

FATHER MULLER COLLEGE OF NURSING

(A Unit of Father Muller Charitable Institutions)

NAAC 'A' Grade

Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

Minutes of the IQAC meeting held on 07.03.2018 at 10.30 am in Syndicate Hall of Father Muller College of Nursing

Members Present:

Sl. No	Name of members	Position	Sl. No	Name	Position
1.	Sr. Jacintha D Souza	Chairperson	8	Mrs Sonia D'Souza	Member
2.	Prof. Agnes E J	Coordinator	9	Mrs Binsha Papachan	Member
3.	Prof. Victoria D'Almeida	Member	10	Sr. Deepa Peter	Member
4.	Prof. Irene Alvares	Member	11	Mrs Pramila D'Souza	Member
5.	Dr Devina Rodrigues	Member	12	Ms Preethi Fernandes	Secretary (for)
6.	Ms. Seema S Chavan	Member	Members Absent: Mrs Jasmine Sarita Vas		
7.	Mrs. Shiji P J	Member			

Agenda:

1. Review of previous meeting.
2. Action taken report for the IQAC meeting on 19th February 2018.
3. Finalization on Nutrition, Fitness and Health Expo 2K18.
4. Authorship for UG paper publication.
5. Updating committee members and other website documents.
6. Modification of feedback forms.

1. Review previous meeting

The Minutes of the meeting held on 19th February 2018 was placed before the committee and approved.

2. Action taken report for the IQAC meeting on 19th February 2018

- The necessary actions were taken by chairpersons and HODs as per the audit report.
- Mrs Shiji PJ will contact BD Company for training programme for students next academic year.

3. Finalization on Nutrition, Fitness and Health Expo 2K18

Sr Deepa Peter, Chairperson of SSP Committee presented the plan for Nutrition, Fitness and Health Expo 2K18 which will be executed in May 2018. The following decisions were made:

- Theme: Go further with food.
- Date and Time: 05/05/2018 from 10am to 4 pm
- Venue: Parking area – Entrance of Father Muller Medical College Hospital.
- Inauguration : 9.30am
- Total number of stalls: 30

4. Authorship for UG paper publication

After the discussion it was concluded that students will be given the 1st authorship from this academic year onwards.

5. Updating committee members and other website documents

The documents which need to be uploaded has been discussed (Feedback; E-learning resources in MIS; PO, CO and PSO for the different programs; Code of Ethics to check malpractices and plagiarism in Research; Number of Ph.Ds awarded per teacher; Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities; Core values and URL stating code of conduct (Code of conduct handbook exists for students, teachers, governing body and administration), and informed the committee chairpersons for doing the needful in coordination with Mr Manoj P S, Lecturer.


6. Modification of feedback forms

Suggestions were given by the members for the modification of existing feedback forms to Mrs Binsha Pappachen, Chairperson, Curriculum committee. The feedback forms will be available in MIS after modification.

Miscellaneous:

Dr Devina Rodrigues briefed on the points discussed during the meeting held at Laxmii College of Nursing on 21st February 2018 which focused on Syllabus revision (RGUHS).

The meeting adjourned at 12.30pm


IQAC Coordinator
Prof. Agnes E J