IQAC Co-Cordinator 

13 /06/2020

Time -12 MD – 1 PM

Venue –online zoom
platform

MINUTES OF THE MEETING

Agenda 1 – Discussion on previous minutes

Agenda 2 – Forthcoming Entrance Examination & Admission process

Agenda 3 – Planning to conduct online classes for students.

Agenda – 4 Hands on training for faculties to become online facilitators.

Agenda 5– Conduct online evaluation using Google form

Agenda 1 – Discussion on previous minutes

Minutes read by IQAC Co-ordinator Prof. Shreeja Vijayan and confirmed by Mrs. Vaishali Tiwari, HOD, Mental Health Nursing

Agenda 2 – Forthcoming Entrance Examination & Admission process

As admission is planned for the new batches of B.Sc Nursing I year & M.Sc Nursing I year for the academic year 2020 -21, discussions were made and responsibilities were delegated to the concerned teachers.

Agenda 3 – Planning to conduct online classes for students.

Discussion was done among faculty member regarding smooth conduction of online classes because of this pandemic crisis by using appropriate platform.

Agenda – 4 Hands on training for faculties to become online facilitators

Five days training is planned from 1 -7th July for the faculties who are venturing into online teaching this will help faculties to up skill themselves as an online facilitators.

Agenda 5 – Conduct online evaluation using Google form

A meeting was conducted under the guidance of Chairperson, IQAC coordinator and all committee members. Discussion held on the platform, features, guidelines and utilization process for online evaluation. It was decided the test is based on multiple choice question or viva. Class coordinator must maintain the uniformity of the guidelines made for online evaluation.

Student should be previously informed about the test units along with instructions to appear in the test.

IQAC Committee members:

- Mr. Vivek Singh, Secretary, CH & RC
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- Dr. Amit Bhatt – Deputy Director, CH & RC
- Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC
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- Mrs. Vaishali Tiwari, HOD, Mental Health Nursing
- Prof. Shreeja Vijayan, IQAC Cordinator, HOD Child Health Nursing
- Mrs. Yasmin sharma, IQAC Co-Cordinator

Date – 01/ Aug/2020
Time 1 pm
Venue –Online Zoom Meeting

Minutes of the meeting

Agenda 1 – Planning for upcoming International Conference and formulation of committee for conference

Agenda – 2 Exclusive Webinars for undergraduates

Agenda 3 – Internal cross audit (Academic and Administrative Audit)

Agenda 4- Any other matter with the permission of chair.

A meeting was scheduled between Chairperson, IQAC coordinator and IQAC members.

Agenda 1 – Planning for upcoming International Conference and formulation of committee for conference

A proposal put forwarded by Chairperson Dr Aradhana Michael to organize International conferences. After discussion it was decided conference would be of 2 days and the theme for conference is "DATA ANALYSIS: QUALITATIVE & QUANTITATIVE RESEARCH". Along with session from experts oral and poster research paper also will be invited. Conference is free of charge only paper presentation will be charged for presentation fee. Different committee also formulated for smooth functioning of the conference.

Agenda – 2 Exclusive Webinars for undergraduates

More focus should be given to enrich the knowledge and skills of undergraduates to develop critical thinking and skill. A clinical webinar series is planned to strengthen their core knowledge.

Agenda 3 – Internal cross audit (Academic and Administrative Audit)

Internal cross audit is planned for the evaluation Academic and Administrative competencies.

Agenda 4- Any other matter with the permission of chair.

It was proposed to plan series of webinars and expert talk in a view to enhance knowledge and understanding of global perspectives for faculty undergraduate and post graduate students

For planning webinars and expert sessions Departmental HOD's held responsible to plan organize and schedule the events. Meeting ended by 3 pm.

IQAC Committee members:

- Mr. Vivek Singh, Secretary, CH & RC
- Dr. (Prof.) Aradhana Michael, Principal, Chairperson IQAC committee
- Dr. Amit Bhatt – Deputy Director, CH & RC
- Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC
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- Mrs. Vaishali Tiwari, HOD, Mental Health Nursing
- Prof. Shreeja Vijayan, IQAC Cordinator, HOD Child Health Nursing
- Mrs. Yasmin sharma, IQAC Co-Cordinator

Date – 23/ 10/2020
Time 10 am
Venue –Board room

Minutes of the meeting

Agenda I –Progress and course completion of current batches

Agenda II- New class coordinators

Agenda III- Inviting suggestions for improving the curriculum.

Agenda IV- Discussion on Student Satisfaction Survey

Agenda V- Any other matter with the permission of chair.

A meeting was called by Chairperson, IQAC coordinator and IQAC members were present.

Agenda I – Progress and course completion of current batches

Class coordinators & subject coordinators informed that theory classes completed by the end of October and clinical hours will be completed according to guideline provide by MPMSU after reopening of colleges. B.Sc. Nursing IVth year students will complete research project work.

Agenda II – New class coordinators

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

Agenda III – Inviting suggestions for improving the curriculum.

- Continue with the online classes for the next session.
- Daily 3-4 classes will be planned for each batch.
- Daily attendance must be maintained properly and timetable and link to attend upcoming week classes must be shared to students by every Saturday.

Agenda IV- Discussion on Student Satisfaction Survey

It was discussed that Student satisfaction survey will be lined with NAAC format available on NAAC website and send students through mail. Other feedback forms will be review and modified.

Meeting was ended by 11:10 am.

IQAC Committee members:

- Mr. Vivek Singh, Secretary, CH & RC
- Dr. (Prof.) Aradhana Michael, Principal, Chairperson IQAC committee
- Dr. Amit Bhatt – Deputy Director, CH & RC
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- Mrs. Yasmin sharma, IQAC Co-Cordinator

Date – 16/ 12/2020
Time 11 am
Venue –Board room

Minutes of the meeting

Agenda – 1 Presentation of AQAR to governing syndicate/board member

Agenda – 2 Revision of various Institutional committee member.

The meeting was called by IQAC.

Agenda – 1 Presentation of AQAR to governing syndicate/board member.

Institution planning to present AQAR to governing syndicate/board member at last week of January. It was also planned to conduct cross audit to identify gap in curriculum execution as per institutional calendar due to corona pandemic and plan further to overcome it.

Agenda – 2 Revision 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.

IQAC Committee members:

- Mr. Vivek Singh, Secretary, CH & RC
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