



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: 12.07.2016 @ 03.20pm

Members present:

Sr. Winnifred D Souza
Prof. Victoria D'Almeida
Prof. Chanu Bhattacharya
Prof. Agnes E J
Prof. Irene Alvares
Dr. Leena K C
Dr. Savitha Pramilda Cutinho
Sr. Deepa Peter
Ms. Seema S Chavan
Mrs. Shiji P J
Ms. Preethi Fernandes

Members Absent:

Mrs. Bridget D'Silva

Agenda:

1. SOP Submission
2. Display of IQAC Certificate
3. Second Internal Audit

The IQAC Coordinator read out the last meeting and action report. The meeting started with the set agenda of the day. All the members actively contributed their suggestions for the agenda discussed.

1. **SOP Submission:** IQAC coordinator reported that she has received SOP from Research and Curriculum committee thus she requested the other committees to submit by the end of this week.
2. **Display of IQAC Certificate:** Based on the suggestions given by the members the certificate is modified and finalized.
3. **Suggestion to the university on Dissertation Marks:** The letter drafted with regard to dissertation marks entry in the university certificate and to have separate research practical exam is displayed and modified according to the member's suggestions.

The following dates are decided for the IQAC activities:

Sl No	Activity	Date
1.	Second Internal Audit	28 th to 31 st July 2016
2.	External Audit	11 th August 2016
3.	IQAC Meeting	16 th or 17 th August 2016
4.	Presentation of AQAR Report	3 rd week of August
5.	AQAR Uploading	30 th August 2016

Miscellaneous:

- IQAC coordinator reported that only 280 students were present for the 'Self Directed Learning' programme conducted by IQAC and 80 students were absent. Those students absent for the IQAC seminar must compensate four hours in the clinical during the holiday on 15th August 2016.
- The principal sought the opinion with the members regarding the rescheduling of the Easter and Christmas vacations anticipating the water crises in the month of May which affects the academic planned activities. The members agreed to divide the holidays into three parts such as Christmas, Easter and in the month of May. This will be implemented only after the confirmation from the management.
- The members suggested the names of the auditors they are Dr. Flossy, IQAC coordinator, St. Ann's College of education and Dr. Rameela Shekar, IQAC coordinator, Roshini Nilaya, School of Social work.

The meeting adjourned at 04.30 pm.

Signature of the Secretary

Date: 13.07.2016

Signature of the Coordinator

Signature of the chairperson

Action Report of the meeting 12.07.2016

The actions carried out after last meeting are:

SOP received from research & consultancies, curriculum, innovative & best practice, student support & progression and governance & leadership committee. The teaching, learning & evaluation and infrastructure committees SOP's are yet to be received.

The certificate is finalized and 300 certificates will be printed once the budget for the certificate is sanctioned.

The curriculum evaluation suggestions related to the marks card is posted to the RGUHS and copy of same is filed.

The second internal audit of the criteria and department was conducted.

The external audit is scheduled on 12th August 2016. The IQAC meeting is scheduled on 17th August 2016.

The coordinators were informed by the principal regarding the compensatory duties on 15th August 2016.