



CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC, Affiliated to INC, MPNRC Bhopal, MPMSU Jabalpur
Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)



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Webiste : www.choithramnursing.com

6.5.3: The Institution adopts several Quality Assurance initiatives The Institution has implemented the following QA initiatives: 1. Regular meeting of Internal Quality Assurance Cell (IQAC)

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1.	Regular meeting of Internal Quality Assurance Cell (IQAC)	1-26



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CHOITHRAM COLLEGE OF NURSING Minutes of IQAC Meeting

Date: - 2nd Jan 2023

Time: - 4pm -5pm

Venue: - Meeting Room

IQAC Meeting held on 2nd Jan 2023 and following members attended the meeting.

SNO.	NAME OF ATTENDEE	SIGNATURE
1.	Dr. Prof. Aradhana Michael, Chairperson, Principal	
2.	Mr. Vivek Singh, Secretary, CH &RC	
3.	Dr. Amit Bhatt – Deputy Director, CH &RC	
4.	Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC	
5.	Mr. Anand Goud, Secretary, Satya NGO	
6.	Mrs. Steffi Millicent, Vishesh Hospital	
7.	Ms. Laishram Kabita Devi, Nursing Supervisor	
8.	Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing	
9.	Prof. Prachi Awasthi, HOD, Obstetric and gynecological Nursing	
10.	Mrs. Vaishali Tiwari, HOD, Mental Health Nursing	
11.	Dr. Prof. Sheetal Saxena HOD, Community Health Nursing	
12.	Prof. Shreeja Vijayan, IQAC Co-Ordinator	
13.	Prof. Yasmin Sharma, IQAC Co Co-Ordinator	

The last meeting held on 16/12/2022 were minutes read by Prof. Shreeja Vijayan IQAC Coordinator, pass by Prof. Yasmin Sharma IQAC Co Coordinator, and confirmed by the Mrs. Vaishali Tiwari, HOD, Mental Health Nursing Department

Action taken on previous meeting (16/12/22) agenda:

S.No.	Agenda	Action Taken
1	Planning for Heartfulness Meditation	Scheduled Session of Heartful meditation sessions for faculty daily for one week in morning prior to scheduled classes and clinicals.
2	Feedback from all stakeholders	Conducted surveys or feedback sessions to gather input analysis was done for all the feedback.
3	Planning for NSS	Organized meetings to plan activities, logistics, and resources for NSS





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	Camp	the NSS camp and further One-week NSS Camp with residential facilities is organized by NSS Coordinator and NSS Student Volunteers from 5 th Feb 2023 to 13 th Feb 2023
4	Planning for Induction Program	Scheduled meetings to plan the schedule, speakers, and activities for the induction program and further 6 days Practice to perfect induction program was conducted for BSc Final year students Batch 2018 -22 from 13 th Feb 2023 to 18 th Feb 2023.

AGENDA OF THIS MEETING:

1. Visit to Water Purification Plant for Undergraduates' Students.
2. Discussion on 29th Annual conference of Critical Care for UG & PG Students.
3. Workshop on Hearing & Speech Health for UG students.
4. Orientation Awareness Session for NDLI for UG students.
5. Guest Lecture on Health Wellbeing Sports Agenda for Youth.
6. Lamp Lighting (Batch 2022-23) and Graduation Ceremony (2017-2021)
7. Improving Quality Standards for Contracting good Briefing with Poor Briefing Practices.
8. Seminar on An Introduction to Research Methodology
9. International women's Day

AGENDA 1: Visit to Water Purification Plant for Undergraduate Students.

This agenda is proposed by class teacher of BSc Nursing 2nd Year. Planning and deliberation took place regarding the upcoming visit to the water purification plant located in MHOW for undergraduate students in February Month. The purpose is to provide them with a comprehensive understanding of the various techniques employed in water purification. The tentative date of the visit is from 3rd Feb 2023.

AGENDA 2: Discussion on 29th Annual conference of Critical Care for UG & PG Students.

Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing Dept suggested for participation of undergraduate and postgraduate students in the 29th Annual Conference of the Indian Society of Critical Care Medicine scheduled on 22 -23rd Feb 2023. The aim is to enhance the learning experience of the students through their active involvement in the conference. All the IQAC members agreed upon this proposal.

AGENDA 3: Workshop on Hearing & Speech Health for UG students.

Medical Surgical Department taken the initiative for planning for organizing a one-day focusing on hearing and speech health, conducted in partnership with the Indian





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Hearing Association. This workshop is custom designed for undergraduate students, aiming to provide a comprehensive understanding and practical skills in identifying and managing individuals with hearing and speech challenges. The objective is to foster a clear understanding among participants for effective intervention and support. The tentative date for this workshop is 14th March 2023 decided in the meeting.

AGENDA 4: Orientation Awareness Session for NDLI

Education Committee suggested for Orientation Awareness Session for undergraduate students in the meeting, introducing them to the National Digital Library of India (NDLI), to enhance their understanding of diverse learning platforms and facilitate seamless access to educational resources. This orientation sessions are planned in the month of march.

AGENDA 5: Guest lecture on Health wellbeing sports agenda for youth.

Dr. Prof. Sheetal Saxena, HOD, Community Health Nursing Dept proposed a Guest Lecture on Health, Wellbeing, and Sports Agenda for youth by Brahma Kumari's aimed to enrich the attitudes of undergraduate students towards overall wellbeing. All members agreed on this proposal.

AGENDA 6: Lamp Lighting (Batch 2022-23) and Graduation Ceremony (2017-2021)

The agenda encompassed a detailed strategy for the lamp lighting ceremony (Batch 2022-23) and graduation ceremony (2017-2021) scheduled for the month of April. This comprehensive plan included thoughtful considerations for guest speakers, award presentations, and the overall logistical aspects of the event. Additionally, there was a dedicated discussion on the formation of a committee tasked with planning and executing these ceremonies, ensuring a well-coordinated and successful celebration of the accomplishments of the individuals involved.

AGENDA 7: Seminar on "Improving Quality Standards for Contracting good Briefing with Poor Briefing Practices." For Faculty.

The agenda for the seminar, proposed by Prof. Shreeja Vijayan, the IQAC coordinator, underscores the significance of clear and effective communication. It was unanimously agreed upon by all committee members that this seminar will greatly benefit attendees by addressing the importance of promoting clear communication. Moreover, there was consensus that the seminar will provide a valuable platform for knowledge sharing and collaborative problem-solving within our organization. Additionally, further discussions will take place regarding the seminar's schedule, speakers, and topics.





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AGENDA 8: Seminar on An Introduction to Research Methodology for BSc Nursing 3rd Year.

As part of the IQAC initiative, a seminar on Introduction to Research Methodology has been suggested by the IQAC Coordinator. This proposal has been supported by Prof. Shweta Pattnaik, Head of Criteria 3, and Ms. Marlene Peter, the Research Cell Coordinator. The discussion highlighted the importance of third-year BSc Nursing students understanding the basic concepts of research methodology, as it is a part of their curriculum. It is decided that Dr. Deepika Jain, CH&RC will be the guest speaker for the seminar.

AGENDA 9: International women's Day

Ms. Vaishali Tiwari proposed celebrating International Women's Day and approved by all members, and decided to make a team and delegate responsibility for conduction of the event.

Meeting ended by 5pm



Prof. Shreeja Vijayan
IQAC Co-ordinator

Principal
Choithram College of Nursing
Manik Bagh Road,
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Dr. Prof. Aradhana Michael
Chairperson, Principal



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CHOITHRAM COLLEGE OF NURSING

Minutes of IQAC Meeting

Date: - 4th March 2023

Time: - 11 -12pm

Venue: - Meeting Room

IQAC Meeting held on 4th March 2023 and following members attended the meeting.

SNO.	NAME OF ATTENDEE	SIGNATURE
1.	Dr. Prof. Aradhana Michael, Chairperson, Principal	
2.	Mr. Vivek Singh, Secretary, CH &RC	
3.	Dr. Amit Bhatt – Deputy Director, CH &RC	
4.	Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC	
5.	Mr. Anand Goud, Secretary, Satya NGO	
6.	Mrs. Steffi Millicent, Vishesh Hospital	
7.	Ms. Laishram Kabita Devi, Nursing Supervisor	
8.	Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing	
9.	Prof. Prachi Awasthi, HOD, Obstetric and gynecological Nursing	
10.	Mrs. Vaishali Tiwari, HOD, Mental Health Nursing	
11.	Dr. Prof. Sheetal Saxena HOD, Community Health Nursing	
12.	Prof. Shreeja Vijayan, IQAC Co-ordinator	
13.	Prof. Yasmin Sharma, IQAC Co Co-ordinator	

The last meeting held on 02/01/2023 were minutes read by Prof. Shreeja Vijayan IQAC Coordinator, pass by Prof. Yasmin Sharma IQAC Co Coordinator, and confirmed by the Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing.





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Action taken on previous meeting (02/01/2023) agenda:

S.No.	Agenda	Action Taken
1	Visit to Water Purification Plant for Undergraduate Students	Arranged a field trip to the Water Purification Plant, Mhow for BSc Nursing Second Year Students on 2 nd -3 rd Feb for educational purposes.
2	Discussion on 29th Annual conference of Critical Care for UG & PG Students	BSc Nursing 3 rd Year and MSc Nursing Students of Medical Surgical Nursing Speciality with Faculty Attended 29 th Annual conference of Critical Care organized by the Indian Society of Critical Care Medicine on 22 -23 rd Feb 2023.
3	Workshop on Hearing & Speech Health for UG students	Conducted one day interactive workshops focusing on hearing and speech health in partnership with the Indian Speech and Hearing Association.
4	Orientation Awareness Session for NDLI for UG students	Provided orientation sessions to familiarize students with NDLI for all batches by Mr. Anmol Joseph, Library In charge & member of Education Committee.
5	Guest Lecture on Health Wellbeing Sports Agenda for Youth	Invited Prof. EV Grireesh youth wing and Brahmakumaris, Om shanti Bhavan speakers to deliver talks on health and sports agenda.
6	Lamp Lighting (Batch 2022-23) and Graduation Ceremony (2017-2021)	Organized Lamp Lighting (Batch 2022-23) and Graduation Ceremony (2017-2021) on 24 th April 2023 to honour graduating students.
7	Improving Quality Standards for Contracting good Briefing with Poor Briefing Practices	Conducted workshops for faculty by Prof. Prachi Awasthi to improve briefing practices.
8	Seminar on An Introduction to Research Methodology	Hosted seminars to introduce students to research methodology. Guest Speaker of the event was Dr. Deepika Jain, CH&RC
9	International Women's Day	Organized events and activities to celebrate women's achievements.





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AGENDA OF THIS MEETING:

1. Discussion on the Process to Enter the Second Cycle of NAAC Accreditation
2. Discussion on Prerequisites for Filling the IIQA (Institutional Information for Quality Assessment) Form Online under NAAC Accreditation
3. Yoga session on International Yoga Day
4. District Level NSS orientation Program
5. Seminar on NABH Basics and Process
6. Workshop Quality Improvement Project
7. Seminar on Good clinical practice
8. Gender sensitization program on International Women Equality Day

AGENDA 1 Discussion on the Process to Enter the Second Cycle of NAAC Accreditation

IQAC Co-ordinator discussed the importance of NAAC accreditation and how it positively impacts the institution's reputation, funding opportunities, and overall quality of education. She shared a presentation detailing the key steps and requirements for the second cycle of NAAC accreditation. This included the submission of a self-study report, data collection, assessment, and peer team visits. She also emphasized the need for active participation from all departments and stakeholders, and the importance of transparency and clear communication throughout the process.

AGENDA 2: Discussion on Prerequisites for Filling the IIQA (Institutional Information for Quality Assessment) Form Online under NAAC Accreditation

The IQAC Co-ordinator provided a brief overview of the IIQA form and its significance in the accreditation process. She emphasized the need for accurate and comprehensive data submission. The attendees of the meeting discussed the importance of IIQA in evaluating the institution's readiness for NAAC accreditation and the role it plays in subsequent peer team visits. IQAC Co-ordinator presented a step-by-step guide on how to access and fill the IIQA form online. This included information on the online portal, login credentials, and the deadline for submission. The group discussed the prerequisites for filling the IIQA form, which included gathering data related to infrastructure, faculty, courses, research, publications, and various institutional activities. The group stressed the need for a dedicated team or point person to oversee the IIQA submission process, ensuring that the information is accurate, up-to-date, and aligns with the institution's goals.





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AGENDA 3: Yoga session on International Yoga Day

Dr. Prof. Sheetal Saxena, HOD, Community Health Nursing Dept discussed organizing a yoga session on International Yoga Day in collaboration with SBPASS to foster the holistic development of undergraduate students. The session is finalized to be held on 21st June 2023.

AGENDA 4: District Level NSS orientation Program

Prof. Rakhi Chandel, NSS Co-Ordinator discuss about the planning of organizing a comprehensive District Level NSS Orientation Program tailored for Program Officers. The program is strategically designed to encompass key areas crucial for the successful implementation of National Service Scheme (NSS) initiatives at the district level. A primary focus will be placed on understanding the local context, ensuring that program officers are well-versed in the social, economic, and cultural nuances of the communities they serve. This understanding forms the bedrock for tailoring NSS activities to the specific needs of the community. Additionally, the program will delve into effective strategies for community engagement and collaboration, emphasizing the importance of building sustainable partnerships with local stakeholders, authorities, and organizations. Recognizing the pivotal role of NSS volunteers, the orientation will also include intensive training and capacity-building sessions for program officers, ensuring they possess the necessary skills and knowledge to effectively guide and support volunteers in their respective districts. The tentative date for this program is decided by committee members i.e. 1st August 2023.

AGENDA 5: Seminar on NABH Basics and Process

Prof. Shreeja Vijayan, the IQAC coordinator, has suggested organizing a seminar on the fundamentals and processes of NABH (National Accreditation Board for Hospitals & Healthcare Providers) for faculty members. This initiative aims to equip faculty members, who are placed in clinical settings with students, with a deeper understanding of the NABH protocols and standards. The goal is to empower faculty members to guide students effectively in maintaining the required protocols and standards outlined by NABH.

AGENDA 6: Workshop Quality Improvement Project

Professor Rakhi Chandel, Head of Criteria 6, has recommended organizing a workshop focusing on quality improvement projects. It was agreed upon that Professor Shreeja Vijayan would instruct the faculty on various models utilized in quality improvement. Additionally, hands-on sessions would be conducted to demonstrate the practical application of these models. This initiative aims to ensure the maintenance of quality and standards within the institute as faculty members implement these models in their day-to-day practices.





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AGENDA 7: Seminar on Good clinical practice

Professor Shweta Pattnaik, Head of the Medical Surgical Department suggested organizing a seminar on good clinical practice for both students and faculty members. It was decided that Dr. SP Jaiswal, the Quality Manager of CH&RC, would conduct a session on good clinical practice following the guidelines provided by the Indian Council of Medical Research (ICMR). Further responsibility for coordinating the event was assigned to Professor Yasmin Sharma, the IQAC Co-Coordinator, to oversee the subsequent arrangements and proceedings.

AGENDA 8: Gender sensitization program on International Women Equality Day

The Head of the Mental Health Nursing Department, Ms. Vaishali Tiwari, spearheaded discussions on implementing a gender sensitization program for International Women's Equality Day, aimed at sensitizing students to issues of gender equality.

Meeting ended by 12pm

Prof. Shreeja Vijayan
IQAC Co-ordinator

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Dr. Prof. Aradhana Michael
Chairperson, Principal



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CHOITHRAM COLLEGE OF NURSING

Minutes of IQAC Meeting

Date: - 15TH JULY 2023

Time: - 11 -12pm

Venue: - Meeting Room

IQAC Meeting was held on 15TH July 2023 and following members attended the meeting.

SNO.	NAME OF ATTENDEE	SIGNATURE
1.	Dr. Prof. Aradhana Michael, Chairperson, Principal	
2.	Mr. Vivek Singh, Secretary, CH &RC	
3.	Dr. Amit Bhatt – Deputy Director, CH &RC	
4.	Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC	
5.	Mr. Anand Goud, Secretary, Satya NGO	
6.	Mrs. Steffi Millicent, Vishesh Hospital	
7.	Ms. Laishram Kabita Devi, Nursing Supervisor	
8.	Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing	
9.	Prof. Prachi Awasthi, HOD, Obstetric and gynecological Nursing	
10.	Mrs. Vaishali Tiwari, HOD, Mental Health Nursing	
11.	Dr. Prof. Sheetal Saxena HOD, Community Health Nursing	
12.	Prof. Shreeja Vijayan, IQAC Co-ordinator	
13.	Prof. Yasmin Sharma, IQAC Co Co-ordinator	

The last meeting held on 4th March 2023 were minutes read by Prof. Shreeja Vijayan IQAC Coordinator, pass by Prof. Yasmin Sharma IQAC Co Coordinator, and confirmed by the Prof. Prachi Awasthi, HOD, Obstetrical & Gynecological Nursing.

Action taken on previous meeting (4th March 2023) agenda:

S.No.	Agenda	Action Taken
1	Discussion on the Process to Enter the Second Cycle of NAAC Accreditation	Formed a committee to assess requirements and create a plan.
2	Discussion on Prerequisites for Filling the IIQA Form Online under NAAC Accreditation	Provided discussion sessions for staff on IIQA form submission by IQAC Coordinator Prof. Shreeja Vijayan.
3	Yoga session on International Yoga Day	Conducted a yoga session with certificate of instructors -





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		Ms. Sakshi Jadav, Roshani Galani, and Suraj Jat in collaboration with SBPASS
4	District Level NSS orientation Program	Organized orientation program for NSS volunteers.
5	Seminar on NABH Basics and Process	Invited experts to deliver lectures on NABH basics and Process
6	Workshop Quality Improvement Project	Facilitated workshops to brainstorm and initiate QI projects.
7	Seminar on Good clinical practice	Hosted seminars with professionals to discuss clinical practices by guest speaker Dr. S.P.Jaiswal, Quality Manger, CH&RC
8	Gender sensitization program on International Women Equality Day	Conducted workshops and discussions on gender equality issues.

AGENDA OF THIS MEETING:

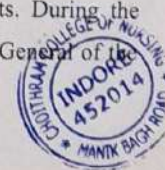
1. Session on 3fingers Techniques in Stress Management and Psychosomatic Diseases
2. Awareness Program on Threat & Cyber Security
3. SNA Personality Contest for undergraduate students.
4. National Nutrition Month/Poshan Maah
5. Anti Ragging Awareness Week
6. Seminar on Nursing Informatics
7. Self Defense Training
8. Lecture on "workplace ethics" for non teaching and supporting staff

AGENDA 1: Session on 3fingers Techniques in Stress Management and Psychosomatic Diseases

Mental Health Nursing Dept. proposed a session on 3Finger Techniques. The discussion and planning were done to organize an expert lecture aimed at both students and faculty in the month of august the tentative date for this program is decided on 04/08/2023. The focus of the lecture is to delve into the Three-Finger Technique in stress management and its correlation with psychosomatic diseases. The objective is to cultivate insights among students, fostering a deeper understanding of effective stress management strategies and their impact on overall mental and physical well-being.

AGENDA 2: Awareness Program on Threat & Cyber Security

Dr. Prof. Prachi Awasthi, HOD, OBG Dept suggested conducting an awareness program for both students and faculty focusing on the imperative aspects of cybersecurity threats. During the meeting, a faculty member suggested inviting Dr. Varun Kapoor, IPS, Additional General





Police Department, as a guest speaker to address the topic comprehensively. This strategic decision reflects an intent to enhance understanding and awareness regarding cybersecurity concerns among the academic community. The date finalized by all committee members i.e. 12/08/2023.

AGENDA 3: SNA Personality Contest

During the meeting, there was discussion regarding organizing a personality contest for all four batches of nursing students. The responsibility of orchestrating this program was assigned to the Student Nurses' Association (SNA) Committee of the institute, which will take the lead in its execution. The tentative date to schedule this contest is 14/08/2023.

AGENDA 4: National Nutrition Month/Poshan Maah

Faculty members engaged in a discussion to coordinate the organization of the National Nutrition Month with the theme "Nutrizione." The plan included various activities such as arranging expert lectures in collaboration with MPNHM, facilitating skit preparations by students to illustrate healthy dietary practices, and conducting an elocution competition specifically designed for undergraduate students. It was decided in the meeting that the co-ordination of the program will be done by Prof. Ancy Varkey and the date is finalized 21st Sept 2023.

AGENDA 5: Anti Ragging Awareness Week

The Anti Ragging committee of the institution has taken the initiative to observe Anti Ragging Awareness Week. Planning was done to organize a speech and slogan-making competition in commemoration of Anti-Ragging Awareness Week. The chosen theme, "Friendship Beyond Fears: Building Lasting Bonds Instead of Resorting to Ragging," underscores the initiative's goal to foster a healthy environment among students and discourage any form of harassment. These activities are planned to be organized in the month of September.

AGENDA 6: Seminar on Nursing Informatics

As part of the quality initiatives led by the IQAC cell, Professor Shreeja Vijayan, the IQAC coordinator, proposed a seminar on nursing informatics aimed at enhancing the knowledge of undergraduate students. The objective is to equip them with current practices for dealing with remote access and to focus on healthcare accessibility for peripheral populations. This proposal was approved from all members present at the meeting. It was decided to invite Dr. Professor Blessy Antony, Principal of St. Francis College of Nursing, Indore, as the resource person for this event.





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AGENDA 7: Self Defense Training

Ms. Vaishali Tiwari, the head of Criteria 7, proposed offering self-defense training for our students, recognizing that a significant portion of our student body comprises girls. Additionally, Prof. Shreeja Vijayan, the IQAC coordinator, recommended collaborating with the Danam Foundation to facilitate this training program.

AGENDA 8: Lecture on "workplace ethics" for non-teaching and supporting staff.

Under the parameters outlined in Criteria 7, a collective decision was reached by all members to arrange a program focusing on workplace ethics specifically tailored for non-teaching and support staff.

Meeting ended by 12pm

Prof. Shreeja Vijayan
IQAC Co-ordinator

Principal
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Dr. Prof. Aradhana Michael
Chairperson, Principal



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CHOITHRAM COLLEGE OF NURSING Minutes of IQAC Meeting

Date: - 18TH SEPT 2023

Time: - 1 -2 pm

Venue: - Meeting Room

IQAC Meeting was held on 18TH Sept 2023 and following members attended the meeting.

SNO.	NAME OF ATTENDEE	SIGNATURE
1.	Dr. Prof. Aradhana Michael, Chairperson, Principal	
2.	Mr. Vivek Singh, Secretary, CH &RC	
3.	Dr. Amit Bhatt – Deputy Director, CH &RC	
4.	Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC	
5.	Mr. Anand Goud, Secretary, Satya NGO	
6.	Mrs. Steffi Millicent, Vishesh Hospital	
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12.	Prof. Shreeja Vijayan, IQAC Co-ordinator	
13.	Prof. Yasmin Sharma, IQAC Co Co-ordinator	

The last meeting held on 15TH July 2023 were minutes read by Prof. Shreeja Vijayan IQAC Coordinator, pass by Prof. Yasmin Sharma IQAC Co Coordinator, and confirmed by Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing.

Action taken on previous meeting (15th July 2023) agenda:

The last minutes were read and confirmed by the members.

Action taken on previous meeting agenda:

S.No.	Agenda	Action Taken
1	Session on 3fingers Techniques in Stress Management and Psychosomatic Diseases	Conducted interactive sessions with experts -Dr. Sudheer Khetawat on stress management techniques.
2	Awareness Program on Threat & Cyber Security	Organized workshops and seminars to educate about cyber threats by guest speaker - by Dr. Varun K. Singh, IPS





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3	SNA Personality Contest for undergraduate students	Additional General of Police Department Facilitated the contest with judging panels and prizes.
4	National Nutrition Month/Poshan Maah	Arranged events promoting nutrition awareness and healthy eating habits.
5	Anti Ragging Awareness Week	Conducted slogan and speech competitions on the theme – "Friendship beyond fears: building lasting bonds instead of resorting to ragging".
6	Seminar on Nursing Informatics	Hybrid Seminar was conducted with Guest Speaker Dr. Prof. Blessy Antony, Principal, St. Francis College of Nursing, Indore to discuss the role of informatics in nursing.
7	Self Defense Training	Provided training sessions on self-defence techniques by Danam Foundation.
8	Lecture on "Workplace Ethics" for non-teaching and supporting staff	Conducted lectures focusing on ethical behaviour in the workplace for non-teaching and supporting staff

AGENDA OF THIS MEETING:

1. ISO Certification
2. Planning for Internal Assessment of UG & PG students
3. Discussion on Annual Function One Choithram
4. Discussion on National Newborn week
5. Planning for INC Inspection
6. Alumni Talk on "Stress before Examination".
7. Seminar on "Clinical Practices"
8. Expert Talk on "Professional Conduct and Ethics"

AGENDA 1: ISO Certification

Under the umbrella of One Choithram, all educational service units are actively pursuing ISO certification as a quality initiative to uphold the organization's standards. Following detailed discussions with core team members, the focus has been on evaluating and enhancing the processes within our college. The discussions included a comprehensive analysis of existing processes, aiming to ensure their efficiency and alignment with ISO standards. Additionally, the identification of process owners was a key aspect of these deliberations.





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AGENDA 2: Planning for Internal Assessment of UG & PG students

The Examination Co-ordinator proposed this agenda to conduct internal assessment for both UG & PG Students. A thorough planning was done for the internal examinations of all current undergraduate and postgraduate students in the meeting. This involved a detailed discussion on the syllabus to be included in the upcoming assessment. The focus was on ensuring that the assessment aligns with the educational objectives and adequately covers the relevant material for each course. Additionally, the discussions extended to determining the marking system and criteria for evaluation, aiming to establish fair and transparent standards for assessing the performance of students and it was decided to make a proper schedule to conduct this assessment in the month of November dates are not finalized.

AGENDA 3: Discussion on Annual Function One Choithram

Within the overarching framework of One Choithram, all Educational Service Units (ESUs) collaborated to plan the annual functions for faculty members. The objective is to provide a platform for faculty to showcase their diverse talents. In a collective meeting, the presentation duration for each ESU unit and the specific formats for the programs were finalized. The program date is finalized on 8/11/2023.

AGENDA 4: Discussion on National Newborn week

The Child Health Nursing Dept. suggested to plan for the National Newborn Week Program A comprehensive set of activities was devised, including awareness Naukad Natak (street plays) at various community locations, a quiz competition tailored for students, and expert lectures to be conducted in collaboration with Choithram Hospital and Research Centre. Emphasis was placed on fostering active student participation throughout all the planned events. The activities is decided to be held 15th to 21st November 2023.

Agenda 5: Discussion on INC Inspection

During the meeting, a detailed discussion took place regarding the upcoming inspection by the INC (Indian Nursing Council) for the institution. Committees were formed to streamline the preparation process, and the individual responsibilities of both faculty and non-teaching staff were thoroughly deliberated upon. The primary focus was on ensuring the seamless execution of the inspection process.

Agenda 6: Alumni Talk on "Stress before Examination".

Professor Prachi Awasthi, Head of Criteria 5, suggested arranging an expert talk by alumna Dr. Shalini Sen, who currently serves as the Head of Mental Health Nursing at SDPS College,





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Nursing. This proposal received unanimous approval from all members present. The chosen topic for the talk is "Managing Stress Before Examinations for Students."

Agenda 7: Seminar on "Clinical Practices"

Professor Shweta Pattnaik put forth the idea of organizing a seminar focused on clinical practices, specifically medication administration. It was decided that Ms. Oshin, Nursing Supervisor at Motherhood Hospital will be the guest speaker for the session.

AGENDA 8: Expert Talk on "Professional Conduct and Ethics"

Ms. Vaishali Tiwari, as the lead of Criteria 7, proposed hosting an expert talk centred around Professional Conduct and Ethics.

Meeting ended by 2pm

Prof. Shreeja Vijayan
IQAC Co-ordinator

Principal
Choithram College of Nursing
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Dr. Prof. Aradhana Michael
Chairperson, Principal



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CHOITHRAM COLLEGE OF NURSING

Minutes of IQAC Meeting

Date: - 3rd Nov 2023

Time: - 12 - 1pm

Venue: - Meeting Room

IQAC Meeting was held on 3rd Nov 2023 and following members attended the meeting.

SNO.	NAME OF ATTENDEE	SIGNATURE
1.	Dr. Prof. Aradhana Michael, Chairperson, Principal	
2.	Mr. Vivek Singh, Secretary, CH & RC	
3.	Dr. Amit Bhatt - Deputy Director, CH & RC	
4.	Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC	
5.	Mr. Anand Goud, Secretary, Satya NGO	
6.	Mrs. Steffi Millicent, Vishesh Hospital	
7.	Ms. Laishram Kabita Devi, Nursing Supervisor	
8.	Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing	
9.	Prof. Prachi Awasthi, HOD, Obstetric and gynecological Nursing	
10.	Mrs. Vaishali Tiwari, HOD, Mental Health Nursing	
11.	Dr. Prof. Sheetal Saxena HOD, Community Health Nursing	
12.	Prof. Shreeja Vijayan, IQAC Co-ordinator	
13.	Prof. Yasmin Sharma, IQAC Co Co-ordinator	

The last meeting held on 18th Sept 2023 were minutes read by Prof. Shreeja Vijayan IQAC Coordinator, pass by Prof. Yasmin Sharma IQAC Co Coordinator, and confirmed by Prof. Prachi Awasthi, HOD, Obstetrical & Gynecological Nursing.

Action taken on previous meeting (4th March 2023) agenda:

Action taken on previous meeting agenda:

S.No.	Agenda	Action Taken
1	ISO Certification	Initiated the process to attain ISO certification. Under the umbrella of One Choithram for all Education Service Units.
2	Planning for Internal Assessment of UG & PG students	Scheduled meetings to plan assessment criteria and procedures and further scheduled dates the dates of internal examination for all the batches.
3	Discussion on Annual Function	All Faculty participated in Annual Function of One Choithram conducted for all Educational Service Units.





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	One Choithram	
4	Discussion on National Newborn week	Workshop on Quality Newborn Care for BSc Nursing 3rd year & 4th year students and nursing staff working in NICU, Pediatric ward and Labour ward was conducted. Chief Guest- Dr. Shikhar Jain, Senior Consultant Pediatrics & Former NNF President. Resource Person- Dr. Rashmi Shad Vinay, Senior Consultant Pediatrics CHRC - Hyperbilirubinemia and its management, Dr. Jenisha Jain, Consultant/HOD Neonatology department- Identification of Danger signs in term and preterm babies., CHRC, Dr. Rahul Vinod Verma, Consultant Pediatrics, Apollo Hospital, Navi Mumbai- Fluid and drug calculation. Hands-on activities for participants was also organized.
5	Planning for INC Inspection	Formed committees to prepare for the inspection process.
6	Alumni Talk on "Stress before Examination"	Invited alumni Dr. Prof. Shalini Sen, Head of Mental Health Nursing to share experiences and tips on stress management.
7	Seminar on "Clinical Practices"	Conducted one day Seminar on "Clinical Practices regarding Medication" guest Speaker for the event was Ms. Oshin, Nursing Supervisor at Motherhood Hospital
8	Expert Talk on "Professional Conduct and Ethics"	Scheduled talks by Ms. Susan. C. Roberrt, NS, CH& RC on professional ethics.

AGENDA OF THIS MEETING:

1. Update on Work for NAAC Second Cycle Self Study Report
2. Revision of Committee according to Criteria.
3. Observing AIDS Day
4. Lecture on Procrastination for faculty.
5. Completion of theory, practical hours & assignments.
6. Parent Engagement
7. Enhancing Inter collegiate participation among students.
8. Workshop on BLS for Students.





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AGENDA 1: Update on Work for NAAC Second Cycle Self Study Report

IQAC Co-ordinator discussed update regarding the progress made toward completing the Self Study Report for the NAAC Second Cycle. Challenges are reviewed faced during gathering data for the self-study process and strategies to overcome them. Outlined the action plan were completing the pending sections and discussion was done on resolving any outstanding issues. Assigned responsibilities for specific tasks and establish deadlines for completion. Discussed communication strategies for sharing the progress and outcomes with internal committee members.

AGENDA 2: Revision of committee according to criteria.

IQAC Co-ordinator proposed appointment of revised internal committee members who will be responsible for assessing and preparing the institution for National Assessment and Accreditation Council (NAAC) accreditation under various criteria. The Chairperson encouraged the committee members to actively engage in the accreditation process, coordinate with their respective teams, and ensure that the institution meets the criteria and standards set by NAAC.

AGENDA 3: Observing AIDS Day

Prof. Rakhi Chandel, NSS Co-ordinator the agenda for extensive planning and discussion to organize the World AIDS Day celebration in collaboration with the Red Ribbon Club under the auspices of the NSS (National Service Scheme) unit of the institute. The initiative aimed to implement diverse activities as part of Corporate Social Responsibility (CSR) to raise awareness among various age groups in society. The tentative date is 01/12/2023.

AGENDA 4: Lecture on Procrastination for faculty

The planning was finalized for the attendance of a faculty lecture on procrastination organized by Choithram School, Manik Bagh. This lecture is specifically tailored for teachers belonging to the ESU (Educational Support Unit) under the umbrella of Choithram. It has been decided that Prof. Shreeja Vijayan, Dr. Prof. Prachi Awasthi & Mrs. Vaishali Tiwari will be going to attend the lecture. The session is to be held on 14/12/2023.

AGENDA 5: Completion of theory, practical hours & assignments.

During the meeting, the academic coordinator discussed about pertaining to the fulfillment of theory, practical hours, and assignments across all batches of the nursing course. Class teachers of all the batches actively participated in the deliberations, addressing remaining hours and pending assignments essential for the successful completion of the respective academic





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Agenda 6: Parent Engagement

IQAC Co-ordinator discussed to elevate parent engagement and involvement within the organization. A proposal was introduced to initiate parental participation in the monthly newsletter "Abhyuday." Additionally, plans were outlined to keep parents informed about all institutional activities, accompanied by relevant photographs, through the official parents' WhatsApp group. This approach aimed to strengthen communication and enhance the active involvement of parents in the affairs of the institution.

Agenda 7: Enhancing Inter collegiate participation among students.

Co-Curricular Co-ordinator focused on bolstering intercollegiate participation among students. The aim is to inspire and provide students with opportunities to engage in various intercollegiate events organized by different universities and colleges. Class teachers were directed to keep students informed about upcoming competitions hosted by other educational institutions, thereby encouraging active participation and involvement.

Agenda 8: Workshop on BLS for Students.

Members discussed and unanimously approved a workshop aimed at providing hands-on training on Basic Life Support (BLS) for students.

The meeting ended at 1pm.

Prof. Shreeja Vijayan
IQAC Co-ordinator

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Dr. Prof. Aradhana Michael
Chairperson, Principal



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CHOITHRAM COLLEGE OF NURSING

Minutes of IQAC Meeting

Date: - 11TH Dec 2023

Time: - 12 – 2 pm

Venue: - Meeting Room

IQAC Meeting held on 11th Dec 2023 and following members attended the meeting.

SNO.	NAME OF ATTENDEE	SIGNATURE
1.	Prof. Shreeja Vijayan, Chairperson, Officiating Principal	
2.	Mr. Vivek Singh, Secretary, CH &RC	
3.	Dr. Amit Bhatt – Deputy Director, CH &RC	
4.	Dr. S.P. Jaiswal, Quality Manager / HOD Pathology, CH & RC	
5.	Mr. Anand Goud, Secretary, Satya NGO	
6.	Mrs. Steffi Millicent, Vishesh Hospital	
7.	Ms. Laishram Kabita Devi, Nursing Supervisor	
8.	Prof. Shweta Pattnaik, HOD, Medical Surgical Nursing	
9.	Prof. Prachi Awasthi, HOD, Obstetric and gynecological Nursing	
10.	Mrs. Vaishali Tiwari, HOD, Mental Health Nursing	
11.	Dr. Prof. Sheetal Saxena HOD, Community Health Nursing	
12.	Prof. Yasmin Sharma, IQAC Co-ordinator	
13.	Ms. Sanghamitra Paul, IQAC Co-coordinator	

The last meeting held on 03/11/2023 were minutes read by Prof. Shreeja Vijayan IQAC Coordinator, pass by Prof. Yasmin Sharma IQAC Co Coordinator, and confirmed by the Dr. Prof. Sheetal Saxena HOD, Community Health Nursing

Action taken on previous meeting (03/11/2023) agenda:

S.No.	Agenda	Action Taken
1	Update on Work for NAAC Second Cycle Self Study Report	Provided progress reports and allocated tasks to relevant teams.
2	Revision of Committee according to Criteria	Reviewed committee composition and adjusted as per requirements.
3	Observing AIDS Day	Organized awareness events and campaigns for World AIDS Day in collaboration with Red Ribbon Club and N





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4	Lecture on Procrastination for faculty	A session addressing the challenge of procrastination was conducted as part of the One Choithram initiative, led by Dr. Shishir Palsapure. The faculties of Choithram college of nursing found great value in the session, benefiting from the insights and strategies shared to overcome procrastination.
5	Completion of theory, practical hours & assignments	Monitored and ensured completion of academic requirements by Academic Coordinator and Clinical Coordinator.
6	Parent Engagement	Communication with parents was encouraged by using WhatsApp group information's.
7	Enhancing Inter-collegiate participation among students	Promoted and facilitated student participation in inter-collegiate events.
8	Workshop on BLS for Students	Conducted workshops to train students in Basic Life Support (BLS).

AGENDA OF THIS MEETING:

1. Discussion on strength and weakness criteria wise
2. Discussion on guideline of IQAC Composition
3. Post CBI inspection Discussion.
4. Financial Literacy Awareness Program for Non-Teaching Staff
5. Conference On Research Methodology
6. Reunion Program for the GNM Batch 1982-1996
7. Practice To Perfect Intern Program for UG batch 2019-2023.
8. Digital Learning Platform - Astrika Sphere for Undergraduates
9. Leveraging Sports Facilities.

AGENDA 1: Discussion on strength and weakness criteria wise

The meeting delved into a comprehensive examination of the institution's strengths and weaknesses, categorized by specific criteria. This assessment was informed by IQAC Co-ordinator by thorough study of the AQAR reports spanning the last five years. The objective is to proactively address and rectify any identified weaknesses as part of the preparation for the upcoming second cycle of NAAC accreditation.





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AGENDA 2: Discussion on guideline of IQAC Composition

Prof. Shreeja Vijayan, Chairperson, discussed various crucial aspects related to the composition and functioning of the Internal Quality Assurance Cell (IQAC). The focus of the discussion was on ensuring diversity and representation within the IQAC, with members from academic departments, administrative units, and external stakeholders such as alumni, industry experts, and students. A diverse representation aims to consider the perspectives of all stakeholders in the quality enhancement process. The importance of having experienced faculty members with strong academic expertise in the IQAC was emphasized, as they play a vital role in assessing and improving teaching, research, and evaluation. Administrative staff inclusion ensures insights into operational efficiency, while alumni contribute valuable external perspectives. The involvement of industry experts bridges the gap between academia and the job market, benefiting curriculum relevance and employability. Student representation allows direct feedback on the quality of education and campus life. It was suggested to clearly define roles and responsibilities, establish term limits for members, and determine the frequency of IQAC meetings. Transparency in reporting findings and recommendations, training opportunities for members, a data-driven approach to quality assessment, periodic review and adaptation, and compliance with regulatory bodies were also highlighted as essential components for effective IQAC functioning.

AGENDA 3: Post CBI inspection Discussion.

Following the CBI inspection, the meeting centered on a detailed analysis of the inspection report provided by the inspectors. Faculty members actively engaged in discussions to address the identified shortcomings and plan effective strategies to overcome the identified gaps. The focus was on formulating a comprehensive plan to rectify the deficiencies highlighted during the inspection process, demonstrating a proactive approach to enhancing the institution's overall quality and compliance.

AGENDA 4: Financial Literacy Awareness Program for Non-Teaching Staff

As per the requirement of criteria 6 Prof. Rakhi Chandel, Head of Criteria 6 discussed planning of the implementation of a Financial Literacy Awareness Program tailored for the non-teaching staff. The aim of the conversation was to develop a comprehensive program that would enhance financial literacy among the non-teaching staff members. The tentative date for the session is 12/01/2024.





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AGENDA 5: Conference On Research Methodology

Planning was undertaken to organize a conference on research methodology in the upcoming month. The objective of this initiative is to provide clarity on the fundamental concepts of research, particularly targeting undergraduate students. Prof. Sheetal Saxena agreed to take charge of conducting this conference. The date for the conference is finalized by all members i.e. 24/01/2024.

AGENDA 6: Reunion Program for the GNM Batch 1982-1996

Planning has been initiated to organize a reunion program for the GNM batches 1982 -1996, aiming to promote alumni engagement. Following this event, a similar reunion program is scheduled for the BSc batches. The goal is to foster connections and strengthen ties among alumni from different batches. The Co-ordinators to conduct this program is decided by members is Prof. Rakhi Chandel and Prof. Prachi Awasthi and the date is finalized i.e. 27/01/2024.

AGENDA 7: Practice To Perfect Intern Program

During the meeting, Prof. Shweta Pattnaik, Clinical Co-ordinator discussed to plan 6-day internship training program titled "Practice to Perfect" for the final-year UG students 2019-2023 Batch. The members finalized the date to conduct this program from 29th Jan – 3rd Feb 2024.

AGENDA 8: Digital Learning Platform - Astrika Sphere for Undergraduates

During the meeting, there was an emphasis on leveraging digital platforms to enhance learning and broaden knowledge given by Prof. Shreeja Vijayan, Chairperson. She suggested student registrations were efficiently managed through the Astrika Sphere platform. Additionally, it was instructed to class teacher to inform students about the availability of free certificate courses, focusing on quality care improvement and respectful maternity care, encouraging their active participation in these valuable learning opportunities.





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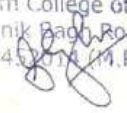
AGENDA 9: Leveraging Sports Facilities.

A plan was developed to utilize sports facilities for undergraduate students under the banner of "One Choithram." The aim is to encourage students to participate in leisure activities such as table tennis, badminton, swimming, basketball, and squash, promoting a healthy and active lifestyle among them.

The meeting ended at 2pm.


Prof. Yasmin Sharma
IQAC Co-ordinator

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Prof. Shreeja Vijayan
Officiating Principal