



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: 05.03.2016 @ 3.30pm

Members present:

Prof. Victoria D'Almeida

Prof. Chanu Bhattacharya

Dr. Leena K C

Dr. Savitha Pramilda Cutinho

Mrs. Bridget D'Silva

Sr. Deepa Peter

Sr Kathreena M.U

Mrs Preethi Fernandes

Members Absent:

Sr. Winnifred D Souza

Prof. Irene Alvares

Prof. Agnes E J

Mrs. Shiji P J

Ms. Seema S Chavan

Agenda:

1. First Internal Audit
2. Submission of all the programme reports
3. SOP of the Institution
4. Quality Programmes

The meeting started with welcome and reading out the minutes of the last meeting. While reading the minutes of last meeting Dr. Leena K C suggested implementing the revision of remedial measures only in next academic year 2016-17. Prof. Chanu Bhattacharya requested to post pone the meeting as there was no quorum, Dr. Savitha made clear to the members that during her tenure meeting will not be postpone as it is scheduled well in advance by informing person concerned. Later the discussion continued as per the agenda.

First Internal Audit:

According to the action plan first internal audit was planned in the month of February, Dr. Savitha requested to members to carry out the audit at least by first week of April.

Submission of all the programme reports:

Dr. Savitha reported that she is not receiving the reports of programmes held in the College. She requested the members to submit the colour copy of the programme report to IQAC so that during the time of AQAR it will not be burdensome to collect the reports.

SOP of the Institution:

Dr. Savitha requested all the chair persons to submit the standard operating procedure of the committee by 30th May 2016.

Quality programmes:

- Panel on consultancy: is planned in the month of March
- Seminar on 'Anti Sexual Harassment Cell Functioning' : Prof Sunitha Krishnan from Hyderabad will be briefing about the functioning of Anti sexual harassment cell
- Work shop on "Innovative teaching learning methods" leading to excellence: Mrs. Bridget D Sliva suggested to outline the plan on innovative teaching learning methods before choosing the resource person. If we invite resource person from general colleges they may brief about the teaching learning methods already are in practice. Prof. Chanu Bhattacharya suggested instead of this topic is better to have a workshop on patency. Dr. Leena K C suggested that teaching learning evaluation workshop is good to have every year but it has to be well designed and can be repeated to the newly recruited staff.
- Question paper settings and valuation process: Prof Chanu Bhattacharya informed that it is waste of time to have programme on this topic. Prof Victoria suggested that programme on this topic will be like only speaking about standard without any practical outcome. Dr. Leena K C suggested to circulate need assessment form and based on it the decision will be made.

Miscellaneous:

Dr. Savitha briefly discussed about the suggestions planned to draft to the University on RGUHS online evaluation and Comments or suggestions on "draft nurse practitioner course in primary health care". Dr Savitha requested the members any further opinions on this matter can be given in writing based on which changes will be made.

The meeting adjourned at 04.45 pm.

Signature of the Secretary

Signature of the Coordinator

Signature of the chairperson

Date: 07.03.2016

Action Report of the meeting 05.03.2016

The actions taken post core committee meeting are:

- ❖ The check list for the audit was handed over to the auditors. The auditors were selected by lot method. The first internal audit is on progress.
- ❖ The faculties were once again reminded during the staff meeting for the submission of programme reports to the IQAC.
- ❖ The notification regarding submission of the programmes of the committees and cell along with the budget was displayed on the IQAC notice board. The last date for the submission was 26.03.2016.
- ❖ The IQAC programmes along with the budget are drawn out and will be presented in the next IQAC meeting.