



FATHER MULLER COLLEGE OF NURSING
(A Unit of Father Muller Charitable Institutions)

Minutes of the IQAC meeting held on 10.05.2019 at 02.30pm in Syndicate Hall of Father Muller College of Nursing

Members Present:

SI No	Name of members	Position	SI No	Name of Members	Position
1	Sr. Jacintha D Souza	Chairperson	19	Mrs Sandra J Saldanha	Invitee
2	Prof. Agnes E J	Coordinator	20	Mr Manoj P S	Invitee
3	Fr Ajith Menezes	Member	21	Mrs Jubee joseph	Secretary
4	Dr B Sanjeev Rai	Member	22	Sr Vanitha M	Member
5	Dr UdayKumar	Member	23	Sr Mary Sophia	Member
6	Dr Padmaja Udaykumar	Member	24	Ms Preemal Dilon DSouza	Member
7	Dr Hareesh Gouda	Invitee	25	Fr George	Member
8	Dr Flossy D Souza	Member	26	Ms Nancy	Member
9	Dr. Neetha Kamath	Member	27	Ms Sangeetha	Member
10	Prof Victoria D Almeida	Member	Members Absent: 1. Dr Harsha N Halahalli 2. Dr. Lavina M Noronha 3. Mr Gilbert D'Souza 4. Dr Janet Lobo 5. Mrs Seema Chavan 6. Mrs Sonia D'Souza 7. Ms Jasmine James 8. Ms Grace Daniel		
11	Dr Devina E Rodrigues	Member			
12	Prof. Irene Alvares	Member			
13	Sr Deepa Peter	Member			
14	Mrs. Shiji P J	Member			
15	Mrs Binsha Pappachan	Member			
16	Mrs Jasmine Saritha Vas	Member			
17	Mrs Pramila DSouza	Member			
18	Mrs.Preema Reshma Pinto	Member			

Agenda:

- Review of previous meeting held on 08/02/2019
- Action taken report on the meeting held on 08/02/2019
- Report on feedback analysis
- Internal audit report
- Plan for 2nd cycle of NAAC assessment
- Review of IQAC and Committee activities till 9th May 2019

The IQAC Coordinator welcomed the members to the meeting.

Review of previous meeting held on 08/02/2019: The minutes of the meeting held on 8th February 2019 was placed before the committee and approved.

Action taken report on the meeting held on 08/02/2019

- University Exam Results of students will be compared with other benchmarking nursing colleges /Universities.
- Feedback from students will be collected to seek the reasons of good/bad results
- The process of matching university exam questions with course objectives, identifying the difficult portions and taking necessary measures for the students has been communicated to the staff.
- Remedial measures are conducted by the subject teachers for all batches regularly.

- A program will be planned for the novice students to identify the emotional problems and to provide counseling and support for needy students
- Pending- Organizing a program for the faculty on the development of e content /e course.

Feedback analysis:

Mrs Binsha Pappachan , Chairperson, Curriculum Committee presented a Feedback analysis report which have done on February 2019 on feedback on program, course and clinical evaluation from students, peer feedback from faculty, feedback from alumni, employers and other professionals. The members suggested that the items of the feedback form need to be more specific to get a diverse opinion.

Internal audit report:

IQAC Coordinator presented a brief report on Internal Audit of Criteria I-VII and departments as per NAAC Requirement from 2014 to 2019 till date. Suggestions noted by the IQAC Coordinator are as follows.

Suggestions by the IQAC Members:

- Utilization of online evaluation resources (OER) can be included for Evaluation.
- Emphasize on outcome based education.
- Conduct an Exit exam after the internship period to evaluate the Course outcome assessment.
- A separate portal could be kept in College website to obtain the Alumni details on placement/ exams cleared etc.

Plan for 2nd cycle of NAAC assessment: IQAC Coordinator presented a tentative plan for 2nd cycle of NAAC Assessment

- Orientation to faculty regarding A& A process - completed
- Scanning of documents & completion of qualitative data- May 13th to June 8th 2019
- IIQA submission - May 31st, 2019
- Orientation to students regarding A& A process- June 1st week
- SSR submission in NAAC portal - After the IIQA acceptance, within 30 days
- Peer team visit- As decided by NAAC


Review of IQAC and Committee activities till 9th May 2019

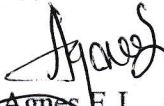
The activities conducted under the committees and IQAC from February 2019 till May 2019 were presented to the members.

The suggestions of members were as follows:-

- Grievance on Internal assessment and University Examination should be addressed.
- Continue to obtain the Feedback on parental satisfaction on academic, hostel and other facilities provided.
- Feedback and outcome analysis from the beneficiaries of each activity/program could be carried out.

Meeting adjourned at 4.20 pm


Ms Jubee Joseph
Secretary


Dr Agnes E J
Coordinator