

FATHER MULLER COLLEGE OF NURSING

Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore
(A Unit of Father Muller Charitable Institutions)

IQAC Core member meeting report

Venue : Syndicate Hall

Date and time : 06.07.2017 @ 03.30pm

Members present:

Sr. Jacintha D Souza

Prof. Victoria D'Almeida

Prof. Agnes E J

Prof. Irene Alvares

Dr. Leena K C

Dr. Savitha Pramilda Cutinho

Mrs. Bridget D'Silva

Ms. Seema S Chavan

Mrs. Shiji P J

Sr. Deepa Peter

Mrs. Preethi Fernandes

Mrs Sonia D'Souza

Mrs Binsha Papachan

Agenda:

1. Analysis of second Internal Audit
2. External Audit and IQAC meet of 2017
3. UGC sponsored seminar 2018
4. SOP process status
5. NIRF
6. Miscellaneous

The meeting commenced at 03.30pm in the Syndicate Hall with the prayer. Mrs Preethi Fernandes read out the minutes of previous meeting. The IQAC Coordinator reported the actions carried out during the last month.

Thereafter the meeting continued as per the agenda of the sitting.

Analysis of second Internal Audit

The coordinator came across the differences in the opinion of the auditors with regard to the supportive documents. The members reported that the suggestions given varied

from auditor to auditor in the past two years. After listening to the members, the coordinators decided to call a staff meeting to explain the required documents under 48 criteria of the department.

External Audit and IQAC meet of 2017

The external audit is planned on 16th August 2017 and the Second IQAC meet is planned tentatively on 19th August 2017. The coordinator requested the members to suggest the name of the external auditors. The members suggested the few names and also to select the auditors from the institutions which had multiple cycles of NAAC assessment. IQAC coordinator suggested to conduct AAA in the year 2018, inviting the auditor from Sri Ramachandra University Chennai.

UGC sponsored seminar 2018

Coordinator reported the members on the plan of writing the proposal for UGC sponsored seminar which has to be written 8 months prior.

SOP process status

The coordinator informed that the final copies of SOPs sent by the criteria chairpersons are modified and corrected. Principal asked the coordinator to submit the finalized SOPs for review and approval.

National Institutional Ranking Framework (NIRF)

The coordinator explained the process involved in registering NIRF. The members decided to delegate the responsibility to Teacher Student quality circle. The coordinator updated on ranks assigned to the enrolled neighboring colleges. The members suggested the possibility of inviting the magazine publishers such as 'The Week' and 'India Today' to rate our institution


Miscellaneous

- The coordinator explained to the members that the Gender sensitivity and value education are the key indicators listed in the quality indicator framework. In this view she has communicated to the EOC cell members to organize a program on gender sensitivity in this academic year.
- There is a need to chalk down the norms to review the teaching learning methods and structures, so she requested the criteria chairperson to formulate the norms with help of Principal.

- Dr Leena KC suggested planning for the short term add on course of one year instead spreading across the four years. The members added saying the add on course should be choice based rather than mandatory.
- The coordinator requested the Principal to assign a faculty to assist the SNA advisor for the current academic year so that the same faculty will continue as SNA advisor for the year 2017-18 .
- The grievance on research presentation was addressed and corrective measures were suggested by the Principal.


Signature of the Secretary

Date:07.07.2017


Signature of the Coordinator


Signature of the chairperson

Action Report of the Meeting 06/07/2017

The following actions were carried out after the last month meeting:

1. The reorientation to the departmental evaluation document was not carried. The faculty will be updated in the month of August during the revision holidays of the students as the June, July and August month are academic activity completion period.
2. The IQAC activities of the August month are planned and scheduled. The schedule is displayed on the IQAC notice board.
3. The seminar proposal will be prepared in the month of September 2017.
4. SOP Process: The presentation of SOP's were carried out. The necessary corrections were given during the presentation. The corrected SOP's were reviewed by the Dr. Savitha IQAC coordinator. Currently Sr.Jacintha is carrying out the final corrections. Dr. Savitha has made uniform template and language & procedure corrections as per the current practice.
5. The IQAC coordinator will guide the quality circle to register in NRIF
6. College of Nursing has participated in Swachh Bharth Ranking competition
7. Equal Opportunity Cell members yet to coordinate with regard to gender sensitivity programme.
8. The duration and commencement of new add on course will be discussed in the next meeting.
9. The work pending are :
 - SNA Advisor selection
 - Norms on teaching learning methods
 - Orientation on departmental evaluation
 - Seminar Proposal
 - Registration to NRIF
 - Activity on gender sensitivity.