

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 19.02.2018 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	9	Mrs Binsha Pappachan	Member
2.	Prof. Agnes E J	Coordinator	10	Sr. Deepa Peter	Member
3.	Prof Victoria D Almeida	Member	11	Mrs Jasmine Sarita Vas	Member
4.	Prof. Irene Alvares	Member	12	Mrs Shobha Xaviour	Member
5.	Dr Devina Rodrigues	Member	13	Mrs John Neeta	Secretary
6.	Mrs Bridget D'Silva	Member	14	Mrs Sonia D'Souza	Member
7.	Ms. Seema S Chavan	Member	15	Mrs Pramila D'Souza	Member
8.	Mrs. Shiji P J	Member			

Agenda:

1. Review of previous meeting.
2. Action taken report for the IQAC meeting on 10.01.2018
3. Plan on Nutrition Expo.
4. Internal Audit I report presentation.

1. Review of previous meeting

The Minutes of the meeting held on 10.01.2018 at 1.45 pm was placed before the committee and approved.

2. Action taken report for the IQAC meeting on 10.01.2018

- A new Add on course on 'Environmental science' for the IInd year B. Sc (N) students (2018-19 batch) is planned.
- New audit forms were prepared for committees and departments.
- The circular regarding the display of internal assessment on notice board was released from Teaching, Learning and Evaluation committee
- The audit was conducted by the faculty for departments and committees from 2nd February to 12th February 2018.

3. Plan on Nutrition Expo

Sr Deepa Peter, Chairperson of SSP Committee presented the plan for the Nutrition Expo for the general public which will be conducted on 5th May 2018. Theme: Nutrition, Fitness and Health Expo 2K18

4. **Internal Audit 1 report presentation – February 2018:** The detailed report of the internal audit for both the Criteria and Departments were presented and specific discussions made are as follows:

Curricular Aspects: Modify the checklists for the Conduct of Sessional/ Model Examinations.

Teaching, Learning and Evaluation: Statement and methods of measuring attainment of program outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) and the level of attainment of PO, PSO and CO should be displayed on the website.

Research, Innovations and Extension: All departmental and other completed projects should be submitted to the Research department which will be kept in research library. Funded projects need to be initiated.

Infrastructure & learning Resources: Budget allocation and utilization excluding salary for infrastructure augmentation documents were maintained, however average percentage was asked to be calculated.

Student Support and Progression: Language club is planned for the current academic year under the guidance of Mrs Regina, External Faculty (English).


Governance, Leadership and Management: Reference for documents and files should be given.

Institutional values and Best practices: Code of conduct book for teachers should be kept in the file.

The general observations made were as follows for Department/ Criteria committees

- Code of Ethics to conduct research should be kept in all departmental research files.
- Faculty should maintain personal/academic counseling registers
- Conducting sessions / Guest Lectures in topics out of syllabus can be considered as the activities beyond the syllabus.

The meeting adjourned at 12.30pm


IQAC Coordinator
Prof. Agnes E J
21/02/18